



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 375TH AIR MOBILITY WING (AMC)**

MEMORANDUM FOR 375 FSS/FSVS

FROM: _____(Your Squadron)

SUBJECT: Quarterly Physical Training Reservation Request

1. In Accordance with the FSS/CC Reservation Policy for the Scott AFB Fitness Centers, I would like to request a quarterly reservation for the following:

a. **Quarter:** (check upcoming quarter)

- ☐ 1st Quarter: January – March 2026 ☐ 2nd Quarter: April – June 2026
☐ 3rd Quarter: July – September 2026 ☐ 4th Quarter: October – December 2026

b. **Area Selection for Reservation:** (check space(s) requested)

Racquetball Court (James Sports Center) Wallyball Court (James Sports Center)

- ☐ Basketball ½ Court ☐ Basketball **Full** Court (James Sports Center) *50 patrons+

1.1: Approximate number of personnel: _____

1.2: If reservation is for more than 50; full court reservations can be requested.

c. **Day(s) of Week Requested:**

1. ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday

Time Requested: _____

1.1: No more than **30 minute time** increments allowed.

1.2: No more than **two days** a week unless a special request is submitted.

2. Listed below are my units authorized Physical Training Leaders (PTL's)

Primary PTL Name: _____ **Alternate PTL Name:** _____

DSN Duty Phone: _____ DSN Duty Phone: _____

Email: _____ Email: _____

3. I understand that submission of this form is only a request and not a guaranteed confirmation of quarterly reservations for my unit.

NOTES:

3.1: The Fitness Staff will notify each primary and alternate PTL of their reservation confirmation by email address listed above once assigned. Reservations are assigned by those who turn in their letter first. All letters will be hand carried to the James Sports Center Bldg. 1987 or the Fitness Center Bldg P-6.

3.2: Please maintain a copy of this document that has been signed by the PTL and the Fitness Staff member who received it.

PTL Signature: _____

Date: _____

HELP FROM ABOVE

DATE RECEIVED:
TIME RECEIVED:
STAFF MBR NAME:
SIGNATURE: