



**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.~~  
NOTE: Submission of attendance reports are suspended until further notice due to COVID-19 disruption.
  - 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. 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 Service 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><b>ARMY</b>  <b>Army Recruiting Command:</b>  <a href="mailto:usarmy.knox.usarec.mbx.g1-ymca-fitness@mail.mil">usarmy.knox.usarec.mbx.g1-ymca-fitness@mail.mil</a>  <b>Army – All Other IDP Requests:</b>  <a href="mailto:usarmy.jbsa.imcom-hq.mbx.army-ymca@mail.mil">usarmy.jbsa.imcom-hq.mbx.army-ymca@mail.mil</a></p>	<p><b>MARINE CORPS</b>  <b>Marine Forces Reserve:</b>  <a href="mailto:rick.martinez1@usmc.mil">rick.martinez1@usmc.mil</a>  <b>Marine Corps Recruiting Command:</b>  <a href="mailto:lakeetha.johnson@marines.usmc.mil">lakeetha.johnson@marines.usmc.mil</a>  <b>Marine Corps- Other IDP Requests:</b>  <a href="mailto:USMCASYMCA@usmc-mccs.org">USMCASYMCA@usmc-mccs.org</a></p>
<p><b>AIR FORCE</b>  <b>All Approvals:</b> <a href="mailto:AFSVC.SVORF.SENDMAIL@us.af.mil">AFSVC.SVORF.SENDMAIL@us.af.mil</a></p>	<p><b>NAVY</b>  <b>All Approvals:</b> <a href="mailto:USNYMCA.fct@navy.mil">USNYMCA.fct@navy.mil</a></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 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: \*Community Based Warrior Transition 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 warrior transition/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 – Reporting requirement waived until further notice due to COVID-19 disruptions.

~~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, 2020
John Smith	June 1, 2020
John Smith	June 1, 2020

**Example: Multiple users on the same day = 1 visit**

John Smith	June 1, 2020
Jane Smith	June 1, 2020
Tom Smith	June 1, 2020

### 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](mailto:dodymca@asymca.org)
- Private Fitness cancellations: [dodpf@asymca.org](mailto:dodpf@asymca.org)