



# **Global Maritime and Transportation School**

## **at the United States Merchant Marine Academy**

Thank you for your interest in attending the Global Maritime and Transportation School. Please read this statement in its entirety. Sign the signature page and return it with the Registration form. We cannot register you for a course unless this page has your signature. It contains pertinent information for your ADT.

The Global Maritime and Transportation School has a Memorandum of Agreement with the Navy Reserve (COMNAVRESFOR) as a source for training for USNR personnel. Under this agreement, USNR students are charged the full Lodging Per Diem at the start of the AT/ADT by GMATS of \$133 per day\*\*, multiplied by the number of days the reservist is on orders (even if you live within 50 miles). This charge covers the cost of the course and your lodging. Therefore, students are required to stay in a lodging facility as directed by GMATS. GMATS will house students at the La Quinta Inn, Mission Valley located on the base close to NOSC San Diego.

**Students who live within 50 miles** of the NOSC are required to utilize and be charged for berthing arranged by GMATS due to the nature of the duties under our MOU with the Navy Reserve. You will be charged the lodging per diem of \$133. If you choose to not stay at our lodging facility and commute you will not receive the commuting mileage as a reimbursable expense and will still be charged the full amount for berthing. Also, you do not report to any lodging facility until Monday after class the first day. NOSC San Diego, GMATS is your first stop at 0730 Monday morning the first day of class. We can discuss any questions or issues at that time. Call Hilary Flanagan or Lisa Ross at (516) 726-6112 with any further questions.

**\*\*The lodging per diem rate for San Diego, CA, is \$133 per day and for proper processing your orders must state \$133. You must ensure that your orders reflect the proper rate in order for correct processing of pay and travel reimbursement.**

**Please note:** If you must cancel on very short notice due to unexpected circumstances you must call the hotel directly to cancel your room reservation no later than 24 hours prior to your scheduled check in. All no-shows will be charged a minimum of one night's lodging.

Students may pay the amount due by certified check, money order, VISA, MASTERCARD, Discover or American Express. Credit card information is initially required to reserve a space in the course and to hold the lodging. No credit card will be processed until the first day of the course. If you will be using a government credit card please make sure the limit is high enough to make payment for the course and for any other travel expenses.

### **REGISTRATION PROCESS**

**The following outlines the registration process and important details about orders.**

#### **Step 1 – Submit Registration Form**

Complete the registration form entirely including the payment calculation portion of form. Send the completed Personal Details page and the Signature page of the application form back to GMATS.

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### **Step 2 – Orders**

A representative from GMATS will contact you with a billet control number (BCN), course identification number (CIN), CDP number and Unit Identification Code (UIC) which you will then use to request your orders via the Navy Reserve Order Writing System (NROWS).

**AFTER ALL REGISTRATION IS COMPLETE INPUT YOUR ORDERS IN THE NROWS SYSTEM FOLLOWING ONLY THE DIRECTIONS WE SENT YOU.**

### **Step 3 – Update and Gather Your Information**

All pay and travel reimbursements are now deposited directly into your bank account. If you have made any recent changes to your banking information (change of banks, change to routing number or change to bank account number) please submit the new information on a Direct Deposit form to Norfolk or update your account information at least two months prior to AT or ADT at the DFAS website.

When you arrive you **must** have your orders (along with any modifications) and **Dependency Application/Record of Emergency Data (Page 2)** verified in NSIPS no more than 180 days prior to your AT for processing of pay. This is **required** by PSD San Diego. **You must verify your Page 2 even if you are single with no dependents.**

If you have had any changes in marital status (marriage, divorce, etc.) or dependents, please submit a new Page 2 to the SSO Program Office **BEFORE** you arrive. To update your form you must fill out a new Dependency Application/Record of Emergency Data (Page 2). If you are updating for your wife or husband also submit a copy of their birth certificate, copy of their and your social security card and a copy of your marriage certificate. If you are updating for a child, submit a copy of your child's birth certificate and a copy of the child's social security card.

### **Step 4 – Travel**

**DO NOT** under any circumstance make changes to your travel arrangements on your own. Any travel is made through SATO (877) 583-8671. **You will NOT be reimbursed for any unauthorized travel** (even if, changing travel arrangements will result in less expense to the Navy than arrangements made by SATO). Authorized travel is stated on your orders.

**For students taking a USCG approved course departure will not be until 1700 on the final day. Any travel booked prior to 1700 will have to be changed. As per USCG regulations, early departure from a USCG approved course is unauthorized.**

Please remember that all lodging will be arranged by the Global Maritime and Transportation School (GMATS). Another arrangement may show on your orders for lodging (ex: BOQ); please only go to the lodging we instruct to and we will make your reservation on registration for the course. Reservists are not permitted to make their own lodging arrangements or to make changes to their lodging due to our MOU with the Navy Reserve.

**Please Note: If a rental car is authorized, the optional extra insurance is not reimbursable by the Navy. If you choose to purchase it, you will retain the charge. If you choose this option or any other additional option, YOU WILL NOT BE REIMBURSED FOR IT.**

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## Step 5 – Uniforms

Uniform is Service Khakis. This is the only acceptable uniforms. No exceptions will be made.

