



**THE ACADEMY INSIDER**

**NAVAL  
ACADEMY  
PARENTS  
CHEAT  
SHEET**

**In my time working with hundreds of parents, grandparents, aunts, uncles, and friends of midshipman, doing my best to be their guide in navigating the United States Naval Academy, I have learned just how difficult it is to digest all the information needed to understand life at the Naval Academy.**

**Midshipmen typically have the information their loved ones want, but rarely have the time or motivation to be that source of information. Trust me, my parents have learned far more about the Naval Academy from Academy Insider than from my time communicating with them when I was a midshipman.**

**So after fielding hundreds of calls, emails, facebook messages, etc., I thought I would create a “cheat sheet” for parents to keep on their desktop, phone, or in the cloud so they may access this baseline of information when they need it.**

**This in no way is a comprehensive list, but rather a quick reference guide to help get an answer in a few minutes on some common topics. I hope you find it valuable.**

**Do not solely rely on the information in this “cheat sheet”. Cultures change, rules change and your midshipman is the person you should rely on for being accountable to know the current rules and policy. I hope this is a great start for you though.**

**This information is my unofficial opinion and in no way represents the United States Naval Academy, the United States Navy or Department of Defense.**

# ACE LOAN

The Advance for Clothing and Equipment (ACE) loan is an interest-free government loan established by Congress to provide funding for mandatory clothing and equipment costs incurred by midshipmen during plebe summer. The loan will cover the cost of issued uniforms, laptops and other issued items. This loan is similar to "advance pay," in that it is interest-free and in no way affects the credit of the midshipman. The amount is automatically credited to each midshipman's pay account once their pay account has been established.

Beginning in October of each midshipman's plebe year, the repayment of the ACE Loan begins with monthly deductions from their "Held Pay" accounts. This will NOT affect the monthly stipend each midshipman is paid. All midshipmen are on an automatic schedule to pay back the entire balance before September of their 1/C year.

# ALCOHOL and DRUGS

**Mids are expected to not abuse alcohol and to shun illegal drugs entirely. Plebes, regardless of age, are not allowed to consume alcoholic beverages. As an upper-class midshipman, they may drink if they are the minimum legal age for drinking (21 in Maryland, or the age requirement for the host country when on foreign travel for summer trainings or leave periods). The use of illegal drugs is strictly forbidden and results in expulsion from the academy. Midshipmen are subject to random drug testing through urinalysis, consistent with Navy-wide policies and procedures.**

# APPS

**Naval Academy App by the Alumni Association** - Great free app to have on your phone with some useful functions like a searchable map of the yard, weather, the latest news from USNA, and a directory of phone numbers. There are tons of fun sections with photos, videos, and USNA chants.

**Next Meal App** - Next Meal shows you the next three meals and the current week's menu in King Hall

**Navy Sports** - Great app to keep up with all USNA sports, schedules, etc.

# CALENDAR

**Parent Calendar** - Gives you the actual dates that leave begins, exams, football games, etc.

**USNA Calendars** - This link lets you look up almost anything at USNA on a calendar

# CHAPLAINS

The Naval Academy Chaplain Center is located on the Second Deck of the Laboon Center in Mitscher Hall and may be reached at 410-293-1100. Each Battalion is assigned a chaplain and is led by an overall Command Chaplin. Conversations with the chaplains are strictly confidential. Use the following **link for religious service schedules**.

The **USNA's religious services** are open to the public.

# MEDICAL

**BMU - BRIGADE MEDICAL UNIT** in Bancroft Hall handles routine medical treatment. Orthopedics/sports medicine, podiatry, physical therapy, preventive medicine and optometry services are available. Specialists in gynecology, dermatology, neurology, cardiology and urology schedule visits to the academy. Consultation and treatment including inpatient care, in all major medical and surgical specialties, are available at several military treatment facilities, such as Bethesda and Walter Reed Medical Hospitals. Most emergency conditions are handled at nearby Anne Arundel Medical Center, a fully accredited civilian facility in Annapolis. Phone 410-293-1758.

When at the Naval Academy, midshipmen shall utilize Brigade Medical and Dental as their primary health care and dental providers for initial evaluation, treatment, advice, and referral for all routine medical and dental conditions.

Every morning, BMU supports a "Sick Call" period where midshipmen can go to get seen for any kind of illness without an appointment.

After hours, the duty health care provider shall be contacted for all non-emergency medical issues. For emergency issues, midshipmen shall immediately contact emergency medical services.

