



DEPARTMENT OF THE NAVY

DEPARTMENT OF NAVAL SCIENCE
U.S. MERCHANT MARINE ACADEMY
KINGS POINT, NY 11024-1699

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25 Mar 2022

From: Officer in Charge, Department of Naval Science, U.S. Merchant Marine Academy

Subj: WELCOME ABOARD – NAVAL SCIENCE INDOCTRINATION PACKAGE

Ref: (a) NSTC M-1533.2D Regulations for Officer Development
(b) CFR Title 46 Part 310.56 Physical Requirements
(c) OPNAVINST 6110.1J Physical Readiness Program

Encl: (1) Application for Midshipman Status, SSOP, USNR
(2) Proof of U.S. Citizenship – Birth Records
(3) DD Form 93 Record of Emergency Data
(4) Standard Form 86 (SF 86) Questionnaire for National Security Positions
(5) Physical Fitness Assessment
(6) Military ID Cards
(7) Plebe Indoctrination Data Sheet
(8) Department of Naval Science Checklist

1. Congratulations on your selection to the U.S. Merchant Marine Academy (USMMA) Class of 2026! We look forward to your arrival and to guiding you through the exciting opportunities that await you at the Academy.

2. The Strategic Sealift Midshipman Program (SSMP) is an education and training program conducted by the Department of Naval Science (DNS) at the United States Merchant Marine Academy (USMMA). DNS is comprised of commissioned, active duty and reserve U.S. Navy officers and Department of the Navy civilian employees. The program is designed to qualify participants for commissioned service as officers in the Navy, the Strategic Sealift Officer Program (SSOP).

3. As a Plebe Candidate, you will be sworn in as Midshipman, Strategic Sealift Midshipman Program, U.S. Navy Reserve (SSMP, USNR). Midshipmen who successfully complete the SSMP will receive a U.S. Navy Reserve Officer commission as a Strategic Sealift Officer (SSO), designator 1665, with the rank of Ensign. Newly commissioned SSOs are part of the Strategic Sealift Readiness Force (SSRF), which is part of the Individual Ready Reserve (IRR) component. During your senior year you may apply for active duty service in the Navy or the active duty/reserve component in one of the other U.S. Armed Services.

4. In accordance with references (a) through (c), a candidate shall meet the medical and physical requirements prescribed by the Department of the Navy for appointment as Midshipman, SSMP, USNR.

All Service Members in the Department of Defense (DOD) are required to comply with applicable medical readiness requirements. One such requirement is that upon arrival at Initial Entry Training, all Service members must receive, if not already inoculated, immunizations required by the Joint Regulation for Immunizations and Chemoprophylaxis for the Prevention of Infectious Diseases and other applicable DoD guidance. These vaccinations include but are not limited to COVID-19, Meningococcal, Measles/Mumps/Rubella, tetanus-diphtheria-pertussis, and varicella. Applicants for military service and Service members may seek an exemption from vaccination requirements based on a qualifying medical or religious basis from the military service concerned. Should an exemption be denied the member will be required to comply with applicable medical readiness requirements.

Subj: WELCOME ABOARD – NAVAL SCIENCE INDOCTRINATION PACKAGE

During your four years at USMMA, and as a condition for commissioning, you must meet and maintain the U.S. Navy's body composition and physical readiness standards. All midshipmen will be expected to pass the Physical Fitness Assessment (PFA) throughout the academic year, which includes a medical screening, a Body Composition Assessment (BCA) and Physical Readiness Test (PRT). The ultimate responsibility for meeting these standards rests with you, the Midshipman.

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

5. This letter outlines the additional information required to process your application for appointment as Midshipman, SSMP, USNR. Please follow the instructions in this letter and enclosures carefully. Ensure that all items are prepared **prior** to your arrival at the Academy. **Place all completed documents in a sealed envelope, mark the envelope TO Naval Science FROM (your name). The sealed envelopes will be collected during indoctrination.**

6. Enclosure (1) Application for Midshipman Status, SSMP, USNR. Please note that candidates who will be under the age of 18 must have parental consent.

7. Enclosure (2) Proof of U.S. Citizenship – Birth Records. Acceptable proof of U.S. Citizenship is **required** at the time of indoctrination. We require a **copy** of your **birth documents** (U.S. birth certificate, Report of Birth Abroad of a Citizen of the United States, or Naturalization papers) **and** a **copy** of your **passport**. Please make sure that you have **signed** your passport before copying.

8. Enclosure (3) DD Form 93 Record of Emergency Data. A DD 93 is required for all incoming students. Follow the instructions for a **service member (military)**, complete all indicated areas, and be sure to sign block 15. This document will be maintained in your Student File and becomes part of your commissioning packet. You are responsible to report any changes to Naval Science.

9. Enclosure (4) Standard Form 86 (SF 86) Questionnaire for National Security Positions. Naval Science processes midshipmen for a security clearance, which is **required** for commission. Each Plebe is required to complete the SF 86. During your first year at the Academy, the Plebe class will be provided instruction to electronically enter the information from the SF 86 into the Electronic Questionnaires for Investigations Processing (e-QIP) system, which transmits your personal investigative data over a secure Internet connection to the proper agency for review/processing.

