
July 2024

Maritime Service Compliance System (MSCS) User Guide

Document Version 4.0

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Maritime Administration (MARAD)
New Development Team



Document Revision History

Version	Author	Date	Revision
1.0	clearAvenue	10/02/2017	New System Development document
1.1	Michael Haley	08/27/2018	Updated screenshots as Mariner Reference Number is no longer a required field.
1.2	Michael Haley	07/05/2019	Minor formatting changes. Fixed broken link in Section 2.4.
1.3	Michael Haley	11/21/2019	Added document version number to cover page, and to page footer of each page.
1.4	Michael Haley	02/24/2020	Added note in Section 2.9 that users will be automatically logged out after 30 minutes of inactivity.
1.5	Michael Haley	2/18/2021	Updated Points of Contact. Replaced Robert Kwong with Larry Athearn. Added Adrian Ilagan.
1.6	Michael Haley	03/25/2021	Updated screenshots with field requirements displayed in red. Added note about file size in File Manager Section 3.1.
1.7	Michael Haley	06/01/2021	Added Alt Text to images for 508 compliance.
1.8	Michael Haley	05/12/2022	Updated screenshots after enhancements.
1.9	Michael Haley	12/06/2022	Updated help contact information.
2.0	Michael Haley	02/21/2023	Updated help contact information.
2.1	Michael Haley	04/13/2023	Updated help contact information.
3.0	Michael Haley	11/09/2023	Updated for Login.gov.
4.0	Michael Haley	07/19/2024	Updated for .NET Core rewrite.

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Section 1.0 Introduction

The Maritime Service Compliance System (MSCS) assists midshipmen in the U.S. Merchant Marine Academy (USMMA) and cadets at the State Maritime Academies (SMA) in the Student Incentive Payment (SIP) Program in completing the required annual compliance reports via the Internet for the period of their service obligation after graduation.

The MSCS Website provides information pertaining to reporting compliance, acceptable proof of compliance with service obligations, and career and employment opportunities.

1.1 Background

Federal law imposes service obligations on the graduates of USMMA and SMA graduates in the SIP Program. The Maritime Administration (MARAD) monitors each of these individuals beginning in their first year at the academies and continues normally for eight years after graduation, and possibly longer if some delay or a deferment is granted. This monitoring is required to determine if statutory and regulatory requirements are being met as well as to measure program performance in achieving MARAD and U.S. Department of Transportation (DOT) strategic objectives to meet U.S. national security and commercial mobility requirements.

1.2 Scope

This document provides step-by-step instructions for performing tasks in the MSCS application by Students/Graduates.

1.3 References

The following resources were used to complete this document:

- *Maritime Service Compliance System (MSCS) Functional Requirements Document*
- Maritime Service Compliance System (MSCS): <https://mcs.marad.dot.gov/>

1.4 Acronym List

Acronym	Definition
AD	Active Directory
ASOC	Annual Service Obligation Compliance
CAC	Common Access Card
CFR	Code of Federal Regulations
DOT	United States Department of Transportation
EDR	Employment Determination Request
FIPS	Federal Information Processing Standards
MARAD	Maritime Administration
MMC	Merchant Marine Credential
MSCS	Maritime Service Compliance System
NOAA	National Oceanic and Atmospheric Administration
NR	Naval Reserve
PIV	Personal Identity Verification
SIP	Student Incentive Payment
SMA	State Maritime Academy
STCW	Standards of Training, Certification, and Watchkeeping
TWIC	Transportation Workers Identification Card
USCG	United States Coast Guard
USMMA	United States Merchant Marine Academy

Section 2.0 Accessing MSCS

2.1 Specifications

MSCS is designed to run on the following settings:

- Edge, Firefox, Chrome, and Safari
- Screen resolution of 1024 x 768 pixels

Note: Using any other settings can result in the system not appearing or performing at its optimum level.

2.2 Access Requirements

To be able to access MSCS:

- For the Student/Graduate role, you must:
 - Already have some personal information entered by MARAD in the system before you can log in to MSCS the first time (see [Section 2.6 Logging into MSCS - Students/Graduates](#)).

2.3 Accessing MSCS

1. Click <http://mscs.marad.dot.gov/MSCS>.

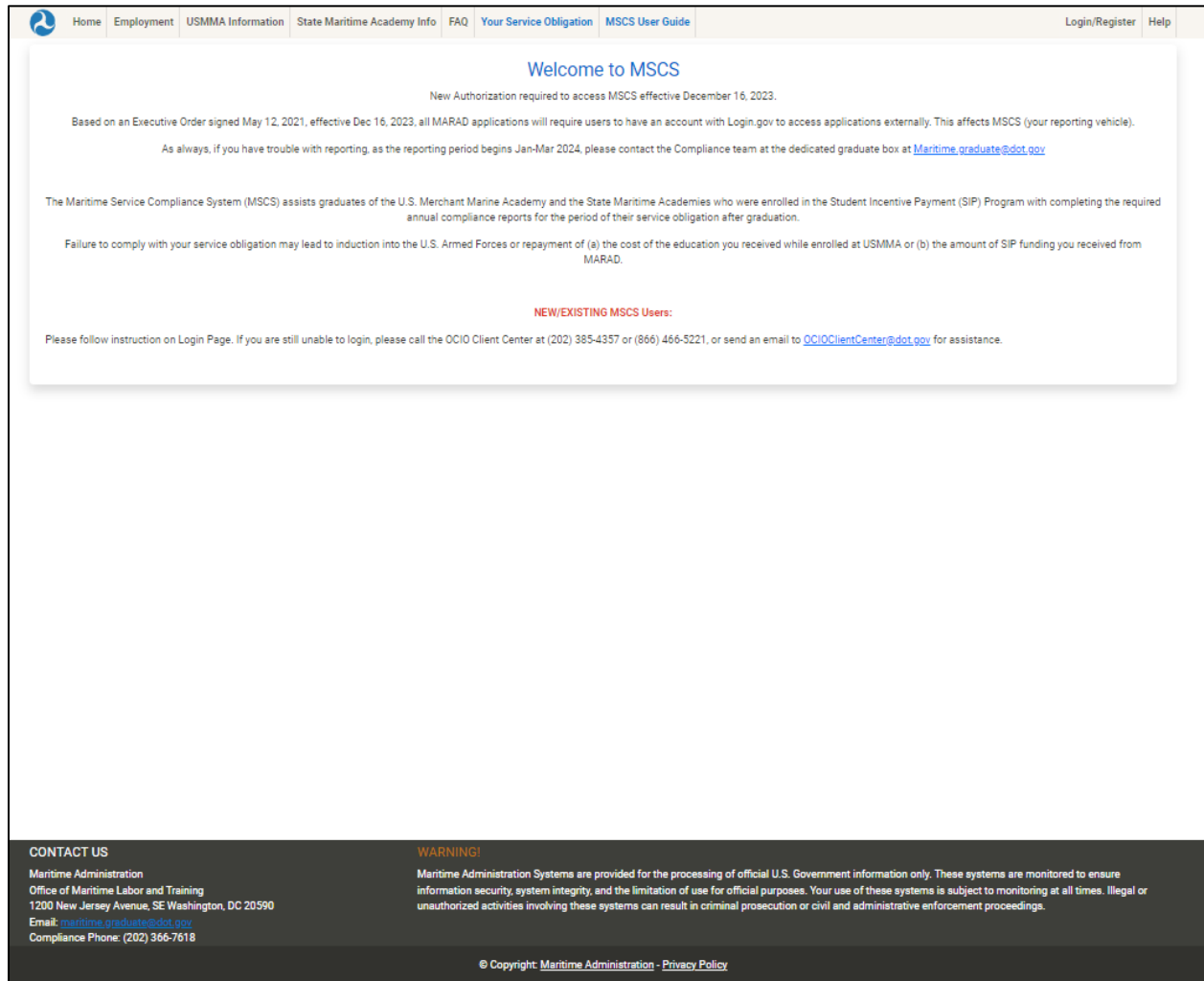
Or

Enter this URL in your browser's address bar: `http://mscs.marad.dot.gov/MSCS`.

The MSCS Home page is displayed with guidelines for accessing the system and links to various MARAD resources.

See Figure 2-1.

Maritime Service Compliance System (MSCS) User Guide



The screenshot shows the MSCS Home Page. At the top is a navigation bar with links: Home, Employment, USMMA Information, State Maritime Academy Info, FAQ, Your Service Obligation, MSCS User Guide, Login/Register, and Help. The main content area has a heading "Welcome to MSCS" and a sub-heading "New Authorization required to access MSCS effective December 16, 2023." Below this, there are two paragraphs of text. The first paragraph states that based on an Executive Order signed May 12, 2021, effective Dec 16, 2023, all MARAD applications will require users to have an account with Login.gov to access applications externally. The second paragraph states that as always, if you have trouble with reporting, as the reporting period begins Jan-Mar 2024, please contact the Compliance team at the dedicated graduate box at Maritime_graduate@dot.gov. The third paragraph states that the Maritime Service Compliance System (MSCS) assists graduates of the U.S. Merchant Marine Academy and the State Maritime Academies who were enrolled in the Student Incentive Payment (SIP) Program with completing the required annual compliance reports for the period of their service obligation after graduation. The fourth paragraph states that failure to comply with your service obligation may lead to induction into the U.S. Armed Forces or repayment of (a) the cost of the education you received while enrolled at USMMA or (b) the amount of SIP funding you received from MARAD. Below this is a section for "NEW/EXISTING MSCS Users:" with instructions to follow the instruction on the Login Page, call the OCIO Client Center at (202) 385-4357 or (866) 466-5221, or send an email to OCIOClientCenter@dot.gov for assistance. At the bottom of the page, there is a dark grey footer with "CONTACT US" information, a "WARNING!" section, and a copyright notice.

Home | Employment | USMMA Information | State Maritime Academy Info | FAQ | Your Service Obligation | **MSCS User Guide** | Login/Register | Help

Welcome to MSCS

New Authorization required to access MSCS effective December 16, 2023.

Based on an Executive Order signed May 12, 2021, effective Dec 16, 2023, all MARAD applications will require users to have an account with Login.gov to access applications externally. This affects MSCS (your reporting vehicle).

As always, if you have trouble with reporting, as the reporting period begins Jan-Mar 2024, please contact the Compliance team at the dedicated graduate box at Maritime_graduate@dot.gov

The Maritime Service Compliance System (MSCS) assists graduates of the U.S. Merchant Marine Academy and the State Maritime Academies who were enrolled in the Student Incentive Payment (SIP) Program with completing the required annual compliance reports for the period of their service obligation after graduation.

Failure to comply with your service obligation may lead to induction into the U.S. Armed Forces or repayment of (a) the cost of the education you received while enrolled at USMMA or (b) the amount of SIP funding you received from MARAD.

NEW/EXISTING MSCS Users:

Please follow instruction on Login Page. If you are still unable to login, please call the OCIO Client Center at (202) 385-4357 or (866) 466-5221, or send an email to OCIOClientCenter@dot.gov for assistance.

CONTACT US
Maritime Administration
Office of Maritime Labor and Training
1200 New Jersey Avenue, SE Washington, DC 20590
Email: maritime_graduate@dot.gov
Compliance Phone: (202) 366-7618

WARNING!
Maritime Administration Systems are provided for the processing of official U.S. Government information only. These systems are monitored to ensure information security, system integrity, and the limitation of use for official purposes. Your use of these systems is subject to monitoring at all times. Illegal or unauthorized activities involving these systems can result in criminal prosecution or civil and administrative enforcement proceedings.

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Figure 2-1 MSCS Home Page

2.4 Navigating MSCS

Click one of the links under the navigation bar at the top of the page.

Some links may open in a new browser window:

1. Click the **Home** link. The MSCS Home page is displayed (see Figure 2-1).
2. Click the **Log-in** link. The MSCS Log-in page (see Figure 2-2) is displayed.

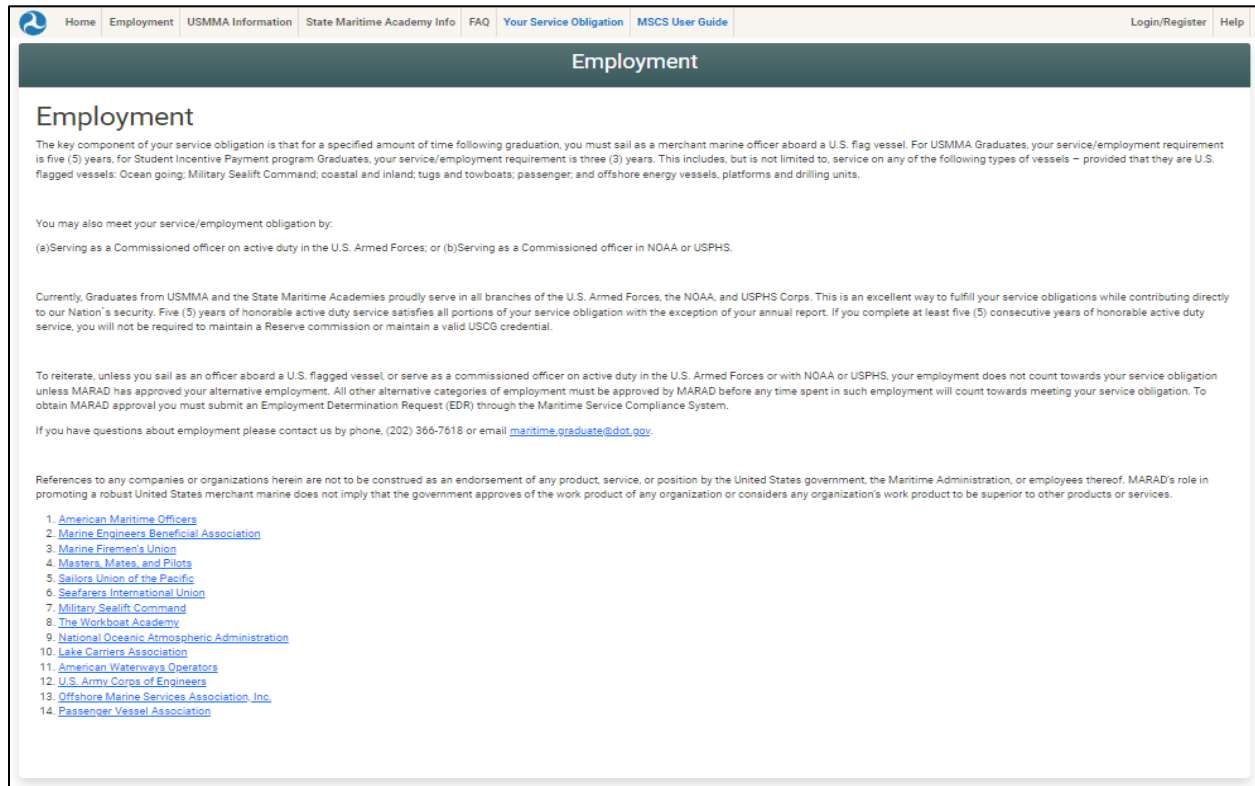


Figure 2-3 Employment Page

4. Click the **USMMA Info** link. The USMMA Info page (see Figure 2-4) displays the following information:

- Service Obligation Brochure (PDF Document)
- USMMA Incoming Class of 2019 Compliance Briefing (PDF Document)
- Kings Point Graduate's Letter (PDF Document)
- USMMA Class of 2016 Compliance Briefing (PDF Document)
- Your Service Obligation

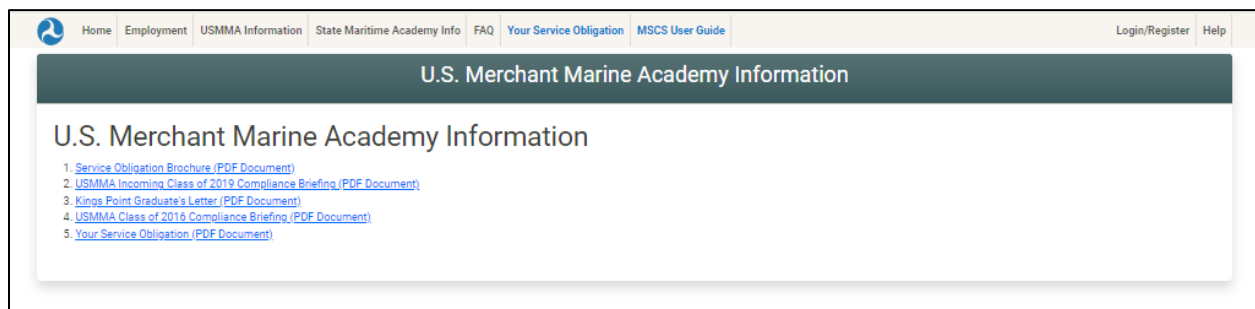


Figure 2-4 USMMA Info Page

5. Click the **State Maritime Academy Info** link. The State Maritime Academy Info page (see Figure 2-5) displays.



Figure 2-5 State Maritime Academy Student Incentive Payment (SIP) Program Page

6. Click the **FAQ** link. The system directs user to the Frequently Asked Questions page.
7. Click the **Your Service Obligation** link. The system directs the user to the Your Service Obligation (PDF document).
8. Click the **Privacy Policy** link. The system directs the user to the Privacy Policy - <https://www.transportation.gov/privacy>
9. Click the **MSCS User Guide** link. The system allows users to view, print, and save the *Maritime Service Compliance System (MSCS) User Guide (PDF Document)*.

2.5 Accessing Online Help

Click the **Help** link in the top right corner of the home page. The Online Help page is displayed with information for contacting MARAD if you are having difficulty accessing or using the system (see Figure 2-6). The help phone number is (202) 385-4357. Help email is OCIOClientCenter@dot.gov.

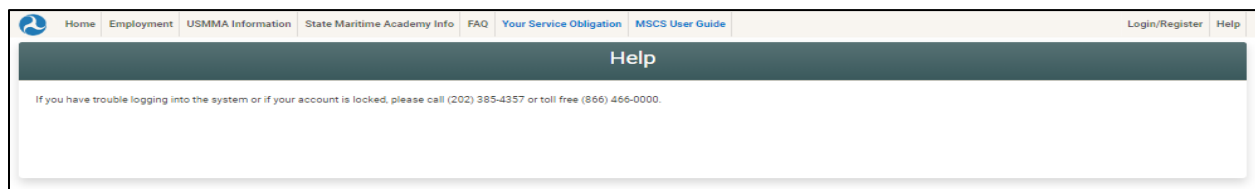


Figure 2-6 Login Help Page

2.6 Logging into MSCS – Graduates

To comply with the recent [Government mandate requiring multi-factor authentication](#), the “Username and Password” login option on the MSCS application has been removed. This includes Self Registration and any “change password” or “forgot password” functions. All other existing functionality for the application has not changed.

To login to MSCS:

- Graduates (external non-DOT users) must log in using the “Login.gov” option.
- DOT (internal MARAD users) must log in using the PIV option.

To log in to MSCS, graduates (external non-DOT users) must use the “Sign in with Login.gov” option. Please note that the PIV option can only be used by internal MARAD users and will not work with PIVs and CAC cards that are issued by another agency.

Which scenario best describes my need?

- **I see "You are not a student" when I try to login (MSCS profile has not been added).**
- **I have an MSCS profile, but I don't have a Login.gov account.**
- **I have an MSCS profile, and I also have a Login.gov account.**

2.6.1 I see “You are not a student” when I try to login to MSCS (profile not created)

If you have followed all of the steps to create a Login.gov account, or if you already have a Login.gov account and you get an error saying “**You are not a student**” when attempting to login for the first time, this means that your profile has not yet been created in MSCS. Please contact the Compliance Team at Maritime.Graduate@dot.gov .



Figure 2-7 "You are not a student" Message at Top of Login MSCS Login Page

To use Login.gov with MSCS:

- First / As a prerequisite, the graduate's profile must be added into MSCS by a Program Manager or Data Entry.
- Your profile must be in the MSCS application before you can log in.
- If you don't know what Primary Email address was registered for your MSCS profile, please contact the Compliance Team at Maritime.Graduate@dot.gov .
- The same email address must be used for both your MSCS profile's primary email and your Login.gov account.

