

ACADEMIC YEAR

2019 - 2020

NAVAL ACADEMY PREPARATORY SCHOOL

Information
Brochure
And
Required
Pre-reporting
Check lists



### **DEPARTMENT OF THE NAVY**

NAVAL AGADEMY PREPARATORY SCHOOL 440 MEYERKORD AVENUE NEWPORT, RI 02841-1519

Dear Midshipman Candidate / Cadet Candidate,

Congratulations on your assignment to the U.S. Naval Academy Preparatory School (NAPS)! It is an important step on your path to the United States Naval Academy (USNA) and United States Coast Guard Academy (USCGA). NAPS will develop your moral, mental and physical foundations. The operative word in the NAPS program is development. You will be challenged to continue to grow and mature during your ten months at NAPS.

As a midshipman candidate / cadet candidate, you will be held to the highest standards. These standards are not narrow in scope, but reflect the Navy and Marine Corps' Core Values of honor, courage and commitment. We intend to strengthen your mind with an intense academic program in chemistry, mathematics, physics and English. These courses will give you the educational foundation necessary to succeed at USNA/USCGA. We will push you physically, initially during the indoctrination phase of training and daily throughout the academic year. We will also cultivate your character and leadership abilities through a Character Development and Military Instruction (CDMI) program.

Successful completion of NAPS is an impressive accomplishment that will better prepare you for success at the Naval Academy and Coast Guard Academy. Be prepared to work as a team with the other members of the NAPS Battalion. Make no mistake; the bonds you form with your shipmates at NAPS will follow you throughout your Academy experience and during your military career. Once you have mastered the academic, leadership and military skills offered in the NAPS program, the opportunities for success are virtually boundless.

You should be rightfully proud to put service above self in deciding to join us at NAPS and begin your career as a member of our Nation's Sea Services. If I can offer one final piece of advice, arrive here in Newport in good physical condition and with a positive mental attitude. Welcome aboard, I look forward to meeting and serving with you over the next year!

Sincerely,

R. Howes

Captain, USN

**Commanding Officer** 

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### Mission of NAPS

To enhance midshipman and cadet candidates' moral, mental, and physical foundations in order to prepare them for success at the United States Naval Academy and the United States Coast Guard Academy.

### An Officer's Career. . .

Inscribed in Latin above the bronze doors of the Naval Academy Chapel are the words "Non Sibi Sed Patriae," which means "Not for Self, But for Country." Midshipmen embrace the motto the moment they take the Midshipmen's Oath. This commitment is



a part of their lives for as long as they are commissioned officers.

The education and training at

the United States Naval Academy (USNA) is for one purpose only: to prepare young men and women morally, mentally, and physically to be officers in the naval service. Students at the Naval Academy Preparatory School (NAPS) should be under no illusion in this regard. The mission of NAPS is to prepare them for the Naval Academy and Coast Guard Academy. As a midshipman/cadet candidate at NAPS, you will embark on a new and demanding way of life. Your challenges will be great, but equally rewarding.

### Introduction

Chinese philosopher Lao-tzu wrote more than two hundred years ago, "The journey of a thousand miles begins with a single step."

For many officers in the Navy, Marine Corps and Coast Guard, their first step was enrollment at NAPS.

The ten-month course of instruction at NAPS, lasting from July to May, emphasizes preparation in English, mathematics, chemistry, and physics. Academic placement depends on demonstrated ability, previous education, and an individual's aptitude for success at the Academy.



Demanding military, physical, and character development programs complement the rigorous academics in order to prepare midshipman/cadet candidates for the challenges of Academy life. As part of our development program, NAPS offers an inseason athletics program, which allows midshipman candidates to compete against other preparatory schools, junior colleges, and collegiate junior varsity teams.



NAPS is an opportunity to prepare oneself for the Naval Academy / Coast Guard Academy. The four years spent at the Academy will be followed by a rewarding professional career as a commissioned Navy, Marine

Corps or Coast Guard officer in the service of our country. There is a 5 year service obligation following graduation from the Academy.

### **History of NAPS**



NAPS is the Navy's fourth oldest school; only the Naval War College, the Naval Post Graduate School, and the Naval Academy are older. Informal preparatory classes began as early as 1915.

The first official classes were established at Naval Station Newport and Naval Station San Francisco in 1920. A year later, the schools were moved to Norfolk, VA and San Diego, CA. The San Diego classes were disestablished and the NAPS classes remained solely in Norfolk until 1942, when the new Naval Academy



Preparatory School opened in Newport, RI.

In 1943, NAPS moved to the Bainbridge Naval Training Center, a facility of several

hundred acres located above the Susquehanna River, 40 miles northeast of Baltimore, MD. Then NAPS returned to Newport while the Bainbridge Center was

temporarily inactive during a 15-month period around 1950. When Bainbridge was reactivated in 1951 because



of the Korean War, NAPS returned to Maryland. In August 1974, NAPS returned to its permanent home in Newport.

### **Admission to NAPS\***

If you apply to the Naval Academy and are not offered a direct appointment, you will be considered for admission to NAPS. Civilians selected to attend NAPS will be enlisted in the Navy Reserve prior to reporting to NAPS in July.

### **General Requirements**

Midshipman candidates at NAPS must be: of good moral character; not married; have no children (nor be pregnant); and at least 17 years of age, but not yet 23 by the start of plebe summer at the Naval Academy or Coast Guard Academy.

The Superintendent of the Naval Academy determines the admission standards for each midshipman candidate.

### **Medical & Physical Requirements**

Midshipman candidates must be in excellent physical condition and pass the same comprehensive medical examination required for acceptance to the Naval Academy.

Midshipman candidates should refer to the Medical Considerations for Admissions at:

<u>http://www.usna.edu/Admissions/\_files/documents/MedicalAppendix1.pdf</u>

for a complete description of the medical and physical requirements, including height and weight standards.

All midshipman and cadet candidates will undergo testing for drug and alcohol usage within 72 hours of arrival at NAPS. This screening will detect recent alcohol use and drug use out to several months. A positive drug test will be grounds for immediate disenrollment from NAPS.

Additional information regarding medical requirements and support while at NAPS can be found on pages 14-20 of this information brochure.

\* Note: These requirements are specific to midshipman candidates for USNA. Cadet candidates for USCGA should refer to USCGA admissions for specifics.

### **Academics**



The
Academic
Department
faculty
provides
classroom
and
laboratory

instruction as well as small group and individualized tutoring services in English, mathematics, chemistry, physics and learning skills. The faculty provides each candidate with the opportunity to acquire the academic tools needed to succeed at the Naval Academy and Coast Guard Academy.

Development of the critical thinking skills required for students to reach their full potential is a top priority. Outside the classroom, the faculty provides opportunities for individualized and small group instruction to help each midshipman candidate achieve their goals. NAPS operates on a trimester system and final exams occur at the end of each trimester.

The academic curriculum constitutes the core of the NAPS program, but midshipman/cadet candidates are active duty military members vice college students. This is one of the distinctions that make the NAPS experience unique.

### **English Composition**

English Composition assigns writing that generates thought and reflection. Using long and short critical essays, numerous journal assignments, incidental commentaries, annotations, e-mails, etc., the curriculum strives to produce:

- Independent writers capable of critiquing and editing their own work and the works of their peers
- Perceptive, critical readers capable of analyzing and synthesizing a broad range of texts.

The curriculum culminates with each student producing a final writing portfolio.

### **Mathematics**

Mathematics at NAPS strengthens the students' knowledge of algebraic and trigonometric concepts providing a strong foundation for calculus.

Placement in the foundation, intermediate, or advanced mathematics program depends upon standardized test scores, transcripts, and a placement test administered during the Indoctrination phase of training.

Foundation program: algebra, pre-calculus and trigonometry.

Intermediate program: topics in the foundation program plus an introduction to calculus.



Advanced program: for students with a strong

mathematics background; consists of those topics included in the intermediate program plus differential calculus.

#### **Physics**

The physics program is a threetiered system. Placement is dependent upon the academic background in both physics and mathematics. For the prior-enlisted, naval technical school records may be used in lieu of high school records.



Foundation program:
An algebrabased physics course covering a

variety of topics including motion, forces, energy, and electric and magnetic fields.

Intermediate and Advanced programs: Both programs include additional and more

advanced topics in both mathematics and physics in order to develop a deeper understanding of physical concepts. The advanced program also introduces students to applications of basic calculus, although no prior knowledge of calculus is required.

### Chemistry



The chemistry department has three tracks in its curriculum. Placement in the foundation.

intermediate, or advance program depends upon standardized test scores, transcripts, and placement tests administered during indoctrination. All three tracks use the same collegiate text with the higher tracks covering more topics and generally in more depth. Topics include chemical stoichiometry, atomic structure, periodic trends, gas laws, intermolecular forces, colligative properties, and chemical equilibrium. Critical thinking is developed in the classroom and laboratory with cooperative learning experiences designed to develop a systematic approach to problem solving.

### Study Skills Development

The mission of the study skills development class is to provide academic support to all midshipman/cadet candidates to help improve their academic performance. This program develops and/or refines the individual student's study skills regardless of their grade point average.

A few sessions on study skills development occur during the transition week prior to the beginning of the academic year. These sessions introduce topics such as time management, note taking skills and memory strategies.

During the academic year all students will have the opportunity to participate in workshops that introduce them to essential strategies for achieving academic success at NAPS and beyond.

Students also receive individualized assistance outside of the classroom to include mentoring, specialized reading, and study plans.

Faculty members provide academic support during free periods, extra instruction periods (after classes), and scheduled study hours. They also reinforce the tenets of study skills in addition to providing the academic-discipline specific assistance.

