

# LOGGING IN

## CLASS OF 2014 REPORTING INSTRUCTIONS



OFFICE OF ADMISSIONS



# THE UNITED STATES MERCHANT MARINE ACADEMY



## MISSION

“The mission of the United States Merchant Marine Academy is to educate and graduate Merchant Marine officers and leaders of honor and integrity who serve the maritime industry and Armed Forces and contribute to the economic, defense and homeland security interests of the United States.”

## PRINCIPAL CANDIDATES

Principal Candidates must report to the Academy on Thursday, 8 July 2010 between 0700 - 0830 Hours.

## ALTERNATE CANDIDATES

This pamphlet is also being sent to Alternate Candidates so that they may be prepared to report in the event they are advanced to Principal status at a later date. **Receipt of this booklet, however, does not confirm or imply that your appointment status has been or will be changed.**

THE FOLLOWING PAGES CONTAIN IMPORTANT INFORMATION. **READ THESE CONTENTS CAREFULLY.** GIVE SPECIAL ATTENTION TO THE **CHECKLIST ON PAGE 35.** PLEASE REVIEW THE **LIST** AND CHECK OFF EACH ITEM TO ENSURE THAT ALL REQUIREMENTS HAVE BEEN COMPLETED.

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## R E P O R T I N G   D A T E

The reporting date is **Thursday, 8 July 2010 between 0700 - 0830 Hours**. 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. **Have breakfast before you arrive.** Reservations for overnight accommodations in the local area can be made at the hotels listed below. Please note that publication of this list is not intended to indicate endorsement of these establishments. **Hotel stays will not be reimbursed by the Government.**

**Inn At Great Neck**

30 Cuttermill Road  
Great Neck, NY  
1-516-773-2000

**Adria Hotel**

220-33 Northern Boulevard  
Bayside, NY  
1-718- 631-5900

**The Andrew Hotel**

75 North Station Plaza  
Great Neck, NY  
1-516-482-2900

**Garden City Hotel**

45 Seventh Street  
Garden City, NY  
1-516-747-3000

**NOTE: Hotels above are within close proximity to the Academy. Hotels below are further away. Some of these hotels may offer USMMA Parent Discount, please ask if they do. For a complete listing of hotels see [www.usmma.edu/parents/hotels%202004.htm](http://www.usmma.edu/parents/hotels%202004.htm)**

**East Norwich Inn**

6321 Northern Blvd.  
East Norwich, NY  
1-516-922-1500

**Long Island Marriott Hotel**

101 James Doolittle Blvd.  
Uniondale, NY  
1-516-794-3800 / 1-800-228-9290

**Roslyn Claremont Hotel**

1221 Old Northern Blvd.  
Roslyn, NY  
1-516-625-2700 / 1-800-626-9005

**Gold Coast Inn**

1053 Northern Blvd.  
Roslyn, NY  
1-516-627-2460

For transportation from the airport or from your hotel, we suggest calling the following taxi services that offer the most inexpensive rates (***approx. \$40 - \$50 from airport, variable from hotels***):

**Great Neck Taxi 1-516-482-0077**

**Ollies Airport Service 1-718-229-5454**

**Friendly Taxi 1-516-466-0066**

**Ace Executive Car Service 1-516-873-1100**

**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. (Therefore, avoid NYC Taxis.) 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 (**N57/N58**) that stops at the Great Neck Long Island Railroad (**LIRR**) station and directly in front of the Academy. Bus Fare is \$2.25 per person (*exact change is required*).

## 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 should use a Taxi Service listed on the previous page. The rate from the airports to Kings Point is approximately \$40-50. We suggest you 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).**

## T R A V E L E X P E N S E S

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 of fifty (50) cents per mile or Government rate by common carrier (whichever is least costly to the Government). **ALL TRAVEL ARRANGEMENTS FOR OFFICIAL GOVERNMENT TRAVEL MUST BE MADE THROUGH OUR TRAFFIC MANAGEMENT CENTER, TRAVEL PROFESSIONAL SERVICES 1-850-678-6688. ASK FOR EITHER JENNY, SHERRY OR HOLLY.** Travel instructions can be found in your Orders To Report. Orders To Report and receipts 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.

## P A R E N T S ' S C H E D U L E

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 2014.
- 1300** Academy grounds closed to visitors.

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], 2014  
U.S. Merchant Marine Academy  
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  
Kings Point, N.Y. 11024-1699

**FOR PLANNING PURPOSES, 4 SEPTEMBER 2010 IS ACCEPTANCE DAY/PARENTS' WEEKEND.** This is the weekend Plebe Candidates will be sworn into The Merchant Marine Reserve (MMR), U.S. Naval Reserve (USNR). Parents are encouraged to attend this on-campus weekend. Additional information will be available at the USMMA Parents website.

## **I N D O C T R I N A T I O N**

Indoctrination to Academy academic and regimental life is an evolution, which requires several months. After you report to the Academy, the first two weeks 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!** You will also be required to take a drug test within the first week of reporting. **A positive test is grounds for immediate dismissal.**

During this time 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 2014. 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. **Under normal circumstances, you will not be permitted to resign during the two-week Indoctrination Period.** Therefore, it is essential that you give careful consideration to your reason(s) for attending the Academy.

