



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



PROGRAM PACKET INSTRUCTIONS

MEMBERSHIP APPLICATION: New or 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)** – see email address below. Do NOT email ASYMCA.
5. RENEWAL Request: Email Membership Application **and** an attendance report provided by the facility (page 3) to your **MCAO**. Do NOT email ASYMCA.
 - IF attendance requirement is NOT met, you **must email the WAIVER Form**, in addition to the Membership Application and attendance report, to your MCAO.
 - Submit renewal requests **30 days prior** to the end of the current membership to avoid a gap in service.

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 a 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 branch they will be using on their Membership Application.
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) – SERVICE BRANCH SUBMISSION EMAILS

<p align="center">ARMY</p> <p>Army Active-Duty Service Members: usarmy.jbsa.imcom-hq.mbx.army-ymca@army.mil --Army Recruiting Command requests only: usarmy.knox.usarec.mbx.g1-ymca-fitness@army.mil Army National Guard (on Title 10 Orders): ng.ncr.ngb-arng.mbx.ymca@army.mil Army Reserve: usarmy.usarc.usarc-hq.mbx.ymca-program@army.mil</p>	<p align="center">MARINE CORPS</p> <p>Marine Corps Active-Duty Service Members: USMCASYMCA@usmc-mccs.org --Marine Corps Recruiting Command requests only: MCRC_YMCA@marines.usmc.mil Marine Corps Reserve: MFR_Semperfit@usmc.mil</p>
<p align="center">NAVY</p> <p>All Approvals (Active, Reserve): usnymca@us.navy.mil</p>	<p align="center">AIR FORCE / SPACE FORCE</p> <p>All Approvals (Active, Air National Guard (on Title 10 Orders), Reserve): AFSVC.SVORF.SENDMAIL@us.af.mil</p>



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ELIGIBILITY CATEGORIES AND CRITERIA

Eligible Service member must: 1) be on **Title 10** orders; and 2) have at least **six months** remaining as of the MCAO signature date on the application, and meet **all** criteria in one of the following categories:

CATEGORY 1: ACTIVE DUTY, NATIONAL GUARD and RESERVE 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) is authorized.

**Category 1 must be on Title 10 IDP assignment. Title 32 orders are not eligible and 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 NATIONAL 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.

**Sponsor must be on Title 10 IDP assignment. Title 32 orders are not eligible and will not be approved.*

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) is authorized.

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

Note: Requesting exceptions to the established categories is a lengthy process and requires strong justification. Submit Waiver Request Form along with the membership application for case-by-case consideration.



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ATTENDANCE REQUIREMENTS AND REPORTING

ATTENDANCE REQUIREMENTS – 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 (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** – You **must** submit the Waiver Request form with your Renewal Application and Attendance Report 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. For family memberships, the family is expected to meet the requirement in the event service member cannot.

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

John Smith	June 1, 2024
John Smith	June 1, 2024
John Smith	June 1, 2024

Example: Multiple users on the same day = 1 visit

John Smith	June 1, 2024
Jane Smith	June 1, 2024
Tom Smith	June 1, 2024

MEMBERSHIP HOLDS AND CANCELLATIONS – Sponsor Generated Requests:

HOLDS:

If Sponsor is unable to access the fitness facility for 30 days or longer, regardless of reason, Sponsor **must** contact the fitness facility directly and request to put the membership on hold. Note: Hold policies vary by facility.

CANCELLATIONS:

If Sponsor is moving or the membership is no longer needed, and three or more months remain before the end of the membership period, Sponsor **must** 1) cancel their membership directly with the fitness facility; and 2) notify ASYMCA per the applicable email address below so that the ASYMCA can request a refund or credit.

YMCA Cancellations: dodymca@asymca.org | Private Fitness Cancellations: dodpf@asymca.org