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Maritime Service Compliance System (MSCS) User Guide

Document Version 4.0

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Maritime Administration (MARAD)
New Development Team

Document Revision History

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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://mscs.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.

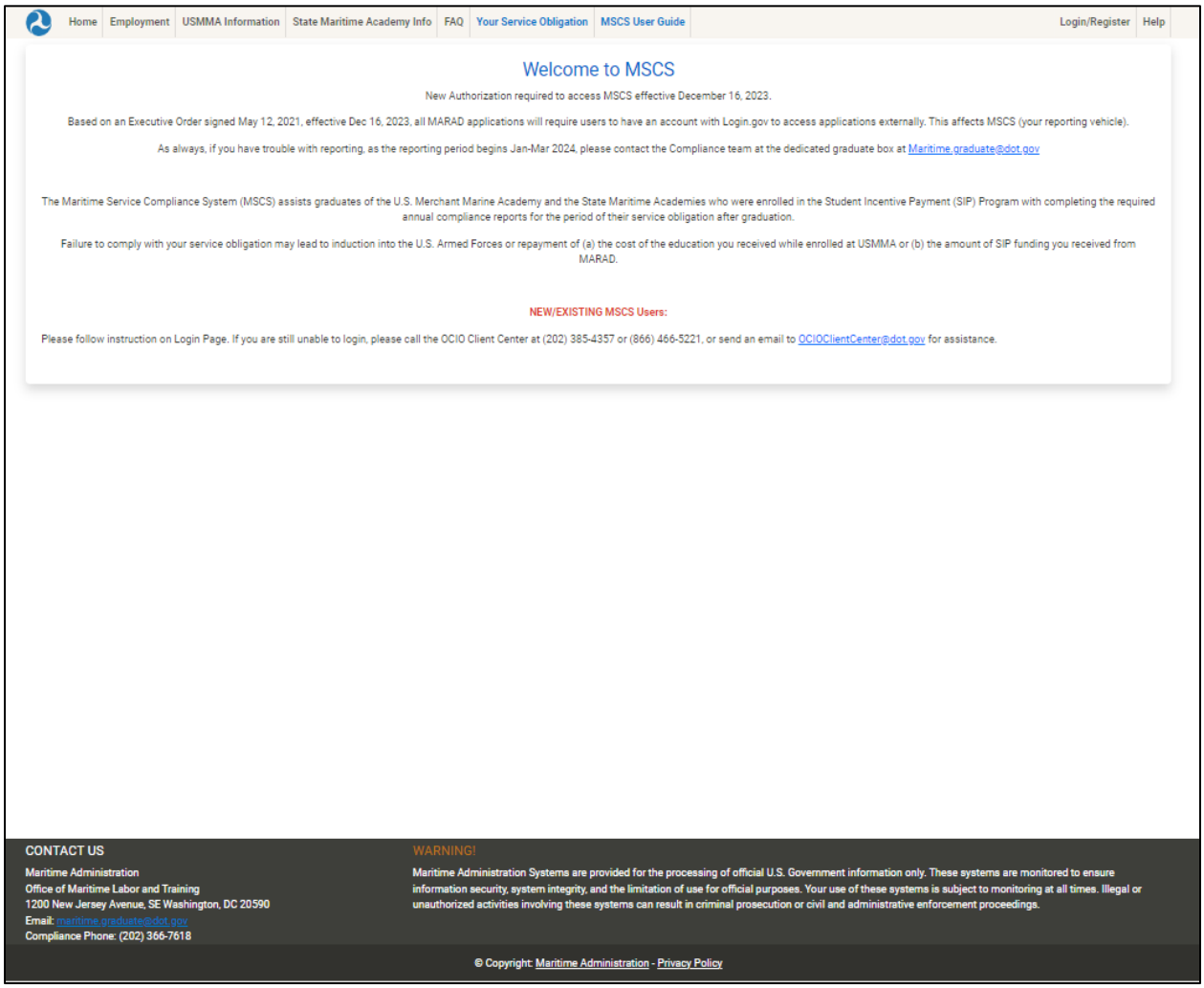


Figure 2-1 MSCS Home Page

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.

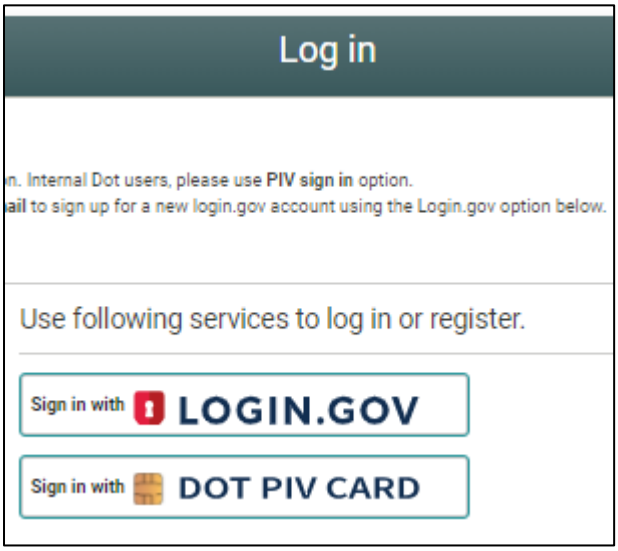


Figure 2-2 MSCS Log in Options

3. Click the **Employment** link. The Employment page (see Figure 2-3) lists the following links:
    - American Maritime Officers - www.amo-union.org
    - Marine Engineers Beneficial Association - www.d1meba.org
    - Marine Firemen's Union - www.mfoww.org/
    - Masters, Mates, and Pilots - www.bridgedeck.org
    - Sailors Union of the Pacific - www.sailors.org
    - Seafarers International Union - www.seafarers.org
    - Military Sealift Command - www.sealiftcommand.com
    - The Workboat Academy - www.workboatacademy.com/
    - National Oceanic Atmospheric Administration - www.careers.noaa.gov/
    - Lake Carriers Association - www.lcaships.com
    - American Waterways Operators - www.americanwaterways.com
    - U.S. Army Corps of Engineers - www.usace.army.mil/
    - Offshore Marine Services Association, Inc. - www.offshoremarine.org
    - Passenger Vessel Association - www.passengervessel.com/

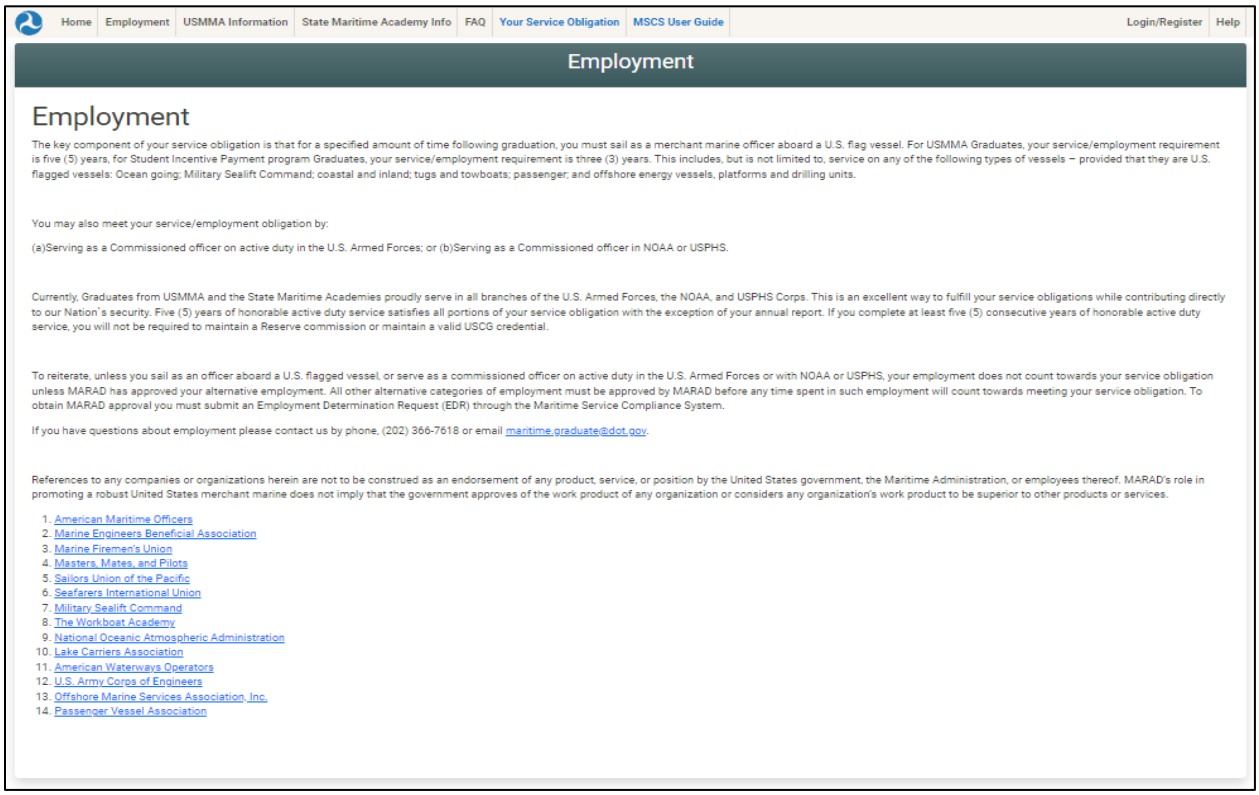


Figure 2-3 Employment Page

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

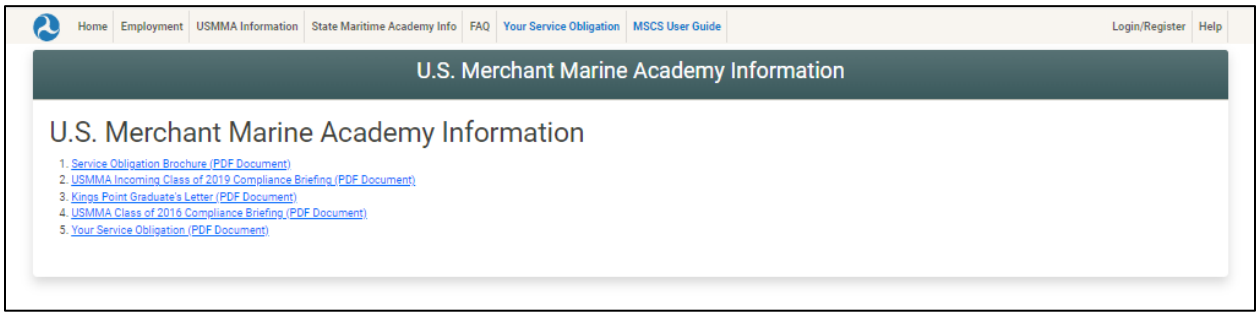


Figure 2-4 USMMA Info Page

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

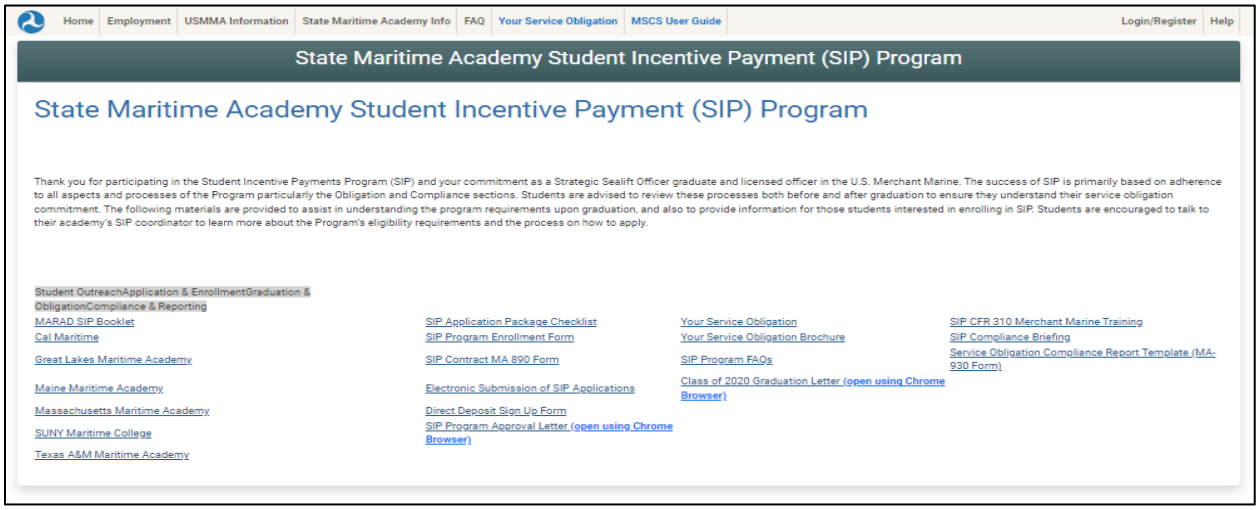


Figure 2-5 State Maritime Academy Student Incentive Payment (SIP) Program Page

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 .

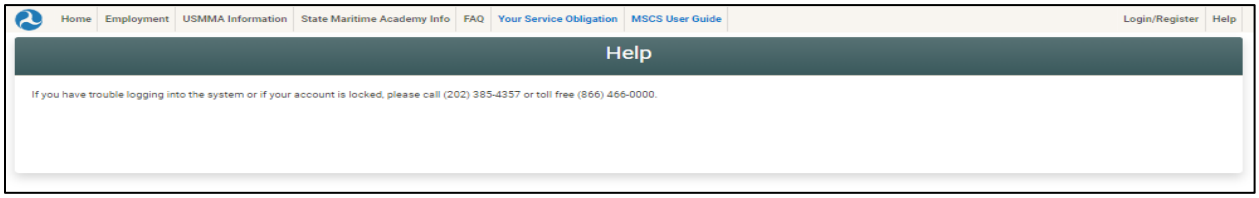


Figure 2-6 Login Help Page

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 .

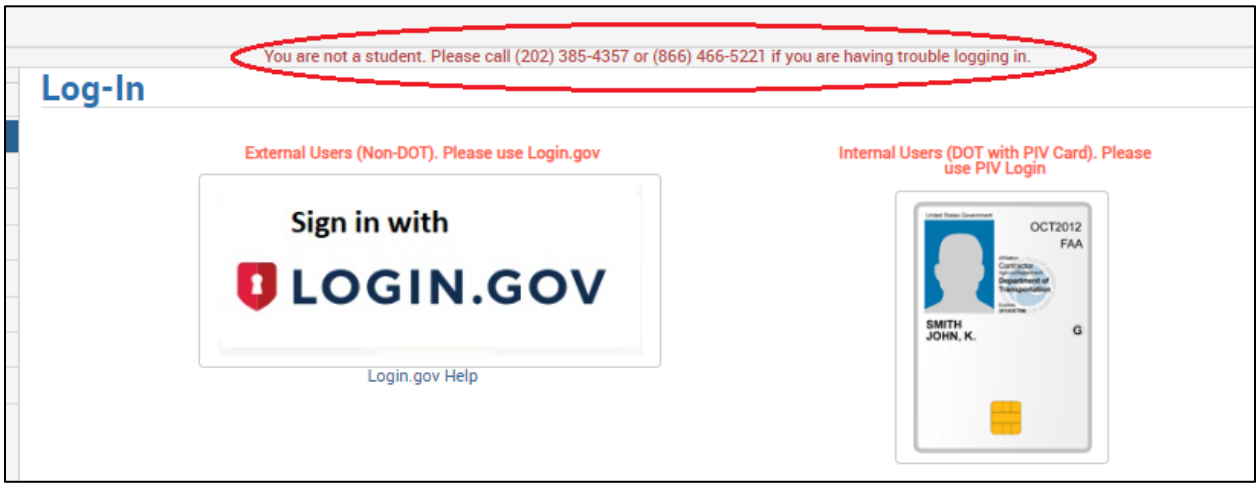


Figure 2-7 "You are not a student" Message at Top of Login MSCS Login Page

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.