**PROCESSING PAPERWORK FOR MIDSHIPMEN  
PERSONNEL - USMMA - BLACK INK ONLY!**

Included with your Admissions Packet is an envelope from the **Department of Midshipmen Personnel** with forms that must be filled out by you in black ink and returned to the Midshipmen Personnel Office **PRIOR** to your arrival. **DO NOT ENCLOSE ANY OTHER DEPARTMENT'S PAPERWORK IN THIS RETURN ENVELOPE.** Return to Midshipmen Personnel (1-516-726-6179) with the following enclosures:

1. **USMMA FOURTH CLASS QUESTIONNAIRE**
  - a. You must answer all questions
  - b. Use black ink only
2. **USMMA DISCLOSURE OF MIDSHIPMAN INFORMATION UNDER PRIVACY ACT OF 1974.**
3. **Paperclip a COPY of your signed and current Passport to the Questionnaire.**
4. **Paperclip a COPY (both front and back) of your TWIC to the Questionnaire.**

*These forms must be returned to Midshipmen Personnel prior to Indoctrination.*

**WHEN YOU ARRIVE FOR INDOCTRINATION YOU MUST PROVIDE THE FOLLOWING ORIGINAL DOCUMENTS (COPIES WILL NOT BE ACCEPTED) TO THE DEPARTMENT OF MIDSHIPMEN PERSONNEL:**

- **PASSPORT** (signed and current)
- **TWIC** (Transportation Worker Identification Credential)

*Both original documents will be returned to the student approximately two weeks after arrival.*

## P A S S P O R T

You must have a signed current Passport, which will be collected by Midshipmen 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 for detailed information 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 Development and Career Services, Captain Eugene R. Albert:  
**516-726-5821**)

You must obtain a Transportation Worker Identification Credential (TWIC). 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 twice, once for enrollment, the second time to pick up the TWIC. Enrollment and pick-up must be done at the same enrollment center. Once you enroll, there may be a six to eight week wait to pick up the TWIC, so enroll early. The cost of the TWIC is currently \$132.50. Proof of obtaining a TWIC may be demonstrated to the Academy in several ways, listed in priority order:

- (1) Mail a copy of your TWIC to Midshipmen Personnel along with a copy of your Passport prior to your arrival.
- (2) Surrender the TWIC during in-processing at the Academy.
- (3) 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. The student in this case will have to pick up the TWIC at the first opportunity (e.g., authorized leave period in which the student travels to the vicinity of the enrollment center), then surrender the TWIC to Midshipmen Personnel.

**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.**

The TWIC may be obtained by going to the website <https://twicprogram.tsa.dhs.gov/TWICWebApp/Welcome.do> 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. Additional information regarding the TWIC may be found at [http://www.tsa.gov/what\\_we\\_do/layers/twic/index.shtm](http://www.tsa.gov/what_we_do/layers/twic/index.shtm) to find the location of the nearest enrollment center go to <http://twicinformaton.tsa.dhs.gov/twicinfo/schedule.jsp>

## **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 copy of 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, money order, or credit card, **NOT CASH**, to the Academy when you report.

## **PROCESSING FOR APPOINTMENT AS MIDSHIPMAN, U.S. NAVAL RESERVE, MERCHANT MARINE RESERVE**

U.S. citizens admitted to the Academy must apply for appointment as Midshipman, MMR, USNR. The Department of Naval Science will be mailing you a welcome aboard packet of forms. Follow the instructions carefully! Included will be instructions on completing the Standard Form 86, Questionnaire for National Security Positions. This form contains information which will be difficult to collect once you have arrived. You will hand deliver the forms on the day you report to the Academy. Enlistment into the United States Naval Reserve, Merchant Marine Reserve Midshipman Program will occur on Acceptance Day, 4 September 2010.

## H O N O R C O D E

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 anyone found guilty of violating the Honor Code may be disenrolled.

**“ A M I D S H I P M A N W I L L N O T L I E , C H E A T , O R S T E A L . ”**

### **Regulation for Hair of 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, pigtailed 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.

## **P E R S O N A L E F F E C T S - M A L E**

Wear casual summer attire (*short-sleeve polo or button-up shirt with collar, and slacks*) when you report. Male candidates must also bring the following: (Commandant's Office: **1-516-726-5589**)

- Clipboard (15 1/2" X 9") - 1
- earplugs for pool (if desired)
- Goggles, swimming – 1
- Padlock, combination - 1
- running shoes – Asics, white with blue, one of the following models:  
Gel Nimbus 11, Gel Kushon, Gel, Pulse 2, Gel Equation 3, Gel Striker
- Shorts, compression, black - 4
- Shorts PT, nylon mesh, 7" seam, navy blue - 2
- Shower shoes - 1
- Socks, white cotton athletic (***without stripes or trim and crew length***) - 14
- Sunblock cream or lotion
- T-shirts white "crew" neck (*round neck*) -14
- Toilet articles, razor, shampoo, toothbrush, toothpaste, deodorant, etc.
- Towels, white – 6
- Undershorts (*your preference*) white – 14
- Wash cloths, white – 2

## PERSONAL EFFECTS - FEMALE

Wear casual summer attire (*short-sleeve blouse or polo shirt and slacks*) when you report. Female candidates must also bring the following: (Commandant's Office: **1-516-726-5589**)

- Barrettes, neutral or same hair color - 2
- Brassiere – athletic, white – 6
- Brassiere, dress white, optional - 6
- Clipboard (*15 1/2" X 9"*) - 1
- Earplugs for pool (if desired)
- Goggles, swimming – 1
- Padlock, combination - 1
- Running shoes – Asics, white with blue, one of the following models:  
Gel Nimbus 11, Gel Kushon, Gel, Pulse 2, Gel Equation 3, Gel Striker
- Shorts, compression, black - 4
- Shorts PT, nylon mesh, 7" seam, navy blue - 2
- Shower shoes - 1
- Socks, white cotton athletic (***without stripes or trim and crew length***) - 14
- Sunblock cream or lotion
- T-shirts white "crew" neck (*round neck*) -14
- Toilet articles - razor, shampoo, toothbrush, toothpaste, deodorant, feminine hygiene, etc.
- Towels, white – 6
- Undershorts (*your preference*) white – 14
- Wash cloths, white - 2

## PERSONAL EFFECTS - GENERAL

- It is highly recommended that Plebes bring **not** more than \$50 in cash and at least \$100 in "Traveler's Checks" or a credit card.
- 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 glasses, you must have a pair of clear (non-darkening) prescription lenses for military functions. You may not wear sunglasses at any time when participating in a military function. Contact lenses may be worn.
- Electronic Calculators - The calculus curriculum requires the use of any Texas Instrument TI-80 series graphics calculator. This may be purchased before entrance to the Academy or can be purchased at the Academy's Naval Exchange (NEX).