### Military

All midshipman/cadet candidates are in active duty military status for their year at NAPS which is the first step in a five year officer accession program. The primary goals of the NAPS military staff are to develop character, personal integrity and honor; to nurture pride in oneself and the organization; to develop standards of personal appearance; and to introduce the Naval Service Core Values of Honor, Courage and Commitment. These are all qualities that are essential for successful military officers and future combat leaders.

### **Honor Concept**

A strong sense of personal honor has long been the hallmark of the United States military officer. When priceless human lives and expensive equipment are at stake, there is no room for those who lack integrity within our country's Officer Corps.

NAPS' honor concept demands the highest standards of personal honor. The



honor concept is part of the daily life at NAPS, just as the honor concept is an integral part of every midshipman and cadet's life at the Naval and Coast Guard Academies. The honor concept is both practical

and instructive. It provides a basic standard for living: "Midshipman/Cadet Candidates are persons of integrity: We stand for that which is right." It fosters an attitude of responsibility and accountability.

### **Indoctrination**



The Indoctrination phase of training is a three-week course of basic military training during

July and August. A detail of USNA/USCGA midshipmen/cadets assist NAPS' military staff in the military indoctrination before the academic year begins.

The daily routine and military discipline at NAPS will help the midshipman/cadet candidate prepare for the demanding military standards of the Academy. Approximately 250 midshipman candidates and 20 cadet candidates make up the NAPS Battalion. It is then divided into three companies with approximately 90 students in each company. Each company is made up of two platoons.

There are many opportunities for candidates to develop leadership experience.

Midshipman/cadet candidate battalion leadership positions are filled based on demonstrated leadership abilities. Different leaders serve each trimester and are known as "Stripers". Those midshipman/cadet candidates assigned to positions of leadership within the Battalion are responsible for the discipline, supervision and welfare of their fellow midshipman/cadet candidates.

With the exception of the stripers, all NAPS midshipman/cadet candidates have equal seniority and authority. All midshipman/cadet candidates will wear the Working Blue uniform or service specific (Navy/Coast Guard) uniforms with the NAPS device affixed to the uniform. While off duty, midshipman/cadet candidates may wear the appropriate, authorized uniform or civilian clothes. However, limited locker space restricts the amount of civilian clothing a midshipman candidate can store.

Liberty is normally granted on the weekends, requiring midshipman/cadet candidates to return at a designated time each night. As the year progresses,

"overnight liberty" is awarded based on individual academic, athletic, and military performance.

While assigned to NAPS, all midshipman/cadet candidates will earn approximately 25 days of leave. They will have opportunities to use their leave during scheduled leave periods at Thanksgiving, Winter Holiday and Spring Breaks.

### <u>Character Development and Military</u> <u>Instruction</u>



Character Development and Military Instruction is conducted to instill Navy core values and promote

the importance of team before self. The foundations of moral courage, honorable conduct and ethical decision-making, are the primary focus. The NAPS military staff leads dedicated training, reinforced by lessons imparted by the entire NAPS team of instructors, coaches, and support personnel. Distinguished guest speakers from USNA and from the Navv. Marine Corps and civilian communities share their own motivating and inspirational messages. The objective is for midshipman / cadet candidates to develop their own value systems and to become exposed to how classmates with dissimilar backgrounds may approach the same complex issue or scenario.

The military training program at NAPS is enhanced by the inclusion of trips to other military commands co-located on Naval Station Newport. When the NAPS Battalion participates in events hosted by Naval War College or Surface Warfare Officer School, they are exposed to other military commands as well as opportunities for mentorship by senior military officers. Finally, a robust voluntary community service program gives midshipman candidates opportunities to represent the Navy and contribute to important causes in the local community.

### Athletics & Physical Education

NAPS endorses a "whole person" approach to the development of each midshipman/cadet candidate.



Each
afternoon
during the
academic
year
midshipman/
cadet
candidates

are given the opportunity for individual and team physical training. All are expected to improve their physical fitness during the academic year.



Each
midshipman/cadet
candidate will take
the Naval
Academy's
Physical
Readiness Test

four times. This test will be used to judge improvement in personal physical fitness. Extra instruction is available to all who demonstrate a need for group or individual training through which to improve their fitness level.

Along with physical fitness, NAPS will test each midshipman/cadet candidate on their swimming abilities. Those who are nonswimmers are given individual instruction in the remedial swim program. The Athletic

Department offers eight varsity sports throughout the academic year. Each sport will offer open tryouts for



midshipman/ cadet candidates. Athletes must be in good academic standing in order to participate on a NAPS athletic team. NAPS athletic teams play a competitive schedule consisting of regional college JV teams, junior college and prep schools.

NAPS athletic facilities include Nimitz Field (football, lacrosse) McCool Track (track), Prichard Field (lacrosse and track), Gym 302 (basketball, wrestling, baseball and track). Gym 302 also houses one of three weight rooms available to the midshipman candidates. NAPS' primary weight room is located in Kay Hall, next to Nimitz Field. Midshipman/cadet candidates are allowed to use the Naval Station Newport gym, pool and fitness centers. These facilities provide a wide range of physical activities and opportunities in which to improve physical fitness.



#### **NAPS Sports Program Schedule**

### Fall Sports:

- Football
- Men's Lacrosse
- Cross Country (co-ed)
- Cheer (all year)

### Winter Sports:

- Wrestling
- Men's Basketball
- Women's Basketball
- Indoor Track (co-ed)

### Spring Sports:

- Men's Lacrosse
- Outdoor Track (co-ed)

### **NAPS Club Opportunities\***

- SCUBA
- Hiking Club
- Math Team
- Diversity & Inclusion Club
- Poetry Club
- Semper Fi Society
- Community Service Club
- \* Club offerings depend upon interest. Other opportunities may be offered if there is sufficient interest.

# Command Services and Support

To support the midshipman/cadet candidates, staff and faculty, the Command Services Department provides administrative, logistical and information technology (IT) support.



### Admin\*

The administrative office provides direct support to the midshipman candidates for all of their administrative needs to include:

- Enrollment & military accession
- Identification and Documentation
- Pay and Allowances
- Military Orders, Evaluations and Advancements.

Additional information regarding the required enrollment paperwork each midshipman candidate must have upon arrival to NAPS can be found on pages 21 and 22.

\* Note: Coast Guard cadet candidate administration is provided through USCGA.

### **Logistics**

The supply and transportation offices of NAPS provide support to the midshipman/cadet candidates for all military and academic training requirements. Information regarding arrival transportation to NAPS can be found on pages 9 through 12.

### Information Technology (IT)

IT provides information services to the midshipman/cadet candidates, staff and faculty at NAPS.

Toward the end of the indoctrination phase of training, NAPS' IT will issue a government computer to each midshipman/cadet candidate. These computers are identical and use the latest Microsoft Windows operating system and the Office suite applications software.

Each midshipman/cadet candidate will be given an account on the NAPS network. The account will allow them to access the internet, their NAPS e-mail account, and printing services to the network printers. Midshipman/cadet candidates will receive instruction on how to access the NAPS Scholastic Tracking & Accountability Record (NSTAR) program, which allows them to view their academic schedule and grades.

All midshipman/cadet candidates will be given training on various computer applications, network security requirements and proper use of government information technology equipment.

Midshipman/cadet candidates will not install or use software not provided by NAPS' IT division. This includes all types of gaming or music software and instant messaging/chat software. Due to network security concerns, the connection of personal electronic devices to any NAPS computer or to the NAPS network is STRICTLY prohibited. This includes cell phones, smart watches, audio devices, digital cameras, wireless routers, hubs, extra storage devices/drives, and personal printers.

Midshipman/cadet candidates are allowed to bring their personal electronic devices (laptop/tablet/smart phone/smart watch) to NAPS. Commercial WiFi service is available within Ripley Hall (the NAPS dormitory) and can be purchased through the provider (goWiFi Navy). It is recommended midshipman/cadet candidates indelibly mark their personal electronic devices.

# Appointment to the U. S. Naval Academy\*

\* For USCGA requirements consult with USCGA admissions

The Naval Academy Admissions Board will offer USNA appointments to qualified midshipman candidates at the end of the academic year. You will not be required to resubmit an application to USNA. Appointment criteria include, but are not limited to:

- Successful completion of the course of instruction at NAPS (> 2.2 GPA)
- No failing grade in any subject
- Pass the USNA Physical Readiness Test
- Body composition within USNA standards
- In good standing with honor and conduct
- Favorable recommendation from NAPS' Commanding Officer.

### **Nomination Requirements**



Every NAPS midshipman candidate is required to apply/re-apply for a nomination from each source for which he/she is eligible. For most this includes the following:

- Vice President
- Both senators
- Congressional representative

Nominations received in your 2019 application process **do not carry over**, so all will need to reapply. The nomination process must be started before reporting to NAPS. The NAPS military staff will assist and track midshipman candidates through this process. Nominations for USNA are distinct from applications to USNA.

### **Post Graduation Transfer**

Midshipman candidates who entered NAPS as civilians; "Direct Entries," and who



receive their USNA appointment, will normally receive four to six weeks of leave without pay before

reporting to the Naval Academy. During this period they will be authorized to receive urgent care at a military treatment facility if sick/injured. Parents should consider keeping their son/daughter on their health policy to ensure full coverage during this period.

Midshipman candidates who entered NAPS as "Direct Entries," and who do not receive their USNA appointment will be processed for discharge from the Navy.

Midshipman candidates who entered NAPS as prior enlisted and who receive their USNA appointment can utilize accrued leave between NAPS and USNA.

Midshipman candidates who entered NAPS as prior enlisted and do not receive their USNA appointment will receive orders/assignment based on their existing enlistment contracts.

### **Arrival and Checking Aboard**

### Newport, Rhode Island

Newport has been an important city in the history of this great country. It was a major port during colonial times and later served as a vacation spot for the very wealthy. It has a rich history in the U.S. Navy and is home to the Naval War College, as well as several Navy officer accession programs. From pristine shorelines to golden sunsets, Newport has become a favored tourist attraction for many. Information regarding Newport and the surrounding area is available at:

www.discovernewport.org

### **Naval Station Newport**

NAPS is located on the end of one of Naval Station Newport's many peninsulas. It provides numerous facilities for use by midshipman/cadet candidates.