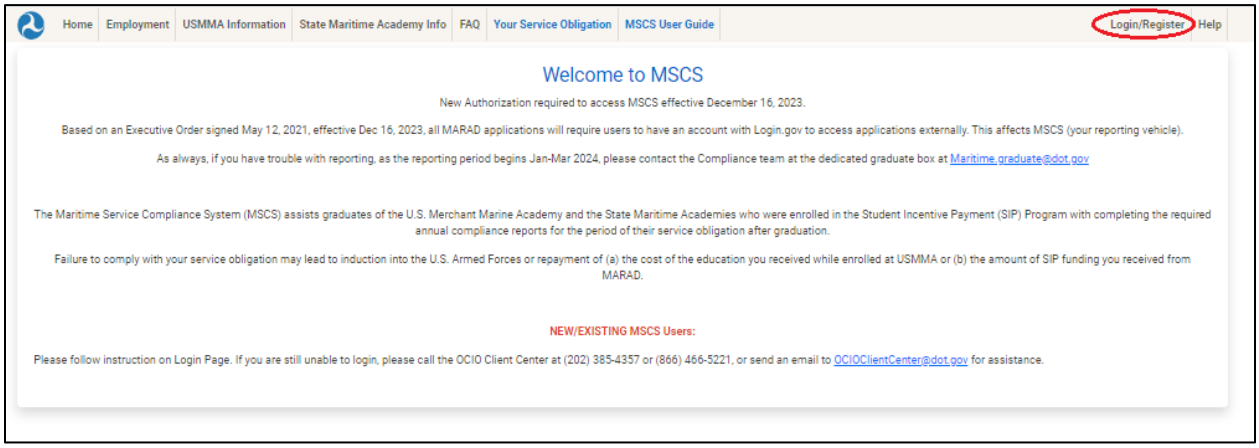


Figure 2-8 Login Link at Top of MSCS Home Page

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

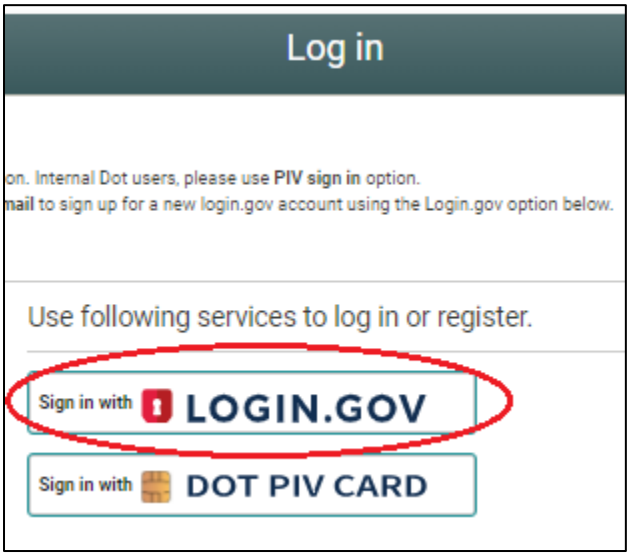


Figure 2-9 MSCS Login Page with Login.gov circled

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

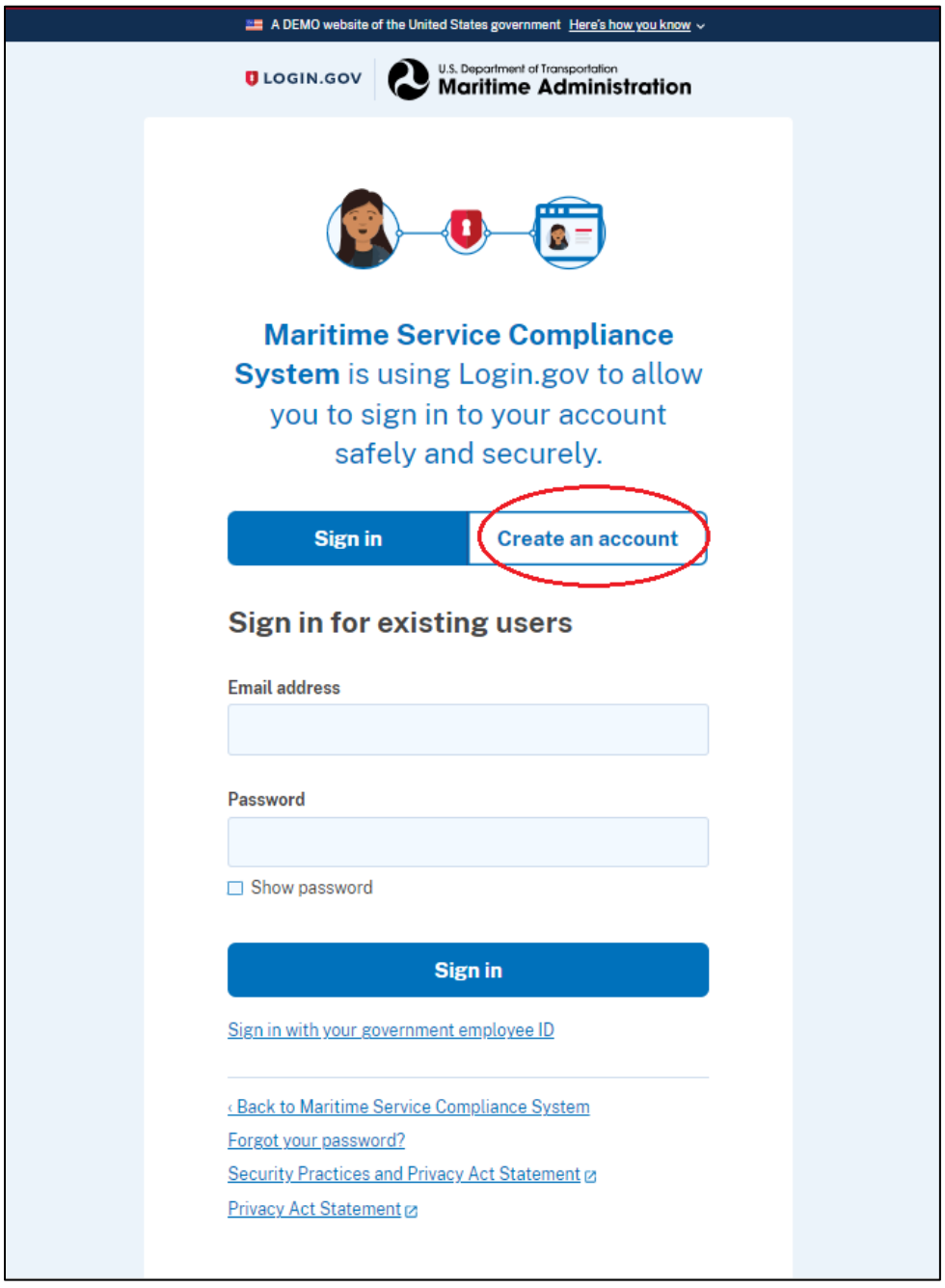


Figure 2-10 Login.gov Sign in or Create an Account

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

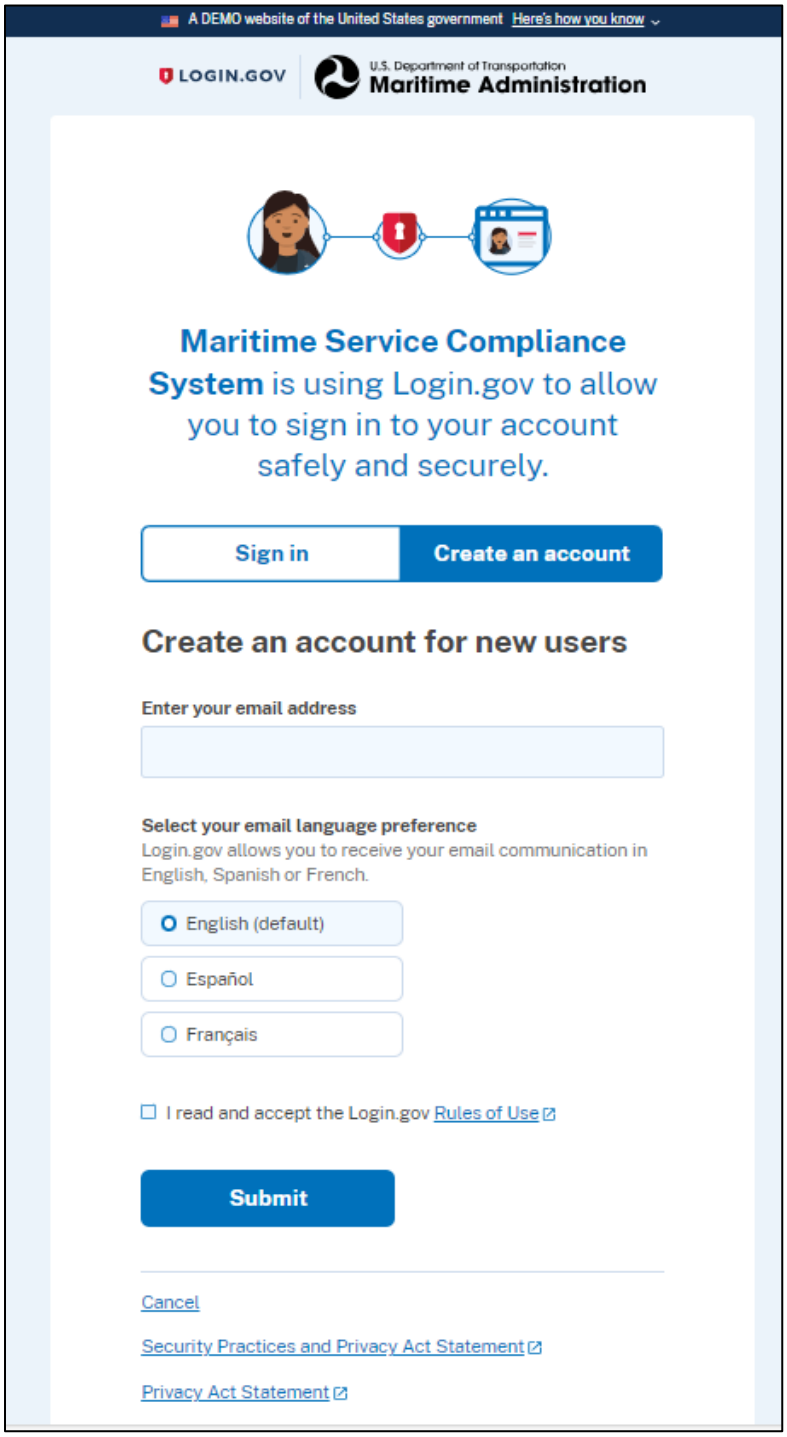


Figure 2-11 Create a Login.gov Account

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.

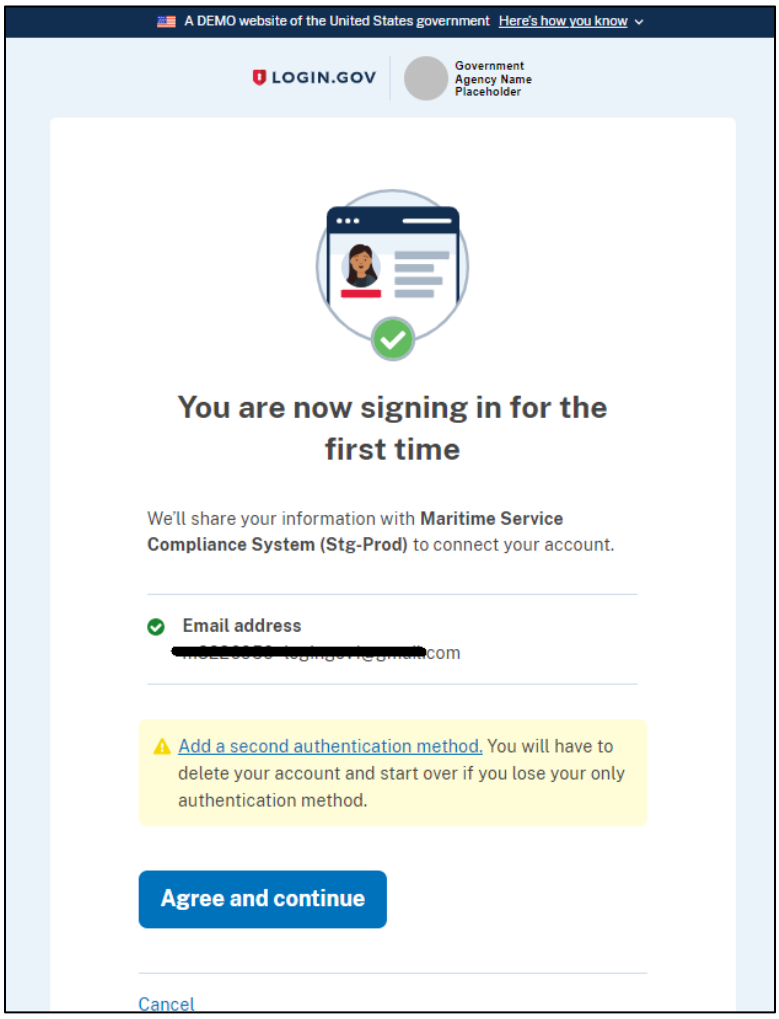


Figure 2-12 Logging into MSCS for The First Time after Creating a Login.gov Account

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.

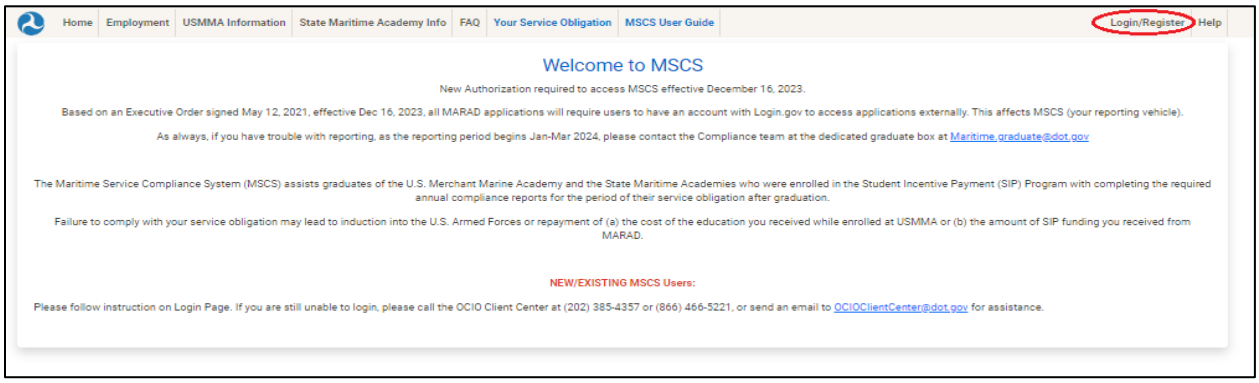


Figure 2-13 Login Link at Top of MSCS Home Page

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

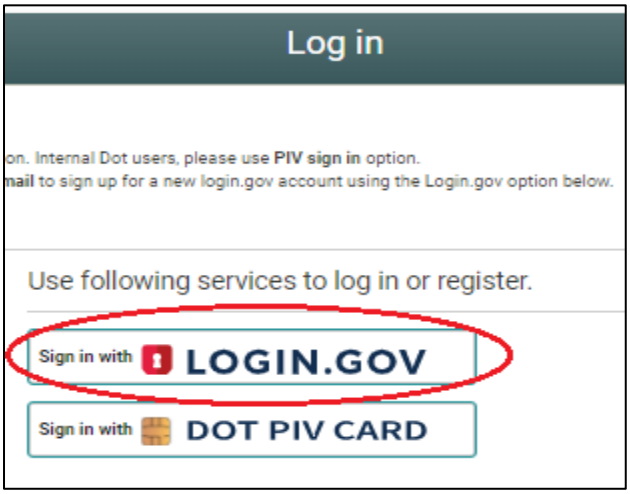


Figure 2-14 MSCS Login Page

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

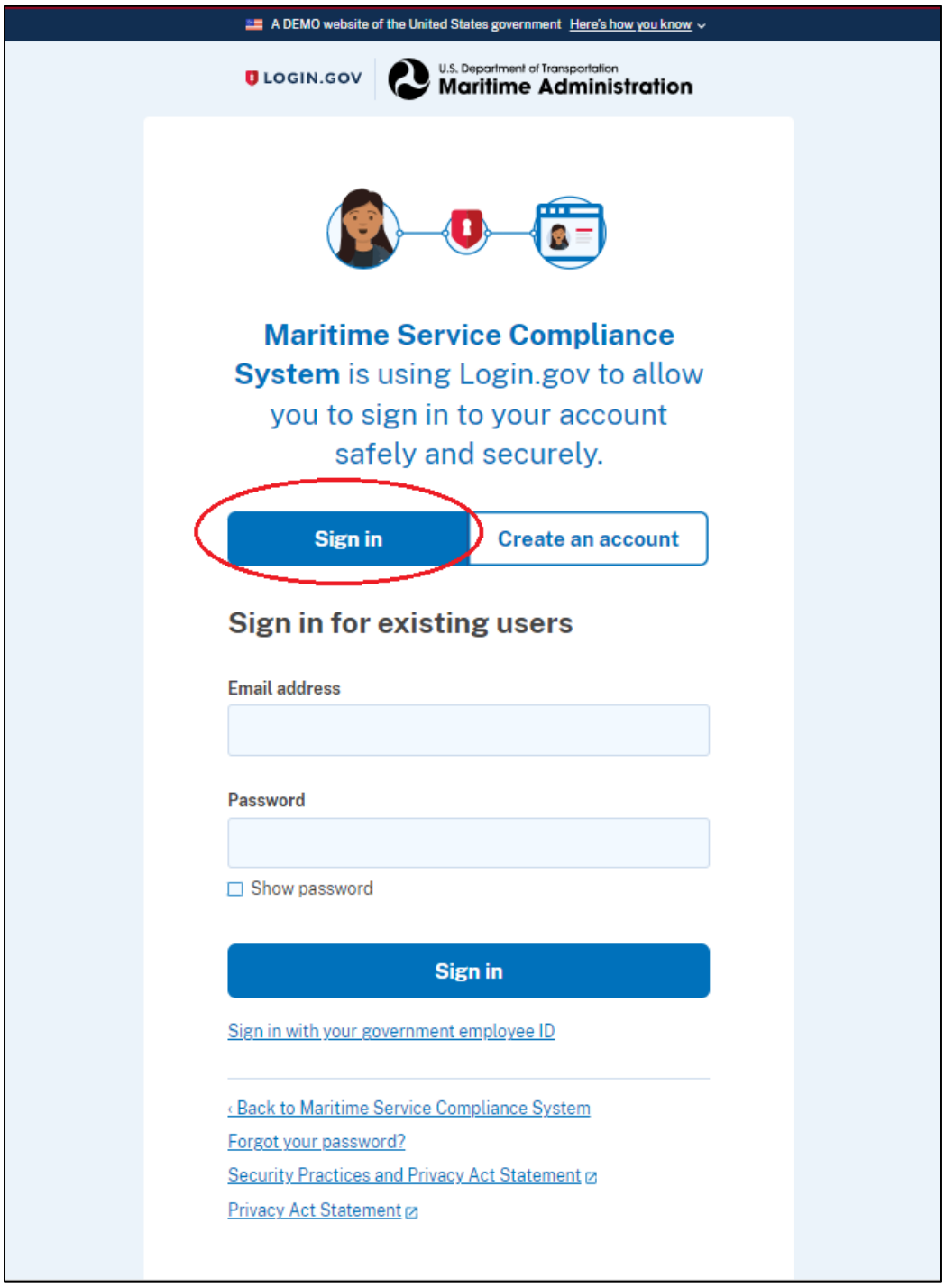


Figure 2-15 Login.gov Sign in

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.

