



DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY RECRUITING COMMAND  
1307 THIRD AVENUE  
FORT KNOX, KY 40121-2725

RCPE-MS

2 January 2018

MEMORANDUM FOR All USAREC UNITS

SUBJECT: (Revised) Standard Operating Procedures (SOP) for Armed Services Young Men's Christian Association (ASYMCA) Gym Membership Program.

1. References:

a. AR 215-1, Military Morale, Welfare, and Recreation Programs and Non-appropriated Fund Instrumentalities, 31 July 2007

b. Contracted services between Office of the Secretary of Defense (OSD) and the ASYMCA. Army Lead: U.S. Army Installation Management Command (IMCOM)

2. Purpose: To establish guidelines, policies and procedures for the operation of the YMCA Gym Membership Program to provide unit physical training (PT) for eligible USAREC personnel

3. Applicability: Standard Operating Procedures (SOP) apply to all members of USAREC

4. Eligibility:

a. Authorized only for those duty locations that do not have access to free fitness equipment or have fitness equipment onsite and working/assigned 10 miles or more from a military installation.

b. Active Duty Title 10 USAREC Soldiers that do not live on a military installation offering free fitness facilities (if you live on a military installation but work at a Recruiting Station off post, you are NOT eligible for the program).

c. Family Members of qualifying Soldiers may utilize *participating* YMCAs (basic membership only, no add-ons) at no additional cost. Family members cannot apply directly for the program; applications must be done through the Soldier and chain of command.

5. Procedures for YMCA New Unit/Duty Address Approvals:

a. Approved personnel can choose to use any *participating* YMCA branch but can only join one. A list of participating YMCAs can be found at: [www.ymca.net](http://www.ymca.net). Click the "Our Focus", tab over to Social Responsibilities, scroll down to Military Outreach and place zip code in "Find a Y Participating in the Military Outreach Initiative:" and click "Go".

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b. Fill out an Independent Duty Personnel (IDP) form (attached). The current November 2017 version requires page 6 and page 8 to be completed. Newer versions of the form will be used when published. The Company Commander or First Sergeant must verify and sign the IDP on page 8. If the battalion or brigade are tracking memberships, they will need to be included on the distribution. Send to: HQ USAREC Gym Membership Group Mailbox email: [usarmy.knox.usarec.mbx.g1-ymca-fitness@mail.mil](mailto:usarmy.knox.usarec.mbx.g1-ymca-fitness@mail.mil).

d. Once received by HQ USAREC, the request will be reviewed for completeness and verify eligibility. The person who submitted the request will receive a signed IDP approval with registration instructions. The ASYMCA is cc'd on this correspondence. Take the complete packet (currently 10 pages) to the Local YMCA and complete the registration.

e. Memberships **will be** renewed every six months if the Minimum monthly 8 calendar day visit requirement has been met and the Soldier has six months remaining at the duty station. Renewals must be submitted 30 days prior to expiration.

f. Family member visits on separate calendar days count toward the 8 visits per month requirement.

f. The Soldier will discuss the renewal with the local YMCA membership director/representative provided all renewal requirements are met. If the membership director requires a new IDP, fill it out and submit to the USAREC group mailbox for approval.

#### 6. Procedures for Private Fitness Facilities New Unit/Duty Address Approvals:

a. Fill out an Independent Duty Personnel (IDP) form Private Fitness (attached). The current October 2017 version requires page 6 to be completed. Newer versions of the form will be used when published. The Company Commander or First Sergeant must verify and sign the IDP on page 8. If the battalion or brigade are tracking memberships, they will need to be included on the distribution. Send to: HQ USAREC Gym Membership Group Mailbox email: [usarmy.knox.usarec.mbx.g1-ymca-fitness@mail.mil](mailto:usarmy.knox.usarec.mbx.g1-ymca-fitness@mail.mil)

b. Confirmation memberships with the private facilities can take 30-45 days once acted on by the ASYMCA after submission from USAREC. The Armed Services YMCA staff will contact the private fitness facility to discuss membership contract arrangements, including payment. Upon completion of the membership contract with the private fitness facility, the Armed Services YMCA will confirm the membership with the unit's fitness point of contact (POC) listed on the IDP. Unit's should use Fitness POCs that preferably have at least 2 years remaining with the organization to ensure continuity. Recommend changing out Fitness POCs when they have less than 4 months remaining on station.

