

# ***LOGGING IN***

CLASS OF 2023

REPORTING INSTRUCTIONS



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OFFICE OF ADMISSIONS



# THE UNITED STATES MERCHANT MARINE ACADEMY



## MISSION

***To educate and graduate leaders of exemplary character who are inspired to serve the national security, marine transportation, and economic needs of the United States as licensed Merchant Marine Officers and commissioned officers in the Armed Forces.***

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Congratulations on your acceptance to the Class of 2023 at the United States Merchant Marine Academy! We look forward to your arrival. Please read these instructions thoroughly as they will answer many of the questions you may have. At the end of this booklet, you will find a checklist to aid in ensuring you are prepared for Indoctrination.

*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 of Respect, Honor and Service 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 Indoctrination.*

## **REPORTING DATE AND TIME**

Plebe Candidates will report to the Academy on **Friday, July 5, 2019, between 0700 - 0830**. Plan to arrive early, so that you may be better prepared for in-processing. **ONLY** those who have received *Orders to Report* can sign in to the Academy on the above date. No late starts will be permitted. You should eat breakfast before you arrive.

## **TRAVEL AND ACCOMODATIONS**

For your convenience, this section contains a list of local service providers for making overnight accommodations and local transportation arrangements. Approximate distance from USMMA is noted with each hotel. Some hotels may offer a USMMA parent discount if requested. Hotel stays will not be reimbursed by the Government, as this is not part of official travel for Incoming Plebe Candidates.

## **HOTELS**

**Inn At Great Neck** (3 miles)  
30 Cuttermill Road Great  
Neck, NY 11021  
(516) 773-2000

**Adria Hotel** (3 miles)  
221-17 Northern Boulevard  
Bayside, NY 11361  
(718) 631-5900

**East Norwich Inn** (19 miles)  
6321 Northern Blvd.  
East Norwich, NY 11732  
(516) 922-1500 / (800) 334-4798

**Long Island Marriott Hotel** (16 miles)  
101 James Doolittle Blvd.  
Uniondale, NY 11553  
(516) 794-3800 / (800) 627-7468

**The Andrew Hotel** (3 miles)  
75 North Station Plaza  
Great Neck, NY 11021  
(516) 482-2900

**Garden City Hotel** (10 miles)  
45 Seventh Street  
Garden City, NY 11530  
(516) 747-3000

**Roslyn Claremont Hotel** (7 miles)  
1221 Old Northern Blvd.  
Roslyn, NY 11576  
(516) 625-2700 / (800) 626-9005

**Holiday Inn Express** (7 miles)  
1053 Northern Blvd.  
Roslyn, NY 11576  
(516) 627-2460 / (888) 465-4329

## **GROUND TRANSPORTATION**

For transportation from the airport or from your hotel to USMMA, the following taxi services offer the least expensive 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, which is outside New York 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 <https://www.nicebus.com/Tools/Maps-and-Schedules>.

Note: Service providers listed here are offered solely for the convenience of Plebe Candidates and their families. Inclusion in this booklet should not be considered an endorsement by the Federal Government for their goods and/or services.

## **AIRPORTS**

LaGuardia and John F. Kennedy (JFK) are the nearest airports to the Academy. Limousine and taxi services to Great Neck motels and hotels are available at both airports. If you are arriving at JFK or LaGuardia, 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 number, and arrival time. Upon arriving at the airport, call again and the dispatcher will direct you to the taxi. Plebe Candidates must retain and submit taxi receipts for reimbursement.

## **TRAVEL EXPENSES AND REIMBURSEMENT**

Plebe Candidates and Midshipmen are reimbursed for official travel only. This includes Incoming Plebe 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 including mileage at the Government mileage rate (\$0.58/mile) or Government rate by common carrier (*whichever is least costly to the Government*). It is recommended that all official travel arrangements be made through USMMA's Travel Management Center at 1-850-678-6688. Travel instructions can be found in your *Orders to Report*. Your signed *Orders to Report* and receipts for flight, taxi, baggage fees, and tolls must be kept and submitted for reimbursement, and will be handed in upon arrival and in-processing for Indoctrination. For questions about official travel, contact the Office of Academy Financial Management (OAFM) travel representative at [pintom@usmma.edu](mailto:pintom@usmma.edu) or 516-726-5598.

A checking account is required to receive travel reimbursement. A direct deposit sign-up form is included in your *Logging In* packet. Please complete this form and bring it with you when you report for Indoctrination. If you do not have a checking account, you should open one before your arrival or, if you prefer, you can open an account with the on-campus Navy Federal Credit Union upon arrival for Indoctrination.

## **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**      Lunch Muster and Superintendent's message to the Class of 2023.

## **MAIL AND PACKAGE DELIVERY**

Mail delivery during Indoctrination should be addressed as follows:

Plebe Candidate [student's full name here], 2023  
U.S. Merchant Marine Academy  
300 Steamboat Road  
Kings Point, NY 11024

Mail delivery after a mailbox is assigned, the envelope should be addressed as follows:

Plebe Candidate [student's full name here]  
Box # \_\_\_\_\_  
U.S. Merchant Marine Academy  
300 Steamboat Road  
Kings Point, NY 11024

Mail and packages without box numbers may 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 package delivery services contain the correct 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. 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 6-8, 2019, is Parents Weekend. This is the weekend Plebe Candidates will be sworn in as Midshipman 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 OVERVIEW**

Indoctrination to academic and regimental life at the Academy 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 in Academy history and traditions, academic programs, Naval Science, basic seamanship, and the Midshipman Regulations. Additional time is spent in military training, Academy facility and services briefings, uniform issue and other administrative matters. During this period, Plebe Candidates will be allowed to phone home on Sundays and in the case of an 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. Failure to do so may result in dismissal from the Academy. **The physical fitness test elements and standards are indicated in the Physical Readiness section of this booklet. DO NOT ignore this requirement!**



During Indoctrination, you will be closely monitored and must use your limited time to accomplish required tasks. You will be held 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 2023. 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.

## **IN-PROCESSING PAPERWORK – OFFICE OF MIDSHIPMAN PERSONNEL**

In the *Logging In* packet you will find an envelope from the Office of Midshipman Personnel containing a *Fourth Class Questionnaire*, which must be typed or printed NEATLY in BLACK INK ONLY. You must answer every question and return the questionnaire in the envelope marked *MPO – Palmer Hall, no later than June 15, 2019*. Incomplete and/or illegible questionnaires will not be accepted! Please do not enclose any other paperwork in this envelope.

When you arrive for Indoctrination, you must surrender the following ORIGINAL documents (photocopies will not be accepted) to the Office of Midshipman Personnel:

- **Passport** (renew your passport if it expires prior to 1 January 2020)
- **Transportation Worker Identification Credential (TWIC)**

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

Any questions may be directed to LTJG Ben Wiese, USN, Operations Officer (Midshipman Personnel Officer) via email at [wiese@usmma.edu](mailto:wiese@usmma.edu) or (516) 726-5931.

IF YOU HAVE NOT RECEIVED YOUR PASSPORT AND/OR TWIC WHEN YOU CHECK IN FOR  
INDOCTRINATION, YOU MUST  
PROVIDE PROOF THAT YOU HAVE APPLIED.

## **PASSPORT**

You must have a current, signed 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 <https://travel.state.gov/content/travel/en/passports.html> or call the National Passport Information Center toll-free at 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 the Office of Midshipman Personnel.

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

All U.S. citizens shall obtain a Transportation Worker Identification Credential (TWIC) prior to arriving for Indoctrination. 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. The cost of the TWIC is approximately **\$125.25**.

To obtain a TWIC, start by going to <https://universalenroll.dhs.gov/programs/twic> and carefully following the instructions contained within, especially related to the requirements for personal identification. It is recommended that you pre-enroll on the TWIC website and then 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. During enrollment, you must provide an address (not a PO Box) for the TWIC to be sent.

