



**From:**

**To:**

**Subject: Request for barracks room**

**1. This memo is submitted because our unit has missed the cutoff date for the Range Facility Management Support System (RFMSS). The following information is provided so that the Training Support Office can submit a request in RFMSS on our behalf.**

**Unit name as listed in RFMSS:**

**Check in date:**

**Check out date:**

**Reason for late request:**

**Soldier rank & name:**

**Soldier home address:**

**Unit POC rank & name:**

**Unit POC phone #:**

**Soldier lives outside the local commuting distance of 50 miles:      Yes      No**

**Soldier lives inside the local commuting distance  
and we request an exception to the 50 mile policy:      Yes      No**

**Justification for  
exception to policy:**

**Commanding Officer Signature:**

**\*\*Must be 0-3 or above**