The Chapel of Hope provides religious services for several denominations as well as counseling for midshipman/cadet candidates upon request.

Midshipman/cadet candidates also have the privilege of shopping at the Navy Exchange (NEX) and base commissary. Also located in the NEX area is the recreation center, which includes bowling and a game room; and the uniform shop, which provides a variety of uniform items, tailoring and dry cleaning services.

Many of the midshipman/cadet candidates take advantage of the Liberty Center which has a Computer Café with WIFI and free computer use for games and internet browsing. The Liberty Center also sponsors area weekend trips and outings to include day trips to local area attractions and activities.

### **Transportation to NAPS**

If you arrive by air it is recommended that you schedule your flight through the T.F. Green Airport (PVD) located in Warwick, Rhode Island.

Please note that midshipman candidates will only be reimbursed for the amount that it would cost the government to purchase the same ticket. For example:

- A one way flight from Atlanta, GA. to

T. F. Green Airport in Providence, RI has a government fare of aprox. \$278.00. The reimbursable amount to the midshipman candidate traveling from Atlanta therefore cannot exceed \$278.00.

NAPS will operate a free shuttle service from T.F. Green airport to Newport for incoming prospective midshipman candidates.\* There will be a NAPS representative to meet you at the airport lobby according to the following schedule:

- 22 July 2019 from 11:00 AM MIDNIGHT
- 23 July 2019 from 6:00 AM 08:00 AM

Car rental is available at the airport, as are taxi services and Uber. If you experience problems, contact the NAPS Command Duty Officer (CDO) at 401-641-0752.

\*Note: This shuttle service is only available for incoming midshipman candidates, not family members. Car rental is recommended if traveling with family.

NOTE: NAPS will not provide transportation from Logan Airport in Boston to NAPS.

Keep all of your receipts, including your airline ticket voucher; without them you will not receive full reimbursement for your travel expenses. Airline receipts must indicate the cost and show payment – an itinerary without cost and payment info will not be sufficient. No reimbursement can be made for tickets purchased using frequent flyer miles. At check-in, each prospective midshipman candidate will complete a military travel claim (DD Form 1351-2) for reimbursement of allowable expenses. Having all required receipts will expedite the reimbursement process.

Cadet candidates will initially report to the U.S. Coast Guard Academy in New London and will be transported to Newport by USCGA personnel on I-Day. USCGA Admissions will provide specific details to cadet candidates.

### **Arrival by Automobile**

Access to Naval Station Newport is strictly controlled. Those without regular access to Department of Defense (DoD) facilities (active duty or retired military; DoD civilian employees, etc) must be cleared for access via a background check. Prospective midshipman candidates will be granted access by showing their "Active Duty Orders" which direct them to report to NAPS. However, all others must be vetted prior to being granted base access. NAPS will contact all prospective midshipman candidates to collect the personal information required to allow base access for any individuals 18 years and older. All those cleared for base access must have valid current identification. The following documentation will be required:

- Military orders and/or correspondence directing you to report to NAPS (for the prospective midshipman candidate)
- A valid form of identification for each person 18 years and older cleared to enter the base. Examples of accepted identification:
- Driver's license or State ID issued by a Real ID compliant state (must not say "Not For Federal Identification")
- Student ID with photo (must be current)
  - Passport
  - Permanent Resident Card (Green

Card)

- Military ID card
- Military dependent's ID card
- Vehicle registration or rental contract.
- Proof of insurance or rental contract.

You will be directed to enter the Naval Station through Gate 1. When passing through Gate 1, the driver will be required to show a picture identification card, i.e., passport, driver's license, state identification card, school identification card.

Individuals who have not been cleared for base access will NOT be allowed to enter the base with their prospective midshipman candidate. A Base Access Pass Registration form (attached on pages 30-32 must be filled out for each person 18 years of age and older. Instructions on how to submit the forms will be provided via e-mail in May and will be posted on the NAPS website: https://www.usna.edu/NAPS

Upon entry to the Naval Station, "NAPS Event" signs will be posted along the road. (see NAPS route in the Maps and Directions section of this brochure on page 12)

### **Required Arrival Times**

Prior enlisted service members, who are prospective midshipman candidates, <u>must report to NAPS no later than 11:59pm, 14 July 2019 but no earlier than 8:00am, 12 July 2019.</u>

Prospective "Direct Entry" midshipman candidates are <u>required to arrive no later</u> than 9:00 AM, 23 July 2019 but no earlier than 4:00 PM, 22 July 2019.

Direct Entry check-in on 22 July is only for those traveling unaccompanied from locations which preclude arrival on the morning of 23 July. Those unaccompanied individuals will be provided a room for the night in the NAPS barracks with check-in occurring upon conclusion of the Open House. Those who will need to spend Monday night (22 July) in the NAPS Barracks must contact YN2 Patterson; ajpatter@naps.edu; 401-841-6966; at least one week prior to arrival to confirm a room.

Those accompanied by family members are expected to spend Monday night in local accommodations with their families and report to NAPS on Tuesday (23 July) morning.

### **Arrival Events and Guidance**

Commencement of the NAPS program is a significant event in the life of midshipman and cadet candidates. Families are encouraged to attend with their sons/daughters to gain an understanding and appreciation of NAPS.

### Open House - Monday 22 July 1:00pm - 4:00pm

The first major event is the Open House on Monday 22 July from 1:00pm – 4:00pm. At the open house parents, family and friends will have the opportunity to meet the staff and faculty. In addition, the Commanding Officer will provide an overview brief on the NAPS year. NAPS tours will also be offered. This is a very informative, event. Families are encouraged to attend before spending your final night in Newport with your candidate.

## <u>I-Day – Tuesday 23 July</u> 7:00am-4:00pm

I-Day processing begins at 7:00am on Tuesday 23 July. Everyone must arrive by 9:00am. Families will not see their midshipman candidates during I-Day processing. It is recommended that families enjoy a day in the City of Newport or local area before returning to NAPS for the Swearing-In Ceremony.

## <u>Swearing-In Ceremony – Tuesday 23 July</u> 4:00pm – 4:30pm

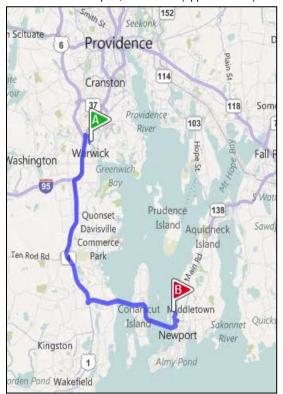
At approximately 4:00pm on 23 July 2019 the prospective midshipman and cadet candidates will assemble for their Swearing-In Ceremony. Families are welcome and encouraged to attend this brief ceremony. Upon completion of the ceremony there will be a 15 minute period for prospective midshipman and cadet candidates to say their final goodbyes to their family and friends.

### **Arrival Time Line**

8:00am, Friday 12 July	Not Earlier Than arrival time for Prior Enlisted
11:59pm, Sunday 14 July	Not Later Than arrival time for Prior Enlisted
1:00pm, Monday 22 July	Open House (Kay Hall)
4:00pm, Monday 22 July	Not Earlier Than report for unaccompanied Direct Entry
	candidates*
7:00am, Tuesday 23 July	I-Day begins
9:00am, Tuesday 23 July	Not Later Than report date for Direct Entry candidates
4:00pm, Tuesday 23 July	Swearing-In Ceremony (Kay Hall)
4.00pm, rucsday 25 daily	Gweding in Ociemony (Ray Hail)

<sup>\*</sup> Prior notification is required if a direct entry midshipman candidate requires lodging in the NAPS barracks the night of 22 July. Contact YN2 Tony Patterson, <a href="mailto:aipatter@naps.edu">aipatter@naps.edu</a>; 401-841-6955

<u>Maps and Directions</u> From T.F. Green Airport, Providence (approx 35 min)



From Logan Airport, Boston (approx 1hr 30 min)



### **Map of Naval Station Newport**



### **Arrival Protocol**

### DO NOT ARRIVE LATE.



Pay close attention to your Active Duty Orders and make appropriate plans to comply with your report date and time. If you cannot schedule a flight that allows you to arrive at NAPS before 09:00 AM on 23 July 2019 you should arrive on 22 July 2019. NAPS will accommodate you for the night (if traveling unaccompanied by family members) or you can arrange your own accommodations off base.

If arriving **before** 23 July 2019, you must:

- 1) E-mail YN2 Anthony Patterson (ajpatter@naps.edu):
  - Full name
  - Where you are traveling from
- Whether or not you require transportation from T.F. Green Airport
  - Reason for early arrival, and
- 2) Call the Command Duty Officer at (401) 641-0752 prior to your arrival at NAPS.

Checking-In. Dress comfortably and appropriately. Lightweight slacks, short sleeve shirt or blouse, and athletic shoes are recommended. Females should avoid skirts or summer dresses. Males must have a fresh shave. Expect the weather to be hot and humid.

I-Day on 23 July is a long and taxing event. It is important that you eat a good breakfast the morning of I-Day. Additionally, the heat and humidity in July place a premium on proper hydration.

Prior military service members should arrive in Service Dress White (Navy) or Service "A" (USMC). You will be directed to change into your service working uniform upon completion of the check-in process.

Pack lightly. If you bring it, you carry it. Use collapsible luggage with a lockable device attached. The living quarters in Ripley Hall are small and storage is limited. Midshipman candidates will wear their military uniforms the majority of their time at NAPS.

Important documents needed for I-Day check-in, identified in the Administrative Checklist (pg. 21), should be kept in a pocket folder which will be carried with you to the initial check-in station. Do not leave these documents in your baggage.