**When on leave and liberty, midshipmen are entitled to civilian medical and dental care at government expense, provided the care is of an emergency nature. Although the initial visit to a civilian physician or hospital may be of an emergency nature, follow-up care should normally be obtained from a federal (preferably naval) medical treatment facility.**

**Your mid should call his/her chain of command to get approval to use other than Tri-Care. He/she should have a contact card with all the important phone numbers and emails. These cards are made and given to the mids before every leave.**

**Her/his CAC card (military ID) is also her/his insurance card.**

**Reimbursement for care of an elective, non-emergency nature is not authorized. Midshipmen who become injured or ill during liberty or leave shall: (1) Report to the nearest military medical treatment facility if practical or contact the duty health care provider. (2) Notify the duty health care provider if not already done, OOW and the Company Officer/SEL. (3) Direct civilian physicians to send all bills or claims to the Health Benefits Advisor, NHC Annapolis, and Annapolis, MD 21402-5050.**

**Upon return to the Naval Academy, shall report to Brigade Medical Unit for an in-house exam. Bring all documentation of care and any claims to BMU in order to initiate the payment process.**

## **DENTAL**

**The Dental Clinic is located in Bancroft Hall. The staff provides a full range of dental hygiene and general dentistry treatment. The specialties of Oral Surgery, Orthodontics, Endodontics, Periodontics, and Prosthodontics are also available. Midshipmen are required to have dental examinations and teeth cleanings. Emergency dental treatment if required is available 24 hours a day, 7 days a week by an on-call USNA Dental Clinic Dentist. Dental Clinic 410-293-3901/3902**

# FIRE DEPARTMENT

The NSA Annapolis Fire Department are the first responders for Fire and Emergency Medical Services for employees, visitors and residents on Naval Support Activity (NSA) Annapolis. This includes the United States Naval Academy as well as the North Severn Complex.

Non-Emergency Reports should be made by calling the NSA Annapolis Dispatch Center at 410-293-5760.

*U.S. Naval Academy Station 46 / NSA-Annapolis Company 47*

# FACEBOOK PAGES

Parent Community

USNA MIDS MOMS! (AND DADS)

Academy Insider

# GOLF COURSE

Managed by the Naval Academy Golf Association, the *Naval Academy Golf Course* is an 18-hole university course. It is the home course of the Brigade of Midshipmen, Naval Academy golf teams, active and retired military, USNA faculty and staff, and civilian members.

If you are a Midshipman you may reserve a tee time up to one week in advance, by calling 410-293-9747. You may reserve a time for one foursome, and you may bring up to three guests to play.

# HONOR LISTS

Midshipmen who meet the following criteria will be placed on the Superintendent's List:

- SQPR (USNA version of GPA) of at least 3.4 with no grade of D, F, or I in any course
- A in Conduct
- A in Military Performance
- A or B in your Physical Education course (Martial Arts, Swimming, etc.)
- A or B on the Physical Readiness Test (PRT)

**Midshipmen on the Superintendent's List will receive the following Recognition:**

- 1. Letter from Superintendent**
- 2. Qualified to wear a gold star on uniform**
- 3. Notation on grade report**
- 4. Additional privileges (more liberty, etc.)**

## **ACADEMIC DEAN'S LIST**

**Midshipmen who meet the following criteria and are not on the Superintendent's List will be placed on the Academic Dean's List:**

- SQPR of at least 3.4 with no grade of D, F, or I in any course**
- B in Conduct**
- B in Military Performance**
- C or better in Physical Education and C or better on the Physical Readiness Test (PRT)**

**Midshipmen on the Academic Dean's List will receive the following recognition:**

- 1. Letter from the Academic Dean and Provost**
- 2. Qualified to wear bronze star on uniform**
- 3. Notation on grade report**

### **Commandant's List**

**Midshipmen who meet the following criteria will be placed on the Commandant's List:**

- SQPR of at least 2.9**
- An A in Conduct**
- An A or B in Aptitude**
- An A or B in PE**
- An A or B on the PRT**

**Midshipmen on the Commandant's List will receive the following recognition:**

- Notation on Grade Report**
- Qualified to wear silver star on uniform**
- Privileges as the Commandant may direct**

# INSURANCE WHEN TRAVELING

**Active Duty Service Members/Midshipmen going outside of the United States:**

**The insurance company name is TRICARE.**

**Notify Tricare before departure at 1-888-777-8343**

**Write down the Tricare Emergency Numbers for the area visiting.**

**Your Mid should call his/her chain of command to get approval to use medical facilities other than those accepting Tri-Care. He/she should have a contact card with all the important phone numbers and emails. These cards are made and given to the Mids before every leave.**