2.6.2 I have an MSCS profile, but I don't have a Login.gov account.

If you have an MSCS profile, follow these instructions to create a Login.gov account:

1. At the top of the MSCS Home page, click the **Login** link.

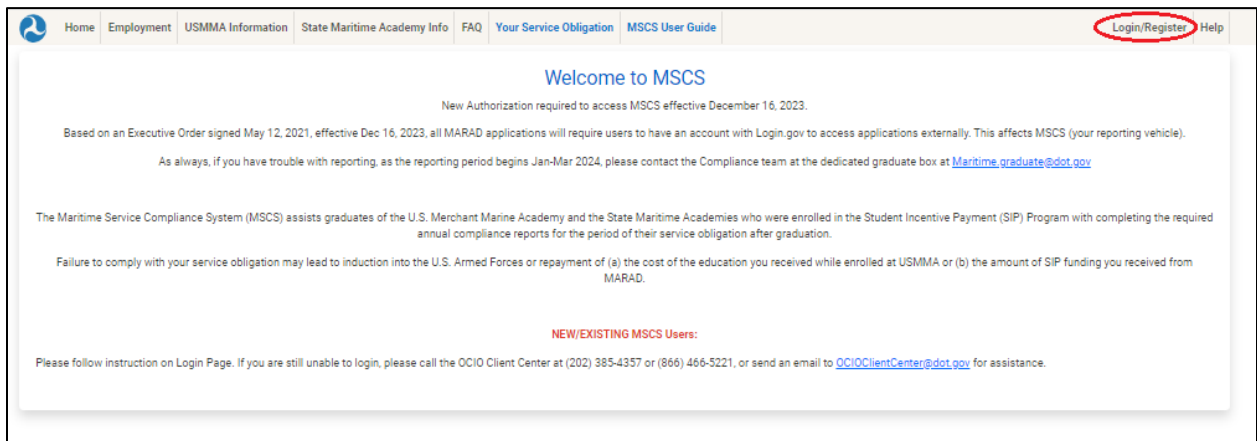


Figure 2-8 Login Link at Top of MSCS Home Page

2. At the MSCS login page click **Sign in with LOGIN.GOV**.

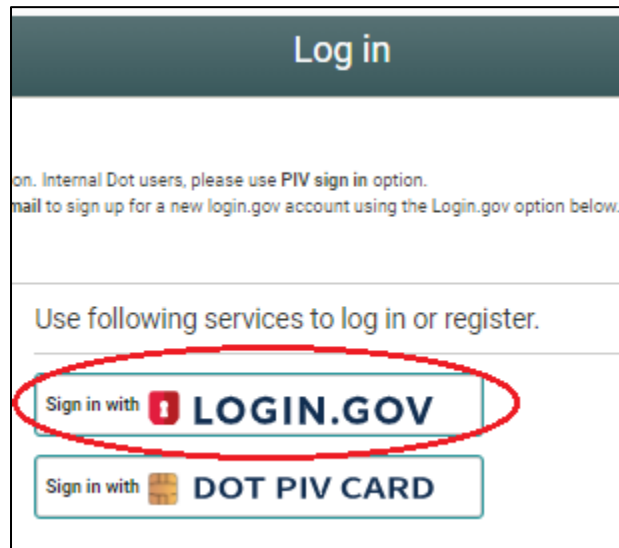


Figure 2-9 MSCS Login Page with Login.gov circled

3. Click the **Create an account** button.

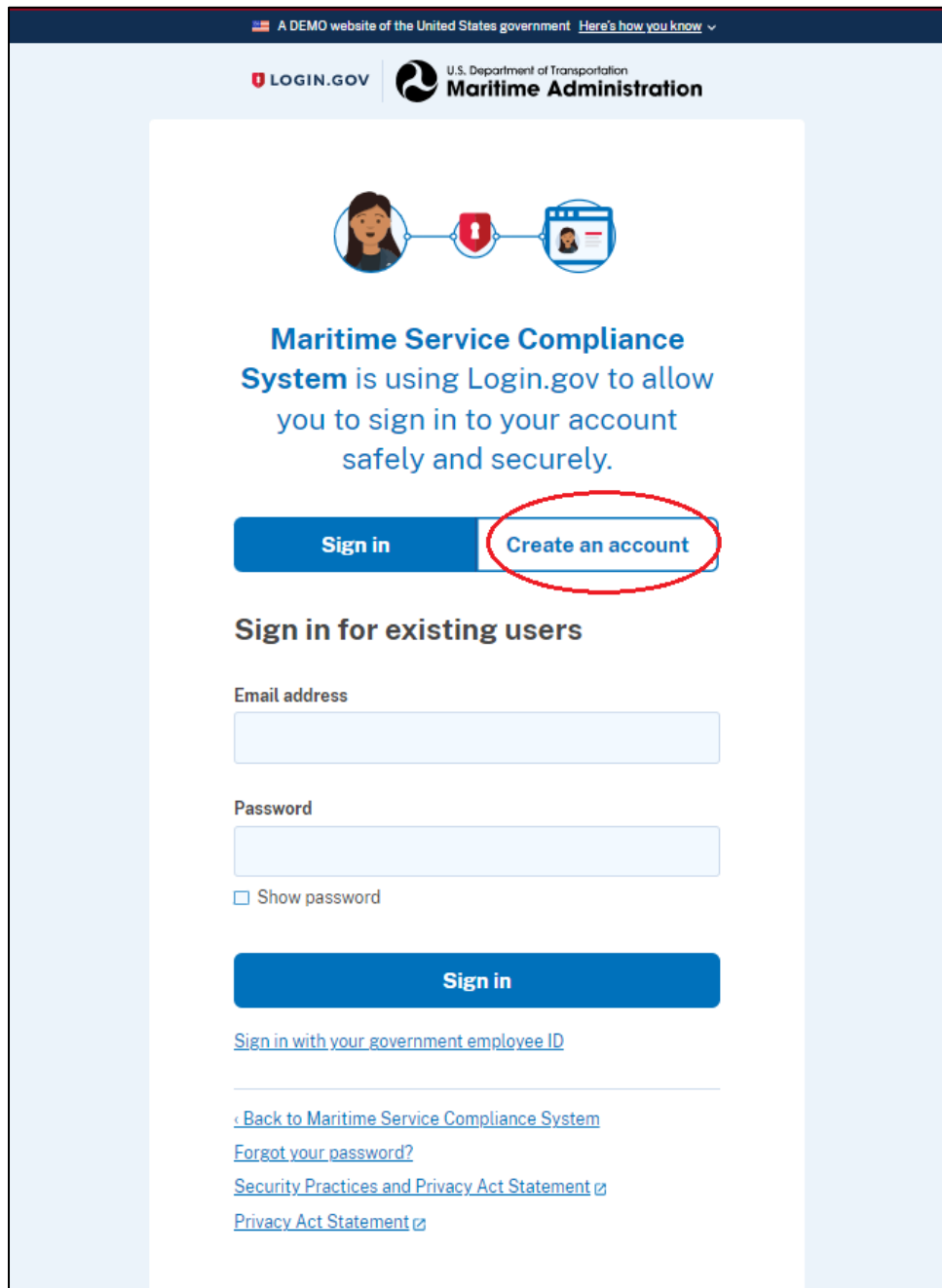


Figure 2-10 Login.gov Sign in or Create an Account

4. Enter your MSCS Primary Email address and follow the instructions. If you need help, please refer to [Help | Login.gov](#).

The screenshot shows the 'Create an account' page for the Maritime Service Compliance System. At the top, it identifies itself as a 'DEMO website of the United States government' and includes the 'LOGIN.GOV' and 'U.S. Department of Transportation Maritime Administration' logos. The main heading reads 'Maritime Service Compliance System is using Login.gov to allow you to sign in to your account safely and securely.' Below this are two buttons: 'Sign in' and 'Create an account'. The 'Create an account' section includes a text input field for 'Enter your email address', a section for 'Select your email language preference' with radio buttons for 'English (default)', 'Español', and 'Français', and a checkbox for 'I read and accept the Login.gov Rules of Use'. A 'Submit' button is located below the checkbox. At the bottom, there are links for 'Cancel', 'Security Practices and Privacy Act Statement', and 'Privacy Act Statement'.

Figure 2-11 Create a Login.gov Account

5. Enter your MFA credentials such as text or backup codes (See **2.6.4.1 Multi-factor authentication methods**)
6. After you have signed into your Login.gov account, you will be redirected to a page that displays Login.gov confirmation, and information about signing into MSCS for the first time.
7. Click the **Agree and Continue** button.

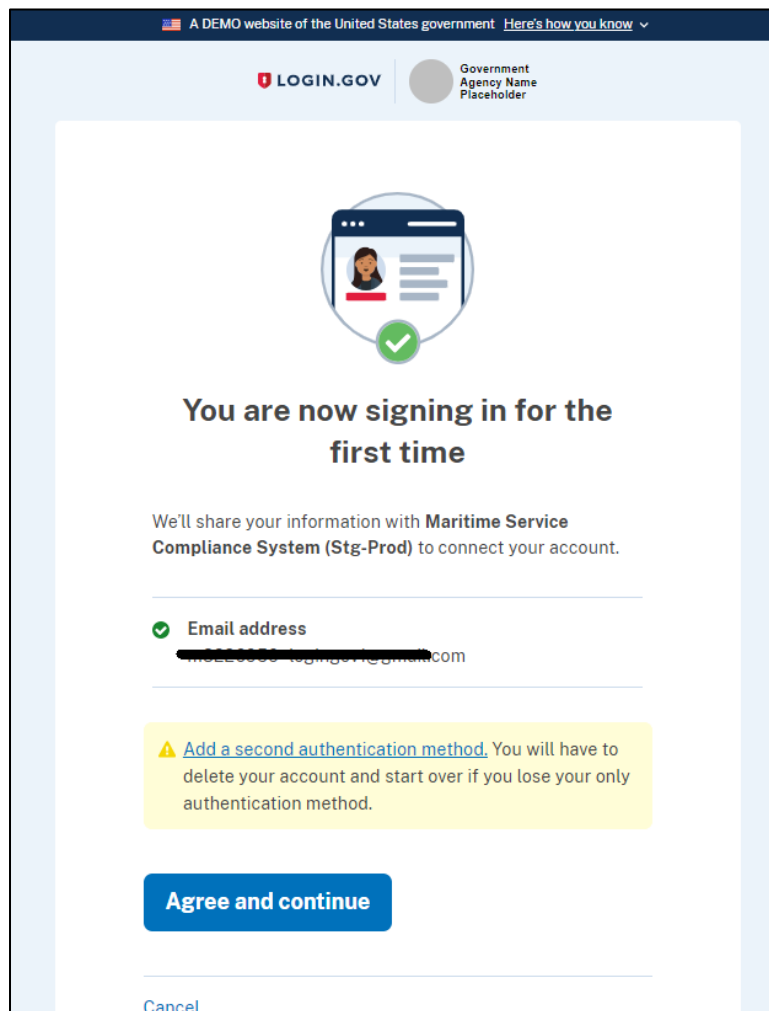


Figure 2-12 Logging into MSCS for The First Time after Creating a Login.gov Account

8. If your login is successful, you should see your default MSCS home page, with your name, the academy you graduated from, your graduation year, and your profile status.

2.6.3 I have both an MSCS account, and a Login.gov account.

The MSCS account email and Login.gov registered email should match.

If there is any difference, please contact the MSCS System Owner.

If you have an MSCS account and a Login.gov account, follow these steps:

1. At the top of the MSCS Home page, click the **Login** link.

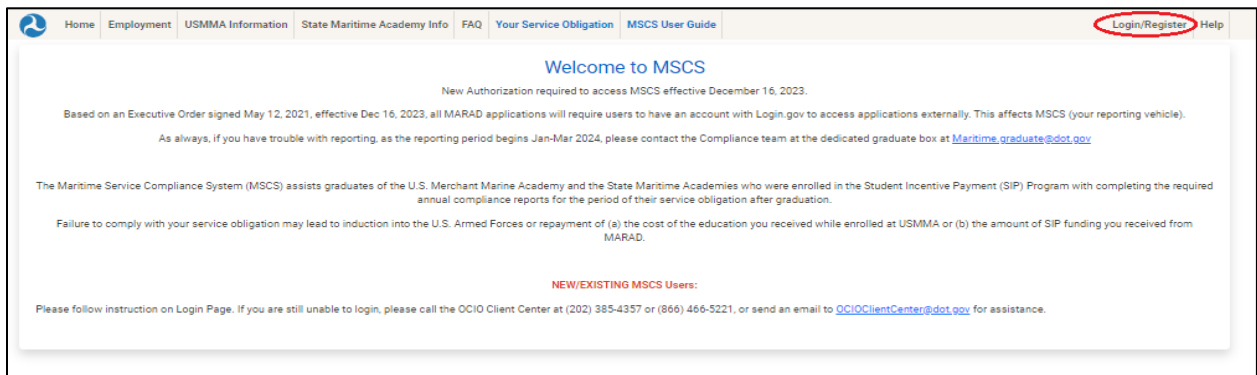


Figure 2-13 Login Link at Top of MSCS Home Page

2. At the MSCS login page click **Sign in with LOGIN.GOV**.

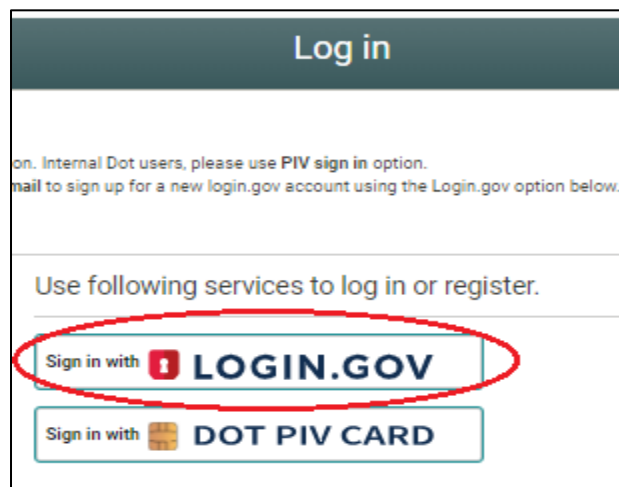


Figure 2-14 MSCS Login Page

3. Enter your MSCS Primary Email address and password.
4. Click the **Sign in** button.

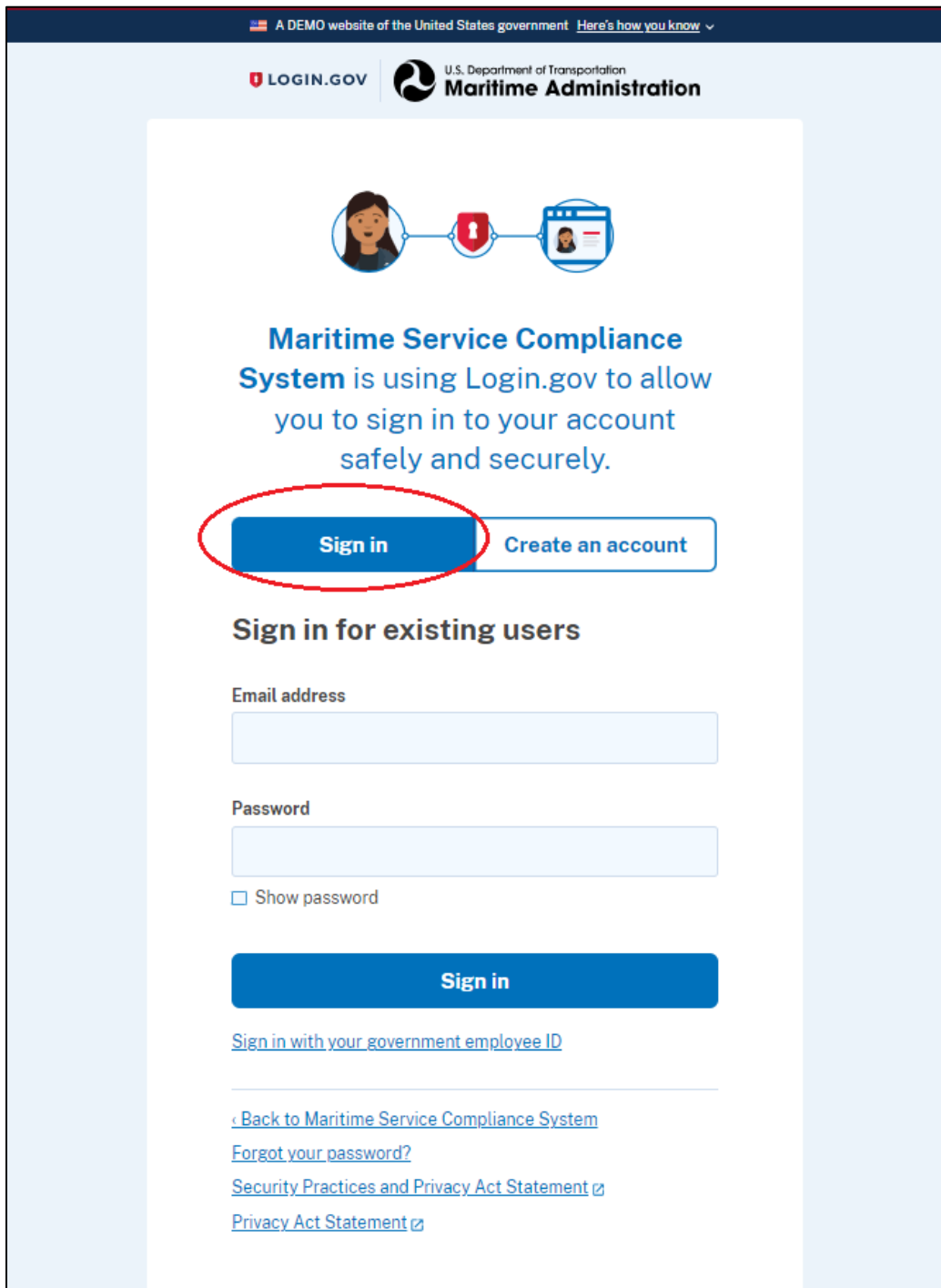


Figure 2-15 Login.gov Sign in

5. Enter your MFA credentials such as text or backup codes (See **2.6.4.1 Multi-factor authentication methods**)
6. After you have signed into your Login.gov account, you will be redirected to a page that displays Login.gov confirmation, and information about signing into MSCS for the first time.
7. Click the **Agree and Continue** button.

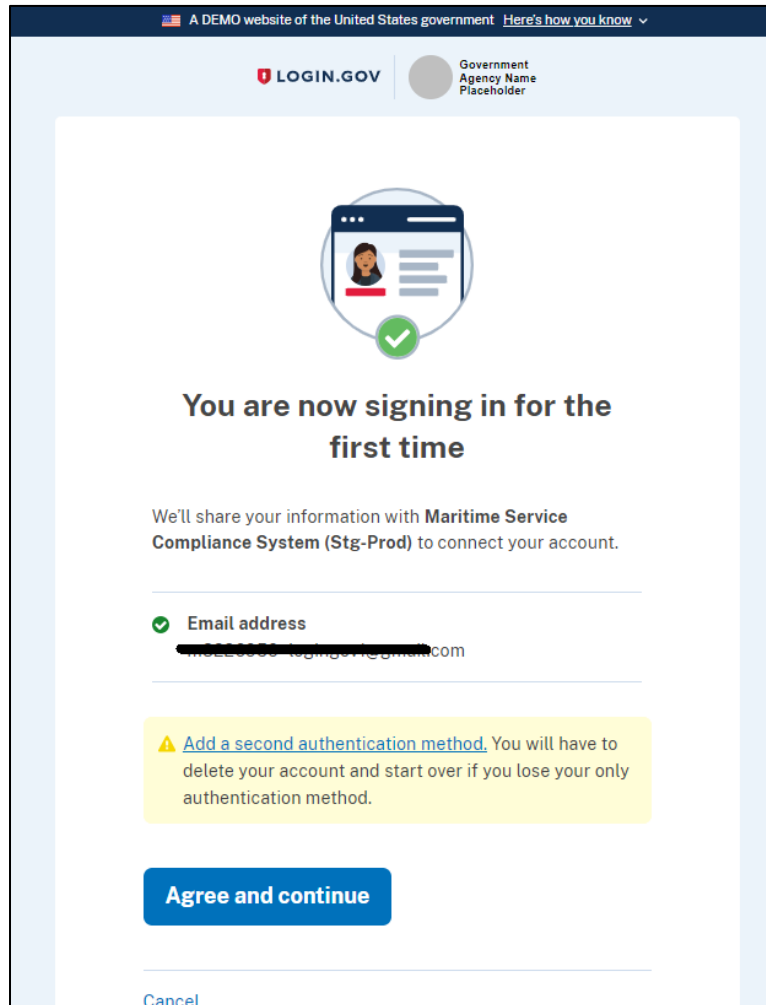


Figure 2-16 Logging into MSCS for The First Time after Creating a Login.gov Account

8. If your login is successful, you should see your default MSCS home page, with your name, the academy you graduated from, your graduation year, and your profile status.

2.6.4 Why Do I need Login.gov with MSCS?

To comply with the recent [Government mandate requiring multi-factor authentication](#), the “Username and Password” login option has been removed. This includes any “change password” and “forgot password” functions. All other existing functionality for the application has not changed.

- **External users must log in using the “Login.gov” option.**
- **DOT (internal users) must log in using the PIV option.**

Login.gov is a secure sign in service used by the public to sign in to participating government agencies. Participating agencies will ask you to create a Login.gov account to securely access your information on their website or application. You can use the same username and password to access any agency that partners with Login.gov. For more information, please visit the Login.gov site at <https://www.login.gov/what-is-login/>.

The following illustrations describe the different ways to use multi-factor authentication with your Login.gov account.

