

**ANNUAL TRAINING
HANDBOOK**



**GLOBAL MARITIME AND
TRANSPORTATION SCHOOL**

**UNITED STATES MERCHANT MARINE
ACADEMY
KINGS POINT, NEW YORK 11024-1699**

ANNUAL TRAINING HANDBOOK

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Welcome Aboard

Dear Navy Sailor,

You are scheduled to attend the United States Merchant Marine Academy (USMMA) Global Maritime and Transportation School (GMATS) for your Annual Training (AT/ADT). This letter informs you of your duties and uniform standards during your AT. ***PLEASE READ THIS ENTIRE LETTER.***

The USMMA Global Maritime and Transportation School is a “Non-Appropriated Fund Instrumentality” (NAFI) of the U.S. Government. Simply put, GMATS is government-owned without government funding. We operate via our own revenue generated from course tuition and lodging fees vice receiving a budget from congress.

You'll need the following paperwork to process your orders for pay: **an original copy of your orders; a current and correct copy of your Dependency Information Sheet (Page 2)-(it is your responsibility to contact your reserve center prior to your AT to obtain a copy).**

If you live beyond 500 miles from your AT site, or Support Center, then the Navy doesn't authorize your using a Privately Owned Vehicle (POV). The Navy will provide you with a round trip airline ticket. If you live under 500 miles, then the Navy may authorize travel via POV. Keep track of your mileage because you'll be reimbursed for the miles between your home of record and USMMA. SATO must authorize your mode of travel. **Please make sure you go over and print out your Travel Itinerary which accompanies your orders in NROWS.**

The lodging fee, of \$161.00 per day, is the allowable per diem for the Great Neck, NY area. The lodging fee (\$161/day) **covers the room and all course costs.** Utilization of GMATS lodging is **required.** The Navy will reimburse you for your lodging and travel expenses after your AT. **Remember this is NOT considered government berthing, please make sure your orders reflect GOVERNMENT BERTHING NOT AVAILABLE.** There are no on campus facilities for spouses or dependents. If you intend to bring dependents, you are responsible to arrange and pay for their berthing. You will not be reimbursed for these expenses. Let the office know beforehand to see if we can assist you in your arrangements for dependent lodging.

Daily MEI (Meals, Expenditures, and Incidentals) Per Diem is \$64/day. We offer a variety of meal plans at the GMATS catered dining room; meal costs are \$6 for breakfast (non-catered), \$12 for lunch and \$18 for dinner, which you may choose any or all. But we must know the first day to prepare the caterers. It is recommended you purchase the lunch plan for convenience. **Remember this is NOT considered government messing, please make sure your orders**

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reflect GOVERNMENT MESSING NOT AVAILABLE You'll be reimbursed the full \$64/day no matter where you eat your meals.

If you do not have a credit card either personal or government you can apply for a travel advance through your Operational Support Center. You will need to contact us for a **berthing invoice. However, the advance will only cover 80% of the **lodging and meals cost**. For 12-day orders, this amount will be \$2160.00. **Rental car is not included** in the previous figure. **If you need the advance to include the rental car**, which must be authorized on your orders, please let your reserve center know and give them a copy of your itinerary so they may include this cost at 80%. **ALL ADVANCES MUST BE DONE AND RECEIVED BY YOU PRIOR TO COMING TO CLASS.****

Also, you will be responsible for any balance that the advance does not cover. Typically that amount is somewhere between \$40.00-\$60.00 for the lodging fee. **It will be your responsibility to pay for the rental car.** A rental car will cost about \$900.00 for a two-week AT. Please make sure you have the funds to pay for the car and school. **Please be aware that your fee must be paid while you are attending the course in full. No late payments or personal checks will be accepted.**

The student will then be reimbursed by submitting a Travel Voucher upon completion of their AT to their Support Center for SELRES and NOLA for MMR. We will provide you with the Voucher form and assist you in filling it out. Per Diem can be utilized for training in a non-navy installation. If you have any further questions pertaining to the per diem please contact us.

Students who live within 50 miles of the Academy are entitled to per diem under our MOU only with the Navy Reserve. If you choose to not stay at our lodging facility and commute you will not receive the commuting mileage as a reimbursable expense. **Do not check into any lodging facility until after class the first day.** GMATS is your first stop at 0800 Monday morning the first day of class. We can discuss any questions or issues at that time. Call Hilary O'Shea or Lisa Ross at (516) 726-6151 or (516) 726-6112 with any further questions.

