



## DEPARTMENT OF THE NAVY

COMMANDANT OF MIDSHIPMEN  
U.S. NAVAL ACADEMY  
101 BUCHANAN ROAD  
ANNAPOLIS, MARYLAND 21402-5100

Canc: Sep 12

COMDTMIDNNOTE 1530  
4 Apr 12

### COMMANDANT OF MIDSHIPMEN NOTICE 1530

Subj: UNITED STATES NAVAL ACADEMY 2012 SUMMER TRAINING PROGRAM

Ref: (a) USNAINST 1530.1B  
(b) COMDTMIDNNOTE 1500 of 2 Apr 12  
(c) COMDTMIDNINST 1610.2E  
(d) COMDTMIDNINST 1020.3B

1. Purpose. To publish the policies and procedures governing the United States Naval Academy 2012 Summer Training Program. This notice supplements references (a) and reference (b).

2. Objectives. Per reference (a), the objectives of USNA summer training are to:

- a. Familiarize Midshipmen with operational Naval forces.
- b. Further the professional development of Midshipmen.
- c. Provide hands on leadership experience for upper class Midshipmen.
- d. Further educate Midshipmen on Navy and Marine Corps career opportunities.
- e. Foster understanding of foreign navies.
- f. Stimulate regional and cultural awareness and reinforce foreign language abilities.
- g. Reinforce academic year programs.

3. Action

a. Commandant of Midshipmen. The Commandant of Midshipmen is responsible for planning, coordinating, and funding all summer training programs.

b. Director, Character Development and Training. The Director, Division of Character Development and Training (CD&T) is responsible for supervising the scheduling and conduct of Midshipman summer training.

c. Department Head CD&T, Department of Training. The Department Head, CD&T, Department of Training, is responsible for supervising the Summer Training Office and for synchronizing and scheduling Midshipman summer training programs and ensuring that qualified officers, instructors, and Midshipman Liaison Officers are assigned to support Midshipman summer training.

d. Naval Academy Summer Program (NASP) Officer in Charge (OIC). The NASP OIC is responsible for those Midshipmen in Bancroft Hall who are participating in cruise groups arriving and departing from USNA, all summer school personnel, Midshipmen participating in Soaring and Sailing training, transients in any status, and those personnel, excluding plebes, who are separating for any reason. Reference (b) provides the detailed functions of the NASP OIC and NASP.

e. Director, International Programs Office. The Director, IPO is responsible for those Midshipmen participating in official programs that interface with foreign navies or take place abroad. The Director is also responsible for the coordination of the foreign Midshipmen assigned temporarily to USNA to participate in summer training.

f. Associate Director of Research and Scholarship for Internships and Technology Transfer. The Internship Director is responsible for the development, coordination, scheduling and implementation of all internships. ALL internships must be reviewed by USNA for approval and must be arranged by USNA faculty working with the Director. Midshipmen-arranged internships are not authorized. Questions about internships must be discussed with the Director. The only internship-Midshipman pairings that will be scheduled are those provided to the Training Office staff by the Director.

g. Director, Midshipman Food Services Division (MFSD). The Director, MFSD is responsible for feeding all Midshipmen residing in Bancroft Hall during the summer, as well as for providing box lunches as required to support summer training on the Yard. Box lunches should also be provided for those Midshipmen utilizing USNA ground or MILAIR transportation for summer training events which preclude the use of King Hall during meal hours. In addition, the Director, MFSD will communicate to fleet units the process for receiving reimbursement for Midshipmen meals provided during summer training.

h. Midshipman Liaison Officers (MLO). MLOs will coordinate between USNA and fleet units to which Midshipmen are assigned. In addition, MLOs will ensure that arriving and departing Midshipmen have transportation to and from the fleet unit and the local airport, if applicable. MLOs will be provided a duty cell phone that Midshipmen may call if requiring assistance. MLO assignments will generally last ten days during block turnover periods in fleet concentration areas (San Diego, Norfolk, and Mayport).

i. Brigade Medical Officer. The Brigade Medical Officer will coordinate with the Commanding Officer, Navy Health Clinic Annapolis, for the purpose of providing required medical screenings at USNA for Summer Training Programs and to provide appropriate medical personnel to support Summer YP Training. The use of any additional medical personnel for Summer Training evolutions will be requested through the Commandant's Office to Commanding Officer, Naval Health Clinic Annapolis

j. Company Officers and Senior Enlisted Leaders (SEL). Company Officers/SELs are responsible for counseling their Midshipmen on summer training priorities and for ensuring Midshipmen are assigned appropriate training, to include rescheduling summer training events when required.