## Payment Terms

All students are required to make full payment by 1200 on the second day of the course. Failure to do so will result in the student's immediate disenrollment from the course.

## Navy Reserve Refund Policy

Tuition for individual courses will be refunded to students who withdraw from classes in accordance with the following schedule:

The student will be charged for the days of class attended and refunded any days of non-completion due an emergency or recall by the Strategic Sealift Readiness Reserve Program. (See Student Conduct for Further Policy).

## Student Conduct:

In the event of a complaint of misconduct by an instructor or fellow student, the offending student will receive a formal counseling session. If misconduct continues, the student may be sent home at the discretion of the Associate Director, with a refund as per GMATS refund policies. Failure to attend class does not constitute a refund. Unless otherwise told, class is in session Monday through Friday 0800-1700 with one hour for lunch.

**WE APPRECIATE YOUR BUSINESS AND LOOK FORWARD TO SEEING YOU!**

**GMATS IS NOW LISTED IN CANTRAC/CeTARS.**

**PLEASE SIGN YOUR NAME BELOW IN ORDER FOR US TO REGISTER YOU FOR YOUR CHOSEN COURSE(S). THIS WILL SIGNIFY THAT YOU HAVE READ THE ABOVE AND UNDERSTAND ALL THE TERMS OF AGREEMENT FOR PAYMENT AND REGISTRATION. PLEASE SEND THIS PAGE WITH YOUR REGISTRATION FORM.**

\_\_\_\_\_  
**PRINT NAME**

\_\_\_\_\_  
**COURSE(S) NAME & COURSE(S) DATE**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

**IF YOU HAVE ANY QUESTIONS ON ANY OF THE ABOVE INFORMATION PLEASE  
CONTACT US AT (516) 726-6100**

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## Part I: Personal Details (please type or print neatly and duplicate form for any additional registrations)

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Male/Female \_\_\_\_\_ Rank \_\_\_\_\_ Social Security Number \_\_\_\_\_

Home Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Postal Code \_\_\_\_\_

E-mail \_\_\_\_\_ Home Telephone \_\_\_\_\_ Cell Phone \_\_\_\_\_

## Part II: Employment

Civilian Employer \_\_\_\_\_ Civilian Job Title \_\_\_\_\_

Navy Reserve Command COMNAVRESFOR (N14) Work Phone \_\_\_\_\_

Designator 1665

Navy Reserve Command POC SSO Program (800) 535-2580

School Attended \_\_\_\_\_ Year Graduated \_\_\_\_\_

Preferred Method to Contact Me:  Work Telephone  Home Telephone  Facsimile  E-mail

## Part III: Payment Calculation

(All fees must be paid during first day of course)

Course Name: **Strategic Sealift Officer Mid-Level Program**

Course Dates: \_\_\_\_\_

Per Diem: \$133 x \_\_\_\_\_ days = US \$ \_\_\_\_\_

**\*\*Credit Card information is required to hold a space in the class. Your card will not be charged until the first day of class.**

(Circle one)

**VISA MC AMEX Discover**

Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_

Cardholder's Name (print as it appears on card)  
\_\_\_\_\_

Cardholder's Signature  
\_\_\_\_\_

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## **REGISTRATION AND PAYMENT TERMS**

Advance registration is required to enroll and reserve space in Global Maritime and Transportation School (GMATS) courses. Due to limited class sizes, early registration is highly encouraged.

Government lodging and meals are not available nor directed for those attending GMATS courses and programs. However, GMATS controls non-government housing both on and off campus. In order to provide cost-effective training, military personnel attending GMATS programs are charged one fee equal to \$133 per day.

Full payment by certified check/money order (payable to GMATS), personal credit card (VISA, MasterCard, Discover or American Express), or government credit card must be made to the GMATS during the first day of the course, seminar, or training program you are attending.

## **LODGING**

**ALL lodging will be arranged by the Global Maritime and Transportation School.**

## **REFUNDS, CANCELLATIONS, AND SUBSTITUTIONS**

The Global Maritime and Transportation School reserves the right to change or cancel courses as

necessary. *Please note that the GMATS will cancel a course if the minimum number of students is not achieved.* If the GMATS cancels a course for any reason, Reservists may elect to enroll in another relevant course during the same timeframe.

**PLEASE NOTE:** If you must cancel on very short notice (i.e. 24-96 hours prior to start of course) due to unexpected circumstances, you must contact the hotel directly to cancel your room reservation **no later than 24 hours prior** to your scheduled check-in.

**All “no-shows” will be charged a minimum of one night’s lodging.**

## **BILLET CONTROL NUMBER AND OFFICIAL ORDERS**

Upon receipt of a completed registration form (i.e. page one), the Global Maritime and Transportation School will assign you a billet control number. The billet control number is required when requesting orders from your Naval Reserve Command.

If your orders are cancelled for any reason reservists should notify GMATS as soon as possible

## **UNIFORM REQUIREMENTS**

Military personnel are to confirm uniform requirements with GMATS.