Fingerprint submissions are also required for all initial investigations. Naval Science will collect and transmit your fingerprints, via an approved digital or paper system, to the U.S. Office of Personnel Management. You will be directed when to report to Naval Science for on-site fingerprinting.

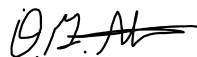
10. Enclosure (5) Physical Fitness Assessment outlines Plebe candidate physical fitness requirements during indoctrination, taken in part from the Superintendent's Instruction 2017-02.

11. Enclosure (6) Military ID Cards outlines Midshipman privileges and responsibilities. You will be directed when to report to Naval Science to obtain your ID card.

12. Enclosure (7) Plebe Indoctrination Data Sheet requests information required to initiate your official record.

13. Enclosure (8) Naval Science Checklist is provided to ensure that you bring the required forms with you. Please note that a **copy** of the student's **social security card** is also required at the time of indoctrination (make sure you have **signed** your social security card). If you have any general questions, please contact Ms. Shifa Santiago, santiagos@usmma.edu, or Mr. Haendel Almeida, almeidah@usmma.edu, in the Naval Science administrative office.

14. Once again, congratulations on your selection. We look forward to having you serve alongside us in the Navy!



D. G. STRAUB
CAPT USN

APPLICATION FOR MIDSHIPMAN STATUS
STRATEGIC SEALIFT OFFICER PROGRAM, U.S. NAVY RESERVE (SSOP, USNR)

Date: _____

From: _____
(First, Middle, Last Name) (SSN)

To: Officer in Charge, Department of Naval Science, U.S. Merchant Marine Academy, Kings Point

Subj: REQUEST FOR MIDSHIPMAN STATUS IN THE STRATEGIC SEALIFT OFFICER PROGRAM, U.S. NAVY RESERVE (SSOP, USNR)

Ref: (a) United State Code, Title 46, Subtitle V, Part B, Chapter 513
(b) Code of Federal Regulations, Title 46, Chapter II, Subchapter H, Part 310, Subpart C

1. In accordance with references (a) and (b), I hereby apply for appointment as Midshipman in the United States Naval Reserve to participate in the Strategic Sealift Officer, U.S. Navy Reserve Midshipman Program.
2. I (candidate) understand that I must meet the following requirements for eligibility:
 - a) **Citizenship.** Candidate shall be a citizen of the United States.
 - b) **Age.** On July 1 of the year of admission to the Academy, candidate shall be not less than seventeen (17) years of age and shall not have passed his or her twenty-fifth (25) birthday.
 - c) **Character.** A candidate shall be of good moral character.
 - d) **Investigation.** To be eligible for appointment, candidates for appointment shall execute documents for the purpose of a security and suitability investigation.
 - e) **Physical Standards.**
 - i) A candidate shall meet the physical requirements prescribed by the Department of the Navy for appointment as Midshipman, SSOP, USNR.
 - (1) Found to be physically qualified for admission and commission by a Department of Defense Medical Evaluation Review Board (DODMERB) medical / dental examination and the Navy Bureau of Medicine and Surgery (BUMED).
 - (2) Meet physical readiness/fitness requirements prescribed by the Department of the Navy. Physical Fitness Assessment (PFA) is a combination of a Body Composition Assessment (BCA) and a Physical Readiness Test (PRT).
3. A candidate who is conditionally appointed to the Academy shall be subject to immediate separation should the candidate fail to meet the requirements established for appointment as Midshipman, SSOP, USNR.

(Date)

(Signature of Candidate)

Parental Consent (if you will be under age 18 on 1 July 2022)

I/we, _____, the parent(s)/legal guardian

of _____, born on _____, whose signature on the foregoing service agreement meets my/our approval, do hereby consent to his/her application for and, if accepted, his/her appointment as a Midshipman, SSOP, USNR at the U.S. Merchant Marine Academy, and I/we hereby give him/her my/our full permission to participate in the Strategic Sealift Officer Program, U.S. Navy Reserve (SSOP, USNR), unless sooner discharged.

(Date)

(Signature(s) of Parent(s)/Legal Guardian)

Privacy Act Notification: Under the authority of 5 U.S.C. 301, the use of identifying data on the form pertaining to you as name, date of birth, social security number will be used for identification purposes while a member of the SSO, USNR Midshipman Program. This information will be maintained in official Navy records and will not be divulged without your written authorization to anyone other than officials or offices involved with this program. You are not required to provide this information. However, failure to do so may result in not being selected for the SSO, USNR Midshipman Program.

**DEPARTMENT OF NAVAL SCIENCE
U.S. MERCHANT MARINE ACADEMY**

Proof of U.S. Citizenship – Birth Records

As a prerequisite for appointment as a Midshipman, Strategic Sealift Officer, U.S. Navy Reserve (SSO, USNR) Midshipman Program, all applicants shall (1) be citizens of the United States and (2) have no moral obligations or personal convictions that will prevent bearing of arms, and supporting and defending the Constitution of the United States against all enemies, foreign and domestic.*

Students shall submit **positive proof of citizenship** (born in the U.S.A., naturalized, or born abroad of U.S. parents) at the time of application. The birth certificate or evidence of citizenship will be maintained in the Student File until commissioning.