c. Service members must wait until contract arrangements have been made, and confirmed by the Armed Services YMCA before participating under this program. The military member will be responsible for all charges with the private facility if they sign directly with the facility. A government paid membership is not in effect until the Armed Services YMCA has completed the

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membership contract arrangements. \*\*\*\*This is not a reimbursement program and charges incurred before final confirmation of membership is received will not be reimbursed to the individual or paid to the private fitness facility. Private gym memberships start the date the contract is signed with the ASYMCA and not when the Soldier shows up to register.

d. Each service member understands that a registration/joining fee and any monthly fee exceeding \$50 will be the responsibility of the service member.

e. Private gym memberships are ONLY for the service members. Families will NOT be authorized to utilize the memberships at government expense.

f. \*\*There is very little leniency at private gyms for not fulfilling the visit requirements. Leaves/Illness and TDY are not reasons to miss the visit requirement. If a Soldier knows he or she is going to a professional schooling such as SLC, do not sign up for a membership for that 6 month period or see if the gym will put their account in a frozen status until they return. Soldiers will need to provide 6 months of attendance records to be renewed.

g. Once a Soldier is denied renewal due to lack of usage, there is a waiver process that requires significant justification to be reinstated. Submission of a waiver does not guarantee an approval to be reinstated to the program.

#### 6. HQ USAREC Approval Official Responsibilities:

a. Validate and approve or disapprove each Request for IDP submitted (digital signature).

b. Provide guidance to the Commanders/First Sergeant's and Unit Fitness POCs to ensure compliance with this SOP and OSD guidelines for future memberships.

c. Email approved IDP packet to back to the person submitting the IDP and also to the ASYMCA with registration instructions/requirements.

#### 7. Program User Responsibilities:

a. Take IDP approved by HQ USAREC, "Thank you" letter, and ID card to the local participating YMCA.

b. Complete the IDP packet, obtain a YMCA membership card and swipe each time the facility is utilized.

c. Ensure that the eight minimum visit requirements are being met.

d. If the eight calendar day visit requirements are unsuccessful due to mission, TDY or illness, documentation and log must be provided to the local YMCA Membership Director to determine eligibility for renewal. There is a waiver process in place that requires justification.

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8. Summary:

a. Applications (IDP requests) must be signed by the Company Commander or First Sergeant and submitted to HQ USAREC Gym Membership POC email: [usarmy.knox.usarec.mbx.g1-ymca-fitness@mail.mil](mailto:usarmy.knox.usarec.mbx.g1-ymca-fitness@mail.mil)

b. Ensure all registered Soldiers are aware of the eight calendar days per month visit requirement.

c. Private facility memberships begin when the contract is negotiated by the ASYMCA, not upon submission of the application to HQ USAREC. This date can be 30-45 days once acted on by the ASYMCA after submission from USAREC.

d. YMCA memberships begin when the Soldier brings a HQ USAREC approved/signed IDP to the local YMCA to complete membership in-processing. A complete packet must be submitted by each Soldier.

e. Renewals must be completed every 6 months and the Soldier must meet eligibility requirements for both visits and having a minimum of 6 months remaining time on station.

f. One-time waivers are considered for those failing to meet the visit requirements with justification.

9. Point of Contact for this SOP is the USAREC Gym Membership Program Manager at [usarmy.knox.usarec.mbx.g1-ymca-fitness@mail.mil](mailto:usarmy.knox.usarec.mbx.g1-ymca-fitness@mail.mil) , DSN 536-0778 or commercial 502-626-0778.

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