

**SERVICE MEMBER/FAMILY FORM 2: UNIT REQUEST FOR IDP**

**\*FAILURE TO FOLLOW INSTRUCTIONS WILL RESULT IN DELAYED/DENIED REQUESTS\***

**NOTICE TO SERVICE MEMBERS:** YOU ARE ENTIRELY RESPONSIBLE FOR THE FULL CORRECT COMPLETION OF THIS FORM.

**NEW INSTRUCTIONS:**

1. REVIEW NOTICE TO COMMAND
2. DETERMINE SERVICE BRANCH POINT OF CONTACT
3. COMPLETE COMMAND INFORMATION, YMCA INFORMATION, AND LIST PERSONNEL
4. OBTAIN COMMANDING OFFICER/OFFICER IN CHARGE SIGNATURE
5. OBTAIN SERVICE BRANCH POINT OF CONTACT SIGNATURE (VIA EMAIL)

**RENEWAL INSTRUCTIONS:**

1. ATTACH A COPY OF YOUR ORIGINAL APPROVED UNIT REQUEST FOR IDP
2. ATTACH A COMMAND MEMORANDUM STATING YOUR CONTINUED ELIGIBILITY FOR THIS PROGRAM (TEMPLATE PROVIDED ON PAGE 5)

**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 YMCA 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 YMCA 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 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 IDP TO THE YMCA FACILITY.

**SERVICE BRANCH POINT OF CONTACTS (AS OF OCTOBER 2017):**

**ARMY:**

Army Recruiting Command:  
[usarmy.knox.usarec.mbx.g1-ymca-fitness@mail.mil](mailto:usarmy.knox.usarec.mbx.g1-ymca-fitness@mail.mil)

Army- All Other IDP Requests:  
[usarmy.jbsa.imcom-hq.mbx.army-ymca@mail.mil](mailto:usarmy.jbsa.imcom-hq.mbx.army-ymca@mail.mil)

**MARINE CORPS:**

Marine Forces Reserve:  
[rick.martinez1@usmc.mil](mailto:rick.martinez1@usmc.mil)  
Marine Corps Recruiting Command:  
[gilbert.macias@marines.usmc.mil](mailto:gilbert.macias@marines.usmc.mil)  
Marine Corps- Other IDP Requests:  
[Susan.Jones@usmc-mccs.org](mailto:Susan.Jones@usmc-mccs.org)

**AIR FORCE:**

Air Force- All IDP Approvals:  
[aron.collins@us.af.mil](mailto:aron.collins@us.af.mil)  
[aaron.smelser@us.af.mil](mailto:aaron.smelser@us.af.mil)

**NAVY:**

Navy- All IDP Approvals:  
[usnymca@navy.mil](mailto:usnymca@navy.mil)

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**COMMAND INFORMATION:**

COMMAND/UNIT NAME: \_\_\_\_\_  
STREET ADDRESS: \_\_\_\_\_  
CITY, STATE, ZIP CODE: \_\_\_\_\_  
COMMAND UNIT/POC: \_\_\_\_\_  
COMMAND UNIT/POC 10 DIGIT PHONE NUMBER: \_\_\_\_\_  
COMMAND UNIT/POC EMAIL: \_\_\_\_\_

**YMCA INFORMATION:**

YMCA LOCATION NAME: \_\_\_\_\_  
STREET ADDRESS: \_\_\_\_\_  
CITY, STATE, ZIP CODE: \_\_\_\_\_

**RATE/RANK/FULL NAME OF EACH SERVICE MEMBER (ADD ADDITIONAL PAGES IF NECESSARY):**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

**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 A MINIMUM OF 6 MONTHS. THIS COMMAND DOES NOT PAY FOR FITNESS MEMBERSHIPS FOR OUR PERSONNEL AND THIS COMMAND DOES NOT HAVE ACCESS TO A FREE FITNESS FACILITY AT OR NEAR THIS LOCATION. I UNDERSTAND THAT EACH MEMBER MUST ATTEND THE YMCA 8 CALENDAR DAYS PER MONTH IN ORDER TO BE ELIGIBLE FOR RENEWAL IN 6 MONTHS OR FOR REINSTATEMENT AT A FOLLOW ON COMMAND, IF APPLICABLE.*

**SIGNATURE AND DATE:** \_\_\_\_\_  
PRINTED NAME/RANK: \_\_\_\_\_  
TITLE: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

**SERVICE BRANCH POINT OF CONTACT SIGNATURE:**

**SIGNATURE/DATE:** \_\_\_\_\_  
**APPROVED BY**