We accept the following forms of payment: cash, bank check, money order, or credit cards. We do not accept personal checks. You may consider contacting your financial institution to increase your credit limit to cover these charges.

The use of the government issued credit card to members of the Select Reserve has created problems in the past with the cards not being activated or limits being too low. To alleviate this potential problem, before you depart contact the support center credit card administrator / sponsor, and have them activate your credit card and make sure your limit is about **\$5,000.00, especially if you will be picking up a rental car.** Additionally, you have to activate the card by calling the toll free number given on the card and the authorization number sent to you separately.

GMATS assists all Sailors in the processing of your Navy paperwork. Please note that due to changes at the PSD, checks are no longer issued. Your pay and travel reimbursements are electronically deposited into the bank account of your choice. This is usually done within two weeks after you send in the claim and they are processed. Please make sure all your banking

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information is up to date with DFAS prior to attending. Please note that the Navy Reserve is increasing the use of the “Split Pay” option which automatically pays the Government Travel Credit Card the amount which you select. **HOWEVER, REMEMBER YOU ARE ULTIMATELY RESPONSIBLE TO PAY THE CARD.**

For a change of marital status or dependents, update your “Page Two”. The easiest way to do this is through any Operational Support Center, which normally takes less than 30 minutes. Check these every year and whenever you change your marital status or the number of your dependents. A “page two” affects your pay while on annual training. **Even if you have no dependents** you will still need a current copy of your Page 2-Dependency Information Sheet.

If you are taking one of the following classes, then you need to bring a copy of your USCG License: Tankerman – PIC, ARPA, STCW, Basic/Advanced Firefighting, and Bridge Resource Management. If you are taking GMDSS, then you need to bring copies of any previous FCC Licenses, along with your USCG License.

Class attendance is mandatory for all classes for two reasons: first to receive credit for the course on your Fitness Report; and second to receive a course completion certification for your US Coast Guard license endorsements (as appropriate).

Personnel not meeting **uniform** standards will not have their pay claims processed until they meet the standards. Please note in the Uniform Information section of this handbook. While on military orders you are subject to the Uniform Code of Military Justice and must maintain the highest standards of military bearing and conduct.

If your course requires it, you may make field visits to local shipping docks or fire fighting schools. Appropriate clothing is long pants, long-sleeve shirts, and full coverage shoes/boots (**NO open-toe shoes or sandals**). If you have questions or doubts, then contact us. If you are taking the Personal Survival portion of the **STCW** course, **then bring a bathing suit and towel. Proficiency in Survival Craft will also require a bathing suit and towel as well as coveralls.**

Again, don't hesitate to contact us by phone or e-mail if you have any questions.

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Fax (516) 773-5353
E-mail: gmats.usmma.edu

Manager Military Programs: Hilary O'Shea (516) 726-6151

Check List - To report to Annual Training at USMMA you must bring the following:

1. **Original Orders** - verify the following is correct:
 - Report Date
 - Rate/Rank
 - Address
 - BAQ (with dependents, if applicable)
 - Travel Code
 - Travel Itinerary
 - Rental Car Authorization (if allowed)

Please correct any errors before arriving (or your pay might be delayed).

2. **Up-to-date Page Two** - Your copy should show both sides.
3. **Credit Card, Cash, Bank/Certified Check** - USMMA facilities won't cash checks, and local banks only cash checks up to the balance you have in their accounts. You must pay the GMATS on the first day.
4. **Bank routing account information** - The Navy no longer issues checks upon completion of an AT. The only acceptable payment method that the Navy recognizes is through direct deposit. Please make sure your banking information is correct with your reserve center or New Orleans.
5. GTCC usually allows up to a \$200 daily cash advance.
6. Travel claims are not processed until the orders have been completed.

Checking In

1. All personnel will receive a confirmation email outlining their berthing arrangements approximately two weeks prior to the start of a course.
2. Unless you receive different directions from GMATS, all personnel reporting for AT/ADT/ADSW at USMMA at Kings Point on Sunday, should report directly to your assigned lodging. If staying on campus you must first check in at the Main Gate to receive your package, which contains instructions and a room key for berthing at Cleveland Hall. For those staying off campus, your package will be located at the front desk. **(Those with Monday arrival should report to USMMA first.)**
3. A "Welcome Aboard" brief will also be conducted at 0730 at a subsequent location. GMATS staff will then ensure you arrive at the correct classroom. This lodging package also contains a name tag.