Compliance with the TWIC requirement may be demonstrated in the following ways, listed in order of preference:

1. Surrender your TWIC during in-processing at Indoctrination; or
2. If you have not received your TWIC, provide a copy of your TSA Enrollment Center receipt; or
3. If you have not applied for a TWIC when reporting for Indoctrination (**late appointments only!**), you must apply at the New York TSA Enrollment Center at your own expense on the first available class-free day (Either Monday, November 4, 2019, during the fall leave period, or Wednesday, November 27, 2019, during Thanksgiving week). After completing the enrollment at the NY TWIC office, you shall then proceed on normal leave.

NOTE: Non-U.S. citizens must pre-enroll for a TWIC prior to reporting for Indoctrination.

If you have any additional questions about obtaining a TWIC, please contact Ms. Carol Finegan at (516) 726-5829 or [fineganc@usmma.edu](mailto:fineganc@usmma.edu) or CAPT Eugene Albert at ([albertg@usmma.edu](mailto:albertg@usmma.edu)) in the Department of Professional Development and Career Services (also known as Shipboard Training).

## **SELECTIVE SERVICE REGISTRATION**

Males who are 18 years of age or older are required to register with the Selective Service System. You can register at your local Post Office or online at <https://www.sss.gov/>.

## **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 are required in lieu of a birth certificate. Copies will **not** be accepted even if notarized.

## **LATE APPOINTMENTS**

If you receive a late appointment, you should submit your payment 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 Indoctrination in-processing.

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

U.S. citizens admitted to the Academy must apply for appointment as Midshipman, Strategic Sealift Officer Program, U.S. Navy Reserve (SSOP, USNR). A *Naval Science Indoctrination Package* from the Department of Naval Science is enclosed. Follow the instructions carefully! This package contains instructions on completing the *Security Clearance Application Screening Form* for National Security Positions. This form contains information that will be difficult to complete once you have arrived at USMMA. You will hand deliver all required Naval Science documents when you report for Indoctrination.

### **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 students found guilty of violating the Honor Code may be disenrolled.

**“ A MIDSHIPMAN WILL NOT LIE, CHEAT, OR STEAL.”**

### **EVERFI TRAINING**

USMMA has partnered with EVERFI to help students address critical life skills such as alcohol abuse prevention, sexual assault prevention, and financial literacy in higher education institutions across the country. As part of our comprehensive prevention program for students and employees, the USMMA requires that all incoming Plebe Candidates complete Part 1 of *SAPU* and Part 1 of *AlcoholEdu* training prior to arrival for Indoctrination. This online education will empower you to make well-informed decisions about issues that affect your years at USMMA and beyond. *SAPU* is an evidence-based learning program that will help you to understand the critical issues of sexual assault, sexual harassment, and stalking among students, faculty and staff. Sexual violence prevention is one of the most urgent, important and challenging issues facing colleges and universities, and it is the Academy's top priority to prevent and eliminate sexually violent, sexually harassing and discriminatory behaviors. **Completion of this training is mandatory.**

#### **PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY:**

To fulfill the EVERFI training requirement:

- You will need an EVERFI Higher Education account to access the training courses
- Go to: <http://www.everfi.com/login> and click Register
- Under “Student/Learner,” enter the Registration Code **9e49cfe5** and click “Next” to create your account (Select *First Year Student* options during registration)
- Complete Part 1 of *SAPU* and Part 1 of *AlcoholEdu* by **22 June 2019**.
- You will receive an invitation to complete Part 2 of the training after reporting to the Academy

## **PERSONAL GEAR - MALE**

Male Plebe Candidates must report in appropriate casual summer attire: collared shirt (short sleeve polo or button-up shirt) and lightweight slacks or shorts with a belt (if applicable). Jeans are not permitted. Athletic shoes may be worn. Male Plebe Candidates must bring the following:

- Running shoes – Any brand is acceptable; however, the 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.
- Socks, white cotton athletic (without stripes or trim and crew length) – 14 pairs
- 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.
- Undershorts (your preference of type), white – 14

## **PERSONAL GEAR - FEMALE**

Female Plebe Candidates must Report in appropriate casual summer attire: collared shirt (short sleeve blouse, polo, or button-up shirt) and lightweight slacks or shorts. Jeans are not permitted. Athletic shoes may be worn. Female Plebe Candidates must bring the following:

- Barrettes, neutral or same hair color – 2
- Brassiere, athletic, white – 6
- Brassiere, dress, white – 6 (optional)
- Running shoes – Any brand is acceptable; however, the 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.
- Socks, white cotton athletic (without stripes or trim and crew length) – 14 pairs
- 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.
- Undershorts (your preference of type), white – 14

## **PERSONAL GEAR – GENERAL**

- It is recommended that Plebe Candidates bring a small amount of cash (not more than \$50). Plebe 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 on campus that Plebe Candidates may join if they choose.
- Do not bring valuable jewelry; you will not have an opportunity to wear it.
- Bring two working black ink ballpoint pens to use for 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.
- A graphics calculator (e.g. Texas Instruments TI-89) is recommended, but optional. This may be purchased before reporting for Indoctrination or at the USMMA Navy Exchange (NEX).
- Cell phones may be brought, but will not be authorized to remain on person during Indoctrination and will be collected and stowed for safekeeping.

**ALL OTHER ELECTRONICS (SPEAKERS, RADIOS/STEREOS, IPODS, PORTABLE GAMING DEVICES, ETC.) ARE PROHIBITED.** All items are subject to inspection and any items brought not listed may be confiscated for the duration of Indoctrination.

## **PLEBE KIT – PERSONAL ITEMS**

Plebe Candidates entering with the Class of 2023 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 for Indoctrination, each Plebe Candidate will be required to have these items, completely separate from their luggage, and packed in the white mesh laundry bag.

ITEM	VENDOR/DESCRIPTION	QUANTITY	UPC	RIN	RETAIL
SOAP	DOVE 2 PK	1	10011111218090	4570	\$3.29
BATHROBE	GEOFFREY BEAN	1	744275734948	9197093	\$29.99
COTTONBALLS	EXCHANGE SELECT	1	614299399334	898176	\$0.99
CALCULATOR	T1-30XIIS	1	033317198726	366927	\$16.49
BLACK PEN	PAPERMATE, 2PK	1	041540894681	4845319	\$1.99
CAMELBACK	ROGUE	1	886798003160	10856841	\$49.99
CLIPBOARD	LEGAL	1	042491831015	8161081	\$1.49
DUFFLE BAG	NYLON/ONE SIZE	1	718020131269	2894275	\$23.27
GARMENT BAG	VANGUARD	2	024768807473	7666165	\$34.30
BLACK HANGERS	HOME PRODUCT	5 PKS OF 3	073527580089	7002975	\$9.95
IRON	HAMILTON BEACH	1	022333172018	7746546	\$10.99
IRONING BOARD	HOMZ	1	035968027219	9260834	\$9.99
CLUTCH BACKS	VANGUARD	1	024768202001	3687423	\$1.33
SEWING KIT	VANGUARD	1	024768058226	637979	\$3.41
WHITE GARTERS	VANGUARD	1	024768009914	500250	\$6.48
SHOE SHINE KIT	KIWI	1	10031600135110	12885	\$9.29
MARKER BLACK	SHARPIE 2 PK	1	071641301627	13526	\$2.29
MARKER SILVER	SHARPIE 2 PK	1	071641391086	1004313	\$3.29
PADLOCK	MASTER LOCK BLACK DIAL	1	071649396502	10024	\$3.99
NOTEBOOK	MEAD	1	043100454649	14472	\$0.79
SAFETY GOGGLES	3M	1	078371912529	6723542	\$2.99
REFLECTIVE BELT	REFLEX/SAYRE	1	742503033524	3784211	\$9.18
SOAP DISH	EXCHANGE	1	020886000017	3453779	\$0.59
TOOTHBRUSH HDLR	EXCHANGE	1	074765005266	9797	\$0.49
POWDER	GOLD BOND	1	041667011003	8578	\$5.99
WHITE SCUFF COVER	KIWI	1	50031600116353	8483	\$3.49
WHITE SHOE POLISH	KIWI	1	50031600101243	8394	\$3.49
WORK GLOVES	WEST CHESTER	1	662909710529	603302	\$2.99
MARKING KIT	FR BEAN	1	705204100029	9191136	\$12.50
12 INCH RULER	WOOD OFFICE	1	073577103818	798742	\$0.95
SERRATED KNIFE	GERBER	1	013658484450	5949846	\$22.99
PLASTIC CUP	BIALETTI	1	076753291057	9721008	\$0.99
LIP BALM	ALOE UP	1	079385100025	7594990	\$1.89
ENVELOPES	TOP FLIGHT	1	075755723054	798634	\$1.79
POSTAGE STAMPS	POST OFFICE	1	400002537717	6653347	\$11.00
INSECT REPELLENT	OFF DEEP WOODS	1	046500018428	13274	\$5.49
SUNSCREEN	COPPERTONE SPF 50	1	041100001672	5264946	\$8.29
31GALLON BLUE BIN	RUBBERMAID	1	051596310066	4564523	\$18.99
SHOWER SANDALS	SANDALS	1	766956212262	4500035	\$1.25
JANSPORT BACKPACK	ASHFORD	1	715752942316	10277477	\$79.99
COMPRESSION SHORTS	ALPHA	3	095533006285	5801493	\$29.97
LAUNDRY BAG	WAYWAX	2	400004880170	10433365	\$5.98
SWIMSUIT	SPEEDO BRAND NOT TYPE	1			\$29.99

