

PERMIT TO REPORT CHECKLIST (PAGE 1 OF 2)

COMPLETED	DOCUMENT	DUE DATE	RETURN ADDRESS	NOTES
OMB	Academic Background System (ABS) Questionnaire for the Class of 2025 & Validation Tests	Receipt of Package + 2 Weeks	N/A	Complete Questionnaire within two weeks of receiving Permit to Report (PTR) package. All questionnaires must be completed by I-Day. Additionally, complete all additional placement tests that are listed.
NHCA	Changes in Health Status	As Needed	Email: nomapps@usna.edu	E-mail or fax any changes in health since DoDMERB examination as stated under Section IV of Information Booklet.
NAF	Uniform Measurements	21-May-20	See "Important Information for the Class of 2025"	Measurements must be entered online
OMB	Personal Swearing-In Ceremony Form	21-May-20	"personal-swearing-in-class-of-2025-group@usna.edu"	Complete and Email to noted address
NFCU	Midshipmen Pay and NFCU application	21-May-20	MDOL-BOD@navyfederal.org	Complete online application process. If you do not wish to use NFCU, bring a copy of direct deposit slip from desired bank on I-Day.
NHCA	Immunization Record and COVID Form Questionnaire (DD3111 and DHA Form 207)	21-May-20	Medical Records Naval Health Clinic 695 Kinkaid Road Annapolis, MD 21402-5050	Complete Part I; licensed health care provider complete Part II. Make a copy. Return original to address listed (Envelope not provided) and BRING copy with you on I-Day.
NHCA	Patient Registration Form (NHCLA 6150/24)	21-May-20	Medical Records Naval Health Clinic 695 Kinkaid Road Annapolis, MD 21402-5050	Complete and return original to address listed. Envelope not provided. Bring copy on I-Day.
NHCA	USNA Appointee Spectacle Prescription Information Form	21-May-20	Naval Health Clinic Annapolis 250 Wood Road Annapolis, MD 21402-5050	Complete and return original to address listed or fax to (410)-293-1131 (do not use a cover sheet or fax any other forms). Envelope not provided. Bring copy on I-Day.
NHCA	Mantoux Tuberculin Skin Test (PPD) Form	21-May-20	Medical Records Naval Health Clinic 695 Kinkaid Road Annapolis, MD 21402-5050	Documented PPD test provided by your doctor's office must be completed within six months of I-Day. Return proof of current PPD test results to address listed. Envelope not provided.
OMB	Proof of Citizenship and Police Record Check	21-May-20	U.S. Naval Academy Office of Admissions Attn: Nominations and Appointments 52 King George Street Annapolis, MD 21402-1318	If you haven't already done so, return documents to Admissions. (Information requested with Offer of Appointment. Not a part of PTR Package.)
OMB	Statement of understanding regarding body alterations	21-May-20	U.S. Naval Academy Office of Admissions Attn: Nominations and Appointments 52 King George Street Annapolis, MD 21402-1318	If you haven't already done so, return statement of understanding to Admissions. (Information requested with Offer of Appointment. Not a part of PTR Package.)
SECNAV	Base Access Card Application (SECNAV 5512)	21-May-20	Pass and ID Office/Security USNA BLDG 351/Visitors Access Center Annapolis, MD 21401	Complete and mail to security office
NFE	Alumni Association and Foundation Forms, Plebe/Parent Information Form, Parent Association Membership Form	9-Jun-20	membership@usna.com	Complete online questionnaire. Permission to Share can be returned to the email address provided or brought on I-Day.
OMB	Plebe Sponsor Questionnaire	25-Jun-20	N/A	Candidates must complete questionnaire and return via email to rclark@usna.edu. Candidates can complete on I-Day, if required.
Diff SORN	Request and Authorization for Midshipmen Accession Travel (USNA 4600/8)	1-Day	monteith@usna.edu	Scan document to a PDF file and email directly
OMB	Agreement to Serve Forms	1-Day	N/A	Sign, date and bring two copies bring with you on I-Day. Retain one copy for your records. If under 18, parent/guardian signature is required.
SGLV	Service Member's Group Life Insurance (SGLI) Form	1-Day	N/A	Bring with you on I-Day
NAVPER5	Record of Emergency Data (NAVPER5 1070/602)	1-Day	N/A	Bring with you on I-Day

Please return 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

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SF	Standard Form (SF)-86 Questionnaire	1-Day	N/A	Bring with you on I-Day

OMB	Notice Regarding Maintenance of Private Medical Insurance	I-Day	N/A	Bring with you on I-Day
OMB	Permit to Report Letter	I-Day	N/A	Bring with you on I-Day
NA	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.
NA	Note from Physician for prescribed medication	I-Day	N/A	See note under Section IV.
NA	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.
NA	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 application process, then your braces must be removed.
NHCLANNA	Medical Record Supplemental Medical Data (NHCLANNA 6150/2)	I-Day	N/A	Complete and bring with you on I-Day.
NA	ACE Loan/Scholarship Information	As Applicable	Midshipmen Disbursing Office U.S. Naval Academy 101 Buchanan Road, Room 4002 Annapolis, MD 21402	As Applicable – Scholarship checks and letters should be mailed to the Midshipmen Disbursing Office <u>no earlier than</u> the start of the Academic Year.

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