Acceptable Proof of U.S. Citizenship (a copy is acceptable at Indoctrination, however, we reserve the right to inspect the original documents at any time, up to the date of commission):

Category	Document(s) Student MUST Provide
U.S. Born <i>Copy of Birth Certificate Required</i> <i>Copy of Passport Required</i>	1. Birth Certificate showing place of birth within the U.S., issued by the State, Commonwealth, territory or local jurisdiction.† 2. AND a valid U.S. Passport. †Puerto Rico birth Certificate Law 191 of 2009 invalidated all birth certificates issued prior to 1 July 2010. All persons born in Puerto Rico using a birth certificate to establish citizenship must possess a valid birth certificate issued on or after 1 July 2010 by the Puerto Rico Vital Statistics Record Office.
Born Abroad of U.S. Parents <i>Copy of Birth Abroad Documents Required</i> <i>Copy of Passport Required</i>	1. FS-240 Report of Birth Abroad of a U.S. Citizen 2. Department of State issued DS-1350 Certification of Report of Birth Abroad. 3. A U.S. foreign service post issued FS-545 Certification of Birth Abroad. 4. AND a valid U.S. Passport.
Naturalized <i>Copy of Naturalization Documents Required</i> <i>Copy of Passport Required</i>	1. Certificate of U.S. Citizenship - N-560 or N-561 - Department of Homeland Security (DHS) issues certificates of citizenship to individuals who derive citizenship through a parent. 2. Certificate of Naturalization - N-550 or N-570 - DHS issues for naturalization. 3. AND a valid U.S. Passport.

Dual Citizenship

*To be eligible for appointment in an active or reserve component, U.S. citizenship is required (born in the U.S.A., naturalized, or born abroad of U.S. parents). Dual citizens are eligible to apply, but must acknowledge that they are prepared to renounce their non-U.S. citizenship should they be required to do so. Note: Security clearance requirements for assignment to specific designators may require such action. Dual citizenship may raise questions about foreign preference or loyalty, and will need to be resolved before a clearance can be granted. These concerns may vary from case to case and will be addressed on an individual basis.

RECORD OF EMERGENCY DATA

PRIVACY ACT STATEMENT

AUTHORITY: 5 USC 552, 10 USC 655, 1475 to 1480 and 2771, 38 USC 1970, 44 USC 3101, and EO 9397 (SSN).

PRINCIPAL PURPOSES: This form is used by military personnel and Department of Defense civilian and contractor personnel, collectively referred to as civilians, when applicable. **For military personnel**, it is used to designate beneficiaries for certain benefits in the event of the Service member's death. It is also a guide for disposition of that member's pay and allowances if captured, missing or interned. It also shows names and addresses of the person(s) the Service member desires to be notified in case of emergency or death. **For civilian personnel**, it is used to expedite the notification process in the event of an emergency and/or the death of the member. The purpose of soliciting the SSN is to provide positive identification. All items may not be applicable.

ROUTINE USES: None.

DISCLOSURE: Voluntary; however, failure to provide accurate personal identifier information and other solicited information will delay notification and the processing of benefits to designated beneficiaries if applicable.

INSTRUCTIONS TO SERVICE MEMBER

This extremely important form is to be used by you to show the names and addresses of your spouse, children, parents, and any other person(s) you would like notified if you become a casualty (other family members or fiancé), and, to designate beneficiaries for certain benefits if you die. **IT IS YOUR RESPONSIBILITY** to keep your Record of Emergency Data up to date to show your desires as to beneficiaries to receive certain death payments, and to show changes in your family or other personnel listed, for example, as a result of marriage, civil court action, death, or address change.

INSTRUCTIONS TO CIVILIANS

This extremely important form is to be used by you to show the names and addresses of your spouse, children, parents, and any other person(s) you would like notified if you become a casualty. Not every item on this form is applicable to you. **This form is used by the Department of Defense (DoD) to expedite notification in the case of emergencies or death.** It does not have a legal impact on other forms you may have completed with the DoD or your employer.

IMPORTANT: This form is divided into two sections: **Section 1 - Emergency Contact Information and Section 2 - Benefits Related Information.** **READ THE INSTRUCTIONS ON PAGES 3 AND 4 BEFORE COMPLETING THIS FORM.**