2.6.4.1 Multi-factor authentication methods

Choose one multi-factor authentication (MFA) method:

- Face or touch unlock
- Security key
- Government employee ID
- Authentication application
- Text or voice message
- Backup codes

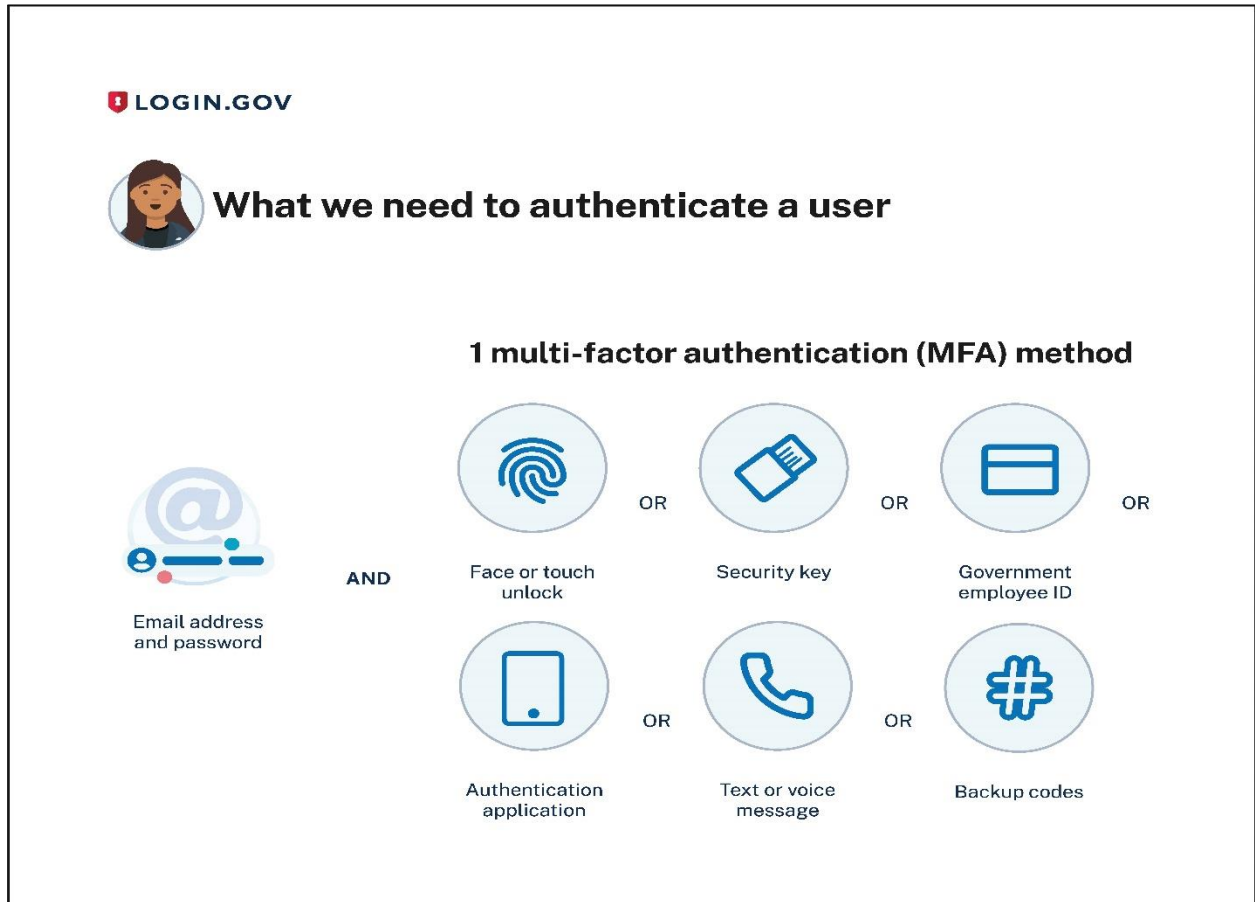


Figure 2-17 Multi-factor Authentication Methods

2.6.4.2 Face or touch unlock

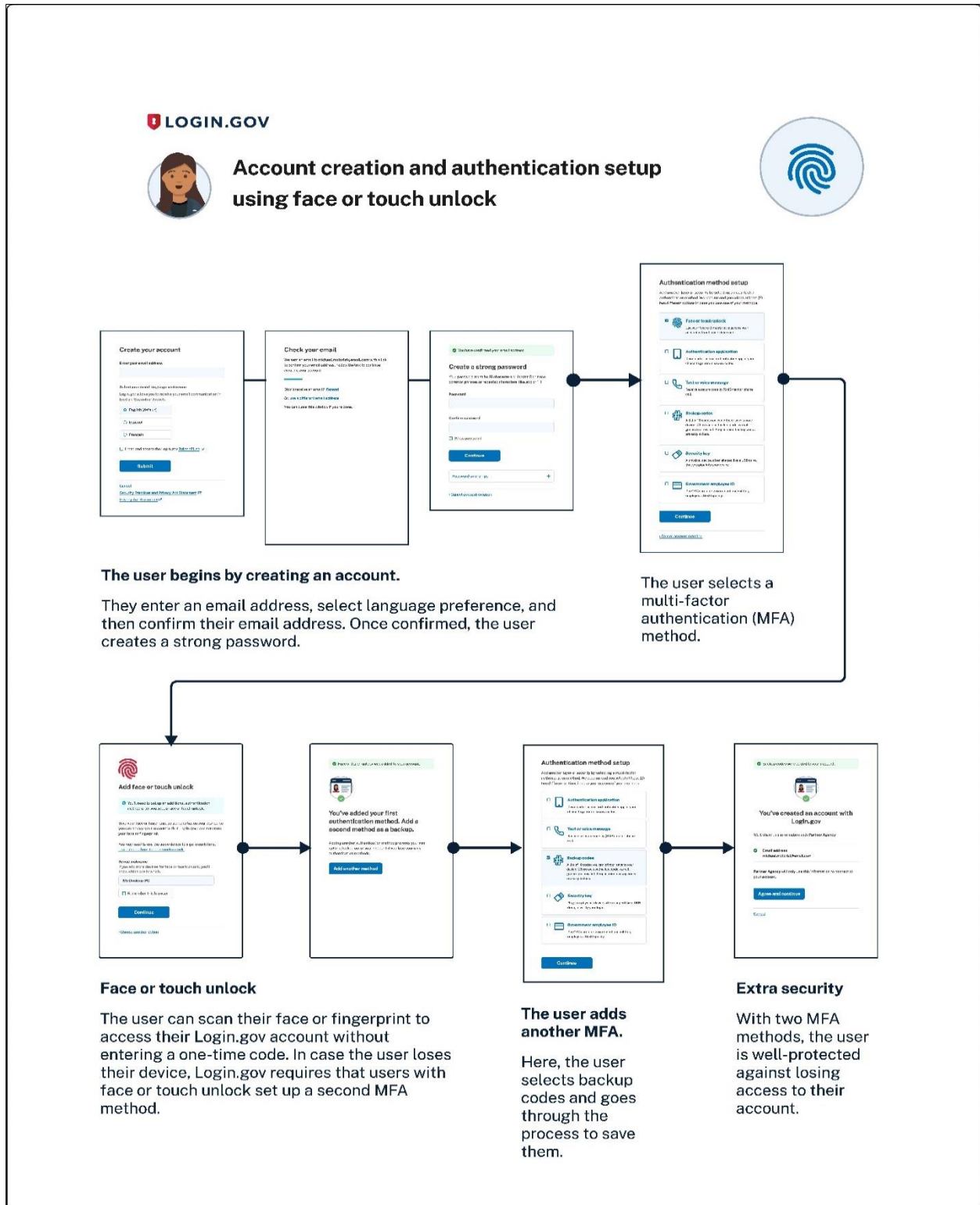


Figure 2-18 Account Creation Using Face or Touch Unlock

2.6.4.3 Authentication application

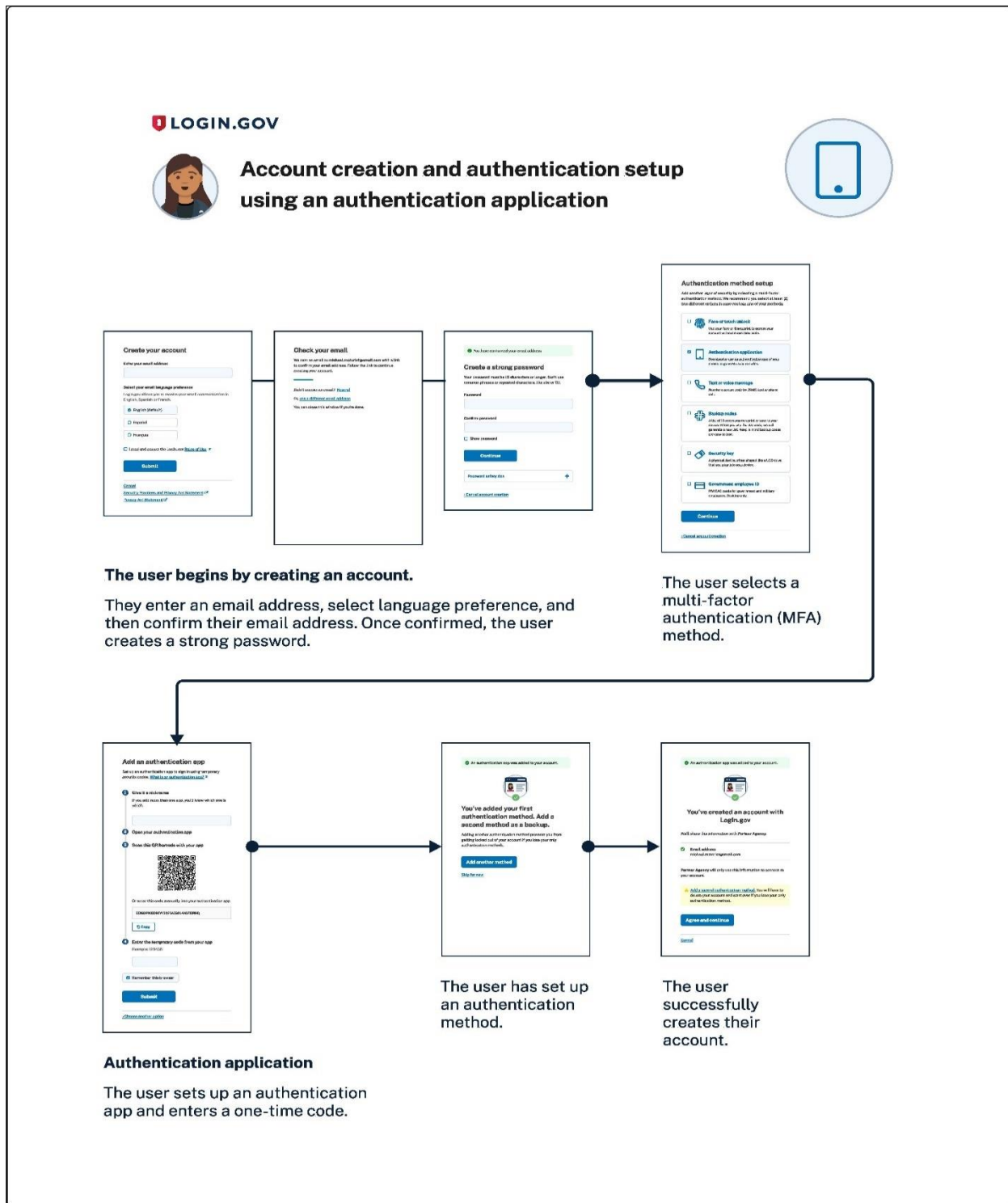


Figure 2-19 Account Creation Using an Authentication Application

2.6.4.4 Text or voice message

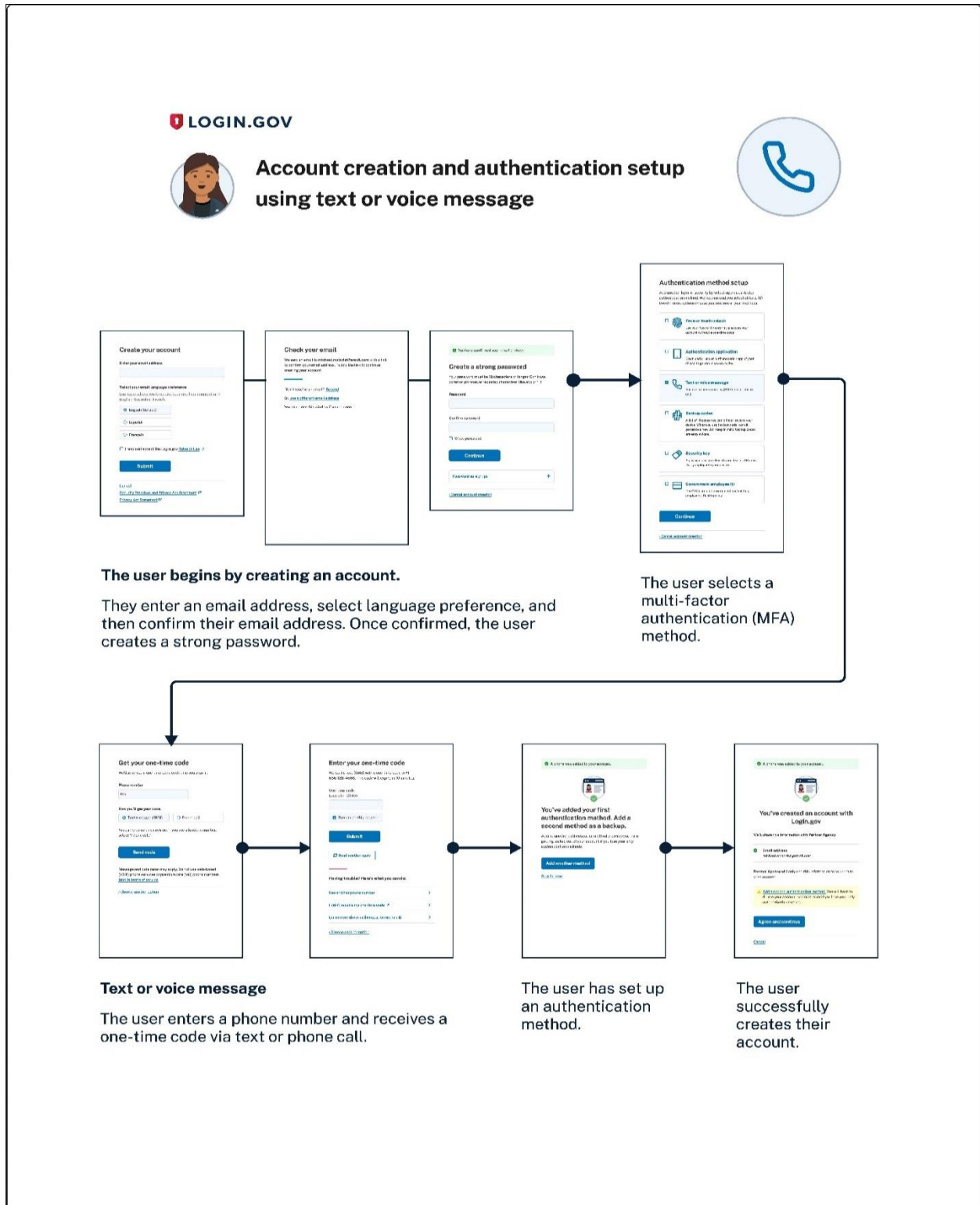


Figure 2-20 Account Creation Using Text or Voice Message

2.6.4.5 Backup codes

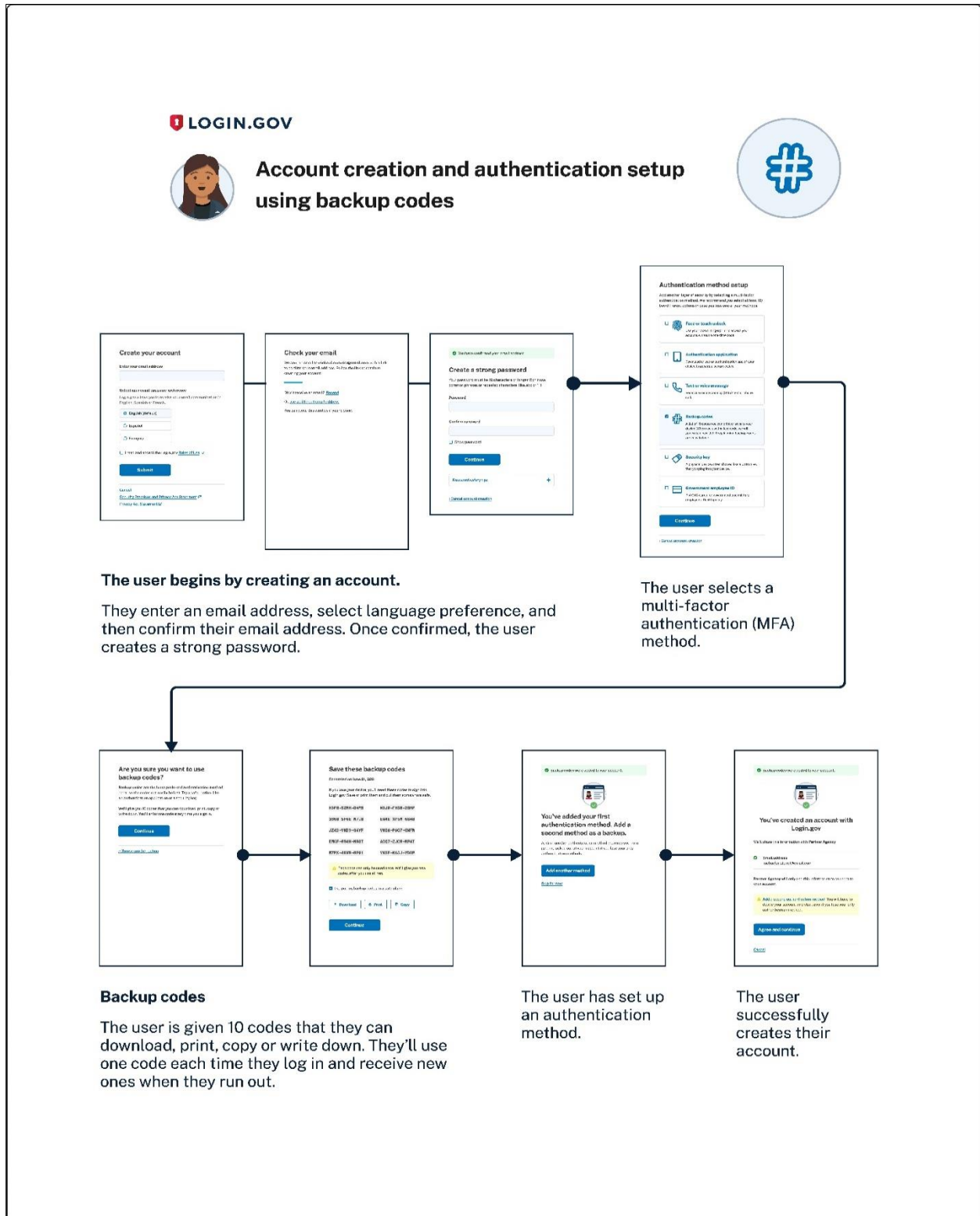


Figure 2-21 Account Creation Using Backup Codes

2.6.4.6 Security key

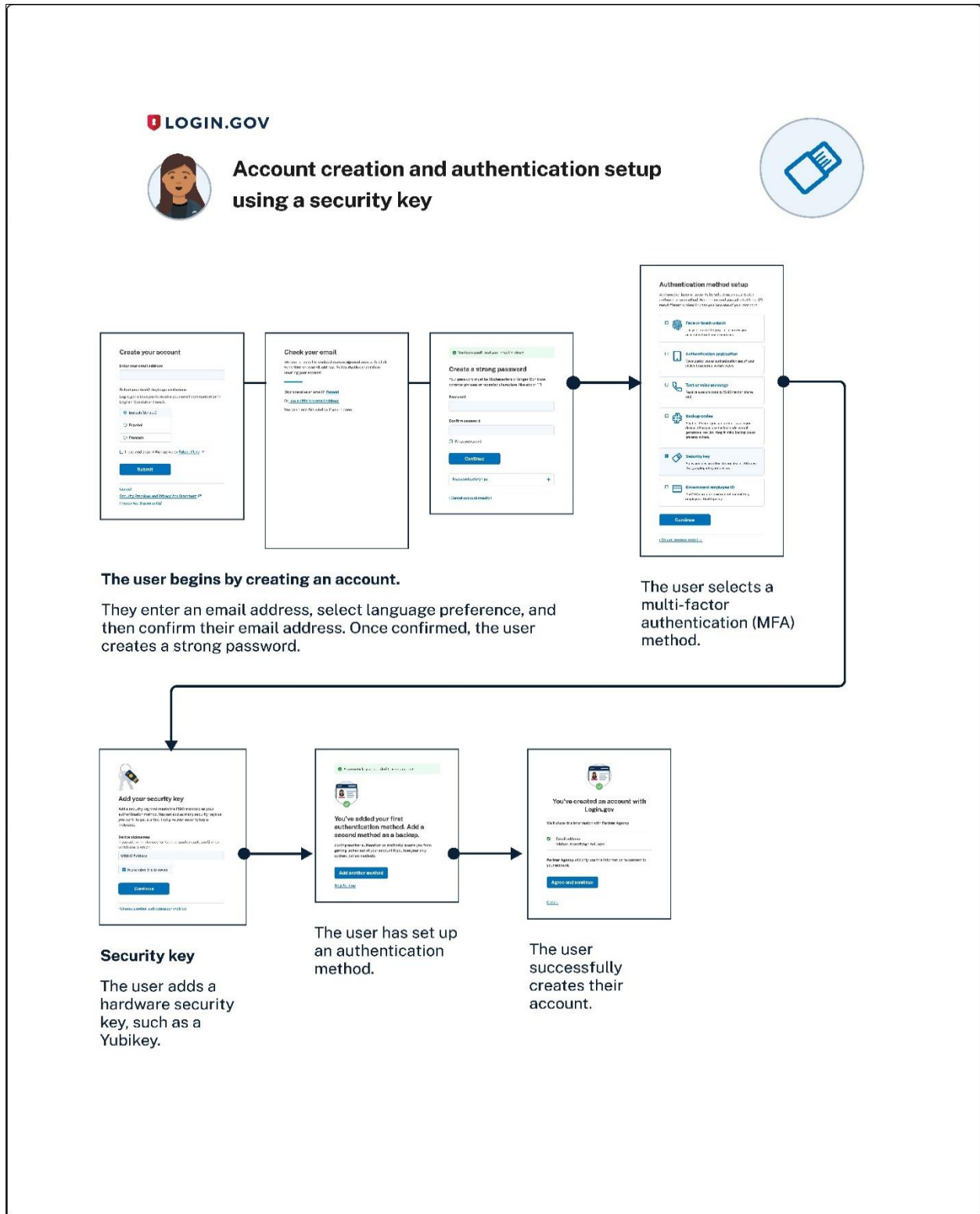


Figure 2-22 Account Creation Using a Security Key

2.6.4.7 Government Employee ID

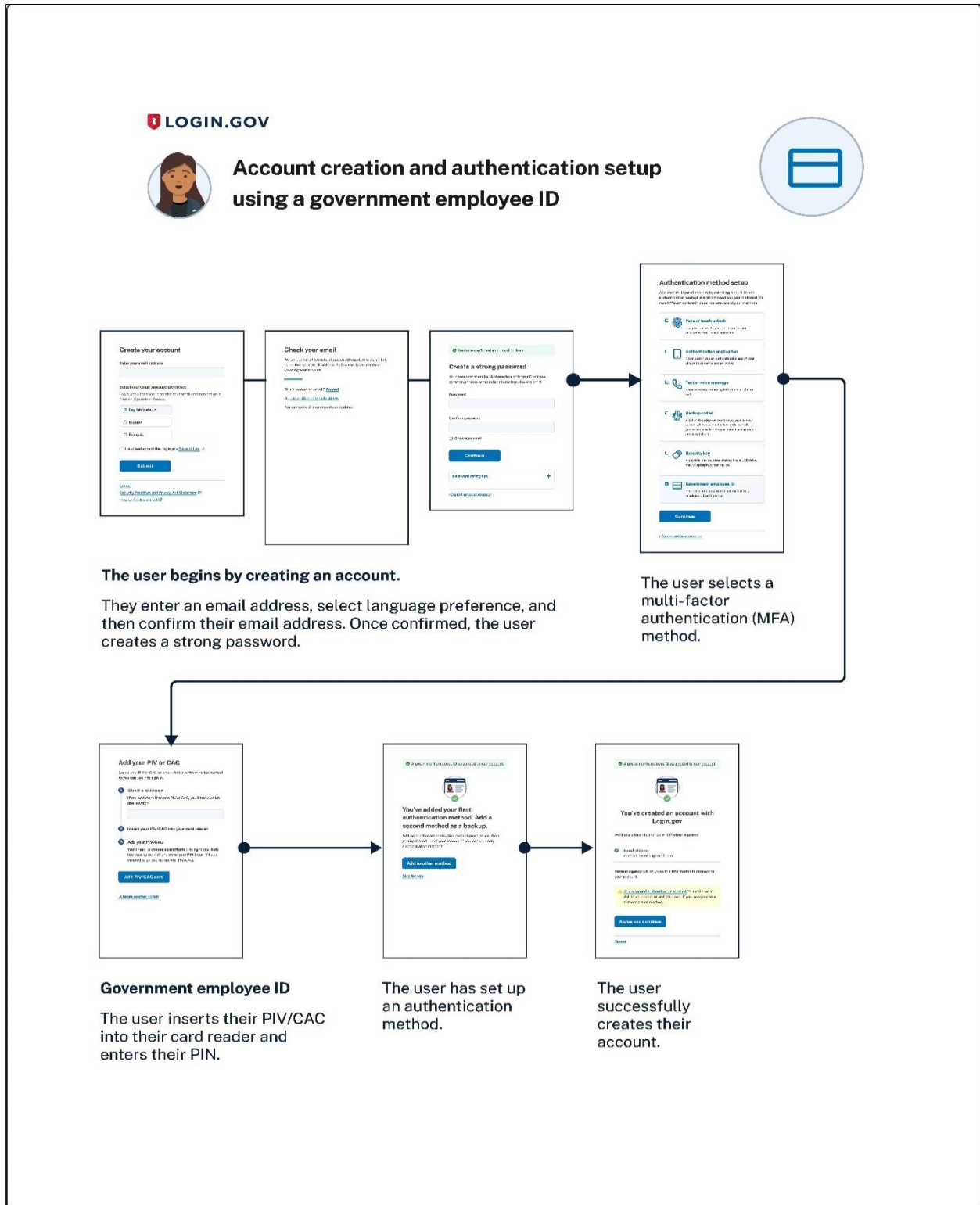


Figure 2-23 Account Creation Using a Government Employee ID

2.6.4.8 Combination of one or more MFAs

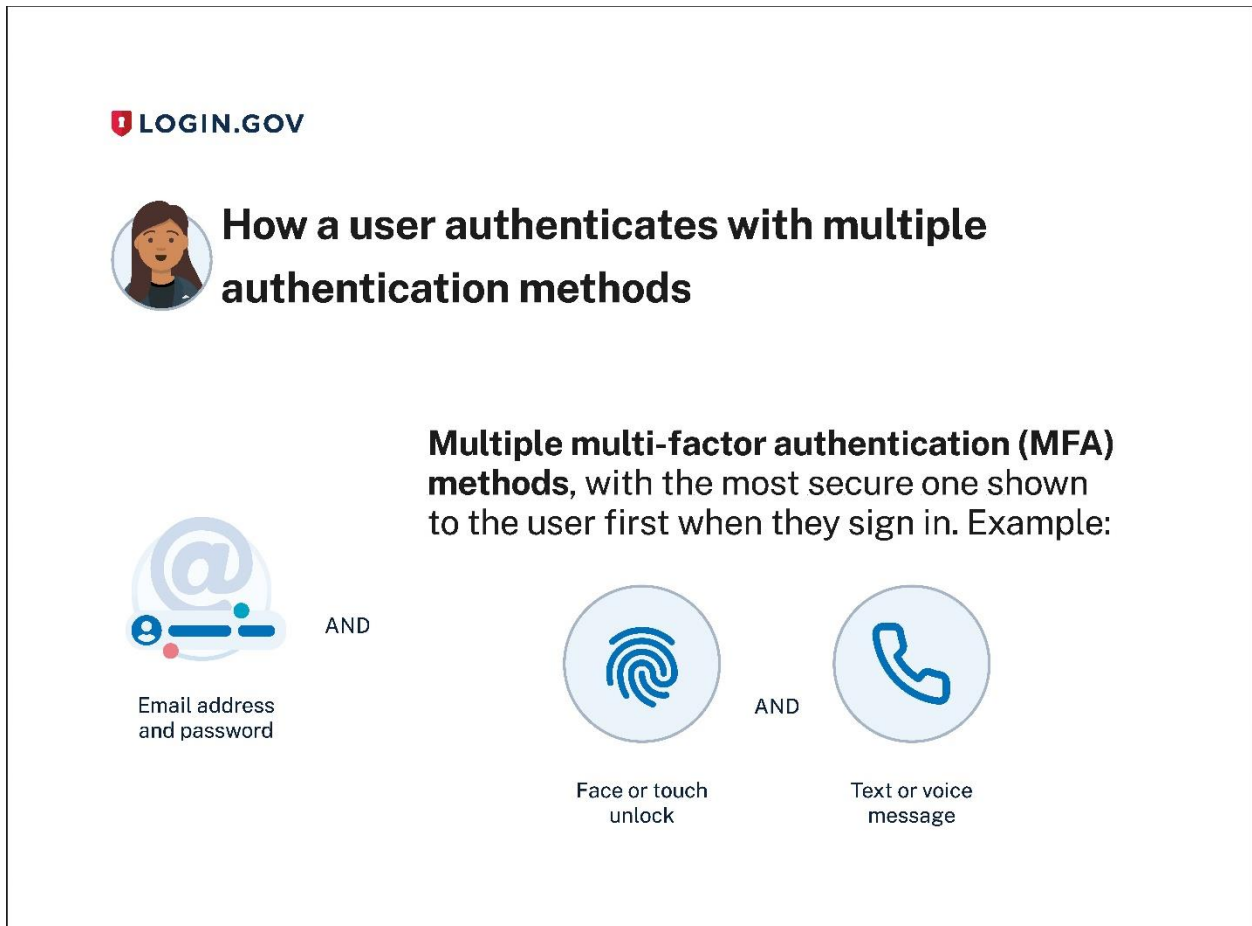


Figure 2-24 Combination of One or More MFAs

2.6.4.9 Face or touch unlock and text or voice message

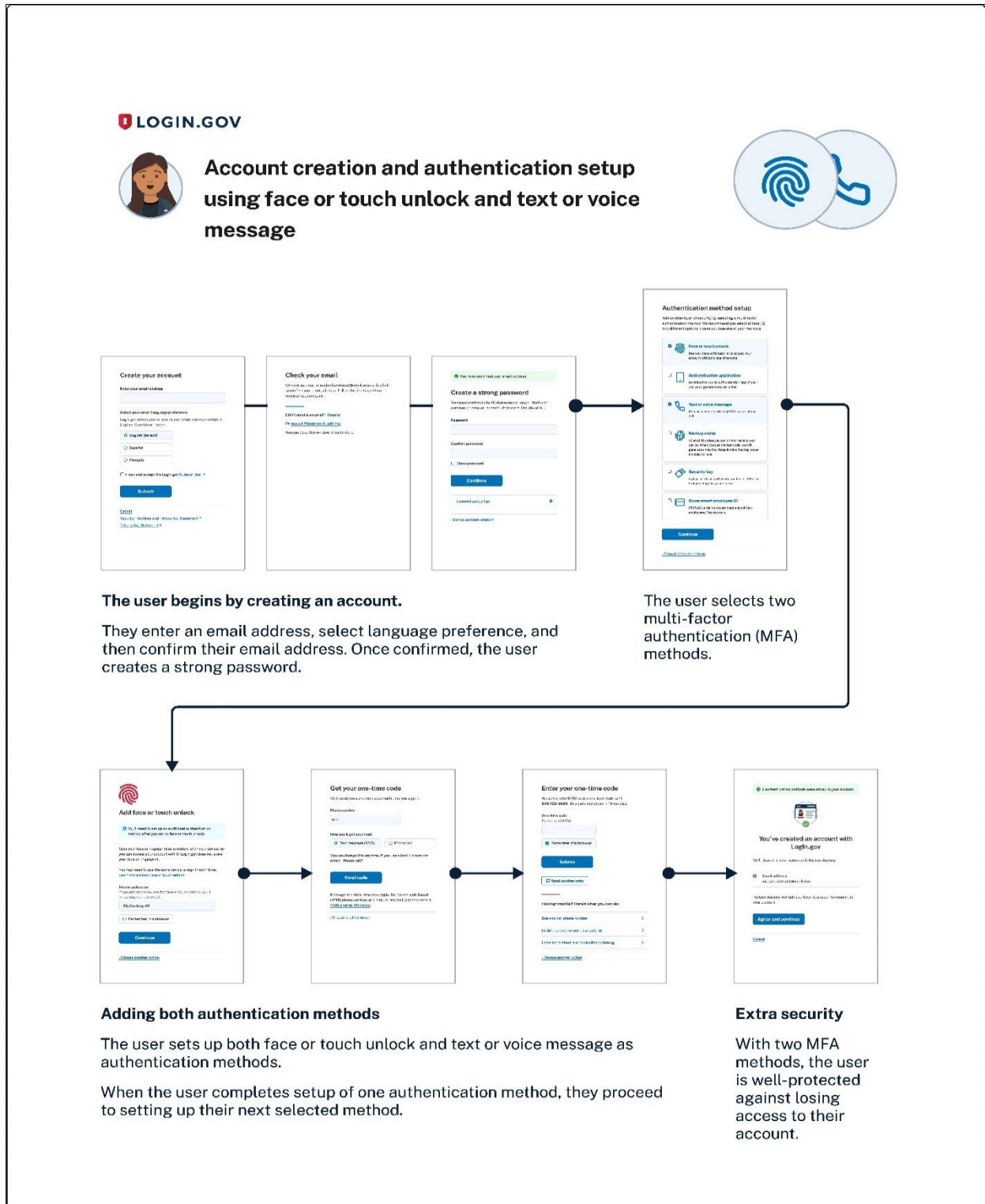


Figure 2-25 Account Creation Using Face or Touch Unlock and Text or Voice Message

Section 3.0 Graduate Tasks

Note: This role has access only to records for the associated Student/Graduate.

Through MSCS, you can keep your personal information up to date and submit your Annual Service Obligation Compliance (ASOC) Reports.

- If you have not completed your Service Obligation, MSCS gives you access to the appropriate pages to enable you either to create and begin filling out your ASOC report or to continue working on the report, then submit it between January 1 and March 1 (see Figure 3-1).
- If you have completed your Service Obligation, MSCS displays the message “Congratulations, you have completely fulfilled your Service Obligation!”

Note: Click the **Submit Annual Report** link on the MSCS Home page for more information.

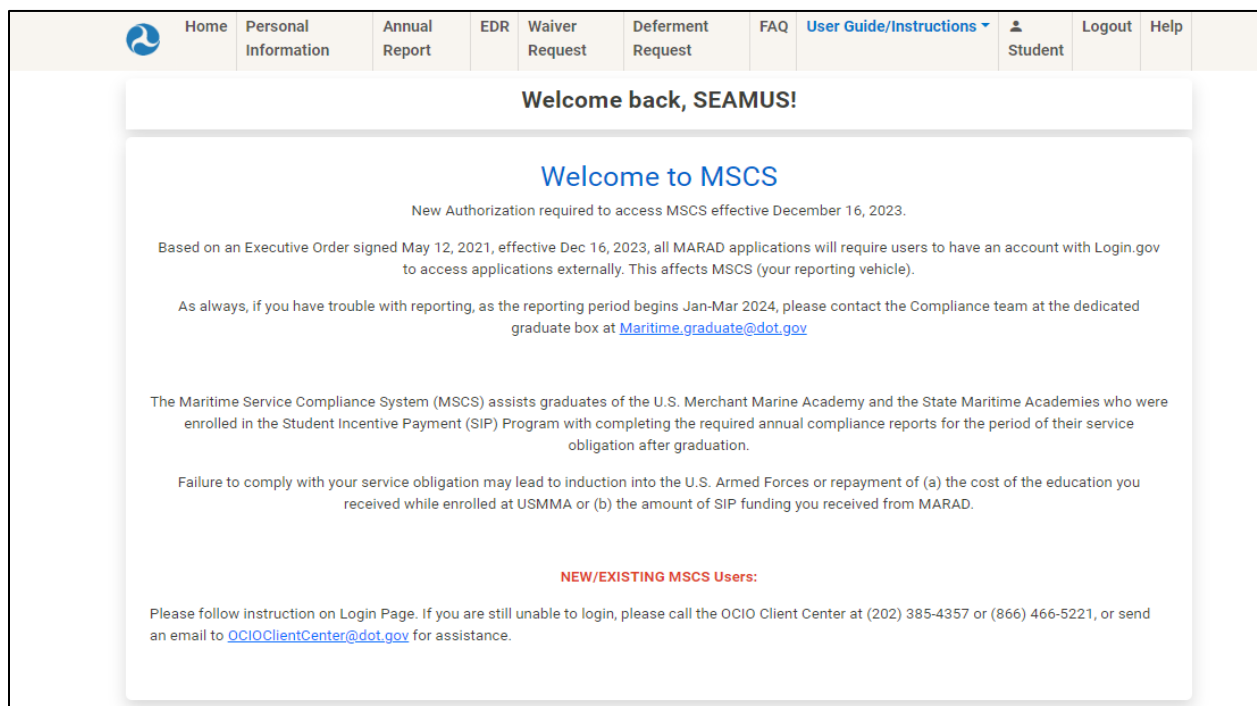


Figure 3-1 Main Menu for Student/Graduate

Once you have logged in to MSCS, you can perform the following tasks from the links on the top navigation bar:

- Viewing and updating your personal information
- Beginning, continuing, and submitting your ASOC Report
- Viewing previously submitted ASOC Reports
- Viewing and submitting Employment Determination Requests
- Viewing and submitting Deferral Requests
- Viewing and submitting Waiver Requests
- Updating security questions

3.1 Viewing and Updating Your Personal Information

1. At the top of the Main Menu page, click the **Personal Information** link on the navigation bar.

The Personal Information page is displayed, and can be expanded by clicking on section titles (see Figure 3-2 to Figure 3-10).

The screenshot shows the 'Personal Information' page for a user named SEAMUS L. The page header includes navigation links like Home, Personal Information, Annual Report, EDR, Waiver Request, Deferment Request, FAQ, and User Guide/Instructions. The user's profile information is displayed, including their name (SEAMUS L. HALEY), gender (Male), race (White), date of birth (04/17/1973), student ID (5129), graduation year (1995), and maritime academy (Maine Maritime Academy). There are also fields for phone numbers and email addresses. A 'Save Personal Information' button is located at the bottom of the form.

Figure 3-2 Personal Information Page

The screenshot shows the 'USCG Credentials' section of the form. It contains several questions and input fields: 'Do you hold a valid USCG Credential? (A USCG document of continuity is not a valid USCG Credential):' with a 'Select Yes or No' dropdown; 'USCG MMC Issue Date:' with a date input field; 'Do you hold a valid medical certificate:' with a 'Select Yes or No' dropdown; 'Have you renewed or upgraded your U.S. Coast Guard credential(s) since your last report:' with a 'Select Yes or No' dropdown; 'USCG MMC Expiration Date:' with a date input field; and 'Medical Certificate Expiration Date:' with a date input field. A 'Save USCG Credentials' button is at the bottom.