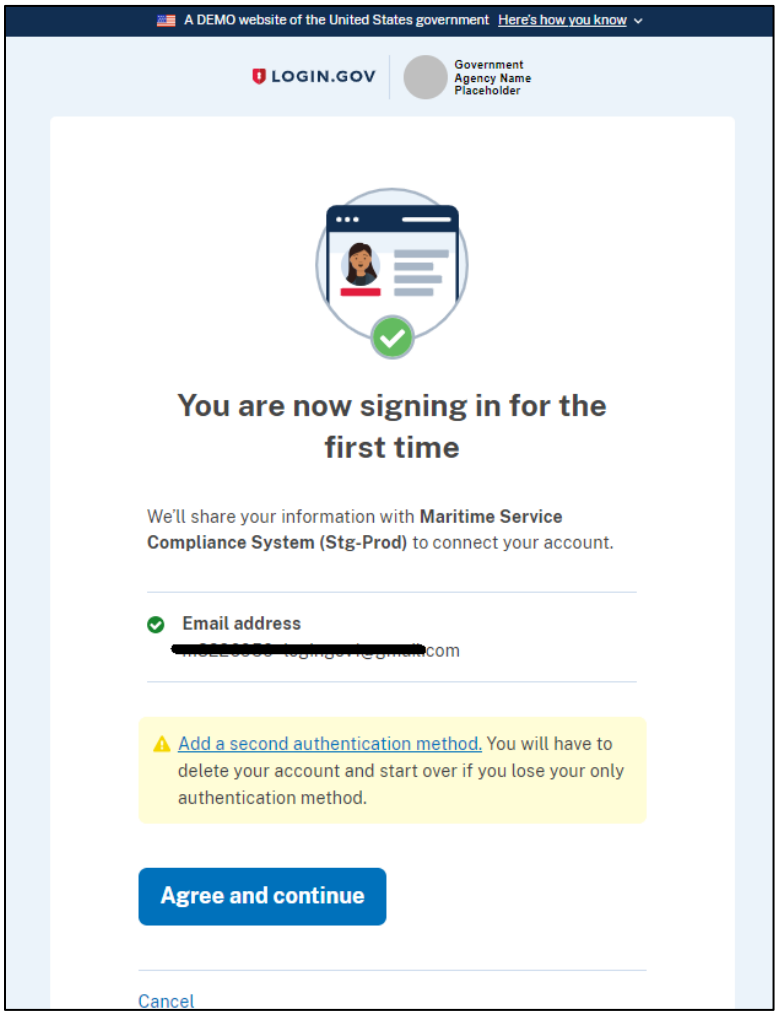


Figure 2-16 Logging into MSCS for The First Time after Creating a Login.gov Account