SECTION 1 - EMERGENCY CONTACT INFORMATION

1. NAME (Last, First, Middle Initial)		2. SSN	
3a. SERVICE/CIVILIAN CATEGORY <input type="checkbox"/> ARMY <input checked="" type="checkbox"/> NAVY <input type="checkbox"/> MARINE CORPS <input type="checkbox"/> AIR FORCE <input type="checkbox"/> DoD <input type="checkbox"/> CIVILIAN <input type="checkbox"/> CONTRACTOR		b. REPORTING UNIT CODE/DUTY STATION Naval Science, USMMA 64270 / 76	
4a. SPOUSE NAME (If applicable) (Last, First, Middle Initial) <input type="checkbox"/> SINGLE <input type="checkbox"/> DIVORCED <input type="checkbox"/> WIDOWED		b. ADDRESS (Include ZIP Code) AND TELEPHONE NUMBER	
5. CHILDREN a. NAME (Last, First, Middle Initial)	b. RELATIONSHIP	c. DATE OF BIRTH (YYYYMMDD)	d. ADDRESS (Include ZIP Code) AND TELEPHONE NUMBER
6a. FATHER NAME (Last, First, Middle Initial)	b. ADDRESS (Include ZIP Code) AND TELEPHONE NUMBER		
7a. MOTHER NAME (Last, First, Middle Initial)	b. ADDRESS (Include ZIP Code) AND TELEPHONE NUMBER		
8a. DO NOT NOTIFY DUE TO ILL HEALTH	b. NOTIFY INSTEAD		
9a. DESIGNATED PERSON(S) (Military only) Indicate a parent or guardian for 9a and 9b	b. ADDRESS (Include ZIP Code) AND TELEPHONE NUMBER		
10. CONTRACTING AGENCY AND TELEPHONE NUMBER (Contractors only) Not applicable			

SECTION 2 - BENEFITS RELATED INFORMATION

11a. BENEFICIARY(IES) FOR DEATH GRATUITY <i>(Military only)</i> You may list parents and/or siblings. Percentage may be divided but must total 100%.	b. RELATIONSHIP	c. ADDRESS (Include ZIP Code) AND TELEPHONE NUMBER	d. PERCENTAGE
12a. BENEFICIARY(IES) FOR UNPAID PAY/ALLOWANCES <i>(Military only)</i> NAME AND RELATIONSHIP Typically a parent		b. ADDRESS (Include ZIP Code) AND TELEPHONE NUMBER	c. PERCENTAGE
13a. PERSON AUTHORIZED TO DIRECT DISPOSITION (PADD) <i>(Military only)</i> NAME AND RELATIONSHIP Typically a parent		b. ADDRESS (Include ZIP Code) AND TELEPHONE NUMBER	

14. CONTINUATION/REMARKS List siblings here. Indicate the name, relationship, address and phone number for each sibling.		
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15. SIGNATURE OF SERVICE MEMBER/CIVILIAN <i>(Include rank, rate, or grade if applicable)</i>	16. SIGNATURE OF WITNESS <i>(Include rank, rate, or grade as appropriate)</i>	17. DATE SIGNED <i>(YYYYMMDD)</i>
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Plebe candidate sign here and date box 17

TO BE COMPLETED BY NAVAL SCIENCE

INSTRUCTIONS FOR PREPARING DD FORM 93

(See appropriate Service Directives for supplemental instructions for completion of this form at other than MEPS)

All entries explained below are for electronic or typewriter completion, except those specifically noted. If a computer or typewriter is not available, print in black or blue-black ink insuring a legible image on all copies. Include "Jr.," "Sr.," "III" or similar designation for each name, if applicable. When an address is entered, include the appropriate ZIP Code. If the member cannot provide a current address, indicate "unknown" in the appropriate item. Addresses shown as P.O. Box Numbers or RFD numbers should indicate in Item 14, "Continuations/Remarks", a street address or general guidance to reach the place of residence. In addition, the notation "See Item 14" should be included in the item pertaining to the particular next of kin or when the space for a particular item is insufficient. If the address for the person in the item has been shown in a preceding item, it is unnecessary to repeat the address; however, the name must be entered. Those items that are considered not applicable to civilians will be left blank.

ITEM 1. Enter full last name, first name, and middle initial.

ITEM 2. Enter social security number (SSN).

ITEM 3a. Service. **Military:** Mark X in appropriate block. **Civilian:** Mark two blocks as appropriate. Examples: an Army civilian would mark Army and either Civilian or Contractor; a DoD civilian, without affiliation to one of the Military Services, would mark DoD and then either Civilian or Contractor as appropriate.

ITEM 3b. Reporting Unit Code/Duty Station. See Service Directives.

ITEM 4a. Spouse Name. Enter last name (if different from Item 1), first name and middle initial on the line provided. If single, divorced, or widowed, mark appropriate block.

ITEM 4b. Address and Telephone Number. Enter the "actual" address and telephone number, not the mailing address. Include civilian title or military rank and service if applicable. If one of the blocks in 4a is marked, leave blank.

ITEM 5a-d. Children. Enter last name (only if different from Item 1) first name and middle initial, relationship, and date of birth of all children. If none, so state. Include illegitimate children if acknowledged by member or paternity/maternity has been judicially decreed. Relationship examples: son, daughter, stepson or daughter, adopted son or daughter or ward. Date of birth example: 19950704. For children not living with the member's current spouse, include address and name and relationship of person with whom residing in item 5d.

ITEM 6a. Father Name. Last name, first name and middle initial.

ITEM 6b. Address and Telephone Number of Father. If unknown or deceased, so state. Include civilian title or military rank and service if applicable. If other than natural father is listed, indicate relationship.

ITEM 7a. Mother Name. Last name, first name and middle initial.

ITEM 7b. Address and Telephone Number of Mother. If unknown or deceased, so state. Include civilian title or military rank and service if applicable. If other than natural mother is listed, indicate relationship.

ITEM 8. Persons Not to be Notified Due to Ill Health.