WHITE BATH TOWEL	HH AIRLITE	3	013075336684	8101979	\$23.97
WHITE WASHCLOTH	HH AIRLITE	3	013075336844	8102012	\$11.97
RINGER TEE	UNITED SOUVINERS	3			\$29.97
BLUE PT SHORTS	ACCENT	3			\$59.97
EAR PLUG		1	053242279253	8973369	\$2.47
SWIM GOGGLES	PRONTO	1	053242296816	10067196	\$7.99

For the convenience of Plebe Candidates, the Plebe Kit (complete, to proper specification, and pre-bundled) is available for a tax free purchase from the USMMA Navy Exchange (NEX). Candidates may pre-order this bundle of items from the NEX between May 15 and June 15. An order form and additional information are included in the *Logging In* packet. Payment may be made via cash, check, or credit card. The cost of this package is **\$628.21**. Please contact the USMMA NEX with questions at [BEMUSMMA@nexweb.org](mailto:BEMUSMMA@nexweb.org) or (516) 726-6177.

### **EDUCATIONAL KIT**

Plebe Candidates entering with the Class of 2023 are required to purchase an Educational Kit in the fall of 2019 prior to the start of the second trimester. The contents and cost of this kit will depend on the individual's academic major. The specific items in each Educational Kit and the total cost are listed below by major.

<b>EDUCATIONAL KIT SPECIFICATIONS</b>				
<b>Marine Transportation (Deck) Majors - \$161.06</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>Marine Engineering (Engine) Majors - \$116.27</b>				
Item	Description	Quantity	UPC	RIN
Compass	552-01 Staedtler	1	088354150268	11073745
Drafting kit	NB1216 12x16 Alvin	1	088354949169	7051818
Vernier Caliper	MSC	1	400001960226	6588225

For the convenience of Plebe Candidates, the Educational Kit (complete, to proper specification, and pre-bundled) is available for a tax-free purchase from the USMMA Navy Exchange (NEX). Candidates may order this bundle of items from the NEX. An order form and additional information are included in the *Logging In* packet. Payment may be made via cash, check, or credit card. The Educational Kit will be available in September. Please contact the USMMA NEX with questions at [BEMUSMMA@nexweb.org](mailto:BEMUSMMA@nexweb.org) or (516) 726-6177.

### **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, while assigned to sea for the shipboard training portion of the curriculum, Midshipmen are provided with quarters, meals and medical care. While on sea duty, they are employees of the shipping company owning the vessel to which they are assigned, and may be paid wages of \$1,087.80 per month (as of June 15, 2018), less certain minor expenses varying with each company.

## EXPENSES AND FINANCIAL AID

The Federal Government pays the majority of the costs associated with enrollment at USMMA. Midshipmen receive tuition, room and board, uniforms, and textbooks at no cost. Basic medical and dental care are provided through the Academy's Office of Health Services. Midshipmen 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 the military reserve. The *Sea Bag* will be subject to periodic inspection and missing or damaged items must be replaced at the Midshipman's expense. Midshipmen are responsible for all other costs associated with attendance at USMMA. It is the goal of the Financial Aid Office to ensure that all students who are accepted to the Academy are able to attend, regardless of financial need.

### COST OF ATTENDANCE

The Cost of Attendance is an estimate of costs that a Midshipman **may** incur while attending USMMA. It includes Midshipman Fees, an Academy-approved computer package, Plebe and Educational Kits, general supplies, miscellaneous expenses, and transportation costs for liberty and leave periods, and health insurance, if applicable. Only Midshipman Fees are payable directly to USMMA, but all eligible educational expenses are used in calculations for financial aid eligibility. The table below contains the Cost of Attendance figures for financial aid eligibility for 2019-2020.

2019-2020 Academic Year	Class Year			
Eligible Educational Expenses	Class of 2023	Class of 2022	Class of 2021	Class of 2020
Laundry Service	\$489.00	\$326.00	\$326.00	\$489.00
Tailor/Seamstress	\$273.00	\$182.00	\$182.00	\$273.00
Barber/Hairdresser	\$288.00	\$192.00	\$192.00	\$288.00
<b>Midshipman Fees (Payable to USMMA)</b>	<b>\$1,050.00</b>	<b>\$700.00</b>	<b>\$700.00</b>	<b>\$1,050.00</b>
Computer Package	\$2,500.00	\$0.00	\$0.00	\$0.00
Plebe and Educational Kits	\$715.00	\$0.00	\$0.00	\$0.00
TWIC and Passport Fees	\$300.00	\$0.00	\$0.00	\$0.00
<b>Other Estimated Out of Pocket Expenses</b>	<b>\$3,515.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Transportation	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
Miscellaneous Expenses	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
General Supplies	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
Student Health Insurance Plan (if applicable)	\$2,020.00	\$2,020.00	\$2,020.00	\$2,020.00
<b>Cost Allowances for Financial Aid Eligibility*</b>	<b>\$7,020.00</b>	<b>\$7,020.00</b>	<b>\$7,020.00</b>	<b>\$7,020.00</b>

*\* USMMA's Cost of attendance represents allowable educational costs for financial aid eligibility purposes. Only required fees and supplies will be incurred by every student at the beginning of the first academic year. Other reported expenses include allowances for general supplies, transportation, and miscellaneous expenses, and are at the discretion of the student.*

## **MIDSHIPMAN FEES**

The Academy imposes Midshipman Fees in accordance with 46 CFR Part 310.62 (b) to cover the cost of items and services generally of a personal nature, which are provided on campus through service contracts. These personal services include:

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

Midshipman Fees for the 2019-2020 Academic Year (AY) are provided in the table below.

2019-2020 Academic Year	Class					
	2023	2022A	2022B	2021A	2021B	2020
Wash & Fold Laundry	\$489	\$326	\$163	\$163	\$326	\$489
Tailor/Seamstress/Pressing	\$273	\$182	\$91	\$91	\$182	\$273
Barber/Hairdresser	\$288	\$192	\$96	\$96	\$192	\$288
<b><u>Total Midshipman Fees:</u></b>	<b><u>\$1,050</u></b>	<b><u>\$700</u></b>	<b><u>\$350</u></b>	<b><u>\$350</u></b>	<b><u>\$700</u></b>	<b><u>\$1,050</u></b>

### **Payment Policy**

Midshipman Fees are payable in full for the entire academic year and are due prior to the start of Indoctrination. The Office of Academy Financial Management (OAFM) will invoice each Plebe Candidate no later than 1 June 2019. Plebe Candidates who have a **signed Financial Aid Award Letter** with sufficient funds will not be required to pay Midshipman Fees out of pocket. Provide your **signed Financial Aid Award Letter** to the Office of Academy Financial Management (OAFM) with your invoice. If you have any questions about your invoice or Midshipman Fees, please contact a representative in the Office of Academy Financial Management (OAFM) at [kyritsiss@usmma.edu](mailto:kyritsiss@usmma.edu) or [shanmugant@usmma.edu](mailto:shanmugant@usmma.edu).