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

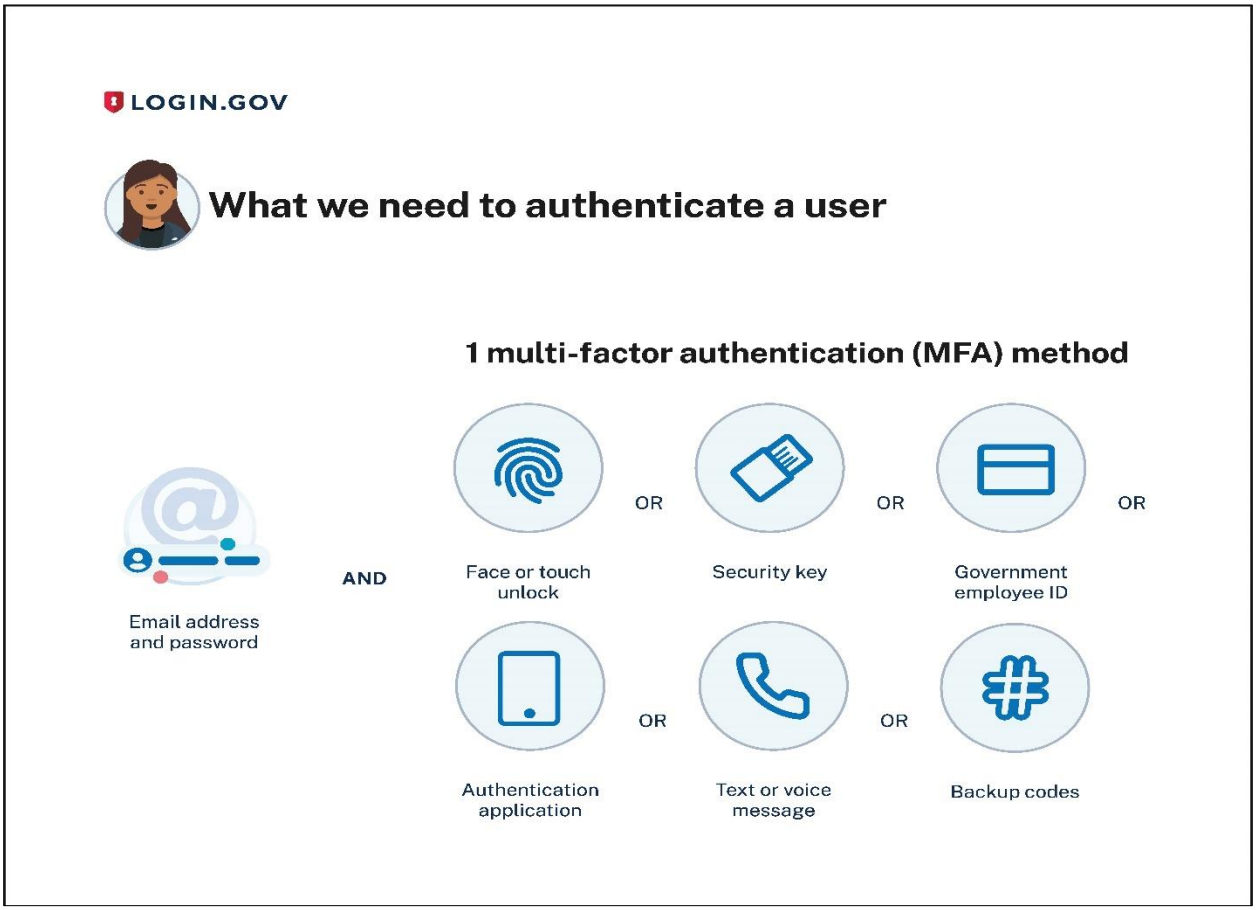


Figure 2-17 Multi-factor Authentication Methods

2.6.4.2 Face or touch unlock

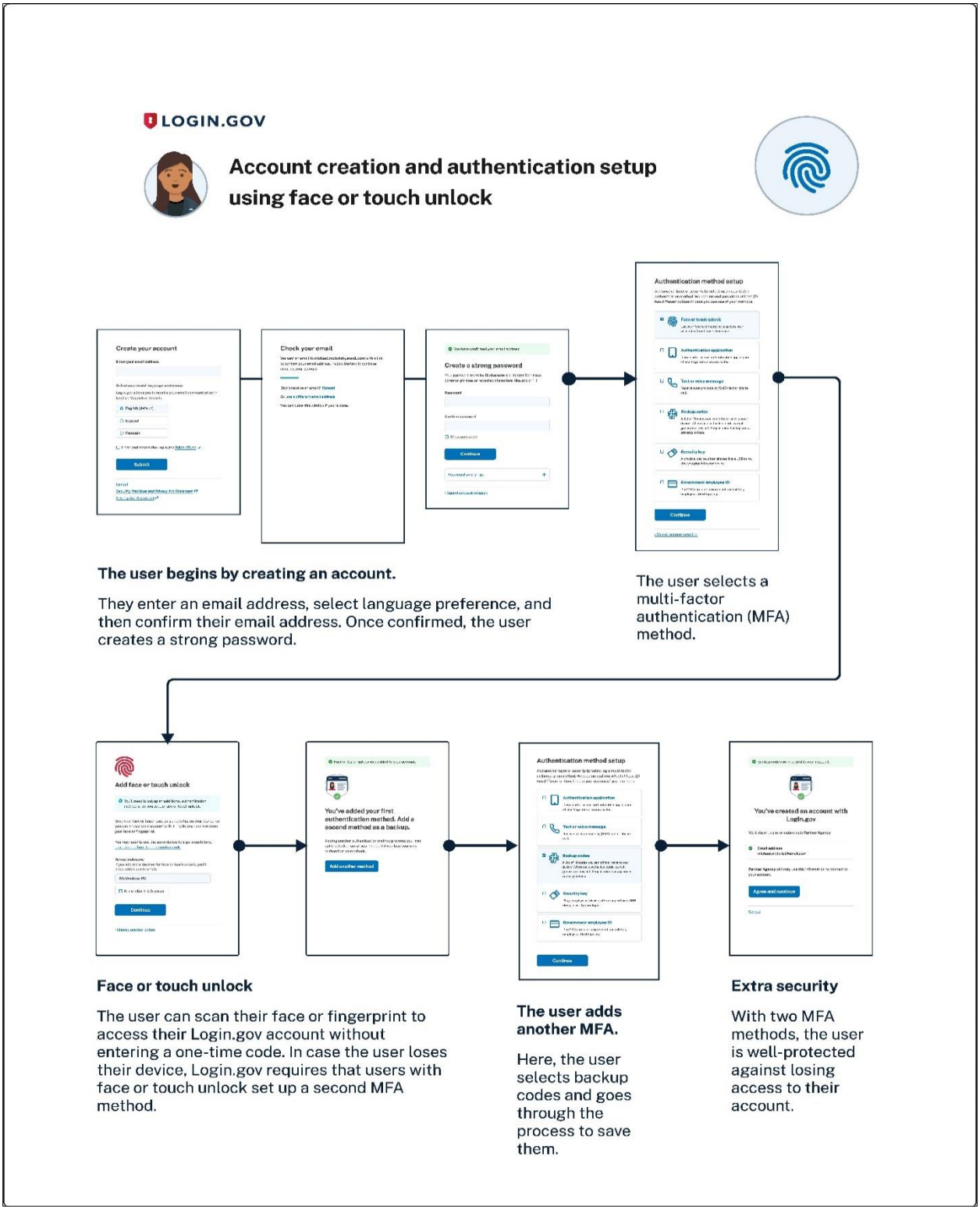


Figure 2-18 Account Creation Using Face or Touch Unlock

2.6.4.3 Authentication application

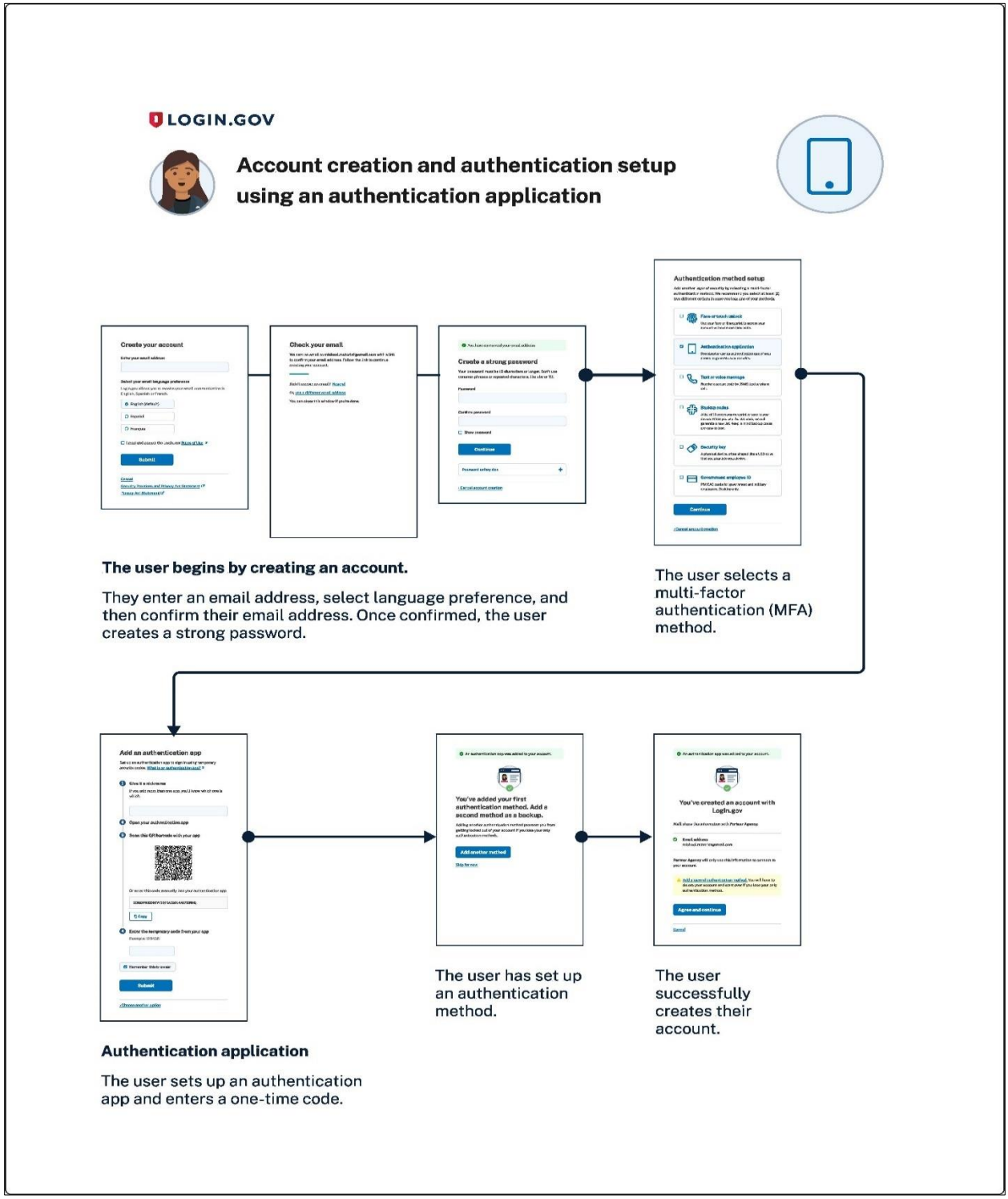


Figure 2-19 Account Creation Using an Authentication Application

2.6.4.4 Text or voice message

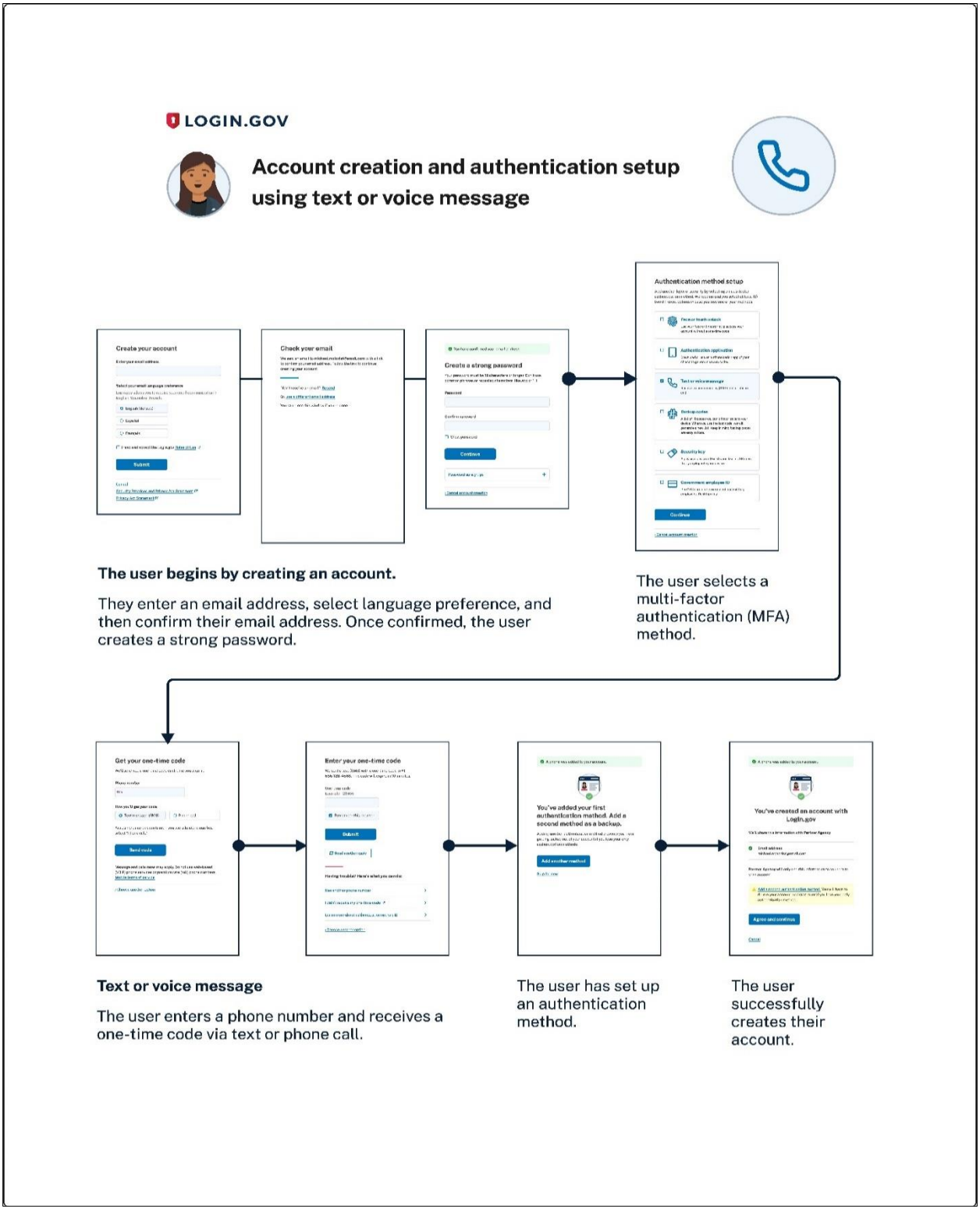


Figure 2-20 Account Creation Using Text or Voice Message

2.6.4.5 Backup codes

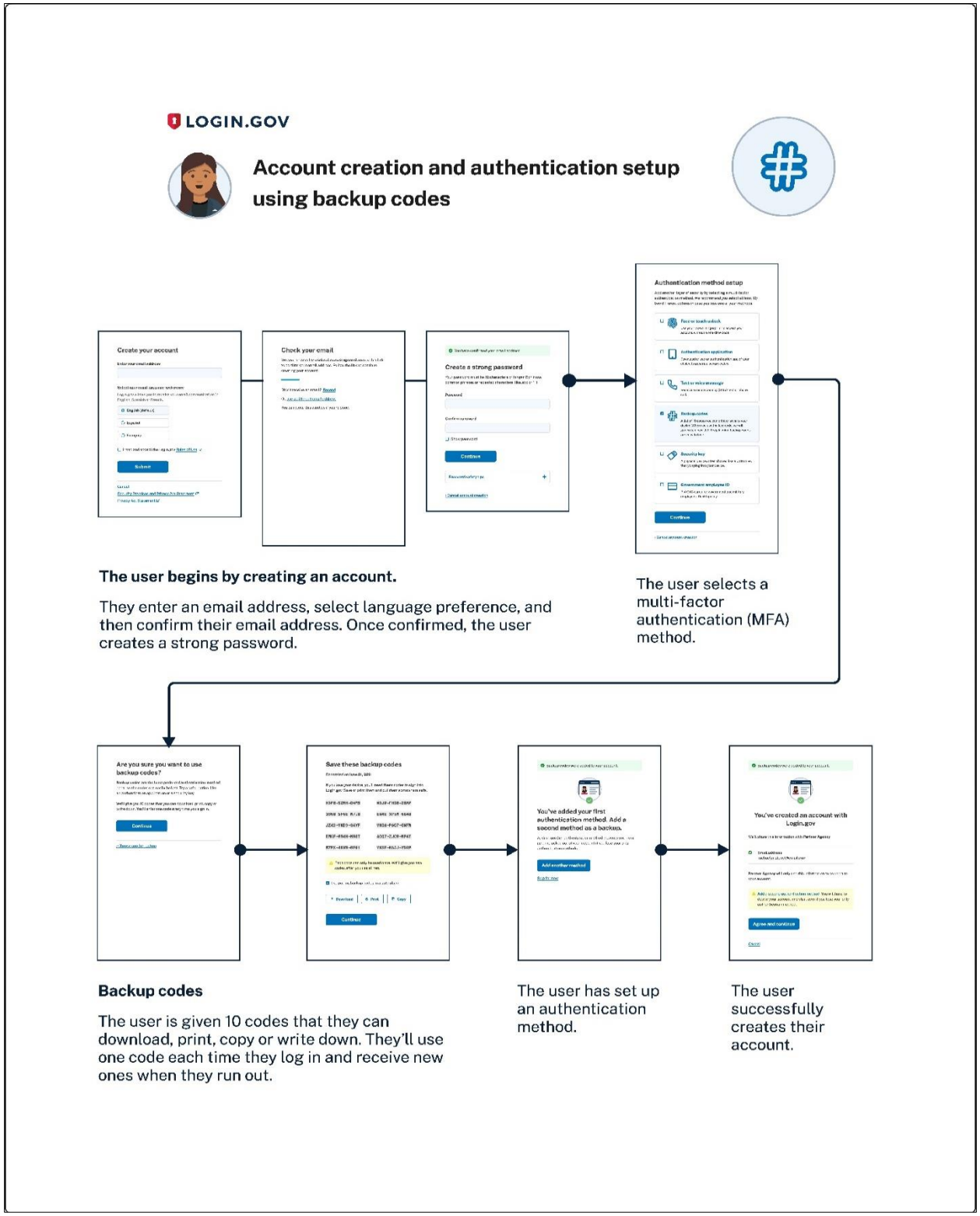


Figure 2-21 Account Creation Using Backup Codes

2.6.4.6 Security key

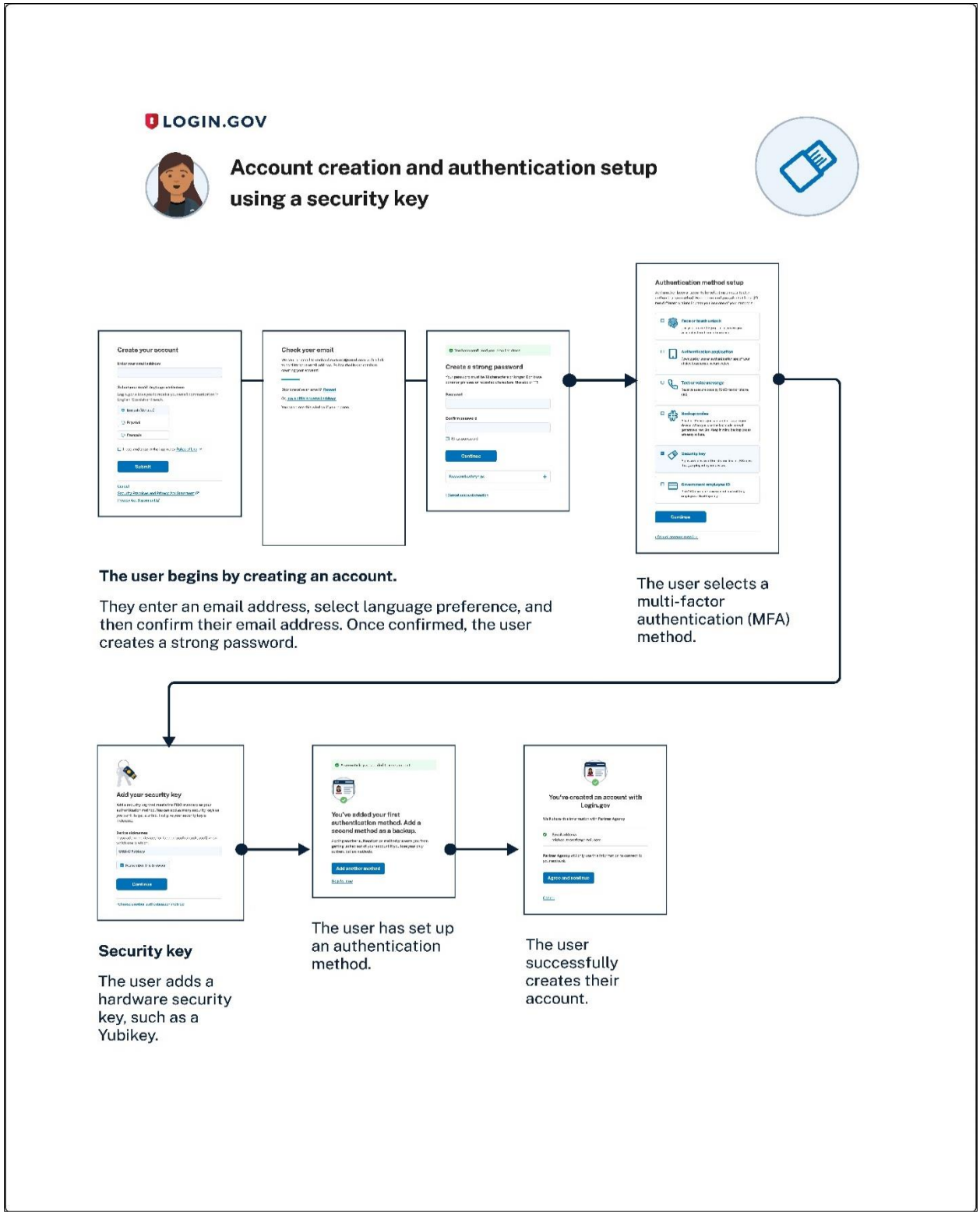


Figure 2-22 Account Creation Using a Security Key

2.6.4.7 Government Employee ID

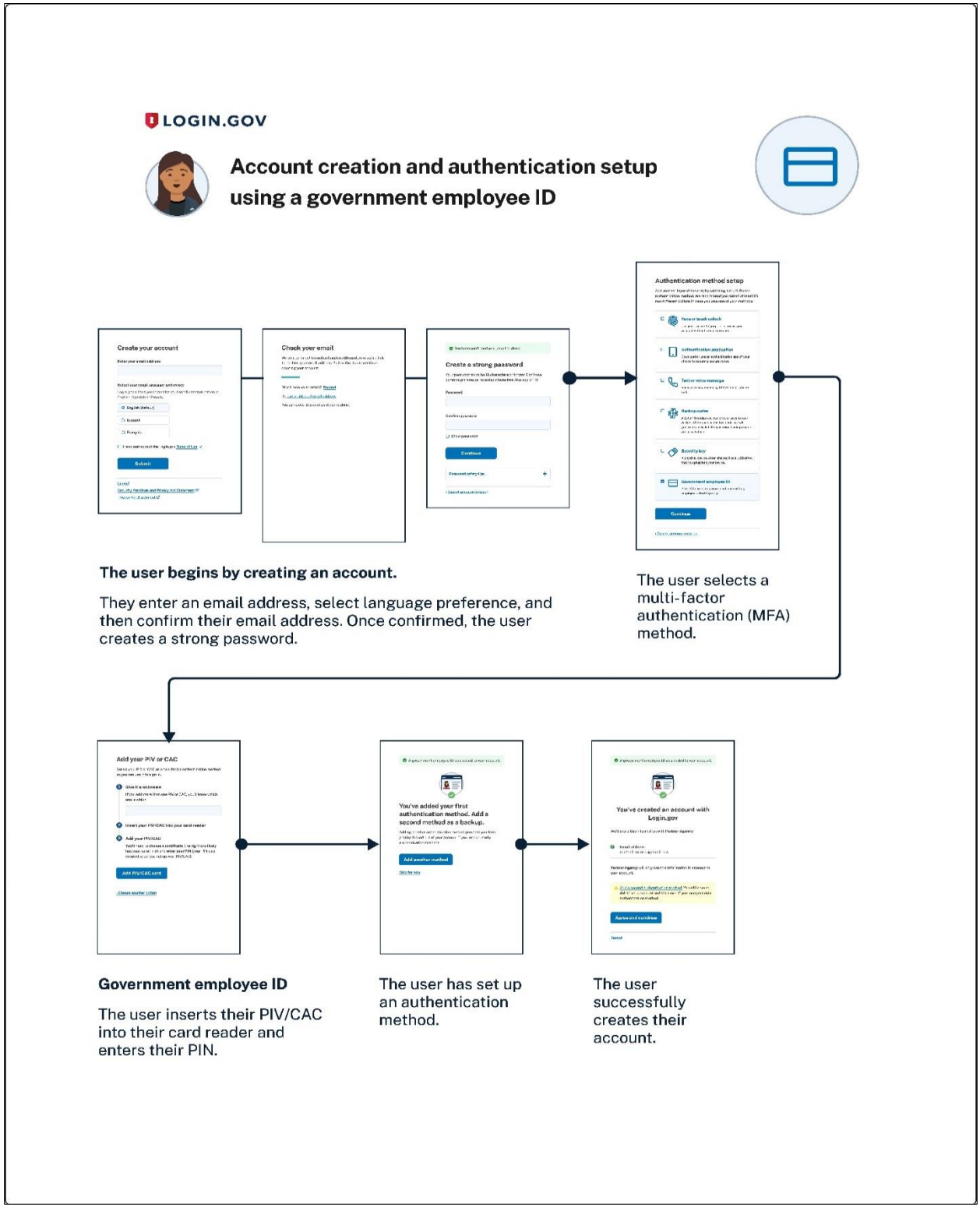


Figure 2-23 Account Creation Using a Government Employee ID

2.6.4.8 Combination of one or more MFAs

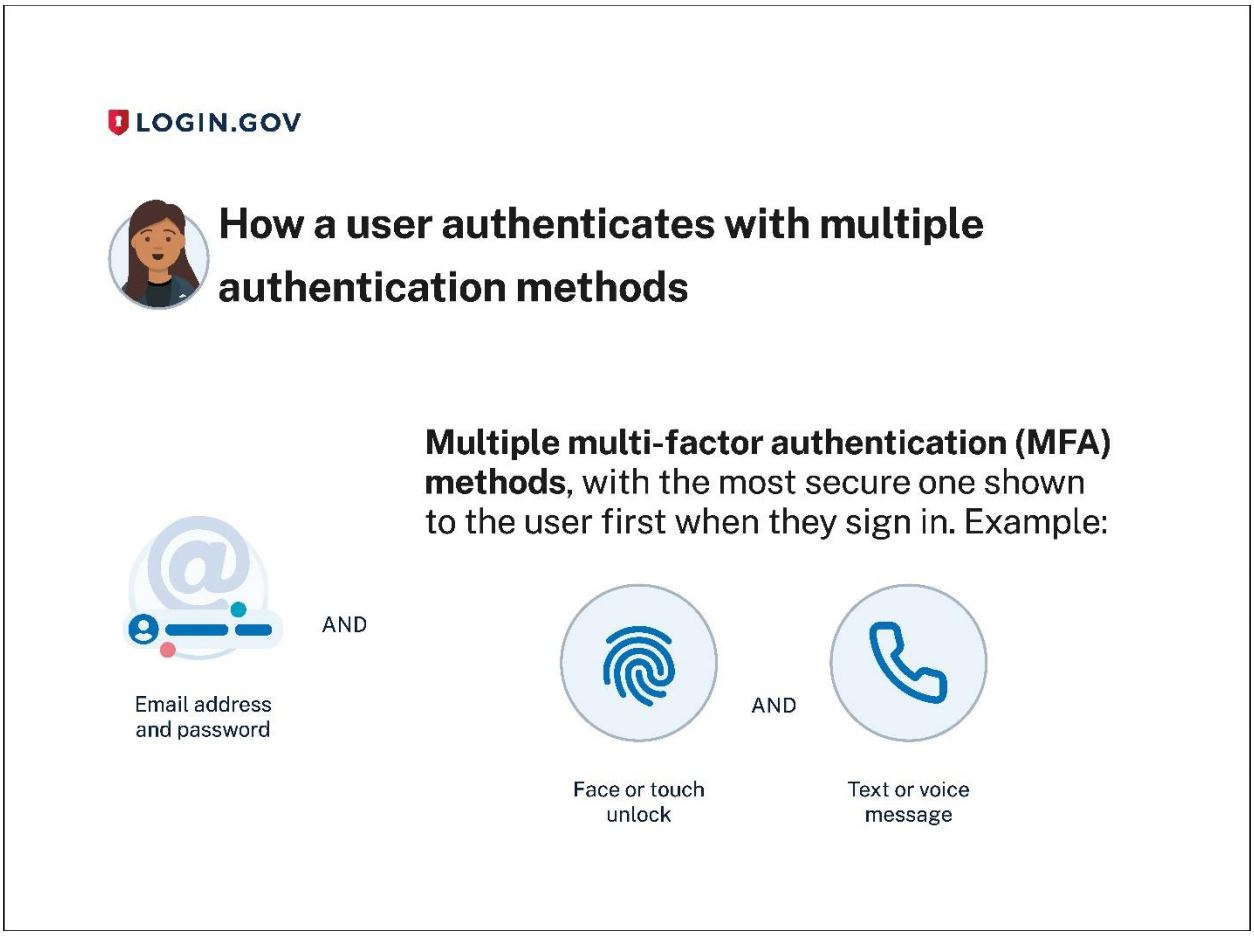


Figure 2-24 Combination of One or More MFAs

2.6.4.9 Face or touch unlock and text or voice message

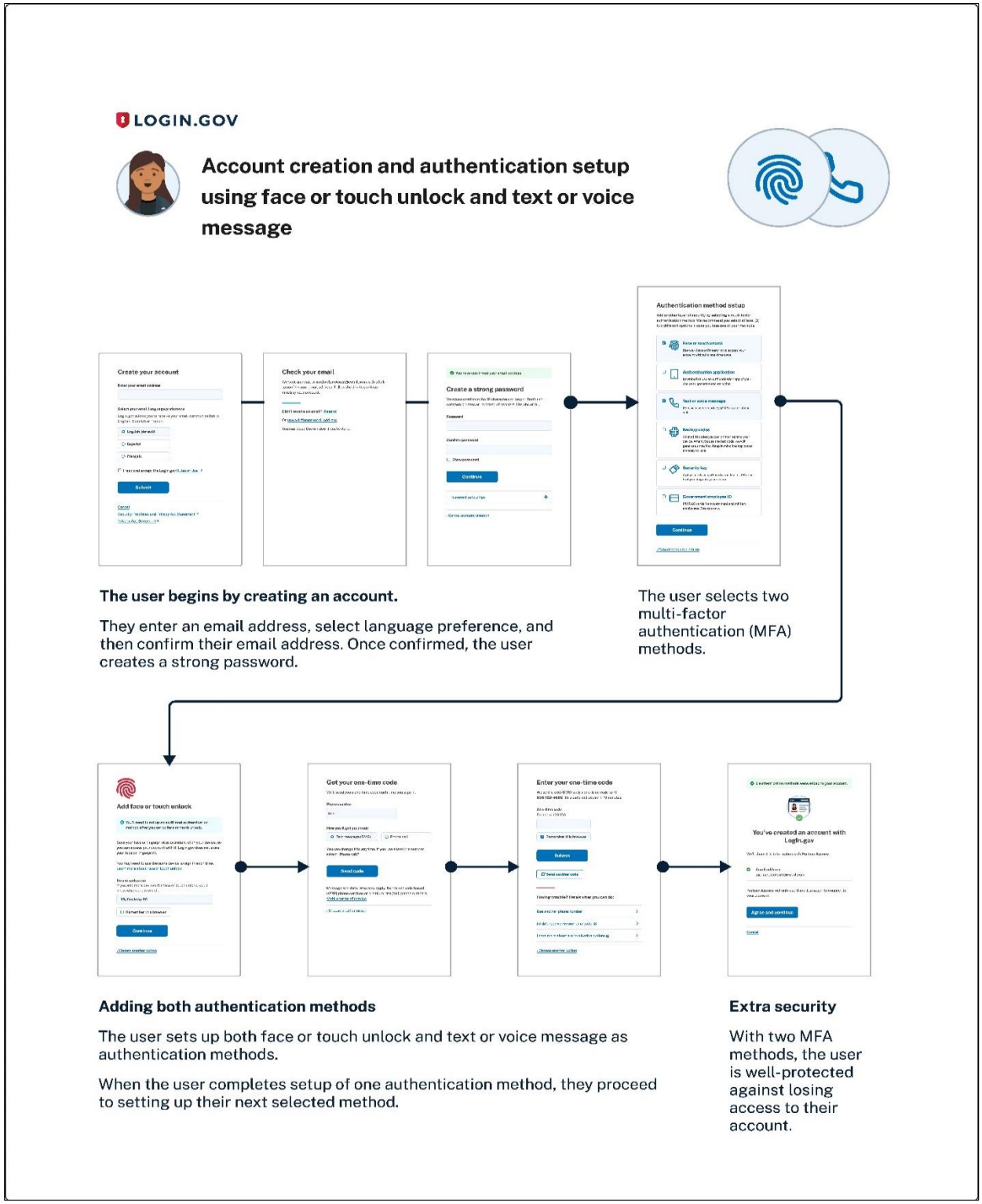


Figure 2-25 Account Creation Using Face or Touch Unlock and Text or Voice Message

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.