**RADIOS AND OTHER RELATED ITEMS (SPEAKERS, STEREO, IPODS, GAME BOYS, ETC.) ARE NOT PERMITTED.**

## **EXPENSES**

There is no tuition. However, you must pay for items not paid by the U.S. Government as outlined on pages 14-19. (Fiscal Control Office: **1-516-773-5923/5434**)

### **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 \$929.40 per month. (The vessel operator also covers the costs of meals and related costs aboard the vessel.) The money earned during “sea year” belongs to the midshipmen but may be used to offset the cost of midshipmen fees described on page 14.

### **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 some of the basic 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. Textbooks are issued to midshipmen for use during an academic term but will be collected and re-issued for subsequent use by other midshipmen.

## **EXPENSES - MIDSHIPMAN FEES**

**The range of Midshipman Fees is currently under review, so the fees listed below are subject to change. The Midshipman Fees actually assessed will be detailed in the invoice sent to each incoming or enrolled midshipman on or about June 1, 2010. (Fiscal Control Office 516-773-5434)**

There are costs associated with attending the U.S. Merchant Marine Academy which are NOT provided by the Federal Government and are the responsibility of each student. For the academic year 2009-2010, a breakdown of these fees is provided below.

### **MIDSHIPMAN FEES** (Plebe's Obligation)

- Plebe Laptop Package: laptop computer and software which meets federal requirements, printer, basic peripherals, and warranty service.
- Extended Laptop Warranty: fourth year warranty service coverage (for Class of 2011 laptops only).
- Wash-and-fold laundry service: contract weekly laundry service for midshipmen uniforms and garments.
- Washer & dryer rental service: contract for midshipman self-service laundry machines on campus.
- Tailor and seamstress service: personnel and supplies to provide for uniform adjustments and repairs to ensure consistent appearance amongst midshipmen.
- Barber & hairdresser service: personnel and supplies to ensure consistent military bearing and appearance amongst midshipmen.
- Supplemental accident insurance: "Gap" coverage between USMMA medical services and insurance carried by midshipman's family or by shipping companies during sea year. Plan is administered and coordinated by USMMA Department of Health Services.

<b>Academic Year 2010-2011 Midshipman Fee Schedule (Preliminary)</b>				
	Class			
	2014	2013 <sup>1</sup>	2012 <sup>1</sup>	2011
Plebe Laptop Package	\$1,423	\$0	\$0	\$0
Extended laptop warranty	0	0	0	85
Wash & Fold laundry service	450	300	300	450
Washer & Dryer rental service	60	40	40	60
Tailor/Seamstress/Pressing Fee	297	198	198	297
Barber/Hairdresser Service	249	166	166	249
Supplemental Health Insurance <sup>2</sup>	60	60	60	60
<b>Total, by Class</b>	<b>\$2,539</b>	<b>\$764</b>	<b>\$764</b>	<b>\$1,201</b>

**Notes:**

1. Maximum shown; due to the sea year, the actual fee billed during the 2/c or 3/c year may be lower.
2. Projected as of April 6, 2010

## INTERNATIONAL STUDENTS

**The International Student Fees are currently under review, so the fees listed below are subject to change. The International Student Fees actually assessed will be detailed in the invoice sent to each incoming or enrolled midshipman on or about June 1, 2010. (Fiscal Control Office 516-773-5434)**

By law, international students incur additional fees used to reimburse the Academy for certain costs associated with their attendance. For **GENERAL GUIDANCE**, the costs indicated below applied for Academic Year 2009-2010.

### Costs for International Students for AY 2009-2010

<u>Class</u>	<u>International Cost</u>	<u>Midshipmen Fees</u>	<u>Total Cost</u>
For the Class of 2013	\$10,220	\$2,828	\$13,048
For the Class of 2012	\$ 5,110	\$ 803	\$ 5,913
For the Class of 2011	\$ 5,110	\$ 779	\$ 5,889
For the Class of 2010	\$10,220	\$1,409	\$11,629

## Payment Policy

### For the Class of 2014

The Academy's Resource Management Office will mail an invoice to each entering midshipman on or about June 1, 2010. This invoice will include payment amounts and due dates for the entire fourth class year. **The first required installment will be payable prior to 26 June 2010.** Each additional amount is due prior to the start date of the second and third academic term.

### For the Classes of 2013, 2012, and 2011

The Academy's Resource Management Office will mail an invoice to each entering midshipman on or about June 1, 2010. Payment amounts and due dates will be indicated. Due dates will be prior to the start of each academic term.

### Failure to Make Payment on Time

Failure to make required payments on time may result in penalty fees and may result in suspension or disenrollment from the Academy.

### Payment Information

At this time, payments may be made by check, money order, or credit card (Master Card, Visa, Discover, or American Express.) Payment information (amount and method of payment) will be included on the invoice.

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

## Refund Policy

1. If a candidate declines the appointment and does not report aboard, the person will receive a full refund.
2. If a candidate is separated during the Indoctrination Period, they will receive a refund of the fees for which they did not receive the described services. A partial refund of some of the fees will be provided depending upon the actual date of separation.
3. The laptop computer and printer, once issued, become the property of the midshipmen.
4. Refund checks will be mailed to the home address on record.
5. Issued items cannot be exchanged for cash or credit.
6. Refunds payable within 60 days of separation from the Academy.

## PLEBE PERSONAL ITEMS KIT

Candidates entering with the Class of 2014 are required to bring with them the EXACT items listed in Table A, 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.

