



**DOD ARMED SERVICES YMCA INITIATIVE
MILITARY OUTREACH INITIATIVE**



PROGRAM PACKET INSTRUCTIONS

MEMBERSHIP APPLICATION: New and Renewal Request for Service Member/Spouse

1. Determine eligibility category (page 2).
2. Review mandatory attendance and reporting requirements (page 3).
3. Complete and sign the “Membership Application”; use same form for new and renewal requests.
4. NEW Request – email “Membership Application” to your **Military Component Approving Official (MCAO)** address (below).
5. RENEWAL Request – email “Membership Application” **and** attendance report to your **MCAO**.
 - Submit renewals 30 days prior to the end of the current membership period to avoid a gap in service.
 - Renewal requests **MUST** include Attendance Report (see page 3 for calculation and reporting details).

INDEPENDENT DUTY STATION – COMMAND FORM: Certify Independent Duty Station (IDS), Designate Fitness Facility

1. Commands/Units submit “Designation Form” to: (1) certify a NEW Independent Duty Station (IDS); (2) designate a NEW or change the existing YMCA and/or Private Fitness facility to be used by all personnel and dependents assigned to the IDS; and (3) request an exception for additional facilities to support the IDS. This form is to be updated/reverified every two years. Designated facilities should replicate the equipment and services found at an installation fitness facility and contribute to the command’s physical readiness requirements. Please do not submit this form with each membership application. Email form to your appropriate MCAO org box (below).
2. A maximum of one YMCA and one Private Fitness facility authorized per IDS. If facility offers local/nationwide access at no additional cost to the government, members may use participating facilities; however, for liability/contract payment purposes, member must list the unit-designated facility on their application form.
3. Exceptions for additional facilities to support a single IDS location are considered on a case-by-case basis and require strong justification due to contract and funding impact. Exception requests must be submitted on Command letterhead signed by the Command/Officer in Charge and include a complete “Designation Form” for each additional facility requested.

MILITARY COMPONENT APPROVING OFFICIAL (MCAO) – ORG BOX/SUBMISSION ADDRESS

<p>ARMY Army Recruiting Command: usarmy.knox.usarec.mbx.g1-ymca-fitness@army.mil Army – All Other IDP Requests: usarmy.jbsa.imcom-hq.mbx.army-ymca@army.mil</p>	<p>MARINE CORPS Marine Forces Reserve: rick.martinez1@usmc.mil Marine Corps Recruiting Command: angelique.aguilar@marines.usmc.mil Marine Corps- Other IDP Requests: USMCASYMCA@usmc-mccs.org</p>
<p>AIR FORCE All Approvals: AFSVC.SVORF.SENDMAIL@us.af.mil</p>	<p>NAVY All Approvals: USNYMCA.fct@navy.mil</p>



DOD ARMED SERVICES YMCA INITIATIVE MILITARY OUTREACH INITIATIVE



ELIGIBILITY CATEGORIES AND CRITERIA

Service member must be on **Title 10** orders with at least **six months** remaining as of the MCAO signature date on the application form and meet all criteria in one of the following categories:

CATEGORY 1: ACTIVE DUTY *Independent Duty Personnel (IDP)

- I am assigned to a Service-designated Independent Duty Station that is not at or near a free or Service-provided fitness facility; AND
- I require a single-person membership, or my family resides with me and I require a family membership. Only one membership type (single or family) authorized.

** Category 1 includes National Guard and Reserve members on Title 10 IDP assignment.*

CATEGORY 2: Unaccompanied Spouse/Family of ACTIVE DUTY

- Sponsor is deployed or on “unaccompanied tour” orders that require the member to reside at an assigned duty location and restricts the spouse/family from accompanying the member; AND
- Sponsor’s family resides at a Service-designated independent duty station or in an area that is not at or near a free or Service-provided fitness facility.

CATEGORY 3: Unaccompanied Spouse/Family of DEPLOYED GUARD and RESERVES

- Sponsor is on deployment orders that require the member to reside at an assigned duty location that restricts the spouse/family from accompanying the member; AND
- Sponsor’s family resides at a Service-designated independent duty station or in an area that is not at or near a free or Service-provided fitness facility.

CATEGORY 4: *Soldier Recovery Unit / Warrior Care Unit

- My duty location is my house address.
- My home address is not located at or near a free or Service-provided fitness facility.
- I require a single-person membership, or my family resides with me, and I require a family membership. Only one membership type (single or family) authorized.

** Personnel on IDP assignment as support staff to a soldier recovery/warrior care unit must use Category 1 (IDP).*

Note: Exceptions to the established categories is a lengthy process and require strong justification. Submit “Waiver Request” along with the membership application for case-by-case consideration.



DOD ARMED SERVICES YMCA INITIATIVE MILITARY OUTREACH INITIATIVE



ATTENDANCE REQUIREMENT AND REPORTING

ATTENDANCE REQUIREMENT – Minimum for Renewal Eligibility:

To be eligible for membership renewal, the fitness facility must be used a **minimum of 48 days** (an average of eight days per month) during the previous six-month period. **First-time renewals** will use the previous five-month period for a minimum of 40 days use (an average of 8 days per month) to avoid a gap in service.

- **MULTIPLE FACILITY USE** - If facility participates in a local/nationwide program and more than one location is used, you may have to obtain a record from each location to collectively meet the attendance requirement.
- **FAILED ATTENDANCE** - Submit the Waiver Request form (page 5) with your renewal application to justify failure to meet the minimum attendance requirement. Approval is on a case-by-case basis.

ATTENDANCE REPORT –

Submit attendance report with each renewal application. Fitness staff can provide a system-generated report or a written log that is signed and on facility letterhead. Report must include member/user name(s) and date of visits for the required period as follows:

- **1st Renewal** – attendance report for the previous 5 month period (minimum use = 40 days).
- **2nd Renewal** – attendance report for the previous 6 month period (minimum use = 48 days).

CALCULATING ATTENDANCE:

Facility use is counted by “calendar DATE” only. Multiple entries on the same date (day) by member and/or family will only count as one (1) visit towards the minimum requirement.

Example: Multiple entries from single user on the same day = 1 visit

John Smith	June 1, 2022
John Smith	June 1, 2022
John Smith	June 1, 2022

Example: Multiple users on the same day = 1 visit

John Smith	June 1, 2022
Jane Smith	June 1, 2022
Tom Smith	June 1, 2022

MEMBERSHIP CANCELLATION – Member Generated Request:

If membership is no longer required and three or more months remain before the end of the membership period, please notify the fitness facility staff. If the facility contract allows a refund or credit, they will provide a cancellation confirmation that you can email to the following address:

- ❑ YMCA cancellations: dodymca@asymca.org
- ❑ Private Fitness cancellations: dodpf@asymca.org