

DIRECTORATE OF MORALE, WELFARE & RECREATION

REDSTONE ARSENAL

CONTRACTOR MEMO FOR MWR FITNESS CENTER USAGE

FY 2026

SECTION ONE - EMPLOYEE INFORMATION

FULL NAME

DATE OF BIRTH

ORGANIZATION / COMPANY

BUILDING / WORK ADDRESS

EMPLOYEE'S OCCUPATION

HOME / MOBILE PHONE

WORK PHONE

EMPLOYEE EMAIL

EMPLOYEE SIGNATURE

DATE

SECTION TWO - EMPLOYER / SUPERVISOR CERTIFICATION

SUPERVISOR NAME

WORK PHONE

I have reviewed the information provided by my employee and certify it to be true and correct and that the employee is employed full-time on Redstone Arsenal, to include their office being located on Redstone Arsenal. I understand that any change in the employee's status must be reported immediately to John Weeks, Director of Sports, Fitness, and Aquatics, at john.p.weeks1.naf@army.mil or (256) 876-6701.

CONTRACT RENEWAL DATE OR EMPLOYEE TERMINATION DATE

SUPERVISOR DIGITAL SIGNATURE

DATE

SECTION THREE - CONTRACTING OFFICER CERTIFICATION

CONTRACT NUMBER

ORGANIZATION / COMPANY

I certify that the above-mentioned employee's organization has a current contract on Redstone Arsenal.

BUILDING NUMBER

WORK PHONE

CONTRACTING OFFICER DIGITAL SIGNATURE