k. Summer Training Duty Officer (STDO). The STDO will be manned in Bancroft Hall during working hours and will carry an issued cell phone for 24-hour contact for emergencies. The cell phone number will be published on the Department of Training website and will be issued to all traveling Midshipmen and MLOs. The STDO responsibilities are as follows:

(1) The STDO will coordinate between USNA and fleet units as required to complete the summer training mission.

(2) The STDO will provide departure briefs to Midshipmen embarking on fleet cruises.

(3) The STDO will ensure accountability of Midshipmen departing on cruise.

(4) The STDO will ensure transportation is available from USNA to the local airport for Midshipmen departing on cruise.

(5) The STDO will ensure transportation is available for Midshipmen between USNA and destinations within the Ground Transportation Region (GTR). The GTR includes Newport, RI; Quantico, VA; Tidewater VA area (Norfolk-Virginia Beach); Camp Lejeune, NC; and Charleston, SC.

(6) The STDO will coordinate with the NASP AOOW as necessary.

(7) The STDO will assign a senior Midshipmen-in-Charge (MIC) for each fleet cruise group based on Midshipmen Overall Order of Merit (OOM).

(8) The STDO will brief the MIC on their responsibilities.

l. Navy Sailing Duty Officer (NSDO). The NSDO will be manned by the Sailing Center and is responsible for scheduling, planning, and executing the Naval Academy Summer Sailing Program. The NSDO will act as liaison between USNA and all sailing craft and maintain accountability of all Midshipmen participating in the Naval Academy Summer Sailing Programs. The NSDO will liaise with the Yard Patrol Communications Watch Officer to provide input into the daily Comms Watch Officer status report.

m. Yard Patrol Communications Watch Officer (YPCWO). The YPCWO will be manned by the Department of Seamanship and Navigation and is responsible for the publication of the daily Yard Patrol status report. In addition, the YPCWO is responsible for acting as liaison between USNA and all YPs, the tracking of all YPs deployed away from USNA, and maintaining accountability of all Midshipmen participating in YP cruises. The YPCWO will also coordinate with the NSDO to ensure that the Sail Training Cruise status report is incorporated into the daily Comms Watch Officer status report.

n. Midshipmen-in-Charge (MIC). The MIC is assigned by the STDO for each fleet cruise group. The MIC is responsible for the fleet cruise group conduct, appearance, and achievement of cruise training objectives as per references (a), (c), and (d). The MIC is also responsible for collecting contact information from the other Midshipmen on his/her cruise and for conducting an accurate muster the following morning when the bus or van picks the Midshipmen up for transport to the airport.

o. Midshipmen. Midshipmen responsibilities are as follows:

(1) Midshipmen shall fully understand all of their summer training assignments including locations, report dates, program requirements, and points of contact.

(2) Midshipmen are required to check their USNA e-mail accounts and their Summer Training Assignments page in the Midshipmen Information System (MIDS) 10 days prior to anticipated cruise departure date. If any cruise changes are made to individual Midshipmen schedules within the 10 day window of expected departure, the Summer Training Office will contact any affected Midshipmen by all available means.

(3) Midshipmen are required to keep their contact info updated accurately in MIDS so the STDO may contact the Midshipmen in case of any last minute changes.

(4) If any Midshipman becomes aware of a summer training scheduling conflict (e.g., the Midshipman is scheduled for both mandatory summer school and a fleet cruise during the same block), he/she shall contact their chain of command and the Summer Training Office immediately to resolve the conflict. Initial contact should be made with the Midshipman's chain of command during the academic year and with the Summer Training Office from graduation day to brigade reform.

(5) If a Midshipman has any questions regarding summer training schedules, he/she should first contact his/her Company Officer/SEL, and then initiate contact with the Summer Training Office.

