



DEPARTMENT OF THE NAVY  
NAVAL RESERVE OFFICERS TRAINING CORPS UNIT  
MAINE MARITIME ACADEMY  
PLEASANT STREET  
CASTINE, ME 04420

NROTCUMMAINST 1534.5  
5 Apr 2019

NROTC UNIT MAINE MARITIME ACADEMY INSTRUCTION 1534.5

Subj: SELECTION OF MIDSHIPMEN APPLICANTS FOR THE STRATEGIC SEALIFT MIDSHIPMAN PROGRAM (SSMP) AT NROTC MAINE MARITIME ACADEMY (MMA)

Ref: (a) OPNAVINST 1534.1E (Strategic Sealift Officer Program)  
(b) NSTCINST 1533.2C CH-2 (Regulations for Officer Development)  
(c) MMA Policy for Awarding Student Incentive Pay (SIP) to incoming Strategic Sealift Midshipmen

Encl: (1) Amplifying Information  
(2) SSMP Checklist  
(3) SSMP Application

1. Purpose. This instruction sets forth the requirements for an MMA Midshipman (MIDN) applying for the SSMP.

2. Background. The SSMP is an education and training program established in cooperation with the Maritime Administration (MARAD) and Military Sealift Command (MSC) and overseen by the Department of Naval Science (DNS) at the U.S. Merchant Marine Academy and State Maritime Academies (SMA). These programs are designed to qualify participants for commissioned Navy Reserve service. Program administration, eligibility, participation requirements, and training are directed by the Navy Education Training Command's (NETC) Naval Service Training Command (NSTC), under guidance issued in references (a) and (b).

3. Discussion. The SSMP is a highly competitive program with limited quotas available. The guidance set forth in this instruction serves as the minimum requirements that will be used to determine the most qualified individuals for acceptance into the program. The final decision for selection into the SSMP will reside with the unit's Commanding Officer.

4. Action.

a. Prospective candidates shall use this instruction and enclosures (1) through (3) as an aid in preparing and applying for the SSMP. For questions related to the application process, call 207-326-2465.

b. Applications for the SSMP may be submitted at any point prior to the student's arrival to MMA for the 4/C year. Applicants are encouraged to begin the process as soon as practicable. Students currently enrolled at MMA may apply at any time, but no later than the start of classes of their 2/C year. Applications shall be mailed or hand delivered to:

Maine Maritime Academy NROTC  
Attn: Human Resources Assistant  
44 Pleasant Street  
Castine, Maine 04421

S. D. KEARNS

### Amplifying Information

1. Application process for joining the SSMP is comprised of the actions listed below. Consideration for selection will only take place when all the actions have been completed by the applicant:
  - a. Complete the SSMP application in enclosure (3) and submit upon acceptance to MMA. Applications are generally completed and submitted no later than August 1 of the academic year of enrollment. Current MMA students can, apply at any time, but no later than the start of classes of the 2/C year and will be evaluated on a case-by-case basis.
  - b. Upon receipt of application by the Human Resources Assistant (HRA), the applicant will be notified of the medical requirements.
  - c. Complete all medical requirements.
  - d. Submit high school or college transcript (s) to include cumulative GPA, class rank and SAT/ACT scores
  - e. Be prepared to meet and exceed the following Navy physical fitness standards.
    - (1) Males: 58 curl-ups, 47 Push-ups, 1.5 mile run in under 12 minutes or less.
    - (2) Females: 58 curl-ups, 21 Push-ups, 1.5 mile run in 14 minutes and 15 seconds or less.
  - f. Attend MMA NROTCU New Student Orientation (NSO).
2. All candidates will be evaluated and ranked by the NROTC Staff based on completion of the above referenced requirements. All candidates will be evaluated and ranked based on their academic record, physical fitness abilities and performance at NSO. Acceptance to the SSMP will be offered on an available basis to the most qualified candidates.
3. Candidates will be notified of their selection for the SSMP by the NROTC Staff. Selections to the SSMP **DOES NOT** Guarantee a midshipman will receive student incentive payment (SIP). Sip will be available on a merit basis according to the number of approved SIP quotas from the Maritime Administration (MARAD). MMA is the approving authority for selecting which midshipman receives SIP. The SIP selection process will be conducted in accordance with reference (c).