\*\*NOTE: If unforeseen circumstances arise which will impact your on-time arrival on I-Day you should call the NAPS CDO at 401-641-0752 as soon as possible.

**Civilian Clothes**. Appropriate civilian attire is authorized for wear on liberty. All civilian clothing will be conservative in both fit and fashion.

It is recommended that all midshipman candidates have at a minimum:

- (1) collared shirt
- (1) casual/dress slacks; can be khaki in material
- (1) pair of non-athletic shoes (ie. loafers, boat shoes, etc).
  - (1) belt

**Prohibited items.** Leave over the counter medication, liquor, fake IDs, pornographic material, or weapons at home. Unauthorized contraband will be confiscated. Introducing these items on to NAPS premises may result in immediate dismissal.

ARRIVE ON TIME, GET CHECKED-IN AND BE READY TO TRAIN!

### Medical Advisories, Information and Services

### **DoDMERB Advisory**

If there are any changes in the prospective midshipman candidate's health since their Department of Defense Medical Exam Review Board (DoDMERB) examination, the USNA Admissions Medical Liaison must be notified in writing. Areas of particular concern are:

- Any and all surgery (orthopedic, oral, etc)
  - Any hospitalization
- Orthopedic injuries (broken bones, joint injuries or any other musculoskeletal injuries)
  - Head injuries
  - Pregnancy
  - Vision changes
  - Loss of consciousness
  - Mental health changes
- Any condition which might preclude full participation in the rigorous indoctrination phase of training.

Mail or fax documentation of any changes in your health status since your DoDMERB examination to:

### USNA Admissions Office Nominations and Appointments

Attn: Medical Liaison Halsey Field House 52 King George St. Annapolis, MD 21402-5018

Contact Number: (410) 293-4381

Fax: (410) 293-1819

### **Medical In-Processing**

On I-Day, all prospective midshipman candidates will undergo a brief medical examination to ensure physical qualification for admission to the Naval Academy. Prospective midshipman candidates must pass this examination to be inducted. In most cases, this will be a routine screening examination to confirm that no problems have developed since the date of the last DoDMERB examination. It is however, the responsibility of the prospective midshipman candidate to inform the medical screening team of any health changes so they may conduct a more in-depth medical screen.

Be aware that on the day you report to NAPS, you must be within the weight and body fat standards applied at your DoDMERB examination, or you risk disqualification.

### **Dental In-Processing**

The USNA Office of Admissions assumes that all new midshipman candidates will arrive at NAPS with excellent medical and dental health. Prospective midshipman candidates must report ready to undertake the extremely rigorous indoctrination phase of training, uninterrupted by medical or dental conditions that would detract from the training.

While assigned to NAPS, midshipman candidates will have access to the Branch Dental Clinic located on the naval station. The Branch Dental Clinic will provide all general and specialty dental care required. It is strongly suggested, that each prospective midshipman candidate have a complete dental examination performed by his/her family dentist prior to Induction-Day. This will ensure any acute dental conditions are treated prior to enrollment. Examples of acute dental conditions include:

- Any cavities or tooth decay requiring restoration or extraction
- Any wisdom teeth indicated for extraction.

Please note: any dental surgery must take place at least four weeks prior to I-Day in order to treat any post-operative complications.

All prospective midshipman candidates who are undergoing active orthodontic treatment will need a waiver from USNA Admissions Office. A waiver to enroll into NAPS with braces will be submitted during the application process. It is important to note that even if a waiver is granted, Branch Dental clinic does not provide this type of orthodontic service. Since this type of service is considered cosmetic there will be no financial compensation for outside civilian care.

On I-Day, prospective midshipman candidates with this type of orthodontic issue must have a copy of their initial treatment plan and all orthodontic records as well as any civilian orthodontic care they intend to seek while assigned to NAPS.

A dental screening examination will be conducted during the Indoctrination phase of training. Prospective midshipman candidates are to report their most recent dental check-up, including third molar (wisdom tooth) evaluations by a general dentist and/or an oral surgeon. Additional dental care will be provided throughout the NAPS academic year.

### **Immunizations**

All prospective midshipman candidates must complete the demographics on the Immunization Record for United States Naval Academy Preparatory School. A physician or other licensed health care provider MUST complete the vaccination history.

Prospective midshipman candidates are requested to mail one copy and hand carry two copies to the I-Day Immunization Station. Do not leave this paperwork in your bags. This form is very important, as it will decide which immunizations you require during your year at NAPS. (The form is located on pg. 29 of this brochure)

Please mail one copy of the immunization record in ample time to ensure it arrives to NAPS prior to 1 July 2019, to the following address:

### **Naval Academy Preparatory School**

ATTN: NAPS Medical 440 Meyerkord Ave Newport, RI 02841

Prospective midshipman candidates must ensure all of the required immunizations are received. Any vaccines not received prior to I-Day will be given at the King Hall Medical facility. The following vaccines will be administered to both male and females while assigned to NAPS:

- Tdap and Menactra/Menveo vaccines are required. If your provider does not have these vaccines, please do not accept a substitute vaccination. NAPS will ensure each prospective midshipman candidate is inoculated with the necessary and appropriate vaccines.
- Human Papilomavirus (HPV), is an optional vaccine that will be provided.
- Gardasil, is a vaccine that will be provided unless a refusal form is signed on I-Day.
- Mantoux Tuberculin Skin Test (PPD) must have been performed and documented within the last six months prior to Induction-Day. The PPD form must be returned to the address listed below by 1 July 2019.

Naval Academy Preparatory School ATTN: NAPS Medical

440 Meyerkord Ave Newport, RI 02841

In addition, prospective midshipman candidates MUST have <u>TWO</u> copies of their completed immunization record. If a healthcare provider has any questions regarding immunizations, the provider can contact the USNA Immunization Clinic at (410) 293-1774. This phone number is for health care providers only.

### Medical Care or Seriously III or Injured

If a midshipman candidate becomes ill or injured, the Navy will provide or pay for the medical care and related expenses incurred as a result of the illness or injury. These are the same benefits provided to all active duty members of the U.S. Armed Forces, so long as the midshipman candidate remains physically qualified for commissioning.

The majority of medical care is provided by the Naval Health Clinic New England or by the Clinic's referral program to civilian care facilities. Medical care received in any civilian medical facility without a referral is not authorized and any expenses incurred will not be reimbursed. Exceptions are made for emergent care only. All emergency care at Naval Station Newport is directed to the local civilian hospital in Newport.

If a midshipman candidate's medical condition brings their suitability for admissions to the Naval Academy into question, the USNA Admissions Medical Officer will make a recommendation to the Superintendent. If the Superintendent of the United States Naval Academy does not grant a waiver for the condition, the midshipman candidate will be disenrolled from NAPS.

#### Medications

Any medications prescribed by a physician must be identified to the medical screening team on I-Day. The medication must be in a labeled container with its written prescription or certified physician's note. The written prescription must contain the following information:

- Name of the medication
- Dosage
- Dates of intended use
- Reason it was prescribed.

Prescription medications and written prescriptions must be removed from baggage and carried with the candidate

when they begin I-Day processing so that they will be available for review by the medical screening team. The medical screening team will evaluate the documentation and the appropriateness of the medications. It will then be annotated in the prospective midshipman candidate's military medical record in order to authorize its continued use.

### **Optometry**

Please note the following advisories:

- 1. Do not undergo corrective vision surgery (e.g. **PRK**, **LASEK or LASIK**) as this can be a disqualifier and may not be waived for commissioning.
- 2. If you have a prescription for contacts or eye glasses the Navy will issue you military standard eye glasses.
- 3. Naval Health Clinic New England Optometry does not issue contact lenses, but will update prescriptions so that you may purchase contact lenses at your own expense.
- 4. Tinted or lenses that become tinted with sunlight, are not permitted during military parades, training, formations and inspections. This type of eye wear will not be your primary set of eye glasses.
- 5. Bring two pairs of your most recently prescribed eye glasses, a 6-10 month supply of contact lenses (if you choose to wear them).
- 6. Color vision screening will be conducted to confirm normal color vision.
- 7. Your eye glasses should be valid from at least July 2019 to July 2020 to be considered a current prescription. Mail one copy of your eye glasses prescription by July 1, 2019 to the address listed below:

Naval Academy Preparatory School ATTN: NAPS Medical 440 Meyerkord Ave Newport, RI 02841

- 8. Bring two copies of your current eye glasses/contact lens prescription for the medical screening team.
- DO NOT WEAR CONTACT LENSES TO I-DAY. This will hinder an accurate eye exam.

### **Injury Prevention**

All prospective midshipman candidates should start physical training at least three months prior to their arrival. This will allow the time necessary for the body to adjust to the demanding schedule of the NAPS Indoctrination phase of training. Training during this phase will include:

- Distance running
- Long periods of standing on several different surfaces including a synthetic turf athletic field, athletic track, roads, trails, grass, sand, and gymnasium hardwood floor.
- Multiple periods of intense physical activity. This includes push-ups, pull-ups, sit-ups, squats, lunges, and plyometrics.
  - Long periods of marching.

Prospective midshipman candidates should not wait until the last minute to prepare for the physical demands of NAPS' physical and military training program. It is expected that prospective midshipman candidates will build up their physical aptitude over a three month period prior to arrival.



Be prepared for training with at least two QUALITY pairs of running shoes. The running shoes should be less than 6 weeks old and "broken-in" in order to avoid training blisters.

Midshipman candidates with flat feet should have a high quality motion control running shoe to allow for proper mechanics when running. Any prospective midshipman candidate with a history of lower leg or foot stress fractures, shin splints, tendinitis, or plantar fasciitis should be evaluated at a reputable shoe store for foot position and gait before making shoe purchases.

