

# Member Application Submission Checklist

## General Instructions (New & Renewal)

- Use the most current application form (updated 09/2025).
- The same form is used for both new and renewal applications.
- Ensure all fields are complete, legible, and preferably typed.
- Preferably submit as a **PDF, not photo, if possible**.
- Applications must be signed and dated with either a **digital CAC signature** or a **handwritten (“wet”) signature**.
  - *Note: Adobe-generated signatures are not accepted.*

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## Section 1: Membership Type & Facility

- Select one: **New, Renewal, or Renewal + Waiver**.
- Facility: Choose **YMCA** or **Private Fitness Center**.
- Provide the facility's **full name & full address** (city, state, ZIP code).

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## Section 2: Eligibility & Assignment

- Select all that apply (e.g., if Navy Reservist, check **Reserve** and **Navy**).
- Provide assignment timeline – must have **at least 6 months remaining on orders**.
- Provide full duty station address (city, state, ZIP code).
  - This is your physical work location.
- Eligibility:
  - Must be on **Title 10 Orders**.
  - **Not eligible:** Title 32 orders, drilling reservists.
  - Must be assigned to an Independent Duty Station (IDS): Eligible only if not located near a free or service-provided fitness facility.
  - Shipyard Assignments: If duty station does not have adequate fitness facilities on location or in close proximity; a **Command Memo** is required along with the IDS command form.

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## Section 3: Membership Information

- Select one membership category: **Category 1, 2, 3, or 4**.
- Provide:
  - Full name
  - Rank

- Duty email and phone number
- Family members name & age (if applicable)
  - Adult family members are not eligible, unless they are secondary dependents on DEERS profile
  - At the discretion of the facility to include them at no additional cost
- Sign in the Member Certification box
- Do NOT sign in the MCAO Verification box.

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## Required Documents

### 1. Independent Duty Station (IDS) Command Form

- One per duty station, on file with MCAO.
- Identifies designated fitness facilities (YMCA and/or Private Fitness).
- Must be signed by CO/OIC.
- Based on duty station address (not home address).

*\*Example: Your major command is NTAG Nashville, but your unit is located at NRS Knoxville. NTAG Nashville HQ is located about 180 miles from NRS Knoxville. If you use the duty station address for NTAG Nashville HQ, ASYMCA will not approve your request for a facility in Knoxville because of the distance.*

### 2. Participation Agreement (for use of Private Fitness Facilities only)

- Must be completed and signed by the facility.
- Facilities that ASYMCA does not need Participation Agreements for:
  1. LA Fitness, including EoS
  2. 24 HR Fitness
  3. Gold's Gym (All of TX & TN)
  4. In-Shape Fitness
  5. Onelife Fitness
  6. Planet Fitness

### 3. Title 10 Orders/Command Eligibility Memo

- Title 10 orders or Command Eligibility Memo must be submitted for ALL members, regardless of category.
- May be requested at any time for proof of eligibility

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## Renewal Applications

- **Submit:**
  - Completed Application Form
  - Attendance Record
    - Must include name of each individual checked in, dates of each check-in and fitness facility name.
- **Submission window: No earlier than 30 days before membership expiration**
- **Attendance requirements:**
  - 1st Renewal: 40 visits within 5 months
  - 2nd Renewal & Beyond: 48 visits within 6 months
  - Multiple visits on the same day = 1 visit.
  - Multiple family members attending the same day = 1 visit.
- If attendance requirements are NOT met, member must submit a **Waiver Request** with application and attendance record.
- **IDS Command Form** may need to be resubmitted if not already on file with MCAO.

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## Application Submittal

- Email all applications and required documents to the Navy Military Component Approving Official (MCAO) at [USNYMCA@us.navy.mil](mailto:USNYMCA@us.navy.mil).

**\*It is recommended that members send applications from their us.navy.mil account, whenever possible. We occasionally experience issues with outside email providers (e.g., Gmail, Edu, etc.) preventing messages from reaching this mailbox. Using the USNYMCA mailbox also helps ensure accountability, as multiple personnel monitor this mailbox, and personnel may be on leave or turnover may occur. Members may also copy a Navy MCAO POC to ensure their application is received.**