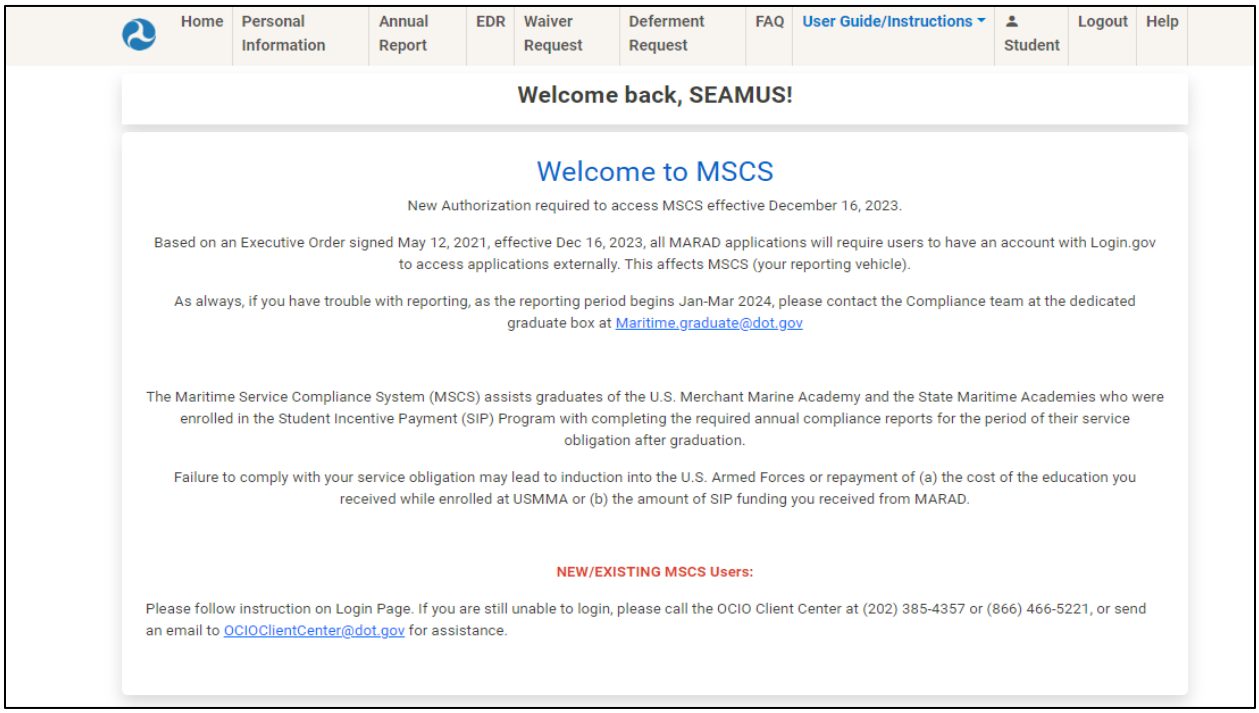


Figure 3-1 Main Menu for Student/Graduate

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).

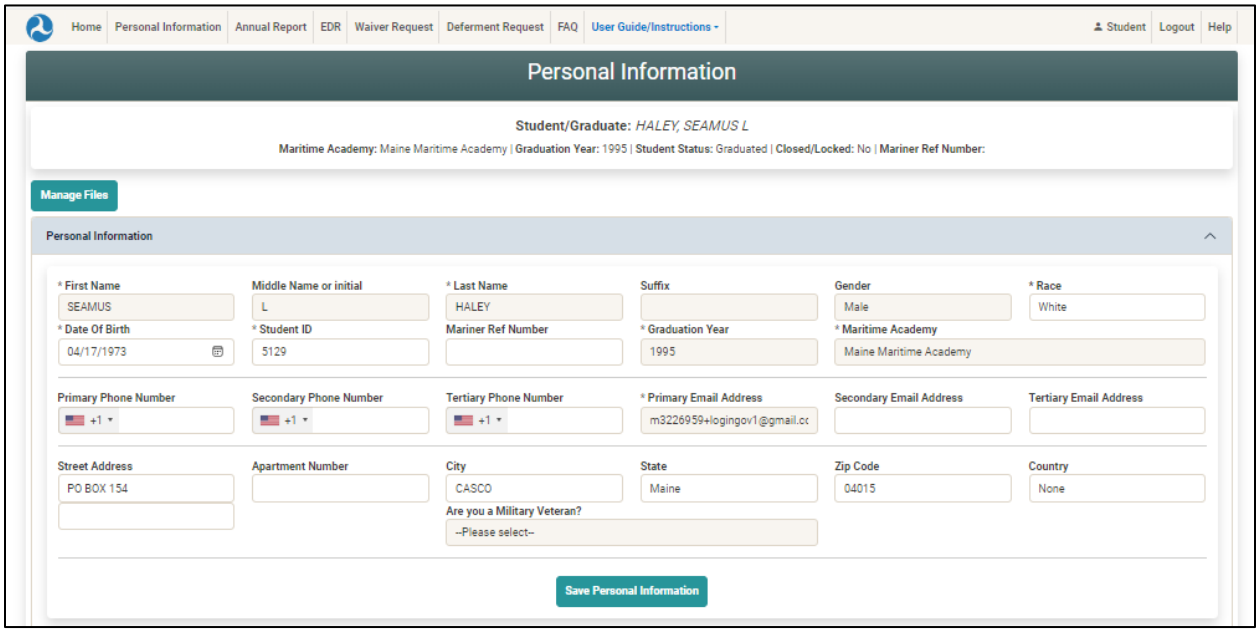


Figure 3-2 Personal Information Page

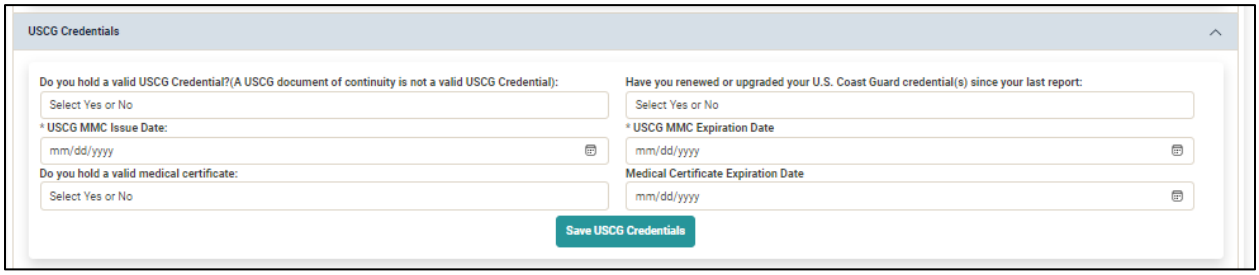


Figure 3-3 Personal Information Page (USCG Credentials)

Figure 3-4 Personal Information Page (STCW Endorsements)

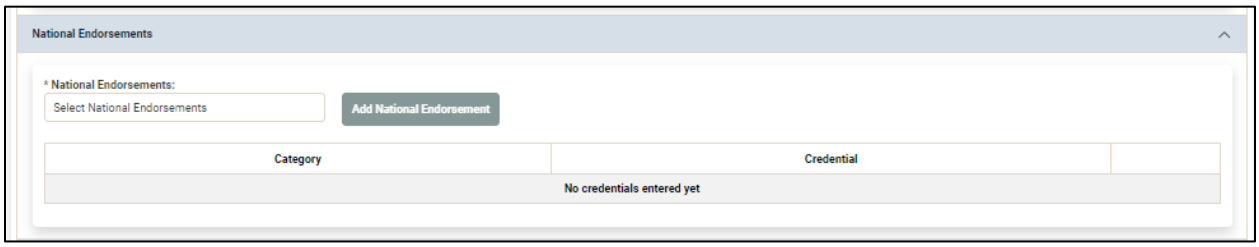


Figure 3-5 Personal Information Page (National Endorsements)

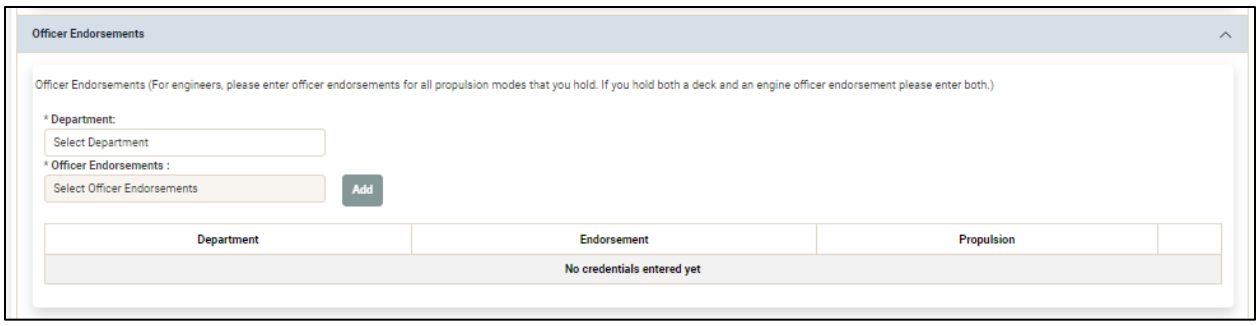


Figure 3-6 Personal Information Page (Officer Endorsements)

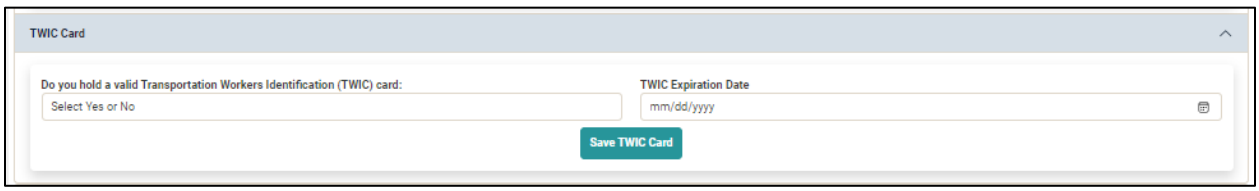


Figure 3-7 Personal Information Page (TWIC Card)

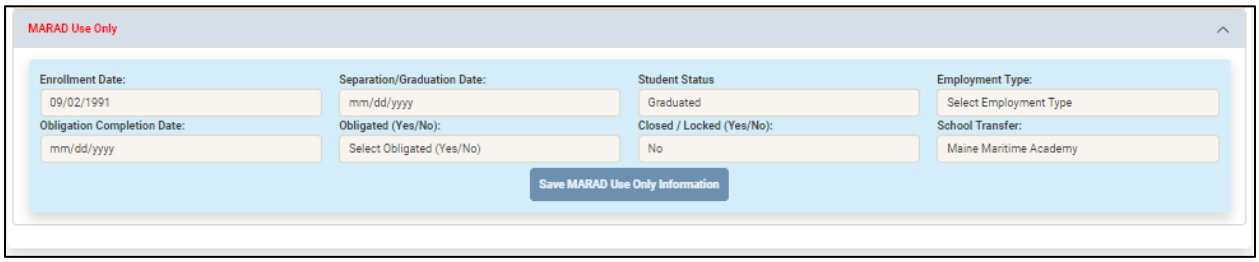


Figure 3-8 Personal Information Page (MARAD Use Only)

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.

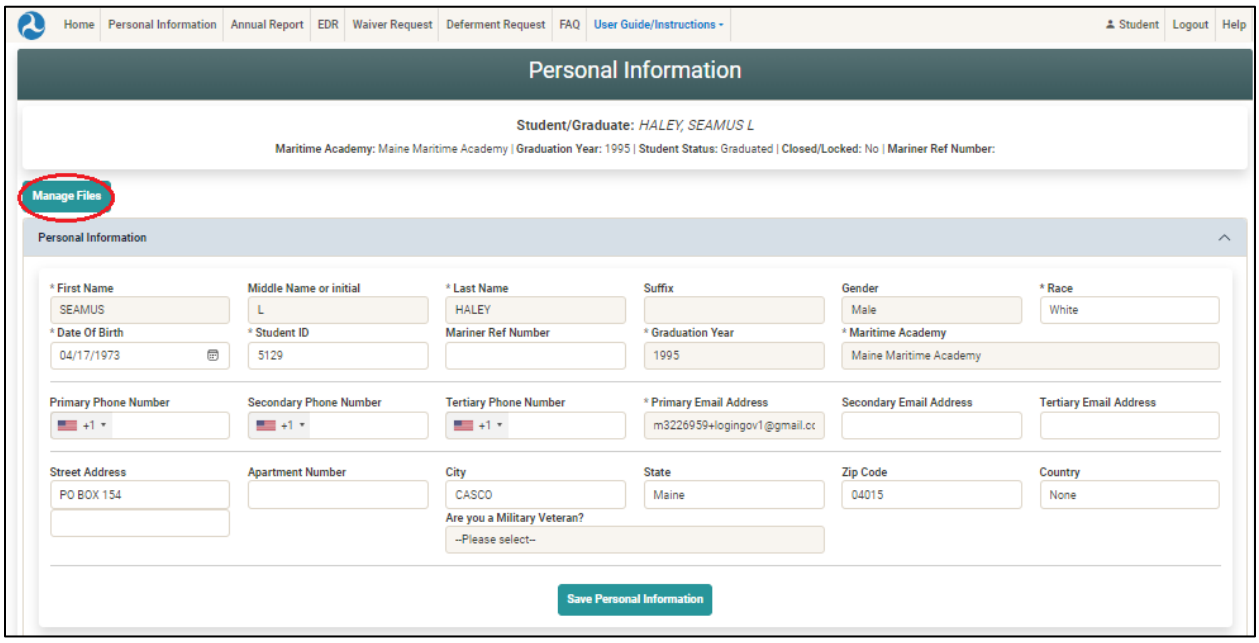


Figure 3-9 Personal Information Page (Manage Files button circled)

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

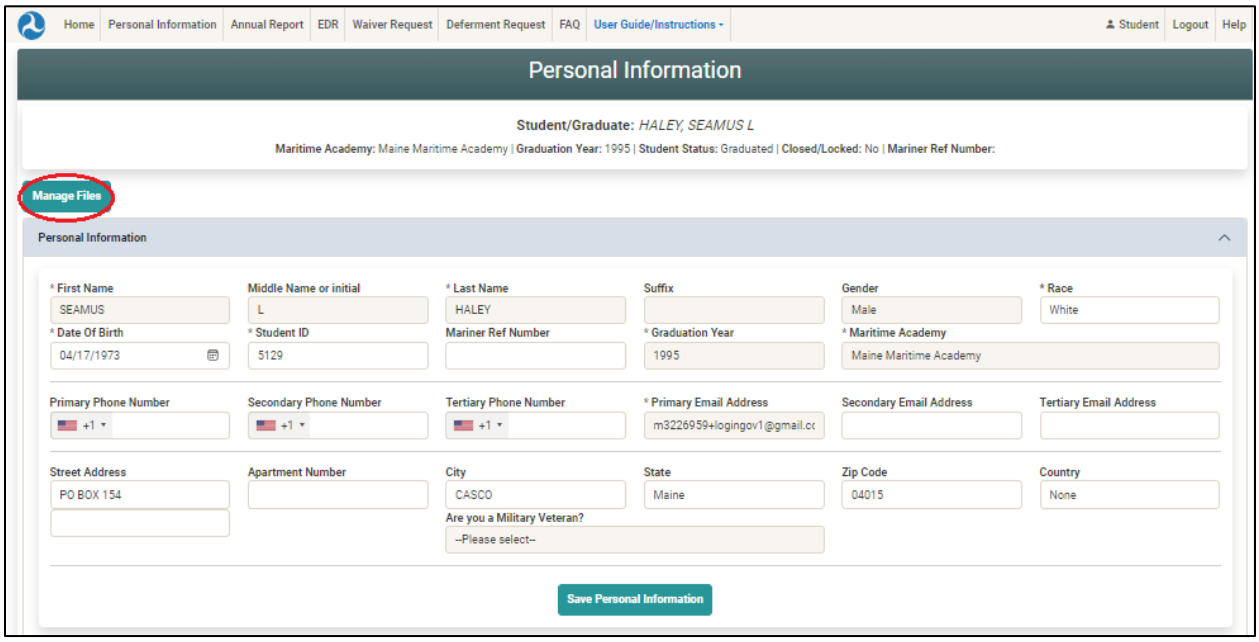


Figure 3-10 Manage Files Page

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**.