### **Payment Information**

Payment of Midshipman Fees can be made online at <https://www.pay.gov> with a credit or debit card. Payment can also be made by check or money order. Payment instructions will be included with your Midshipman Fee invoice. Any check returned by the Academy's bank may be subject to a penalty fee.

### **Failure to Meet Payment Deadline**

Plebe Candidates who fail to pay Midshipman Fees or complete the financial aid process by 1 July 2019 may have their appointment rescinded. Plebe Candidates who receive late appointments must pay Midshipman Fees during in-processing for Indoctrination on 5 July 2019. Plebe Candidates who have not paid Midshipman Fees will not be enrolled as a member of the Class of 2023, will not commence Indoctrination and will not receive reimbursement for travel costs to the Academy. Please bring proof of payment, payment in full by check or money order (no cash), or a signed *Financial Aid Award Letter* to Indoctrination to meet the financial obligation for the academic year.



## **Refund Policy for Midshipman Fees**

**Indoctrination Period** – A Plebe Candidate who declines his or her appointment after paying Midshipman Fees will receive a full refund of those fees. A Plebe Candidate who is separated during the Indoctrination period will receive a refund for the remaining terms in the Academic Year. Midshipman Fees are not refundable for any portion of a term where a Midshipman is in residence at USMMA.

**Regular Academic Year** – Plebe Candidates and Midshipmen separated during a term are not eligible for a refund of Midshipman Fees for that term. If a Midshipman is in residence for any portion of a term, he or she is responsible for the term's fees. Midshipmen on hold who are waiting for academic or other Board review decisions will be charged Midshipman Fees for that term. Midshipmen who are disenrolled or set back to a later term will receive a refund only for future terms in the Academic Year. Refunds for future term Midshipman Fees will be refunded to the Midshipman's bank account on file in the Academy Office of Financial Management. It is the responsibility of the Midshipman to ensure bank account information is always up to date to avoid delays in receiving refunds.

## **MISCELLANEOUS EXPENSES AND GENERAL SUPPLIES**

In addition to the computer package and Plebe/Educational Kits, it is your responsibility to have sufficient funds readily available to pay for additional personal educational supplies. Plebe Candidates are responsible for personal gear, personal hygiene supplies, dry cleaning, shoe repair, etc. USMMA provides an initial and periodic issue of uniforms and accessories at no charge; however, you may require more frequent replacement of certain items and you will be responsible for these costs.

Midshipmen who participate in club sports, or are members of clubs or other extra-curricular activities, may be responsible for advance 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.

## **BANKING FACILITIES**

Navy Federal Credit Union (NFCU) operates a full-service banking facility and automated teller machine at the Academy. Plebe Candidates may open an account with the Navy Federal Credit Union, if desired, before or during Indoctrination. The on-campus Navy Federal Credit Union branch can be reached at (516) 487-6722. Direct deposit to an account at NFCU will decrease the turnaround time for refunds of financial aid.

## **APPLYING FOR FINANCIAL AID**

The U.S. Merchant Marine Academy participates in the Federal Student Aid (FSA) programs provided by the U.S. Department of Education. Financial aid is available to eligible Midshipmen, regardless of family income. Financial Aid may be used to cover eligible educational 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 any financial aid awards.

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

When filing the FAFSA, Plebe Candidates and parents should use the IRS Data Retrieval Tool to facilitate completion of the form. USMMA's school code for the FAFSA is **002892**.

Once you have filed your FAFSA, or if you have any questions or concerns, please contact Ms. Lauri D'Ambra in the Office of Financial Aid at (516) 726-5638, or by email at [dambbral@usmma.edu](mailto:dambbral@usmma.edu). The Office of Financial Aid is located on the 2<sup>nd</sup> floor of the Admissions building. Additional information regarding financial aid is available on the USMMA website at:

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

**IMPORTANT NOTE:** Financial Aid is disbursed **after** each academic trimester has started. Plebe Candidates should not expect to see disbursements from Pell Grants or Direct Loans until 30 days after the first day of class for the first trimester. 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. If Plebe Candidates have a **signed** *Financial Aid Award Letter* with adequate funds, prepayment of Midshipman Fees is not required. Please contact the Office of Financial Aid for more information.

### **SCHOLARSHIPS AND COLLEGE SAVINGS PLANS**

Outside Award Scholarships: Students are strongly encouraged to apply for outside award scholarships from all sources. 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 must be made payable to the 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 First Trimester. While these funds will not be available to the Midshipman until after classes have started, their Midshipman Fees account will be credited accordingly. Any excess funds will be refunded to the Midshipman per Federal regulations.

College Savings (529) Plans: The Academy welcomes payments from college savings plans to help offset qualifying expenses. Please consult your awarding agency for details and contact the Financial Aid Office with any questions or concerns.

Lauri D'Ambra in the Financial Aid Office can be reached at (516) 726-5638 or via e-mail at [dambbral@usmma.edu](mailto:dambbral@usmma.edu).

## **COMPUTER REQUIREMENTS AND POLICIES**

The USMMA educational program leverages technology to enhance student learning in the classroom, in the barracks, at Sea, and during individual study. Plebe Candidates must report to Indoctrination with a tablet computer that meets or exceeds the following hardware and software requirements to ensure they are best prepared to accomplish the institutional learning outcomes:

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

<b><i>Component</i></b>	<b><i>Minimum Requirement</i></b>
Firmware (Bios)	NIST 800-147 Compliant
Operating System	Windows 10 (no other operating system is authorized)
Processor	Intel Core i7, or equivalent
Memory	16 Gigabytes
Hard Drive or SSD	256 Gigabytes (512 GB or larger Solid State Drive (SSD) recommended)
Display Adapter	Discrete Graphics 512 MD (2GB recommended)
Battery	10 hour battery life
Wireless Adapter	802.11n (802.11 a/b/g/n/ac is recommended) with Bluetooth
Docking Station (power supply & Network ports)	External Gigabit Ethernet, audio output, video port(s), four USB and Surface Connect Cable
Warranty	4 years with Accidental Damage Coverage

The Microsoft Surface Pro 6 Tablet is **strongly recommended** for the Class of 2023. This model has been tested with the hardware and software provided to the Midshipman. The tablet is under two pounds, light enough to carry to class, with a battery supporting all day use in the classroom, optimized for real-time note taking, and sturdy enough to survive Sea Year. The USMMA Department of Information Technology (DoIT) Service Center is prepared to support the recommended tablet model. Purchase of any other model may result in support delays, which may adversely affect the Midshipman's academic and/or regimental performance. Support for tablets other than the recommended model is limited.

For the convenience of Plebe Candidates, the recommended tablet model is available as a package for tax-free purchase at the USMMA Navy Exchange (NEX), which is located conveniently on campus. Tablet computer packages purchased through this venue includes next business day on site support and accidental damage coverage. Technicians are dispatched to the USMMA Information Technology Service Center to provide warranted repairs. Plebe Candidates may also elect to purchase the optional accessory package that includes an external monitor and printer for use in their rooms. Specifications for the computer package and accessory package are included in this booklet.

Pre-orders can be placed 15 May through 15 June. Ordering information is included in the *Logging In* package. Order forms should be sent to the USMMA NEX at [BEMUSMMA@nexweb.org](mailto:BEMUSMMA@nexweb.org). Tablets purchased through the USMMA NEX will be preconfigured for the individual student and issued during Indoctrination.

## **RECOMMENDED TABLET COMPUTER AND CONFIGURATIONS**



### **Microsoft Surface Pro 6**

- Processor Intel® Core™ i7 8<sup>th</sup> Gen Core
- Operating System Windows 10 Pro 64bit English, French, Spanish
- Microsoft Surface Pro Type Cover (M1725) - keyboard - with trackpad, accelerometer - English
- Microsoft Surface Dock - docking station – 2 x Mini DP, Gigabit Ethernet, USB 3.0
- 16GB Memory
- 1.6W Dolby Audio speakers
- Hard Drive 512GB Solid State Drive/ 256SSD
- 12.3" PixelSense™ Display with 2736 x 1824 resolution, 3:2 aspect ratio, and 10 point multi-touch.
- Microsoft Office 365 Suite including MS Visio and Project Professional
- Extended Hardware Service Plan. Service agreement 4 years, including accidental damage

**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. Computers that do not feature NIST 800-147 compliant firmware cannot be connected to the Academy network. Microsoft Surface Pro 6 tablets are compliant with NIST 800-147. Plebe 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  
<https://csrc.nist.gov/publications/detail/sp/800-147/final>.

