

# LOGGING IN

CLASS OF 2021

REPORTING INSTRUCTIONS



OFFICE OF ADMISSIONS



# THE UNITED STATES MERCHANT MARINE ACADEMY



## MISSION

**"To educate and graduate licensed merchant mariners and leaders of exemplary character who will serve America's marine transportation and defense needs in peace and war."**



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**Congratulations on your acceptance to the USMMA Class of 2021! We look forward to your arrival. Please read these instructions thoroughly as they will assist with answering many of the questions you have.**

**The United States Merchant Marine Academy believes that every student should be treated with dignity and respect. The Academy welcomes members of all cultures and ethnic backgrounds, and encourages diversity and inclusion. Sexual harassment, sexual assault and discrimination on the basis of gender, race, national origin, color, religion, age, sexual orientation or any other status protected by law are actions contrary to our core values and will not be tolerated on campus or at sea. The Academy strives to create a campus climate where all students feel free to report incidents of discrimination, sexual harassment or sexual assault. Retaliation against those who report incidents will not be tolerated. You will learn more about the Academy's discrimination, sexual harassment and sexual assault policies during your Indoctrination.**

### **REPORTING DATE**

**The reporting date is Tuesday, 27 June 2017 between 0700 - 0830. Plan to arrive early, so that you may be better prepared for Indoctrination. ONLY those who have received Orders To Report can sign in to the Academy on the above date. Eat breakfast before you arrive. Reservations for overnight accommodations in the local area can be made at the hotels listed below. Hotel stays will not be reimbursed by the Government.**

**Inn At Great Neck**

30 Cuttermill Road  
Great Neck, NY 11021  
(516) 773-2000

**The Andrew Hotel**

75 North Station Plaza  
Great Neck, NY 11021  
(516) 482-2900

**Adria Hotel**

221-17 Northern Boulevard  
Bayside, NY 11361  
(718) 631-5900

**Garden City Hotel**

45 Seventh Street  
Garden City, NY 11530  
(516) 747-3000

NOTE: Hotels above are within close proximity to the Academy. Hotels below are further away. Some hotels may offer USMMA Parent Discount.

**East Norwich Inn**

6321 Northern Blvd.  
East Norwich, NY 11732  
(516) 922-1500 / (800) 334-4798

**Roslyn Claremont Hotel**

1221 Old Northern Blvd.  
Roslyn, NY 11576  
(516) 625-2700 / (800) 626-9005

**Long Island Marriott Hotel**

101 James Doolittle Blvd.  
Uniondale, NY 11553  
(516) 794-3800 / (800) 627-7468

**Holiday Inn Express**

1053 Northern Blvd.  
Roslyn, NY 11576  
(516) 627-2460 / (888) 465-4329

For transportation from the airport or from your hotel, the following taxi services offer the most inexpensive rates (***approx. \$30 - \$50 from airport, varies from hotels***):

**Great Neck Taxi (516) 482-0066      Ollies Airport Service (718) 229-5454**

**Friendly Transportation Service (516) 466-0066**

**Note:** NYC taxis (yellow cabs) by law, double the meter rate when crossing the city line. USMMA is located in Nassau County, outside city limits. If you are arriving at Newark Airport (New Jersey), taxi fare to the Academy will be considerably higher.

Nassau County also has a reliable **public bus service**. There is a Great Neck Bus line (**N58**) that stops at the Great Neck Long Island Railroad (**LIRR**) station and directly in front of the Academy. Bus Fare is \$2.75 per person (*exact change is required*). The schedule is located at <http://www.nicebus.com/Maps-Schedules/Interactive-System-Map/Individual-NICE-Bus-Maps-and-Schedules.aspx?ID=5385><sup>1</sup>

## **AIRPORTS**

LaGuardia and John F. Kennedy are the nearest airports to the Academy. Limousine and Taxi service to Great Neck, motels and hotels is available at both airports. If you are arriving at Kennedy or LaGuardia Airports, you may prefer to use a Taxi Service listed on the previous page. The rate from the airports to Kings Point is approximately \$30 - \$50. You should call in advance, identifying yourself, your flight and arrival time. Upon arriving at the airport, call again and the dispatcher will direct you to the taxi. **(CANDIDATES PLEASE OBTAIN AND KEEP YOUR TAXI RECEIPT FOR REIMBURSEMENT PURPOSES).**

## **TRAVEL EXPENSES**

You will be reimbursed for official travel only. This includes Incoming Candidate Travel (*from your legal home of record directly to Kings Point. Hotels will not be reimbursed*), Sea Year Travel (*from Kings Point directly to Ship, any interport travel and the last ship directly back to Kings Point*) and Graduation/Resignation/Disenrollment travel (*from Kings Point directly to your legal home of record*). You are authorized travel expenses (mileage) at the Government mileage rate (\$0.535) or Government rate by common carrier (*whichever is least costly to the Government*). **IT IS RECOMMENDED THAT ALL OFFICIAL TRAVEL ARRANGEMENTS BE MADE THROUGH OUR TRAFFIC MANAGEMENT CENTER. TRAVEL PROFESSIONALS SERVICES 1-850-678-6688.** Travel instructions can be found in your Orders To Report. Your Orders To Report and receipts for flight, taxi, baggage fees, and tolls must be kept and submitted to obtain travel reimbursements, and will be handed in upon arrival and registration for Indoctrination. Remember to complete and sign the reverse side of your Orders To Report and submit them when reporting at Indoctrination to the Travel Section. (Travel Department: [pintom@usmma.edu](mailto:pintom@usmma.edu), 516-726-5598).

## **DIRECT DEPOSIT**

A checking account is required to receive travel reimbursement. A direct deposit sign-up form is included with your Logging In packet. Please complete this form and bring with you when you report for Indoctrination. If you do not have a checking account, you may choose to open an account with Navy Federal Credit Union upon arrival for indoctrination.

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<sup>1</sup> Publication of the above companies is not an endorsement by the Federal Government of their goods and/or services.

## **PARENTS' SCHEDULE**

After you begin in-processing, your parents and relatives may wish to remain on campus and participate in scheduled activities. However, there will not be any free period for visitation with your family after you sign in. Parents and relatives are invited to the following events:

**1100 – 1145**      Short briefing by the Superintendent and staff in Ackerman Auditorium.

**1200 – 1215**      Mess Muster and Superintendent's message to Class of 2021.

If your parents would like to send mail to you during Indoctrination, the envelope should be addressed as follows:

Plebe Candidate [students full name here], 2021  
U.S. Merchant Marine Academy  
300 Steamboat Road  
Kings Point, N.Y. 11024-1699

When you are issued a Box number, the envelope should be addressed as follows:

Plebe Candidate (students name here)  
Box # \_\_\_\_\_, USMMA  
300 Steamboat Road  
Kings Point, N.Y. 11024-1699

Mail and packages without box numbers experience significant delays in delivery due to the time and effort required to determine the addressee's box number and the limited number of mail room personnel. Please ensure all first class mail, magazine subscriptions, parcel post, and private package delivery services contain the box number. Some entities say they will not deliver to a box number and do not have spaces within online ordering forms for box numbers. Other students have found it very useful to include the box numbers as middle names or append the box number to the end of the first name such as John1234 Doe.

For Planning Purposes, September 1 – 4 is Parents Weekend. This is the weekend Plebe Candidates will be sworn in as Midshipmen Strategic Sealift Officer, U.S. Navy Reserve (SSO, USNR). Parents are invited to attend this on-campus weekend. Additional information will be posted on our website once the schedule of events is determined.

## **INDOCTRINATION**

Indoctrination to Academy academic and regimental life is an evolution, which requires several months to complete. Your first two weeks at Kings Point are dedicated to helping you make the transition from civilian life to a more structured regimental lifestyle.

Indoctrination includes instruction periods in Academy history and traditions, academic programs, Naval Science, basic seamanship and the Honor Code. Additional time is spent in military training, Academy facility and services briefings, uniform issue details and other Academy administrative matters. During this period, Candidates will be allowed to phone home on Sundays and in the case of any emergency.

The Indoctrination Period requires discipline and determination, both physical and mental. You will be required to take and pass physical fitness and swimming tests. **The physical fitness test elements and**



**standards are indicated in the Physical Readiness section of this pamphlet. DO NOT ignore this requirement!** Every Plebe Candidate is required to take a drug test within the first week of reporting. **A positive test is grounds for immediate dismissal.**

During Indoctrination, you will be closely monitored and must use your limited time to accomplish required tasks. You will be accountable at all times. You will experience full and demanding days while increasing knowledge and developing skills that will ease the adjustment to academic and regimental standards that must be maintained during your four years at Kings Point.

Indoctrination will help you strengthen your ultimate personal performance at the Academy and develop camaraderie among the members of the Class of 2021. You will develop a keen sense of pride and 'esprit de corps' in being a member of the Regiment of Midshipmen. Successful completion of Indoctrination requires mental, physical and emotional commitment as you adapt while anticipating the feeling of accomplishment upon its conclusion. Although challenging, it is also uplifting.

**PROCESSING PAPERWORK FOR MIDSHIPMAN PERSONNEL**  
**UNITED STATES MERCHANT MARINE ACADEMY**  
**(516) 726-6179**

Included with your Admissions Packet is an envelope from the Department of Midshipman Personnel with a Fourth Class Questionnaire which must be typed or printed NEATLY in BLACK INK ONLY and returned in the envelope marked MPO – Palmer Hall PRIOR to your arrival. **DO NOT ENCLOSE ANY OTHER DEPARTMENT'S PAPERWORK IN THIS ENVELOPE.**  
**MUST BE RECEIVED NO LATER THAN JUNE 13, 2017.**

The following should be included in that envelope:

1. USMMA FOURTH CLASS QUESTIONNAIRE

- You must answer every question
- Questionnaire must be typed or printed neatly in BLACK INK ONLY
- Incomplete and/or illegible questionnaires WILL NOT BE ACCEPTED!

*The Questionnaire must be returned to Midshipman Personnel prior to Indoctrination in the envelope marked MPO – Palmer Hall.*

**WHEN YOU ARRIVE FOR INDOCTRINATION, YOU MUST SURRENDER THE FOLLOWING ORIGINAL DOCUMENTS (photocopies will not be accepted) TO THE DEPARTMENT OF MIDSHIPMAN PERSONNEL.**

- PASSPORT (renew passport if expiring prior to 1 January 2018)
- TWIC (Transportation Worker Identification Credential)

**Both documents will be returned to the Plebe Candidate approximately two to three weeks after arrival.**

Any questions may be directed to Ms. Virginia Reilly, Midshipman Personnel Officer via email [reillyv@usmma.edu](mailto:reillyv@usmma.edu)

IF YOU DO NOT HAVE YOUR PASSPORT AND/OR TWIC, YOU MUST  
PROVIDE PROOF THAT YOU HAVE APPLIED

## **PASSPORT**

You must have a signed current Passport, which will be collected by Midshipman Personnel along with your valid TWIC Card upon your arrival (**MANDATORY**). If your Passport will expire while you are a Midshipman, you will be responsible for the renewal prior to the expiration date. If you do not have a Passport, apply immediately at your local Post Office or go to the website [http://travel.state.gov/passport\\_services.html](http://travel.state.gov/passport_services.html) or call the National Passport Information Center's toll-free number 1-877-487-2778. If you have not received it prior to your arrival, please have a family member mail your Passport to you at the Academy as soon as it arrives. Upon receipt, the Passport must then be brought directly to Midshipmen Personnel.

## **TRANSPORTATION WORKER IDENTIFICATION CREDENTIAL (TWIC)**

### **Department of Professional & Career Services**

All US students shall obtain a Transportation Worker Identification Credential (TWIC) prior to arrival at USMMA. The TWIC was established by Congress through the Maritime Transportation Security Act (MTSA) and is administered by the Transportation Security Administration (TSA) and U.S. Coast Guard. TWICs are tamper-resistant biometric credentials issued to workers who require unescorted access to secure areas of ports, including all Merchant Mariners. To obtain a TWIC you must go to a TSA enrollment center. During enrollment, you must provide an address (not a PO Box) for the TWIC to be sent. The cost of the TWIC is approximately \$131.60. Proof of obtaining a TWIC may be demonstrated to the Academy in several ways, listed in priority order:

1. Surrender the TWIC during in-processing at the Academy.
2. If your TWIC is not available for activation, show proof of enrollment for a TWIC during in-processing at the Academy by providing a copy of the receipt from the enrollment center if you have not yet been notified that the TWIC is available for pick-up.
3. If you do not have a valid activated TWIC during in-processing, then you must apply/activate at the NY TWIC center at own expense during the first available class-free day, which is either Monday, October 30, 2017, during the Fall Leave period or Wednesday, November 22, 2017 of Thanksgiving Leave. After completing the enrollment/activation at the NY TWIC office, you shall then proceed on normal leave. If you were enrolled during Fall/Thanksgiving, you will then activate during the Winter Leave period.