<b>TABLE A CLASS OF 2014 PERSONAL ITEMS KIT</b>				
<b>ITEMS</b>	<b>Qty</b>	<b>Size</b>	<b>Vendor</b>	<b>UPC</b>
Sewing Kit	1	Each	Vanguard	24768058226
Bars of Soap	3	Each	Dial	17000024028
Marking Kit Letters & Numbers	1	Each	Officers Equipment Co.	743560041419
Laundry Soap	1	50 ounce	Exchange Select 50 oz	614299402447
Brasso	1	8 ounce	Metal Polish 8 oz	26600062002
Plastic Soap Dish	1	Each	Exchange Blue	20886000017
Cotton Balls	1	100 count	Exchange Select	614299399334
Clear Polish	1	0.43 ounce	Wild Shine	77802350015
Polish Remover	1	6 ounce	Exchange Select	614299399396
Shoe Shine Kit	1	Each	Kiwi	31600135113
Black Pen	2	Each	Papermate	41540855583
Color Laundry Bag	1	24" x 36"	Whitmor	38861043515
White Mesh Laundry Bag	1	30 "x 36"	Guardian Products	15299041214
Hangers, Black Heavy Duty	15	3 x 5-pack	Home Product	73527580089
Duffle Bag Nylon	1	Each	Exchange N Sized	718020131269
Cup	1	11 ounce	Arrow	70652001175
Ogio Laptop Backpack	1	Each	OGIO Metro Black	31652118324
Running Belt	1	Each	Reflex	742503033542
White handkerchiefs (3-pak)	1	Each	Van Heusen Cotton	46076235533
White Shoe Polish	1	Each	Kiwi	31600116150
Shoe Edge Dressing	1	Each	Kiwi	31600119113
Safety Goggles	1	Each	3M Impact	78371912512
Riggers Knife 1551	1	Each	Davis Instruments	11698155101
Plastic Toothbrush Holder	1	Each	Exchange Blue	747650065266

For the convenience of Candidates, we have arranged for the Personal Items Kit (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 USMMA Midshipman Store. Payment may be made via cash, check, or credit card. The cost of this package is \$177.07.

**To pre-order a Personal Items Kit, contact the Navy Exchange USMMA Midshipman Store at 516-726-6177 or NEXMERCHANTMARINE-BEM@nexweb.org.**

## EDUCATIONAL ITEMS KIT

Candidates entering with the Class of 2014 will be required to purchase a Plebe Educational Items Kit in the fall of 2010 prior to the start of the second trimester. The content and cost of this kit will depend on the individual's academic major. In addition, midshipmen enrolled in the Ship's Operation and Technology majors will be required to purchase a second, smaller set of educational items in March 2011. The specific items in each Educational Items Kit are detailed in Table B.

<b>TABLE B PLEBE EDUCATIONAL ITEMS KIT CLASS OF 2014</b>		
<b>Deck Majors</b>		
Item	Description	Quantity
Divider Navigation	777 Alvin	2
Star Finder	150 Weems & Plath	1
C36 T Square	Alvin	1
Nautical Triangle	2800MH Linex	1
<b>Engineering Majors</b>		
Item	Description	Quantity
Compass	555-03 Staedtler	1
Divider Drafting	5561-55WP Staedtler	1
Drafting Kit	NB1216 12x16 Alvin	1
Vernier Caliper	MSC	1
<b>Ship Operations and Technology Majors</b>		
Item	Description	Quantity
Drafting Kit	NB1216 12x16 Alvin	1
Vernier Caliper	MSC	1

For the convenience of 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 purchase in the Navy Exchange USMMA Midshipman Store in September.

The Plebe Deck Major Educational Items Kit costs \$62.98

The Plebe Engineering Major Educational Items Kit costs \$ 116.97

The Ship's Operation and Technology Major Educational Items Kit costs \$ 66.99

**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 [NEXMERCHANTMARINEBEM@nexweb.org](mailto:NEXMERCHANTMARINEBEM@nexweb.org).**

## Computer Policies

**(Department of Information Technology, Jay Tedesco, ActioNet, 516-726-5802)**

1. Students entering the United States Merchant Marine Academy are required to purchase a personal computer that has been selected by the Academy's Department of Information Technology. The computer for the Class of 2014 is a laptop computer. At the present time this procurement is still in progress. The specifications now include the following:

Intel Core Duo P7800 (or better) processor, 4.0 GB of memory, 160 GB hard drive, optical drive (24X CDRW/DVD), wireless 802.11G, wired 100MB, 14.1 inch LCD with WXGA, video card with 256 MB of memory, VGA webcam, digital microphone, Microsoft Windows 7, 3 years of manufacturer's defect coverage with 9 by 5 next business day on campus repair, 3 years of accidental damage coverage, and CompuTrace loss recovery service.

Desktop Inkjet Printer  
4.0GB flash drive with encryption software  
12 ft USB cable and 25ft RJ-45 cable  
Microsoft Office 2010  
McAfee Anti-Virus, Anti-SPAM software

2. Midshipmen must maintain the issued Academy-approved computer system during their entire tenure at the Academy according to policies and procedures provided by the Academy's Department of Information Technology.
3. Permission to possess any additional personal computer or any computer peripheral on campus must be secured from the Commandant of Midshipmen prior to bringing one or more of these items to campus. The Academy provides no support whatsoever for these items. Only the Academy-approved laptop can be connected to the Academy network.
4. **It is possible that midshipmen will be required to purchase a second laptop computer at the beginning of their first class (senior) year at the Academy.**

## 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 or varsity 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/Student Loans**

If you have an application for Financial Aid/Student Loan pending, you should contact the Academy Admissions/Financial Aid Office immediately at **1-516-773-5295**, or toll free at **1-866-546-4778**. If funds are needed to cover the required costs, advance planning to obtain loans or grant must be arranged.