The majority of injuries incurred during the Indoctrination phase of training are related to the body being overly stressed, due to a dramatic increase in physical training. The only way to avoid or prevent a significant injury is to prepare your body daily over a 3 month period prior to arrival.

Prospective midshipman candidates should be actively participating in daily stretching, push-up, abs/core, lifting, and cardio programs involving outdoor running on multi-surfaces. Training should not be the same every day and should involve a warm-up and cool-down period.

All prospective Midshipman Candidates should be eating a healthy well balanced diet. A personalized eating plan can be generated at <a href="https://www.choosemyplate.gov">www.choosemyplate.gov</a>.

Prospective midshipman candidates with a history of stress fractures or stress reactions with increased physical training should speak with a healthcare provider about vitamin D and calcium supplementation. This supplementation however, must be approved on I-Day by the same procedures as prescribed medication.

#### **Health Insurance**

NAPS strongly recommends prospective midshipman candidates contact their local health insurance provider to discuss their options of procuring and maintaining private medical insurance in order to ensure continuous medical coverage in the rare case of medical disqualification from NAPS.

Reasons for medical disqualification can include epilepsy, diabetes mellitus, ulcerative colitis, and even serious injury. As a result of a medically based separation, the midshipman candidate could face significant issues upon return to the civilian sector in acquiring health insurance. For this reason alone, having private health insurance already in place is a wise investment.

### Tattoos, Brands, Body Piercing

Navy and USNA regulations prohibit tattoos, body art, or brands that are visible in Navy uniform; e.g., those on the head, face, neck, scalp, arms or hands. Furthermore, the regulations amplify that any "...tattoos, body art, or brands that are prejudicial to good order, discipline and morale or are of a nature to bring discredit upon the Navy are prohibited." The prohibition is applied to any body art and ornamentation that is:

- Excessive
- Obscene
- Sexually explicit
- Advocates, symbolizes or discriminates against a particular sex, gender, race, religion, ethnic or national origin, affiliation to a gang, supremacist and extremist groups, or the glorification of drugs and/or their use.

All prospective midshipman candidates who have tattoos or skin ornamentation, as described above, must contact the Head of Nominations and Appointments in writing at the following address:

### USNA Admissions Office Nominations and Appointments

Attn: Medical Liaison Halsey Field House 52 King George St. Annapolis, MD 21402-5018

Contact Number: (410) 293-4381

Fax: (410) 293-1819

Pre-existing body alterations must comply with the Naval Academy's policy or be removed at the midshipman or midshipman candidate's expense unless a waiver is granted by the Naval Academy Body Alteration Review Board. All body alterations shall not be visible in the Summer White Uniform (short sleeve), "...either on the skin that shows outside of the uniform or through the fabric. All tattoos/body art/brands on the head, face, neck or scalp are prohibited."

Included in each midshipman candidate's Offer of Appointment package is a statement of understanding regarding body alterations. It is required that this statement be completed and returned with your offer acceptance.

If you did not return the form, submit it immediately to the Head of Nominations and Appointments at:

## USNA Admissions Office Nominations and Appointments

Attn: Medical Liaison Halsey Field House 52 King George St.

Annapolis, MD 21402-5018 Contact Number: (410) 293-4381

Fax: (410) 293-1819

Any prospective Midshipman Candidate who reports to NAPS with a tattoo, brand, or body piercing that does not conform to the Naval Academy's policy AND who has not received a waiver from the Head of Nominations and Appointments should anticipate not being inducted into the NAPS Battalion.

### **Alcohol and Drug Screening**

The Navy definition of drug abuse includes the wrongful use, possession, manufacture, or distribution of a controlled substance. Drug abuse also includes the unlawful use of controlled substance analogues (designer drugs), natural substances (e.g., fungi, excretions), chemicals, (e.g., chemicals wrongfully used as inhalants), propellants, and/or prescribed or over the counter drugs or pharmaceutical compounds with the intent to induce intoxication, excitement, or stupefaction of the central nervous system, and will subject the violator to punitive action under the UCMJ and or adverse administrative action.

Examples of other substances, the wrongful use of which constitutes drug abuse, includes but is not limited to the following:

- Products that contain synthetic cannabinoid compounds, such as Spice, Genie, Blaze, Dream, Ex-ses, Spark, Fusion, Dark Knight, Yukatan Fire, and K2
- Natural substances such as salvia divinorum and mushrooms
- Common items abused by inhaling or huffing, such as Dust-Off
- Over the counter products such as Robitussin or Coricidin HBP
- Prescription Medications such as Oxycodone, Vicodin, Adderal, and Valium

Any midshipman candidate who wrongfully possess controlled substance analogues (designer drugs), salvia divinorum, or products containing synthetic cannabinoid compounds will be subject to punitive action under the UCMJ, adverse administrative action, or both, as well as immediate disenrollment from NAPS.

The Department of Defense, Navy, USNA and NAPS regulations clearly prohibit, with zero tolerance, the use of illegal drugs and designer drugs, including anabolic steroids.

The National Defense Authorization Act mandates that appointees to all officer accession programs undergo testing for drug and alcohol use within 72 hours of being formally inducted. All prospective midshipman candidates will be required to submit a urine specimen for drug testing and will undergo a breathalyzer test for recent alcohol ingestion. A confirmed positive result in either test or a refusal to undergo testing will result in immediate disqualification.We will test you for drugs!\*\*

\*\*Marijuana use by any member of the military is prohibited, even if such use occurred in a state where marijuana use has been legalized. Navy regulations require mandatory separation of any candidate who tests positive for THC during entry testing.

### **Contact Information**

### **Admissions & Enrollment**

### USNA Admissions Office Nominations and Appointments

Attn: Candidate Guidance Office Halsey Field House 52 King George St. Annapolis, MD 21402-5018

Contact Number: (410) 293-4361/1839 Fax:

(410) 293-1829

### **Naval Academy Preparatory School**

ATTN: Administration Office 440 Meyerkord Ave Newport, RI 02841 Contact Number: (401) 841-6966

#### Medical

### USNA Admissions Office Nominations and Appointments

Attn: Medical Liaison
Halsey Field House
52 King George St.
Annapolis, MD 21402-5018
Contact Number: (410) 293-4

Contact Number: (410) 293-4381

Fax: (410) 293-1819

#### **Naval Academy Preparatory School**

ATTN: NAPS Medical 440 Meyerkord Ave Newport, RI 02841

Contact Number: (401) 841-3695

### **Pre-Arrival Checklists**

All prospective Midshipman Candidates are required to fill-out the following Pre-Arrival Checklists.

- Administrative Checklist
- Financial Checklist
- Miscellaneous Checklist
- Personal Items Checklist
- POV Checklist

Additional information regarding NAPS can be found at:

- Naval Academy Preparatory School's facebook page (Naval Academy Preparatory School). Please visit/like this page as frequent updates are disseminated via facebook.
- 2) NAPS' homepage at <a href="https://www.usna.edu/naps">www.usna.edu/naps</a>
- 3) email YN2 Anthony Patterson at ajpatter@naps.edu
- 4) Call NAPS at 401-619-6966

### **Administrative Checklist (Direct-Entry Civilians)**

\*The following Checklist items are required for all "direct entry" prospective midshipman candidates. Federally or State issued Picture Identification Card (driver's license or state ID card not expired) Social Security Card (original) \* Original Orders ("Active Duty Orders") 2 forms of Identification (State or Federally issued not expired) Original or notarized copy of your birth certificate and/or naturalization papers DoD Dependent ID card (If applicable) All travel receipts – airline/bus/train tickets, taxi or car service (show "zero" balance) (Please note, that receipts must reflect the amount paid and the date it was paid) Upon enrollment into NAPS, all midshipman candidates must reapply for a Congressional/ Presidential nomination to the USNA. The process should be started prior to reporting to NAPS. Bring a folder which contains documentation that the process has been started and includes the names and address of your U.S. Senators and Representatives. ACT account # and password will be required for all who have previously taken the ACT exam. Those who have not yet taken the ACT may be required to register while at NAPS. \* Enlistment Statement of Understanding \* Record of Emergency Data (DD Form 93) \* Record of Military Processing (DD Form 1996/1-4) \* Enlistment Document (DD Form 4/1-2) \* Letter of Authorization of Enlistment in the Naval Reserve from the Director of Admissions, USNA Copy of your immunization records (page 29 of this brochure - filled in). (Mail 1 copy by 1 July; hand carry 2 copies on I-Day) Copy of any changes to your medical record since your DoDMERB physical. (Mail 1 copy by 1 July; hand carry 2 copies on I-Day) \* All items marked with an asterisk are enlistment documents which are part of the NAPS

<sup>\*</sup> All items marked with an asterisk are enlistment documents which are part of the NAPS enlistment package located at <a href="http://www.usna.edu/Admissions/Accepted/NAPS.php">http://www.usna.edu/Admissions/Accepted/NAPS.php</a> They were completed during the enlistment process. <a href="ENSURE YOU GET A COMPLETE">ENSURE YOU GET A COMPLETE</a> COPY OF ALL ENLISTMENT DOCUMENTS FROM YOUR RECRUITER

### **Administrative Checklist (prior-enlisted service members)**

The following Checklist items are required for all prior-enlisted service members

Prior-enlisted service members must bring their Medical and Dental records or have them mailed to:

#### NAVAL ACADEMY PREPARATORY SCHOOL

ATTN: NAPS Medical 440 Meyerkord Ave Newport, RI 02841

Prior-enlisted Navy service members who are eligible for advancement:

- Must have all requirements completed
- This includes the PMK-EE
- Completed requirements entered into their service records
- Detaching command must forward the advancement exam to:

#### **NAVAL STATION NEWPORT**

ATTN: Education Services Officer 690 Peary Street Newport, RI 02841 \*Student UIC: 30809

(Please note that course books are very difficult to complete at NAPS, and courses requiring classified information are not available)

If possible you should report with a leave balance of approximately 30 days. This will allow you to depart NAPS on leave during the scheduled leave periods and after NAPS graduation. Those with insufficient leave will be required to remain at NAPS during leave and post-graduation periods until their leave balance is adequate to support leave approval.

