



ARMED SERVICES YMCA

MILITARY OUTREACH INITIATIVE APPLICATION PRIVATE FITNESS MEMBERSHIPS

In partnership with the Armed Services YMCA, the Department of Defense is proud to offer 6-month gym memberships at participating Private Fitness facilities nationwide. To qualify for this program, military members must meet all eligibility criteria for the category listed below:

MEMBERSHIP ELIGIBILITY CRITERIA:

Category 1: Active Duty Independent Duty Personnel

- ☐ I am currently on Title 10 orders within the United States of America issued by the Department of Defense (Army, Air Force, Marine Corps, Navy)
- ☐ My orders have at least 6 months left from today's date
- ☐ I am currently assigned to a command/unit that is geographically isolated from any military fitness facilities and does not offer any access to free physical fitness equipment
- ☐ If approved, I will utilize the gym membership alone (no family members added)

For more information, please visit the Armed Services YMCA website:

www.asymca.org/moi

INSTRUCTIONS:

New Memberships

Military Personnel:

1. Determine eligibility using “Member Eligibility Criteria” on page 1
2. Complete “Unit Request for Active Duty Independent Duty Personnel (IDP)” on pages 7-8
3. Email paperwork to Military Component Approving Official (MCAO)
 - a. The MCAO will submit application(s) to the Armed Services YMCA

Renewal Memberships

Military Personnel:

1. Determine renewal eligibility using “Member Eligibility Criteria” on page 1
2. Attach original approved “Unit request for Active Duty Independent Duty Personnel (IDP)” and a renewal command memorandum (template on page 4)
3. Attach 6 month attendance record from previous membership
4. Email paperwork to MCAO
 - a. The MCAO will submit application(s) to the Armed Services YMCA

ATTENDANCE RECORDS AND REQUIREMENTS:

Attendance Requirement:

Members using the Military Outreach Initiative program must maintain **an 8 calendar day visit per month** requirement for the duration of the 6 month membership in order to be considered for renewal.

Acceptable Forms Of Attendance:

Facility use and program participation attendance reports can be electronically generated from the facility's existing software system. Fitness facility staff may create a manual log with the member's printed name, signature, and date of visit only if your facility does not have software capability.

How To Count Attendance:

Visitation is counted by calendar day only. A visit is defined as the service member coming to the facility to participate in any adult activity that can be tracked manually or electronically in one calendar day. If the member returns in the same day, all visits in that day are counted only once.

Multiple swipes from the same member on the same day count as 1 visit.

John Smith	January 1, 2019
John Smith	January 1, 2019
John Smith	January 1, 2019

How To Put A "Hold" On A Membership:

Membership services may place **one hold per membership period**. No action is necessary until the member would like to renew the membership. At the time of renewal, **membership services must provide a formal statement** (on official letterhead) stating a hold was placed on the account from date – date. If a hold is placed on the membership, **the membership must be extended the amount of the time held** in order to provide 6 months of attendance records for the member/family.

Example:

Original membership timeframe: March 1, 2017 – September 1, 2017

Membership hold: June 1, 2017 – August 1, 2017

New membership timeframe: March 1, 2017 – November 1, 2017 (with a hold from June 1, 2017 – August 1, 2017)

COMMAND MEMORANDUM EXAMPLES:

Command Memorandum Format
(For Active Duty Independent Duty Personnel):

Command Letterhead

Current Date

Memorandum for Record
Subject: Verification of Eligibility

I certify as commander/officer in charge of _____ unit that the following personnel are assigned to this unit at _____ (actual duty address if different than letterhead) on federal active duty title 10 orders for the next six months **which is the membership period that they are registering for**, and will be able to meet the visit requirements for that membership period.

Name	New or Renew Membership	Date Departing Unit

Signed, Date
Printed Name
Title
Email

UNIT REQUEST FOR ACTIVE DUTY INDEPENDENT DUTY PERSONNEL (IDP)

New Instructions:

1. Review notice to command
2. Determine Military Component Approving Official (MCAO)
3. Complete command information, facility information, and list personnel
4. Obtain commanding officer/officer in charge signature
5. Obtain MCAO signature (via email)

Renewal Instructions:

1. Attach a copy of your original approved Unit Request for Active Duty Independent Duty Personnel (IDP)
2. Attach a command memorandum stating your continued eligibility for this program

Notice To Command:

Federal DoD Title 10 Only: It is the command's responsibility to ensure all eligible command members are notified on the following requirements for participation. Failure to adhere to these requirements will result in cancellation/non-renewal of membership(s) at this duty station or future duty stations. Failure by the command to make this requirement known will not be a basis for waiver consideration at the time for renewal.

1. Members are required to attend the facility a minimum of 8 calendar days per month. It is the service member's responsibility to ensure their visits are accurately registered via card swipe, log book, etc.
2. The Unit Request for Active Duty Independent Duty Personnel (IDP) must be completed in its entirety or it will be returned to the command. All applicable information must be included. Failure to do so will result in a delay in processing this request

Renewal Requirement:

1. Each service member must resubmit an eligibility form and the original approved Unit Request for Active Duty Independent Duty Personnel (IDP) to the facility.

MCAO's (AS OF APRIL 2019):

<p><u>ARMY:</u> Army Recruiting Command: usarmy.knox.usarec.mbx.g1-ymca-fitness@mail.mil Army- All Other IDP Requests: usarmy.jbsa.imcom-hq.mbx.army-ymca@mail.mil</p>	<p><u>MARINE CORPS:</u> Marine Forces Reserve: rick.martinez1@usmc.mil Marine Corps Recruiting Command: gilbert.macias@marines.usmc.mil Marine Corps- Other IDP Requests: Lynda.rummel@usmc-mccs.org</p>
<p><u>AIR FORCE:</u> Air Force- All IDP Approvals: aaron.smelser@us.af.mil juan.hernandez.30@us.af.mil</p>	<p><u>NAVY:</u> Navy- All IDP Approvals: usnymca.fct@navy.mil</p>

UNIT REQUEST FOR ACTIVE DUTY INDEPENDENT DUTY PERSONNEL (IDP)

Fitness Facility Information:

Fitness Facility Name: _____

Street Address: _____

City, State, Zip Code: _____

Command Information:

Command/Unit Name: _____

Command/Unit Street Address: _____

Command/Unit City, State, Zip Code: _____

Duty Address: _____

Duty City, State, Zip Code: _____

Command Unit/POC: _____

Command Unit/POC 10 Digit Phone Number: _____

Command Unit/POC Email: _____

Rate/Rank/Full Name of Each Service Member (Add Additional Pages if Necessary):

Commanding Officer / Officer in Charge Signature:

I understand only Title 10 personnel are eligible and certify that no Title 32 personnel are included in this request. I certify the above named active duty personnel are assigned to this command and will be for the duration of the membership. This command does not pay for fitness memberships for our personnel and does not have access to a free fitness facility at or near this location. I understand that each member must attend the facility 8 calendar days per month in order to be eligible for renewal or for reinstatement at a follow on command, if applicable.

Signature and Date: _____

Military Component Approving Official Signature:

Signature and Date: _____