- a. List relationship, e.g., "Mother," of person(s) listed in Items 4, 5, 6, or 7 who are not to be notified of a casualty due to ill health. If more than one child, specify, e.g., "daughter Susan." Otherwise, enter "None".
- b. List relationship, e.g., "Father" or name and address of person(s) to be notified in lieu of person(s) listed in item 8a. If "None" is entered in Item 8a, leave blank.

ITEM 9a. This item will be used to record the name of the person or persons, if any, other than the member's primary next of kin or immediate family, to whom information on the whereabouts and status of the member shall be provided if the member is placed in a missing status. Reference 10 USC, Section 655. **NOT APPLICABLE to civilians.**

ITEM 9b. Address and telephone number of Designated Person(s). **NOT APPLICABLE to civilians.**

ITEM 10. Contracting Agency and Telephone Number (**Contractors only**). **NOT APPLICABLE to military personnel.** Civilian contractors will provide the name of their contracting agency and its telephone number. Example: XYZ Electric, (703) 555-5689. The telephone number should be to the company or corporation's personnel or human resources office.

ITEM 11a. Beneficiary(ies) for Death Gratuity (**Military only**). Enter first name(s), middle initial, and last name(s) of the person(s) to receive death gratuity pay. A member may designate one or more persons to receive all or a portion of the death gratuity pay. The designation of a person to receive a portion of the amount shall indicate the percentage of the amount, to be specified only in 10 percent increments, that the person may receive. If the member does not wish to designate a beneficiary for the payment of death gratuity, enter "None," or if the full amount is not designated, the payment or balance will be paid as follows:

- (1) To the surviving spouse of the person, if any;
- (2) To any surviving children of the person and the descendants of any deceased children by representation;
- (3) To the surviving parents or the survivor of them;
- (4) To the duly appointed executor or administrator of the estate of the person;
- (5) If there are none of the above, to other next of kin of the person entitled under the laws of domicile of the person at the time of the person's death.

The member should make specific designations, as it expedites payment.

INSTRUCTIONS FOR PREPARING DD FORM 93

(Continued)

ITEM 11a. (Continued) Seek legal advice if naming a minor child as a beneficiary. If a member has a spouse but designates a person other than the spouse to receive all or a portion of the death gratuity pay, the Service concerned is required to provide notice of the designation to the spouse. **NOT APPLICABLE to civilians.**

Item 11b. Relationship. **NOT APPLICABLE to civilians.**

ITEM 11c. Enter beneficiary(ies) full mailing address and telephone number to include the ZIP Code. **NOT APPLICABLE to civilians.**

ITEM 11d. Show the percentage to be paid to each person. Enter 10%, 20%, 30%, up to 100% as appropriate. The sum shares must equal 100 percent. If no percent is indicated and more than one person is named, the money is paid in equal shares to the persons named. **NOT APPLICABLE to civilians.**

ITEM 12a. Beneficiary(ies) for Unpaid Pay/Allowance (**Military only**). Enter first name(s), middle initial, last name(s) and relationship of person to receive unpaid pay and allowances at the time of death. The member may indicate anyone to receive this payment. If the member designated two or more beneficiaries, state the percentage to be paid each in item 10c. If the member does not wish to designate a beneficiary, enter "By Law." The member is urged to designate a beneficiary for unpaid pay and allowances as payment will be made to the person in order of precedence by law (10 USC 2771) in the absence of a designation. Seek legal advice if naming a minor child as beneficiary. **NOT APPLICABLE to civilians.**

ITEM 12b. Enter beneficiary(ies) full mailing address and telephone number to include the ZIP Code. **NOT APPLICABLE to civilians.**

ITEM 12c. If the member designated two or more beneficiaries, state the percentage to be paid each in this section. The sum shares must equal 100 percent. **NOT APPLICABLE to civilians.**

ITEM 13a. Enter the name and relationship of the Person Authorized to Direct Disposition (PADD) of your remains should you become a casualty. Only the following persons may be named as a PADD: surviving spouse, blood relative of legal age, or adoptive relatives of the decedent. If neither of these three can be found, a person standing in loco parentis may be named. **NOT APPLICABLE to civilians.**

ITEM 13b. Address and telephone number of PADD. **NOT APPLICABLE to civilians.**

ITEM 14. Continuations/Remarks. Use this item for remarks or continuation of other items, if necessary. Prefix entry with the number of the item being continued; for example, 5/John J./son/ 19851220/321 Pecan Drive, Schertz TX 78151. Also use this item to list name, address, and relationship of other persons the member desires to be notified. Other dependents may also be listed. This block offers the greatest amount of flexibility for the member to record other important information not otherwise requested but considered extremely useful in the casualty notification and assistance process. Besides continuing information from other blocks on this form, the member may desire to include additional information such as: NOK language barriers, location or existence of a Will, additional private insurance information, other family member contact numbers, etc. If additional space is required, attach a supplemental sheet of standard bond paper with the information.

ITEM 15. Signature of Service Member/Civilian. Check and verify all entries and sign all copies in ink as follows: First name, middle initial, last name. Include rank, rate, or grade if applicable. May be electronically signed (see DoD Instruction 1300.18 for guidelines).