During your year at NAPS and subsequent 4 years at USNA you will have very limited stowage for personal property and no stowage for household goods. Household goods (furniture, appliances, large electronics, etc) should be disposed of through sale or donation or by shipping to family/friends. Government long term storage is not available in connection with orders to NAPS/USNA.

Prior-enlisted service members must obligate a minimum of two years military service for the opportunity to attend NAPS.

- If this is not in your service record upon arrival at NAPS, you must sign the required documents at NAPS upon check-in.
- It is your responsibility to ensure the required obligated service is in your official service record

There will be limited opportunities to wear Navy/Marine Corps enlisted uniforms while at NAPS. As such, one set of each uniform will be adequate.

## **Financial Checklist**

 Bring approximately \$200.00 in small bills for incidental expenses. (You may have some delay before receiving your initial paycheck)
During the Check-In Process, the NAPS staff and Personnel Support staff will assist you in enrolling into the Navy's Direct Deposit Program. (All pay and allowances midshipman candidates will receive while at NAPS will be distributed via this program. The deductions include uniform bill requirements, Battalion Activity Fund (BAF), etc.)
Direct-entry Midshipman Candidates will receive approximately \$1,116.30 a month* (before taxes, BAF and Uniform deductions). Prior enlisted service members will receive the base pay of their enlisted pay-grade only. (All additional allowances will be stopped upon their transfer to NAPS.)
* Payday occurs on the 1st and 15th of each month. Direct entry midshipman candidates typically receive approximately \$220 per pay check after taxes and deductions. This amount must cover routine hygiene and convenience expenses. Travel expenses associated with leave periods, to include post-graduation leave, are the responsibility of the midshipman candidate.
Battalion Activities Fund (BAF): A fee of \$2000 is charged to each midshipman candidate to cover the costs of the physical fitness clothing and equipment, textbooks and various student activity expenses, to include but not limited to, Battalion trips and graduation events. The payment schedule is \$250.00 per month which will be automatically deducted from your pay over the period of September through April. This is a mandatory fee*.  *NOTE: Since a large portion of the BAF fee is used to cover up front costs which are paid off over the course of the year, those who separate (voluntarily or involuntarily) prior to the end of the year will be required to pay off their balance due prior to departing.
Military Uniform Issue: All midshipman candidates are required to pay for their military uniforms. The total cost of the military uniform issue for each individual is approximately \$1,800.00.
 The Uniform Issue is paid via automatic monthly payroll deductions which commence in October and continue through April. The deduction per month will be approximately \$250.00**.  **NOTE: The Navy Exchange (NEX) provides an interest free loan to cover the cost of uniforms. This loan is paid back through monthly payroll deductions. Those who separate (voluntarily or involuntarily) prior to the end of the year will be required to pay off their remaining balance prior to departing.
 Scholarships may be used to pay for the BAF fee and uniform expenses mentioned above. Any scholarship amounts above the costs of these two fees must be held for use at USNA. If you do no successfully complete NAPS or voluntarily/involuntarily separate from NAPS, you will be reimbursed by check a prorated amount after settlement of the remaining balance due.
NAPS is not a Title IV, "eligible educational institution" per U.S. tax code. As such student fees are not tax deductible. There is also no code on the FAFSA for NAPS.

## **Miscellaneous Checklist**

1. You will go through a mentally and physically challenging three-week indoctrination period. The days are long. The program is designed to help develop character, personal integrity, and honor; to nurture pride in yourself and your organization; and to develop self-assurance, self-discipline, and standards of personal appearance. You have been selected from thousands of applicants for NAPS.
2. Alarm clocks are permitted. We suggest that you bring a small battery powered alarm clock. You will be authorized to use small, compact audio equipment with headphones, after the Indoctrination Phase of training. Elaborate stereo systems are not permitted.
 3. You may bring your favorite musical instrument, tennis racket, lacrosse stick, baseball bat or glove with you. Do not bring heavy or bulky equipment such as weights.
4. Brief phone calls (not to exceed 15 minutes) will be scheduled 2-3 times during INDOC. Other than for these scheduled calls cell phones are NOT permitted during the Indoctrination Phase of training. Time to write personal letters is set aside each day.
5. <u>Male midshipman/cadet candidates</u> are required to maintain a regulation military haircut. Mustaches and beards are not permitted. At the beginning of the Indoctrination Phase of training all males will receive a "CLOSE" haircut.
6. Female midshipman/cadet candidates will not be required to get their hair cut, but their hairstyle and grooming must be in adherence with Navy Regulations. Please use this link for specific styles that may be worn:  http://www.navy.mil/ah_online/um/femalehair.html
Also, for authorized hairstyles, please look at the Navy Uniform Regulations Chapter Two at the following link: <a href="http://www.public.navy.mil/bupers-npc/support/uniforms/uniformregulations/Pages/default.aspx">http://www.public.navy.mil/bupers-npc/support/uniforms/uniformregulations/Pages/default.aspx</a>
There will be limited time in the morning for hygiene and your hairstyle must be in compliance to Navy Regulations from reveille to taps.
NAPS Staff members will provide instruction to the female midshipman/cadet candidates on the proper way to wear their hair during I-Day and throughout Indoctrination period.
7. Your mailing address while at NAPS will be:
Midshipman/Cadet Candidate Company, Platoon* Naval Academy Preparatory School 440 Meyerkord Ave. Newport, RI 02841-1519 *Company and Platoon numbers will be provided on I-Day
8. Announcements, information and photos are frequently posted on the "Naval Academy Preparatory School" Facebook page. If you use Facebook you should "like" this page to receive notifications of postings.

## **Miscellaneous Checklist (cont.)**

<ol> <li>The routine during indoctrination requires adherence to regular meals and hydration. If there are any dietary restrictions which could preclude this please contact NAPS at 401-841-3695 to discuss.</li> </ol>
10. Gifts of food and packages are not allowed during the Indoctrination Phase of training. However, _letters or postcards are strongly encouraged.
11. Do not bring any electrical appliances (i.e. coffeepots, toasters, hotpots, televisions, or video games). These items will be confiscated.
12. Appropriate civilian attire is authorized for wear on liberty. A limited amount of civilian clothes should be brought to NAPS for wear on liberty. All civilian clothing will be conservative in both fit and fashion. Closet space is limited so midshipman/cadet candidates will have the opportunity to receive and send non-seasonal civilian clothing from/to home.
It is recommended that all midshipman/cadet candidates have at a minimum:
<ul> <li>- (1) collared shirt</li> <li>- (1) casual/dress slacks; can be khaki in material/color</li> <li>- (1) pair non-athletic shoes (ie. loafers, boat shoes, etc).</li> <li>- (1) belt</li> </ul>
13. The first time you will get to go home will probably be Thanksgiving holiday period. Parents, family and friends will have the opportunity to visit you at NAPS during Fall Open House weekend (20 _22 September 2019).
14. Come prepared to meet the challenges you'll face during the Indoctrination Phase of training and throughout your military career. All midshipman/cadet candidates' physical aptitude will be tested during the first week of the Indoctrination Phase of training.
15. Liberty (time off) will only be considered on Saturdays and Sundays after the Indoctrination Phase of training. Liberty is considered a privilege, not a right.
16. There are many organized sports teams here at NAPS, both varsity and club. It doesn't matter if

### **Personal Items Checklist**

Prospective midshipman/cadet candidates are req	quired to bring the following:
Running shoes-2 pairs (do not substitute with bask It is very important that all bring running shoes tha	
Toiletries: to include but not limited to soap, shampoo - deode - razor - femir - shaving cream	orant nine hygiene items to last 1 month
(for females) Swimsuit, solid color, dark blue or bla	ack one piece
(4) envelopes with stamps	
(8) pair underwear	
(for females) (4) white sports bras (must be solid w excessive padding)	hite, no logos, no lace, no push-up devices, no
(4) pair of dark blue or black (6") compression sho shorts, when worn with NAPS issue PT shorts, sha	
Cosmetics and Jewelry  During the Indoctrination Phase of training the wea prohibited.	aring of cosmetics and jewelry while in uniform is
Electrical Appliances and Electronic Devices	
The following are either OPTIONAL (*) or DO NOT	BRING (-) items.
Ripley Hall staff until the Indoctrination Phase Indoctrination Phase of training the use of per	orized (optional) tches. laptops, etc), will be under the custody of of training is complete. During the post
mentioned items or other personal items, if the	•

candidate's ability to perform his/her duties. (optional)

### **Academic Supplies Checklist**

Protractor

You do NOT need to bring a calculator – one will be issued to you. Prospective midshipman candidates should bring the following: PHYSICS: Three ring binder (minimum 1.5 inch). This binder will not be used for any other subject. Dividers that can be placed in your three ring binder. A notebook (or loose leaf paper) for your binder. Three-hole punch. The kind that can be put into a three ring binder is fine. Mechanical pencils **CHEMISTRY:** Three ring binder (minimum 1.5 inch) with pockets or one without pockets and a folder that can be placed within (i.e., has three holes). This binder will not be used for any other subject. Dividers that can be placed in your three ring binder. One package of blank (no lines) index cards **MATHEMATICS:** Three ring binder (minimum 1.5 inch). This binder will not be used for any other subject. Dividers that can be placed in your three ring binder. Three-hole punched Engineering Computation Pad **ENGLISH:** Stapler and staples Three-ring binder (minimum 1.5 inch) with multiple pockets to store "Everything English" Loose leaf paper for in-class writing, etc. Notebook for in-class note taking Pens, pencils, erasers, highlighters, post-it notes **OTHER:** The following are not required, but are extremely helpful: Multi-colored pencils (not pens) Scissors Clear plastic tape Ruler with cm and mm markings on it Index cards Extra lead for pencils Extra erasers

### **Privately Owned Vehicle (POV)**

Midshipman candidates are authorized to have their Privately Owned Vehicles (POV) with them while attending NAPS.

