

## PERMIT TO REPORT CHECKLIST

COMPLETED	DOCUMENT	DUE DATE	RETURN ADDRESS	NOTES
<b>Section I - Immediate Action Items</b>				
	Permit to Report Letter	I-Day	N/A	Bring it with you on I-Day. If you choose to decline your appointment, you must email <a href="mailto:nomapps@usna.edu">nomapps@usna.edu</a> immediately.
	I-Day 2023 MRG - Mini Registration Form	15-May-23	Medical Records Naval Health Clinic 695 Kincaid Road Annapolis, MD 21402	Mail one copy <b>and</b> bring one copy with you on I-Day
	COVID-19 Vaccine Screening Immunization Documentation (DHA Form 207)	15-May-23	Medical Records Naval Health Clinic 695 Kincaid Road Annapolis, MD 21402	Mail one copy <b>and</b> bring one copy with you on I-Day
	Routine Immunization Screening Form: Adult (DD Form 3111)	15-May-23	Medical Records Naval Health Clinic 695 Kincaid Road Annapolis, MD 21402	Mail one copy <b>and</b> bring one copy with you on I-Day
	Immunization Record for United States Naval Academy Appointees	15-May-23	Medical Records Naval Health Clinic 695 Kincaid Road Annapolis, MD 21402	Mail one copy <b>and</b> bring <b>TWO</b> copies with you on I-Day
	U.S. Naval Academy Candidate Glasses Prescription Form	12-May-23	<a href="mailto:USN.NHCA-Glasses@mail.mil">USN.NHCA-Glasses@mail.mil</a> or Fax to: 410-293-1131	Use email subject line: <b>Plebe Glasses Order</b> Bring one copy with you on I-Day
	Academic Background System (ABS) Survey for the Class of 2027 & Validation Tests	Receipt of Package + 2 Weeks	Blackboard	Complete Questionnaire within two weeks of receiving the Permit to Report (PTR) package. All questionnaires must be completed by I-Day. Additionally, complete all additional placement tests that are listed
	Plebe Sponsor Questionnaire	As soon as possible	sponsor@usna.edu	For by name sponsor request, please have the sponsor contact the sponsor coordinator no later than 25 June 2023 with their name and address.
	Uniform Measurements Form	Within 2 weeks of receipt of this package.	N/A	<a href="https://go.navyonline.com/usnaplebe">https://go.navyonline.com/usnaplebe</a>
	Personal Swearing-In Ceremony Form	02-June-23	<b>iday-2027-group@usna.edu</b>	Only complete this form if desiring a personal swearing-in ceremony following the formal Oath of Office Ceremony
<b>Section II - Administrative Preparations</b>				
	Agreement to Serve Form	I-Day	N/A	Sign, date, and bring <b>TWO</b> copies with you on I-Day. Keep a third copy in a safe location.
	Servicemember's Group Life Insurance Election and Certificate Form	I-Day	N/A	Bring one copy with you on I-Day

	Dependency Application/Record of Emergency Data (NAVPERS 1070/602)	I-Day	N/A	Bring one copy with you on I-Day
	Record of Emergency Data (DD Form 93)	I-Day	N/A	Bring one copy with you on I-Day
	Notice Regarding Maintenance of Private Medical Insurance	I-Day	N/A	Bring one copy with you on I-Day
	Questionnaire for National Security Positions (Standard Form 86)	I-Day	N/A	Bring one copy with you on I-Day
<b>Section III - Disbursing Preparations</b>				
	Midshipmen Disbursing Office Coversheet/Checklist	I-Day	N/A	Print and staple to the front of all Section III forms being turned in on I-Day.
	Direct Deposit Sign-Up Form (Standard Form 1199A)	I-Day	N/A	This form is mandatory. Bring one copy with you on I-Day.
	Request and Authorization for Midshipmen Accession Travel (USNA 4600/8)	As Applicable	monteith@usna.edu	OPTIONAL - Civilian candidates only- Only complete this form if you wish to have your travel to USNA arranged by the U.S. government and/or be reimbursed for travel expenses. Bring one copy with you on I-Day.
	Travel Voucher or Subvoucher (DD Form 1351-2)	As Applicable	N/A	OPTIONAL - Only complete this form if you wish to have your travel to USNA arranged by the U.S. government and/or be reimbursed for travel expenses. Bring one copy with you on I-Day
	ACE Loan Information/Scholarship Money, and Personal/Charitable Donations	As Applicable	Midshipmen Disbursing Office U.S. Naval Academy 101 Buchanan Road, Room 4002 Annapolis, MD 21402	Scholarship checks and letters should be mailed to the Midshipmen Disbursing Office <u>no earlier than</u> the start of the Academic Year.
	Navy Federal Naval Academy Membership Application	I-Day	MDOL-BOD@navyfederal.org	If already a NFCU member, do not complete this form. If you wish to have your pay deposited to your NFCU or any other account, complete <b>Direct Deposit Sign-Up Form (Standard Form 1199A)</b> instead
<b>Section IV - Miscellaneous Items</b>				
	United States Naval Academy News Release (fill in the blank form)	As Applicable	Local newspaper/news stations	Only complete this form if you desire to notify your hometown media outlets of your appointment to USNA Class of 2027. Do not return this form to USNA.
	Department of the Navy Local Population ID Card/Base Access Pass Registration (SECNAV 5512/1)	I-Day	Pass and ID Office/Security USNA Bldg 351/Visitors Access Center Annapolis, MD 21402	Form may also be hand carried to the Pass and ID Office located in the Visitor's Access Center located adjacent to Gate 1
	USNA Dietary Needs and Religious Accommodation Questionnaire	As Applicable	<a href="mailto:religious-exemption-group@usna.edu">religious-exemption-group@usna.edu</a>	Only complete this form if you have dietary restrictions/needs and/or are requesting religious accommodations.

	Social Media Profile Etiquette Information	I-Day	N/A	Bring one copy with you on I-Day
	United States Naval Academy Alumni Association and Foundation Welcome Letter	As Applicable	N/A	For parents to sign on to the parent dashboard online
	Midshipman Life Membership at Graduation Program	I-Day	N/A	Bring one copy with you on I-Day
	Permission to Share Contact Information	I-Day	N/A	Bring one copy with you on I-Day
<b>Additional items</b>				
	Social Security Card	I-Day	N/A	Bring Social Security Card on I-Day. If you do not have a Social Security Card, then you must obtain one. If you are receiving Social Security benefits, notify appropriate office of entrance to USNA.
	Flight Itinerary, Copy of Ticket, All Travel Receipts	I-Day	N/A	Bring a copy of airline or rail ticket/itinerary showing dollar amount that you paid along with any travel receipts.
	Note from physician for prescribed medication	I-Day	N/A	See note under Section V of Important Information Booklet
	Orthodontic Waiver Letter	I-Day	N/A	IF REQUIRED – Bring waiver, copy of your initial treatment plan and all orthodontic records with you on I-Day. If you do not have a waiver from the admissions process, then your braces must be removed
	Proof of Citizenship, Police Record Check, Body Alteration Form, Accession Screening Questionnaire, Medical Readiness Form	ASAP	CIS Portal	If you have not already done so,upload submit these documents via your CIS portal. This information is requested with Offer of Appointment via your candidate portal, not a part of Permit to Report Package
	Changes in Health Status	As Required	<a href="mailto:nomapps@usna.edu">nomapps@usna.edu</a>	E-mail any changes in health since DoDMERB examination

**Please complete all forms as indicated above and in the Important Information booklet  
Use a BLACK pen. Do not return any personal letters; they are yours to keep.**