**To locate Tricare approved urgent care provider call (877) 874-2273. Of course, if a threat to life, limb, eyesight, call 911 or go to the nearest ER and call BMU within 24 hours to report the visit. [www.tricare.mil](http://www.tricare.mil)**

## LEGAL

**The Office of Legal Counsel is available to assist midshipmen with personal and military legal questions.  
410-293-2268**

## MAIL

**The USNA Post Office, located in Bancroft Hall, is operated under the US Postal Service. To ensure quick and accurate mail delivery, please follow the tips below:**

***(For the fastest delivery of your package/mail to your Midshipman,  
we encourage the use of the US Postal Service.)***



**The Midshipmen have 24/7 access to their PO Boxes and to all package lockers. All UPS/FedEx packages must be picked up at the retail counter during normal business hours as they have to be signed for. If a midshipman requires an item by the next day, it is strongly recommended that it be sent via Priority Express Mail through the US Postal Service. This is the only mail that they guarantee next day delivery on.**

**For all mail and packages sent through the US Postal Service ONLY – The US Postal Service processes all packages, letters, enveloped mail and magazines on automated equipment that reads the addresses. To facilitate timely delivery of these items the mail must be addressed in the following format:  
Midshipman's name**

**PO Box XXXXX  
Annapolis, MD 21412**

**For all packages shipped via UPS and FedEx ONLY – All packages shipped via UPS/FedEx must use the following address format:**

**Midshipman's name  
1 Wilson Rd. # XXXXX (the 5 digit PO Box number)  
Annapolis, MD 21412**

**Before the UPS/FedEx package is available for your Midshipman to pick up at the Post Office, please allow a minimum of 24 hours from the time when the package is signed for and scanned delivered at USNA.**

**Any mail and/or package that do not include the above proper address formats may be returned to the sender for an insufficient address. Due to Postal Regulations, the USNA Post Office is unable to provide midshipman's addresses over the phone. If you are mailing a perishable item, please alert you midshipman to pick up their item(s) immediately. If you have any questions regarding mail service at the United States Naval Academy, you may contact the office at 410-293-3787.**

# MOTOR VEHICLE RULES

Restrictions apply to use of motor vehicles as a midshipman.

These are the current rules:

- **Third Class midshipmen and plebes are not permitted to operate motor vehicles except when authorized leave, such as during Christmas vacation**
- **Second Class midshipmen may have a car, and use it during liberty hours but cannot drive or park on the academy grounds**
- **First Class midshipmen may drive and park a car on the naval academy grounds**
- **No midshipman is allowed to maintain or operate a motorcycle**

## NAVAL ACADEMY CLUB

**You may hear this referred to as the officer's club. *The Naval Academy Club* is open to the public for lunch, weekdays from 11:00 a.m. to 2:00 p.m.**

**The Naval Academy Club is located on the grounds of the U.S. Naval Academy and combines military history and prestige with fine dining and customer service. The Club restaurant, *The Alley*, offers lunch service Monday through Friday to all patrons. However, it is a Members Club for all other dining and events.**

**The Naval Academy Club provides a place where members and their families, friends, and associates can enjoy relaxed dining in an ambiance unlike anywhere in Annapolis. Membership is made up of a wide range of individuals including military officers from all branches of our Armed Forces, USNA Faculty and Staff, many prominent Naval Academy Alumni and many others affiliated with the Naval Academy.**

***Membership* is open to midshipmen parents and sponsors.**

# PAY

Midshipmen pay is approximately \$1,100 monthly, from which laundry, barber, cobbler, activities fees, yearbook, and other service charges are deducted. The Midshipmen Stipend Budget Book will give you an approximation of what sorts of expenses to expect each month.

The midshipmen pay system is managed by the Disbursing Office in Bancroft Hall 4002. Congress established the midshipmen pay at 35% the base pay of an O-1 with fewer than two years of service, and it is appropriated to fulfill military and academic obligations while attending USNA. The amount for the year 2018 was \$1,087.80 per month for reference. After deductions such as Taxes, Social Security, Medicare, Service Member Group Life Insurance (SGLI), Held Pay, Personal Deductions, and the Advance for Clothing and Equipment (ACE) Loan, the net monthly pay for reference was: \$125 for 4/C MIDN \$225 for 3/C MIDN \$325 for 2/C MIDN \$500 for 1/C MIDN. There are many factors associated with the midshipmen pay system.