1 Travel

Travel information

Important If travel is going to be delayed, and you are a member of the Selected Reserve, you need to keep your Support Center, or unit Commanding Officer aware of the situation, in case you need to have your travel orders modified.

If your flight is cancelled due to the heightened security requirements, and you are not automatically switched to another flight, the airline will not provide a hotel room or meals for you, if you have to stay overnight. In which case you must have authorization from the Support Center to modify your orders for additional travel day(s).

As of this time, you are not authorized to use your rental car to return home, or use other modes of transportation, which are not reflected in your original orders.

Navy Travel Office	1-877-583-8671
SATO Travel	1-800-359-9999
Merchant Marine Reserve Program Mgr.	1-800-535-2580

Frequently asked Questions

Q. I recently had orders and roundtrip tickets to perform Annual Training. The opportunity presented itself to ride with a friend to my report site. After completing my AT, I proceeded to the airport and presented my return ticket coupon only to find that my reservation had been canceled. What happened?

A. If you don't use the front-end coupon of round-trip arrangements, most airlines will automatically rule you as a NO SHOW and cancel both legs of travel. Always contact the Navy Reserve Activity (NRA) prior to your initial scheduled departure with any modified travel plans. Also, return all unused ticket coupons to your Support Center ASAP.

Q. I requested specific airline departure times on my order application to avoid a work conflict. The tickets I received did not match what was requested. Why?

A. SATO is required to book flights as close as possible to the times requested on the application using Government Contract carriers. Sometimes they can't accommodate the member's desired requests. If you have exceptional circumstances limiting your travel window, communicate these restrictions early on via your NRA.

Q. My application was submitted to depart from my home of record and return to another location. Why weren't my tickets booked per my request?

A. Navy reservists in training status must depart from and return to the same location.

Q. What can I do if I have a short lead order request/modification and my drill site is not within commuting distance for me to pick up my airline ticket?

A. If there is a NRA closer with tele-ticket capability, the airline tickets can be sent to the closer NRA for pickup. If this isn't practical and overnight mail is not an option the ticket will probably be prepaid.

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Q. I received my ticket and would like to change it to an earlier or later flight on the same day. Can I do this?

A. In most cases, airlines will allow you to make same day ticket changes if seating is available. First, try to contact the airline directly with your desire. **As long as there is no additional fee it is alright.** Otherwise you must contact SATO Travel.

Q. I can purchase my ticket at a cheaper price, so why does the government pay higher prices for airline tickets?

A. The price that's indicated on the ticket coupon doesn't necessarily represent the final cost to the government. The government rate offers the FLEXIBILITY of being 100 percent refundable if unused or modified. Currently, 30 percent of all airline tickets booked are cancelled. A financial loss of this magnitude would be totally unacceptable.

Q. I received a travel itinerary other than what I requested. Why?

A. This happens because of any of the following:

1. Your initial request wasn't complete;
2. The entry point technician didn't 'input' all the information which was initially provided in your request;
3. There was no legal entitlement for the orders as requested;
4. The travel request didn't comply with the DOD air carrier contract;
5. Without direct communication with you, the SATO agent used an assumed travel window for establishing departure time;
6. There was no legal entitlement for the airport requested (per C JFFR).

Rental Car

Q. Am I required to pay Insurance and Damage Liability?

A. Government renters won't be subject to any fee for loss, and in the event of an accident, won't be responsible for loss or damage to the vehicle. Notwithstanding the provisions of any Company vehicle rental agreement executed by the Government renter, the Company hereby assumes and shall bear the entire risk of loss of or damage to the rented vehicles (including costs of towing, including without limitation, casualty, collision, fire upset, malicious mischief, vandalism, tire damage, falling objects, overhead damage, glass breakage, strike, civil commotion, theft and mysterious disappearance, except where the loss or damage is caused by one or more of the following : willful or wanton negligence on the part of the driver, AND/OR obtaining the vehicle through fraud misrepresentation).

Q. If I am authorized a rental car on my orders; will the rental car company provide me a vehicle without a valid credit card?

A. No. You must have either a **personal charge card or a government issued credit card** (they don't accept debit cards) in your possession. If you don't have either a government or personal credit card, discuss your circumstances with your unit commanding officer if you are a Selres prior to travel.