For information purposes, the following dates are anticipated disbursement and credit balance:

<u>1<sup>st</sup> Disbursements</u>		<u>Credit Balance</u>
11 August 2010	Federal Stafford/PLUS loans	25 August 2010
11 August 2010	Federal Grants (PELL, AC, SMART)	25 August 2010
<u>2<sup>nd</sup> Disbursements</u>		<u>Credit Balance</u>
1 December 2010	Federal Stafford/PLUS loans	15 December 2010
1 December 2010	Federal Grants (PELL, AC, SMART)	15 December 2010
<u>3<sup>rd</sup> Disbursements</u>		<u>Credit Balance</u>
30 March 2011	Federal Stafford/PLUS loans	13 April 2011
30 March 2011	Federal Grants (PELL, AC, SMART)	13 April 2011

### **Banking Facilities**

The **Navy Federal Credit Union** operates a full-service banking facility and automated teller machine at the Academy. (**1-516-487-6722**)

Spending money may be deposited in the bank 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.



## USMMA Department of Health Services

### HEALTH SERVICES PROVIDED BY THE ACADEMY

Midshipmen enrolled at the Academy are eligible to receive basic health care at Patten Health Services Clinic. The operational hours of the Clinic are 0730 to 1630 hours, Monday through Friday. Midshipmen may choose to be seen as “walk-in” patients during morning “Sick Call” (0730 to 0930 hours) or may schedule routine medical, dental or counseling appointments throughout the clinic day. Healthcare services available at Patten Clinic include: routine sea year physical assessments; medical laboratory procedures; immunizations (See “Pre Admission Health Requirements & Documentation”); treatment of routine illnesses; dispensing of prescribed medications and pharmaceutical supplies; public health prevention education; oral health evaluations; routine preventive and restorative dental procedures; 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 either the Academy’s emergency medical services ambulance or local community emergency medical services to the nearest emergency room.

Commercial Shipping Companies require several immunizations in order to meet qualifications for sea year training. Some immunizations are in addition to those mentioned in the “Pre Admission Health Requirements & Documentation” (see below). 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 can be administered just prior to sea training tours. Necessary immunizations vary depending upon sea assignment locations and may include, but are not limited to Typhoid, Yellow fever, H1N1 & Influenza.

### Health & Accident Insurance Coverage

Midshipmen actively enrolled in academic classes are provided basic minimal medical, dental, surgical and mental health care available through the Academy. The Academy’s Chief Medical Officer and/or Head, Department of Health Services, may also authorize health services provided by local health care providers. For health care related matters that go beyond this basic minimal medical care, Midshipmen are required to maintain continued enrollment in their existing family medical, hospitalization, and dental plan(s). If a midshipman has no access to family medical coverage, the Office of Admissions should be notified.

**Examples of medical/insurance coverage which is outside the academy system or beyond basic minimal care and therefore is not provided includes but is not limited to:**

- obtaining care with an outside provider not included under the Academy contract;
- expediting treatment by using services not included under the Academy contract;
- uncovered conditions or treatment for those conditions;

**Conditions and/or treatments not covered include, but are not limited to:**

- on-going treatment of undisclosed and/or pre-existing health conditions;
- elective medical examination and immunizations (e.g., pre-employment physicals and immunizations);
- elective surgery;
- cosmetic surgery (except reconstructive surgery incidental to or following surgery resulting from trauma, infection or other covered diseases or injury);
- 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 therapy;
- any routine dental care provided by a provider other than the Academy's Dental Officer;
- dental implants; (except reconstructive surgery incidental to or following surgery resulting from trauma during a sanctioned Academy activity);
- orthodontic care;
- substance use disorders; expenses incurred for treatment subsequent to or resulting from substance use (including alcohol);
- conditions incurred as a result of 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;

**Supplemental Midshipmen Accident and Sickness Insurance Plan**

Enrolled Midshipmen are required to maintain a **Midshipmen Accident and Sickness Insurance Supplemental Plan** provided by the Academy as part of the charged Midshipmen fees. This policy provides limited secondary medical, surgical and mental health insurance coverage. In order to file a claim under this coverage, all treatment must receive prior authorization from the Chief Medical Officer (or an appointed designee) for any care requiring hospitalization or for any fees totaling over \$50.00 (except in case of emergencies).

The Midshipmen Accident and Supplemental Insurance Plan is **not** intended to provide coverage for Enrolled Midshipmen who require health care attention related to injuries that may be eligible for coverage under the Federal Employees' Compensation Act (FECA).

The annual policy is effective upon enrollment, day 1 of indoctrination (8 July, 2010) and terminates at 12:01 am on July 1, 2011. For Midshipmen placed on a leave of absence or disenrolled from the Academy, the insurance remains in effect until the end of the period for which the premiums are paid, or until the Midshipman enters the Armed Forces of any nation. **The maximum payable benefit of this coverage is \$50,000 per injury or sickness.** Benefits payable under this plan must be coordinated with any other valid and collectable primary health insurance policy or health service contract. Any charges in excess of the limits of the other insurance are covered subject to the conditions and limitations of this Plan. (Additional information on this supplemental health insurance coverage is available and will be provided).

## **Midshipmen Assigned to the Department of Professional Development & Career Services**

A Midshipman assigned to the Department of Professional Development & Career Services and reporting aboard a commercial vessel for sea duty assignment is classified as a member of the crew. Health Insurance coverage is thus provided through the Protection and Indemnity (P & I) of the shipping company. A Midshipman is eligible for 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.

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

For admission to the Academy, Plebe Candidates must meet the physical requirements prescribed by the Department of the Navy for appointment as Midshipman, U.S. Naval Reserve (including the Merchant Marine Reserve, U.S.N.R.) and those prescribed by the U.S. Coast Guard for original licensing as a third mate and third assistant engineer. The requirement to meet these physical standards is a continuous one and applies through graduation from the Academy.

Please review the information that is on the reverse side of the qualification letter you received from the Department of Defense Medical Examination Review Board (DoDMERB). Each Plebe Candidate is **required to notify DoDMERB and the Academy's Chief Medical Officer 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 problems; development of any health problem 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 and the Academy's Chief Medical Officer 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.