Figure 3-3 Personal Information Page (USCG Credentials)

STCW Endorsements

* STCW Endorsements:
Select STCW Endorsements

* Additional STCW Endorsements:
Select Additional STCW Endorsements

Category	Credential
No credentials entered yet	

Figure 3-4 Personal Information Page (STCW Endorsements)

National Endorsements

* National Endorsements:
Select National Endorsements

Category	Credential
No credentials entered yet	

Figure 3-5 Personal Information Page (National Endorsements)

Officer Endorsements

Officer Endorsements (For engineers, please enter officer endorsements for all propulsion modes that you hold. If you hold both a deck and an engine officer endorsement please enter both.)

* Department:
Select Department

* Officer Endorsements :
Select Officer Endorsements

Department	Endorsement	Propulsion
No credentials entered yet		

Figure 3-6 Personal Information Page (Officer Endorsements)

TWIC Card

Do you hold a valid Transportation Workers Identification (TWIC) card:
Select Yes or No

TWIC Expiration Date
mm/dd/yyyy

Figure 3-7 Personal Information Page (TWIC Card)

The screenshot shows a form titled "MARAD Use Only" with a light blue header. The form contains several input fields: "Enrollment Date" (09/02/1991), "Separation/Graduation Date" (mm/dd/yyyy), "Student Status" (Graduated), "Employment Type" (Select Employment Type), "Obligation Completion Date" (mm/dd/yyyy), "Obligated (Yes/No)" (Select Obligated (Yes/No)), "Closed / Locked (Yes/No)" (No), and "School Transfer" (Maine Maritime Academy). A "Save MARAD Use Only Information" button is located at the bottom center.

Figure 3-8 Personal Information Page (MARAD Use Only)

2. Click the **Manage Files** button at the top of the page (see Figure 3-9) to display supporting attachments that already have been uploaded to MSCS and upload any new attachments.

The screenshot shows the "Personal Information" page in the MSCS system. The page header includes navigation links: Home, Personal Information, Annual Report, EDR, Waiver Request, Deferment Request, FAQ, and User Guide/Instructions. The user is logged in as a Student. The page title is "Personal Information" and the user's name is "Student/Graduate: HALEY, SEAMUS L". Below the name, there is a summary of the user's information: "Maritime Academy: Maine Maritime Academy | Graduation Year: 1995 | Student Status: Graduated | Closed/Locked: No | Mariner Ref Number:". The "Manage Files" button is circled in red. The form below contains various fields for personal information, including First Name (SEAMUS), Middle Name or initial (L), Last Name (HALEY), Suffix, Gender (Male), Race (White), Date of Birth (04/17/1973), Student ID (5129), Mariner Ref Number, Graduation Year (1995), and Maritime Academy (Maine Maritime Academy). There are also fields for phone numbers and email addresses. A "Save Personal Information" button is located at the bottom center.

Figure 3-9 Personal Information Page (Manage Files button circled)

The File Manager is displayed (see Figure 3-10).

The screenshot shows the 'Personal Information' page in the MSCS system. At the top, there is a navigation bar with links: Home, Personal Information, Annual Report, EDR, Waiver Request, Deferment Request, FAQ, and User Guide/Instructions. On the right, there are links for Student, Logout, and Help. Below the navigation bar, the page title is 'Personal Information'. The user's name is displayed as 'Student/Graduate: HALEY, SEAMUS L'. Below this, there is a summary line: 'Maritime Academy: Maine Maritime Academy | Graduation Year: 1995 | Student Status: Graduated | Closed/Locked: No | Mariner Ref Number:'. A 'Manage Files' link is circled in red. The main form contains the following fields:

* First Name SEAMUS	Middle Name or initial L	* Last Name HALEY	Suffix	Gender Male	* Race White
* Date Of Birth 04/17/1973	* Student ID 5129	Mariner Ref Number	* Graduation Year 1995	* Maritime Academy Maine Maritime Academy	
Primary Phone Number +1	Secondary Phone Number +1	Tertiary Phone Number +1	* Primary Email Address m3226959+loggingov1@gmail.cc	Secondary Email Address	Tertiary Email Address
Street Address PO BOX 154	Apartment Number	City CASCO	State Maine	Zip Code 04015	Country None
Are you a Military Veteran? -Please select-					

At the bottom of the form is a 'Save Personal Information' button.