**NOTE: Non-US Citizens must pre-enroll for a TWIC prior to reporting to the Academy. They will be processed for a TWIC during the academic year and proceed to the NY TWIC during Fall Break, Thanksgiving Break or Winter Break.**

The TWIC may be obtained by going to the website <https://universalenroll.dhs.gov/programs/twic> or <http://www.uscg.mil/nmc/twic/default.asp> and carefully following the instructions contained within, especially the requirements for personal identification. It is recommended that you pre-enroll on the TWIC website and schedule an appointment through the website at the nearest TSA enrollment center. When pre-enrolling, indicate the purpose for the card is for employment as a **Merchant Mariner** and that the U.S. Merchant Marine Academy is the employer.

If you have any additional questions please contact Ms. Carol Finegan (516) 726-5829 or [fineganc@usmma.edu](mailto:fineganc@usmma.edu) or CAPT Eugene Albert ([albertg@usmma.edu](mailto:albertg@usmma.edu)).

## **SELECTIVE SERVICE REGISTRATION**

Males who are eighteen (18) years of age are required to register with the Selective Service System. You can register at your local Post Office, or through the internet at [www.sss.gov/regist.htm](http://www.sss.gov/regist.htm)

## **U.S. CITIZENS BORN ABROAD**

If you were born in a foreign country to a citizen of the United States you must submit the original Form FS-240 "Report of Birth Abroad of a Citizen of the United States." Copies will **not** be accepted even if notarized.

## **NATURALIZED CITIZENS**

If you are a naturalized citizen, original naturalization papers in lieu of a birth certificate are required. Copies will **not** be accepted even if notarized.

## **LATE APPOINTMENTS**

If you receive a late appointment, you should forward your payments and paperwork as soon as possible before reporting. If this is not practical due to the timing of your appointment, you must bring your payment in the form of a check or money order, **NOT CASH**, to the Office of Academy Operations (Furuseth Hall) when you report.

## **PROCESSING FOR APPOINTMENT AS MIDSHIPMAN STRATEGIC SEALIFT OFFICER, U.S. NAVY RESERVE**

U.S. Citizens admitted to the Academy must apply for appointment as Midshipman, SSO, USNR. A welcome aboard packet from the Department of Naval Science is enclosed. Follow the instructions carefully! Included will be instructions on completing the Security Clearance Application Screening Form for National Security Positions. This form contains information which will be difficult to collect once you have arrived. You will hand deliver all Naval Science required documents on the day you report to the Academy.

## **HONOR CODE**

All students entering the Academy must accept the obligation of adhering to the Honor Code at all times. Ignorance of the Code is not an excuse, and midshipmen found guilty of violating the Honor Code may be disenrolled.

<b>" A MIDSHIPMAN WILL NOT LIE, CHEAT, OR STEAL. "</b>
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## **HAIR REGULATIONS FOR ALL CANDIDATES (PROSPECTIVE MIDSHIPMEN)**

The regulations apply on the day of arrival at the Academy for Candidates and throughout the period of indoctrination. During the indoctrination period, normal Midshipman Haircut Regulations (quoted below) apply.

### **Male Candidates**

Hair shall be well groomed at all times and meet the following minimum standards: Hair shall be well tapered to at least  $\frac{3}{4}$ " and must not touch the collar, shall be no longer than 3" on top and may not touch the ears or extend below the eyebrows when headgear is removed. Hair shall not show under the front edge of headgear or interfere with properly wearing military headgear or safety equipment. Shorter hair than these minimum standards is encouraged as it is easier to care for in general at the Academy where time management is critical.

### **Female Candidates**

Hair shall be neat, clean, proportionately shaped and arranged in a professional style. When in uniform, hair on the back of the head may touch but not fall below the lower edge of the collar. It must be neatly and inconspicuously fastened, pinned or secured to the head presenting an attractive hairstyle and must not show under the front brim of the headgear. Ponytails, pigtails or plaited hair that extends away from the head are not permitted in uniform. A maximum of two braids may be worn, neatly secured at all points to the head. Hair coloring must look natural and compliment the individual. Hair ornaments such as conspicuous rubber bands, combs and pins not authorized so as not to present a safety hazard and a maximum of two barrettes, similar to hair color may be used to pin up hair. Hair must not exceed two inches in bulk, regardless of style. The style must be conservative and in good taste and shall not interfere with properly wearing of military headgear or safety equipment. Short cropped hair, while not a requirement, is encouraged as it is easier to care for in general at the Academy where time management is critical.

## **HAIR REGULATIONS FOR ALL MIDSHIPMEN (AFTER INDOCTRINATION)**

### **Males**

Hair will be neat, clean, and present a good appearance. Hair above the ears and around the neck shall be tapered from the lower hairline upwards at least three-fourths inch and outwards not greater than three-fourths inch to blend with hair style. Blocked haircuts and rounded or square back haircuts are not authorized. Hair on the back of the neck will not touch the collar. Hair shall be no longer than four inches. When groomed, it may not touch the ears, extend below the eyebrows when headgear is removed; nor interfere with the proper wearing of military headgear. Bulk of the hair shall not exceed two inches. Bulk is defined as the distance the mass of hair protrudes from the scalp. Hair color must look natural and complement the individual. Faddish and outrageous multicolor hair is not authorized.

### **Females**

Maximum length of hair is not specified. Hair shall be kept clean, neatly shaped, and arranged in an attractive and professional style. Faddish and exaggerated styles are prohibited. Hair styles with multiple

braids are authorized. Braided hairstyles shall be conservative and conform to the guidelines listed herein. When a hairstyle of multiple braids is worn, braids shall be of uniform dimension, small in diameter (approx. ¼ inch), and tightly interwoven to present a neat, professional, well-groomed appearance. Foreign material (i.e. beads, decorative items) shall not be braided into the hair. Short hair may be braided in symmetrical fore and aft rows (corn rowing) which minimizes scalp exposure. Corn row ends shall not protrude from the head, and shall be secured only with inconspicuous rubber bands that match the color of the hair. Appropriateness of a hairstyle will be judged by its appearance when headgear is worn. Ponytails and pigtails are not permitted when in uniform. When in uniform, hair on the back of the head may touch but not fall below the lower edge of the collar. Long hair, including braids, must be neatly and inconspicuously fastened, pinned or secured to the head presenting a professional hair style and may not hang free at any point. Hair must not show under the front of the combination hat, garrison cap or command ball cap. Afro, natural, bouffant, and other similar hair styles, which do not interfere with the wearing of military head gear, are permitted. The bulk of the hair shall not exceed two inches. Bulk is defined as the distance that the mass of the hair protrudes from the scalp. Hair coloring must look natural and compliment the individual. Faddish and outrageous multicolor hair is not authorized. Visible hair nets may be worn only if authorized for specific duties such as hospitals or galleys.

### **PERSONAL GEAR - MALE**

Report in appropriate casual summer attire: collared shirt (short sleeve polo or button-up shirt) and lightweight slacks or shorts with belt (if applicable). No jeans. Athletic shoes may be worn. Male candidates must bring the following:

- Earplugs for pool (if desired)
- Goggles for pool (if desired)
- Running shoes – Any brand is acceptable, however, the running shoe **must be** predominantly white. If the shoe has stripes/trim it must be blue or gray/silver in color. It is recommended to break in the shoes prior to reporting aboard. Running shoes can be ordered through the Navy Exchange USMMA Midshipman Store. To contact the Navy Exchange at USMMA call (516) 726-6177 or email [Lane.Weissman@nexweb.org](mailto:Lane.Weissman@nexweb.org).
- Socks, white cotton athletic (***without stripes or trim and crew length***) - 14
- T-shirts, white crew neck (*round neck*) - 14
- Toiletry articles – razor (electric or manual), shampoo, toothbrush, toothpaste, deodorant, foot care products (as required), nail clipper, etc.
- Towels, white – 6
- Undershorts (*your preference of type*), white – 14
- Wash cloths, white – 2

### **PERSONAL GEAR - FEMALE**

Report in appropriate casual summer attire: collared shirt (short sleeve blouse, polo, or button-up shirt) and lightweight slacks or shorts. No jeans. Athletic shoes may be worn. Female candidates must bring the following:

- Barrettes, neutral or same hair color - 2
- Brassiere – athletic, white – 6
- Brassiere, dress white – 6 (optional)
- Earplugs for pool (if desired)
- Goggles for pool (if desired)

- Running shoes - Any brand is acceptable, however, the running shoe **must be** predominantly white. If the shoe has stripes/trim it must be blue or gray/silver in color. It is recommended to break in the shoes prior to reporting aboard. Running shoes can be ordered through the Navy Exchange USMMA Midshipman Store. To contact the Navy Exchange at USMMA call (516) 726-6177 or email [Lane.Weissman@nexweb.org](mailto:Lane.Weissman@nexweb.org).
- Socks, white cotton athletic (***without stripes or trim and crew length***) - 14
- T-shirts, white crew neck (*round neck*) - 14
- Toiletry articles - razor, shampoo, toothbrush, toothpaste, deodorant, feminine hygiene, foot care products (as required), nail clipper, etc.
- Towels, white – 6
- Undershorts (*your preference of type*), white – 14
- Wash cloths, white - 2

### **PERSONAL GEAR – GENERAL**

- It is recommended that candidates bring a small amount of cash (**not** more than \$50). Candidates should also bring at least \$100 in “Traveler’s Checks” and/or a debit/credit card. There is a full-service personal banking facility (Navy Federal Credit Union) on campus that candidates will be able to enroll in.
- Do not bring valuable jewelry; you will not have an opportunity to wear it.
- Bring two working black ink ballpoint pens to use in signing papers.
- If you wear eyeglasses, they must be clear (non-darkening) prescription lenses for military formations. You may not wear sunglasses at any time when participating in a military function. Contact lenses may be worn in lieu of eyeglasses.
- Electronic Calculators: A graphics calculator (e.g. Texas Instruments TI-89) is recommended, but optional. This may be purchased before entrance to the Academy or can be purchased at the Academy’s Navy Exchange (NEX).
- Cell Phones: Cell phones may be brought but due to the Indoctrination training program, will not be authorized to remain on person and will be collected and stowed for safekeeping.

**ALL OTHER ELECTRONICS (SPEAKERS, RADIOS/STEREOS, IPODS, PORTABLE GAMING DEVICES, ETC.) ARE NOT AUTHORIZED.**

**All items are subject to inspection and any items brought not listed may be confiscated for the duration of the Indoctrination program.**

## **EXPENSES**

The U.S. Merchant Marine Academy does not charge tuition. However, there are costs associated with attending the U.S. Merchant Marine Academy that are considered personal expenses and are the responsibility of each Midshipman. The Academy imposes Midshipman Fees in accordance with 46 CFR Part 310.62 (b) to help defray the cost of items and services generally of a personal nature which are not provided by the Academy. **These personal services include wash and fold laundry service, tailor, seamstress and pressing and barber services.**

If you have any questions, please contact the Office of Academy Financial Management [kyritsiss@usmma.edu](mailto:kyritsiss@usmma.edu) or [shanmugant@usmma.edu](mailto:shanmugant@usmma.edu).

## **PAY AND WAGES**

Midshipmen are NOT paid a wage or salary by the U.S. Merchant Marine Academy at any time during their enrollment. However, when assigned to merchant ships during their third class and second class sailing period, (approximately 300 days), ship operators pay midshipmen at a rate of \$1,062.30 per month. (The vessel operator also covers the costs of meals and related costs aboard the vessel.)

## **COSTS COVERED BY THE FEDERAL GOVERNMENT**

A majority of the cost for attendance at the U.S. Merchant Marine Academy will be covered by the Federal Government. This will include tuition, lodging, meals, and limited medical and dental health care costs. Uniforms and accessories are also issued but are considered government property. Midshipman will be accountable for the maintenance and accountability of issued uniforms as part of their "SEA BAG" for officer candidates. They will belong to the Midshipman upon graduation and commissioning in a military reserve. The SEA BAG will be subject to periodic inspection and missing or damaged items must be replaced at the midshipman's expense.

## **EXPENSES - MIDSHIPMAN FEES**

Midshipman Fees are charged each Trimester Midshipmen are in Residence.

- Wash-and-fold laundry service: weekly service contract for laundry service for midshipmen uniforms and garments.
- Tailor and seamstress service: personnel and supplies contract to provide uniform adjustments and repairs to ensure consistent appearance amongst midshipmen.
- Barber & hairdresser service: personnel and supplies contract to ensure consistent military bearing and appearance amongst midshipmen.

Midshipman Fees for A/Y 2017-18 are currently under review and will be determined shortly. The fees listed below were charged during the 2016-17 Academic Year. A notice will go out to each Midshipman indicating the billing status of midshipman fees. If you have any questions, please contact [kyritsiss@usmma.edu](mailto:kyritsiss@usmma.edu) or [shanmugant@usmma.edu](mailto:shanmugant@usmma.edu).

