



**DOD – ARMED SERVICES YMCA  
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). Do NOT email ASYMCA.
5. RENEWAL Request – Email “Membership Application” **and** attendance report to your **MCAO**. Do NOT email ASYMCA.
  - 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><b>ARMY</b><br/> <b>Army Recruiting Command:</b><br/> <a href="mailto:usarmy.knox.usarec.mbx.g1-ymca-fitness@army.mil">usarmy.knox.usarec.mbx.g1-ymca-fitness@army.mil</a><br/> <b>Army – All Other IDP Requests:</b><br/> <a href="mailto:usarmy.jbsa.imcom-hq.mbx.army-ymca@army.mil">usarmy.jbsa.imcom-hq.mbx.army-ymca@army.mil</a><br/> <b>Army National Guard:</b><br/> <a href="mailto:ARNG_NGB_YMCA@army.mil">ARNG_NGB_YMCA@army.mil</a><br/> <b>Army Reserve:</b><br/> <a href="mailto:usarmy.usarc.usarc-hq.mbx.ymca-program@mail.mil">usarmy.usarc.usarc-hq.mbx.ymca-program@mail.mil</a></p> | <p><b>MARINE CORPS</b><br/> <b>Marine Forces Reserve:</b><br/> <a href="mailto:tracy.touchard@usmc.mil">tracy.touchard@usmc.mil</a><br/> <b>Marine Corps Recruiting Command:</b><br/> <a href="mailto:MCRC_YMCA@marines.usmc.mil">MCRC_YMCA@marines.usmc.mil</a><br/> <b>Marine Corps – All Other IDP Requests:</b><br/> <a href="mailto:USMCASYMCA@usmc-mccs.org">USMCASYMCA@usmc-mccs.org</a></p> |
| <p><b>AIR FORCE</b><br/> <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><br/> <b>All Approvals:</b> <a href="mailto:USNYMCA.fct@navy.mil">USNYMCA.fct@navy.mil</a></p>  |



**DOD – ARMED SERVICES YMCA  
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/RESERVE/GUARD Title 10\* 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.

*\*Title 32 Orders will NOT be approved.*

**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 Title 10 IDP GUARD and RESERVE**

- 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 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/username(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, 2023 |
| John Smith | June 1, 2023 |
| John Smith | June 1, 2023 |

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

|            |              |
|------------|--------------|
| John Smith | June 1, 2023 |
| Jane Smith | June 1, 2023 |
| Tom Smith  | June 1, 2023 |

## MEMBERSHIP HOLD AND CANCELLATION POLICY – Service Member Generated Request:

**HOLDS:** If SM is unable to access the fitness facility for 30 days or longer, regardless of reason, SM MUST contact the fitness facility directly and put the membership on HOLD.

**CANCELLATIONS:** If SM is PCSing or the membership is no longer needed and three or more months remain before the end of the membership period, SM MUST CANCEL their membership directly with the fitness facility. If the facility allows a refund or credit, they will provide a cancellation confirmation that MUST be emailed to:

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