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

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

During Indoctrination, your computer will be registered for use on the Academy network. Only registered personal computers are permitted to access and use the USMMA Midshipman Network. As part of the registration process, your computer 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 before reporting for Indoctrination. During the registration process, 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.

### **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 in and must 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 Acceptable Use Policy and Midshipman Regulations that will be 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 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 tablet computer 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 and is included with the recommended Surface Pro 6 package purchased thru the NEX.

Each Midshipman is personally responsible for keeping his or her personal 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 computer for shipment as the warranty provider requires, make all shipping arrangements, and ship the computer. Service Center staff cannot open your computer 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 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 DoIT Service Center can provide a loaner computer for a period of time not to exceed 30 calendar days.

### **Software Support 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 software component on-line. Midshipmen may also seek support from the Service Center staff in located in the barracks.

### **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 10 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 optional.

### **Prohibited Hardware Devices**

Candidates are prohibited from bringing any hardware device beyond a single personal 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 Midshipman Regulations. However, Plebe Candidates may not use any electronic device connected to a cellular network where tethering is used to gain access to the Internet. Candidates arriving for 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 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.

### **Tablet Computer and Accessory Packages**

For the convenience of Plebe Candidates, the Microsoft Surface Pro Tablet Package, complete to proper specification and pre-bundled, is available for purchase from the USMMA Navy Exchange. Plebe Candidates may pre-order this computer package from the NEX 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 specifications and costs of the bundled packages are listed in the table below.

#### **Tablet Computer Package**

Item	NEX Item Code	Price
Microsoft Surface Pro Tablet	RIN: 12768966	\$1,699.99
Extended 4-Year Warranty with accidental damage coverage	<b><u>MANDATORY</u></b>	\$229.99
Microsoft Surface Pro Type Cover	RIN: 10109672	\$139.99
Microsoft Surface Dock	RIN: 11002304	\$119.99
Microsoft Office 365 with Visio & Project Professional	Included	N/A
<b>Total Price for Tablet Computer Package</b>		<b>\$2,189.96</b>

#### **Optional Accessory Package**

Item	NEX Item Code	Price
Pixma TR8520 All In One Wireless Printer Black	RIN: 11354109	\$189.99
Extended 2 Year Warranty	N/A	\$19.99
External Monitor, 23.6" Full HD LED Display, 1920x1080, Tilt Stand, HDMI Input	RIN: 10557049	\$199.99
<b>Total Price for Optional Accessory Package</b>		<b>\$409.97</b>

All tablets, printers and other associated components, once issued, become the property of the Midshipman; refunds or exchanges are not permitted.

## **MEDICAL REQUIREMENTS AND HEALTH SERVICES**

### **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, Strategic Sealift Officer Program, U.S. Navy Reserve (SSOP, USNR), and those prescribed by the U. S. Coast Guard for 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 continuous 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 event; 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.

Plebe Candidates 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.usmm.edu](http://www.usmm.edu). On the home page, click on "Academy Life", and then click "Health Services", then click on "Related Health Services Documents". The first document you will see is the "Welcome Letter" Click on this for instructions regarding the Pre Admission Health Documents, how to download them and how to return them to USMMA Office of Health Services (OHS). Failure to complete and return these documents will delay or eliminate entrance to USMMA on Indoctrination Day.

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

Midshipmen and Plebe Candidates enrolled at 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) and click on “Academy Life” for further information regarding USMMA OHS.

#### **HEALTHCARE AND INSURANCE COVERAGE NEEDS**

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 Midshipman Regulations or Academy Policy;
- prenatal care or maternity benefits or any condition arising from or out of pregnancy;

### **HEALTH 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 within 10 miles or less 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 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) that 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>.

### **OPEN ENROLLMENT**

During the time period from April through June, 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 there is private health insurance in place that meets USMMA requirements. Failure to either complete a waiver or an enrollment form will result in Plebe Candidates, Plebes and Midshipmen automatically being enrolled in the USMMA SHIP and invoiced accordingly. Instructions for either enrolling in the USMMA SHIP or waiving enrollment in the USMMA SHIP can be found on our website at [www.usmma.edu](http://www.usmma.edu). On the home page, click on "Academy Life", and then click "Health Services", then click on "Related Health Services Documents". The first document you will see is the "Welcome Letter". Click on this for instructions regarding the insurance enrollment / waiver process.

### **HEALTH INSURANCE AND FINANCIAL AID ELIGIBILITY**

Any Plebe Candidate or Midshipman who is not covered under a medical insurance plan as a dependent student and is unable to pay the premium for the SHIP, is eligible to apply for and accept financial aid to cover the cost of the SHIP premiums. If you did not otherwise request financial aid but feel that this cost requires you to do so, please contact the Office of Financial Aid for assistance in applying for financial aid for the 2019-20 Academic Year. The contact information is as follows:

**Lauri D'Ambra, Financial Aid Specialist**  
**Office of Admissions**  
**USMMA**  
**300 Steamboat Rd.**  
**Kings Point, NY 11024**  
**Phone - (516) 726-5638**  
**Fax - (516) 773-5390**  
**Email: [DAmbraL@USMMA.EDU](mailto:DAmbraL@USMMA.EDU)**  
**Office Hours: Mon, Tues, Thurs, 7:30am-4:00pm**

If you have already requested financial aid through the Office of Financial Aid, your 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 a *Financial Aid Award Letter*, then the one that is forthcoming will include the health insurance cost.

### **MIDSHIPMEN ASSIGNED TO THE DEPARTMENT OF PROFESSIONAL DEVELOPMENT AND CAREER SERVICES**

A Midshipman assigned to the Department of Professional Development and Career Services (also known as Shipboard Training) and reporting aboard a commercial vessel for Sea Year 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 a ship. In some cases, a Midshipman may also be eligible for Federal Workers Compensation for injuries while serving on Sea Year 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 a Dental Officer, with the assistance of a Registered Dental Hygienist, and a Dental Assistant. 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 STRATEGIC SEALIFT OFFICER PROGRAM, U. S. NAVY RESERVE (SSOP, USNR)**

Graduation from USMMA and accession into the SSO 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 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, and 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.

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.)

1. Our fax number is (516) 773-5436.
2. Our email is [medical@usmma.edu](mailto:medical@usmma.edu).
3. 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 FITNESS REQUIREMENTS**

As a Midshipman at the U.S. Merchant Marine Academy you will be required to maintain the physical fitness standards of the U.S. Navy. During Indoctrination and in each academic term, the Physical Fitness Assessment (PFA) will be administered to each Midshipman by the Department of Physical Education, Department of Naval Science, and the Department of the Commandant of Midshipmen.

In order to successfully complete the PFA and the physical fitness requirements of Indoctrination, you must prepare yourself **prior to your arrival**. Your physical fitness preparation program should be taken seriously and should focus on a challenging training program, nutrition program, and hydration program. This manual will explain the fitness requirements in detail and provide a fitness and nutrition program to help you prepare for the physical fitness challenges at USMMA.

**This section will cover the following areas:**

1. Physical Fitness Assessment (PFA)
2. Body Composition Assessment (BCA)
3. Physical Readiness Test (PRT)
4. PFA Failures
5. Fitness Preparation for Indoctrination
6. Hydration
7. Nutrition

### **1. Physical Fitness Assessment (PFA)**

To measure the general fitness of the Regiment of Midshipmen, all midshipmen must take a Physical Fitness Assessment (PFA) each academic term that 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.**

### **2. Body Composition Assessment (BCA)**

Body Composition is assessed by height and weight screening, as well as body fat percentage if you fail to meet the height and weight standards. The BCA will be administered on entrance day of indoctrination.