It is strongly recommended that copies of these reports be sent to the Academy's Director of Admissions as well. ***Please understand that 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), drug screening, 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 without restrictions.

## Pre-Admission Health Documentation

Prior to arriving at the Academy, all Plebe Candidates must document his or her status for having received the following immunizations within the time frames specified below. 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 them 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. Thus, successful matriculation from the Academy is impossible without this documentation.

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

1. **Diphtheria - Pertussis - Tetanus (DTaP) and a booster dose of Tdap (Tetanus, Diphtheria and Acellular Pertussis - *within five (5) years.*)**
2. **Polio (Oral or injectable Polio Vaccine – at least 3 doses)**
3. **Measles - Mumps - Rubella (M.M.R. #1)**
4. **Measles - Mumps - Rubella (M.M.R. #2) or Measles second dose**
5. **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.)*
6. **Meningococcal Vaccine (Menactra)**
7. **Hepatitis B Series (3 doses)**
8. **Hepatitis A (2 doses)**
9. **Human Papillomavirus Vaccine (HPV-Marketed as “Gardasil”) is recommended but not required vaccine and is included in the official immunization schedule published by The Center for Disease Control and Prevention (CDC). The CDC recommends administering the HPV vaccine series to females at ages 13 through 18 years if not previously vaccinated. 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.**

**The following documentation will be forwarded to each candidate in early May by the Department of Health Services for completion and return to the Academy:**

1. **Pre-Admission Immunization Record Summary** (yellow form) must be completed by your family physician and shall become part of your Academy health record. Questions regarding this form may be directed to our medical department.

2. **Authorization to Provide Health Services to Minors** (blue form) If box #1 is checked, a parent or legal guardian must sign this form to provide authorization for necessary medical and dental care to Midshipmen who are minors. The form authorizes the Academy's Chief Medical Officer, Senior Dental Officer and Director of Midshipman Counseling and Personal Development to perform the required treatment services at the Patten Health Services Clinic. 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 the Midshipman Counseling and Personal Development.

3. **Temporary Waiver for Third Molar Extractions** (green form). 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 or 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.

4. **Notice of Privacy Practices** **This form does not need to be returned;** it is for your review and records.

5. **Acknowledgment of Receipt of Notice of Privacy Practices** Three copies of this form are included for each of the three clinics in the Department of Health Services. Please sign **all three** and return with the other forms.

6. **Consent for use and Disclosure of Health Information** This form is to allow the providers at the USMMA Department of health Services to communicate information necessary for treatment, payment activities and healthcare operations. By law a separate consent must be signed for discloser of protected health information to third parties such as parents or members of other departments at the Academy. Three copies of this form are also included for each of the three clinics. Please sign **all three** and return with other forms. Signature of parent/legal guardian is required for Plebe Candidates who are minors.

## **Dental Department – Additional Information**

Prior to the report date each Candidate should see his/her dentist for a routine dental exam and x-rays. ***Any active dental disease must be treated prior to indoctrination.*** Please have your dentist provide you with a copy of your “bite-wing” dental x-rays and if available a panorex as well; the Academy’s Dental Service requests that a copy be submitted prior to arriving on Indoctrination Day. These dental x-rays shall become part of your permanent dental health record. When submitting x-rays please indicate on the envelope “Do Not Bend - X-rays Enclosed” and mail to the Department of Health Services at the address noted below.

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

**Wisdom tooth removal timing:** if the removal of third molars (wisdom teeth) is indicated they must be removed at least 6 weeks prior to indoctrination ***or*** during a scheduled Academy leave period during Plebe year (i.e. Thanksgiving or Winter Holiday). **Removal of wisdom teeth less than 6 weeks prior to indoctrination should be avoided at all cost since doing so significantly increases the risk for delayed post-operative infection.** Candidates, Plebes and Midshipmen are financially liable for any and all treatment costs incurred as a result of post-surgical infections. Candidates with questions regarding wisdom teeth are encouraged to contact the Academy’s **Dental Department** at: **516-773-5337**.

The Academy’s dental department does **not** have an orthodontist on staff. Plebe candidates who have active orthodontia are required to have it completed prior to indoctrination. Midshipmen will not be medically cleared for sea if they are in **active** orthodontic treatment unless it is “Invisalign.” Inactive orthodontic appliances, i.e. fixed or removable retainers or “flippers” for tooth replacement are permitted. If a Midshipman loses or breaks a retainer while enrolled at the Academy a new retainer will **not** be provided.

### **Corrective Lenses for Plebe Candidates during Indoctrination**

Plebe candidates requiring corrective lenses, who wear contact lenses, are strongly encouraged to bring glasses 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**

Plebe Candidates are instructed **NOT** to bring any **over-the-counter** medications with them. If they are brought to indoctrination they 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.

The Department of Health Services will not be responsible for the return of any over-the-counter medication.

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. These medications will be collected and identified and be recorded in the Candidate's health record before being returned.

Any medication that is not in its original container or is unlabeled will be confiscated and disposed of by the Academy's Department of Health Services without exception.

If you have any questions regarding these instructions, please contact the Academy's **Department of Health Services**. Our primary phone number is **(516) 773-5853**. Our facsimile number is **(516) 773-5436**. Please address all correspondence to the following address:

**U.S. Merchant Marine Academy  
Department of Health Services  
Patten Health Clinic  
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 weight, body fat, and physical fitness standards. If you are not within 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 two 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 28-29.

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 sit and reach, maximum push-ups in two minutes, maximum sit-ups in two minutes, and a timed one-mile run. The second fitness test near the end of the two weeks, the Final Strength Test (FST), includes a sit and reach, maximum push-ups in two minutes, maximum sit-ups in two minutes and a timed one mile run.