4. Coordination. Personnel involved with Summer Training Programs will coordinate, as required, with the following departments or entities in order to facilitate the successful completion of the Summer Training Program:

a. Academic Dean. Scheduling mandatory summer school and approving academic internships for summer training credit. Also registers Midshipmen in leave status who volunteer to attend summer courses.

b. Associate Director of Research and Scholarship for Internships and Technology Transfer. Scheduling USNA-approved internships and coordinating all logistics associated with internships.

c. Information Technology Services Division. Maintaining the MIDS database and the summer preference module.

d. International Programs Office. Coordinating Foreign Exchange Cruises (FOREX) and Language, Regional Experience and Culture (LREC) activities.

e. Etiquette and Protocol Office. Providing Cultural Awareness and Protocol (CAP) training to all Midshipmen assigned to foreign programs through the International Programs Office or fleet cruises embarking overseas.

f. Admissions. Coordinating Naval Academy Summer Seminar (NASS) and Science, Technology, Engineering, Mathematics (STEM) program scheduling requirements.

g. Naval Academy Athletic Association. Coordinating Naval Academy Athletic Association scheduling requirements.

h. Public Works Duty Officer. Coordinating Midshipman ground transportation requirements (with Academics Facilities Management).

5. Midshipmen Guidelines. Midshipmen guidelines regarding key administrative aspects of summer training are as follows:

a. Conduct. Midshipmen always represent the United States and the United States Naval Academy, whether on summer training or on leave. Midshipmen in a summer training status will conduct themselves per reference (c).

b. Communications with USNA Summer Training Office. Midshipmen are responsible for communicating with the Summer Training Office in the event that they are, or expect to be, UA from summer training.

c. Internship Travel Orders. Midshipmen participating in internships will travel on USNA-arranged travel orders. Orders may be funded or unfunded permissive orders. All internship travel orders will be coordinated in the academic department that sponsors the internship. All voucher submissions must be made to the SAME academic department. Receipts are required.

(1) Stipends and Expenses of Internships. Consistent with the Joint Federal Ethics Regulation (DoD 5500.7-R) and the Code of Federal Regulations, Midshipmen are not authorized to accept stipends, direct reimbursement of expenses, or offer of payment of incurred expenses by an internship host. Expenditures associated with an internship must be determined prior to the internship, must be assigned to an internship host or to the Midshipman participating in the internship, and must be approved by the Associate Director of Research and Scholarship for Internships and Technology Transfer.

(2) Midshipmen are not authorized to arrange any internship swaps. Questions about internship scheduling should be directed to the Associate Director of Research and Scholarship for Internships and Technology Transfer.

Note: A Midshipmen may only have a commercial rental car while on an **internship** if the car was arranged via his/her government travel orders and if it was approved by the Associate Director of Research and Scholarship for Internships and Technology Transfer prior to the internship travel orders being issued.

d. Unfunded Orders for Training Activities. Midshipmen desiring unfunded orders for training activities during their leave time must submit a special request chit. The chit must explain the activity they are requesting to participate in and contact information for the host unit/command/organization must be provided. The Summer Training Office will validate requests for unfunded orders and forward them to the Commandant's Budget Office for the issuing of unfunded orders. Midshipmen are responsible for

picking up their unfunded orders from the Summer Training Office. Proper chit routing is as follows:

1. Faculty/staff sponsor
2. Company SEL
3. Company Officer
4. Battalion Officer
5. Chairman, Department of Training
6. Director, Character Development and Training

Note: If summer training schedules change, participation in an unfunded event will be subordinate to completing scheduled Naval Academy funded programs.

e. Training Opportunities Requiring Screeners. Midshipmen desiring to participate in a summer training activity on a non-funded status must still complete the applicable screener in order to be eligible to participate. This ensures that all Midshipmen are qualified and are aware of any equipment requirements.

f. Company Training Officers. Company training officers will coordinate between the Department of Training and Midshipmen in their respective companies as tasked. Responsibilities include the collection and dissemination of summer training information.

g. Cruise Swaps. Midshipmen are not authorized to initiate assigned cruise swaps between one another.

h. Cruise Departure Briefs

(1) Summer Training Briefs for each class will be held in Alumni Hall on 18 May 2012 as follows:

1300 - 1350	2015 Summer Training Brief
1400 - 1450	2014 Summer Training Brief
1500 - 1550	2013 Summer Training Brief

(2) The majority of Midshipmen will receive cruise departure briefs during block turnover as follows:

(a) For Midshipmen beginning their fleet cruise on the first day of Blocks 0, 1, 2, or 3, cruise departure briefs will be held at 1200 on dates below in Rickover 102 or Mitscher Auditorium. Specific room assignments and any time deviations will be in the POD and posted on the Summer Training web site and in the Bancroft Hall 4-1 entrance to the Division of Character Development and Training.