**SSMP Application Checklist**

- \_\_\_\_\_ Completed application submitted to the MMA NROTC
- \_\_\_\_\_ Medical appointments completed
- \_\_\_\_\_ Copy of completed Application for USCG Medical Certificate (CG-719K)
- \_\_\_\_\_ Copy of completed report of Medical History (DD Form 2807-1)
- \_\_\_\_\_ Physically qualified status confirmed with MMA NROTC
- \_\_\_\_\_ High school and/or college transcript (s) and SAT/ACT scores submitted to  
MMA NROTC
- \_\_\_\_\_ Able to meet or exceed Navy Physical fitness standards
- \_\_\_\_\_ NROTC New Student Orientation scheduled with MMA NROTC

Applicant is responsible for verifying of receipt of all material as well as completion and verification of all medical appointments. Contact Maine Maritime Academy NROTC at (207) 326-2352 if you have any questions.

**APPLICATION FOR MIDSHIPMAN STATUS**

From: \_\_\_\_\_  
Last, First, Middle Initial Date

To: Commanding Officer, NROTC Unit, Maine Maritime Academy

Subj: REQUEST FOR MIDSHIPMAN AND ENLISTED STATUS IN THE UNITED STATES  
NAVY RESERVE

Ref: (a) Maritime Education and Training Act of the 1980 (Public Law 96-453, Sec 1304 (g) (2))

1. Per reference (a), I hereby apply for appointment as Midshipman and enlisted status in the United States Navy Reserve in order to participate in the Strategic Sealift Midshipman Program/United States Navy Reserve (SSMP/USNR).

2. I understand that. Upon being found physically qualified by a Department of Defense Medical Evaluation Review Board (DoDMERB) medical examination, I must execute an Appointment/Enlistment and Training and Service Agreement and apply for, and accept, if offered, a commission in the Reserve for the United States Navy upon successful completion of the requirements for commissioning.

\_\_\_\_\_  
Signature

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Parental Consent (IF YOU ARE UNDER THE AGE OF 18)

I, \_\_\_\_\_, The parent (s)/ legal guardian of \_\_\_\_\_, born on \_\_\_\_\_, whose signature on the foregoing service agreement meets my/our approval, do hereby consent to his/her application for and, if accepted, his/her appointment as a midshipman, United States Navy Reserve at the Maine Maritime Academy, and I/we hereby give him/her my/our permission to serve in the Merchant Marine Reserve, United States Navy Reserve unless sooner discharged.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of parent/legal guardian

Privacy Act Notification

Under the authority of 5 USC 301, The use of identifying data on this form pertaining to you as name, date of birth, social security number will be used for identification purposes while a member of the SSMP/USNR Midshipman program. This information purposes while a member of the SSMP/USNR Midshipman program. This information will be maintained in official Navy records and will not be divulged without your written authorization to anyone other than officials or officers involved with this program. You are not required to provide this information, however, failure to do so may result in not being selected for the SSMP/USNR Midshipman program.

Return completed form to:  
NROTCU Maine Maritime Academy  
Attn: Human Resources Assistant  
44 Pleasant Street  
Castine, ME 04421  
Fax (207) 326-2351  
Email: [Katie.Allen@mma.edu](mailto:Katie.Allen@mma.edu)

Enclosure (3)

APPLICATION FOR THE STUDENT INCENTIVE PAYMENT PROGRAM PAGE 1

I hereby apply for the Student incentive payment program offered by the Maritime Administration. My school has provided me with a copy of the student Incentive Payment program booklet that describes the program and the service obligation. If I am selected by my school to participate in this program, I agree to promptly complete the application process with the United States Coast Guard.

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Name

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Date of Birth

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Home Address

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City/State/Zip

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Phone Number (Home and cell)

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Email Address

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Social Security Number

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Major and Class year

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Maine Maritime Academy  
School

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Date

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APPLICATION FOR STRATEGIC SEALIFT MIDSHIPMAN PROGRAM

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Please answer the following with yes or no:**

Have you ever been arrested, or convicted, or fined for law violations? \_\_\_\_\_

Have you previously attended or are you now attending the Air Force, the Naval, or Military Academy Preparatory school or the Navy boost school? \_\_\_\_\_

Have you ever severed tours of extended Active Duty drawing full pay, from which you were discharged or separated to civilian status? \_\_\_\_\_

Are you on Active Duty in the U.S. Armed Forces drawing full pay? \_\_\_\_\_

Are you currently a member of a U.S. Reserve or National Guard unit? \_\_\_\_\_

Are you currently in the delayed entry/Enlistment program (DEP)? \_\_\_\_\_

Are you currently in the college program? \_\_\_\_\_

Have you ever been placed on probation or expelled from college or a civilian preparatory school? \_\_\_\_\_

Have you ever been a Cadet/Midshipman at any of the U.S. Service academies or ROTC Program? \_\_\_\_\_

Are you currently an applicant or do you intend to apply for a service academy or ROTC program? \_\_\_\_\_

Amplifying Information for any "yes" answers to the questions above.

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