Figure 3-10 Manage Files Page

If you have one or more supporting attachments to upload, click **Choose Files**.

- a. Click **Choose Files** and browse to the location of the file you wish to upload, and click **Upload**. The File Manager page is refreshed and displays the File. Or drag and drop files.
- b. The file details will appear; File Name, File Size and Date Uploaded.

Note:

Max File Size = 25MB

Max Number of Uploads = 10

(These are the default limits, but can be changed with permission)

3. Click the **Personal Information Page** link in the top navigation bar to return to the Personal Information page.
4. Review your information on the Personal Information page to make sure it is accurate, and make any necessary changes or additions (e.g., name, address, telephone numbers and/or email address).
5. When you are finished updating your information, click the **Save Personal Information** button at the bottom of the section.

The Personal Information page is refreshed and the message “Personal Information successfully updated” is displayed as a timed pop-up at the bottom.

3.2 Submitting Your ASOC Report

1. Click the **Annual Report** link on the navigation bar. The Submit ASOC Report page is displayed (see Figure 3-11).
2. Click **Submit New ASOC report**.

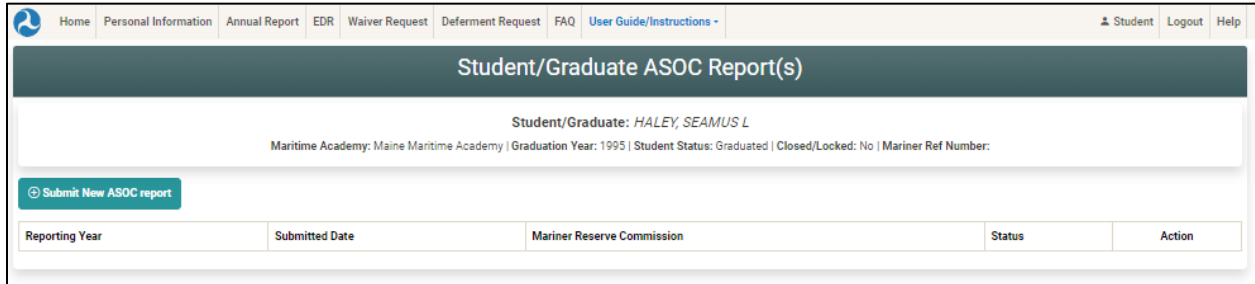


Figure 3-11 Submit ASOC Report Page

3. Select a reporting year from the drop-down list and click the **Next** button.

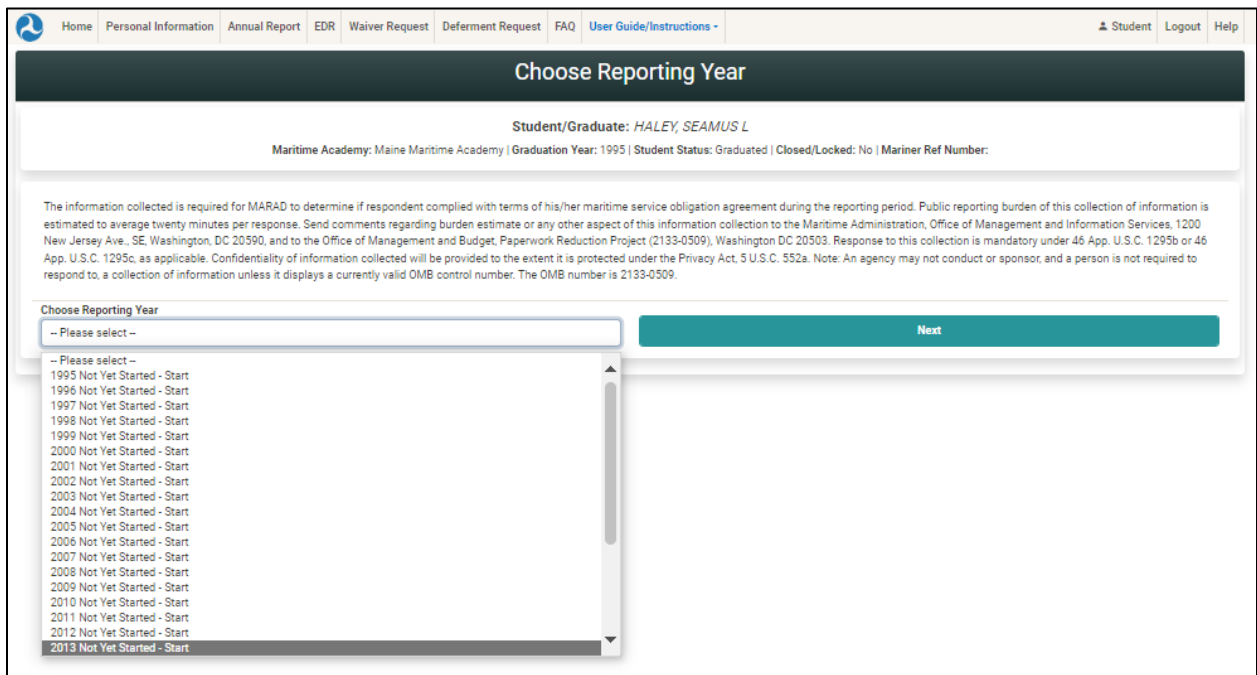


Figure 3-12 Submit ASOC Report Page with Reporting Year Drop own Selected

Your Personal Information page is displayed.

ASOC Report - Personal Information - Reporting Year 2023

Student/Graduate: **HALEY, SEAMUS L**
 Maritime Academy: Maine Maritime Academy | Graduation Year: 1995 | Student Status: Graduated | Closed/Locked: No | Mariner Ref Number:

REPORTING YEAR: 2023 STATUS: In-Progress DATE CREATED: 07/18/2024 SUBMISSION DATE: N/A

Note: To navigate through the report, please click on these links below

1 ASOC Reporting Year 2 **Personal Information** 3 Employment 4 Reserve Obligation 5 Certification 6 Download & Print

Personal Information

* First Name SEAMUS	Middle Name L	* Last Name HALEY	Suffix	Gender Male	Race White
* Date Of Birth 04/17/1973	* Student Number 5129	Mariner Ref Number	* Graduation Year 1995	* Academy Maine Maritime Academy	
Primary Phone Number +1	Secondary Phone Number +1	Tertiary Phone Number +1	* Primary Email Address m3226959+loggingov1@gmail.cc	Secondary Email Address	Tertiary Email Address
Street Address PO BOX 154	Apartment Number	City CASCO	State Maine	Zip Code 04015	Country None
Military Veteran --Please select--					

Save Personal Information

Figure 3-13 ASOC Personal Information Page

3.2.1 Updating Your Personal Information

1. Review your information to make sure it is accurate and complete for the selected reporting year.
2. If necessary, make the appropriate changes and/or additions. (see **Viewing and Updating Your Personal Information**).

If you have no changes to make and want to continue working on your report, click the **Employment** button.

3. The ASOC Report – Choose Employment page is displayed, listing any employment records that already have been entered or showing “No Employment Entered” (see Figure 3-14).

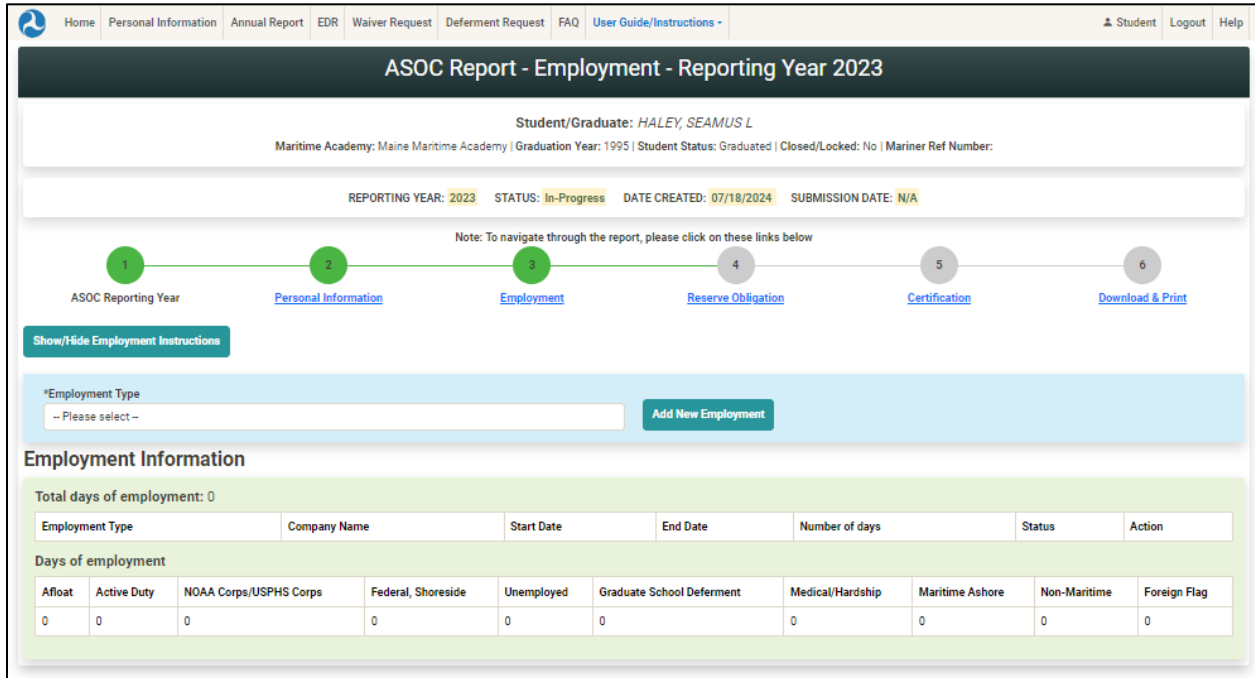


Figure 3-14 ASOC Report – Choose Employment Page

The page also displays the Reporting Year for the current ASOC report, an **Employment Type** drop-down list, and **Show/Hide Employment Instructions** for each employment type.

3.2.2 Adding Employment Information

The following employment types are listed in the **Employment Type** drop-down list on the Employment Information page:

- Maritime Ashore
- Non-Maritime
- Foreign Flag
- Federal, Shoreside
- Afloat
- Active Duty
- NOAA Corps/ USPHS Corps
- Unemployed
- Graduate School Deferment
- Medical/Hardship

3.2.2.1 Maritime Ashore Employment

On the Employment Information page, select Maritime Ashore from the drop-down selection and click **Add New Employment**. The Maritime Ashore page is displayed (see Figure 3-15).

Figure 3-15 Add Employment Information Page – Maritime Ashore

4. Provide information in the required fields, which are indicated with an asterisk (*), as well as other details as appropriate.
5. Click **Add Employment** at the bottom of the page if more edits or information is needed to complete the employment.
6. Click **Save Employment** at the bottom of the page if more edits or information is needed to complete the employment.

The ASOC Report – Choose Employment page is refreshed and displays the new employment opportunity with Employment details in columns; Employment Type, Company Name, Start Date, End Date and Number of Days.

The last column will display a **Delete** button to delete the employment, and an **Edit** button to edit the employment (see Figure 3-16). **Note:** If you submit, you will not be able to edit or delete the employment.

OR

If all information is provided and does not need to be edited, click **Submit Employment**.

The ASOC Report – Choose Employment page is refreshed and displays the new employment opportunity with Employment details; Employment Type, Company Name, Start Date, End Date and Number of Days.

The last column will display no buttons (see Figure 3-17). **Note:** If you submit, you will not be able to edit or delete the employment.

The screenshot shows the ASOC Report - Employment - Reporting Year 2022 page. The student/graduate is HALEY, SEAMUS L, from the Maine Maritime Academy, graduated in 1995. The reporting year is 2022, and the status is In-Progress. The page includes a navigation menu, a progress indicator with 6 steps (ASOC Reporting Year, Personal Information, Employment, Reserve Obligation, Certification, Download & Print), and a section for adding new employment. The Employment Information section shows a total of 154 days of employment, with a table listing one record for ActioNet (Non-Maritime) from 05/15/2022 to 10/15/2022, which is Not Submitted. Below this is a breakdown of days of employment by category, showing 154 days in Non-Maritime and 0 in other categories.

Employment Type	Company Name	Start Date	End Date	Number of days	Status	Action
Non-Maritime	ActioNet	05/15/2022	10/15/2022	154	Not Submitted	Edit Delete

Afloat	Active Duty	NOAA Corps/USPHS Corps	Federal, Shoreside	Unemployed	Graduate School Deferment	Medical/Hardship	Maritime Ashore	Non-Maritime	Foreign Flag
0	0	0	0	0	0	0	0	154	0

Figure 3-16 ASOC Report – Employment Page with Saved but Not Submitted Employment

The screenshot shows the ASOC Report - Employment - Reporting Year 2022 page with updated data. The student/graduate remains HALEY, SEAMUS L. The reporting year is 2022, and the status is In-Progress. The Employment Information section now shows a total of 184 days of employment. The table lists two records: one for ActioNet (Non-Maritime) from 05/15/2022 to 10/15/2022 (Not Submitted) and one for Camp Henderson (Active Duty) from 12/02/2022 to 12/31/2022 (Submitted). The breakdown of days of employment shows 30 days in Active Duty and 154 days in Non-Maritime.

Employment Type	Company Name	Start Date	End Date	Number of days	Status	Action
Non-Maritime	ActioNet	05/15/2022	10/15/2022	154	Not Submitted	Edit Delete
Active Duty	Camp Henderson	12/02/2022	12/31/2022	30	Submitted	View

Afloat	Active Duty	NOAA Corps/USPHS Corps	Federal, Shoreside	Unemployed	Graduate School Deferment	Medical/Hardship	Maritime Ashore	Non-Maritime	Foreign Flag
0	30	0	0	0	0	0	0	154	0

Figure 3-17 ASOC Report – Employment Page with Submitted and Not Submitted Employment

3.2.2.2 Non-Maritime

1. On the Employment Information page, select non-Maritime from the drop-down selection.
2. Click the **Add Employment** button.

The Non-Maritime page is displayed (see Figure 3-18).

Figure 3-18 Add Employment Information Page – Non-Maritime

3. Provide information in the required fields, which are indicated with an asterisk (*), as well as other details as appropriate.
4. Click **Add Employment**.
5. Click **Save Employment** at the bottom of the page if more edits or information is needed to complete the employment.

The ASOC Report – Choose Employment page is refreshed and displays the new employment opportunity with Employment details in columns; Employment Type, Company Name, Start Date, End Date and Number of Days.

The last column will display a **Delete** button to delete the employment, and an **Edit** button to edit the employment (see Figure 3-16). **Note:** If you submit, you will not be able to edit or delete the employment.

OR

If all information is provided and does not need to be edited, click **Submit Employment**.

The ASOC Report – Choose Employment page is refreshed and displays the new employment opportunity with Employment details; Employment Type, Company Name, Start Date, End Date and Number of Days.

The last column will display no buttons (see Figure 3-17). **Note:** If you submit, you will not be able to edit or delete the employment.

- When you click **Submit Employment**, you will see a warning message pop up (see Figure 3-19).

Note: To navigate through the report, please click on these links below

1 ASOC Reporting Year 2 Personal Information 3 Employment 4 Reserve Obligation 5 Certification 6 Download & Print

EMPLOYMENT STATUS: **Not submitted** TYPE: **Non-Maritime**

This employment will not meet the service/employment portion of your obligation. Only positions in a U.S. maritime-related industry, profession, or marine science are eligible for consideration towards meeting your service/employment obligation. MARAD is not authorized to approve employment that is not maritime-related. Failure to comply with your service obligation may lead to induction into the U.S. Armed Forces or repayment of (a) the cost of the education you received while enrolled at USMMA or (b) the amount of SIP funding you received from MARAD.

*Name of employer: ActioNet City: Vienna *Employment start date: 05/15/2022
 *Type of business: *State/Territories *Employment end date:

Figure 3-19 Employment Information Page – Non-Maritime Warning

3.2.2.3 Medical Hardship

- On the Employment Information page, select “Medical/Hardship” from the drop-down selection.
- Click the **Add New Employment** button.

The Medical/Hardship page is displayed (see Figure 3-20).

Home Personal Information Annual Report EDR Waiver Request Deferment Request FAQ User Guide/Instructions Student Logout Help

ASOC Report - Submit employment - Reporting Year 2023

Student/Graduate: **HALEY, SEAMUS L**
 Maritime Academy: | Graduation Year: 1995 | Student Status: Graduated | Closed/Locked: No | Mariner Ref Number:

REPORTING YEAR: 2023 STATUS: **In-Progress** DATE CREATED: 07/18/2024 SUBMISSION DATE: **N/A**

Note: To navigate through the report, please click on these links below

1 ASOC Reporting Year 2 Personal Information 3 Employment 4 Reserve Obligation 5 Certification 6 Download & Print

EMPLOYMENT STATUS: **Not submitted** TYPE: **Medical/Hardship**

You must have a MARAD approved waiver of the service portion of your obligation to use this employment type. If you are unable to fulfill your service obligation because of an undue hardship or impossibility of performance due to accident, illness or other justifiable reason, you may apply for a waiver of all or a portion of your service obligation. Applications for such a waiver must be submitted through MSCS with supporting documentary evidence of the underlying hardship or impossibility that forms the basis of your request.

If your waiver did not cover the entire reporting period enter the start date and end dates of your approved MARAD waiver:

*Did you submit a Waiver Request for the service portion of your obligation to MARAD for approval?
 -- Please select --
 *Did your waiver cover the entire ASOC reporting period
 -- Please select --

Add Employment

Figure 3-20 Add Employment Information Page for Medical/Hardship

3. Provide information in the required fields, which are indicated with an asterisk (*), as well as other details as appropriate.
4. When you are finished providing your employment information, click **Add Files** to upload your supporting documentation. File names cannot contain commas.
5. Click **Save Employment** at the bottom of the page if more edits or information is needed to complete the employment.

The ASOC Report – Choose Employment page is refreshed and displays the new employment opportunity with Employment details in columns; Employment Type, Company Name, Start Date, End Date and Number of Days.

The last column will display a **Delete** button to delete the employment, and an Edit button to edit the employment (see Figure 3-16). **Note:** If you submit, you will not be able to edit or delete the employment.

OR

If all information is provided and does not need to be edited, click **Submit Employment**.

The ASOC Report – Choose Employment page is refreshed and displays the new employment opportunity with Employment details; Employment Type, Company Name, Start Date, End Date and Number of Days.

The last column will display no buttons (see Figure 3-17). **Note:** If you submit, you will not be able to edit or delete the employment.

3.2.2.4 Graduate School Deferment

1. On the Employment Information page select “Graduate School Deferment” as the employment type, which requires you to submit a Deferment Request.

1. Click the **Add New Employment** button.

The Graduate School Deferment page is displayed (see Figure 3-21).

2. Provide information in the required fields, which are indicated with an asterisk (*), as well as other details, as appropriate.
3. When you are finished providing your employment information, click **Add Files** to upload your supporting documentation. File names cannot contain commas.
4. Click **Save Employment** at the bottom of the page if more edits or information is needed to complete the employment.

The ASOC Report – Choose Employment page is refreshed and displays the new employment opportunity with Employment details in columns; Employment Type, Company Name, Start Date, End Date and Number of Days.

The last column will display a **Delete** button to delete the employment, and an Edit button to edit the employment (see Figure 3-16). **Note:** If you submit, you will not be able to edit or delete the employment.

OR

If all information is provided and does not need to be edited, click **Submit Employment**.

The ASOC Report – Choose Employment page is refreshed and displays the new employment opportunity with Employment details; Employment Type, Company Name, Start Date, End Date and Number of Days.

The last column will display no buttons (see Figure 3-17). **Note:** If you submit, you will not be able to edit or delete the employment.

ASOC Report - Submit employment - Reporting Year 2023

Student/Graduate: *HALEY, SEAMUS L*
Maritime Academy: | Graduation Year: 1995 | Student Status: Graduated | Closed/Locked: No | Mariner Ref Number:

REPORTING YEAR: 2023 STATUS: In-Progress DATE CREATED: 07/18/2024 SUBMISSION DATE: N/A

Note: To navigate through the report, please click on these links below

1 ASOC Reporting Year 2 Personal Information 3 Employment 4 Reserve Obligation 5 Certification 6 Download & Print

EMPLOYMENT STATUS: Not submitted TYPE: Graduate School Deferment

In exceptional cases, you may be allowed to defer all or a part of your service obligation for a period not to exceed two years, provided that you are a Graduate who is considered to have superior academic and conduct records while at USMMA, and that you are seeking to enter a marine or maritime-related Graduate course of study approved by the Maritime Administrator, or for the purpose of pursuing studies as the recipient of a scholarship or fellowship of national significance. You must apply for and have received MARAD approval through the deferment process.