At check-in on Induction-Day, midshipman candidates with vehicles will be required to present the following documentation:

- Current, valid, US driver's license that will not expire before June 2020
- Current Vehicle Registration. If registration is in a name other than the midshipman candidate's provide a notarized letter from the individual whose name it is in authorizing the midshipman candidate to drive the vehicle.
  - Proof of Insurance with a liability minimum of \$20,000

(Failure to present these documents during the check-in process, will prevent the Midshipman Candidate from utilizing their POV on base while assigned to NAPS)

#### IMMUNIZATION RECORD FOR UNITED STATES NAVAL ACADEMY PREPARATORY SCHOOL

Name	SSN	DOB	Phone	Your Age on I-Day	Date you turned 16

The appointee consents to receiving the required immunizations for induction into NAPS. The appointee will bring <u>TWO</u> completed copies of this form along with any updates to this form on I-Day. Do not mail updates. DO NOT LEAVE IN YOUR BAGS AT I-DAY. Any vaccines not verified on I-day will be given. Vaccine information sheets are available at http://www.cdc.gov/vaccines electronically if you have questions on the vaccines.

#### Appointee Signature \_\_\_\_\_

- \*\*\*\*REQUIRED IMMUNIZATIONS: Modifications in requirements can be made based on DOD guidance, CDC guidance and mission needs.\*\*\*
- 1. Polio (Poliomyelitis) At least 3 doses are required to complete the series. Adult IPV booster is required for cadets age 17 or older.
- 2. Tdap is REQUIRED!! DTP, DT, Td Childhood completion or catch up required per ACIP recommendations.
- 3. MMR & Varicella At least 2 doses of each are required. Proof of immunity will be done on I-Day. Do not send proof of immunity.
- 4. Hepatitis A & B REQUIRED. NOTE: Indicate if Twinrix, a combination vaccine, was used for HAV and HBV immunizations.
- 5. Menactra or Menveo-REQUIRED. Menomune will not meet this requirement. One dose of Menactra or Menveo is required after patient turns 16 years.
- 6. Bexsero OR Trumenba for MenB will be required.
- 7. HPV- for men and women is highly recommended. We will offer and/or continue vaccine series at I-Day. HPV9 is the preferred vaccination.
- If a provider is uncomfortable with the above guidance, the required vaccines will be administered on I-Day at no cost to the midshipmen candidates.

### \*\*\* THIS SECTION TO BE COMPLETED BY PATIENT'S HEALTH CARE PROVIDER\*\*\*NO ATTACHMENTS ACCEPTED - Fill out this form. (PRINT)\*\*\*

Tuberculin	Skin Test	t (PPD) Provide	documentat	ion of a PPD	skin test or						,	
	QuantiFERON®-TB Gold after Jan 1 of this year. If the applicant has a history Date of PPD PPD Reaction READING in mmmm											
		est, documentat								gative" or "po		
		and medication				-				tached to this		
Polio		DTP/DTaP	_		Gardasil (HPV4	,	enactra		exsero	Hepatitis		
Mo/Day/Y	Yr	Mo/Day/Yr	MO/Da	ay/Yr	Mo/Day/Yr	MC	o/Day/Yr	МО	/Day/Yr	Mo/Day/Yr	Mo/Day	//Yr
1	1		1	1		1		1		1	1	
2	2		2	2		2		2		2	2	
3	3		3	3			Menveo			3		
							/Day/Yr					
4	4		Td Mo/Da	ap	HPV9 Mo/Day/Yr	1			rumenba /Day/Yr	Twinrix Mo/Day/Yr	Cerva: Mo/Day	
			· ·						/Day/II			, , II
5	5		1	1		2		1		1	1	
MMR		Varicella	2	2			enomune	2		2	2	
Mo/Day/Y		Mo/Day/Yr					Day/Yr					
1	1		3	3		1		3		3	3	
2	2											
Name			Tel	ephone		Signatu	re			Date		
This form m	nust be co	ompleted and si	gned by an	MD, DO, PA, O	CNP,or RN. Hea	lthcare Prov	iders may ca	all (410)293	3-1774 for any	questions.		_
Mail to:	Medica]	Records, N	APS, 440	Meyerkord	Ave, Newpor	t, RI 0284	11. Do not	FAX. Du	ıe NLT 1 Ju	ly. Mail on	e copy and	
		oring TWO co	=	-		=						
		MMUNIZATIONS ST									REMENTS***	
	-		-	~ -		Bexsero			~-			
Prev Med	PPD	POLIO	TDAP	HPV	MENVEO	(2 <sup>nd</sup> dose at	HEP A	HEP A	HEP B	HEP B	TWINRIX	N
	after Jan	Adult dose	One dose	2 <sup>nd</sup> dose 1 month	(One dose of	least 1 month	PEDS 1-	ADULT	PEDS	ADULT	18 & UP	0
+PPD	1	after Age 17	required	later, 3rd dose 6	Menveo or	later)	18YRS	19 & UP	0-19YRS	20 & UP	10 & 01	•
+۲۲0	ı	9	required	mon after 1st	Menactra	Trumenba	10113	19 & UF	U-191K3	20 & UP	2 <sup>nd</sup> dose 1 month	N
		required			required after age	2 <sup>nd</sup> dose 6	, , , ,	(second dose	2 <sup>nd</sup> dose 1 month	2 <sup>nd</sup> dose 1 month	later, 3rd dose 6	E
				Below 15 years	16) FOR NAPS	months later	(second dose	6 months	later, 3rd dose 6	later, 3rd dose 6	mon after 1st	
				2 doses 6 months apart	or Prior service-	(otherwise 3	6 months later)	later)	mon after 1st	mon after 1st		
				αραιτ	dose must be in last 5 years	doses required)	idici)	,				
					,							<u>L</u>
Staff revie	w prior t	to I-Day Initia	l Fro	nt Table Rev	iew Initial		Final I-Day	Review Sigr	nature	Upda	ted in AHLTA	

This document may contain information covered under the Privacy Act, 5 USC 552(a) and/or the Health Insurance Portability and Accountability Act (PL104-191) and its various implementing regulations and must be protected in accordance with those provisions. DO NOT REMOVE FROM MILITARY MEDICAL RECORD NMCLANNA 6230/7 (REV Feb 2017) Enclosure (1)

DEPARTMENT OF T	HE NAVY LOCAL POPU	JLATION ID CA	RD/BASE ACC	ESS PASS R	REGISTRATION
PRIVACY ACT STATEMENT:					
AUTHORITY: 10 U.S.C. 5013, Secretary Marine Corps Physical Security Program PURPOSE(S): To control physical access facilities, or areas over which DoD, DON data processing/information services for issue badges, replace lost badges, and represonnel.  ROUTINE USE(S): To designated control	Manual; and E.O. 9397 (SSN), as amen as to Department of Defense (DoD), Depa , or U.S. Marine Corps has security respondesignated populations for purposes of pretrieve passes upon separation; to mainten	nded, SORN NM05512-2. artment of the Navy (DON) onsibilities by identifying or orotecting U.S./Coalition/all tain visitor statistics; collections.	or U.S. Marine Corps Inst verifying an individual thr ied government/national s imformation to adjudicate	tallations/Units controlk ough the use of biomet ecurity areas of respor access to facility; and	ed information, installations, tric databases and associated asibility and information; to
DISCLOSURE: Providing registration infifacilities and buildings.	ormation is voluntary. Failure to provide	requested information may	result in denial of access	to benefits, privileges,	and DoD installations,
		ING AND APPLICAN			
1. CAST NAME:	2. FIRST NAME:	3. MIDDLE NAM	4. NA	ME SUFFIX: r. Sr. 1	□    □     □    <b>v</b>
5. HISPANIC OR LATINO (Check one):	NO 6 RACE (Check one or more): WHE	LICK BLACK	ASIAN	AMERICAN INDIAN OR ALASKIN NATIVE	ISLANDER
7. GENDER MALE [	FEMALE 6. DATE OF BIRTI	H: 9. CITY OF BIR	TH: 10. STATE	OF BIRTH: 11	. BIRTH COUNTRY:
12. US CITIZEN (Check): YE	CITIZENSHIF	ENSHIP: YES THAN US	NO S (Country)		
State ID/Drivers License. Derived - Parent's certification nu Alien Minimum Documentation	d/or State ID/Drivers License. er, Petition Number, Date, Place a umber, Social Security No and/or n Required:	State ID/Drivers Lice		, Social Security No	o and/or
Registration Number, Expiration	date, Date of entry, Port of entry.				
14. IDENTITY SOURCE DOCUMENTS PRESENTED:	15. DOCUMENT NUMBER:	16. ISSUED BY STATE/COURT:	17. ISSUED BY COUNTRY:	18. ISSUED:	19. EXPIRES:
Social Security No.			United States	A GOVE	
State ID/Drivers License			United States		
Passport No.		8			
Certification Number and Petition Number					
Derived - Parent's Certification Number:			United States		
Alien Registration No.			United States		T T
STATE STATE	Ch. ( - 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	Date of Entry:	Port of	Entry:	
OTHER APPROVED IDENTITY	SOURCE DOCUMENTS:	I			
(Pounds): (Inches): [	White Silver A	ack Gray Lubum Bald	Red 23. EYE CO	DLOR (Check one): Green Gray	Blue Hazel Violet Unknown
24. HOME ADDRESS (Include	city, state, zip code):			HOWE PHONE	(Include Area Gode):
25. BASE SPONSOR'S NAME: SPUNSUR PRIONE (Include Area Co				DNE (Include Area Code):	
BRYAN BROUSE	BRYAN BROUSE 401-841-3413  EMPLOYMENT ACTIVITY INFORMATON				
25. EMPLOYER NAME AND ADDRESS (Include city/state/zip code):  EMPLOYER PHONE (Include Area Code):					ONE (Include Area Code):
27. SUPERVISOR NAME AND	ATTITIKESS (Include city/state/zip co	ode):		SUPERVISOR	HONE (Include Area Code):