ITEM 16. Signature of Witness. Have a witness (disinterested person) sign all copies in ink as follows: First name, middle initial, last name. Include rank, rate, or grade as appropriate. A witness signature is not required for electronic versions of the DD Form 93 (see DoD Instruction 1300.18).

ITEM 17. Date the member or civilian signs the form. This item is an ink entry and must be completed on all copies.

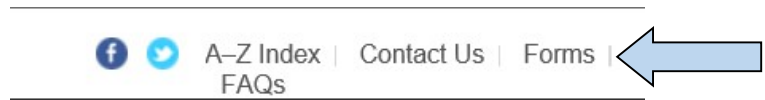
DEPARTMENT OF NAVAL SCIENCE – U.S. MERCHANT MARINE ACADEMY

Instructions for the Questionnaire for National Security Positions (Standard Form 86 2016)

In order to receive a commission at graduation as an officer in a reserve or active duty component of the U.S. Armed Forces, you will be required to complete an electronic form for a **security clearance** upon enrollment at the Academy. All questions must be answered accurately and truthfully so that your clearance is not delayed. Issues that will cause a problem include failure to report an arrest by civil or federal authorities, and possessing a non-U.S. passport, or dual country citizenship (refer to Enclosure (2) Proof of U.S. Citizenship – Birth Records).

Procedures:

1. Go to the web site: <http://www.opm.gov/>.
2. Click “Forms” at the top of the page.
3. On the left side, select “Standard Forms.”
4. Scroll down to SF 86, Questionnaire for National Security Positions (2016).
5. Click on “Questionnaire for National Security Positions.” This will open the form (may take several minutes).
6. Save the SF 86 to your computer.
7. The SF 86 is a 136 page form requiring detailed information. You CAN save data typed into this form. Fill out the SF 86 with the help of your parents or guardian; be sure to save the document frequently. **Read all instructions thoroughly.** Ensure that you answer all of the questions as completely as possible.
8. Upon completion, save the SF 86 to your home computer* **AND** print out one (1) copy of the document, and include it in your Naval Science packet that you will bring with you to the Academy. The SF 86 will be collected during indoctrination with the rest of your forms. **To protect your personal information, be sure to place all documents in a sealed envelope with your name and Naval Science clearly marked on the envelope.**



*Be sure to retain a copy for your records as this information is required to initiate your security clearance and may be required again in the future for reinvestigations.

If you have questions or need clarification of Navy policy and for guidance on resolving any security clearance issues, please contact the Department of Naval Science via email listed below.

LT Jack Mellgard – mellgardj@usmma.edu or clearance@usmma.edu
Mr. Haendel Almeida – almeidah@usmma.edu or clearance@usmma.edu
Ms. Shifa Santiago – santiagos@usmma.edu

**DEPARTMENT OF NAVAL SCIENCE
U.S. MERCHANT MARINE ACADEMY**

**PHYSICAL FITNESS ASSESSMENT
(PFA)**

The United States Navy establishes physical fitness standards and measures physical fitness using the PFA. The PFA is a total health, physical fitness and readiness program that consists of two components for assessing general fitness – the Body Composition Assessment (BCA) and the Physical Readiness Test (PRT). The BCA methodology consists of a two-step process, which includes height/weight standards and a body circumference measurement. The second component, the PRT uses a series of three physical activities to determine strength, stamina, and aerobic endurance. The USMMA requires the achievement of these physical fitness standards for United States Navy commissioning in order to maintain continued enrollment and to graduate from the Academy.

The following excerpts are taken from the newly released Superintendent Instruction – 2019-03 – Physical Fitness Assessment:

This policy applies to all Plebe Candidate(s) and Midshipmen.

In order to determine their overall fitness level, all Plebe Candidates will be administered an inventory PFA during Indoctrination. The inventory PFA will be scored normally; however, any failures will not be considered an official failure. Plebe Candidates who fail the initial weigh-in/BCA or inventory PRTs will be issued a warning to ensure they have an understanding of the U.S. Navy standards and the contents of this instruction. The first official PFA of record for the Plebe Candidates will be during the Regimental PFA conducted during their 1st Trimester.

Plebe Candidates who score 100 points or below on their inventory PRT or above 28% (male)/above 39% (female) body fat in indoctrination will be separated from the Academy. Individuals separated under this policy are eligible to reapply for admission, but not guaranteed a position.

Plebe Candidates who score above 100 points, but below 180 points on their inventory PRT, fail to perform the minimum requirement on any of the PRT categories, or between 24-28% (male)/35-39% (female) body fat will be formally counseled and placed on Commandant's fitness probation. These Plebe Candidates may transition into the Regiment, but pass a PRT with a score of 180 or higher by the end of the 1st Trimester of the Plebe year. Individuals who fail to obtain a score of 180 or higher by the designated time will be referred to a Performance Review Board.

The minimum passing scores for Midshipmen for the PRT are:

Gender	Forearm Planks	Push Ups	Run
M	1:40	47	12:00
F	1:30	21	14:15

Appendix A – PFA Performance Metrics

Appendix C – Body Composition Assessment (BCA) are provided for reference.