Class/Split	Fee	Amount
<b>2020</b>	Laundry wash-n-fold	\$ 528
	Tailor	\$ 333
	Barber	\$ 306
	<b>Total</b>	<b>\$ 1,167</b>
<b>2019-B</b>	Laundry wash-n-fold	\$ 176
	Tailor	\$ 111
	Barber	\$ 102
	<b>Total</b>	<b>\$ 389</b>
<b>2019-A</b>	Laundry wash-n-fold	\$ 352
	Tailor	\$ 222
	Barber	\$ 204
	<b>Total</b>	<b>\$ 778</b>
<b>2018-B</b>	Laundry wash-n-fold	\$ 352
	Tailor	\$ 222
	Barber	\$ 204
	<b>Total</b>	<b>\$ 778</b>
<b>2018-A</b>	Laundry wash-n-fold	\$ 176
	Tailor	\$ 111
	Barber	\$ 102
	<b>Total</b>	<b>\$ 389</b>
<b>2017</b>	Laundry wash-n-fold	\$ 528
	Tailor	\$ 333
	Barber	\$ 306
	<b>Total</b>	<b>\$ 1,167</b>



## **INTERNATIONAL STUDENTS**

By law, International students incur additional fees used to reimburse the Academy for certain costs associated with their attendance. The International Fees for A/Y 2017-18 are listed below. The Midshipman Fees for services for A/Y 2017-18 are currently under review and will be determined shortly.

<b>Class/Split</b>	<b>Fee</b>	<b>Amount</b>
<b>2021</b>	Laundry wash-n-fold	\$ TBD
	Tailor	\$ TBD
	Barber	\$ TBD
	<b>Sub-Total</b>	<b>\$ TBD</b>
	<b>International Fee</b>	<b>\$ 17,822</b>
	<b>Total</b>	<b>\$ TBD</b>
<b>2020-B</b>	Laundry wash-n-fold	\$ TBD
	Tailor	\$ TBD
	Barber	\$ TBD
	<b>Sub-Total</b>	<b>\$ TBD</b>
	<b>International</b>	<b>\$ 5,941</b>
	<b>Total</b>	<b>\$ TBD</b>
<b>2020-A</b>	Laundry wash-n-fold	\$ TBD
	Tailor	\$ TBD
	Barber	\$ TBD
	<b>Sub-Total</b>	<b>\$ TBD</b>
	<b>International</b>	<b>\$ 11,881</b>
	<b>Total</b>	<b>\$ TBD</b>
<b>2019-B</b>	Laundry wash-n-fold	\$ TBD
	Tailor	\$ TBD
	Barber	\$ TBD
	<b>Sub-Total</b>	<b>\$ TBD</b>
	<b>International</b>	<b>\$ 11,881</b>
	<b>Total</b>	<b>\$ TBD</b>
<b>2019-A</b>	Laundry wash-n-fold	\$ TBD
	Tailor	\$ TBD
	Barber	\$ TBD
	<b>Sub-Total</b>	<b>\$ TBD</b>
	<b>International</b>	<b>\$ 5,941</b>
	<b>Total</b>	<b>\$ TBD</b>
<b>2018</b>	Laundry wash-n-fold	\$ TBD
	Tailor	\$ TBD
	Barber	\$ TBD
	<b>Sub-Total</b>	<b>\$ TBD</b>
	<b>International</b>	<b>\$ 17,822</b>
	<b>Total</b>	<b>\$ TBD</b>

## **PAYMENT POLICY**

### **For the Class of 2021**

The Office of Academy Financial Management will send an invoice to each Midshipman no later than the end of May. Midshipman Fees are due and payable in total for the entire Academic Year prior to the start of the 2017 Indoctrination. There are no Midshipman Fees charged while Midshipmen are assigned to merchant ships during their third class and second class sailing period.

### **Failure to Make Payment on Time**

Plebe candidates who fail to make the necessary Midshipman Fee payments (either in full or in the amount not otherwise covered by financial aid) by 0800 on 27 June 2017 will not be enrolled as a member of the Class of 2021, will not commence Indoctrination and will not receive reimbursement for travel costs to the Academy. All candidates must begin Indoctrination on 27 June 2017; no late starts are permitted. Please bring proof of payment and/or proof that you have applied for financial aid with you to the Academy.

### **Payment Information**

Payment of the Midshipman Fees may be made by check or money order. Payment can also be made online using Pay.gov with a debit/credit card.

Any check or credit card authorization returned by the Academy's bank may be subject to a penalty fee.

## **REFUND POLICY**

**The following policy will be in effect:**

1. If a candidate declines the appointment and does not report for the academic year, the candidate will receive a full refund.
2. If a candidate is separated during the Indoctrination Period, a refund will be processed for all services not provided. The actual date of separation will determine the amount of the refund.
3. Refunds will be made by direct deposit to the bank account on file.
4. Issued items cannot be exchanged for cash or credit.

## **PLEBE PERSONAL ITEMS KIT**

Candidates entering with the Class of 2021 are required to bring with them the EXACT items listed below by quantity, size, and vendor. These items are required for uniformity, and no deviation will be permitted. Upon reporting in on Induction Day, each Candidate will be required to have these items, completely separate from their luggage, and packed in the white mesh laundry bag.

ITEMS	VENDOR/DESCRIPTION	QUANTITY	UPC	RIN	RETAIL
Bars of soap	Dove	2	10011111218090	45720	\$3.29
Bathrobe	Geoffrey Bean	1	744275734948	9197093	\$29.99
Black pen	Papermate	2	041540894681	4845319	\$1.79
Brasso	Metal Polish 8 oz	1	026600893347	1921	\$2.29
Calculator	TI-30x IIS	1	033317198726	366927	\$15.99
Camelbak canteen	Rogue	1	886798622408	9192314	\$49.99
Clear polish	.43 oz. Wild Shine	1	077802545022	9457456	\$0.79
Clipboard	Legal	1	042491831015	8161081	\$1.99
Clutch backs	Vanguard	1	024768202001	3687423	\$1.25
Color laundry bag 24 x 36	Cleaners Supply	2	400007217911	7226803	\$5.98
Compression shorts male/female	Alpha	3	095533006285	5801493	\$29.97
Cotton balls	Exchange Select 100	1	614299399334	898176	\$0.99
Cup	Sterilite	1	073149093684	9702601	\$0.25
Duffle bag nylon	Exchange Sized	1	718020131269	2894275	\$24.23
Envelopes	Top Flight	1	075755723054	798634	\$1.79
Garment bag	Vanguard 1 PK X 2	2	024768807473	7666165	\$33.00
Hangers, black, heavy duty	Home Product 3PK X 5	15	073527580089	7002975	\$9.95
Insect repellent	Off Deep Woods	1	046500018428	13274	\$5.49
Iron	Hamilton Beach	1	022333172018	7746546	\$9.99
Ironing board	Homz	1	035968027219	9260834	\$9.99
Jansport backpack	Ashford	1	715752942316	10277447	\$64.99
Marker black	Sharpie	2	071641301627	13526	\$1.99
Marker silver	Sharpie	2	071641391086	1004313	\$2.89
Lip balm	Aloe Up	1	079385100025	7594990	\$1.89
Marking kit, letters & numbers	F R Bean	1	705204100029	9191136	\$12.50
Notebook	Mead	1	043100454649	14472	\$0.79
Padlock combination	Master Lock Black Dial	1	071649396502	10024	\$3.89
Plastic soap dish	Exchange Blue	1	020886000017	3453779	\$0.59
Plastic toothbrush holder	Exchange Select 6 oz	1	074765005266	9797	\$0.49
Polish remover	Exchange Select 6 oz	1	614299399396	875197	\$1.19
Postage stamp book	U.S. Postal	1	400002537717	6653347	\$9.80
Powder	Gold Bond	1	041667011003	8578	\$5.99
Riggers knife 1551	Davis Instruments	1	011698155101	7030027	\$19.99
Ruler 12 inch	Wood Office	1	073577103818	798742	\$0.89

Running belt	Reflex	1	742503033542	3784211	\$8.80
Safety goggle	3M	1	078371912529	6723542	\$2.49
Sewing kit	Vanguard	1	024768058226	637976	\$2.75
Shirt garters white	Vanguard	1	024768009914	500250	\$5.73
Shoe shine kit	Kiwi	1	10031600135110	12885	\$9.29
Shower sandals	Sandala	1	766956212262	4500035	\$1.25
Storage container 25 gallon	Rubbermaid	2	071691170594	4910261	\$35.98
Sunscreen spray	Coppertone SPF 50 6 oz	1	041100001672	5264946	\$8.29
Swimsuit male/female	Speedo	1	011529825708	5901611	\$19.99/\$29.99
White shoe scuff cover	Kiwi	1	50031600116353	8483	\$3.49
White shoe polish wax	Kiwi	1	50031600101243	8394	\$3.49
Working gloves	West Chester	1	662909710529	603302	\$2.99

**NOTE:** For the convenience of Plebe Candidates, we have arranged for the Personal Items Kit (complete, to proper specification, and pre-bundled) to be available for a tax free purchase from the USMMA Midshipman Store, operated by the Navy Exchange. Candidates may order this bundle of items in advance from the Navy Exchange USMMA Midshipman Store. Payment may be made via cash, check, or credit card. The cost of this package is \$471.42 for males and \$481.42 for females. To pre- order a Personal Items Kit, contact the Navy Exchange USMMA Midshipman Store at (516) 726-6177 or via email at [Lane.Weissman@nexweb.org](mailto:Lane.Weissman@nexweb.org).

## **EDUCATIONAL ITEMS KIT**

Candidates entering with the Class of 2021 will be required to purchase a Plebe Educational Items Kit in the fall of 2017 prior to the start of the second trimester. The content and cost of this kit will depend on the individual's academic major. The specific items in each Educational Items Kit are listed below.

<b>PLEBE EDUCATIONAL ITEMS KIT CLASS OF 2021</b>				
<b>Deck Majors</b>				
Item	Description	Quantity	UPC	RIN
30" Metal Ruler	Weems & Plath	1	721002910523	9214256
Plastic Chart Tube 40" length	Weems & Plath	1	721002000804	9214276
Navigation Kit	Weems & Plath	1	721002910516	9214326
Star Finder	Weems & Plath	1	721002001504	7055635
<b>Engineering Majors</b>				
Item	Description	Quantity	UPC	RIN
Compass	552-01 Staedtler	1	4007817552001	10089487
Drafting kit	NB1216 12x16 Alvin	1	088354949169	7051818
Vernier Caliper	MSC	1	400001960226	6588225

For the convenience of Plebe Candidates, we have arranged for the Educational Items Kit (complete, to proper specification, and pre-bundled) to be available for purchase from the USMMA Midshipman Store, operated by the Navy Exchange. These kits will be available for a tax free purchase in the Navy Exchange USMMA Midshipman Store in September.

The Plebe Deck Major Educational Items Kit costs \$165.06.

The Plebe Engineering Major Educational Items Kit costs \$119.97.

Plebes can purchase the kits directly from the Midshipman Store, or they may be purchased by a family member by contacting the Navy Exchange USMMA Midshipman Store at (516) 726-6177 or via email at [Lane.Weissman@nexweb.org](mailto:Lane.Weissman@nexweb.org).

## **PLEBE LAPTOP POLICY**

Candidates reporting to Indoctrination must arrive with the personal laptop computer that meets or exceeds the following hardware and software requirements:

### ***Minimum Hardware Requirements:***

<b><i>Component</i></b>	<b><i>Minimum Requirement</i></b>
Firmware (Bios)	NIST 800-147 Compliant
Operating System	Windows 7 (no other operating system is authorized)
Processor	Intel Core i5, or equivalent (Core i7 recommended)
Memory	4 Gigabytes (8 recommended)
Hard Drive or SSD	80 Gigabytes (200 GB or larger Solid State Drive (SSD) recommended)
Display Adapter	Discrete Graphics 512 MD (2GB recommended)
Wireless Adapter	802.11n (802.11 AC dual band is recommended)
Smart Card Reader	Integrated (preferred), USB (acceptable), FIPS 201 compliant
Warranty	4 years minimum (5 years recommended) Accidental damage coverage STRONGLY encouraged

The Dell model Latitude E5570 laptop with external DVD writer is recommended for the Class of 2021. This model has been tested with the hardware and software provided to the Midshipman. The laptop is light enough to carry to class and sturdy enough to survive sea year. The USMMA Information Technology Service Center is prepared to support the recommend laptop model. **Purchase of any other model will result in support delays, which may adversely affect the Midshipmen's academic and/or regimental performance.** The recommended laptop model is available for purchase from the following source:

- Navy Exchange's Midshipman Store located on the USMMA campus. Orders can be placed over the phone by calling (516) 726-6177. The Navy Exchange's website is <https://www.mynavyexchange.com>

Laptop computer packages purchased through these venues include next business day on site support and accidental damage coverage. Technicians are dispatched to the USMMA Information Technology Service Center to provide warrantied repairs. Support for laptops other than the recommended model is limited.