*Did you submit a Deferment Request for MARAD for approval?
- Please select -

*Name of the school/academy:

*Type of degree:

*MARAD approved deferment start date:
mm/dd/yyyy

*MARAD approved deferment end date:
mm/dd/yyyy

*Graduate school Start date:
mm/dd/yyyy

*Graduate school end date:
mm/dd/yyyy

*Description of the maritime-related Graduate Degree program(in 1000 characters)

Add Employment

Figure 3-21 Add Employment Information Page for Graduate School Deferment

5. When you click **Add Employment**, you will see a warning message (see Figure 3-22).

Warning!

You have submitted a Graduate school employment record. You may only defer your service obligation if you have advanced MARAD approval to do so. If you have not have MARAD approval to defer, then you must meet the service portion of your obligation. Your service obligation includes a requirement to serve as a merchant marine officer on a US documented vessel or to serve on active duty for 5 years (USMMA Graduates) or 3 years (State Maritime Academy, Student Incentive Payment (SIP) Program participants) following graduation. Failure to meet the service portion of your obligation could lead to a breach of your service obligation.

Ok

Figure 3-22 Graduate School Deferment Warning Message Pop-up

3.2.2.5 Adding Employment Information for Period of Unemployment

1. On the Employment Information page, select “Unemployed” as the employment type.
2. Click the **Add New Employment** button.

The Unemployed page is displayed (see Figure 3-23).

Figure 3-23 Add Employment Information Page for Unemployed

Note: For each period of unemployment, you are not receiving compliance-fulfilling employment, so you must keep track each year of all acceptable employment for 5 years (for USMMA graduates) or 3 years (for SMA SIP program participants). Unemployment period must be at least 6 months.

3. Provide the beginning and ending dates for the period of unemployment, and reason for unemployment.
4. If you are finished:

Click **Save Employment** at the bottom of the page if more edits or information is needed to complete the employment.

The ASOC Report – Choose Employment page is refreshed and displays the new employment opportunity with Employment details in columns; Employment Type, Company Name, Start Date, End Date and Number of Days.

The last column will display a **Delete** button to delete the employment, and an **Edit** button to edit the employment (see Figure 3-16). **Note:** If you submit, you will not be able to edit or delete the employment.

OR

If all information is provided and does not need to be edited, click **Submit Employment**.

The ASOC Report – Choose Employment page is refreshed and displays the new employment opportunity with Employment details; Employment Type, Company Name, Start Date, End Date and Number of Days.

The last column will display no buttons (see Figure 3-17). **Note:** If you submit, you will not be able to edit or delete the employment.

3.2.2.6 NOAA Corps/ USPHS Corps

1. On the Employment Information page, select “NOAA Corps/USPHS Corps” as the employment type.
2. Click the **Add New Employment** button.

The NOAA Corps/USPHS Corps page is displayed (see Figure 3-24).

Figure 3-24 Add Employment Information Page – NOAA Corps/USPHS Corps

3. Provide information in the required fields, which are indicated with an asterisk (*), as well as other details, as appropriate.
4. Click **Save Employment** at the bottom of the page if more edits or information is needed to complete the employment.

The ASOC Report – Choose Employment page is refreshed and displays the new employment opportunity with Employment details in columns; Employment Type, Company Name, Start Date, End Date and Number of Days.

The last column will display a **Delete** button to delete the employment, and an **Edit** button to edit the employment (see Figure 3-16). **Note:** If you submit, you will not be able to edit the employment, only delete it.

OR

If all information is provided and does not need to be edited, click **Submit Employment**.

The ASOC Report – Choose Employment page is refreshed and displays the new employment opportunity with Employment details; Employment Type, Company Name, Start Date, End Date and Number of Days.

The last column will display no buttons (see Figure 3-17). **Note:** If you submit, you will not be able to edit or delete the employment.

3.2.2.7 Active Duty

1. On the Employment Information page, select “Active Duty” from the drop-down selection.
2. Click the **Add Employment** button.

The Active Duty page is displayed (see Figure 3-25).

The screenshot shows the 'ASOC Report - Submit employment - Reporting Year 2023' interface. At the top, there's a navigation bar with links like Home, Personal Information, Annual Report, EDR, Waiver Request, Deferment Request, FAQ, and User Guide/Instructions. Below that, the user's name 'HALEY, SEAMUS L' and 'Maritime Academy' details are shown. A progress bar indicates the current step is 'Employment' (step 3 of 6). The 'EMPLOYMENT STATUS' is 'Not submitted' and 'TYPE' is 'Active Duty'. The main form area contains several input fields:

- *Branch of Uniformed Service: -- Please select --
- *Duty Station: [text input]
- *Duty Station Street Address: [text input]
- Duty Station Street Address 2: [text input]
- City: [text input]
- *State/Territories: -- Please select --
- Foreign Postal Code: [text input]
- Postal Code: [text input]
- *Country: United States
- *Anticipated Separation date: mm/dd/yyyy
- *Employment start date: mm/dd/2023
- *Employment end date: mm/dd/2023

 An 'Add Employment' button is located at the bottom center of the form area.

Figure 3-25 Add Employment Information Page – Active Duty

3. Provide information in the required fields, which are indicated with an asterisk (*), as well as other details as appropriate.
4. When you are finished providing your employment information, click **Add Employment**.
5. Click **Add File** to upload your supporting documentation. File names cannot contain commas.
6. Click **Save Employment** at the bottom of the page if more edits or information is needed to complete the employment.

The ASOC Report – Choose Employment page is refreshed and displays the new employment opportunity with Employment details in columns; Employment Type, Company Name, Start Date, End Date and Number of Days.

The last column will display a **Delete** button to delete the employment, and an **Edit** button to edit the employment (see Figure 3-16). **Note:** If you submit, you will not be able to edit the employment, only delete it.

OR

If all information is provided and does not need to be edited, click **Submit Employment**.

The ASOC Report – Choose Employment page is refreshed and displays the new employment opportunity with Employment details; Employment Type, Company Name, Start Date, End Date and Number of Days.

The last column will display no buttons (see Figure 3-17). **Note:** If you submit, you will not be able to edit or delete the employment.

3.2.2.8 Afloat

1. On the Employment Information page, select “Afloat” from the drop-down selection.
2. Click the **Add New Employment** button.

The Afloat page is displayed (see Figure 3-26).

ASOC Report - Submit employment - Reporting Year 2023

Student/Graduate: *HALEY, SEAMUS L*
 Maritime Academy: | Graduation Year: 1995 | Student Status: Graduated | Closed/Locked: No | Mariner Ref Number:

REPORTING YEAR: 2023 STATUS: In-Progress DATE CREATED: 07/18/2024 SUBMISSION DATE: N/A

Note: To navigate through the report, please click on these links below

1 ASOC Reporting Year 2 Personal Information 3 Employment 4 Reserve Obligation 5 Certification 6 Download & Print

EMPLOYMENT STATUS: **Not submitted** TYPE: **Afloat**

Note: If you are sailing, or intend to sail as a crewmember aboard a U.S. flag vessel in an unlicensed billet, you must obtain MARAD approval before any time spent in that billet will count towards your service obligation. This option is not expressly authorized by law, but has been made a potential employment option by MARAD policy. The requirements for approval of this option are: (1) The position must be aboard a U.S. flag vessel, and (2) The position must be part of a recognized career path or ladder that will lead to a position that requires an officer endorsement to a USCG MMC (e.g., employment as a Steerman while working towards becoming a Pilot on a towboat)...

Employer's Information

*Name of Employer
 *Employer Address
 City
 *State/Territories
 -- Please select --
 Foreign Postal Code
 Postal Code
 *Country
 United States

Employment Information

*Position Title
 *Billet Type
 -- Please select --
 *Vessel name:
 *Vessel registry
 -- Please select --
 *Date of Shipment
 mm/dd/2023
 *Date of Discharge
 mm/dd/2023

Employment Information

*Enter the employment description

Add Employment

Figure 3-26 Add Employment Information Page – Afloat

3. Provide information in the required fields, which are indicated with an asterisk (*), as well as other details as appropriate.
4. When you are finished providing your employment information, click **Add Files** to upload your supporting documentation. File names cannot contain commas.

5. Click **Save Employment** at the bottom of the page if more edits or information is needed to complete the employment.

The ASOC Report – Choose Employment page is refreshed and displays the new employment opportunity with Employment details in columns; Employment Type, Company Name, Start Date, End Date and Number of Days.

The last column will display a **Delete** button to delete the employment, and an **Edit** button to edit the employment (see Figure 3-16). **Note:** If you submit, you will not be able to edit the employment, only delete it.

OR

If all information is provided and does not need to be edited, click **Submit Employment**.

The ASOC Report – Choose Employment page is refreshed and displays the new employment opportunity with Employment details; Employment Type, Company Name, Start Date, End Date and Number of Days.

The last column will display no buttons (see Figure 3-17). **Note:** If you submit, you will not be able to edit or delete the employment.

3.2.2.9 Federal, Shoreside

1. On the Employment Information page, select “Federal, Shoreside” from the drop-down selection.
2. Click the **Add New Employment** button.

The Federal, Shoreside page is displayed (see Figure 3-27).

Figure 3-27 Add Employment Information Page – Federal, Shoreside

3. Provide information in the required fields, which are indicated with an asterisk (*), as well as other details as appropriate.
4. When you are finished providing your employment information, click **Add Files** to upload your supporting documentation. File names cannot contain commas.
5. Click **Save Employment** at the bottom of the page if more edits or information is needed to complete the employment.

The ASOC Report – Choose Employment page is refreshed and displays the new employment opportunity with Employment details in columns; Employment Type, Company Name, Start Date, End Date and Number of Days.

The last column will display a **Delete** button to delete the employment, and an **Edit** button to edit the employment (see Figure 3-16). **Note:** If you submit, you will not be able to edit the employment, only delete it.

OR

If all information is provided and does not need to be edited, click **Submit Employment**.

The ASOC Report – Choose Employment page is refreshed and displays the new employment opportunity with Employment details; Employment Type, Company Name, Start Date, End Date and Number of Days.

The last column will display no buttons (see Figure 3-17). **Note:** If you submit, you will not be able to edit or delete the employment.

3.2.2.10 Foreign Flag

1. On the Employment Information page, select “Foreign Flag” from the drop-down selection.
2. Click the **Add New Employment** button.

The Foreign Flag page is displayed (see Figure 3-38).

ASOC Report - Submit employment - Reporting Year 2023

Student/Graduate: *HALEY, SEAMUS L*
 Maritime Academy: | Graduation Year: 1995 | Student Status: Graduated | Closed/Locked: No | Mariner Ref Number:

REPORTING YEAR: 2023 STATUS: In-Progress DATE CREATED: 07/18/2024 SUBMISSION DATE: N/A

Note: To navigate through the report, please click on these links below

1 ASOC Reporting Year 2 Personal Information 3 Employment 4 Reserve Obligation 5 Certification 6 Download & Print

EMPLOYMENT STATUS: Not submitted TYPE: Foreign Flag

If you are sailing or intend to sail as a crewmember aboard a foreign flag vessel, you must obtain MARAD approval before any service in that position will count towards your service obligation. If you have not obtained approval from MARAD for the employment you are reporting, this employment will not count towards meeting the service/employment portion of your obligation. Failure to comply with your service obligation may lead to induction into the U.S. Armed Forces or repayment of (a) the cost of the education you received while enrolled at USMMA or (b) the amount of SIP funding you received from MARAD.*

Did you submit an Employment Determination Request (EDR) to MARAD for approval of this employment?
 -- Please select --

*Name of employer:

*Employer street address:

Employer street address2:

*City

*State/Territories
 -- Please select --

*Foreign Postal Code

*Postal Code

*Country
 United States

*Position Title

*Vessel name

*Vessel registry
 -- Please select --

*Date of Shipment:
 mm/dd/2023

*Date of Discharge:
 mm/dd/2023

*Describe your duties and responsibilities:(in 1000 characters):

Add Employment

Figure 3-28 Add Employment Information Page – Foreign Flag

3. Provide information in the required fields, which are indicated with an asterisk (*), as well as other details as appropriate.
4. When you are finished providing your employment information, click **Add Files** to upload your supporting documentation. File names cannot contain commas.
5. Click **Save Employment** at the bottom of the page if more edits or information is needed to complete the employment.

The ASOC Report – Choose Employment page is refreshed and displays the new employment opportunity with Employment details in columns; Employment Type, Company Name, Start Date, End Date and Number of Days.

The last column will display a **Delete** button to delete the employment, and an **Edit** button to edit the employment (see Figure 3-16). **Note:** If you submit, you will not be able to edit the employment, only delete it.

OR

If all information is provided and does not need to be edited, click **Submit Employment**.

The ASOC Report – Choose Employment page is refreshed and displays the new employment opportunity with Employment details; Employment Type, Company Name, Start Date, End Date and Number of Days.

The last column will display no buttons (see Figure 3-17). **Note:** If you submit, you will not be able to edit or delete the employment.

6. When you click **Submit Employment**, you will see a warning message (see Figure 3-22).

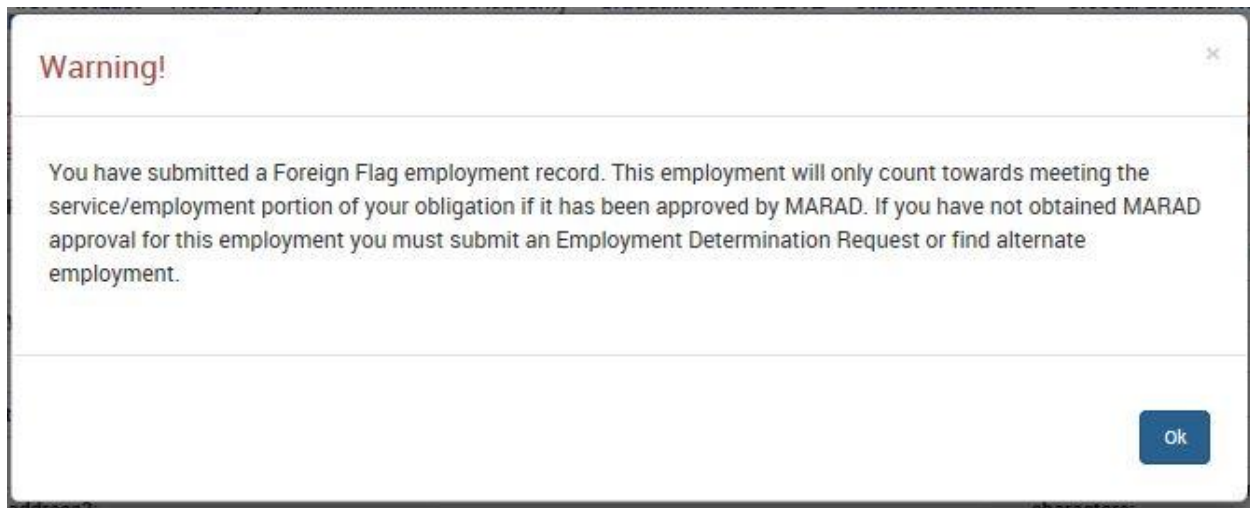


Figure 3-29 Foreign Flag Warning Message Pop-up

3.2.3 Reserve Obligation

1. After entering your Employment, on the Choose Employment page, click the **Reserve Obligation** button at the bottom of the page.
2. If you have provided at least one employment record for the reporting year of the current ASOC, the Reserve Obligation page is displayed (see Figure 3-30). If you have more than one employment, all employments must be submitted before submitting the ASOC Report.

Home Personal Information Annual Report EDR Waiver Request Deferment Request FAQ User Guide/Instructions - Student Logout Help

ASOC Report - Reserve Obligation - Reporting Year 2023

Student/Graduate: *HALEY, SEAMUS L*
Maritime Academy: Maine Maritime Academy | Graduation Year: 1995 | Student Status: Graduated | Closed/Locked: No | Mariner Ref Number:

REPORTING YEAR: 2023 STATUS: *In-Progress* DATE CREATED: 07/18/2024 SUBMISSION DATE: *N/A*

Note: To navigate through the report, please click on these links below

1 ASOC Reporting Year 2 Personal Information 3 Employment 4 Reserve Obligation 5 Certification 6 Download & Print

* Are you maintaining your Reserve commission?

*Select a Branch

*Select a Paygrade

*Select a Type

*Select a Designator

* Comments/Explanation:

Save Information

Reserve Obligation Uploaded Documents

[Add File](#)

File Name	File Size (KB)	Date Uploaded	Action
-----------	----------------	---------------	--------

Figure 3-30 Reserve Obligation Page

3. Provide information in each of the fields, as appropriate.

3.2.4 Certification

4. When you are ready to submit this ASOC Report, click the **Certification** button.

If your ASOC is incomplete, you will see an error.

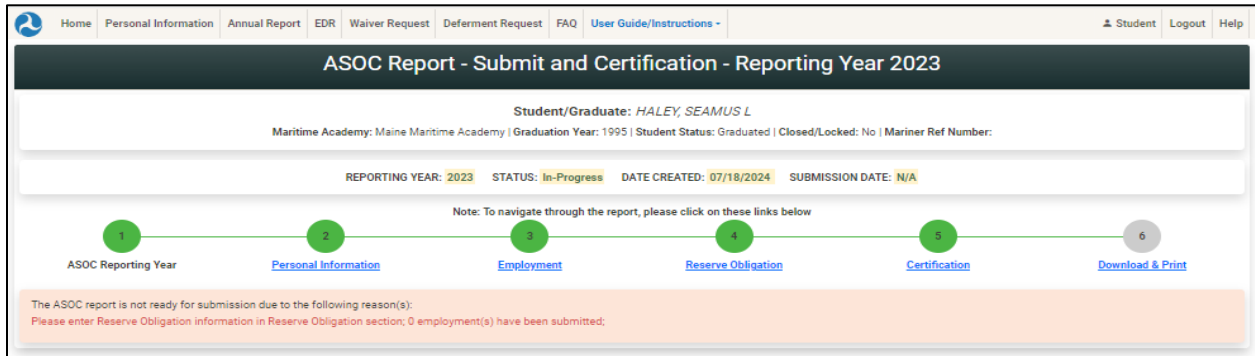


Figure 3-31 ASOC Certification with Error

If your ASOC is complete you will see a warning statement and a **Submit Report** button.

The Certification and Warning page is displayed with this message:

“Once you submit your annual report you will not be able to make any changes to the report including the upload of documents. I certify under penalty of perjury that all of the statements made by me are true, complete, and correct to the best of my knowledge and are made in good faith. A false answer to any question in this statement may be punishable by fine or imprisonment (18 U.S.C. 1001).” (See Figure 3-32.)

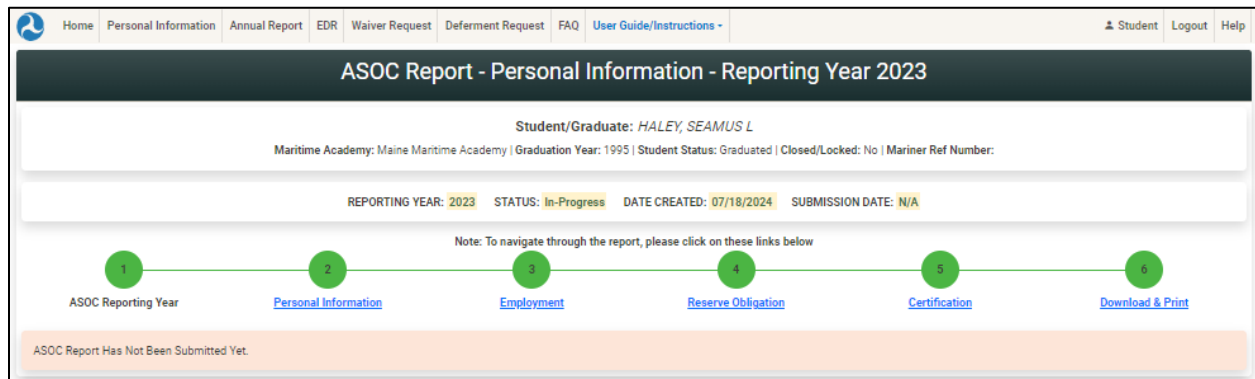
5. Click the box to indicate you have read and understand the warning statement. The **Submit Report** button will not activate until the box is checked.
6. Click the **Submit Report** button.



Figure 3-32 Certification and Warning Page

3.2.5 Download and Print

If your ASOC Report is incomplete, you will see an error.



If your ASOC Report is complete, the Download and Print page is displayed with a **View and Download** button and this message:

“ASOC report has been successfully submitted.” (See Figure 3-33).

