



**DEPARTMENT OF THE ARMY**  
**U.S. ARMY INSTALLATION MANAGEMENT COMMAND**  
**HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT STEWART / HUNTER ARMY AIRFIELD**  
**954 WILLIAM H. WILSON AVENUE**  
**FORT STEWART, GEORGIA 31314-5000**

[USE COMMAND/UNIT LETTERHEAD]

IMSH-ZA

[Date]

MEMORANDUM FOR: Fort Stewart DFMWR Intramural Sports Director

SUBJECT: Command approval for participation in Unit-Level [year, program]  
Commander's Cup league.

1. [Unit/Company, Battalion, Brigade] is hereby approved to participate in [year, program] Commander's Cup league.
2. The Team Captain and Assistant Captain are:
  - a. Team Captain contact information (rank, full name, phone, email)
  - b. Assistant Captain contact information (rank, full name, phone, email)
3. Team Roster
  - a. List ALL players who will participate on the team. Each individual player must be verified as a part of the team's unit and present a valid CAC card at each game. Unit rosters must be verified and approved by either the Unit First Sergeant or Unit Commander. There is a strict limit of (2) non-unit players per roster. Non-Unit players must be from the same Battalion and obtain an approved participation memo from their own unit. Team mergers must be approved by Intramural Sports Director prior to finalizing team registration. Teams cannot recruit players from outside their Battalion.
  - b. Merged teams might not be eligible for Commander's Cup participation, depending on team composition (at the discretion of the Intramural Sports Director).
4. Team point of contact for this action is XXX at (XXX) phone number, email.
5. The undersigned verifies that each Soldier listed on this roster is assigned to [Unit/Company, Battalion, Brigade].

[Unit Commander/First Sergeant Endorsement Signature and Contact Information]