Q. Should I add the additional Insurance on the Rental Car?

A. **No. Do NOT get the additional insurance, even if pressured to do so by the rental car company.** You are on orders and do not need to add any additional insurance. You will not be reimbursed for that addition.

2 Processing Procedures

Check In

Check in for Annual Training is done in three stages:

1. Report for duty Monday morning at 0730 as directed by the Welcome Aboard Letter.
2. **Pay for lodging with Global Maritime and Transportation School's Registrar, Meredith Hobbs, Monday from 0800-1530. Your Course Coordinator will indicate the time of payment.**
3. The final check in is for pay only. This check in will happen Monday morning after the welcome aboard in accordance with the schedule given to your instructor.
4. You need to bring the following with you:
 - Original Orders
 - Modifications to Orders
 - Travel Itinerary (if you flew by government ticket)
 - Page Two

Check Out

- A. You must check out of your room on the last Friday **prior to going to class**, unless the manager of Cleveland Hall, Joanne Moreland at 5950, grants specific permission. Room key(s) for Cleveland Hall and Fort Totten will be turned into your instructor.
- B. Check out occurs after the last class on Friday by **1300**. If you intend to stay longer, notify us as soon as possible during your AT. You must complete a supplemental travel claim within three days of completing your AT, and then submit it to your Support Center for your lodging, travel and rental car reimbursement (if allowed).

Travel Day - The travel day is always counted before your AT is scheduled to begin (normally the Sunday before your AT) unless you live within 50 miles of your AT site. Travel days aren't automatically scheduled, but are assigned based on what you put down on your travel voucher at the conclusion of your AT. If you are going to claim a travel day on your voucher, you cannot also claim to have drilled on that day as a Selected Reservist. Disbursing won't pay you twice for the same day. Therefore, don't drill on the day before the start of your AT. You are **paid ¾ M/IE Per Diem on your travel day**.

Medical Information - If you're reporting for AT or ADT as a Selected Reservist, from outside the New York area, you're encouraged to bring your medical record with you in case of illness or emergency. Should you become ill or require treatment, you must first call Global Maritime and Transportation School. We, in turn, notify your sponsor of your condition. Failure to have a "Sick in Quarters" chit may result in disciplinary action. Remember that you're on Active Duty while on AT or ADT and are subject to the same medical and administrative regulations that govern full time members. The medical clinic on campus (Patten Infirmary) is not structured for reservists.

3 Per Diem Information

General. The fiscal year 2007 per diem rate for the Great Neck area is \$161.00 per day for lodging, and \$64.00 per day for Meals and Incidental Expenditures (M/IE). Reimbursement for lodging won't exceed the maximum \$161.00 per day rate. All reservists are **required to stay in directed berthing by GMATS** for the duration of the AT, even if you live within 50 miles. Additionally, if you **live within 50 miles**, you may **not** stay over Sunday night. You must arrive on Monday morning.

(A) **Messing** Government messing is not available. You will receive \$64.00 (M/IE) each day on AT:

Upper Deck Dining Facility – If you participate in our on-campus dining plan, then you will eat lunch and/or dinner in the Upper Deck Dining Facility. Make sure you have a lunch ticket before you stand in line for the buffet-style chow line.

Seafarer Canteen – Reservists may use the **Seafarer for breakfast only** since the canteen can only prepare enough food for the Academy's faculty and staff. You must pay for your own breakfast unless your sponsor agrees to pay for you (contact our staff before your AT if this is the case). **It is also off limits for lunch.** It Opens at 0715 Monday – Friday.

Delano Hall is off limits to all Reservists during the week since this is restricted to Midshipmen and Academy staff only.

Restricted hours on the weekend.

(B) **Berthing.** Will be arranged by GMATS.

(C) **Transportation.** Daily transportation fares between lodging and the Academy are reimbursable. We will provide you with an In and Around Mileage Letter if you are traveling by POV only.

(D) **Rental Car Authorization.** **Unless your orders specifically state so, you aren't** authorized reimbursement for the cost of a rental car. You'll receive reimbursement for your authorized rental car upon the completion of a supplemental travel claim that you complete when your return to your home of record.

4 General Information

Emergency Medical Procedures. Everyone is reminded that in the event of a life threatening medical emergency involving anyone, please adhere to the following procedures.

1. Call Vigilant Ambulance at (516) 482-5000.
2. Call Public Safety at extension 5911 and give the person at the gate the following information:
 - a. Name of the injured person.
 - b. Give the location of the incident.
 - c. State the type of injury.
 - d. State who has already been notified.