## **Class of 2021 Recommended Laptop Configuration**

### **Dell Latitude E5570**

- Dell Latitude E5570 XCTOG

### **Processor**

- Intel® Core™ i7-6820HQ (Quad Core, 2.7GHz, 8M cache, 45W) (vPro Capable)

### **Display**

- Gorilla Glass® laptop screen

### **Operating System**

- Windows 10 Professional, 64-bit, English

### **LCD**

- 15.6" FHD (1920 x 1080) Touch LCD, Camera and Microphone, Wi-Fi Capable

### **Memory**

- 8GB (1x8GB) 2133MHz DDR4 Memory

### **Hard Drive**

- M.2 256GB SATA Class 20 Solid State Drive

### **Hard Drive Software**

- Intel Rapid Storage Technology

### **Wireless**

- Intel® Dual-Band Wireless-AC 8260 Wi-Fi + BT 4.1 Wireless Card (2x2)

### **Driver**

- Intel® Dual-Band Wireless-AC 8260 Wi-Fi + BT 4.1 Wireless Driver (2x2)

### **Keyboard**

- Internal Dual Pointing Keyboard, English

### **Palm Rest**

- Dual Pointing palm rest with smart card only

### **Power Supply**

- 90 Watt AC Adaptor

### **Cable**

- Power Cord, US

### **Primary Battery**

- Primary 4-cell 62W/HR long lifecycle battery with 3 yr limited hardware warranty

### **E-Star**

- ESTAR 6.1

### **External Storage**

- Dell External USB Slim DVD+/-RW Optical Drive

### **Service**

- 4 Years Hardware Service with In-Home/Onsite Service After Remote Diagnosis

### **Support**

- 4 Years Accidental Damage Service

### **Keep Your Hard Drive**

- Federal Keep Your Hard Drive Service, 4 YEARS

The USMMA does not require Candidates to purchase their laptops from a specific website, store, or other source of supply. It is highly recommended that the recommended model be procured through the Navy Exchange.

Important Note: The FIPS 201 compliant Smartcard reader is required. A listing of approved Smartcard readers can be found at <http://fips201ep.cio.gov/index.php>.

Additional information about the Smartcard program and its role in managing the identity of authorized federal network users can be found at <http://www.idmanagement.gov/>.

Important Note: The Firmware requirement is established by the Department of Transportation and the Department of Homeland Security. At the time this document was written, a limited number of personal computer manufacturers satisfy this requirement. Laptops that do not feature NIST 800-147 compliant firmware cannot be connected to the Academy network.

Dell Latitude E-series laptops are compliant with NIST 800-147. Candidates with other brands or models are required to provide **written** documentation from the manufacturer attesting to compliance.

Additional information regarding NIST 800-147 can be found at <http://csrc.nist.gov/publications/nistpubs/800-147/NIST-SP800-147-April2011.pdf>.

The Department of Information Technology maintains the software configuration on Midshipman computers. Only authorized software is permitted. All required software will be provided. Midshipman laptops are reimaged on a regular basis at the discretion of the Department of Information Technology.

## **Financing**

Should you require financial assistance to purchase a personal laptop computer, please notify the Office of Financial Aid prior to reporting for Indoctrination. They can be reached at (516) 726-5638 or via e-mail at [BeckerJ@usmma.edu](mailto:BeckerJ@usmma.edu).

If you report to Indoctrination with a personal laptop computer that fails to meet these requirements, or you fail to notify the Office of Admissions and Financial Aid as noted above, you have to the end of Indoctrination to make arrangements to acquire a personal computer that does meet the requirements.

## **Registering Your Computer for Use on the Academy Network**

During Indoctrination, your laptop computer will be registered for use on the Academy network. Only registered personal computers are permitted to access and use the USMMA Midshipmen Network. As part of the registration process, your laptop will be re-imaged and all required software will be installed.

You are strongly advised to make copies of all important programs, files, and documents on your personal computer laptop before reporting for Indoctrination. During the registration, all data on the hard drive will be overwritten. The Academy is not responsible for any loss of software or personal files and documents during this process.

As part of the registration process, you will forfeit Administrative Rights to the laptop. After registration, you will be unable to install, remove, or modify the computer software installed on the laptop. You will regain Administrative Rights during sea periods, and at graduation.



## **Authentication to the Academy Network**

Your laptop computer must have a FIPS 201 compliant Smartcard Reader capable of accepting a U.S. government issued Personal Identity Verification (PIV) card. PIV cards will shortly become the only authorized method for accessing USMMA network resources.

## **Rules of the Road**

As a registered user of the Academy network established for midshipman use, you will belong to the domain, midshipman.usmma.edu. You will participate and successfully complete annual Security Awareness Training. You will be subject to the Academy's policies regarding appropriate computer and network use. These policies can be found in the Midshipman Regulations issued to you during Indoctrination. Failure to comply with these policies will result in sanctions up to, and including, disenrollment.

You shall not share your network credentials with anyone. You shall not use another midshipman's network credentials.

## **Authorized Software Use**

The Academy will provide at no cost all of the software required for safe computing and to satisfy all degree program requirements.

The Academy domain, midshipman.usmma.edu, operates under a software policy known as Application Whitelisting. Under this policy, only authorized software will be permitted to run. Midshipmen may recommend software title for review and addition to the list.

## **Hardware Warranty and Accidental Damage Coverage**

It is strongly recommended that you acquire appropriate warranty and accidental damage coverage for the laptop you elect to bring with you when you report for Indoctrination. A midshipman's lifestyle is tough on electronic equipment. Coverage is available from a variety of sources.

Each midshipman is personally responsible for keeping his or her personal laptop computer in operable condition at all times. The Department of Information Technology's Service Center staff can assist in diagnosing possible hardware problems and failures. However, only the midshipman can make arrangements for repairs, package the laptop for shipment as the warranty provider requires, make all shipping arrangements, and ship the laptop. Service Center staff cannot open your laptop's case, make any hardware repair, or undertake any action on your behalf, since doing so may invalidate your warranty coverage.

If you decide it is not cost-effective to repair your personal laptop computer, then you are obligated to promptly acquire a replacement. The replacement must satisfy the hardware and software requirements then in effect. Contact the Service Center for the current requirements. The Service Center can provide a loaner laptop for a period of time not to exceed 30 calendar days.

## **Software Diagnoses and Repairs**

The Academy domain, midshipman.usmma.edu, features automated software configuration management technologies. If any Academy provided software titles become corrupted, or fail to operate properly, an affected midshipman in residence at the Academy can use the self- service website to diagnose and replace each component on-line. Midshipmen may also seek support from the Service Center staff in Samuels Hall.

## **Desktop Printers**

Midshipmen may purchase any desktop printer of their choosing providing the printer software is compatible with the latest version of the Microsoft Windows 7 operating system. Printers may be purchased from the Navy Exchange Store located on the Academy campus. All printers sold by the Navy Exchange satisfy the requirements established by the Academy. Personal printers are not required.

## **Prohibited Hardware Devices**

Candidates are prohibited from bringing any hardware device beyond a single personal laptop computer and printer to the Academy. This includes game consoles, routers, switches, wireless routers, and wireless access points.

Candidates may bring cellular telephones, smartphones, calculators, and other devices approved for midshipman use by the Commandant. However, Candidates may not use any electronic device connected to a cellular network where tethering is used to gain access to the Internet.

Candidates arriving at Indoctrination with prohibited hardware and devices will not be admitted to Indoctrination activities until these items are boxed for shipment, and shipping arrangements completed to return prohibited items to their address of record.

## **Music and Video Files**

The Midshipman Honor Code prohibits theft. Candidates may store music and video files on the hard drives, or SSDs, of their personal laptop computer providing they are willing to attest each file was legitimately purchased from an authorized (re) seller. Knowingly making a false statement is a violation of the Honor Code. Furthermore, possession of stolen property is a crime. Pornography is prohibited.

### **Laptop Package at the USMMA Navy Exchange**

For the convenience of Candidates, we have arranged for the Plebe Laptop Package, complete to proper specification and pre-bundled, to be available for purchase from the USMMA Midshipman Store, operated by the Navy Exchange. Candidates may order this bundle of items in advance from the Navy Exchange and it will be waiting for pickup upon arrival. Payment may be made via cash, check, or credit card. The items can be purchased separately. The cost of the laptop package is \$1,844.95. The cost of accessory package is \$209.96. The cost of the entire combined pre-bundled laptop & laptop accessory package is \$1,994.93, savings of \$59.98.

Plebe Laptop: laptop computer, external drive and software which meets federal requirements includes four year warranty service \$1,609.97.

Accidental Damage Coverage: Mandatory 4-Year laptop service coverage plan \$229.99.

Replacement Coverage: 4-Year external optical drive service coverage plan \$4.99

#### **Class of 2021 Plebe Laptop Package**

<b>ITEMS</b>	<b>RIN</b>	<b>PRICE</b>
LAPTOP - DELL LATITUDE E5570-XCTOG CONFIGURED MODEL INCLUDES 4 YEAR WARRANTY FROM DELL NEXT BUSINESS DAY, ON SITE	10855120	\$1,569.98
EXTERNAL OPTICAL DRIVE – DELL DW 316	10856541	\$39.99
LAPTOP - ACCIDENTAL DAMAGE 4 YEAR COVERAGE PLAN	8273852	\$229.99
E O D – DELL DW 316 – REPLACEMENT 4 YEAR PLAN	9336589	\$4.99
<b>PLEBE LAPTOP PACKAGE</b>		<b>\$1,844.95</b>

For the convenience of Candidates, accessory computer laptop devices can be purchased separately. The cost of the entire accessory package is \$209.96. All printers sold by the Navy Exchange satisfy the requirements established by the Academy.

Printer (HP AIO) \$129.99; extended printer warranty two year \$19.99; mouse (Logitech M325) \$29.99, free with purchase of laptop/printer & coverage plans; Neoprene laptop sleeve \$29.99, free with purchase of laptop/printer & coverage plans.

The laptop computer, mouse, neoprene sleeve and printer, once issued, become the property of the midshipmen and refunds or exchanges are not permitted.

### Class of 2021 Plebe Laptop Accessory Package

ITEMS	RIN	PRICE
PRINTER - HP ENVY 5540 AIO INCLUDES USB CABLE	10247525	\$129.99
EXTENDED PRINTER 2 YEAR WARRANTY	7865138	\$19.99
LOGITECH WIRELESS NOTEBOOK MOUSE M325, BLACK	8279693	\$29.99
NEOPRENE LAPTOP SLEEVE	7068940	\$29.99
<b>PLEBE LAPTOP ACCESSORY PACKAGE</b>		<b>\$209.96</b>

- Dell Latitude E5570 XCTOG Processor
- Intel® Core™ i7-6820HQ (Quad Core, 2.7GHz, 8M cache, 45W) (vPro Capable) Operating System
- Windows 10 Professional, 64-bit, English Office Productivity Software
- No Productivity Software LCD
- 39.6cm (15.6") FHD (1920x1080) Touch LCD with Camera (WiGiG compatible) Memory
- 8GB (1x8GB) 2133MHz DDR4 Memory Hard Drive
- 90 Watt AC Adaptor Cable

- M.2 256GB SATA Class 20 Solid State Drive Hard Drive Software
- Intel Rapid Storage Technology Wireless
- Intel® Dual-Band Wireless-AC 8260 Wi-Fi + BT 4.1 Wireless Card (2x2) Driver
- Intel® Dual-Band Wireless-AC 8260 Wi-Fi + BT 4.1 Wireless Driver Mobile Broadband
- No Wireless WAN Card Keyboard
- Internal Dual Pointing Keyboard, English Palm Rest
- Dual Pointing palm rest with smart card only Power Supply

- Power Cord, US Primary Battery
- Primary 4-cell 62W/HR long lifecycle battery with 3 years limited hardware warranty Systems Management
- No Out-of-Band Systems Management E-Star
- ESTAR 6.1 External Storage
- Dell External USB Slim DVD+/-RW Optical Drive Service
- 4 Years Hardware Service with In-Home/Onsite Service after Remote Diagnosis Keep Your Hard Drive
- Federal Keep Your Hard Drive Service, 4 YEARS

Pre-orders will be processed for individual items or all items can be packaged together with an additional discount from the Navy Exchange USMMA Midshipman Store at (516) 726-6177 or via email at [Lane.Weissman@nexweb.org](mailto:Lane.Weissman@nexweb.org).

## **OTHER CASH EXPENSES**

### **Educational Supplies**

In addition to the required advance payments, it is your responsibility to have sufficient funds readily available to pay for additional personal educational supplies not included with the Educational Issue.

### **Personal Supplies**

You will determine your own cost estimates for items of personal hygiene, dry cleaning, shoe repair, etc. The Government provides an initial and periodic issue of uniforms and accessories. However, you may require more frequent replacement of certain items and you will be responsible for these costs.

### **Team and Club Travel**

Midshipmen who participate in club sports, or are members of clubs or other extra-curricular activities, may be responsible for advanced payment of certain travel expenses, such as hotel rooms, meals, and other incidental expenses. Reimbursement may take up to 30 days. It is recommended that each midshipman have a credit card, which can be used for these expenses as necessary.