1. Block 0: 10 May 2012
2. Block 1: 29 May 2012
3. Block 2: 24 Jun 2012
4. Block 3: 22 Jul 2012

(b) Cruise departure briefs for Midshipmen whose cruise begins at any time other than the beginning of a cruise block, will be conducted at 1200 three days prior to departure for overseas cruises and at 1200 the day prior to all Continental United States (CONUS) and Hawaii cruise departures. These briefs will be held in Luce Planetarium unless otherwise stated on the Summer Training web site and Blackboard. Examples: If a cruise is scheduled to depart for Naples, Italy, on 5 June, the cruise departure brief will be held on 2 June at 1200. If a cruise based out of San Diego is also departing on 5 Jun, the cruise departure brief for that cruise will be held on 4 June at 1200.

(3) At all cruise departure briefs Midshipmen will be mustered and provided orders, airline tickets, and additional important information.

(4) Uniform for Departure Briefs. The prescribed uniform for all cruise departure briefs is summer whites with proper rank insignia. First Class Midshipman shall wear Midshipman in Ranks (MIR) insignia - not any striker insignia.

(5) Midshipman Accountability. Midshipmen are responsible for being present, in the proper uniform and on time at their cruise departure brief. Any Midshipman not present will be marked UA and appropriate conduct action will be taken. Similarly, conduct action will be taken if a Midshipman is not in the prescribed uniform. If a Midshipman anticipates arriving late to the brief, he/she must contact the Summer Training Duty Officer in advance, but will still be held accountable for missing muster.

(6) Bancroft Hall. Midshipmen will spend the night prior to cruise departure in Bancroft Hall and will check-in with the NASP office per reference (b). Midshipmen residing in Bancroft Hall at any time during the summer will conduct themselves per reference (b).

i. Independent Travel (CONUS only)

(1) Independent travel only refers to Midshipmen who desire to arrange their own transportation to their cruise. All Midshipmen are authorized to take leave following cruise and do not need to sign up for independent travel. See paragraph 5m(3) for additional information.

(2) Midshipmen desiring to travel independently to their summer cruise may do so only after signing up for independent travel with the Summer Training Office. Independent travel is not approved until a confirmation from the Summer Training Office has been received by the Midshipman in question. An independent traveler in the vicinity of USNA on the day of their corresponding cruise departure brief will attend the brief. Independent travelers away from USNA will review an Independent Travel Departure Brief on the Summer Training Blackboard website prior to contacting the STDO for their orders. Independent travel orders will be ready for pick up 3-5 days prior to cruise start date. Independent travelers will either pick up their orders prior to departing USNA or contact the STDO to have their orders emailed to them if they are away from USNA. It is the Midshipman's responsibility to contact the STDO, validate that they have reviewed the departure brief on Blackboard, ask any additional questions, and arrange for receipt of orders.

Note: Midshipmen on the following cruises are authorized to sign up for independent travel: Aviation, Surface, Submarine, EOD, SEAL, SUBTRAMID, CEC, and NAPS Detail. Midshipmen participating in the following training are NOT authorized to sign up for independent travel: PROTRAMID, OCONUS Fleet Cruise, Leatherneck, and MAGTF.

(a) Deadlines. Deadlines for signing up for independent travel to all locations are as follows:

1. Block 0: 1600, 04 May 2012
2. Block 1: 1600, 11 May 2012
3. Block 2: 1600, 15 Jun 2012
4. Block 3: 1600, 06 Jul 2012

Note: Block 0 independent travel is only authorized for cruises embarking in Norfolk or other locations within 300 miles of USNA. Midshipmen who travel independently are not authorized to miss any military obligations without prior approval from their academic year Company Officer/SEL.

(b) Failure to Meet the Deadline. Midshipmen who fail to request independent travel prior to the advertised deadline will have an airline ticket purchased in their name or will have ground transportation arranged for them and will no longer be eligible for independent travel. Exceptions will only be made for Midshipmen whose cruise was assigned after the deadline due to changes in Fleet operational schedules.