Midshipmen are able to see their entire pay statement by logging into MyPay. MyPay (<https://mypay.dfas.mil>) is an online pay account management system that was created and maintained by the Defense Finance and Accounting Service (DFAS). It provides pay and tax information for military members, retirees, and numerous federal civilian employees. This is where your mid will be able to view their LES. The LES is a monthly pay stub and the statement showing their entitlements, deductions, leave information, and tax withholding information.

# PERSONAL CONCERNS

I have *video a* about my positive experiences with these services at the Naval Academy.

Your Mid may visit a chaplain by stopping by the offices located on the zero deck. The Chaplain Center not only provides daily religious services but Chaplains are also responsible for pastoral counseling. Conversations with the chaplains are strictly confidential. To contact a chaplain by phone your mid should call the chaplain office at 3-1100.

Your mid may visit the *Midshipmen Development Center* which is located in 8th wing. MDC provides a full range of counseling services to help midshipmen with adjustment, interpersonal, and stress-related problems. Individual and group counseling, as well as services for special needs, are provided by doctoral-level psychologists. Your mid can refer themselves to the Midshipmen Development Center by visiting in person, by making an appointment by phone at 3-4897 or via the web at <http://www.usna.edu/MDC/>. In many cases, counseling will be confidential with the psychologist; this will be explained to your mid.

Remember that there are many people at USNA who care about your mid and who are available to talk with them. These include academic advisers, instructors, coaches, officers, and faculty representatives, sponsors, etc.

# PHONE NUMBERS

**Bancroft Hall - 410-293-5001**

**Brigade Medical 410-293-1758**

**Chaplin Center 410-293-1100**

**Dental Clinic 410-293-3901/3902**

**FIRE DEPT Non Emergency 410-293-5760**

**LIBRARY - 410-293-2420**

**LOST AND FOUND 410-293-5760 (SECURITY OFFICE)**

**MAIL ROOM 410-293-1570, 1590, 1591**

**MID STORE 410-293-2392**

**MUSEUM 410-293-2108**

**NAVAL ACADEMY CLUB 410-293-2611**

**NAVY FED IN BANCROFT HALL - 888-842-6328**

**NAVY GATEWAY INN - 410-293-3906**

**NAVY-MARINE CORPS STADIUM 410-263-4783**

**OMBUDSMAN 443-223-7302**

**PASS AND ID OFFICE 410-293-4018**

**PUBLIC AFFAIRS OFFICE 410-293-1520**

**REGISTRARS OFFICE 410-293-6383**

**SAFETY OFFICE 410-293-5665**

**Sexual Assault 24/7 Response Help Line - 443-336-2637**

**SPONSOR PROGRAM 410-293-7031**

**TICKET OFFICE 1-800-US4-NAVY/34955**

**TOUR GUIDE SERVICE 410-293-3363/8687**

**SWITCHBOARD 410-293-1000**

# POLICE

**Emergency Reports should be made by calling 911. USNA's emergency number is 410-293-3333.**

**Non-Emergency Reports (including thefts, fender-bender traffic accidents, illegally parked vehicles, etc.) should be made by calling 410-293-5760.**

**General Information can be obtained by calling the on-duty shift lieutenant at 410-293-5786.**

# **PRT**

In addition to the four years of Physical Education classes, midshipmen must pass the Physical Readiness Test (PRT) every semester. The test requires midshipmen to meet the following **MINIMUM** requirements: Male midshipmen must run a 10:30 minute mile and a half, do 65 curl-ups in two minutes, as well as complete 45 pushups in two minutes. Female midshipmen must run a 12:40 minute mile and a half, do 65 curl-ups in two minutes, as well as complete 20 pushups in two minutes.

# **SCHOLARSHIPS - 529 PLANS**

The Naval Academy can accept UP TO \$17,500.00 in financial support. Midshipmen are entitled to apply and receive scholarships their entire four years at USNA. Funds will first be applied to the ACE Loan balance and then be placed in the member's "Held Pay" to fund any other clothing/equipment issue expenses accrued during a Midshipman's tenure. Any limitations on the use of scholarship monies should be verified with the awarding organization. USNA cannot accept money intended to pay for tuition and/or lodging only. Authorized funds include personal checks, public and private scholarships, and college savings plans such as state 529 plans.

Scholarship checks should be made payable to the US Treasury and should include the Midshipman's name, alpha number, and social security number as well as a letter stating the intended application. Scholarship checks and letters should be mailed to:

United States Naval Academy  
Midshipmen Disbursing Office  
101 Buchanan Road Room 4002  
Annapolis, MD 21402.