### **Financial Aid**

Financial Aid, provided by the US Department of Education's Federal Student Aid (FSA) program, is available to ALL Midshipmen, regardless of family income. Financial Aid may be used to help defray the costs of any expenses associated with attendance at the Academy. If you require financial assistance, you must file a Free Application for Federal Student Aid (FAFSA). You will not be considered for aid until you do so. Midshipmen are encouraged to file the FAFSA as early as possible. Filing a FAFSA does NOT obligate you to accept Financial Aid.

To file a FAFSA, visit: <https://fafsa.ed.gov/>

When filing, Midshipmen & Parents are directed to utilize the IRS Data tool and to identify USMMA as your school of choice, by entering school code **002892**.

Contact the Office of Financial Aid at (516) 726-5638 or at [BeckerJ@usmma.edu](mailto:BeckerJ@usmma.edu) should you have any questions or concerns. Additional information is also available on the Academy website:

<http://www.usmma.edu/admissions/financial-aid>

**IMPORTANT NOTE:** Financial Aid is disbursed **after** each academic Trimester has started. Unfortunately, the funds from Financial Aid are not immediately available to pay for items that must be procured before arrival at the Academy such as laptop, Plebe Kit, TWIC, etc. However, financial aid may be used to reimburse these costs.

## **Outside Award Scholarships & College Savings Plans**

Outside Award Scholarships: Students are strongly encouraged to apply for outside award scholarships from any source. Students who receive scholarships should contact the Financial Aid office to arrange for receipt of their award. Should you receive an outside award scholarship, but the awarding agency refuses to award it to you because of your attendance at USMMA, please contact the Financial Aid office.

Scholarship checks can be made payable to: "U.S. Merchant Marine Academy" and should be mailed to:

USMMA  
Attn: Office of Admissions – Financial Aid  
300 Steamboat Road  
Kings Point, NY 11024

IMPORTANT NOTE: Scholarship checks are not deposited until after the start of the 1st Trimester. While these funds will not be available to the Midshipman until after classes have started, their Midshipmen Fees account will be credited accordingly.

College Savings Plans: The academy welcomes contributions from college savings plans to help offset qualifying expenses. Please consult your awarding agency for details, as well as the Financial Aid office with any questions or concerns.

The Financial Aid office can be reached at (516) 726-5638 or via e-mail at [BeckerJ@usmma.edu](mailto:BeckerJ@usmma.edu)

## **Banking Facilities**

**Navy Federal Credit Union** operates a full-service banking facility and automated teller machine at the Academy. **(516) 487-6722**

Spending money may be deposited in the credit union so that you will have ready access to funds and avoid the risk of carrying cash. Applications for checking and bank accounts will be taken during the Indoctrination Period.



## ***Office of Health Services***

**UNITED STATES MERCHANT MARINE  
ACADEMY PATTEN HALL ★ KINGS POINT, NY  
★ 11024-1699**

**Phone: 516-726-5680 ★ Fax: 516-773-5436 ★ Email: [medical@usmma.edu](mailto:medical@usmma.edu)**

### **Medical Standards for Admission and Fitness for Duty**

For admission to the Academy, Plebe Candidates must meet the medical requirements prescribed by the Department of the Navy for appointment as Midshipman, United States Navy Reserves Strategic Sealift Officer Program (USNRSSO), and those prescribed by the United States Coast Guard for original licensing as a Third Mate and Third Assistant Engineer. **As per the Code of Federal Regulations (CFR), specifically CFR 310.56, the requirement to meet these medical standards is a continuous one and applies through graduation from the Academy.**

Each Plebe Candidate is **required to notify DoDMERB of any change in health status that occurs after their DoDMERB physical and prior to arriving at the Academy for Indoctrination.** This would include but is not limited to: hospital admission for any medical, surgical, psychological or emotional events; development of any health condition or allergy; need for extended or long-term use of any prescription medication; any health condition that would, in any way, limit or prevent him/her from carrying out the duties and responsibilities of a Midshipman, or that might prevent him/her from being commissioned in the Armed Forces of the United States.

In the event of a change in health status, you are required to provide DoDMERB with the following information:

1. a complete record of all health providers involved in your care,
2. a current health status,
3. disclosure of any temporary or permanent disability, and
4. prognosis for a full recovery.

You are also required to send copies of these reports to the Academy's Director of Admissions. ***Failure to comply with these requirements is a serious matter, and may result in disenrollment from this Academy on the basis of non-disclosure of a pre-existing health condition.***

Upon reporting to the Academy for Indoctrination, your health status shall be re-evaluated utilizing medical and dental examinations, color vision screening, visual acuity assessment, HIV test, tuberculin skin test using PPD (Purified Protein Derivative), and administration of immunizations in preparation for sea duty. In addition, a pulmonary function test is administered to all Plebe Candidates to establish a baseline measurement and determine if a respirator can be worn safely and without restrictions.

### **PRE-ADMISSION HEALTH DOCUMENTATION**

Prior to arriving at the Academy, all Plebe Candidates must complete and return to USMMA, a series of important health documents. These documents must be downloaded directly from our website at [www.USMMA.edu](http://www.USMMA.edu), click on "Academy Life", and then click "Health Services". Instructions regarding these

forms, how to download them and how to return them to USMMA Office of Health Services (OHS) will be sent via a separate future mailing. The forms include the following:

1. **Notice of Privacy Practices**: Will be provided for your review and records.
2. **Acknowledgment of Receipt of Notice of Privacy Practices**: Three copies of this form will be required, one for each of the three healthcare groups in OHS.
3. **Consent for Use and Disclosure of Health Information**: This form is to allow the providers at the USMMA Department of Midshipmen Health Services to communicate information necessary for treatment, payment activities and healthcare operations. By law a separate consent must be signed for disclosure of protected health information to third parties such as parents or members of other departments at the Academy. Three copies of this form will be required, one for each of the three healthcare groups in OHS.
4. **Authorization to Provide Health Services to Minors**: A parent or legal guardian must sign this form to provide authorization for necessary medical and dental care to Plebe Candidates who are minors. The form authorizes the Academy's Chief Medical Officer, Senior Dental Officer, and Director of Midshipmen Counseling and Personal Development to perform the required treatment services at OHS. In addition, it authorizes care to be provided as needed by other health care providers as directed by the Chief Medical Officer, Senior Dental Officer, and/or Director of Midshipmen Counseling and Personal Development.
5. **Pre-Admission Immunization Record Summary**: This form must be completed by your family physician and shall become part of your Academy health record. This documentation is necessary for the medical staff to confirm that Plebe Candidates can safely participate in and complete Indoctrination activities. Not having these vaccines may place a Plebe Candidate at risk for medical injury which would render him/her incapable of participation in Indoctrination. Additionally, at a later time, this documentation enables the medical staff to determine that a Midshipman is medically qualified for assignment to Sea Year training with commercial maritime companies. Successful graduation from the Academy is impossible without this documentation.

Primary and booster immunizations must be documented for the following vaccines and they must be administered prior to arriving at the Academy unless otherwise stipulated:

- A. **Diphtheria - Pertussis - Tetanus (DTaP) and a booster dose of Tdap (Tetanus, Diphtheria and Acellular Pertussis - within five (5) years)**
- B. **Polio** (Oral or injectable Polio Vaccine – at least 3 doses)
- C. **Measles - Mumps - Rubella (M.M.R. #1)**
- D. **Measles - Mumps - Rubella (M.M.R. #2) or Measles second dose**
- E. **Chicken Pox / Varicella** – 2 doses *(This vaccine is not required if you can present documentation from a physician of an antibody titer or if a physician can document the history of Chicken Pox).*
- F. **Meningococcal Vaccine (Menactra)** booster age 16 or two-dose series. Administer MCV4 at age 11 through 12 years with a booster dose at age 16 years. Administer one dose at age 13 through 18 years if not previously vaccinated. Persons who received their first dose at age 13 through 15 years should receive a booster at age 16 through 18 years.
- G. **Hepatitis A** (2 doses)
- H. **Hepatitis B** Series (3 doses)
- I. **Human Papillomavirus Vaccine** (HPV-Marketed as “Gardasil”) is a recommended but not required vaccine and is included in the official immunization schedule published



by the Centers for Disease Control and Prevention (CDC). This is a 3-dose vaccine with the 2<sup>nd</sup> dose being 2 months apart from the 1<sup>st</sup>, and the 3<sup>rd</sup> dose 6 months after the first. It is highly recommended that your family physician be consulted regarding the administration of this vaccine before coming aboard for Indoctrination day.

- J. At its June 2015 meeting the Advisory Committee on Immunization Practices (ACIP) recommended that adolescents and young adults aged 16-23 years may be vaccinated with a **Serogroup B Meningococcal (MenB)** vaccine to provide short-term protection against most strains of serogroup B meningococcal disease. This is a new recommendation and **it is an additional vaccine to the meningitis vaccine (item F above)** your adolescent may have previously received. The recommendation was designated as Category B (recommended for individual clinical decision making). **We strongly recommend that you receive this vaccination before arrival at the USMMA after discussion with your Primary Care Provider with the understanding that Midshipman travel all over the world during their time at the United States Merchant Marine Academy.** *Recommendations for routine use of vaccines in children, adolescents and adults are developed by the Advisory Committee on Immunization Practices (ACIP). ACIP is chartered as a federal advisory committee to provide expert external advice and guidance to the Director of the Center for Disease Control and Prevention (CDC) on use of vaccines and related agents for the control of vaccine-preventable diseases in the civilian populations of the United States.*

Commercial maritime companies require several immunizations in order to meet qualifications for Sea Year training. Some immunizations are in addition to those mentioned in the above Pre-Admission Health Requirements & Documentation. Necessary immunizations may include, but are not limited to, Typhoid, Yellow Fever & Influenza. In order to complete the series of immunizations in advance of the Sea Year training, it is necessary to receive some of these vaccines soon after arrival at the Academy. The remainder is administered just prior to Sea Duty tours. At a later time, this documentation enables the medical staff to determine that a Midshipman is medically qualified for assignment to Sea Duty training. Successful graduation from the Academy is impossible without this documentation.

**Questions regarding immunizations A thru J listed above, or any other immunization related questions may be directed to our Medical Department by calling 516.726.5680, option #1, or you can email your questions to [medical@usmma.edu](mailto:medical@usmma.edu).**

6. **Record of Dental Examination For Third Molar Status and Assumption of Financial Responsibility for Third Molar Extraction/Oral Surgery/Associated Costs:** This form should be completed by a parent or legal guardian of a Plebe Candidate, with the assistance of a licensed dental provider, and returned to the Academy's Dental Service. The recommendation by the Academy's Dental Service is that third molars (wisdom teeth) be removed at least **6 weeks** prior to Indoctrination if indicated. The form certifies that either the wisdom teeth have been removed/do not exist and the parent/legal guardian acknowledges financial responsibility for removal if these teeth are still present and become symptomatic or are deemed to be a potential threat for infection by the Academy's Senior Dental Officer.
7. **Respiratory Protection Medical Questionnaire Form:** Pulmonary Function Testing (PFT) will be administered early in Indoctrination. You will need to complete this 3-page questionnaire carefully as a pre-requisite to your PFT.

## **HEALTH SERVICES PROVIDED BY THE ACADEMY**

Midshipmen & Plebe Candidates enrolled at the United States Merchant Marine Academy (USMMA) are eligible to receive basic health care at USMMA OHS which is located in Patten Hall. OHS is open Monday thru Friday, except holidays, from 0700 to 1630. During the Indoctrination period in July, OHS extends hours of operations, and is open 7 days a week. Generally, OHS is open 12 hours each day for the entire Indoctrination period.

### **SICK CALL DURING INDOCTRINATION:**

During Indoctrination, immediately following breakfast each morning, Plebe Candidates are given the opportunity to report any need for medical care or intervention. At that time, Plebe Candidates in formation are triaged by a qualified OHS healthcare provider who determines if the Plebe Candidate requires immediate attention or can be given a specific appointment time for later in the day.

### **AFTER HOURS CARE DURING INDOCTRINATION:**

In the event of injury or illness when OHS is closed, the USMMA OHS Emergency Medical Services (EMS) Dispatcher is notified. The EMS Dispatcher will coordinate the appropriate response.

Any care that is not of an emergent nature is to be addressed during scheduled medical appointments or sick call as needed.

### **HEALTH SERVICES CARE AFTER COMPLETION OF INDOCTRINATION:**

During the Academic Year after Indoctrination ends, OHS operational hours are 0700 to 1630, Monday through Friday. Midshipmen may choose to be seen as “walk-in” patients during morning “Sick Call” (0700 to 0900) or may schedule routine medical, dental or counseling appointments throughout the clinic day. Healthcare services available at OHS include: routine Sea Year physical assessments; medical laboratory procedures; immunizations required for Sea Duty; treatment of routine illnesses; prescribing medications (subject to health insurance coverage); providing routine over-the-counter medications and pharmaceutical supplies; nutrition counseling; public health & hygiene education; annual oral evaluations, general dentistry and dental hygiene; and individual or group counseling sessions for maintaining personal wellness. Midshipmen who require emergent health care during, or after, regular clinic hours will be transported by the USMMA OHS EMS to the nearest emergency room. Please visit the USMMA website at [www.USMMA.edu](http://www.USMMA.edu) then click on “Academy Life” for further information regarding USMMA OHS.