**Maximum Weight for Height Screening Table**

Females Max weight (pounds)	Height (rounded up to nearest whole inch)	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

Females Max weight (pounds)	Height (rounded up to nearest whole inch)	Males Max weight (pounds)
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. A Body Composition Assessment (BCA) will be taken. Males are to be measured at the neck and abdomen and females are to be measured at the neck, waist, and hips, as per the latest Navy Operations. All Midshipmen are scored under the 20-24 year old age range.

**The Passing BCA standards for Midshipmen in the 20-24 year age range are:**

Gender	BCA
Male	23% or less
Female	34% or less

### 3. Physical Readiness Test (PRT)

The PRT consists of three graded events: curl-ups, push-ups, and the 1.5 mile run. The proper procedure is described below.

#### Curl-Ups

1. The participant 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.
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.

Example Curl-ups video: <https://www.youtube.com/watch?v=cey3sVwrvjQ>



Figure 1

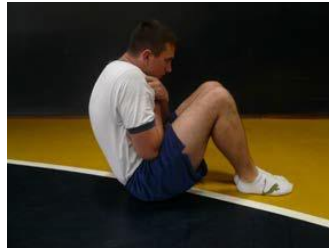


Figure 2

### **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].
  - i. Notice hands are not ahead nor behind the shoulders.
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.

Example push-ups video: <https://www.youtube.com/watch?v=Get-JgZvI0A>



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.

**The minimum passing scores for Midshipmen for the PRT are:**

Gender	Sit ups	Push Ups	Run
M	58	47	12:00
F	58	21	14:15

## **4. PFA Failures**

### **During Indoctrination**

As per *Superintendent Instruction – 2017-02 Physical Fitness Assessment*, Part 5, Sec K, L, M;

(K) Plebe Candidates who score below 100 points on their inventory PRT or above 26% (male)/ 36% (female) body fat in Indoctrination will be separated from the Academy. Individuals separated under this policy are eligible to re-apply for admission, but are not guaranteed a position.

(L) Plebe Candidates who score above 100 points, but below 135 points, on the PRT or between 25-26% (male)/ 36% (female) body fat during Indoctrination will not be considered suitable for transition into the Regiment and will not be accepted into their respective class and will be set-back to the next year's class.

(M) Plebe Candidates who score above 135 points, but below 180 points on their inventory PRT or between 23-24% (male) / 34-35% (female) body fat will be formally counseled and placed on probation by the Commandant. These Plebe Candidates may transition into the Regiment, but must pass a PRT with a score of 180 or higher by the end of the 1<sup>st</sup> Trimester of their Plebe year. Individuals who fail to obtain a score of 180 or higher by the designated time will be referred to an Executive Board recommending set back to the following class.

### **Physical Excellence Program (PEP)**

PEP is a mandatory program which provides remedial physical training and nutritional instruction for all Midshipmen who fail any portion of the PFA.

### **Varsity Athletes**

Varsity athletes who fail the PFA will NOT be eligible to participate in intercollegiate competition until achieving a passing score or being granted a waiver, in writing, from the Commandant of Midshipmen.



**PRT Scoring by Age (All Midshipmen are scored at 20-24 yr. age range)**

Males: Age 20 – 24 years

Performance		Points	Curl-ups	Push-ups	1.5 – mile run
Category	Level				
Outstanding	High	100	105	87	8:30
Outstanding	Medium	95	103	86	9:00
Outstanding	Low	90	98	81	9:15
Excellent	High	85	94	77	9:45
Excellent	Medium	80	90	74	10:00
Excellent	Low	75	87	71	10:30
Good	High	70	78	64	10:45
Good	Medium	65	66	55	11:30
Good	Low	60	58	47	12:00
Satisfactory	High	55	54	45	12:45
Satisfactory	Medium	50	50	42	13:15
Satisfactory	Low	45	46	37	13:30
Probationary	High	40	42	35	13:45
Probationary	Medium	35	37	30	14:00
Probationary	Low	30	32	26	14:15
Unsatisfactory	High	25	26	22	14:30
Unsatisfactory	Medium	20	21	17	14:45
Unsatisfactory	Low	15	16	13	15:00
Failure	High	10	11	9	15:15
Failure	Medium	5	5	4	15:30
Failure	Low	0	0	0	0

Females: Age 20 – 24 years

Performance		Points	Curl-ups	Push-ups	1.5 – mile run
Category	Level				
Outstanding	High	100	105	48	9:47
Outstanding	Medium	95	103	47	11:15
Outstanding	Low	90	98	44	11:30
Excellent	High	85	94	43	12:15
Excellent	Medium	80	90	40	12:45
Excellent	Low	75	87	39	13:15
Good	High	70	78	33	13:30
Good	Medium	65	66	28	13:45
Good	Low	60	58	21	14:15
Satisfactory	High	55	54	20	15:00
Satisfactory	Medium	50	50	17	15:15
Satisfactory	Low	45	46	16	15:30
Probationary	High	40	42	14	15:45
Probationary	Medium	35	37	12	16:00
Probationary	Low	30	32	11	16:15
Unsatisfactory	High	25	26	9	16:30
Unsatisfactory	Medium	20	21	7	16:45
Unsatisfactory	Low	15	16	5	17:00
Failure	High	10	11	4	17:15
Failure	Medium	5	5	2	17:30
Failure	Low	0	0	0	0

## 5. Fitness Preparation for Indoctrination

Daily intense morning workouts will be conducted during the two weeks of Indoctrination. The workouts will include:

- Calisthenics
- Aerobic exercise
- Anaerobic exercise
- Strength Training
- Swimming - Freestyle, Elementary Backstroke, Breaststroke, Sidestroke and Treading Water.

### RECOMMENDED EXERCISE ROUTINE

May 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			<b>1</b> <b>PRE TEST</b> 2 min Curl ups 2 min Push ups 1.5 mile Run	<b>2</b> Stretch routine	<b>3</b> 5 sets of 20 crunches 5 sets of 20 Push ups Stretch routine	<b>4</b> 1.5 miles test
<b>5</b> Active Rest	<b>6</b> 10 min warm up run Bench Press 3 sets x 10 reps Back Squat 3 sets x 10 reps	<b>7</b> 2-mile run 8 – 10 min pace 5 sets of 20 crunches 5 sets of 20 push ups	<b>8</b> 20-25 min light jog or stationary bike 3 sets of 1 min plank hold (elbows and feet)	<b>9</b> 15-20 min run (Easy) 5 sets of 20 crunches	<b>10</b> Rest	<b>11</b> Practice PRT 2 min Curl ups 2 min Push ups 1.5-mile run
<b>12</b> 20 min swim	<b>13</b> 10 min warm up run Bench Press 3 sets x 10 reps (increase weight) Back Squat 3 sets x 10 reps (increase weight)	<b>14</b> 2-mile run 8 – 10 min pace 3 sets of 30 crunches 3 sets of 30 push ups	<b>15</b> 20-25 min jog/swim 2 sets of 20 body weight squats 3 sets of 1 min plank hold (elbows and feet)	<b>16</b> 15-20 min run (Easy) 3 sets of 30 crunches 3 sets of 30 push ups	<b>17</b> Rest	<b>18</b> Practice PRT 2 min Curl ups 2 min Push ups 1.5-mile run
<b>19</b> Active Rest	<b>20</b> 15 min warmup run Bench Press 3 sets x 10 reps (increase weight) Back Squat 3 sets x 10 reps (increase weight)	<b>21</b> 6 laps on Track Sprint straight-away Walk/jog curves 2 sets of 40 crunches 2 sets of 40 push ups	<b>22</b> 30-35 min jog/swim 2 sets of 20 body lunges 3 sets of 1 min plank hold	<b>23</b> 25-min run 8 min pace	<b>24</b> Rest	<b>25</b> Practice PRT 2 min Curl ups 2 min Push ups 1.5-mile run
<b>26</b> 20 min swim	<b>27</b> 15 min warmup run Bench Press 3 sets x 10 reps (increase weight) Back Squat 3 sets x 10 reps (increase weight)	<b>28</b> Treadmill intervals 5 min warm up 5 x 45 sec sprint (1 min rest) 5 min cool down jog	<b>29</b> 30-35min (stationary bike) 2 sets of 10 squat jumps 3 sets 1 min plank 3 sets of 10 superman	<b>30</b> 30 min run (8-10 min pace)	<b>31</b> Rest	