Questions may be directed to Disbursing Office at 410-293-3307.

You should consult your financial and tax professional on the most advantageous way to approach 529 plans and the Naval Academy.

# TEXTBOOKS

Mids may purchase or rent books through the USNA bookstore, from other mids or through another site like Amazon.

<http://www.usnabooks.com/Home>

[www.amazon.com](http://www.amazon.com)

# TICKETS

For tickets to theatre, music or concert performances:

<https://navyperforms.showare.com/>

For tickets to Navy sports events:

*Navy Sports Tickets*

# TRAVEL

**TSA Pre✓<sup>®</sup>**

Mids can benefit from TSA Pre✓<sup>®</sup> expedited screening at select airports when flying on participating airlines. Use your Department of Defense identification number when making flight reservations. Learn about **TSA Pre✓<sup>®</sup>**.

Enter the 10-digit DoD ID number located on the back of the common access card as your known traveler number when making flight reservations or when updating your Defense Travel System profile for official travel. Save your DoD ID number in any frequent flyer program profiles of the **participating airlines**. U.S. Armed Forces members do not need to be in uniform and may use TSA Pre✓<sup>®</sup> while on personal or official travel.

# AIRPORTS

**Baltimore (BWI)**- It is the closest and I have found it to be the most convenient. Has a **USO**. Twenty-four miles away and approximately a half hour drive without traffic.

**Reagan National Airport (DCA)** - Has a **USO**. Thirty six miles from USNA and I would allow for at least an hour drive. Can take the **Metro** to the **New Carrollton Station** and Uber or Lyft from there. (22 miles from USNA)

**Dulles(IAD) - Has a USO. Sixty two miles from the academy and can be a very long ride depending on traffic.**

**My recommendation: Fly into/out of BWI! By far the most convenient for those at the Naval Academy.**

## **Train**

**Amtrack at New Carrollton - Twenty-two miles from the academy. I use the train to visit my sister at Yale and my brother in New York City and it is very convenient. I also use the (24 miles away) station at BWI.**

# **VISITING THE YARD**

**Visitors to the Naval Academy must enter through the Visitor Access Center at Gate 1, *Randall St. and Prince George St.***

**Pedestrian entrances to Gate 1 can be found on Randall Street (between Prince George and King George Streets) and on Prince George Street at Craig Street. Both entrances are just a block or so from the Annapolis City Dock.**

**Everyone 18 and older must have a government-issued photo ID.**

**Photocopies of ID (passports, ID Cards, etc.) cannot be accepted. If you are not a US citizen, please bring your passport.**

**Only vehicles with USNA IDs, DoD credentials, or handicapped tags may enter Naval Academy grounds. Vehicles with a handicapped placard must obtain a pass from the Pass and ID desk in the Visitor Access Center. The small parking lot at Gate 1 may be used for this purpose.**

**You may bring your dog on campus. But only assistance animals are allowed in the Visitor Center, USNA buildings, and ceremonial areas. Please be mindful of the Ceremonial Areas, particularly in front of Bancroft Hall. They are clearly marked with signs. Do not jog, cycle or walk your pets in the Ceremonial Areas.**



The **USNA Museum** , located in Preble Hall, is one of the true Annapolis and Naval History treasures. It is also warm during the winter, air conditioned in the summer and has public restrooms.

I loved my parents visiting me when I could not get off the yard to bring food for me and my friends to **Mitscher Hall** where there are tables to sit, eat and visit.

## YARD CARD

Yard Cards have been around for over ten years and are now being phased out as of May 31, 2019. Cardholders are encouraged to use the available money on their cards by 31 May 2019. Laundry, vending machines, etc taking the cards are being converted to take credit cards. Questions on the Yard Card Campus Card Program may be directed to [yardcard@usna.edu](mailto:yardcard@usna.edu) or call 410-293-0414.

## YEARBOOK

The Lucky Bag Yearbook is a group of dedicated midshipmen who act as photographers, editors, and organizers in conjunction with Jostens to create the Lucky Bag Yearbook. Every Mid is charged for the Lucky Bag. They are delivered to Bancroft and distributed to midshipmen. For graduates, it is mailed to them. Parents may put **tribute ads** in the yearbook. The Lucky Bag staff post great photos on their **Facebook page**.

For more resources, information, videos, articles etc. please visit my website at [www.AcademyInsider.com](http://www.AcademyInsider.com)

You may always reach out with additional questions at [grant@academyinsider.com](mailto:grant@academyinsider.com).