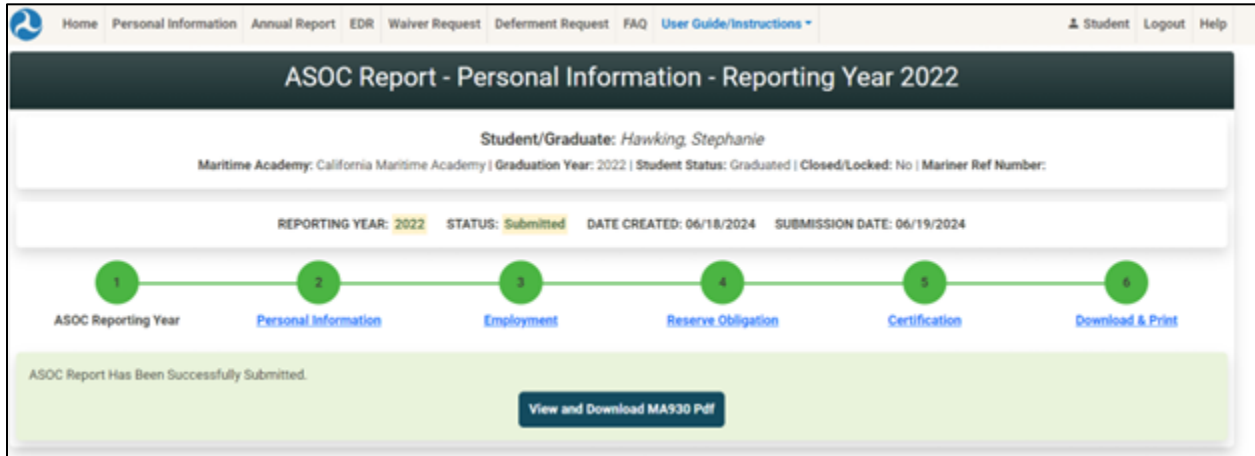


Figure 3-33 Print and Download MA-930 Page

7. Click **Download** or **Print** to view your report in PDF format (see Figure 3-34 and Figure 3-35).

Or

Click **Exit** to return to the Main Menu.

 <p>U.S. Department of Transportation Maritime Administration</p>		<h2 style="margin: 0;">Maritime Administration Annual Service Obligation Compliance Report</h2>	
<p>The information collected is required for MARAD to determine if respondent complied with terms of his/her maritime service obligation agreement during the reporting period. Public reporting burden of this collection of information is estimated to average one-half hour per response. Send comments regarding burden estimate or any other aspect of this information collection to the Maritime Administration, Office of Management and Information Services, 1200 New Jersey Ave., SE., Washington, DC 20590, and to the Office of Management and Budget, Paperwork Reduction Project (2133-0509), Washington, DC 20503. Response to this collection is mandatory under 46 App. U.S.C. 1295b or 46 App. U.S.C. 1295c, as applicable. Confidentiality of information collected will be provided to the extent it is protected under the Privacy Act, 5 U.S.C. 552a. Note: An agency may not conduct or sponsor and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB number is 2133-0509.</p>			
<p>INSTRUCTIONS: This Compliance Report must be completed annually by all U.S. Merchant Marine Academy Graduates and State Maritime Academy Graduates in the Student Incentive Payment (SIP) Program for the period of their obligation after graduation. You are required to report to the Maritime Administration (MARAD) between January 1st and March 1st of each year. Graduates are encouraged to submit their Annual Compliance Report information to MARAD electronically, (https://mscs.marad.dot.gov). If submitting the information via the website is not possible the form can be submitted by mail to MARAD, Office of Maritime Workforce Development, MAR-740, 1200 New Jersey Ave., SE., Washington, DC 20590 or to maritime.graduate@marad.dot.gov for SIP participants and to serviceobligation@usmma.edu for USMMA graduates. Retain a copy for your records.</p>			
PART I			
1. U.S. Coast Guard Reference Number	2. Name (Last, First, Middle) TestMariner, Mike	3. Date of Birth Jan 07, 1965	
4. Address (Street, City, State, and Zip Code) 10 Main Street San Francisco, CA, 94102 United States		5. E-mail Address(es) Primary: [REDACTED]@[REDACTED].GOV Secondary:	6. Calendar Year Reporting 2017
7. Are you Full Time Active Duty Military? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, select your branch and period of the period of the service and include current unit duty station in Part II – IV. Anticipated Separation Date:			
8. Are you maintaining your Reserve Commission? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Branch of Service:		9. Maritime Academy Attended: California Maritime Academy Year Graduated: 2017	
10. Have you Renewed or Upgraded your USCG License since last report? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Date of Renewal/Upgrading (Month/Year)		11. Telephone: (Day): (Cell): +1 (202) 555-1212 (Evening):	
12. U.S. Coast Guard License Serial No.	13. Date Issued	14. U.S. Coast Guard License(s) Held:	
15. Deck <input type="checkbox"/> / Engineer <input type="checkbox"/> License and credential Expiration Date:			
16. Have you obtained a Transportation Workers Identification Card (TWIC)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Expiration Date:			
17. Valid Standards of Training, Certification and Watchkeeping (STCW) endorsements since last report? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No No Expiration Date:			
<p>PART II – EMPLOYMENT: An entry must be made for all periods of employment or unemployment during the Reporting Year. Begin with current status and work back covering the entire Report Year. Also, state how your position demonstrates employment in a maritime-related industry. Add additional information in Part III and attach additional sheets as needed. Unless you have received a deferral of your employment requirement, U.S. Merchant Marine Academy graduates must complete Part II to describe employment for the 6 year period after graduation and graduates of State Maritime Academies must complete Part II to describe employment for the 3 year period after graduation. If you have filed annual reports on employment and that obligation is complete, indicate "fulfilled employment" in Part II when reporting on the remaining obligations i.e., USCG license and/or reserve status in Part I.</p>			
A Employer's Name: Coast Guard		Employment Type (Check Only One Box)	
Employers Address (Number, Street, City, State, Zipcode): 100 Main Street AK, United States		<input type="checkbox"/> a. Afloat <input type="checkbox"/> b. Active Duty <input checked="" type="checkbox"/> c. Maritime Ashore <input type="checkbox"/> d. Federal, Shoreside <input type="checkbox"/> e. Non-Maritime <input type="checkbox"/> f. Graduate School Deferral <input type="checkbox"/> g. Unemployed <input type="checkbox"/> h. NOAA Corps/ USPHS Corps <input type="checkbox"/> i. Medical/Hardship <input type="checkbox"/> j. Foreign Flag	
Exact Title of Your Position: Captain			

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Figure 3-34 MA-930 Report Page 1

OMB No. 2133-0509 Expiration Date 8/31/2015	
Period Covered (Month/Day/Year): Jan 01, 2017 - Jan 06, 2017	Vessel (Name and Registry) <input checked="" type="checkbox"/> U.S. <input type="checkbox"/> Foreign ()
B Employer's Name: Non-Maritime Employer	Employment Type (Check Only One Box) <input type="checkbox"/> a. Afloat <input type="checkbox"/> b. Active Duty <input type="checkbox"/> c. Maritime Ashore <input type="checkbox"/> d. Federal, Shoreside <input checked="" type="checkbox"/> e. Non-Maritime <input type="checkbox"/> f. Graduate School Deferment <input type="checkbox"/> g. Unemployed <input type="checkbox"/> h. NOAA Corps/ USPHS Corps <input type="checkbox"/> i. Medical/Hardship <input type="checkbox"/> j. Foreign Flag
Employer's Address (Number, Street, City, State, Zipcode): 10 Main Street CA, 94102 United States	
Exact Title of Your Position:	
Period Covered(Month/Day/Year): Feb 01, 2017 - Feb 14, 2017	Vessel (Name and Registry) <input checked="" type="checkbox"/> U.S. <input type="checkbox"/> Foreign ()
C Employer's Name:	Employment Type (Check Only One Box) <input type="checkbox"/> a. Afloat <input type="checkbox"/> b. Active Duty <input type="checkbox"/> c. Maritime Ashore <input type="checkbox"/> d. Federal, Shoreside <input type="checkbox"/> e. Non-Maritime <input type="checkbox"/> f. Graduate School Deferment <input type="checkbox"/> g. Unemployed <input type="checkbox"/> h. NOAA Corps/ USPHS Corps <input type="checkbox"/> i. Medical/Hardship <input type="checkbox"/> j. Foreign Flag
Employer's Address (Number, Street, City, State, Zipcode): United States	
Exact Title of Your Position:	
Period Covered(Month/Day/Year): Feb 17, 2017 - Feb 28, 2017	Vessel (Name and Registry) <input checked="" type="checkbox"/> U.S. <input type="checkbox"/> Foreign ()
PART III Describe how your position(s), duties, and responsibilities demonstrate how your employment is maritime-related.	
Patrol the United States coastline. Duties	
PART IV Space for Additional Details. Indicate to which question this information applies.	
CERTIFICATION I certify under penalty of perjury that all of the statements made by me are true, complete, and correct to the best of my knowledge and are made in good faith. A false answer to any question in this statement may be punishable by fine or imprisonment 118 U.S.C. 1001 I.	Signature (Sign in ink)
	Date May 16, 2022
PRIVACY ACT STATEMENT: 46 CFR 310 authorizes collection of this information. The principal purpose of this information is to determine compliance with Training Agreements and Service Obligation Contracts and status in the US armed forces or Naval Reserve. Routine use is to monitor and update information in MARAD's Maritime Service Compliance System, monitoring system. Completion of this form and furnishing your Social Security Number (which will be used by this agency only for the purposes indicated above) is voluntary; however, failure to provide this information represents non-compliance with Training and Service Obligation Agreements and could result in adverse administrative actions	
MA-930 (08-12)	

Figure 3-35 MA-930 Report Page 2

3.3 Viewing Your ASOC Report List

1. Click the **View Saved or Submitted Annual Report** link on the navigation bar.

The Annual Service Obligation Compliance (ASOC) Reports page lists all reports that you have created or submitted, with current status.

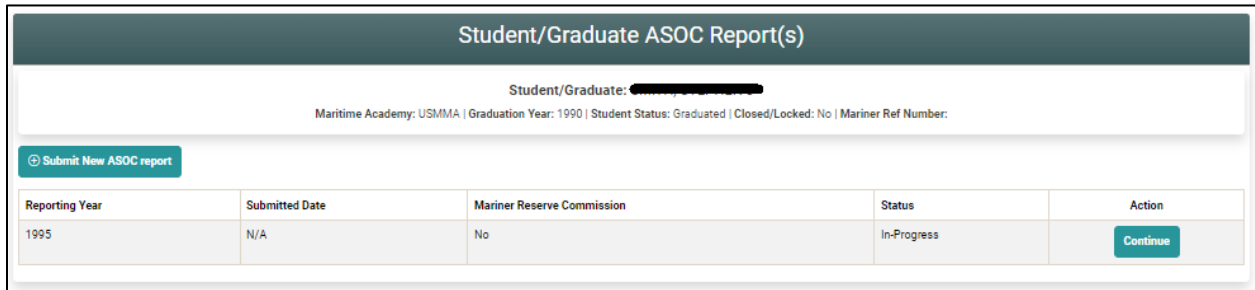


Figure 3-36 ASOC Reports Page In-Progress Status



Figure 3-37 ASOC Reports Page Submitted Status

- For an ASOC Report for any reporting year with a status of “In-Progress,” click the **Continue** button to navigate to the Submit ASOC Report page at the beginning of the report process.
- For an ASOC Report with a status of “Submitted,” click the **View HTML** button to see a HTML version of your ASOC report.
- Click **View MA930** to see the PDF version of your ASOC report.

3.4 EDR, Waivers, and Deferments

3.4.1 EDR

1. On the navigation bar, click EDR:
2. To submit an EDR, click **Submit Employment Determination Request**.

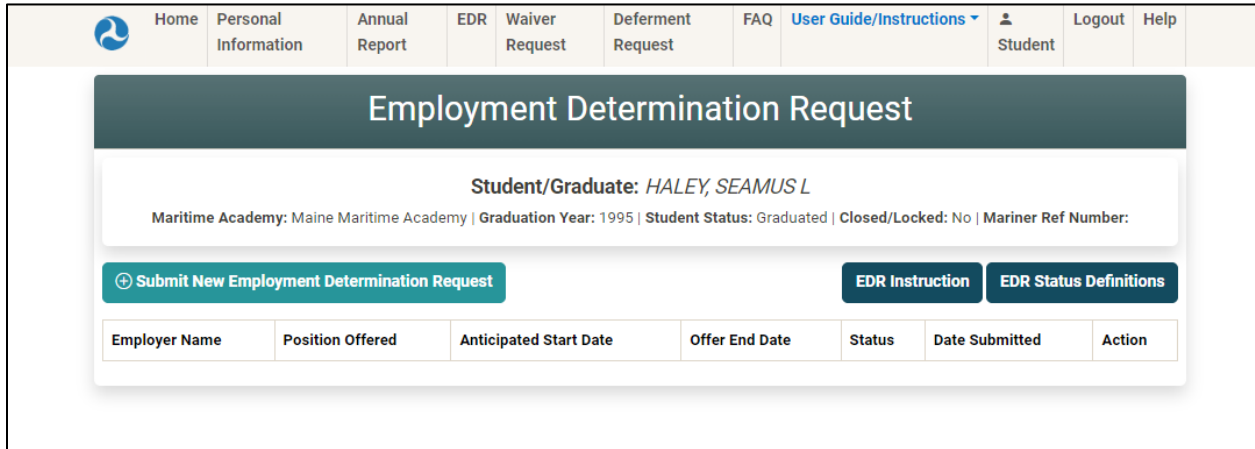


Figure 3-38 EDR Page

3. Provide information in the required fields, which are indicated with an asterisk (*), as well as other details as appropriate. (see Figure 3-39)
4. Click **Create Request**.

Submit New Employment Determination Request

Student/Graduate: HALEY, SEAMUS L
Maritime Academy: Maine Maritime Academy | Graduation Year: 1995 | Student Status: Graduated | Closed/Locked: No | Mariner Ref Number:

The following information must be submitted for approval of your prospective employment:

1. Detailed description of your prospective position and its duties
2. Detailed description of your prospective employer
3. A copy of your offer of employment
4. For "Afloat, foreign flag vessels", and "Shoreside, Non-Federal, Maritime Related" detailed information and supporting documentation proving that you conscientiously sought afloat employment as a merchant marine officer aboard U.S. flag vessels, and that such employment is not available to you.

These documents should be uploaded as part of your submission. Failure to submit the necessary document will lead to your application being returned as incomplete. Failure to provide the necessary documents within 30 days of your application being returned as incomplete will lead to your application being processed. If the necessary documentation is not provided your application will be denied. Complete instructions for submitting your EDR can be viewed by clicking on ["EDR Instructions"](#)

Mailing Address

Contact Email (*)

Contact Phone (*)

Street Address (*)

Apartment Number

City

State (*)

Zip Code (*)

Country (*)

Employer's Information

Employer Name (*)

Street Address (*)

City

State (*)

Zip Code

Foreign Zip Code

Country (*)

Employment Information

Academy Major (*)

Employment Type (*)

Position Title (*)

Anticipated Start Date (*)

Employment Offer End Date (*)

Create Request

Back to Previous Page

Figure 3-39 EDR Not Submitted Page

5. When you are finished providing your information, click **Add Files** to upload your supporting documentation. File names cannot contain commas.
6. Click **Save Information** at the bottom of the page if more edits or information is needed to complete the EDR.

This will take you to the home page.

OR

If all information is provided and does not need to be edited, click **Submit**.

EDR request detail

Student/Graduate: *HALEY, SEAMUS L*

Maritime Academy: Maine Maritime Academy | Graduation Year: 1995 | Student Status: Graduated | Closed/Locked: No | Mariner Ref Number:

Application Status: **Not Submitted** | Date Submitted: 06/10/2024

Department	Endorsement	Propulsion
No credentials entered yet		

The following information must be submitted for approval of your prospective employment:

1. Detailed description of your prospective position and its duties
2. Detailed description of your prospective employer
3. A copy of your offer of employment
4. For "Afloat, foreign flag vessels", and "Shoreside, Non-Federal, Maritime Related" detailed information and supporting documentation proving that you conscientiously sought afloat employment as a merchant marine officer aboard U.S. flag vessels, and that such employment is not available to you.

These documents should be uploaded as part of your submission. Failure to submit the necessary document will lead to your application being returned as incomplete. Failure to provide the necessary documents within 30 days of your application being returned as incomplete will lead to your application being processed. If the necessary documentation is not provided your application will be denied. Complete instructions for submitting your EDR can be viewed by clicking on ["EDR instructions"](#)

Mailing Address

Contact Email (*)

Contact Phone (*)

Street Address (*)

Apartment Number

City

State (*)

Zip Code (*)

Country (*)

Employer's Information

Employer Name (*)

Street Address (*)

City

State (*)

Zip Code

Foreign Zip Code

Country (*)

Employment Information

Academy Major (*)

Employment Type (*)

Position Title (*)

Anticipated Start Date (*)

Employment Offer End Date (*)

Save Information
Submit

+ Add File

File Name	File Size (KB)	Date Uploaded	Action
Hsl000q	26	6/10/2024 9:37:17 PM	Delete

Back to Previous Page

Figure 3-40 EDR form

The View Saved or Submitted page will be refreshed and displays the new EDR information with details in columns; Employment Name, Position Offered, Anticipated Start Date, Offer End Date, Status, Date Submitted. Submitted EDRs will have a **View** button and a **Delete** button. Not Submitted EDRs will have an **Edit** button. (see Figure 3-41)

EDR request detail

Student/Graduate: *HALEY, SEAMUS L*

Maritime Academy: Maine Maritime Academy | Graduation Year: 1995 | Student Status: Graduated | Closed/Locked: No | Mariner Ref Number:

Application Status: Request Pending Date Submitted: 06/10/2024

Department	Endorsement	Propulsion
No credentials entered yet		

The following information must be submitted for approval of your prospective employment:

- Detailed description of your prospective position and its duties
- Detailed description of your prospective employer
- A copy of your offer of employment
- For "Afloat, foreign flag vessels", and "Shoreside, Non-Federal, Maritime Related" detailed information and supporting documentation proving that you conscientiously sought afloat employment as a merchant marine officer aboard U.S. flag vessels, and that such employment is not available to you.

These documents should be uploaded as part of your submission. Failure to submit the necessary document will lead to your application being returned as Incomplete. Failure to provide the necessary documents within 30 days of your application being returned as Incomplete will lead to your application being processed. If the necessary documentation is not provided your application will be denied. Complete Instructions for submitting your EDR can be viewed by clicking on ["EDR instructions"](#)

Mailing Address

Contact Email (*)

Contact Phone (*)

Street Address (*)

Apartment Number

City

State (*)

Zip Code (*)

Country (*)

Employer's Information

Employer Name (*)

Street Address (*)

City

State (*)

Zip Code

Foreign Zip Code

Country (*)

Employment Information

Academy Major (*)

Employment Type (*)

Position Title (*)

Anticipated Start Date (*)

Employment Offer End Date (*)

+ Add File

File Name	File Size (KB)	Date Uploaded	Action
Help.png	26	6/10/2024 3:37:17 PM	Delete

Back to Previous Page

Figure 3-41 View Saved or Submitted EDR Page

Note: Submitted EDR will not complete until Program Manager, Legal1, Legal2, and Director complete their steps.

3.4.2 Waiver Request

1. On the navigation bar, click Waiver Request.

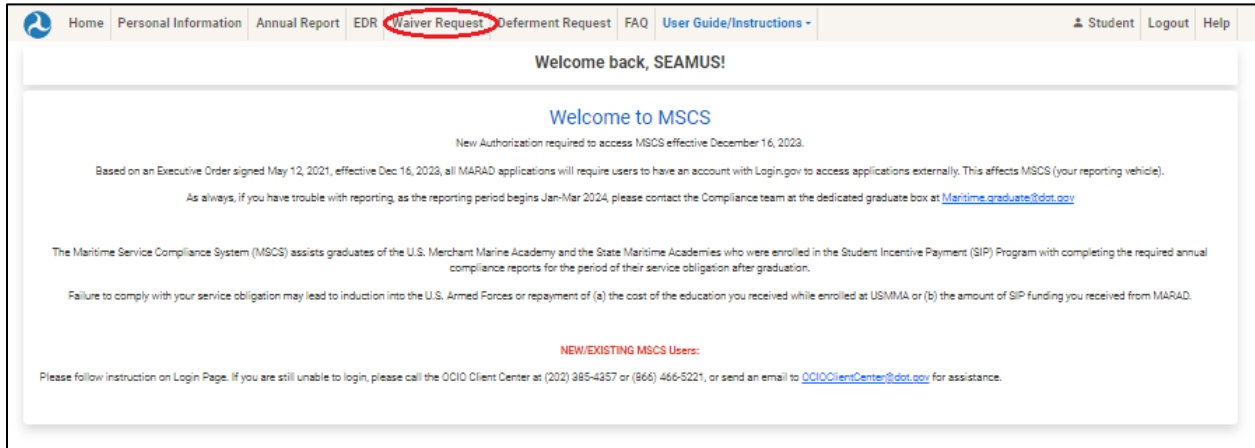


Figure 3-42 Home Page with Waiver Request Menu Option Circled

2. To submit a Waiver Request, click **Submit New Waiver Request**.

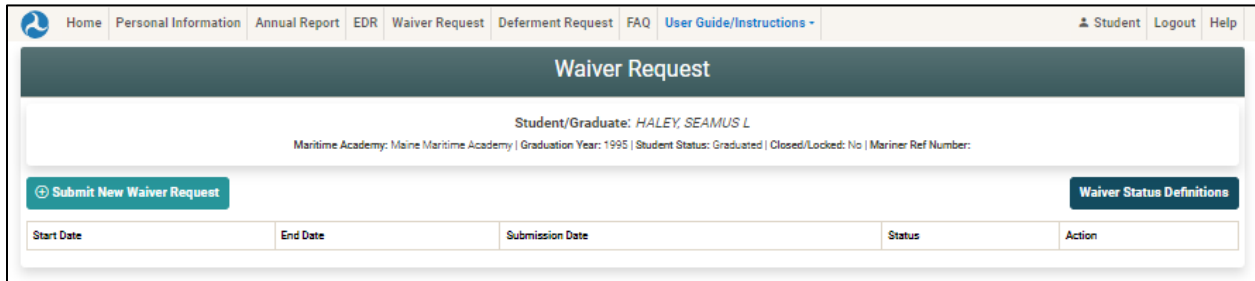


Figure 3-43 Waiver Request Page

3. Provide information in all the required fields, which are indicated with an asterisk (*), as well as other details as appropriate.
4. Click **Create Request**. (see Figure 3-45)

Maritime Service Compliance System (MSCS) User Guide

The screenshot shows the 'Submit New Waiver Request' page. At the top, there is a navigation menu with links for Home, Personal Information, Annual Report, EDR, Waiver Request, Deferment Request, FAQ, and User Guide/Instructions. The user is logged in as 'Student'. The main heading is 'Submit New Waiver Request'. Below this, the user's information is displayed: 'Student/Graduate: HALEY, SEAMUS L' and 'Maritime Academy: Maine Maritime Academy | Graduation Year: 1995 | Student Status: Graduated | Closed/Locked: No | Mariner Ref Number:'. A disclaimer states: 'If you feel that you are unable to fulfill your service obligation because of an undue hardship or impossibility of performance due to accident, illness or other justifiable reason, you may apply for a waiver of all or a portion of your service obligation. Applications for such a waiver must include supporting documentary evidence of the underlying hardship or impossibility that forms the basis of your request.' The form contains several fields: 'Contact Email (*)' with 'email@gmail.com', 'Contact Phone (*)' with '202-555-1212', 'Start Date (*)' with '06/12/2024', and 'End Date (*)' with '09/12/2024'. There is also a 'Reason (*)' text area. At the bottom, there are two buttons: 'Create Request' and 'Back to Previous Page'.