June 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						<b>1</b> Practice PRT 2 min Curl ups 2 min Push ups 1.5-mile run
<b>2</b> 30 min long run 8:30 minute mile pace	<b>3</b> 15 min warmup run Bench Press 3 sets (10,8,6) Back Squat 3 sets (10,8,6)	<b>4</b> 6 laps on Track Sprint straight-away Walk/jog curves 2 sets of 40 crunches 2 sets of 40 push ups	<b>5</b> 30-35 min jog/swim 2 sets of 20 body lunges 3 sets of 1 min plank hold	<b>6</b> 15-20 min run (Easy) 2 sets of 40 crunches 2 sets of 40 push ups	<b>7</b> Rest	<b>8</b> Practice PRT 2 min Curl ups 2 min Push ups 1.5-mile run
<b>9</b> 30 min swim	<b>10</b> 15 min warmup run Bench Press 3 sets (10,8,6) Back Squat 3 sets (10,8,6)	<b>11</b> Treadmill intervals 5 min warm up 5 x 1 min sprint ( 1 min rest) 5 min cool down jog	<b>12</b> 30-35 min (stationary bike) 2 sets of 10 squat jumps 3 sets 1 min plank 3 sets of 10 superman's *	<b>13</b> 30 min run (8-10 min pace)	<b>14</b> Rest	<b>15</b> Practice PRT 2 min Curl ups 2 min Push ups 1.5-mile run
<b>16</b> 30 min long run 8:30 minute mile pace	<b>17</b> 15 min warmup run Bench Press 3 sets (10,8,6) Back Squat 3 sets (10,8,6)	<b>18</b> 6 laps on Track Sprint straight-away Walk/jog curves 2 sets of 40 crunches 2 sets of 40 push ups	<b>19</b> 30-35 min swim 2 sets of 20 body lunges 3 sets of 1 min plank hold	<b>20</b> 30 min run (Easy) 5 sets of 20 crunches	<b>21</b> Rest	<b>22</b> Practice PRT 2 min Curl ups 2 min Push ups 1.5-mile run
<b>23</b> 30 min swim	<b>24</b> 30 min long run 8:30 minute mile pace	<b>25</b> 30 min run (8-10 min pace)	<b>26</b> 30-35 min (stationary bike) 2 sets of 10 squat jumps 3 sets 1 min plank 3 sets of 10 superman's *	<b>27</b> 30 min run (8-10 min pace)	<b>28</b> Rest	<b>29</b> Practice PRT 2 min Curl ups 2 min Push ups 1.5-mile run
<b>30</b> Active Rest						

July 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	<b>1</b> 15 min warmup run Bench Press 3 sets (10,8,6) Back Squat 3 sets (10,8,6)	<b>2</b> 6 laps on Track Sprint straight-away Walk/jog curves 2 sets of 40 crunches 2 sets of 40 push ups	<b>3</b> 30-35 min jog/swim 2 sets of 20 body lunges 3 sets of 1 min plank hold	<b>4</b> Rest	<b>5</b> 1 <sup>st</sup> Day of INDOC	

**Active Rest day** – Walk, Hike, Bike ride, or other mild physical activity

**Rest day**– light physical activity in preparation for PRT. Eat healthy foods and hydrate.

## STRETCH ROUTINE

At the completion of your workouts perform the below stretching exercises

Illustrated below are recommended stretching exercises.

<b>Stretch 1: Chest</b> 	<b>Stretch 2: Posterior shoulder</b> 	<b>Stretch 3: Triceps</b> 
<b>Stretch 4: Hip Flexor</b> 	<b>Stretch 5: Groin or Butterfly</b> 	<b>Stretch 6: Modified Hurdler</b> 
<b>Stretch 7: Outer Hip/ Low Back</b> 	<b>Stretch 8: Piriformis</b> 	<b>Stretch 9: Low Back</b> 
<b>Stretch 10: Quadriceps</b> 	<b>Stretch 11: Abdominal</b> 	<b>Stretch 12: Calf</b> 

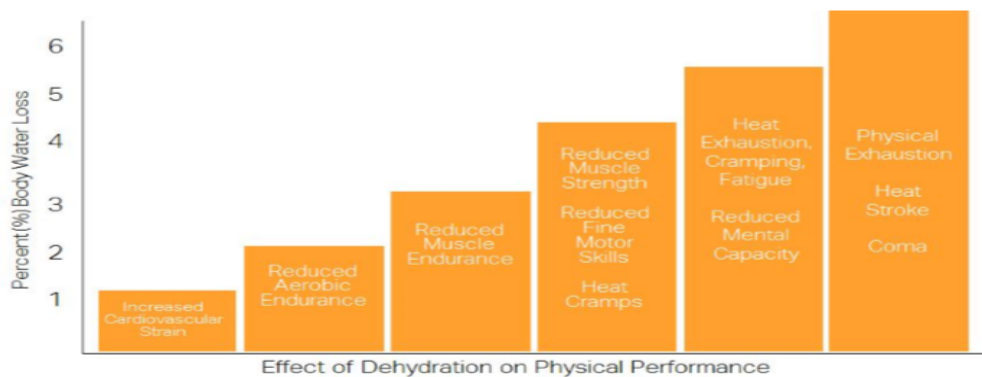
### Stretching guidelines

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

## 6. Hydration

In order to meet the physical fitness standards at the Merchant Marine Academy it is important to maintain the proper levels of hydration. The table below illustrates the health risks of dehydration.

## Effects of Dehydration



### Effects at various levels of dehydration:

#### 1% - Increased cardiovascular strain

At this point, athletes' performance is not decreased as much as perceived effort/exertion is increased.

#### 2% - Reduced aerobic endurance

At 2% dehydration, decrements in performance set in. Athletes' aerobic performance may be reduced by up to 5%

#### 3% - Reduced muscle endurance

Endurance and perceived exertion are both put at risk.

#### 4% - Reduced muscle strength, fine motor skills and presence of heat cramps

Athletes' ability to continually produce force is severely limited.

#### 5% - Heat Exhaustion, Cramping, Fatigue, Reduced Mental Capacity

Cramping is common at this state, performance and health are at risk.

#### 6% - Physical Exhaustion, Heat Stroke, Coma

Health risk is often severe at this state.

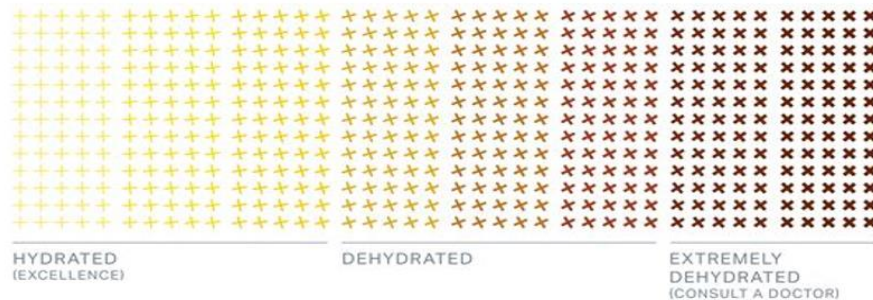


## Monitor Hydration

It is important to monitor your hydration levels throughout the day and to drink adequate fluids in order to maintain a safe level of hydration. Use the chart below to determine your level of hydration. When you notice a change in the color of your urine consume fluids to prevent dehydration. It is not safe to participate in strenuous activities when you are dehydrated.