(c) Independent Travel Reimbursement. Upon returning to USNA for reform of the Brigade, all Midshipmen who participated in a Fleet cruise will file a travel claim with the Commandant Budget Office. **Reimbursement will only be up to what it would have cost the government to transport you from USNA to your cruise location.** For group travel the government cost may be zero and you will not be entitled to any reimbursement. Any additional ticket costs will be incurred by the Midshipman. Refer to paragraph 5n for travel claim reimbursement policy and procedures.

Note: Summer training assignments and embark/debark dates change often due to dynamic Fleet operational schedules. Midshipmen are encouraged to make all airfare arrangements refundable in the event of a summer training change. Midshipmen travel independently at the risk of losing the value of a non-refundable ticket.

j. Travel Attire. Midshipmen traveling to CONUS cruise locations including Hawaii, Alaska, and AUTEK Range, Bahamas, will travel in summer whites. Midshipmen traveling to foreign destinations will travel in civilian attire which conforms to the standards of dress per reference (d).

k. Foreign Cruises. Midshipmen traveling to foreign locations are advised to use luggage that collapses, such as a duffel bag, and which also does not identify them as American military service members (e.g., USNA-issued luggage). Midshipmen traveling overseas should expect to incur incidental expenses while traveling to and from foreign cruises and at a

minimum should carry enough cash to meet food and taxi requirements. All Midshipmen traveling to foreign locations must go to the International Programs Office and complete the Checklist for International Official Travel prior to receiving their orders. Orders will only be given to those Midshipmen who present their certificate of completion of the training. Independent travel is not authorized for OCONUS cruises.

1. Passports. It is strongly recommended that all Midshipmen obtain a tourist passport particularly if interested in overseas travel. Passport information should be updated in MIDS during when the Summer Training Preference module is opened and verified prior to embarking for cruise. Midshipmen traveling to certain countries will be notified in advance of the requirement for an official no-fee passport. Only Midshipmen previously holding a tourist passport will be assigned to a cruise in a location which requires a no-fee passport due to time constraints of obtaining no-fee passports for individuals who do not already hold valid tourist passports. All Midshipmen who are directed to obtain an official passport shall report to the International Program office and be prepared to submit:

- (1) A completed State Department form DS-82
- (2) Two passport photos
- (3) Tourist (blue cover) passport or embossed birth certificate
- (4) In some cases, depending on the country, a visa may be required and Midshipman will be appropriately advised

m. Logistics

(1) Midshipmen Food Services Division (MFSD). Midshipmen eating meals provided by fleet units are instructed to provide the local mess hall with a copy of their orders and the MFSD memorandum (attached to the orders) so the fleet unit may certify to Navy Supply Systems Command the number of Midshipmen subsisted in the galley in order to receive reimbursement.

(2) Transportation from USNA to Cruise. Midshipmen will be provided transportation from USNA to departure airport at the start of summer cruise. Midshipmen traveling to summer training events within the GTR of paragraph 3k(5) shall be provided ground transportation. Midshipmen electing to independently travel to their cruise should follow instructions in section 5i.

(3) Transportation from Cruise to USNA. Midshipmen are instructed to coordinate with their fleet unit for return travel. Midshipmen completing training within the GTR of paragraph 3k(5) shall be provided ground transportation to USNA. Upon returning to the Annapolis area, Midshipmen will not be provided transportation from the airport to USNA; however, Midshipmen will be reimbursed the cost of a Super Shuttle from the airport to USNA when they file their travel claim. The Super Shuttle runs from both Baltimore-Washington International (BWI) and Washington Reagan National (DCA) Airports. Midshipmen taking a taxi will only be reimbursed the amount of the Super Shuttle fare. Reimbursement for Super Shuttle service from BWI/DCA Airport to USNA following cruise will be limited to the cost of published

service provided to military members to and from the airport. Receipts are required for reimbursement.

(a) Taking Leave After Cruise Completion (CONUS and Hawaii). Midshipmen scheduled for leave upon the completion of cruise may exercise one of the following options:

1. Return to the Annapolis area via government-furnished transportation and then commence leave. Midshipmen electing this option will not receive travel reimbursement from Annapolis area to their leave destination.