Figure 3-44 Submit New Waiver Request Page

5. When you are finished providing your information, click **Add File** to upload your supporting documentation. File names cannot contain commas.

The screenshot shows the 'Waiver request detail' page. At the top, there is a navigation menu with links for Home, Personal Information, Annual Report, EDR, Waiver Request, Deferment Request, FAQ, and User Guide/Instructions. The user is logged in as 'Student'. The main heading is 'Waiver request detail'. Below this, the user's information is displayed: 'Student/Graduate: HALEY, SEAMUS L' and 'Maritime Academy: Maine Maritime Academy | Graduation Year: 1995 | Student Status: Graduated | Closed/Locked: No | Mariner Ref Number:'. The application status is 'Not Submitted' and the date submitted is '06/14/2024'. A progress bar shows five steps: 1. Student (highlighted), 2. Program Manager, 3. Legal1, 4. Legal2, and 5. Director. A disclaimer states: 'If you feel that you are unable to fulfill your service obligation because of an undue hardship or impossibility of performance due to accident, illness or other justifiable reason, you may apply for a waiver of all or a portion of your service obligation. Applications for such a waiver must include supporting documentary evidence of the underlying hardship or impossibility that forms the basis of your request.' The form contains several fields: 'Contact Email (*)' with 'email@gmail.com', 'Contact Phone (*)' with '202-555-1212', 'Start Date (*)' with '06/12/2024', and 'End Date (*)' with '09/12/2024'. There is also a 'Reason (*)' text area. At the bottom, there are two buttons: 'Save Information' and 'Submit'. Below the form, there is an 'Add File' button and a table for uploaded files. The table has columns for 'File Name', 'File Size (KB)', 'Date Uploaded', and 'Action'. At the bottom, there is a 'Back to Previous Page' button. A green notification banner at the top right says 'Request created successfully'.

Figure 3-45 Waiver Request Detail (Not Submitted) Page

6. Click **Save Information** at the bottom of the page if more edits or information is needed to complete the Waiver Request.

This will take you to the home page.

OR

If all information is provided and does not need to be edited, click **Submit**.

Home Personal Information Annual Report EDR Waiver Request Deferment Request FAQ User Guide/Instructions - Student Logout Help

Waiver request detail

Student/Graduate: **HALEY, SEAMUS L**
Maritime Academy: Maine Maritime Academy | Graduation Year: 1995 | Student Status: Graduated | Closed/Locked: No | Mariner Ref Number:

Application Status: **Not Submitted** Date Submitted: 06/14/2024

1 Student 2 Program Manager 3 Legal1 4 Legal2 5 Director

If you feel that you are unable to fulfill your service obligation because of an undue hardship or impossibility of performance due to accident, illness or other justifiable reason, you may apply for a waiver of all or a portion of your service obligation. Applications for such a waiver must include supporting documentary evidence of the underlying hardship or impossibility that forms the basis of your request.

Contact Email (*) email@gmail.com
Contact Phone (*) 202-555-1212
Start Date (*) 06/12/2024
End Date (*) 09/12/2024

Reason (*) Reason

Save Information Submit

+ Add File

File Name	File Size (KB)	Date Uploaded	Action
Create_WaiverRequest_Student5.png	43	6/14/2024 3:56:03 PM	Delete

Back to Previous Page

Figure 3-46 Waiver Request Detail Page

The View Saved or Submitted page will be refreshed and displays the new Waiver information with details in columns; Start Date, End Date, Submission Date, and Status. (see Figure 3-47)

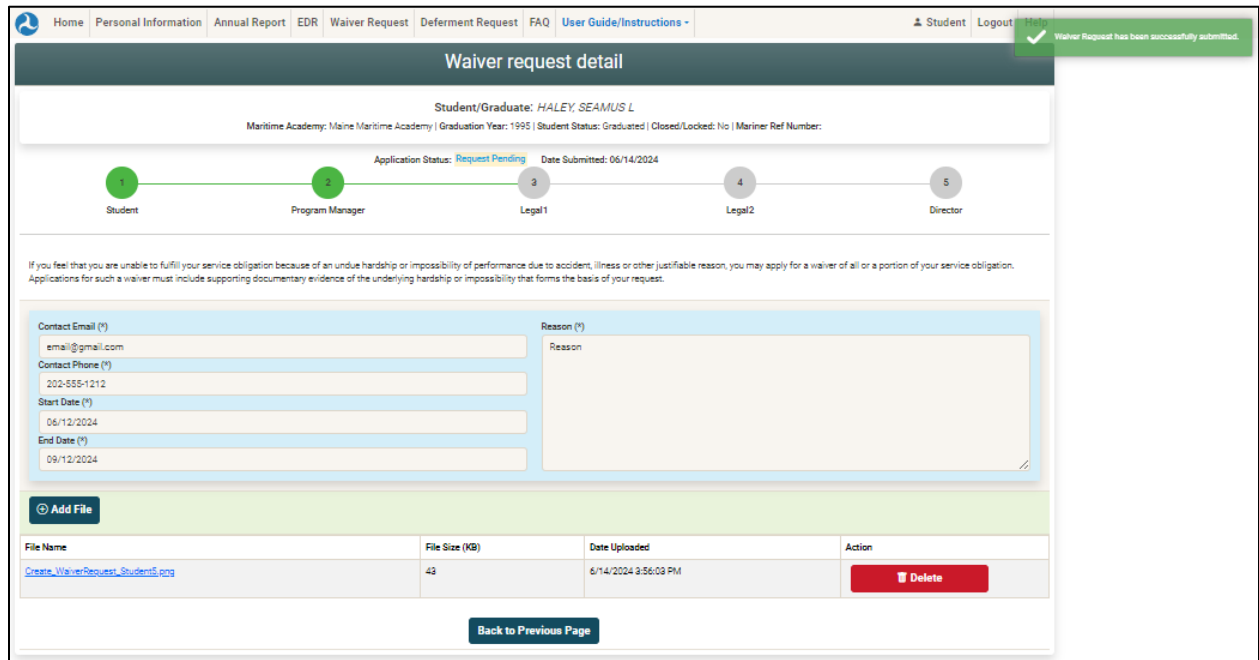


Figure 3-47 View Saved or Submitted Waiver Requests

7. A confirmation message will display. The form will remain in “Request Pending” status until Legal, Legal2, and Director complete their steps.

3.4.3 Deferment

1. On the navigation bar, click **Deferment Request**.

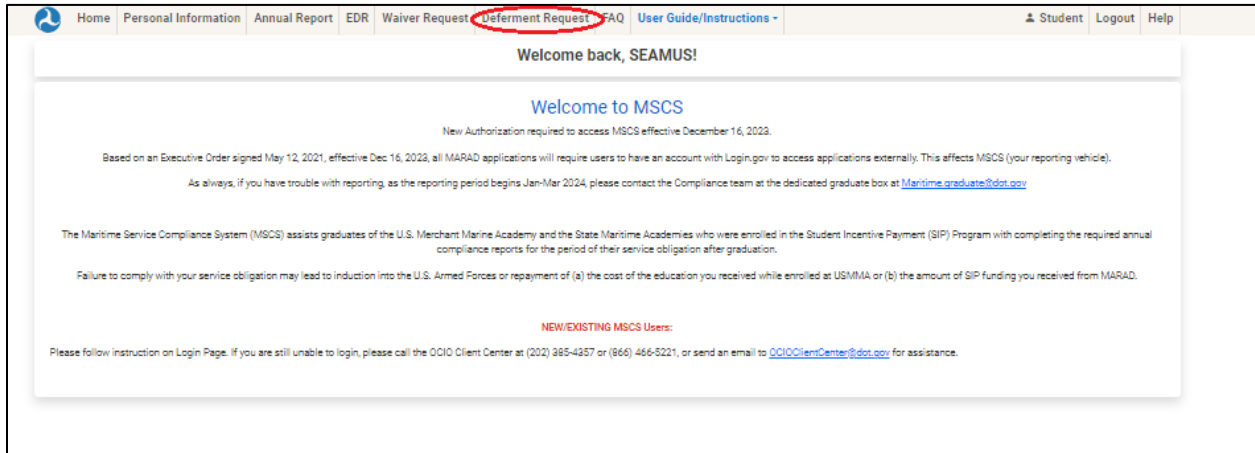


Figure 3-48 Home Page with Deferment Request Menu Option Circled

2. To submit a Deferment Request, click **Submit New Deferment Request**.

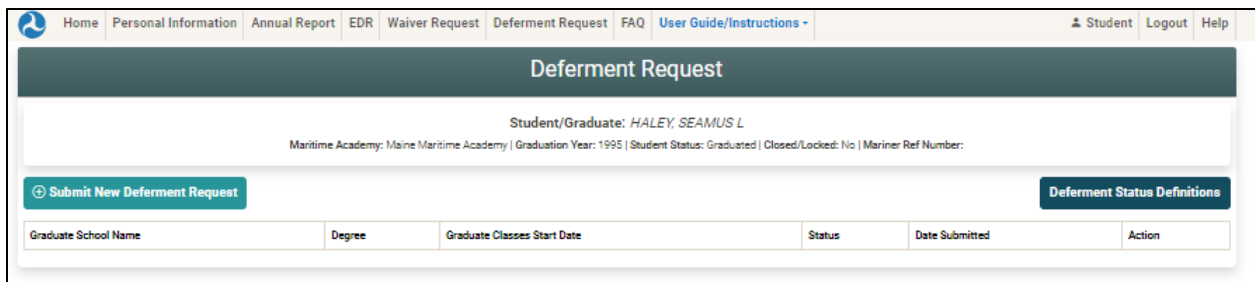


Figure 3-49 Deferment Request Page

- Provide information in all the required fields, which are indicated with an asterisk (*), as well as other details as appropriate.

Figure 3-50 Submit New Deferment Request Page

- When you are finished providing your information, click **Add File** to upload your supporting documentation. File names cannot contain commas.

Figure 3-51 Deferment Request Detail (Not Submitted) Page

Click **Save Information** if more edits or information is needed to complete the Deferment Request. If all information is provided and does not need to be edited, click **Submit**.

Deferment request detail

Student/Graduate: *HALEY, SEAMUS L*
 Maritime Academy: *Maine Maritime Academy* | Graduation Year: *1995* | Student Status: *Graduated* | Closed/Locked: *No* | Mariner Ref Number:

Application Status: **Not Submitted** | Date Submitted: *06/14/2024*

1 Student — 2 Program Manager — 3 Legal1 — 4 Legal2 — 5 Director

In exceptional cases, you may be allowed to defer all or a part of your service obligation for a period not to exceed two years, provided that you are a Graduate who is considered to have superior academic and conduct records while at one of the maritime academies, and that you are seeking to enter a marine or maritime-related Graduate course of study approved by the Maritime Administrator, or for the purpose of pursuing studies as the recipient of a scholarship or fellowship of national significance. Applications for such a deferment must be submitted with supporting documentary evidence of your acceptance into and/or enrollment in the applicable marine or maritime-related Graduate course of study, or of your award and acceptance of the applicable scholarship or fellowship. Applications should also include a recommendation from the superintendent of your maritime academy and a complete description of the Graduate program and its courses.

School Name (*)

 Degree (*)

 Start Date (*)

 End Date (*)

 Description (*)

Save Information **Submit**

Add File

File Name	File Size (KB)	Date Uploaded	Action
Create_DefermentRequest_Student4.png	33	6/14/2024 2:35:59 PM	Delete

Back to Previous Page

Figure 3-52 View Saved or Submitted Deferments Page

- A confirmation message will display. The form will remain in “Request Pending” status until Legal, Legal2, and Director complete their steps.

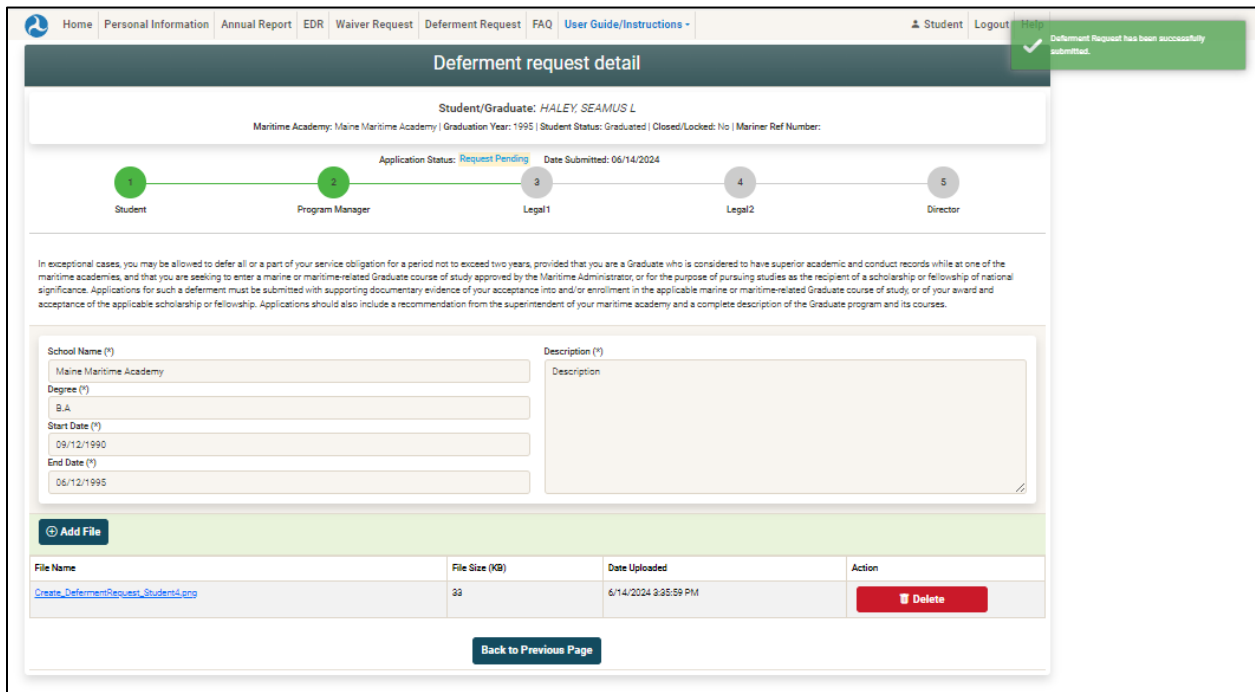
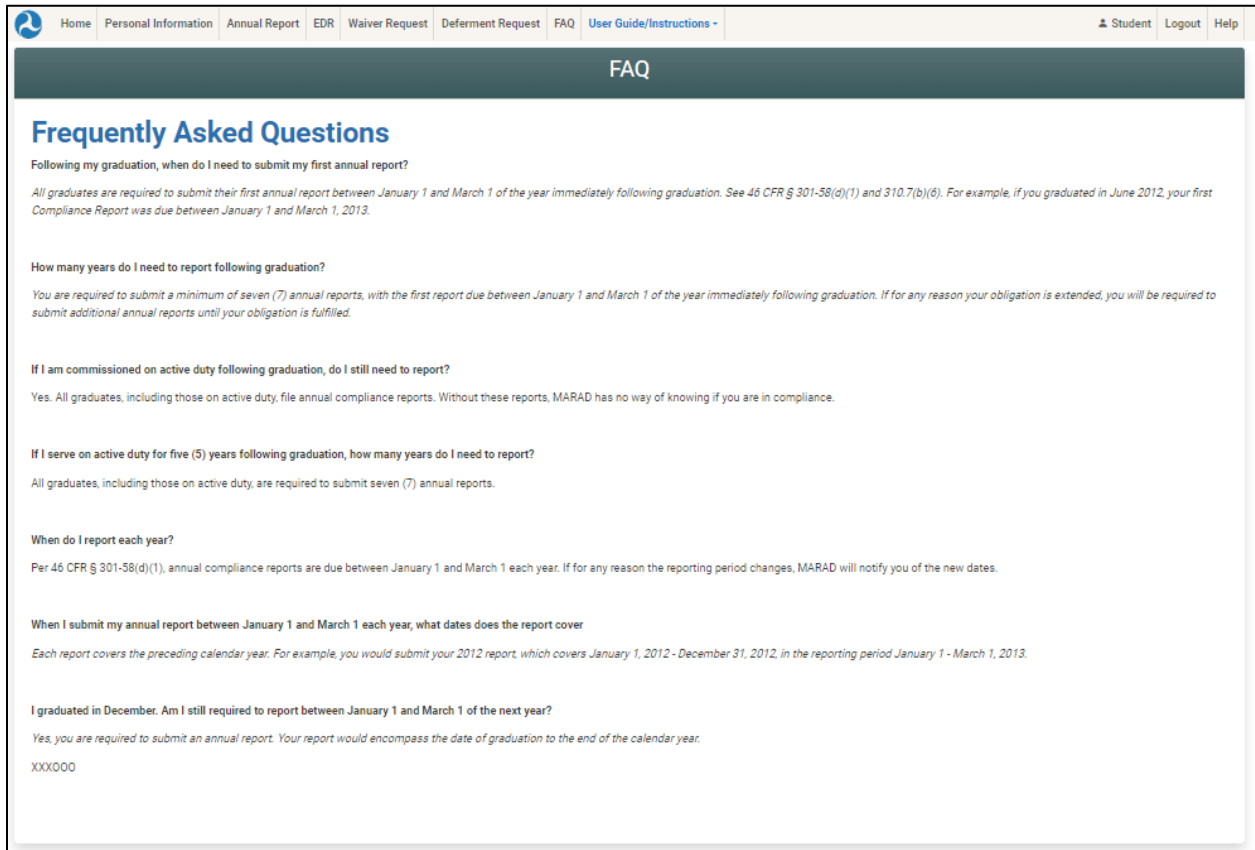


Figure 3-53 Deferment Request Detail Page with Confirmation

3.4.4 FAQ

Click FAQ on the top navigation menu to view Frequently Asked Questions.



The screenshot shows the top navigation menu with links for Home, Personal Information, Annual Report, EDR, Waiver Request, Deferment Request, FAQ, and User Guide/Instructions. The FAQ link is highlighted. Below the navigation menu is a dark blue header with the text "FAQ". The main content area is titled "Frequently Asked Questions" and contains several questions and answers regarding annual reports, including submission deadlines, frequency, and active duty status.

Frequently Asked Questions

Following my graduation, when do I need to submit my first annual report?
All graduates are required to submit their first annual report between January 1 and March 1 of the year immediately following graduation. See 46 CFR § 301-58(d)(1) and 310.7(b)(6). For example, if you graduated in June 2012, your first Compliance Report was due between January 1 and March 1, 2013.

How many years do I need to report following graduation?
You are required to submit a minimum of seven (7) annual reports, with the first report due between January 1 and March 1 of the year immediately following graduation. If for any reason your obligation is extended, you will be required to submit additional annual reports until your obligation is fulfilled.

If I am commissioned on active duty following graduation, do I still need to report?
Yes. All graduates, including those on active duty, file annual compliance reports. Without these reports, MARAD has no way of knowing if you are in compliance.

If I serve on active duty for five (5) years following graduation, how many years do I need to report?
All graduates, including those on active duty, are required to submit seven (7) annual reports.

When do I report each year?
Per 46 CFR § 301-58(d)(1), annual compliance reports are due between January 1 and March 1 each year. If for any reason the reporting period changes, MARAD will notify you of the new dates.

When I submit my annual report between January 1 and March 1 each year, what dates does the report cover
Each report covers the preceding calendar year. For example, you would submit your 2012 report, which covers January 1, 2012 - December 31, 2012, in the reporting period January 1 - March 1, 2013.

I graduated in December. Am I still required to report between January 1 and March 1 of the next year?
Yes, you are required to submit an annual report. Your report would encompass the date of graduation to the end of the calendar year.
XXXXXX

Figure 3-54 Frequently Asked Questions Page