## **HEALTHCARE AND INSURANCE COVERAGE NEEDS**

### **HEALTHCARE:**

Midshipmen actively enrolled in academic classes are provided access on site to limited medical and dental care available through USMMA OHS located in Patten Hall. Limited medical and dental care is defined by the level of clinical skills available on site at USMMA’s OHS to support Midshipmen for all their basic health related requirements for successful graduation from the program. This includes:

- ✓ On site treatment for non-emergent illnesses or injuries.
- ✓ On site oral evaluations, treatment & basic hygiene for non-emergent dental care.
- ✓ Interventional counseling for mental health issues in support of maintaining the mental health of enrolled Midshipmen.

- ✓ Provision of routine medical & dental examinations as required by shipping companies for placement in training assignments required to satisfy the 365 days of Sea Duty training associated with graduation.
- ✓ Provision of routine United States Coast Guard examinations for licensing and obtaining Merchant Mariner Credentials for sea duty assignment required for fulfillment of graduation requirements.
- ✓ Routine Medical and Dental examinations for the purposes of meeting graduation and commissioning requirements into the United States Navy Reserves Strategic Sealift Officer Program (USNRSSO).

There are exceptions which would make all expenses for the above care solely the responsibility of the Midshipmen on a personal out of pocket basis. Generally, these exceptions are associated with injury, illness or diagnosis resulting from a non-disclosed condition, or any medical condition resulting from activity which is incongruent with Academy regulations & policies. These medical needs requiring care that cannot be provided on site at the Academy clinic will require the use of private insurance.

The following are a few examples for when healthcare needs will exceed care available on site at USMMA OHS and require the use of services through private insurance:

- any and all medical, dental and mental health care which requires intervention by health care providers not on site at USMMA.
- medical management of undisclosed health conditions;
- elective medical examination and immunizations (e.g., pre-employment physicals and immunizations);
- Surgical interventions of any type;
- cosmetic surgery, contact lens or eyeglasses examinations, for the prescription or fitting thereof;
- hearing aids and examinations for the prescription or fitting thereof;
- prescriptions and associated medical laboratory tests for treatment of dermatological conditions (e.g., acne);
- extraction of third molars (wisdom teeth);
- dental root canal treatment;
- dental implants, crowns and implants;
- orthodontic care;
- routine dental care obtained outside of USMMA Dental Services;
- substance use disorders; expenses incurred for treatment subsequent to or resulting from substance use (including alcohol);
- medical care of any type associated with participation in an act in violation of Midshipmen Regulations or Academy Policy;
- prenatal care or maternity benefits or any condition arising from or out of pregnancy;

### **INSURANCE:**

For health care related matters that go beyond the USMMA on site healthcare as described in the previous paragraphs, Midshipmen may require care from local health care providers on an outpatient and inpatient basis. Higher levels of care needs are provided by local health care providers, located less than 5 miles from the Academy. A multitude of various healthcare providers are located in the surrounding community who specialize in many common specialty care needs should such a need for these services arise. **Midshipmen are responsible for costs related to care that go beyond the services available onsite at USMMA through OHS.**

Health care needs that exceed the services offered onsite USMMA at OHS do occur and can be very costly if there is no medical insurance in place. For this reason, **all USMMA Plebe Candidates and Midshipmen must have a valid and current primary healthcare insurance policy in effect while attending USMMA that meets all USMMA requirements.**

All Plebe Candidates, Plebes and Midshipmen are **REQUIRED** to purchase the Academy sponsored Student Health Insurance Policy (SHIP) which meets all the minimum coverage requirements established by USMMA. **HOWEVER**, Plebe Candidates and Midshipmen may waive this requirement through any **one** of the following means:

1. Through the use of an existing insurance plan (e.g. a family plan, a “self and spouse plan” or self-only plan) that covers the candidate or midshipman; provided that the policy meets the minimum coverage requirements established by USMMA.
2. If there is no existing health insurance coverage, obtain a qualifying Student Health Insurance Plan from an insurance carrier of his/her choice providing it meets **ALL** minimum coverage requirements established by USMMA for health insurance coverage.
3. If options #1 & #2 above are not possible, Midshipmen & Candidates **must** purchase the qualifying Student Health Insurance Plan (SHIP) through The Academy-sponsored provider.

More information is available by visiting our frequently asked questions and related documents links at: <https://www.usmma.edu/academy-life/activitieservices/health-services>

**During the time period from April, 2017 through June, 2017, each Plebe Candidate must demonstrate proof of health insurance coverage by completing either an online enrollment for the USMMA SHIP, or completing a waiver of the USMMA SHIP if private health insurance that meets USMMA requirements is in place.** Failure to either complete a waiver or an enrollment form will result in Plebe Candidates, Plebes & Midshipmen automatically being enrolled in the USMMA SHIP and invoiced accordingly. **Information and Instructions will be sent to each Plebe Candidate under separate mailing explaining how to secure proof of insurance coverage.**

So that you will be prepared in advance to respond to the separate mailing for health insurance, the following is a description of what you will receive:

**1. IF YOU CURRENTLY HAVE HEALTH INSURANCE COVERAGE AS DESCRIBED IN OPTIONS #1 OR #2 ABOVE:**

You are required to complete the online “Student Health Insurance Waiver Form.” Further instructions for how to access this form will be sent to each Plebe Candidate via a separate future mailing.

In order to confirm that a health insurance policy meets USMMA requirements USMMA recommends that you contact your insurance provider to confirm your answers to the following questions asked on the aforementioned Petition to Waive:

- a. Will your current coverage remain in effect the entire period that your Son/Daughter is in attendance at USMMA?
- b. Is your insurance company headquartered/operated in the United States with a US Claims address and Customer Service phone number?
- c. Does your current plan provide both emergency and non-emergency benefits for medical and mental health treatment?

- d. Does your current plan provide inpatient hospitalization, outpatient physician visits, laboratory services, radiology and outpatient mental health benefits? **Coverage limited to Emergency care does not satisfy this requirement.**
- e. Does your plan have hospitals and providers within 10 miles of USMMA within the Nassau County area for non-emergency care?
- f. Does your plan provide coverage in all 50 states and internationally?
- g. Does your coverage comply with all Federal and New York State regulations for student health insurance?

Please note that you cannot waive the USMMA insurance plan if you answer “NO” to items a – g above, or have an HMO. (Note: Military families with Tricare Standard insurance can use this plan to waive USMMA SHIP. Tri Care Prime however, is NOT accepted).

OR

**2. INSURANCE WAIVER OPTIONS (#1 AND #2) DO NOT APPLY & YOU DO NOT HAVE YOUR OWN HEALTH INSURANCE THAT MEETS THE ABOVE REQUIREMENTS OR YOUR WAIVER IS DENIED:**

If you do not have your own health insurance through your own means that meets the USMMA requirements, then you are required to purchase/enroll in the USMMA sponsored plan. Further instructions regarding how to enroll will be sent to each Plebe Candidate via a separate future mailing.

A brochure highlighting the key benefits and policy costs of the USMMA Sponsored Student Health Insurance Plan (SHIP) is also available at “[www.aifusa.com/students](http://www.aifusa.com/students)”. Medicaid and Medicare will be accepted.

***Failure to demonstrate having and maintaining a valid and current primary health insurance plan throughout attendance at USMMA that meets USMMA requirements may result in your son or daughter being dis-enrolled from USMMA.***

**Please remember that should you choose to process a waiver of the USMMA sponsored SHIP in favor of your own health insurance coverage, it is your responsibility to contact your insurance carrier and make sure all of the minimum requirements are met.**

Regardless of whether you waive the USMMA SHIP in favor of your own insurance or if you purchase the USMMA SHIP, please also be sure to provide your Plebe Candidate with a copy of his/her insurance identification card and instruct them to have it in their possession at all times. **It is also extremely important to provide a copy of the Plebe Candidate’s insurance card (both sides) to OHS, indicating the current health Insurance plan which meets mandatory USMMA requirements for health insurance coverage.**

**Although not required for attendance at USMMA, dental insurance is strongly encouraged. If you carry any optional dental insurance, please provide a copy of your dental insurance card (both sides) as well.**

**FINANCIAL AID & HEALTH INSURANCE:**

Any Plebe Candidate or Midshipman who is not currently covered under a medical insurance plan and is unable to pay the premium for the Student Health Insurance Plan is eligible to apply for and accept financial aid to cover the cost of the USMMA Student Health Insurance Plan premiums. If you did not request financial aid but feel that this cost requires you to do so, please contact the Financial Aid Office for

assistance in applying for financial aid for the 2017/2018 academic year. The contact information is as follows:

**Joseph A. Becker**  
**Financial Aid Specialist – Office of Admissions**  
**USMMA**  
**300 Steamboat Rd.**  
**Kings Pt., NY 11024**  
**Phone - (516) 726-5638**  
**Fax - (516) 773-5390**  
**Email: [BeckerJ@USMMA.EDU](mailto:BeckerJ@USMMA.EDU)**

If you have already requested financial aid through the USMMA's Financial Aid Office, your son's or daughter's cost of attendance will be revised to reflect this increased cost, and an updated financial aid Award Letter will be sent to you. If you have not yet received an Award Letter, then the one that is forthcoming will include the supplemental plan cost.

**MIDSHIPMEN ASSIGNED TO THE DEPARTMENT OF PROFESSIONAL DEVELOPMENT & CAREER SERVICES (SHIPBOARD TRAINING):**

A Midshipman assigned to the Department of Professional Development & Career Services (Shipboard Training) and reporting aboard a commercial vessel for Sea Duty assignment is classified as a member of the crew. Additional health insurance coverage may be provided through the Protection and Indemnity (P & I) plan of the shipping company. A Midshipman is eligible for this additional healthcare coverage provided he/she becomes sick or injured while assigned to the vessel for training. A Midshipman is not considered a crew member until signing appropriate articles onboard ship. In some cases, a Midshipman may also be eligible for Federal Workers Compensation for injuries while serving on Sea Duty assignment. This is determined on a case by case basis.

**USMMA DEPARTMENT OF DENTAL SERVICES**

Office of Health Services is pleased to provide general dental care onsite USMMA at the Department of Dental Services. The dental team is led by the Senior Dental Officer, with the assistance of a Registered Dental Hygienist, and a Dental Assistant. World-class dental facilities for off-site care are readily available nearby in Nassau County.

Dental Insurance is optional but strongly encouraged since referrals to dentists or dental specialists (e.g., oral surgeon, endodontist) outside of the USMMA Department of Dental Services will require the use of private dental insurance or will be an out of pocket personal expense. As indicated in DoDMERB, active orthodontic treatment (braces) is not allowed. Only removable orthodontic appliances (e.g., retainers, Invisalign®) are permitted. As the Department of Dental Services does not have an orthodontist, replacement of broken appliances will require treatment outside the USMMA Dental Clinic at the Plebe Candidate's, or Midshipman's expense, including all associated costs.

Plebe Candidates or Midshipmen who require prescription medications in the course of dental care are required to use their medical insurance prescription benefits as needed.

**SPECIAL NOTE REGARDING THIRD MOLARS/WISDOM TEETH:**

The Academy staff expects Plebe Candidates will arrive at USMMA with no potentially disqualifying dental conditions, i.e. Department of Defense Class 1 dental clearance status. Examples of disqualifying dental conditions include the presence of Third Molars (wisdom teeth), either erupted or impacted, that cannot be maintained in a good state of health. It is highly encouraged for you to visit your family dentist for a thorough dental examination, paying particular attention to the following concerns: you must be able to achieve fully deployable status (Class 1) and be ready for sea duty within 11 to 16 months of arrival at USMMA, and not have a DoD Class 3 dental status hold due to your third molars. Class 3 dental status is considered any condition that may prevent you from performing optimally and could become emergent within 12 months. These conditions include:

- infections,
- caries / restorations,
- missing teeth,
- periodontal conditions,
- oral surgery (unerupted, partially erupted, malposed teeth with historical, clinical, or radiographic signs or symptoms or pathosis that are recommended for removal),
- and other disorders or pain dysfunction requiring active treatment.

### **IMPACT ON INDOCTRINATION:**

To allow adequate time for healing, we advise that tooth removal be completed a minimum of 6 weeks prior to Indoctrination. Failure to follow these guidelines could impact on a Plebe Candidate's ability to participate in Indoctrination. Plebe Candidates who do not complete Indoctrination will be returned home to rejoin USMMA the following year.

### **IMPACT ON SEA DUTY:**

Please note that DoD Class 3 status disqualifies you from deployment for Sea Duty, thus severely impacting your ability to meet academic standards. Please note that the single largest provider for Sea Duty placements to USMMA Midshipmen, the United States Navy's Military Sealift Command, requires Midshipmen to not have a DoD Class 3 dental status. Many of the civilian shipping companies that offer seaborne internships mirror this dental clearance standard as well.

