

Independent Duty Station Command Form



DOD ARMED SERVICES YMCA INITIATIVE MILITARY OUTREACH INITIATIVE

INDEPENDENT DUTY STATION - COMMAND FORM



INSTRUCTIONS: See "Program Instructions and Requirements" for additional information.

COMMAND USE ONLY: (1) to certify a NEW Independent Duty Station (IDS); (2) to designate a new or change the existing YMCA and/or Private Fitness to be used by all personnel and dependents assigned to the IDS; (3) to request an exception for additional facilities to support the IDS. Please do not submit this form with each membership application.

- Maximum of one YMCA and one private fitness facility per IDS. If facility provides local or nationwide access at no additional cost to the government, members may use participating locations; however, for liability and contract payment purposes, members must list the unit-designated facility name and address on their application form.
- Exceptions for additional fitness facilities to support a single IDS location will be considered on a case-by-case basis and require strong justification. Submit request on Service letterhead signed by the Command/Office in Charge with a copy of this form completed for EACH additional facility required.

Email completed form to appropriate Military Component Approving Official (MCAO) org box

Section 1	
Status (Select ALL that apply): <input type="checkbox"/> Establish New IDS <input type="checkbox"/> Designate Facility <input type="checkbox"/> Exception Request (memo attach)	
Command Name: _____	
CMD Address: _____	
CMD POC: _____	CMD POC Phone: _____
CMD POC Duty Email: _____	
IDS Unit Name: _____	IDS Phone: _____
IDS Physical Address: _____	
Section 2	
Facility Designation (Select one): <input type="checkbox"/> New IDS Facility <input type="checkbox"/> Change Designated Facility <input type="checkbox"/> Request Exception Facility	
YMCA Name: _____	
Street Address: _____	
Private Fitness Name: _____	
Street Address: _____	
Commanding Officer/Officer in Charge: I certify the specified physical address is an establish Independent Duty Station (IDS) and that the command/unit does not pay for fitness memberships or have access to a free or Service-provided fitness facility at or near the IDS. I understand that all assigned personnel choosing to participate must use a unit-designated facility, must comply with the mandatory attendance to be eligible for renewal, and they must accept personal responsibility for payment of any excess monthly membership fee if the designated facility exceeds the government contract rate cap (\$55 single / \$72 family).	
Digital Signature: _____	Duty Title: _____
Duty Email: _____	Duty Phone: _____
Military Component Approving Official Verification: <input type="checkbox"/> IDS Registered <input type="checkbox"/> Facility count within limit (1/1)	
MCAO Digital Signature/Date: _____	

This form contains FOR OFFICIAL USE ONLY information which must be protected under the Freedom of Information Act (5 U.S.C. 552) and/or the Privacy Act of 1974 (5 U.S.C. 552a). Unauthorized disclosure or misuse of PERSONAL INFORMATION may result in disciplinary action, criminal and/or civil penalties. Further distribution is prohibited without the approval of the author unless the recipient has a need to know in the performance of official duties. If you have received this in error, please notify the sender and delete all copies.

04/20/2022

**** From Pg 1 of Program Instructions when More than One Private Facility and one YMCA Facility is needed per RS:**
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.**



Company or Battalion



Recruiting Station



Cdr / XO/ 1SG



Signed at HQ USAREC

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