To measure the general fitness of the Regiment of Midshipmen, all midshipmen must take a Physical Fitness Assessment (PFA) every trimester 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 Merchant Marine and Naval Service must be physically fit to perform the demanding duties required of them. And 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 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.

**Weight for Height Table**

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

**If your maximum weight exceeds the standard for your height, you do not fail the BCA. Your measured body fat must be at or below:**

**Males 22%**  
**Females 33%**

## 2. PHYSICAL READINESS TEST (PRT)

The physical readiness test consists of four graded events, sit and reach pushups, sit-ups and the 1 ½ mile run, or for those unable to run because of a load bearing injury a 500 yard swim. The pushups and sit-ups must be completed within a two minute time period. Minimum PRT standards are listed in the table below.

The proper procedures for each event are described below.

### Sit and Reach

Sit with legs straight, feet together, with shoes off and toes pointed up. Slowly reach forward and attempt to touch the tips of your toes with the fingertips of both hands. Hold the reach for one second.

### Push-ups

1. Start in the rest position (Figure 1). Assume front leaning position with hands approximately shoulder width apart or wider and feet together. The arms, back, buttocks, and legs must be straight from head to heels and must remain so throughout the pushup.
2. Place an athletic shoe on its side directly between the shoulders, chest high with the sole facing the feet.
3. Begin the push-up by bending the elbow and lowering the entire body until the top of the upper arms are parallel to the deck (Figure 2), the elbows are bent at a 90 degree angle, and the chest touches the shoe. Remember to keep the arms, back, buttocks, and legs aligned throughout the push-up.
4. Return to the starting position by extending the elbows until the arms are almost straight. Do not lock your elbows (Figure 1).

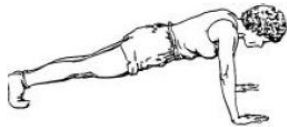


Figure 1



Figure 2

### Sit-ups

1. Lay on the floor with your knees flexed to 90 degrees and your arms are folded across the chest. A partner can hold your feet to the floor. (Figure 3)
2. Curl-up touching elbows to the thighs (Figure 4).
3. Lie back down to the start position, touching your shoulder blades to the deck



Figure 3



Figure 4

### PHYSICAL READINESS TEST MINIMUM STANDARDS

Event	Male - Age group		Female - Age group	
	17-19	20-24	17-19	20-24
Push-ups	42	37	19	16
Sit-ups	50	46	50	46
1 ½ mile run	12:30	13:30	15:00	15:30

## 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 17-23 Ladders up and down	1. Run 10-15 min 2. Flexibility 3. One min trial of pushups and sit-ups*	1. Swim/ Bike /Aerobic training 20-30 min 2. Flexibility	1. Run 10-15 minutes 2. Flexibility 3. Conduct pushup and sit-up ladders based on Monday time trial.*	1. Swim/ Bike /Aerobic training 20-30 min 2. Flexibility	1. Run 10-15 minutes 2. Flexibility 3. Pushup and sit-up ladders.*	1. Swim/ Bike /Aerobic training 20-30 min 2. Flexibility	Active Rest
May 24-30 Ladders up and down	1. Run 15-20 min 2. Flexibility 3. Pushup and sit-up ladders*	1. Swim/ Bike /Aerobic training 20-30 min 2. Flexibility	1. Run 15-20 minutes 2. Flexibility 3. Pushup and sit-up ladders*	1. Swim/ Bike /Aerobic training 20-30 min 2. Flexibility	1. Run 15-20 minutes 2. Flexibility 3. Pushup and sit-up ladders.	1. Swim/ Bike /Aerobic training 20-30 min 2. Flexibility	Active Rest
May 31 - Jun 6 Ladders up and down	1. Run 20-25 min 2. Flexibility 3. One min trial of pushups and sit-ups.	1. Swim/ Bike /Aerobic training 20-30 min 2. Flexibility	1. Run 20-25 min 2. Flexibility 3. Pushup and sit-up ladders based on Monday time trial*.	1. Swim/ Bike /Aerobic training 20-30 min 2. Flexibility	1. Run 20-25 min 2. Flexibility 3. Pushup and sit-up ladders*	1. Swim/ Bike /Aerobic training 20-30 min 2. Flexibility	Active Rest
Jun 7-13 Ladders up, down and up	1. Run 25-30 min 2. Flexibility 3. Pushup and sit-up ladders*	1. Swim/ Bike /Aerobic training 20-30 min 2. Flexibility	1. Run 25-30 min 2. Flexibility 3. Pushup and sit-up ladders*	1. Swim/ Bike /Aerobic training 20-30 min 2. Flexibility	1. Run 25-30 min 2. Flexibility 3. Pushup and sit*up ladders	Simulated PRT: Pushup in 2 min Sit-ups in 2 min 1.5 mile run Sit and reach	Active Rest
Jun 14-20 Ladders up, down and up	1. Run 25-30 min 2. Flexibility 3. Pushup and sit-up ladders.	1. Swim/ Bike /Aerobic training 20-30 min 2. Flexibility	1. 3x 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 sit-up ladders 3. Flexibility	1. Swim/ Bike /Aerobic training 20-30 min 2. Flexibility	1. Run 25-30 min 2. Flexibility 3. Pushup and sit-up ladders*	1. Swim/ Bike /Aerobic training 20-30 min 2. Flexibility	Active Rest