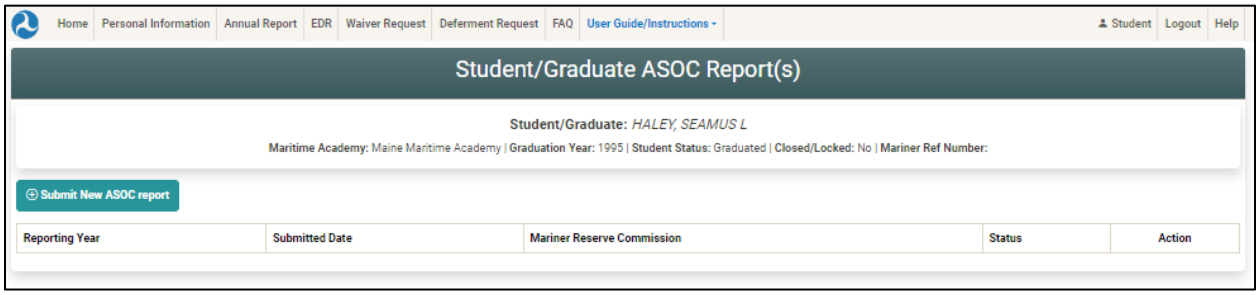


Figure 3-11 Submit ASOC Report Page

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

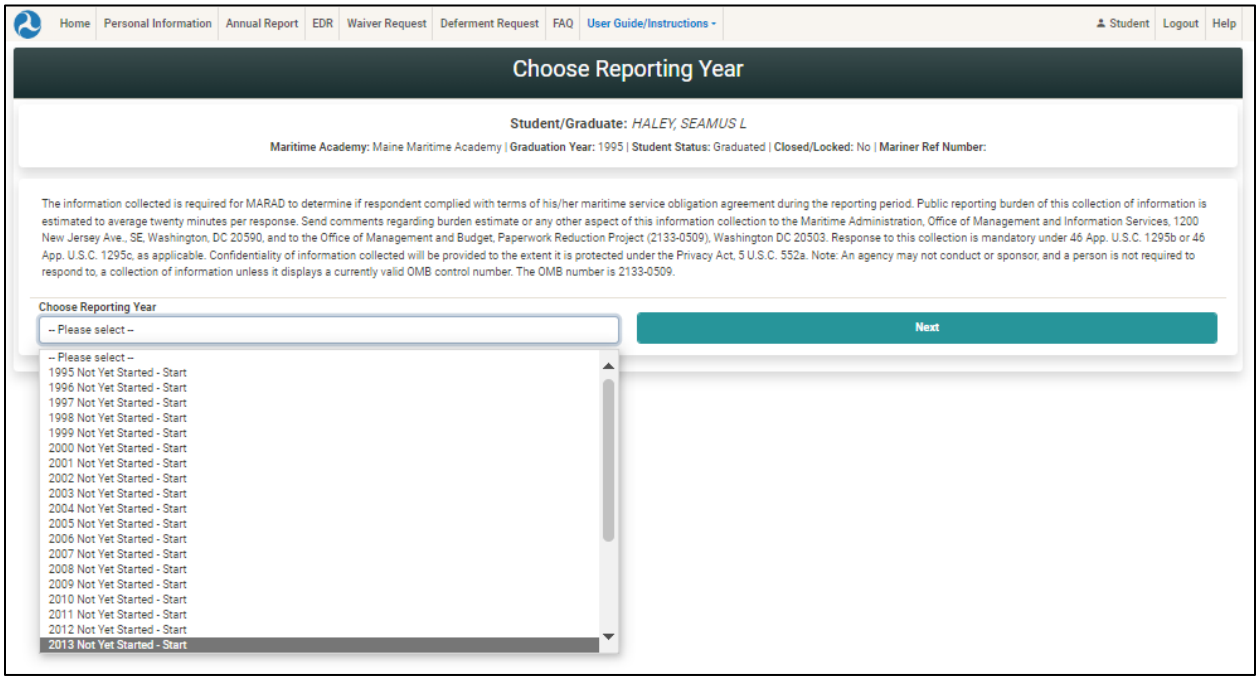


Figure 3-12 Submit ASOC Report Page with Reporting Year Drop own Selected

Your Personal Information page is displayed.

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).

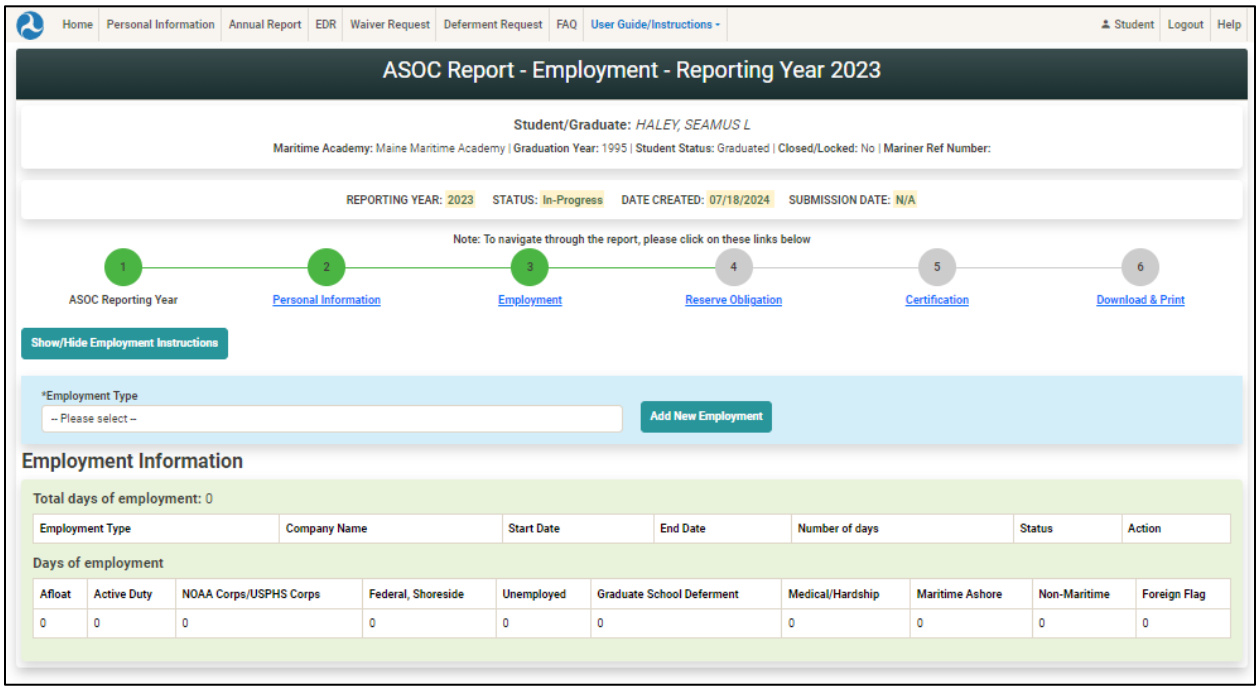


Figure 3-14 ASOC Report – Choose Employment Page

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).

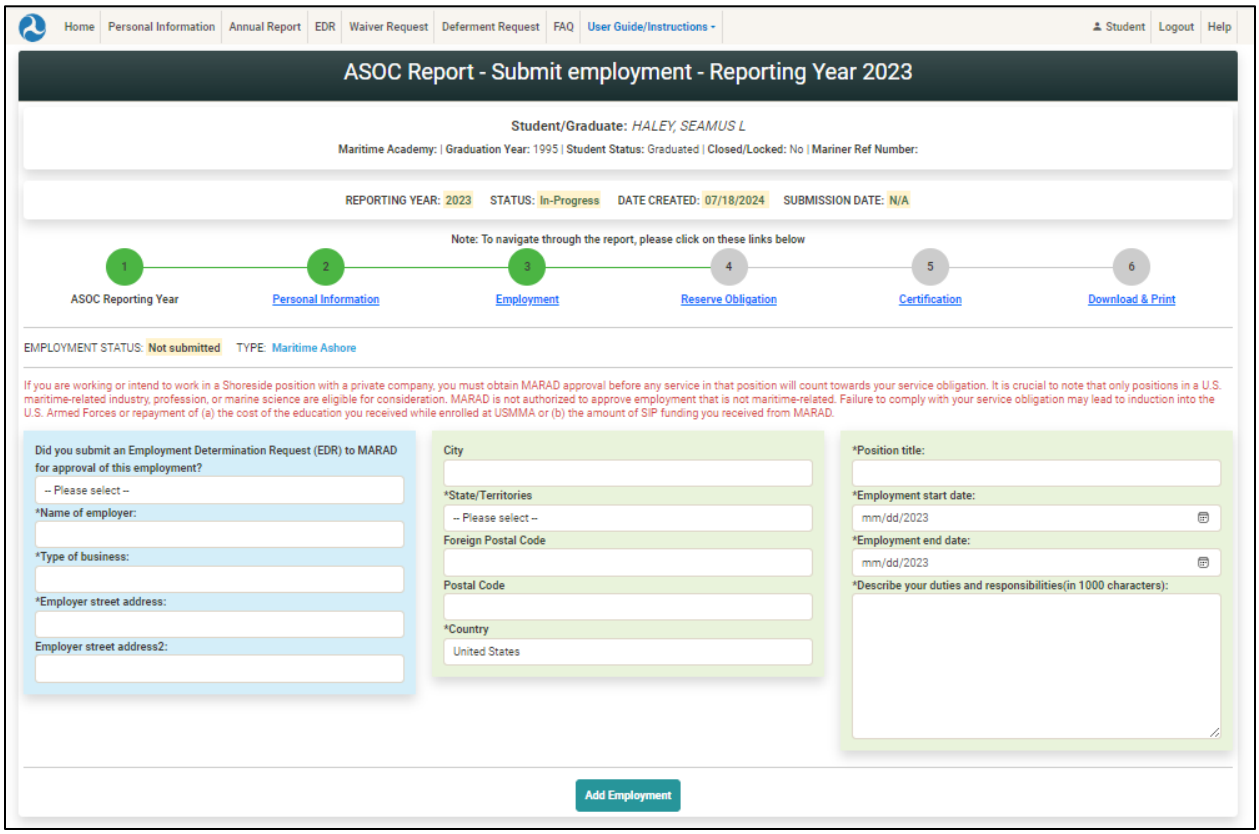


Figure 3-15 Add Employment Information Page – Maritime Ashore

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.

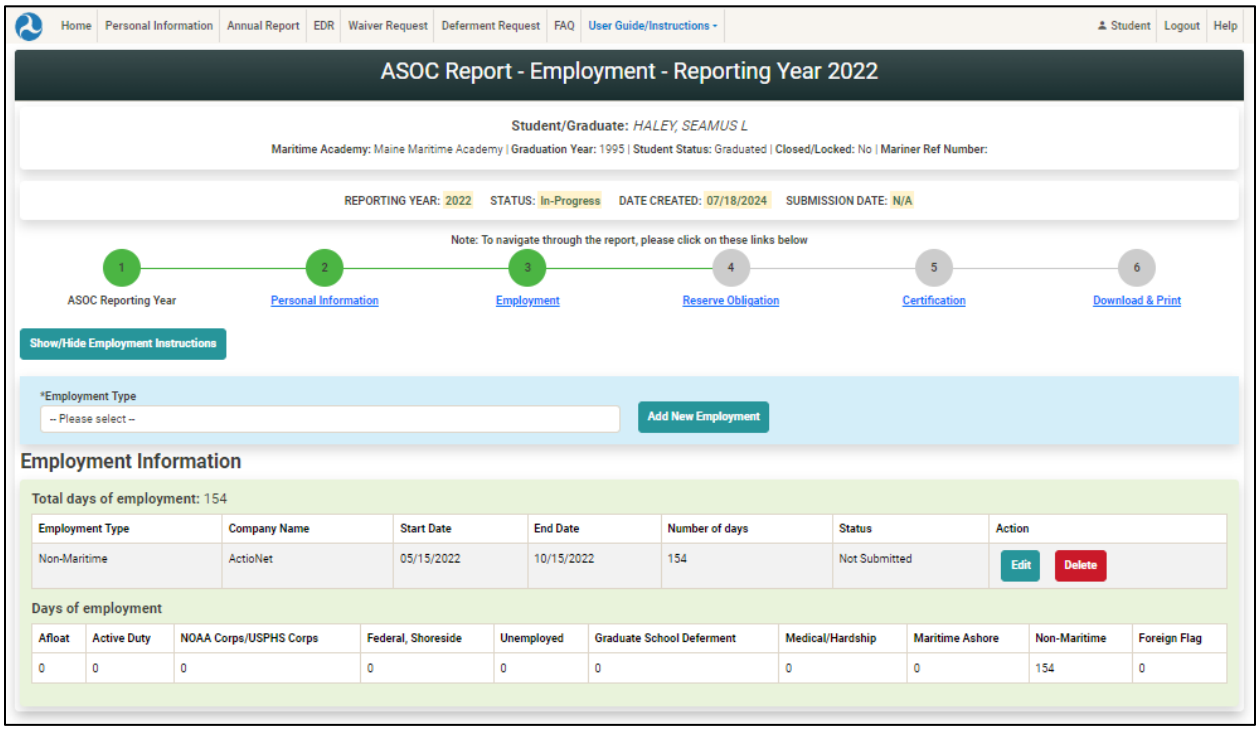


Figure 3-16 ASOC Report – Employment Page with Saved but Not Submitted Employment

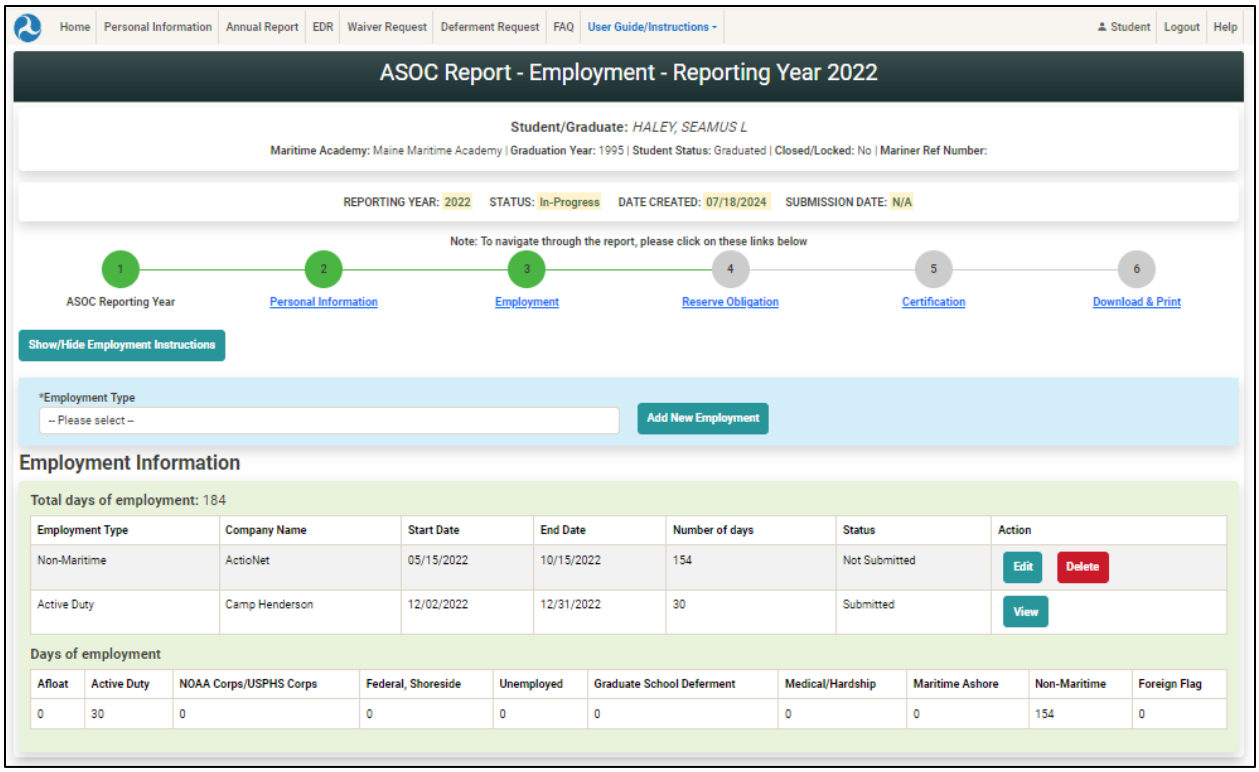


Figure 3-17 ASOC Report – Employment Page with Submitted and Not Submitted Employment

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).

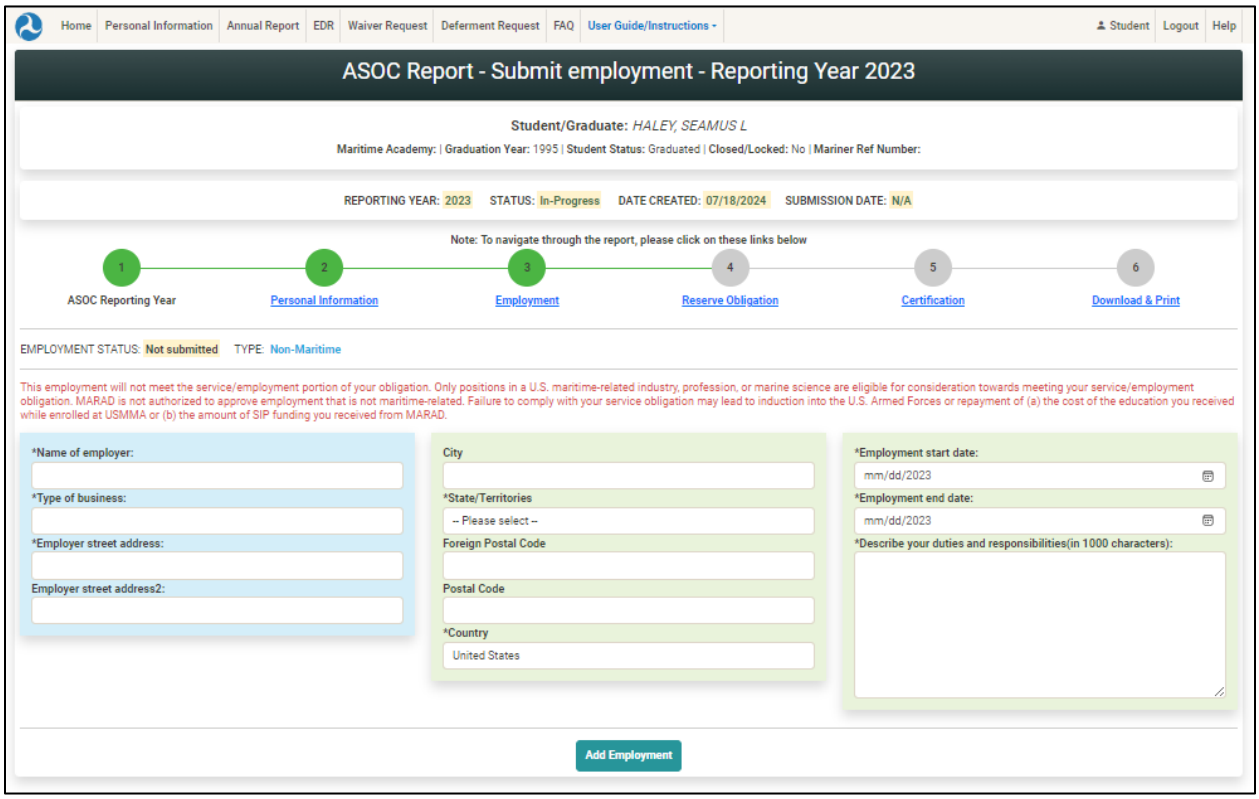


Figure 3-18 Add Employment Information Page – Non-Maritime

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.

