



# 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 AT/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 \$161 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. In general, GMATS will house students in its guest facility on campus or in its guest facility at Fort Totten. If space is not available in these facilities, GMATS may elect to utilize one of its corporate hotels.

**Students who live within 50 miles** of the Academy 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 \$161.00 per day. 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. 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) 726-6100 with any further questions.

**\*\*The per diem rate for lodging for Kings Point (Great Neck), NY is \$161.00 and for proper processing of orders they must state \$161.00. The lodging rate must reflect the amount of \$161.00 in order for correct processing and travel reimbursement.**

***Please note: If you must cancel, email the Registrar at [registrar@gmats.usmma.edu](mailto:registrar@gmats.usmma.edu). All cancellations must be received in writing via email at least 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, 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.

### **ADVANCE INFORMATION**

If you do not have a credit card either personal or government you can apply for an advance of per diem through your Operational Support Center. However, the advance will only cover 80% of the lodging and meals cost. For 12-day orders, this amount will be \$2,179.20. A rental car is not included in the previous figure. If you need the advance to include the rental car, if you are authorized, please let your Operational Support Center know and include a copy of your itinerary. ALL ADVANCES SHOULD BE DONE AND RECEIVED BY YOU PRIOR TO COMING TO CLASS.

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Also, you will be responsible for any balance that the advance does not cover. 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.** Please make sure you do bring spending money.

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

### **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.

**Please Note: If you are registering for any STCW 95 courses (Basic Safety Training, Bridge Resource Management, GMDSS, ARPA, Radar Recertification, Proficiency in Survival Craft, Basic & Advanced Firefighting, Crowd and Crisis Management and/or Tankship (PIC)), please fax a copy (both front and back) of your USCG License and 2 pieces of photo identification with your registration form. Also, for GMDSS a copy of a current FCC license.**

**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.**

#### **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 & Make sure your advance is completed**

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 DJMS Feeder form to your Operational Support Center if you are SELRES, or New Orleans if you are in the MMR program or update your account information at least two months prior to AT or ADT at the DFAS website.

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When you arrive you **must** have your orders (along with any modifications) and a completed and signed **Dependency Application/Record of Emergency Data (Page 2)** for processing of pay. This is **required** by PSD Groton. **You must have a Page 2 even if you are single with no dependents.**

It is suggested that you request a copy of your Page 2 at least six weeks prior to your AT. If you have had any changes in marital status (marriage, divorce, etc.) or dependents, please submit a new Page 2 to NRPC **BEFORE** you arrive through your Operational Support Center. 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. Make sure when you receive the form back it is signed by an approving officer.

### **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). 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. Spouses are not allowed to lodge with you in Cleveland Hall or Fort Totten. Please make other arrangements for your spouse. Your lodging cannot be changed. Your spouses' lodging is not a reimbursable expense and if you do not stay in the lodging we provide you will not be reimbursed. As per our company policy, children are not allowed to accompany you on your AT. No exceptions will be made for children or lodging arrangements.

**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.** If you are flying, a Rental Car is the preferred mode of transportation since lodging is not usually on campus.

### **Step 5 – Uniforms**

Uniform in winter for officers and chief petty officers are Service Khakis and enlisted are Winter Working Blues. The Uniform in summer for officers and chief petty officers is Service Khakis and Black & Tan for enlisted. These are the only acceptable uniforms. No exceptions will be made. The actual reporting uniform for this area is Dress for officer and enlisted, but in the interest of travel convenience the above seasonal uniforms will be permitted as the reporting uniform.

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## 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.

***Please note:*** If you must cancel, email the Registrar [registrar@gmats.usmma.edu](mailto:registrar@gmats.usmma.edu). All cancellations must be received in writing via email at least 24 hours prior to your scheduled check-in. All no-shows will be charged a minimum of one night's lodging.

## 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 Operational Support Center or Merchant Marine 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. In case of military affiliation, a call will be made to the student's command for appropriate action. 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 (ALL REQUESTED INFORMATION MUST BE FILLED IN ON THE REGISTRATION FORM OR IT WILL BE RETURNED TO YOU).**

\_\_\_\_\_  
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)726-6116**

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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/Rating \_\_\_\_\_ Social Security Number \_\_\_\_\_

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

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

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

Civilian Employer \_\_\_\_\_ Job Title \_\_\_\_\_ Work # \_\_\_\_\_

## Part II: Navy Affiliation Information (Please complete all information)

NOSC \_\_\_\_\_ POC \_\_\_\_\_

POC Phone \_\_\_\_\_ Designator (ex. 1625, 1665, 1675, SW, etc.) \_\_\_\_\_

(circle one): MMR or SELRES      SELRES UNIT \_\_\_\_\_

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

**(All information must be filled in or it will be returned for completion)**

## Part III: Payment Calculation

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

Course Name(s) \_\_\_\_\_

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

Per Diem @ \$ 161.00 x \_\_\_\_\_ days = US\$ \_\_\_\_\_

Meal Plan # \_\_\_\_\_ (refer to page 7) = US \$ \_\_\_\_\_

**Total**..... 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 TRAVEL ADVANCE**

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

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

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

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

Fax Number \_\_\_\_\_

*(required for travel advances)*

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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 for military personnel (active-duty, reserve, and/or civilian) persons attending GMATS programs are charged one fee equal to \$161 per day.