Jun 21-27 Ladders up, down, and up	1. Run 30-35 min 2. 1.5 min trial of pushups and sit-ups	1. Swim/ Bike /Aerobic training 20-30 min 2. Flexibility	1. 3x 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 sit-up ladders 3. Flexibility	1. Swim/ Bike /Aerobic training 20-30 min 2. Flexibility	1. Run 25-30 minutes 2. Flexibility 3. Pushup and sit-up ladders*	1. Swim/ Bike /Aerobic training 20-30 min 2. Flexibility	Active Rest
Jun 28 - Jul 4 Ladders up, down, up, and down	1. Run 30-35 min 2. Flexibility 3. Pushup and sit-up ladders*	1. Swim/ Bike /Aerobic training 20-30 min 2. Flexibility	1. 2x 1.0 mile run with 0.5 mile jog between miles. Run at a pace faster than your PRT pace**. 2. Pushup and sit-up ladders 3. Flexibility	1. Swim/ Bike /Aerobic training 20-30 min 2. Flexibility	1. Run 30-35 minutes 2. Flexibility 3. Pushup and sit-up ladders*	1. Swim/ Bike /Aerobic training 20-30 min 2. Flexibility	Active Rest
Jul 5	Active rest	Active Rest	Active Rest	Plebe Indoctrination begins	Plebe Indoctrination continues	Initial Strength Test (IST)	

- \* Find your pushup-sit-up group based on your one minute time trial results:  
 Group 1: < 20 pushups or sit-ups in one minute  
 Group 2: 21-50 pushups or sit-ups in one minute  
 Group 3: > 50 pushups or sit-ups in one minute

### LADDERS

1. Push-up and sit-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 sit-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 sit-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 para 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**

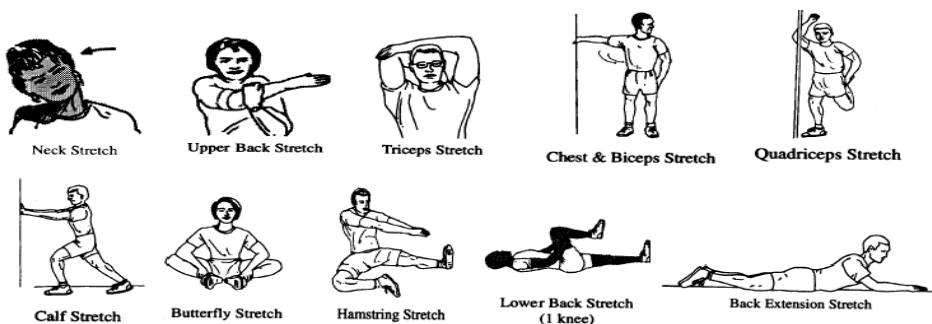
Get outside and have fun, walk, pick-up game of ball, hiking, a fun, leisurely, physical activity.

### **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.



## **ADVANCED PLACEMENT AND TRANSFER CREDIT EXEMPTION**

The Academy has a four-year residence requirement. The Academy does not award transfer credit for work taken elsewhere. However, a Midshipman who has completed coursework with a grade of C or above at another accredited college or university before entering the Academy may apply for exemption from equivalent courses at the Academy. Midshipmen who have received a grade of 4 or 5 on an Advanced Placement Examination may also apply for exemption from equivalent mathematics courses at the Academy. No exemptions for Advanced Placement Exams will be given for Physics or Chemistry.

In order to receive exemption credit you must have an official transcript showing all completed college coursework sent to the Academy before you report in July. Course descriptions and a course syllabus must be presented to the Registrar and appropriate Department Head for evaluation. 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 giving you a course validation examination.

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

## **MATHEMATICS SUPPORT PROGRAM**

At the USMMA, we are committed to providing assistance to midshipmen so that they may advance in our mathematics courses. All students must complete two terms of calculus, but it is recognized that incoming students have varying degrees of abilities. As a consequence, entering students will be placed in one of three tracks. During Indoctrination, all Plebe-candidates are given a mathematics test to determine their proper placement in these tracks.

The placement exam predicts how well a student will perform in our calculus courses. The examination covers algebra, trigonometry, functions and calculus. It is not expected that incoming students will have had calculus prior to coming here, but those who do will have the opportunity to be placed in an advanced track. It should be noted that our experience is that individuals with prior calculus can usually be placed in any one of the three tracks.

The three tracks are: College Mathematics, Calculus 1 – Extended and Calculus 1. Students with weaknesses are placed in College Mathematics; Calculus 1 – Extended is for those who have somewhat stronger backgrounds; Calculus 1 classes are for those who have even stronger test results.

# C H E C K L I S T

(To be filled in by Candidate)

\_\_\_ Have filled out and mailed the two required forms/documents to the **Department of Midshipmen Personnel – (1-516-726-6179)**. Required forms/documents are:

- ★ Fourth Class Questionnaire (print in black ink only – all questions must be answered)
- ★ Disclosure of Midshipman Information Form
- ★ Copy of your signed and current Passport
- ★ Copy (both front and back) of your TWIC

**The following Original documents (copies will not be accepted) MUST be provided at Indoctrination:**

- ★ Passport (signed and current)
- ★ TWIC (Transportation Worker Identification Credential)

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

\_\_\_ Have received the packet mailed to you from the **Department of Naval Science (1-516-773-5352.)**

\_\_\_ Have filled out the required forms, as instructed in the packet mailed to you from the **Department of Naval Science**, and will hand deliver those forms to the Naval Science registration table at Indoctrination.

\_\_\_ Have retained a photo copy of your birth certificate or passport for submission to the Department of Naval Science, as instructed in the packet mailed to you.

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

\_\_\_ Forms from the Academy's **Department of Health Services (1-516-773-5336)** will be **forwarded under separate cover**. These forms must be received no later than 02 June 2010. *Failure to comply with this requirement may result in disenrollment from the Academy.*

- Completed Medical Immunization Record form -- ATTN: Chief Medical Officer
- Completed Authorization for Health Care -- ATTN: Chief Medical Officer
- Completed Third Molar Extraction Waiver form -- ATTN: Senior Dental Officer.
- Dental X-rays obtained from DODMERB -- ATTN: Senior Dental Officer

\_\_\_ Have haircut that conforms to regulations as per pages 10-11

\_\_\_ Have personal effects as per pages 11-12

\_\_\_ Read and understand expenses on pages 14-18

\_\_\_ Have check for personal savings account

\_\_\_ Have been engaged in physical exercise and can excel on the physical readiness test