During your two Sea Duty deployments you will be on a ship (surface or sub-marine) with minimal or no medical/dental care services for prolonged periods of time, 4 months and 8 months respectively. The above treatment course is designed to accommodate the realities of life on a ship on the high seas. Should you develop a condition that requires emergent dental care, you will not have the choice of services/providers that you normally would have on/around campus at USMMA and/or at home. Correction of all dental defects and removal of wisdom teeth, when indicated, before arriving at the Academy will maximize your dental health, prevent lost academic time, minimize any dental conditions affecting Sea Duty clearance and go a long way toward ensuring your success as a USMMA Midshipman. If your own dentist has recommended you have your wisdom teeth removed, we strongly suggest you follow their advice. It is also HIGHLY recommended that any wisdom teeth, which are symptomatic or partially erupted, in jaws that are not large enough to accommodate them, be removed at least 3 to 6 months prior to admission to allow time for healing and to prevent any potential future problem from interfering with your academic studies, regimental training, and sea duty clearance.

## **IMPACT ON THE UNITED STATES NAVY RESERVES STRATEGIC SEALIFT OFFICER PROGRAM (USNRSSO):**

Graduation from the USMMA and accession into the USNRSSO Program requires a Class 1, or Class 2 dental clearance. The Department of Defense Bureau of Surgery and Medicine (BUMED) certifies Physically Qualified (PQ) status, and may issue conditional Class 3 dental clearance waivers when required. USMMA Office of Health Services will coordinate your treatment plan and manage BUMED waivers as you progress through your career as a USMMA Midshipman.

The USMMA's Department of Dental Services' overall goal is to facilitate YOUR success as you prepare to enter USMMA and begin your career as a credentialed Merchant Mariner. If you have questions or concerns regarding any potentially disqualifying dental condition, please feel free to contact the USMMA Senior Dental Officer at (516) 726-5680, Option #2, for assistance.

### **CORRECTIVE LENSES FOR PLEBE CANDIDATES DURING INDOCTRINATION**

Plebe Candidates requiring corrective lenses, who wear contact lenses, are strongly encouraged to bring eyeglasses (we recommend 2 pairs) for Indoctrination. At this time the use of contact lenses is not prohibited; however due to time constraints during indoctrination appropriate lens care can be difficult. Those Candidates with corrective lenses who wear glasses are less likely to experience problems such as lost, torn and/or scratched contact lenses.

### **MEDICATION POLICY FOR PLEBE CANDIDATES DURING INDOCTRINATION**

To ensure the safety and well-being of each candidate, all Plebe Candidates are instructed **NOT** to bring any **over-the-counter** medications with them unless accompanied by a note from the prescribing physician. The note should indicate the medication, dose and reason it is required. Any over the counter medications brought without appropriate documentation will be collected from all Plebe Candidates upon their arrival. This includes, but is not limited to, any pain medication (e.g. Tylenol, Aleve, Advil, aspirin), allergy medications, antihistamine, decongestants, herbal supplements or remedies, vitamins and nutritional or sports supplements. Upon completion of Indoctrination, Plebe Candidates will be instructed to report to OHS to pick up any previously collected medication. Should an over-the-counter medication become necessary for a Plebe Candidate during Indoctrination, it will be made available at no cost.

Plebe Candidates should **NOT** bring any **prescription medications** with them **unless** the medication is specifically prescribed for them. There must be an accompanying note from the prescribing physician or dentist stating the reason why the medication was prescribed. All medications will be collected, identified, and be recorded in the Candidate's health record before being returned. The Chief Medical Officer will only authorize the return of prescription medications that would not jeopardize the overall health of the Plebe Candidate, or otherwise limit and/or inhibit his/her rigorous training requirements. (e.g. medications associated with increased risk of conditions such as sun sensitivity, or heat related illnesses).

Any medication that is not in its original container or is unlabeled will be collected and disposed of by OHS without exception. If you have any questions, please contact OHS using any of the following options:

1. Our primary phone number is (516) 726-5680. (Please listen carefully to each option so you can select from our menu and reach a person in the department you wish to speak with.)
2. Our facsimile number is (516) 773-5436.
3. Our email is [medical@usmma.edu](mailto:medical@usmma.edu)



4. Please address all written correspondence to:

**U.S. Merchant Marine Academy  
Office of Health Services  
Patten Hall  
300 Steamboat Road  
Kings Point, New York 11024-1699**

## **PHYSICAL READINESS PROGRAM**

The philosophy of the Department of Physical Education and Athletics is consistent with the mission of the United States Merchant Marine Academy. The athletic program plays an integral part in helping the Academy to achieve this mission. Through participation in athletics, qualities such as leadership, industriousness, resourcefulness, loyalty, sportsmanship, cooperation and responsibility are developed. As a result, young men and women are given the tools to achieve success, and become future leaders in our nation.

The athletic program competes at the NCAA Divisions III level, and is guided by its principles. The highest priority is placed on the overall quality of the educational experience and the objectives of the program and must be met while working within this framework.

During your four years at the United States Merchant Marine Academy, you must meet and maintain the United States Navy's body composition and physical readiness standards. If you are not within height/weight or body fat standards, or you cannot maintain the expected physical readiness level, you may be dismissed from the Academy. The ultimate responsibility for meeting these standards rests with you, the Midshipman.

Each morning during the three weeks of Plebe Indoctrination you will undergo periods of intense calisthenics and aerobic and anaerobic exercise. In the afternoons you will take part in a competitive intramural athletics program. In order to avoid injury, you must prepare yourself for these physical demands prior to your arrival. Your physical fitness preparation program should be taken seriously and should be geared toward body fitness. To prepare you for the rigorous physical demands of Plebe Indoctrination, it is recommended that you follow this seven week exercise routine on pages 39-40.

During Plebe Indoctrination you will take two physical fitness tests. **The first fitness test, Initial Strength Test (IST), will be conducted on the second day and consists of maximum curl-ups in two minutes, maximum push-ups in two minutes and a timed 1.5 mile run.** The second fitness test near the end of the two weeks, the Final Strength Test (FST), includes maximum push-ups in two minutes, maximum curl-ups in two minutes and a timed 1.5 mile run.

To measure the general fitness of the Regiment of Midshipmen, all midshipmen must take a Physical Fitness Assessment (PFA) once each academic term they are at Kings Point. The PFA consists of two components, the Body Composition Assessment (BCA) and the Physical Readiness Test (PRT). Every Midshipman must pass both parts of the PFA; failure of any part shall result in assignment to the remedial physical fitness program and may result in dismissal from the Academy.

Leaders in the Strategic Sealift Officer Program and U.S. Navy must be physically fit to perform the demanding duties required of them. Physical fitness leads to mental keenness and physical stamina. Midshipmen must continually maintain the required physical standards throughout their four years at the Academy.

## 1. **BODY COMPOSITION ASSESSMENT (BCA)**

Body Composition is assessed by weight and height screening, and body fat percentage for those over the height/weight standard. On entrance day, Plebe Candidates will be weighed and those Plebe Candidates that exceed the weight for their height, as outlined below in the Weight for Height Table, will have their body fat measured by tape measurement. **Those who fail to meet the Academy body fat standards of 22% for males and 33% for females may be denied admission.**

Plebe Candidates that fail to meet body fat entrance requirements may petition to the Commandant of Midshipmen for a temporary waiver for entrance requirements for Plebe Indoctrination. Candidates requesting waivers must have a body fat measurement of less than 26% for males and 36% for females and be cleared by the Department of Health Services. Plebe Candidates with approved waivers must demonstrate satisfactory progress during Plebe Indoctrination before a determination of retention is made by the Commandant at the conclusion of Plebe Indoctrination.

**Maximum Weight for Height  
Screening Table**

Females Max weight (pounds)	Height (rounded up to nearest whole inches)	Males Max weight (pounds)
141	60	141
145	61	145
149	62	150
152	63	155
156	64	160
160	65	165
163	66	170
167	67	175
170	68	181
174	69	186
177	70	191
181	71	196
185	72	201
189	73	206
194	74	211
200	75	216
205	76	221
211	77	226
216	78	231

**If your weight is within the maximum weight standard for your height, you pass the BCA.**

**If your weight exceeds the maximum weight standard for your height, you do not automatically fail the BCA. You will then conduct a single-site abdominal circumference measurement. If you exceed abdominal circumference measurement screening, you will have your body fat percentage assessed by the circumference technique (tape measurement). The maximum allowable measurements are:**

**Abdominal Circumference:**  
**Males 39.0 inches**  
**Females 35.5 inches**

**Body Fat Limit:**  
**Males 22%**  
**Females 33%**

## 2. PHYSICAL READINESS TEST (PRT)

The physical readiness test consists of three graded events: curl-ups, push-ups and the 1.5 mile run. The proper procedures for each event are described below.

### Curl-Ups

1. The member will begin by lying flat on back with knees bent, heels about 10 inches from buttocks. Arms shall be folded across and touching chest with palms of hands touching upper chest and shoulders (thumbs touching clavicle (collarbone)). [Figure 1]
2. Feet shall be flat on the deck and held by partner's hands. If preferred the partner may use their knees (on the side of the feet only) in addition to their hands to secure member's feet.
3. Member curls upper body up, touching elbows to thighs (anywhere between the knees and hips) while keeping hands held firmly against the chest and shoulders. [Figure 2]
4. After touching elbows to thighs, member returns to starting position ensuring lower back and shoulder blades touch the deck. [Figure 1]
5. Member may rest in either the up or down position.
6. Curl-ups are repeated correctly as many times as possible in two minutes.



Figure 1

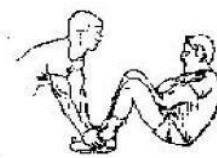


Figure 2

### Push-Ups

1. Member will begin in leaning rest position on the deck so that body forms a straight line through the shoulders, back, buttocks, and legs. Weight is supported only with the toes and palm of hands.
2. Arms are to be straight with palms flat on the deck, directly under the shoulders or slightly wider than shoulder width. [Figure 3]
3. Member shall lower entire body until arms bend to at least 90 degrees while keeping shoulders, back, buttocks, and legs aligned and parallel to the deck. [Figure 4]
4. Member pushes entire body upward and returns to starting position ensuring arms are fully extended, without locking elbows. [Figure 3]
5. Member may rest only in up position maintaining a straight line with shoulders, back, buttocks, and legs.
6. Push-ups are repeated correctly as many times as possible in two minutes.



Figure 3



Figure 4

### 1.5 Mile Run

Event consists of running or walking 1.5 miles as quickly as possible on a flat and solid surface track or outdoor course. Any combination of running or walking is allowed to complete the event.

### **PHYSICAL READINESS TEST COMMISSIONING STANDARDS**

Event	Male - Age group		up	
	17-19	20-24	17-19	20-24
Curl-ups	62	58	62	58
Push-ups	51	47	24	21
1.5 mile run	11:00	12:00	13:30	14:15

## PHYSICAL FITNESS PREPARATION

To prepare you for the rigorous physical demands of Plebe Indoctrination, it is recommended that you follow this seven week exercise routine.

