



DEPARTMENT OF THE ARMY
U.S. ARMY MANEUVER SUPPORT CENTER OF EXCELLENCE
14000 MSCOE LOOP, SUITE 316
FORT LEONARD WOOD, MISSOURI 65473-8300



IMLD-MWR

27 April 2020

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Memorandum of Instruction (MOI), Maneuver Support Center of Excellence (MSCoE) Official Aquatics Training

1. References:

a. AR 215-1, Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities, 24 September 2010.

b. Fort Leonard Wood Physical Fitness Centers, Davidson Fitness Center/Specker Gym Standard Operating Procedures, Annex M Indoor Pool, March 2019.

2. Purpose. This MOI serves as standard operating procedure for conducting Official Aquatics Training and defines the roles, responsibilities, and processes on Fort Leonard Wood (FLW).

3. Scope. The policies and procedures are established for the benefit and guidance of assigned staff and all authorized personnel.

4. Applicability. This MOI applies to all units within the Maneuver Support Center of Excellence (MSCoE) and any tenant units operating on Fort Leonard Wood.

5. Roles and Responsibilities.

a. Aquatics Program.

(1) Ensures all notification procedures are followed during an emergency.

(2) Written documentation, with all pertinent information, (Name, Rank, Unit, Date, Time, etc.) is filed by end of the shift.

(3) Completed incident/accident reports will be routed through appropriate chain of command levels based on severity.

b. Military Units: Any instance of first aid or full execution of life saving actions will require the completion of an incident/accident report in conjunction with lifeguards on duty by the senior Service member in attendance.

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6. Procedures.

a. Army Divers Training is priority on the Aquatics schedule as it is the designated “dive tank” for all Phase 1 Army Divers.

(1) Current Dive Schedule; subject to change.

(a) Monday – Friday, 1300 – 1630 or until completion.

(b) Wednesday, 0500 – 0630.

(2) Training may cause a delay of opening for recreation swim, lap swim, or another reservation.

b. The pools can be reserved for drown proofing and physical training for active duty units.

c. Pool reservations can be made by following the guidelines listed in Enclosure 1.

d. Pool reservations must be made fourteen working days in advance of reservation.

e. Reservations for drown proofing and physical training, by active duty units only, are free of charge.

f. Drown proofing sessions are for four hours maximum.

g. The indoor pool is available for physical training Monday through Friday 0430 – 0600. Reservations are limited to 45-minute sessions (0430 – 0515 & 0515 – 0600).

h. The following is a list of emergency numbers that are to be called in case of emergency:

(1) Assistant Aquatics Manager, Nicole Stone, 596-2810

(2) Aquatics Manager, Shawn Koehler, 573-337-1868

(3) Chief, Business and Recreation Division (BRD), Katy Carter, 573-337-3158


(4) Director, Directorate of Family and Morale, Welfare, and Recreation (DFMWR), William Wasil, 573-337-3157

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7. The proponent for this MOI is the Director, DFMWR. Point of contact is Chief, BRD, telephone (573) 596-0241.

Encl
as


DAVID A. CALDWELL
Colonel, GS
Chief of Staff

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