## Monitoring Hydration

### a.) Urine Color



## Stay Hydrated

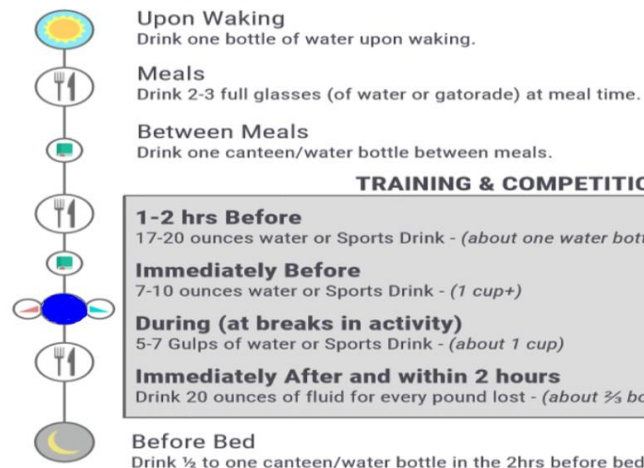
To Stay Hydrated, choose naturally hydrating beverages and foods early and often. Drinking adequate fluid is essential to your well-being and performance. Proper hydration regulates appetite, aids digestion, and improves brain function. Water is best and should be consumed most often, but other natural beverages like green tea and coffee are also fine choices. Drink a tall glass of water first thing in the morning and keep drinking throughout the day. Proper hydration can help you think clearly, retain information, and can reduce stress. The amount of water that you should drink depends on a variety of factors, such as the environment and your activity level, drink at least half your bodyweight in ounces each day. So if you weigh 180 pounds, aim for at least 90 ounces of water a day.

### What to drink:

- + Water is Primary. Drink consistently through the day.
- + Sports drinks - surrounding activity (+/- 2hrs)



### When (and how) to get it done:



### How to know it's working:

- + You're getting  $\frac{1}{2}$  - 1 ounce of fluid per pound of bodyweight.
- + Urine color is pale yellow/clear throughout the day.





## 7. Nutrition

As a Midshipman at the United States Merchant Marine Academy you will be pushed mentally and physically every day. Nutrition will play a key role in your ability to perform at an optimal level.

### a. What to eat

A balanced meal is one that contains appropriate selections from the five major food groups. The five groups are: fruits, vegetables, grains, proteins and dairy. Use the table below as a guideline for building nutritious meals:

### b. How to eat

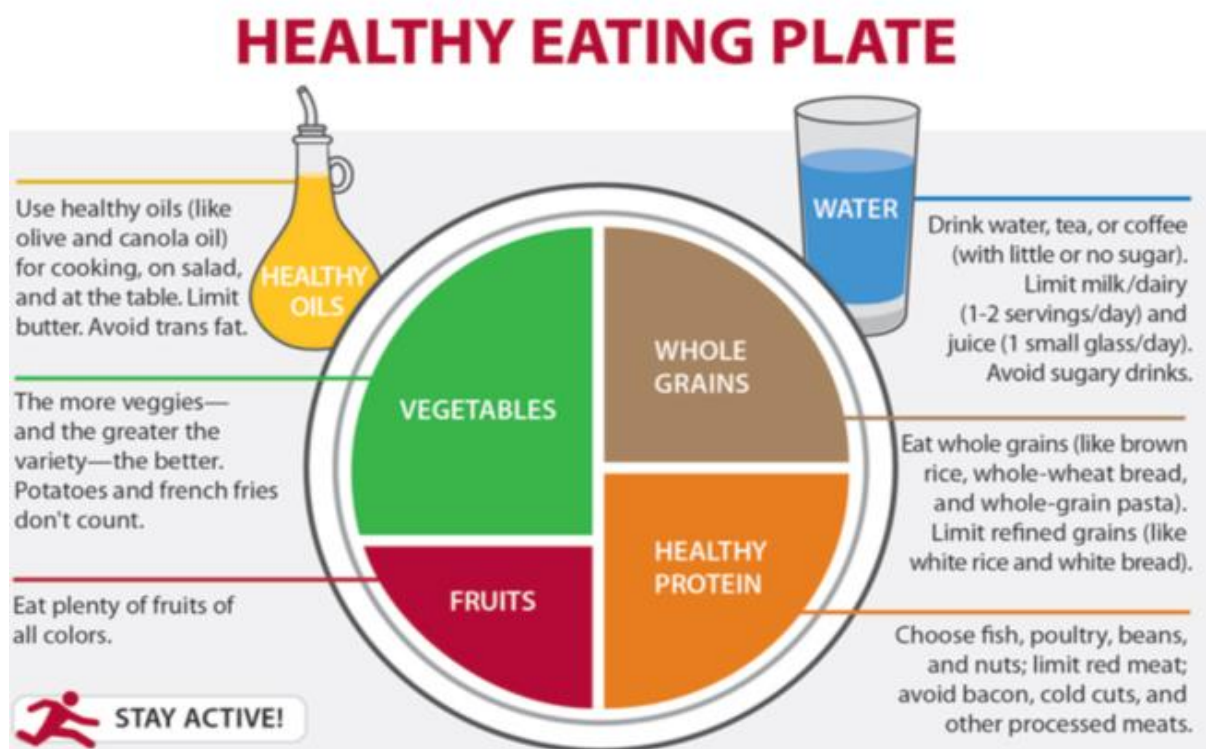
Strive to make nutritious choices. The purpose of consuming food is to nourish your mind and your body for performance and recovery. Avoid eating food that provides little nutritional benefit such as processed foods and foods high in sugar.

### c. Balance your diet

Eat healthy food the majority of the time and allow yourself to indulge on occasion.

#### Sample eating strategies:

1. 80/20 Diet - Eat 80% of your meals should be healthy and nutritious, allow yourself to indulge 20% of the time
2. Give yourself a cheat day – Eat for nutrition 6 out of 7 days per week, with 1 cheat day to indulge on less healthy foods.



## **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 > C at another accredited college or university before entering the Academy may apply for exemption from equivalent courses at the Academy. Advanced Placement (AP) Exam scores may also be eligible for exemption from Academy courses.

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, and successful completion of the Exemption Exam which is a two part process. The student must first pass the Diagnostic Exam and then the Exemption Exam. If a student has satisfactory college or AP credit AND has passed the diagnostic and exemption exams s/he may apply to the Dean 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 already has 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:

CHEM 100: 4 on AP Chemistry

MATH 101: 4 on AP Calculus AB

MATH 120: 4 on AP Calculus BC

PHYS 110: 4 on AP Physics C: Mechanics

PHYS 230: 4 on AP Physics C: Electricity and Magnetism

No other exemptions based on AP examinations will be granted.

### **MATHEMATICS PLACEMENT EXAM**

All Midshipmen 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 result, entering Plebe Candidates will be given a placement exam during Indoctrination to determine whether they will be placed into Calculus 1-Regular or Calculus 1-Extended. Calculus 1-Extended is for Midshipmen 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).

## **PLEBE CANDIDATE CHECKLIST**

Report Date: July 5, 2019 – 0700 to 0830

### **PRIOR TO REPORTING:**

- \_\_\_\_\_ Obtain TWIC
- \_\_\_\_\_ Obtain Passport
- \_\_\_\_\_ Register with the *Selective Service System*
- \_\_\_\_\_ Apply for Financial Aid, if applicable
- \_\_\_\_\_ Complete EVERFI training: *SAPU* Part 1 and *AlcoholEdu* Part 1
- \_\_\_\_\_ Pre-order *Computer Package*, *Plebe Kit*, and *Educational Kit*: 15 May through 15 June
- \_\_\_\_\_ Return required Pre-Admission Health Documentation (envelope provided) by 7 June
- \_\_\_\_\_ Return *Fourth Class Questionnaire* (envelope provided) by 15 June
- \_\_\_\_\_ Pay Midshipman Fees and/or complete Financial Aid process by 1 July
- \_\_\_\_\_ Prepare for Physical Fitness Assessment

### **BRING TO INDOCTRINATION:**

- \_\_\_\_\_ Official *Orders to Report* with receipts for travel reimbursement
- \_\_\_\_\_ TWIC, or proof of application
- \_\_\_\_\_ Passport, or proof of application
- \_\_\_\_\_ Photocopies of birth certificate, social security card, and ALL passports
- \_\_\_\_\_ Completed *Naval Science Indoctrination Package*
- \_\_\_\_\_ Completed *Direct Deposit Form*
- \_\_\_\_\_ Personal items