28. Check the applicable box for WORK HOURS box or check the OTHER box and enter the work hours, then check the applicable for WORK DAYS:
WORK HOURS: 0600-1800 0800-1700 OTHER WORK DAYS: SN M T W TH F ST
PRIOR FELONY CONVICTIONS
29. Have you ever been convicted of a Felony?   YES NO Initial
REQUIREMENT TO RETURN LOCAL POPULATION ID CARD
30. I understand that I am required to return my Local Population Identification Card to the Base Pass Office when it expires or if my employment is terminated for any reason(initial)
AUTHORIZATION AND RELEASE AND CERTIFICATION
31. I hereby authorize the DOD/DON and other authorized Federal agencies to obtain any information required from the Federal government and/or state agencies, including but not limited to, the Federal Bureau of Investigation (FBI), the Defense Security Service (DSS), the U.S. Department of Homeland Security (DHS).
I have been notified of DON right to perform minimal vetting and fitness determination as a condition of access to DON installation/facilities. I understand that I may request a record identifier; the source of the record and that I may obtain records from the State Law Enforcement Office as may be available to me under the law. I also understand that this information will be treated as privileged and confidential information.
I release any individual, including records custodians, any component of the U.S. Government or the individual State Criminal History Repository supplying information, from all liability for damages that may result on account of compliance, or any attempts to comply with this authorization. This release is binding, now and in the future, on my heirs, assigns, associates, and personal representative(s) of any nature. Copies of this authorization that show my signature are as valid as the original release signed by me.
FALSE STATEMENTS ARE PUNISHABLE BY LAW AND COULD RESULT IN FINES AND/OR IMPRISONMENT UP TO FIVE YEARS.
BEFORE SIGNING THIS FORM, REVIEW IT CAREFULLY TO MAKE SURE YOU HAVE ANSWERED ALL QUESTIONS FULLY AND CORRECTLY.
I DECLARE UNDER PENALTY OF PERJURY THAT THE STATEMENTS MADE BY ME ON THIS FORM ARE TRUE, COMPLETE AND CORRECT
DATE SIGNATURE
BELOW COMPLETED BY BASE REGISTRAR PERSON CONDUCTING IDENTY PROOFING and NCIC CHECK
32. INFORMATION VERIFIED BY: 33. ENTERED IN C/S SYSTEM BY: 34. PASS ISSUE DATE: 35. PASS EXPIRATION DATE:
36. NCIC CHECK PERFORMED BY:  37. RESULTS OF NCIC CHECK:  NO RECORDS RECORD IDENTIFIER  RECORD NUMBER:  38. RESULTS OF LOCAL RECORDS CHECK:  NO RECORDS RECORD IDENTIFIER  RECORD NUMBER:
Office of Under Secretary of Defense Directive Type Memorandum (DTM) 09-012, "Interim Policy Guidance for DoD Physical Access Control," December 8, 2009. DTM 09-012 requires that DoD installation government representatives query the National Crime Information Center (NCIC) and Terrorist Screening Database to vet the claimed identity and to determine the fitness of non-federal government and non-DoD-issued card holders (i.e. visitors) who are requesting unescorted access to a DoD installation. The minimum criteria to determine the fitness of a visitor is: 1) not on a terrorist watch list; 2) not on an DoD installation debarment list; and 3) not on a FBI National Criminal Information Center (NCIC) felony wants and warrants list. Additionally, SECNAV Memo, Policy for Sex Offender Tracking and Assignment and Access Restrictions within the Department of the Navy, of 7 Oct 08 and OPNAVINST 1752.3 established the Navy's policy on sex offenders, requiring Region Commanders (REGCOMs) and Installation Commanding Officers (COs) to prohibit sex offender access to DoN facilities and Navy owned, leased or PPV housing. This form describes the authority and purpose to collect and share the required information; and identifies the applicant/visitor and sponsor; and authorizes the DoD to perform the minimum vetting and fitness determination criteria. A favorable response on the vetting and fitness determination is required to receive access to DOD-controlled installation/facilities.

### Instruction for completing the Local Population Access Registration Form

INSTRUCTIONS: Please complete all information in black ink (printed) or by typing. By voluntarily providing your Personal Information, you agree to the following terms and restrictions:

RESTRICTIONS: Local Population Identification Card/Base Access Pass may only be used by person to whom they are issued and for the specific business/purpose issued. Applicants are reminded that soliciting (i.e., door-to-door sales) is prohibited on the base, and that such activity is grounds for cancellation of the Pass. Additionally, such action may result in debarment from the base and legal action. The Base Commanding Officer has discretion over specifying the period of validity for any Local Population ID Cards/Base Access Passes that are issued under his/her jurisdiction. Review the Privacy At Statement that is printed at the top of the form

- Block 1 Enter the Last Name.
- Block 2: Enter the First Name.
- Block 3: Enter the Middle Name.
- Block 4: If applicable, check the box for Name Suffix.
- Block 5: Check the applicable box for Hispanic or Latino.
- Block 6: Check the applicable box for Race.
- Block 7: Check the applicable box for Gender. Enter Date of Birth. Block 8:
- Enter City of Birth. Block 9:
- Block 10: Enter State of Birth.
- Block 11: Enter Country of Birth.
- Block 12: Check the applicable box for US Citizenship.
- Block 13: If not a US Citizen, enter the name of the Country of Citizenship.
- Block 14: Two forms of identity source documents from the list of acceptable documents listed below must be presented to the base registrar with this completed form. Check the box for the type of Documents that will be presented for identity proofing. If the document type is not listed, use the two rows under Other Approved Identity Source Documents to enter the type of document(s) that you will present.
- Enter the Document Number located on the Identity Proofing Source Block 15: document that was checked in Block 14.

OR

- Block 16: Enter the State that issued the Identity Source Document.
- Block 17: Enter the Country that issued the Identity Source Document.

- Block 18: Enter the Date that the Identity Source Document was issued. Block 19: Enter the Date that the Identity Source Document will expire.
- Block 20: Enter Weight in pounds.
- Block 21: Enter Height in inches. Block 22: Check the applicable box for Hair Color.
- Block 23: Check the applicable box for Eye Color.
- Block 24: Enter Home Address including City, State, Zip Code, and Home Telephone Number.
- Block 25: Enter Name of Registrant's Base Sponsor and Base Sponsor's Telephone
- Block 26: Enter Employer Name and address including City, State, Zip Code, and Employer's Telephone Number.
- Block 27: Enter Supervisor's Name Including City, State, Zip Code, and Supervisor's Telephone Number.
- Block 28: Check the applicable box for Work Hours box or check the OTHER box and enter the work hours, then check applicable boxes for Work Days. Block 28: Check the applicable answer if you have been convicted of Felony and enter initials.
- Block 29: Check the applicable box for felony conviction.
- Block 30: Enter Initials to accept terms for returning Local Population Identification Card
- Block 31: Sign and date the form to attest that the foregoing information is true and complete to best of your knowledge.

### LIST OF ACCEPTABLE DOCUMENTS - All documents must not be expired.

Must present one selection from List A or a combination of one selection from List B and one selection from List C.

List A - Documents that Establish Identify and Employment Authorization

List B - Documents that Establish Identity

AND

List C - Documents that Establish **Employment Authorization** 

- U.S. Passport or U.S. Passport Card.
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551).
- Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa.
- 4. Employment Authorization Document that contains a photograph (Form I-766).
- 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:
  - a. Foreign Passport; and
  - b. Form I-94 or Form I-94A that has the following:

  - (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with and restrictions or limitations identified on form.
- 6. Passport from the Federal States of Micronesia (FSM) or the Republic of the Marshal Islands (RM) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United Stated and FSM or RM.

- Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address.
- ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address.
- School ID card with a photograph
- Voler's registration card.
- U.S. Military card or draft record.
- U.S. Coast Guard Merchant Mariner Card.
  Native American tribal document.
- Driver's license issued by a Canadian
- government authority.

For persons under age 18 who are unable to present a document listed above:

- 10. School record or report card.
- 11. Clinic, doctor, or hospital record.
- 12 Day-care or nursery school record.

- A Social Security Account Number card, unless the card includes one of the following restrictions:
  - (1) NOT VALID FOR EMPLOYMEMT
  - VALID FOR WORK ONY WITH INS AUTHORIZATION.
  - VALID FOR WORK ONLY WITH DHS AUTHORIZATION.
- Certification of Birth Abroad Issued by the Department of State (Form FS-545).
- Certification of Birth issued by the Department of State (Form DS-1360).
- State (Form DS-1360).

  Original or certified copy of birth certificate issued by a State, county, municipal authority or territory of the United States bearing an official seal.

  Native American tribal document.

  U.S. Citizen ID Card (Form I-197).

  Identification Card for Use of Resident Citizen in

- the United States (Form I-179).
- Employment authorization document issued by the Department of Homeland Security.

The remainder of the form will be completed by the Base Registrar Person conducting Identify Proofing process and NCIC check.

#### AGENCY DISCLOSURE STATEMENT:

The public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Executive Services Directorate. Information Management Division, 4800 Mark Center Drive, East Tower, Suite 02G09, Alexandria, VA 22350-3100 OMB 0703-0061, Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

#### PLEASE DO NOT RETURN COMPLETED FORM TO THE ABOVE ADDRESS.

Completed form should be submitted to the Base Registrar.