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
May 9 - 15 Ladders up and down	1. Run 10-15 min 2. Flexibility 3. One min trial of pushups and curl-ups*	1. Swim/ Bike /Aerobic training 20-30 min 2. Flexibility	1. Run 10-15 minutes 2. Flexibility 3. Conduct pushup and curl-up ladders based on Mondaytime trial*	1. Swim/ Bike /Aerobic training 20-30 min 2. Flexibility	1. Run 10-15 minutes 2. Flexibility 3. Pushup and curl-up ladders*	1. Swim/ Bike /Aerobic training 20-30 min 2. Flexibility	Active Rest
May 16 - 22 Ladders up and down	1. Run 15-20 min 2. Flexibility 3. Pushup and curl-up ladders*	1. Swim/ Bike /Aerobic training 20-30 min 2. Flexibility	1. Run 15-20 minutes 2. Flexibility 3. Pushup and curl-up ladders*	1. Swim/ Bike /Aerobic training 20-30 min 2. Flexibility	1. Run 15-20 minutes 2. Flexibility 3. Pushup and curl-up ladders*	1. Swim/ Bike /Aerobic training 20-30 min 2. Flexibility	Active Rest
May 23 - 29 Ladders up and down	1. Run 20-25 min 2. Flexibility 3. One min trial of pushups and curl-ups*	1. Swim/ Bike /Aerobic training 20-30 min 2. Flexibility	1. Run 20-25 min 2. Flexibility 3. Pushup and curl-up ladders based on Mondaytime trial*	1. Swim/ Bike /Aerobic training 20-30 min 2. Flexibility	1. Run 20-25 min 2. Flexibility 3. Pushup and curl-up ladders*	1. Swim/ Bike /Aerobic training 20-30 min 2. Flexibility	Active Rest
May 30 - Jun 5 Ladders up, down and up	1. Run 25-30 min 2. Flexibility 3. Pushup and curl-up ladders*	1. Swim/ Bike /Aerobic training 20-30 min 2. Flexibility	1. Run 25-30 min 2. Flexibility 3. Pushup and curl-up ladders*	1. Swim/ Bike /Aerobic training 20-30 min 2. Flexibility	1. Run 25-30 min 2. Flexibility 3. Pushup and curl-up ladders*	Simulated PRT: Pushup in 2 min Curl-ups in 2 min 1.5 mile run Curl and reach	Active Rest
Jun 6 - 12 Ladders up, down and up	1. Run 25-30 min 2. Flexibility 3. Pushup and curl-up ladders*	1. Swim/ Bike /Aerobic training 20-30 min 2. Flexibility	1. 3 x 0.5 mile run with 0.25 mile jog between 0.5 miles. Run at a pace faster than your PRT pace** 2. Pushup and curl-up ladders 3. Flexibility	1. Swim/ Bike /Aerobic training 20-30 min 2. Flexibility	1. Run 25-30 min 2. Flexibility 3. Pushup and curl-up ladders*	1. Swim/ Bike /Aerobic training 20-30 min 2. Flexibility	Active Rest

Jun 13 - 19 Ladders up, down, up and down	1. Run 30-35 min 2. 1.5 min trial of pushups and curl-ups	1. Swim/ Bike /Aerobic training 20-30 min 2. Flexibility	1. 3 x 0.75 mile run with 0.25 mile jog between 0 .75 miles. Run at a pace faster than your PRT pace** 2. Pushup and curl-up ladders 3. Flexibility	1. Swim/ Bike /Aerobic training 20-30 min 2. Flexibility	1. Run 25-30 minutes 2. Flexibility 3. Pushup and curl-up ladders*	1. Swim/ Bike /Aerobic training 20-30 min 2. Flexibility	Active Rest
Jun 20 - 26 Ladders up, down, up, and down	1. Run 30-35 min 2. Flexibility 3. Pushup and curl-up ladders*	1. Swim/ Bike /Aerobic training 20-30 min 2. Flexibility	1. 2 x 1.0 mile run with 0.5 mile jog between miles. Run at a pace faster than your PRT pace** 2. Pushup and curl-up ladders 3. Flexibility	1. Swim/ Bike /Aerobic training 20-30 min 2. Flexibility	1. Run 30-35 minutes 2. Flexibility 3. Pushup and curl-up ladders*	1. Swim/ Bike /Aerobic training 20-30 min 2. Flexibility	Active Rest
Jun 27-28	Active rest	Plebe Indoctrination begins					

\* Find your push-up-curl-up group based on your one minute time trial results:

Group 1: < 20 pushups or curl-ups in one minute

Group 2: 21-50 pushups or curl-ups in one minute

Group 3: > 50 pushups or curl-ups in one minute

### **Ladders**

#### 1. Push-up and curl-up ladder

Group 1 Ladder:	1	2	3	4	5	4	3	2	1
Group 2 Ladder:	2	4	6	8	10	8	6	4	2
Group 3 Ladder:	3	6	9	12	15	12	9	6	3

2. On days when you are directed to do push-up and curl-up ladders, if you are in Group 1 you will do one push-up, rest 5 seconds, do two push-ups, rest 5 seconds, do three push-ups, rest 5 seconds, do four push-ups, rest 5 seconds, do five push-ups rest 5 seconds, then come down the ladder (4, 3, 2, 1) resting 5 seconds between steps. The same for curl-ups.

3. Groups 2 and 3 do the same but using the numbers corresponding to your ladder above.

4. The type of ladder is directed under the "Week" column. The first three weeks of the program you go up and down the ladder as explained in paragraph 2 above. Weeks 4-5 you go up, down and back up the ladder. The final two weeks you go up, down, up and back down the ladder.

## **\*\* INTERVAL RUNNING BEGINNING IN WEEK 5**

1. For 0.5 intervals, divide your PRT time in week 4 by 3, this will give you your 0.5 pace. For intervals, subtract 10 seconds from your 0.5 mile PRT pace. You should try to run your 0.5 mile intervals at this pace.
  - a. Ex - If you run the PRT in 12:00, divide this number by 3 to get 4:00 minutes. Subtract 10 seconds, and you should be running your 0.5 intervals in 3:50 minutes.
2. For 0.75 intervals, divide your PRT time by 2 and subtract 15 seconds from your time.
  - a. Ex - If you run the PRT in 12:00, divide this number by 2 to get 6:00 minutes. Subtract 15 seconds, and you should be running your 0.75 intervals in 5:45 minutes.
3. Your 1 mile intervals should be 10-15 seconds faster than your 1.5 mile PRT pace.
  - a. Ex - If you run the PRT in 12:00, your 1 mile pace is 8:00 min. You should run your one mile intervals in 7:45 to 7:50.

### **Active Rest**

Get outside and have fun, walk, pick-up game of ball, hiking, a fun, leisurely, physical activity.

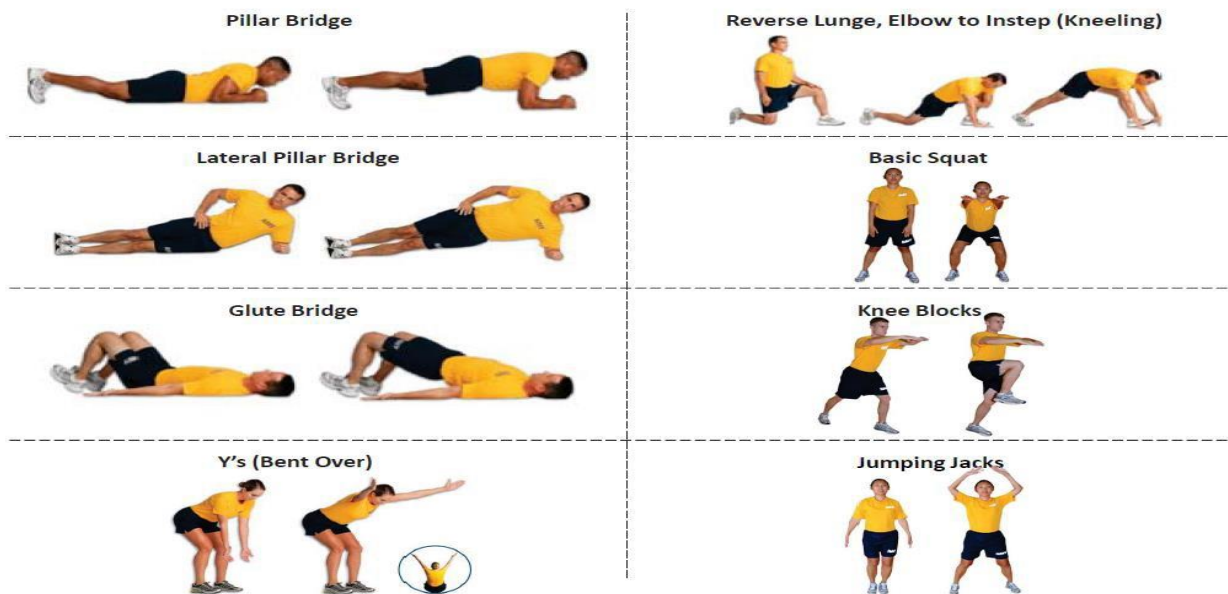
### **Flexibility**

At the completion of your workouts perform stretching exercises following these guidelines:

- Do not bounce
- Stretch to a point of mild tension
- Hold each stretch for 20 – 30 seconds
- Repeat each stretch 3 - 5 times

Illustrated below are recommended stretching exercises.

#### **Dynamic Warm-Up (Level 1)**



## **COURSE EXEMPTION POLICY**

The Academy has a four-year residence requirement. The Academy does not award transfer credit for work completed elsewhere. However, a student who has completed equivalent coursework with a grade  $\geq$  C at another accredited college or university before entering the Academy may apply for exemption from equivalent courses at the Academy. Advanced Placement (AP) Exams scores may also be eligible for exemption from Academy courses. No student may exempt from more than 12 credits.

In order to apply for exemption credit the student must arrange to have official transcripts from the other institution of higher education, or official Advanced Placement Exam scores from the College Board, sent directly to the Academy Registrar. Course descriptions and a course syllabus must be presented to the Registrar and appropriate Department Head for evaluation after the start of the academic year. If you do not have official college - level course work but can present evidence of extensive experience in a specific area, the appropriate department may determine eligibility for exemption by administering a course validation examination.

The academic credits, quality points and grade for work completed at another institution will not be included in your official academic record at the Academy.

### **1. Course Exemptions for Physical Education Courses**

Exemptions from physical education courses may be authorized by the Dean upon recommendation of the Head, Department of Physical Education and Athletics, for appropriate medical or physical reasons. A student who has received such an exemption for these reasons is not required to make up the credits for which s/he has received an exemption. A Midshipman who, because of temporary physical limitations, is required to withdraw from a Physical Education course, must satisfy the course requirement before graduation.

### **2. Course Exemptions for Humanities Courses**

- a. A student may apply for an exemption from Composition and Literature (English 1, LITR101) on the basis of previous completion of a college English composition course, or a score of 4 or 5 on the AP English exam, after successful performance on the Humanities Department writing diagnostic examination. The Humanities Department will evaluate the essay for exemption purposes. If a student has satisfactory college or AP credit, AND has passed the diagnostic examination, s/he may apply to the Department Head for exemption status.
- b. A student may apply for an exemption from American History and/or World History if he or she has received a score of 4 or 5 on the Advanced Placement Exam, or presents college credit in an equivalent course.
- c. No midshipman will be exempted from Literature (English 2, LITR201).
- d. A student may apply for exemption from the mandatory Humanities Sea Project only if the student has already had an undergraduate degree with a focus on liberal arts.

### 3. Course Exemptions for Math and Science Courses

A midshipman may apply for exemption from a course in the department of Math and Science on the basis of either Advanced Placement examination or completion of college work prior to arrival at the Academy:

- a. A midshipman may apply for an exemption from a course in the department of Math and Science on the basis of previous completion of a comparable college course. If the course for which exemption is being applied is part of a sequence and the course that precedes it was taken at the Academy, then exemption shall be granted only if a grade  $\geq$  C was earned in that preceding course. For Mathematics courses, the student will also have to successfully pass a departmental examination.
- b. To receive exemption based on Advanced Placement examination, a midshipman should achieve at least the following scores:
  - CHEM100: 4 on AP Chemistry
  - MATH101: 4 on AP Calculus AB
  - MATH120: 4 on AP Calculus BC
  - PHYS110: 4 on AP Physics C: MechanicsNo other exemptions based on AP examinations will be granted.

### **MATHEMATICS PLACEMENT PROGRAM**

All students must complete two terms of calculus at the Academy, but it is recognized that incoming students have varying degrees of preparation in mathematics. As a consequence, entering students will be given a placement exam during the Indoctrination period to determine whether they will be placed into Calculus 1 Regular or Calculus 1 Extended. Calculus 1 Extended is for students who require an extra hour of calculus instruction per week. The placement examination covers algebra, trigonometry, functions and calculus (only students having taken calculus will be expected to answer those questions).



## **CHECKLIST**

(To be filled in by Candidate)

\_\_\_\_ Filled out and mailed the required 4<sup>th</sup> Class Questionnaire to the **Department of Midshipman Personnel** (Ms. Virginia Reilly, [reillyv@usmma.edu](mailto:reillyv@usmma.edu) (516) 726-6179

- **Fourth Class Questionnaire** (typed or neatly printed in black ink only) – all questions must be answered! Incomplete and/or illegible questionnaires **WILL NOT BE ACCEPTED**
- **Must be received no later than June 13, 2017**

\_\_\_\_ The following original personal documents (**COPIES WILL NOT BE ACCEPTED**) MUST be provided at Indoctrination to Midshipman Personnel:

- **Passport** (signed and current)
- **TWIC** (Transportation Workers Identification Credential)
- **Proof that you have applied, if you are unable to provide either or both documents**

\_\_\_\_ Registered with the Selective Service System at a local Post Office, or on the Internet at [www.ss.gov/regist.htm](http://www.ss.gov/regist.htm)

\_\_\_\_ Received the packet from the Department of Naval Science (Ms. Santiago, [santiagos@usmma.edu](mailto:santiagos@usmma.edu) (516) 726-5790)

\_\_\_\_ Filled out the required forms, as instructed from the **Department of Naval Science** and will hand deliver those forms to the Naval Science registration table at Indoctrination.

\_\_\_\_ Retained a photo copy of your birth certificate, social security card AND all passports for submission to the **Department of Naval Science**, as instructed.

\_\_\_\_ Completed all instructions pertaining to physical examination.

\_\_\_\_ Completed all forms as required by the Office of Health Services.

\_\_\_\_ Haircut that conforms to regulations as per pages 7-8.

\_\_\_\_ Personal effects as per pages 8-9.

\_\_\_\_ Read and understand expenses on pages 10 - 13.

\_\_\_\_ Direct Deposit sign-up form

\_\_\_\_ Engaged in physical exercise and can excel on the physical readiness test.