Appendix B – Graduated Body Fat Percentage Chart

APPENDIX A

PRT Scoring by Age - Must reach Good Low
(All Midshipmen are scored at 20-24 yr. age range)

Table 4-1: PRT Standards less than 5000 feet

FEB 2022

Performance		Points	Males: Age 20 - 24 years					
Category	Level		Push- ups	Forearm Planks	1.5 - mile run	2-km row	500 - yd swim	450 - m swim
Outstanding	High	100	87	3:20	8:30	7:05	6:30	6:20
Outstanding	Medium	95	86	3:15	9:00	7:15	7:00	6:50
Outstanding	Low	90	81	3:10	9:15	7:25	7:30	7:20
Excellent	High	85	77	3:00	9:45	7:35	8:00	7:50
Excellent	Medium	80	74	2:50	10:00	7:45	8:15	8:05
Excellent	Low	75	71	2:40	10:30	7:55	8:45	8:35
Good	High	70	64	2:20	10:45	8:15	9:30	9:20
Good	Medium	65	55	2:00	11:30	8:35	10:30	10:20
Good	Low	60	47	1:40	12:00	8:55	11:30	11:20
Satisfactory	High	55	45	1:30	12:45	9:05	12:00	11:50
Satisfactory	Medium	50	42	1:20	13:15	9:15	12:15	12:05
Probationary		45	37	1:10	13:30	9:25	13:00	12:50
Performance		Points	Females: Age 20 - 24 years					
Category	Level		Push- ups	Forearm Planks	1.5 - mile run	2-km row	500 - yd swim	450 - m swim
Outstanding	High	100	48	3:10	9:47	8:05	7:15	7:05
Outstanding	Medium	95	47	3:05	11:15	8:15	8:00	7:50
Outstanding	Low	90	44	3:00	11:30	8:25	8:45	8:35
Excellent	High	85	43	2:50	12:15	8:35	9:15	9:05
Excellent	Medium	80	40	2:40	12:45	8:45	9:45	9:35
Excellent	Low	75	39	2:30	13:15	8:55	10:00	9:50
Good	High	70	33	2:10	13:30	9:15	11:00	10:50
Good	Medium	65	28	1:50	13:45	9:45	12:15	12:05
Good	Low	60	21	1:30	14:15	10:15	13:15	13:05
Satisfactory	High	55	20	1:20	15:00	10:25	13:45	13:35
Satisfactory	Medium	50	17	1:10	15:15	10:35	14:00	13:50
Probationary		45	16	1:00	15:30	10:45	14:30	14:20

APPENDIX B

BODY COMPOSITION ASSESSMENT (BCA)

Body Composition is assessed by weight and height screening, and body fat percentage for those over the height/weight standard. On entrance day, Plebe Candidates will be weighed and those Plebe Candidates that exceed the weight for their height, as outlined below in the Weight for Height Table, will have their body fat measured by tape measurement. **Those who fail to meet the Academy body fat standards of 23% for males and 34% for females may be denied admission.**

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

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 years old age range.

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

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

APPENDIX C

TABLE 1
MAXIMUM WEIGHT FOR HEIGHT SCREENING TABLE

Men Maximum Weight (pounds)	Member's Height (inches) (fractions rounded up to nearest whole inch)	Women Maximum Weight (pounds)
97	51	102
102	52	106
107	53	110
112	54	114
117	55	118
122	56	123
127	57	127
131	58	131
136	59	136
141	60	141
145	61	145
150	62	149
155	63	152
160	64	156
165	65	160
170	66	163
175	67	167
181	68	170
186	69	174
191	70	177
196	71	181
201	72	185
206	73	189
211	74	194
216	75	200
221	76	205
226	77	211
231	78	216
236	79	222
241	80	227
246	81	233
251	82	239
256	83	245
261	84	251
266	85	257
271	86	263

DEPARTMENT OF NAVAL SCIENCE U.S. MERCHANT MARINE ACADEMY

Strategic Sealift Midshipman Program – Military ID Cards

The Strategic Sealift Midshipman Program (SSMP) is an education and training program conducted by the Department of Naval Science (DNS) at the United States Merchant Marine Academy (USMMA). The program is designed to qualify participants for commissioned service into the Strategic Sealift Officer Program (SSOP). Midshipmen who successfully complete the SSMP will receive a U.S. Navy Reserve Officer commission as a Strategic Sealift Officer (SSO), designator 1665, with the rank of ensign. Newly commissioned SSOs are part of the Strategic Sealift Readiness Force (SSRF), which is part of the Individual Ready Reserve (IRR) component.

USMMA students, who are U.S. Citizens and appointed Midshipman, SSMP, USNR, will be issued a Next Generation Uniformed Services ID Card (USID) during the course of their initial year at the Academy. Students will be directed when to report to Naval Science to obtain an ID card.



Midshipmen are given the same status as “inactive reservists.” Midshipmen will receive a “reserve” military ID card, but will be in a civilian status. USMMA Midshipmen are members of the Inactive Ready Reserve, Nonparticipating Reserve members, and are never on active duty.