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

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

3.2.2.3 Medical Hardship

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

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

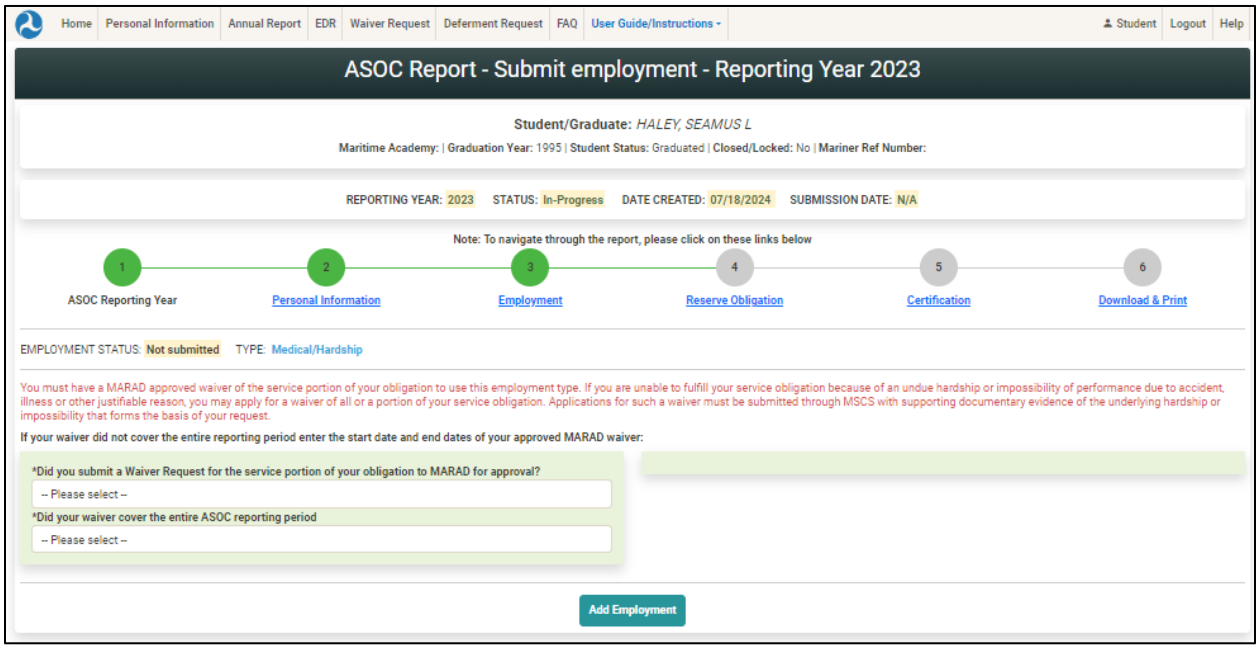


Figure 3-20 Add Employment Information Page for Medical/Hardship

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.

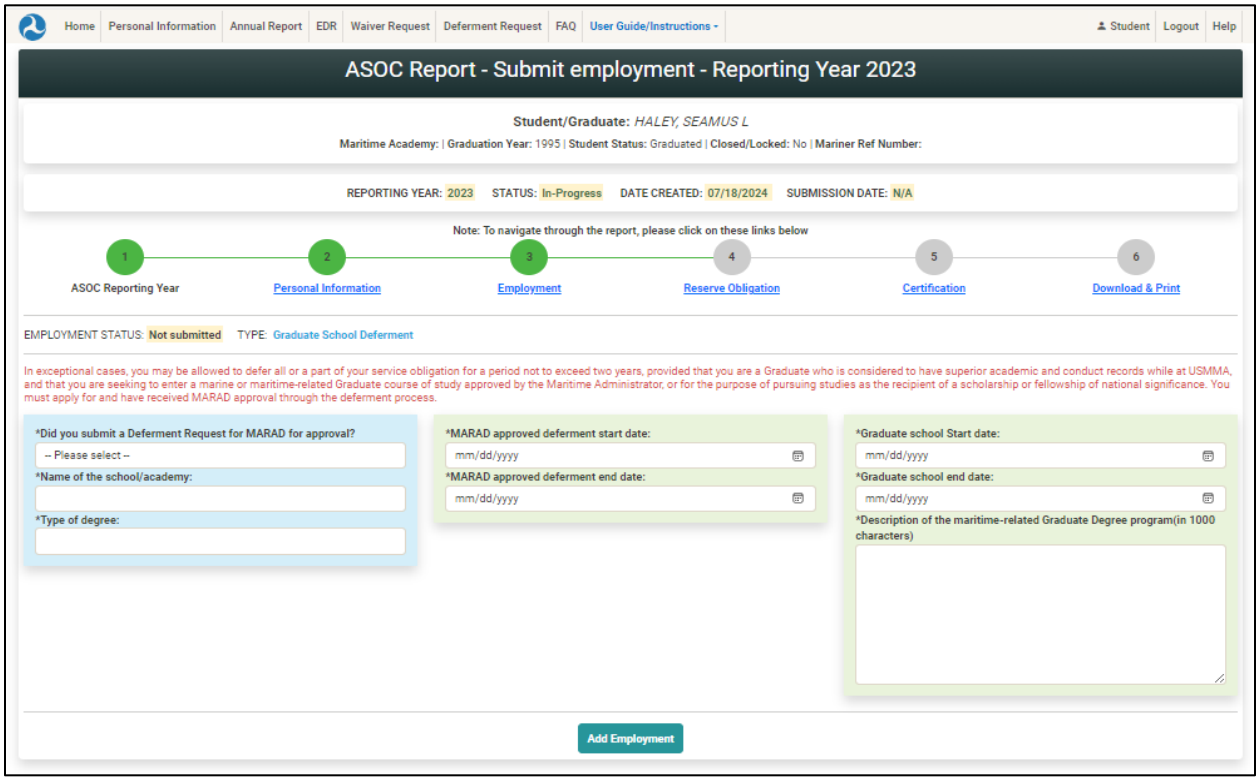


Figure 3-21 Add Employment Information Page for Graduate School Deferment

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

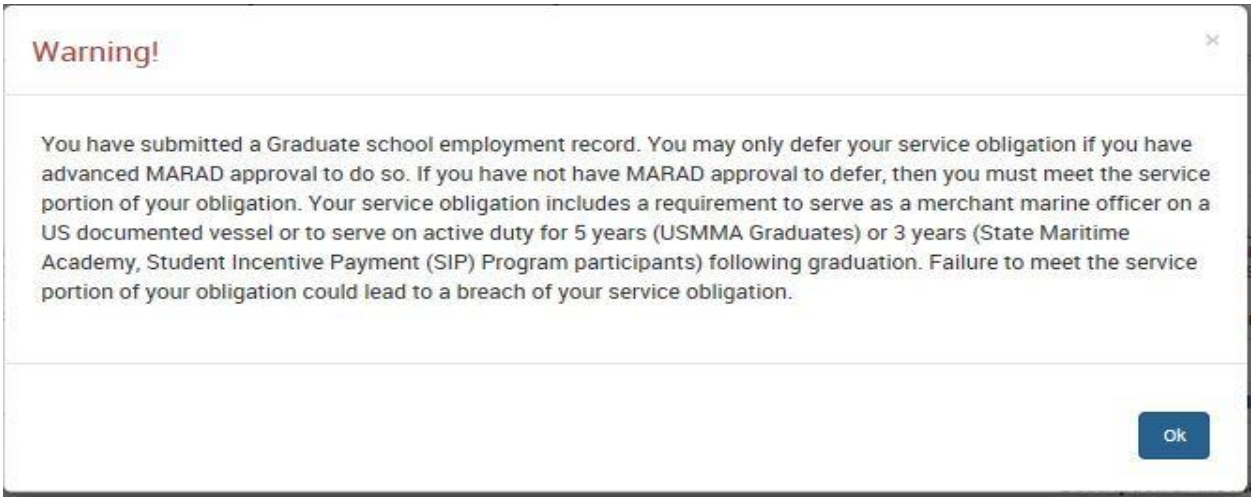


Figure 3-22 Graduate School Deferment Warning Message Pop-up

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).

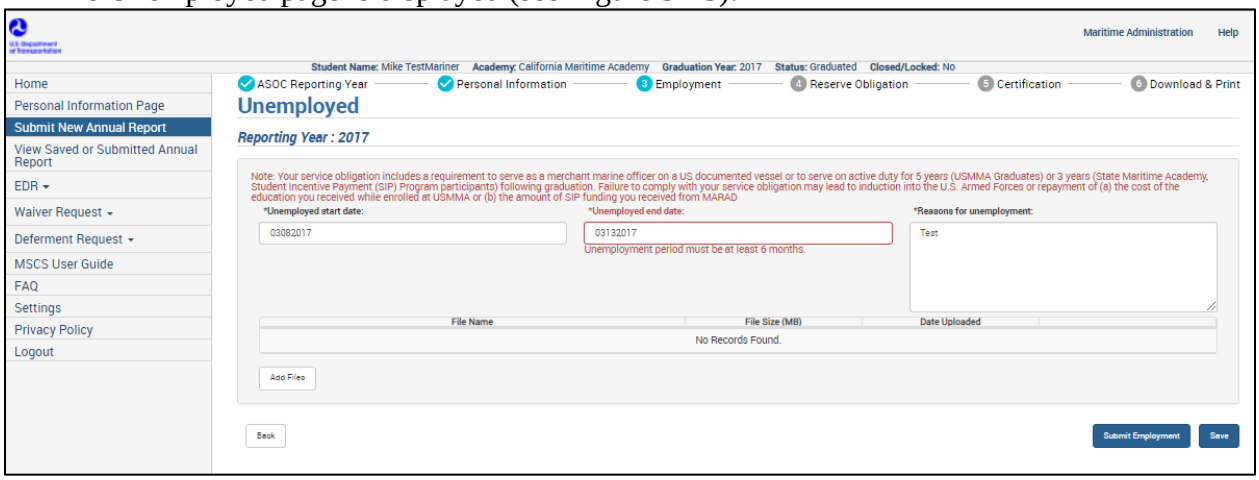


Figure 3-23 Add Employment Information Page for Unemployed

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).

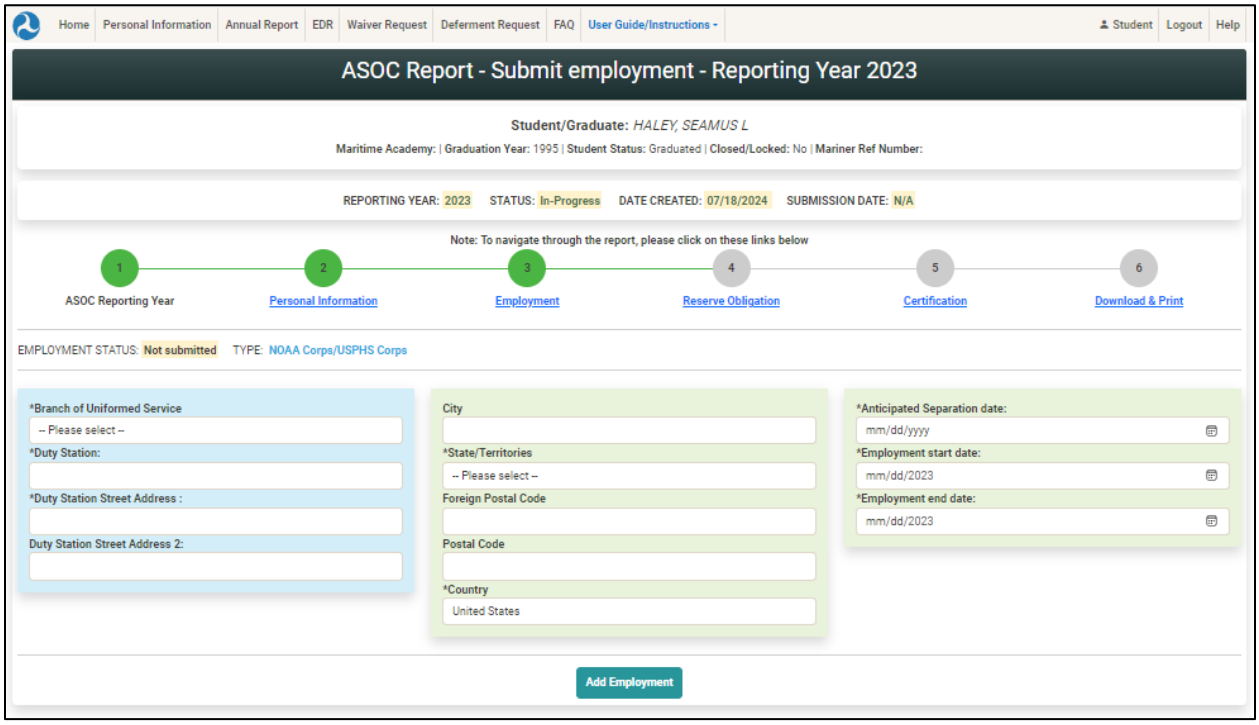


Figure 3-24 Add Employment Information Page – NOAA Corps/USPHS Corps

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).

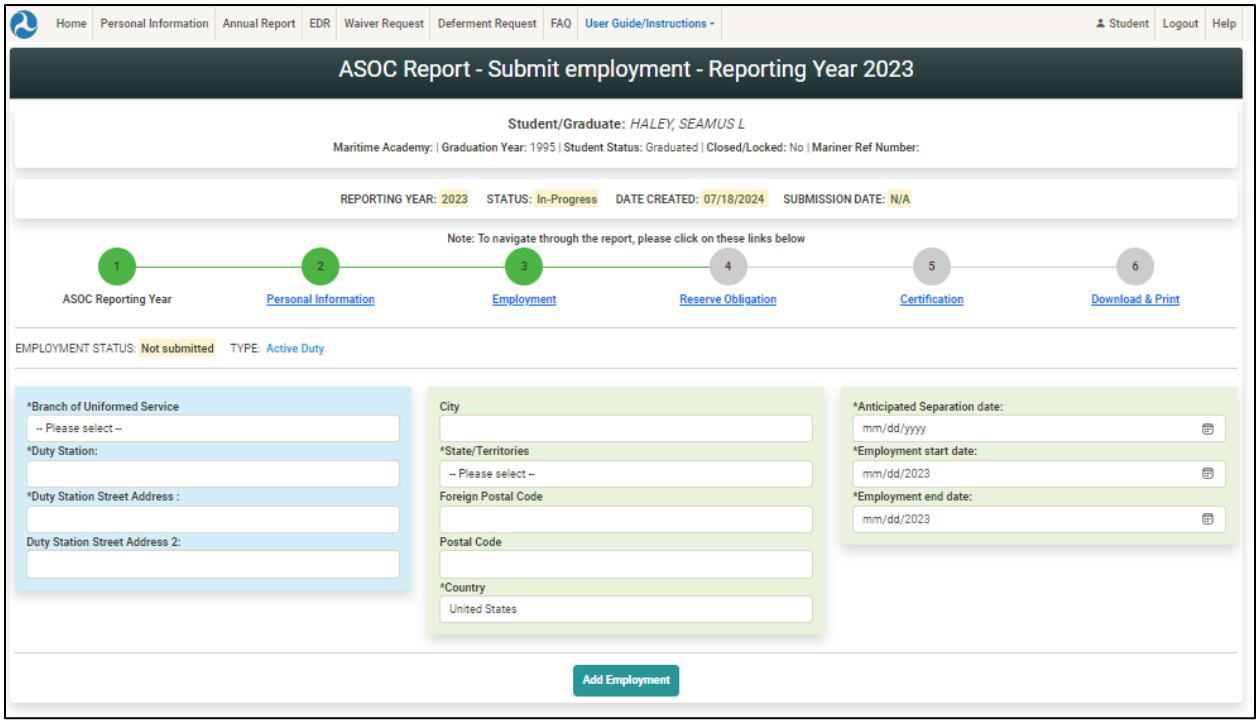


Figure 3-25 Add Employment Information Page – Active Duty

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).

