



ARMED SERVICES YMCA

MILITARY OUTREACH INITIATIVE ATTENDANCE WAIVER REQUEST

Please note that the attendance waiver process can take anywhere between 1-4 weeks depending on the complexity of each waiver, and volume of waiver cases during the present time.

A. ATTENDANCE WAIVERS MAY BE REQUESTED FROM THE FOLLOWING:

Private Fitness: Commanding Officer of the Unit ONLY

YMCA: Membership Services ONLY

Exception: Current Independent Duty Approvers/Service Branch Point of Contacts

REQUESTS WILL NOT BE ACCEPTED UNLESS SENT FROM A WAIVER REPRESENTATIVE LISTED ABOVE.

B. REQUIRED MATERIALS FOR AN ATTENDANCE WAIVER REQUEST:

- Official Command Memorandum/Letter of Explanation on official letterhead
- 6-Month Attendance Records for the membership in question with calendar dates visible
- Copy of Approved Unit Request for Independent Duty (IDP) with both approval signatures – IDP Category ONLY
- Copy of YMCA/DOD Eligibility Form, all sections – YMCA ONLY

C. DIRECTIONS:

1. The Service Member/Family must obtain an Official Letter/Memorandum on Department of Defense/YMCA Letterhead written and signed by the Command or YMCA Representative (if comfortable).
2. Official Letters/Memorandums must be submitted to a waiver representative listed in item A.
3. Waiver representatives must submit the Official Letter/Memorandum to the Armed Services YMCA with all required documents listed in item B.
4. Each case will be carefully reviewed by the Military Outreach Initiative Contract Team.
5. A decision will be made by the current Armed Services YMCA CFO/COO.
6. The attendance waiver representative will be notified.


INCOMPLETE REQUESTS WILL BE DENIED AND RETURNED TO THE SENDER.

D. REVIEW OF ATTENDANCE POLICY:

Attendance records should show the attendance for all members on the YMCA membership for the 6 months the facility was used. Visitation is counted by **CALENDAR DAY ONLY**. Multiple visits from the same participant within the same date count as **ONE VISIT**. Family members visiting within the same date count as **ONE VISIT**. Renewal of your YMCA membership is contingent upon you visiting the YMCA **8 CALENDAR DAYS PER MONTH**, for the **6 CONSECUTIVE MONTHS** of your membership.

Multiple visits from the same member on the same day counts as 1 VISIT.	
John Smith	April 19, 2016
John Smith	April 19, 2016
John Smith	April 19, 2016
John Smith	April 19, 2016
= 1 visit!	
Family members visiting on the same day counts as 1 VISIT.	
Jane Smith	April 19, 2016
John Smith	April 19, 2016
Joseph Smith	April 19, 2016
Jillian Smith	April 19, 2016
= 1 visit!	

E. EXAMPLE OF OFFICIAL MEMORANDUM/LETTER OF EXPLANATION:



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 412TH TEST WING (AFMC)
EDWARDS AIR FORCE BASE CALIFORNIA**

16 Oct 2016

MEMORANDUM FOR ARMED SERVICED YMCA PROGRAM

FROM: [REDACTED]

SUBJECT: Member Unable to Attend YMCA due to Extended TDY

1. [REDACTED] was on temporary duty (TDY) to [REDACTED] for the purpose of attending the Senior Non-Commissioned Officer's Academy from the dates of 28 April through 10 June 2016. [REDACTED] was housed on base and attending a very rigorous formal Air Force leadership course which included physical training conducted by the school 3 days per week. Additionally, due to workload and logistics, he was unable to attend any YMCA facilities in [REDACTED]

F. CONTACT INFORMATION:

Email:
Private Fitness:
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YMCA:
dodymca@asymca.org

Mail:
Armed Services YMCA National Headquarters
Attn: DOD Contract
7405 Alban Station Court
Springfield, VA 22150

Fax:
703-455-2181