

DIRECTORATE OF MORALE, WELFARE & RECREATION

REDSTONE ARSENAL CONTRACTOR MEMO
FOR MWR FITNESS CENTERS USAGE

FY 2024

SECTION ONE - EMPLOYEE:

NAME: _____ DATE OF BIRTH: / /

ORGANIZATION: _____

BUILDING/ADDRESS: _____

EMPLOYEE'S OCCUPATION: _____

HOME PHONE: _____ WORK PHONE: _____

SIGNATURE OF EMPLOYEE: _____ DATE _____

SECTION TWO - EMPLOYER:

NAME OF SUPERVISOR: _____ WORK PHONE: _____

I HAVE REVIEWED THE INFORMATION PROVIDED BY MY EMPLOYEE AND CERTIFY IT TO BE TRUE AND CORRECT AND THAT THE ABOVE MENTIONED EMPLOYEE **IS EMPLOYED FULL TIME ON REDSTONE ARSENAL**. I FURTHER UNDERSTAND THAT ANY CHANGES IN MY EMPLOYEE'S STATUS WILL BE REPORTED TO LORI CIRANNI, DIRECTOR, SPORTS FITNESS AND AQUATICS, LORI.M.CIRANNI.NAF@ARMY.MIL OR 256-876-6701 IMMEDIATELY.

CONTRACT RENEWAL DATE or EMPLOYEE TERMINATION DATE: _____.

SIGNATURE OF SUPERVISOR: _____ DATE: _____

SECTION THREE - CONTRACTING OFFICER:

CONTRACT #: _____ ORGANIZATION: _____

I CERTIFY THAT THE ABOVE MENTIONED EMPLOYEE'S ORGANIZATION HAS A CURRENT CONTRACT ON REDSTONE ARSENAL.

BUILDING #: _____ WORK PHONE: _____

CONTRACTING OFFICER: _____

(PLEASE PRINT)

(SIGNATURE)