Hospital (516) 562-4125 North Shore University Hospital Emergency Room. Directions: At the end of Steamboat Road, turn right onto Middle Neck Road. First traffic light, turn left onto Hicks Lane, which becomes East Shore Road. Follow East Shore Road to Northern Blvd. Intersection. Cross Northern Blvd. You are now on Community Drive. At the second traffic light, turn left into North Shore Hospital, follow sign to Emergency Room.

Recreation Facilities & Local Attractions. A package will be given to your class leader containing a listing of the following:

- State golf courses open to the public
- State parks
- Shopping malls
- Movie theaters
- Yankee Stadium
- Shea Stadium
- Madison Square Garden
- NYC museums
- Nassau County Museum of Art
- Belmont Park
- Nassau Coliseum
- Pharmacy
- USO
- Restaurants

New York State Seatbelt Law. No person shall operate a motor vehicle unless such person is restrained by a safety belt approved by the commissioner. No person sixteen years or older shall be a passenger in the front seat of a motor vehicle unless such person is restrained by a safety belt approved by the commissioner.

Drunk Driving Law. NYC, Nassau & Suffolk counties now impound your car on the spot if you are stopped for DUI or DWI. If convicted of DWI, your vehicle will be confiscated and forfeited to the county in which you were stopped. If you drink, **DRINK RESPONSIBLY!** Use a designated driver when appropriate. Remember to uphold yourself to a Naval Officer's standard. Those convicted in New York will also be charged under the UCMJ.

5 Uniform Information

5.1 Uniform of the Day. You must maintain your uniform keeping it clean and pressed, and have a haircut within naval regulations. If you arrive at Kings Point within one month of a seasonal uniform shift, usually on May 1 and October 1, then call GMATS for confirmation of the proper uniform. If in doubt as to what to wear, then call GMATS for clarification.

Chief and Above (E7 and Above): Year Round

Report In: Service Khakis
Working Uniform: Coveralls

Enlisted

Report In:
Winter: Winter Working Blues
Summer: Summer Working Whites

Working Uniform: Utilities

**Utilities/BDUs/Cammies are NOT normal classroom uniforms.
Coveralls are NOT authorized off campus.**

5.2 Personal Appearance

- 1. General.** It is the Duty and responsibility of each and every Sailor in the United States Navy to know the “United States Navy Uniform Regulations”. Navy grooming and uniforms standards must be adhered to at all times and will be enforced.
- 2. Military Bearing.** While in uniform keep your hands out of your pockets. Do not smoke or use tobacco products while walking. No eating or drinking while walking as well. Set the example at all times.

6 Parking

General. Parking permits are available only those staying on campus and are included in your “welcome package”, located at the front gate. **Parking permits must be displayed on the dashboard.** Those staying off campus will be required to park just outside the main gate on Steppingstone Lane. Parking is prohibited in Midshipmen parking lot (located just outside the main gate).

Hotels may charge you for parking inside their garage this may be claimed on your travel claim.

Violations. The individual is responsible for each parking infraction they incur. Parking violations may be issued by local police within the campus grounds and are subject to civil penalties. All Global Maritime and Transportation School students shall park in the large Marvin parking lot.

Off Campus. Parking for those staying off campus will be along Stepping Stone LN. “Do Not” park in the midshipman parking lot. Locale parking regulations are enforced.

7 Academy Policies

Fraternization. Many students attending Global Maritime and Transportation School classes are recent alumni, and have friends whom are still academy midshipman. This poses problems between Officers and Midshipman. Fraternalization of any kind is not permitted.

Alcohol. **Alcohol is not permitted on campus**, in Cleveland Hall and at Fort Totten (with the sole exception of the Officers Club, Melville Hall).

Smoking. USMMA is a federal institution, and as such smoking is not allowed inside any building. Smoking is permitted in designated areas usually outside the entrance of a building.

8 SUMMARY

Please arrive in proper uniform with your orders and a copy of your signed Dependency Application/Record of Emergency Data Form (page 2). Make sure your bank account information is up to date and all travel is authorized. Remember you do not need the additional insurance on your rental car. You and your property are covered 100% by the navy while you are on AT.

Most of all we look forward to seeing you and making your stay an enjoyable and smooth process. Thank you for choosing the Global Maritime and Transportation School at the U.S. Merchant Marine Academy to do your Annual Training.