2. Notify the host command not to arrange return transportation and personally purchase a ticket to a location other than USNA and file a travel claim upon return. **Reimbursement will only be up to what it would have cost the government to transport you from your cruise back to USNA.** For certain group travel (e.g., MILAIR) the government cost may be zero and therefore you **will not be reimbursed**. Any additional ticket costs will be incurred by the Midshipman. Refer to paragraph 5.n for travel claim reimbursement policy and procedures.

(b) Taking Leave After Cruise Completion (OCONUS). Midshipman shall not take leave directly from an OCONUS cruise. Midshipmen scheduled for leave upon the completion of a cruise outside the Continental United States (OCONUS) must return directly to the Annapolis area via government-furnished transportation and then commence leave. Midshipmen shall not purchase individual return tickets from an overseas location due to cost and accountability concerns. Midshipmen electing this option will not receive travel reimbursement from Annapolis area to their leave destination.

Note: Summer training assignments and embark/debark dates change often due to dynamic Fleet operational schedules. Midshipmen are encouraged to make all airfare arrangements refundable in the event of a summer training change.

(4) Rental Cars. Under NO circumstances are Midshipmen authorized government funded rental cars.

n. Travel Claims. Upon returning to USNA for reform of the Brigade, all Midshipmen who participated in a Fleet cruise will file a travel claim with the Commandant Budget Office. The travel claim must include a copy of all paid receipts for airfare, Super Shuttle service, orders, and any other miscellaneous expense personally paid for by the traveler for which he/she is claiming reimbursement.

(a) **Midshipmen who traveled independently and/or arranged their own transportation following cruise are eligible for reimbursement only up to the cost of a government fare one-way trip ticket between Baltimore-Washington area airports and the cruise embark/debark location.** Reimbursement for Super Shuttle service from BWI/DCA Airport to USNA following cruise will be limited to the cost of published service provided to military members to and from the airport. **Midshipmen are advised to keep a file with all receipts and their original orders as this information is required to file a travel claim.**

(b) Restrictions. Midshipmen traveling to/from cruises within the USNA GTR of paragraph 3k(5) will not be reimbursed for travel expenses outside of the allotted per diem rate. Midshipmen who would have traveled on a MILAIR flight had they elected to utilize USNA arranged transportation will not be reimbursed for travel expenses outside of the allotted per diem rate.

o. Midshipman Information System (MIDS). MIDS will be updated daily. Midshipmen are advised to check their summer training assignment often. If there are any questions or apparent inconsistencies, contact the Summer Training Office immediately.

p. Emergency Leave. Midshipmen on cruise with fleet units who require emergency leave should have the host unit's Midshipman Training Officer contact the STDO. Midshipmen unable to do so should instruct a family member to contact the Bancroft Hall Officer of the Watch or the Summer Training Office with information regarding the requested emergency leave dates. The decision to remove a Midshipman from cruise will be made on a case-by-case basis.

(1) If sufficient time remains in the summer cruise after emergency leave has been completed, the Midshipman will return to the fleet unit for completion of the cruise. The decision whether or not to return the Midshipman to the cruise will be coordinated between the Summer Training Office and the Director, Division of Character Development and Training.

(2) Midshipmen should instruct their family to contact their local Red Cross office in the event of a family situation that might necessitate emergency leave. The Red Cross Office will assess if a notification message (AMCROSS) merits being transmitted to USNA. Receipt of an AMCROSS message does not guarantee emergency leave will be authorized by the Commanding Officer.

q. Sexual Assault Prevention and Response (SAPR) Program. During the summer, the USNA 24/7 Victim Advocate phone is manned and an Advocate is available for assistance. Although Midshipmen are eligible for and encouraged to utilize the SAPR resources at their summer training location, allowing the USNA SAPR team to coordinate support is highly recommended. Call 410-320-7343 to speak to the USNA Duty Victim advocate. The SAVI GUIDE program run by Midshipmen does not operate during summer training periods. Also available for use is the DoD SAFE Helpline. The Helpline can be accessed by dialing 877-995-5247; via the live chat room on the website ([www.safehelpline.org](http://www.safehelpline.org)) or via text message (CONUS: 55-247 or OCONUS 202-470-5546). The personnel at this site are trained civilian crisis hotline specialists who can either help a caller to receive civilian only assistance or can help with military provided assistance if requested.



C. A. CARROLL  
By direction

Distribution:  
Non-Mids (Electronically)