Full payment by certified check/money order (payable to GMATS), personal credit card (VISA, MasterCard, or American Express), or government credit card must be made to the GMATS Registrar 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.** Most Reservists will be accommodated in our Cleveland Hall or Ft. Totten Guest Facilities. Cleveland Hall provides convenient, on-campus accommodations with very basic, dormitory-style rooms which share a shower/wash basin with adjacent rooms. First floor rooms also share a head/toilet with the adjacent room. Second floor rooms utilize a single common head/toilet. All rooms have a telephone, desk, and air-conditioning, TVs and internet connection. First floor rooms have full-size beds and second floor rooms have two (2) twin beds per room. A television lounge is located on the second floor. Ft. Totten accommodations are basic, dormitory-style rooms with a shared bathroom between adjacent rooms. All rooms have desks, TV's and air conditioning. **(There are no phones in the rooms. Two public phones are at the end of the halls.)**

Local Hotels: Please note that the Global Maritime and Transportation School will arrange accommodations for Reservists with one of several local hotels in an overflow situation ONLY. Check in time is after 3p.m.

## 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 Registrar directly via email at [registrar@gmats.usmma.edu](mailto:registrar@gmats.usmma.edu) 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.*

## MEAL PLANS

Global Maritime and Transportation School offers excellent meal plans that include multiple entree meals, soup and salad bar, etc. served in the Upper Deck Dining Room. Reservists are encouraged to participate in as many meals as possible (and at least lunch) because it adds to beneficial interaction among students, and between the students and instructors. Because the meals are catered, *it is necessary to make meal plan reservations at least one (1) week in advance of the course start date.* Meals plans offered include:

#1 Breakfast, Lunch & Dinner	\$35/day
#2 Lunch & Dinner	\$28/day
#3 Lunch Only	\$12/day

Please also note there are no other dining facilities available to GMATS students on campus or within very close proximity (most lunch breaks are one hour or less). The Academy's "Seafarer" Canteen is open for breakfast (pay as you go) to GMATS participants, but is restricted to use by Academy faculty, staff, & midshipmen during lunch hours.

## 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.

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## **Location**

The Global Maritime and Transportation School (GMATS) is located on the campus of the United States Merchant Marine Academy in Kings Point, New York. Nestled in the heart of Long Island's historic "Gold Coast" and commanding a spectacular view of the New York City skyline across Long Island Sound, the Academy is easily accessible by road and via public transportation. New York City airports are within fifteen (15) miles.

## **Travel by Air**

Arrive via New York's LaGuardia or John F. Kennedy (JFK) airports when possible. Contact Ollies Airport Service (718) 229-5454 for cost effective ground transportation. You should expect to pay about forty-five dollars (\$45) including tip for one-way transportation between the Academy and LaGuardia airport; JFK will be slightly higher normally.

## **Travel by Rail**

From Pennsylvania Station (34th Street at 7th Avenue, New York City), take the Port Washington branch of the Long Island Railroad to the Great Neck Station (about 35 minutes). The "N58" MTA bus usually departs shortly after train arrivals bound for the Academy; current fare is \$2.25 exact change. The "N58" may be boarded from a location on the north side of the station (you must take the pedestrian bridge over the tracks and cross the driveway adjacent to the ticketing/waiting area). Taxis are also available if preferred.

## **Travel via Automobile**

**From Points South and West:** I-95/New Jersey Turnpike North or I-80 East to George Washington Bridge; toll is currently \$8.00. Continue straight and follow signs for Cross Bronx Expressway; DO NOT exit in Manhattan. Follow signs to either the Bronx-Whitestone Bridge or the Throgs Neck Bridge; you may take either Bridge.

**From New England and Points North:** I-95/New England Thruway South to Exit 7A in New York (I-695 to I-295/Throgs Neck Bridge). Follow to Throgs Neck Bridge.

**From the Throgs Neck Bridge** (Toll is currently \$5.50 each way): Stay to the right across bridge and take exit from the right-hand lane(s) about  $\frac{3}{4}$  the way across bridge span for the Cross Island Parkway. Follow the Parkway to Exit 31E (Northern Blvd/25A); follow directions from Northern Blvd below.

**From the Bronx-Whitestone Bridge** (Toll is currently \$5.50 each way): Stay to the left across bridge and take exit from the left-hand lane(s) for the Cross Island Parkway; follow to Exit 31E (Northern Blvd/25A).

**From Manhattan:** Take 34<sup>th</sup> Street East to Queens Midtown Tunnel; toll is currently \$5.50. Follow Long Island Expressway I-495 East to Exit 32 (Little Neck Parkway). Left/North on Little Neck Parkway about  $\frac{3}{4}$  mile to Northern Blvd/25A. Turn right on Northern Blvd/25A.

**From Northern Blvd/25A:** Proceed east (1.4 miles from the Cross Island Parkway; 0.3 mile from Little Neck Parkway) through village of Little Neck and many traffic lights to intersection with Great Neck Road. There is a Shell gas station on the right, a four-story, brown office building on the left, and two (2) left turn lanes here. You want to be in the left turn lanes. Turn left (or North) on Great Neck Road and continue straight at second traffic light (Great Neck Road bears to the right here). Continuing northwest, the road is now Bayview Avenue/West Shore Road. At end of West Shore Road (distance from Northern Blvd/25A to end is about 2.5 miles), turn right onto Kings Point Road and then left at the next stop sign onto Steamboat Road to Academy front gate.