Midshipmen issued Military ID Cards are authorized unlimited commissary, exchange, and Morale, Welfare and Recreation (MWR) privileges (<http://navymwr.org/>). Midshipmen are not authorized medical or dental benefits in conjunction with this identification card.*

Midshipmen Military ID Cards will expire on or about the expected date of graduation. The card is the property of the U.S. Government**, and shall be in the personal custody of the midshipman at all times. **ID Cards must be surrendered to the Department of Naval Science if the student is being disenrolled, is resigning from the Academy, is being setback, or is being placed in a Leave of Absence (e.g. medical) status.** Upon return to the Academy and SSO, USNR status, a USID will be updated and a new card issued.

*A student who is a dependent (age 21-23) of a military member may be eligible for various benefits, including medical. The student may possess a military dependent ID card (until age 23 or graduation, whichever occurs first). The student must be enrolled full time in an accredited institution of higher learning and must be dependent on the sponsor for over 50 percent of their support. Possession of a dependent ID card does not prohibit the issue of a Next Generation USID while a Midshipman, SSMP, USNR.

** **Penalties for Misuse of ID Cards.** Any person willfully altering, damaging, lending, counterfeiting or using ID cards in an unauthorized manner is subject to fine, imprisonment, or both according to Title 18, U.S.C., Sections 499, 506, 509, 701, or 1001.

Photographing, Reproducing or Unauthorized Possession of ID Cards. Title 18, U.S.C., Section 701 prohibits photographing, reproducing, or possessing Uniformed Services ID cards in an unauthorized manner under penalty of fine, imprisonment or both. Unauthorized use would exist if the bearer uses the card in a manner that would enable the bearer to obtain benefits and privileges to which he or she is not entitled.

NOTE:

Misuse or abuse of the Department of Defense Uniformed Services ID Card may result in a loss of all privileges, as determined by the Officer in Charge, Naval Science, U.S. Merchant Marine Academy.



INDOCTRINATION DATA SHEET

Plebe Information – Class of 2026

Full Name: _____
Last First Middle Suffix

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Cell Phone: _____ Personal Email: _____

Date of Birth: _____ Social Security No.: _____ Sex: Male Female

Parent(s) In Military: _____
List name / rank / branch / active or retired (e.g. Jane Smith, CAPT USN, retired)

Citizenship

Place of Birth: _____
Country City County State

Are you a citizen of the United States? YES NO

Citizenship Type: US Born: Born Abroad of U.S. Parents: Naturalized:

Race and Ethnicity

RACE	Code
American Indian or Alaska Native	A
Asian	B
Black or African American	C
Native Hawaiian or Other Pacific Islander	D
White or Caucasian	E
Decline to Respond	F
Unknown	0
Or any combination of A-E (e.g. student that is Asian and Black-BC)	

ETHNIC	Code	ETHNIC	Code
LATIN AMER	1	JAPANESE	13
OTHER HISP	2	KOREAN	14
USCAND IND	3	OTHERPACIS	15
PUERTO RIC	4	VIETNAMESE	16
FILIPINO	5	MICRONESIA	17
MEXICAN	6	OTHER	18
ESKIMO	7	NONE	19
ALEUT	8	UNKNOWN	20
CUBAN	8	ASIAN AMER	21
IND-PASL	10	POLYNESIAN	22
MELANES	11	GUAMANIAN	23
CHINESE	12		

Plebe Race Code: _____

Plebe Ethnicity Code: _____

Privacy Act Statement

Under the authority of 5 U.S.C. 301, the use of identifying data on the form pertaining to you as name, date of birth, social security number will be used for identification purposes while a member of the SSO, USNR Midshipman Program. This information will be maintained in official Navy records and will not be divulged without your written authorization to anyone other than officials or offices involved with this program. You are not required to provide this information. However, failure to do so may result in not being selected for the SSO, USNR Midshipman Program.



DEPARTMENT OF NAVAL SCIENCE CHECKLIST

PLEASE REVIEW & VERIFY THAT ALL REQUIREMENTS ARE COMPLETE

YOU WILL HAND DELIVER THE FOLLOWING DOCUMENTS
IN A FOLDER OR ENVELOPE CLEARLY MARKED WITH YOUR NAME
TO THE NAVAL SCIENCE OFFICER AT INDOCTRINATION

- Application for Midshipman Status in the SSOP, USNR
(completed/signed by student, lower portion completed/signed by parent(s) if student will be under 18 on July 1, 2022)
- Proof of U.S. Citizenship – Birth Records
*(a **legible copy** of student's U.S. Birth Certificate, Report of Birth Abroad of a Citizen of the United States, or Naturalization papers, as appropriate)*
- U.S. Passport
*(a **legible copy** of student's passport [page with the picture], in addition to any foreign passports student may have)*
NOTE: For your protection, make sure that you have **signed** the passport
- Social Security Card
*(a **legible copy** of student's social security card)*
NOTE: For your protection, make sure that you have **signed** the card
- DD Form 93 Record of Emergency Data
(student completed all areas [marked n/a where not applicable] signed and dated where indicated - do not sign in the witness area)
- Standard Form 86 (SF 86) Questionnaire for National Security Positions
(student completed all areas and signed where indicated)
- Plebe Indoctrination Data Sheet
(student completed all areas)

Remember to keep the originals with you during your time at the academy.

NOTE: COPIES OF DOCUMENTS SHOULD BE ORIGINAL SCALE (SIZE).