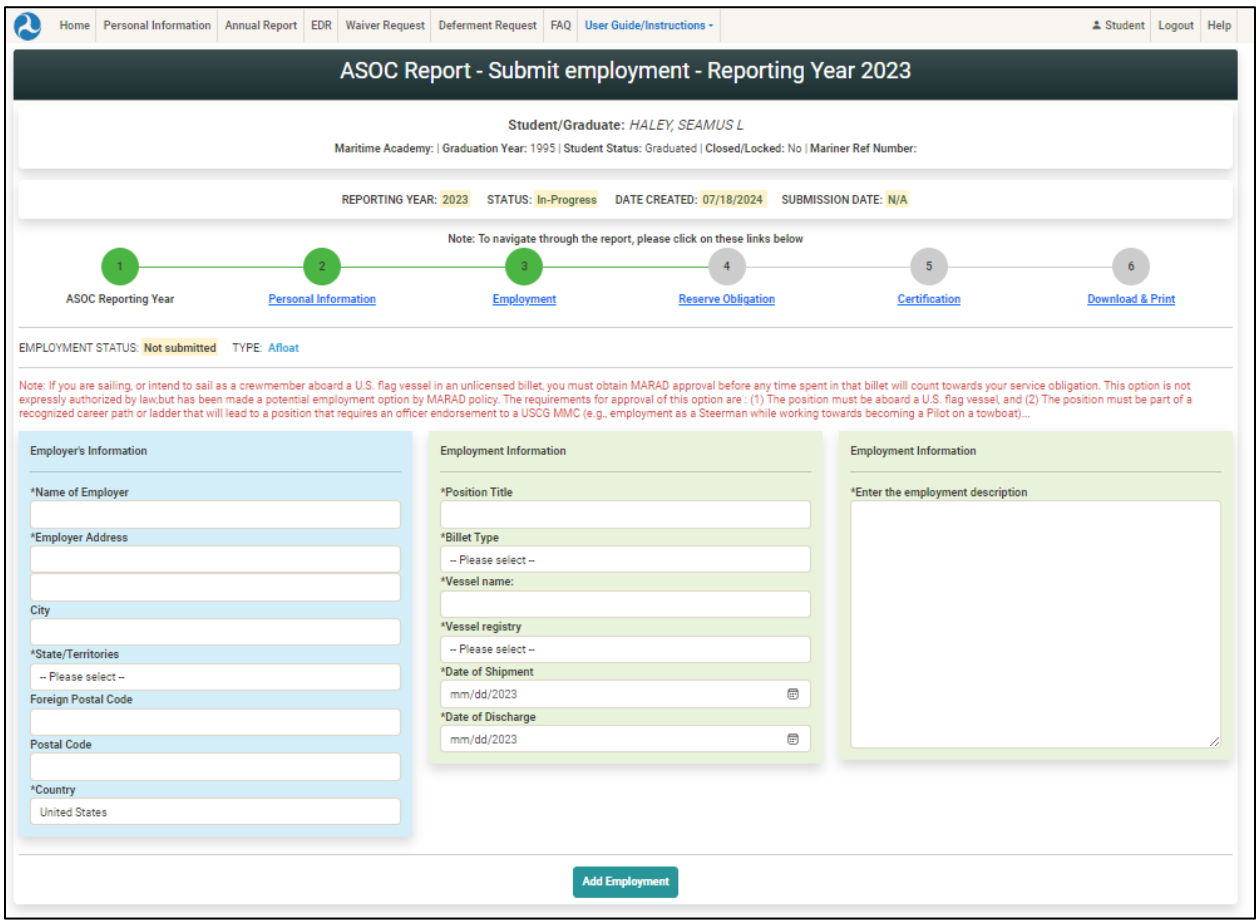


Figure 3-26 Add Employment Information Page – Afloat

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).

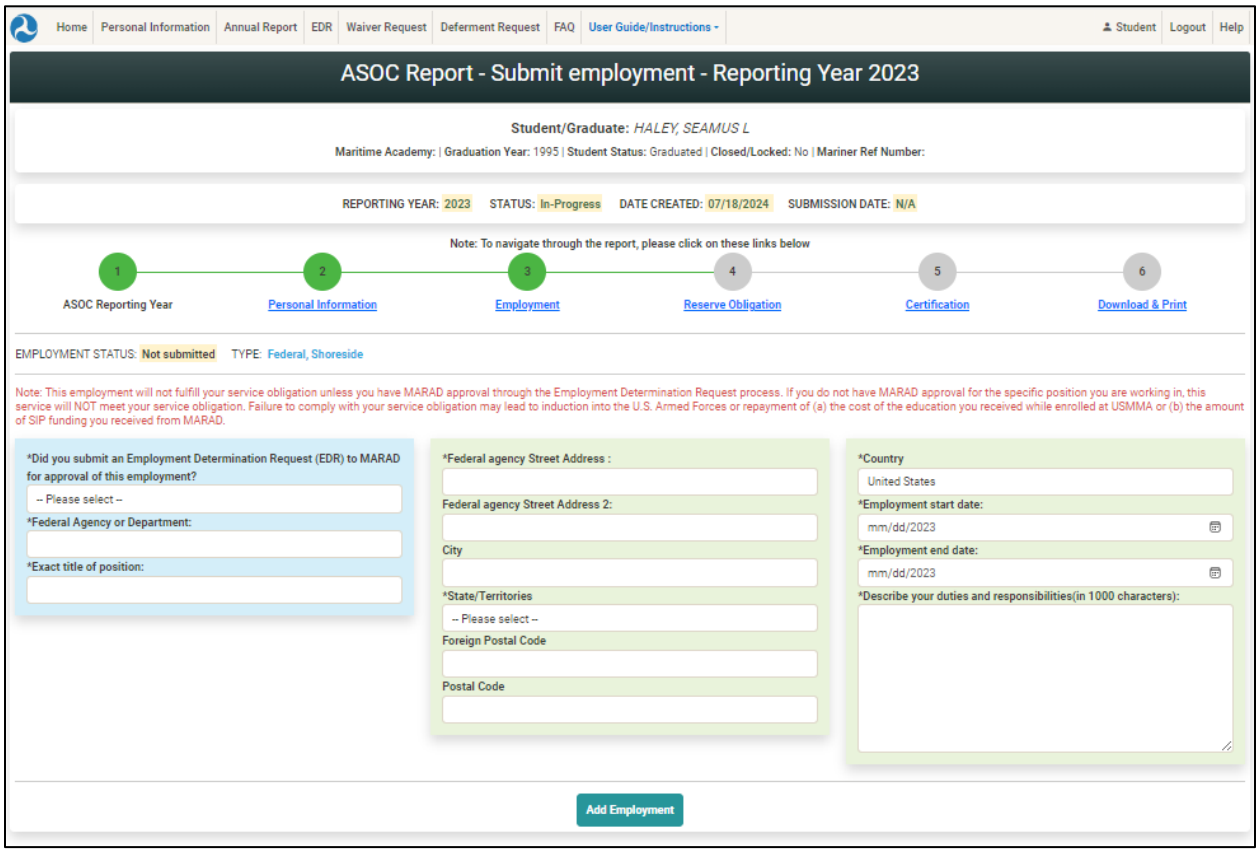


Figure 3-27 Add Employment Information Page – Federal, Shoreside

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).

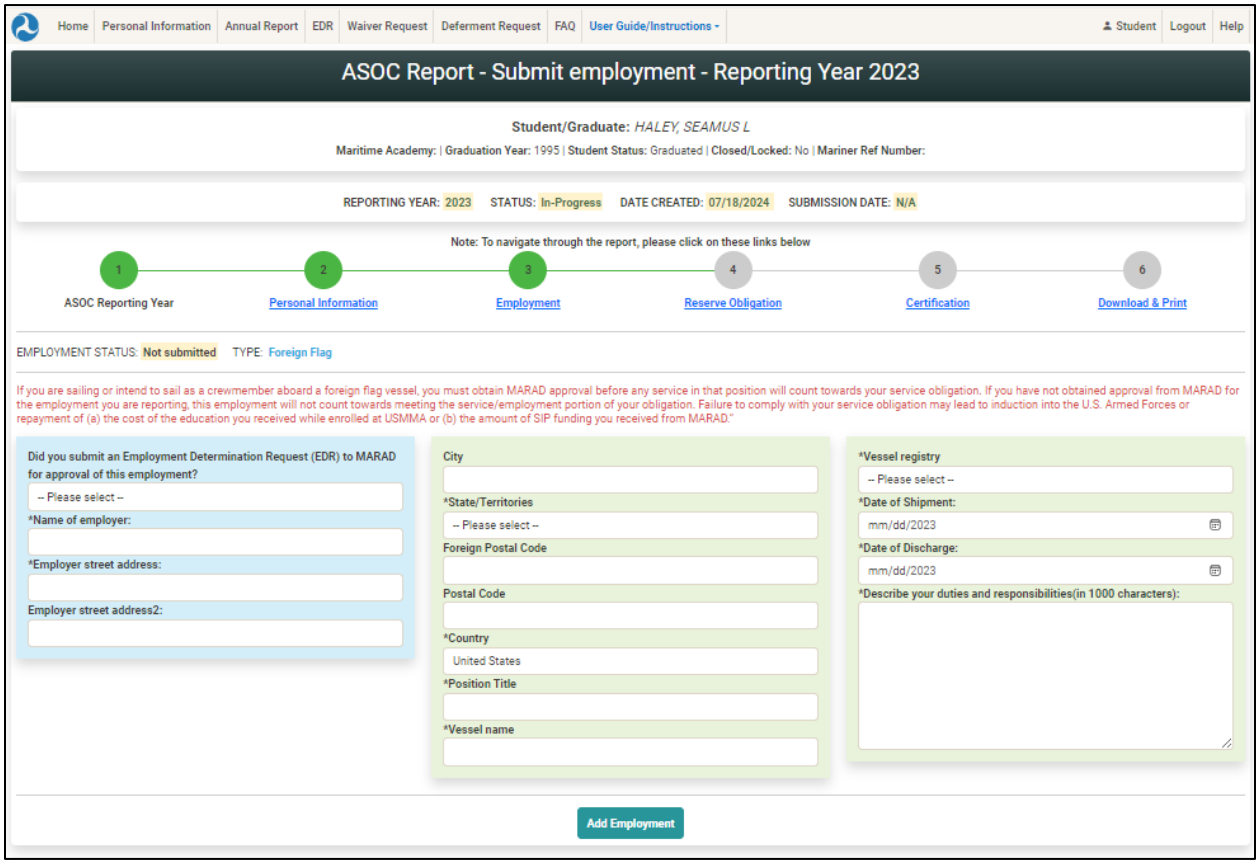


Figure 3-28 Add Employment Information Page – Foreign Flag

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).

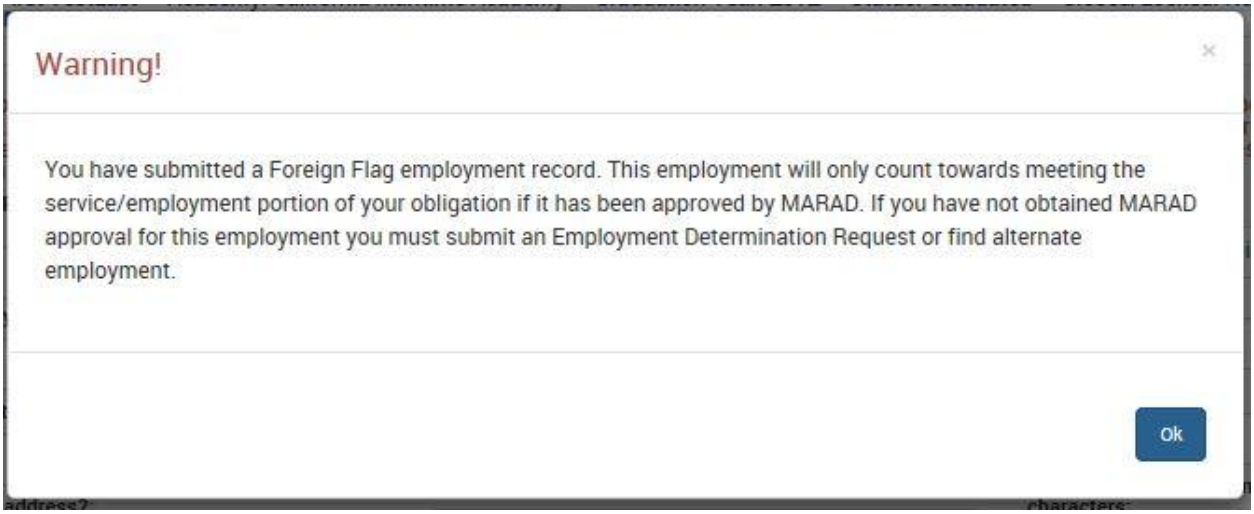


Figure 3-29 Foreign Flag Warning Message Pop-up

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.

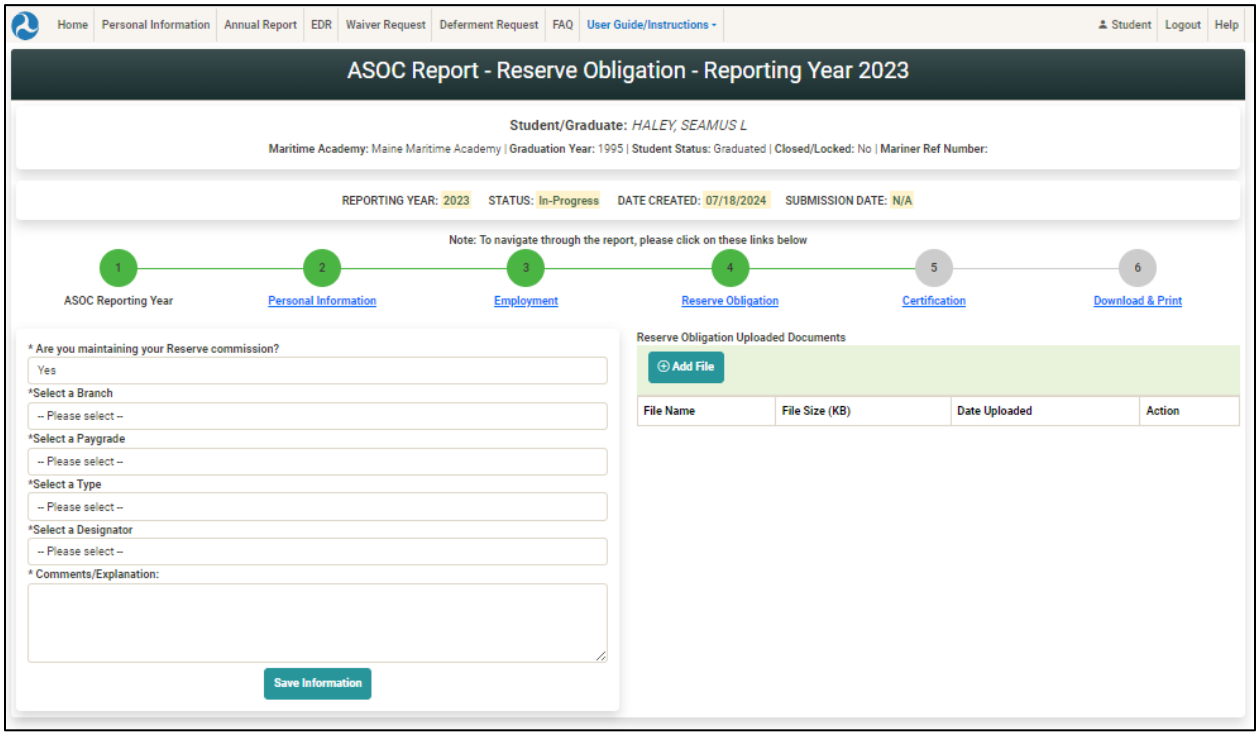


Figure 3-30 Reserve Obligation Page

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.

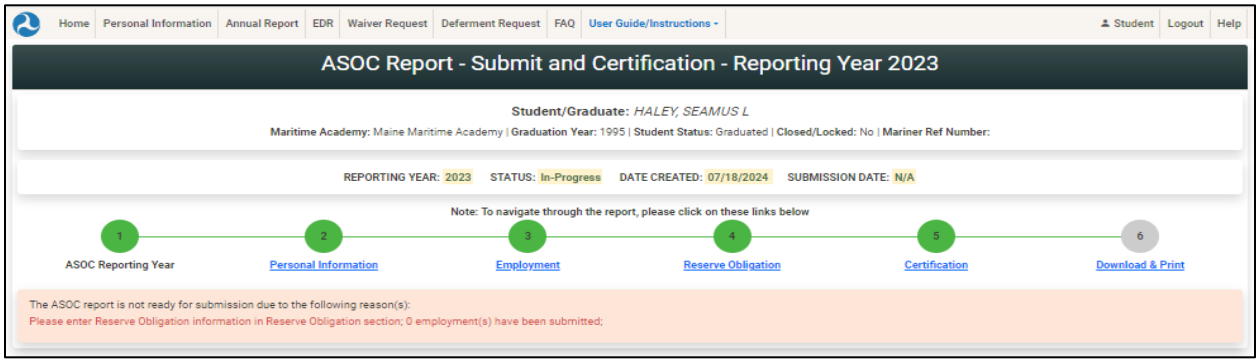


Figure 3-31 ASOC Certification with Error

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.)

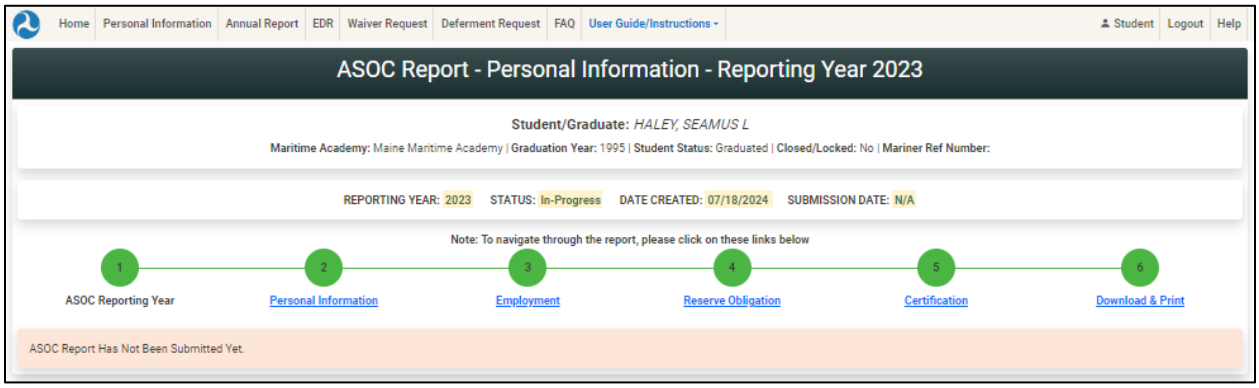
5. Click the box to indicate you have read and understand the warning statement. The **Submit Report** button will not activate until the box is checked.

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).

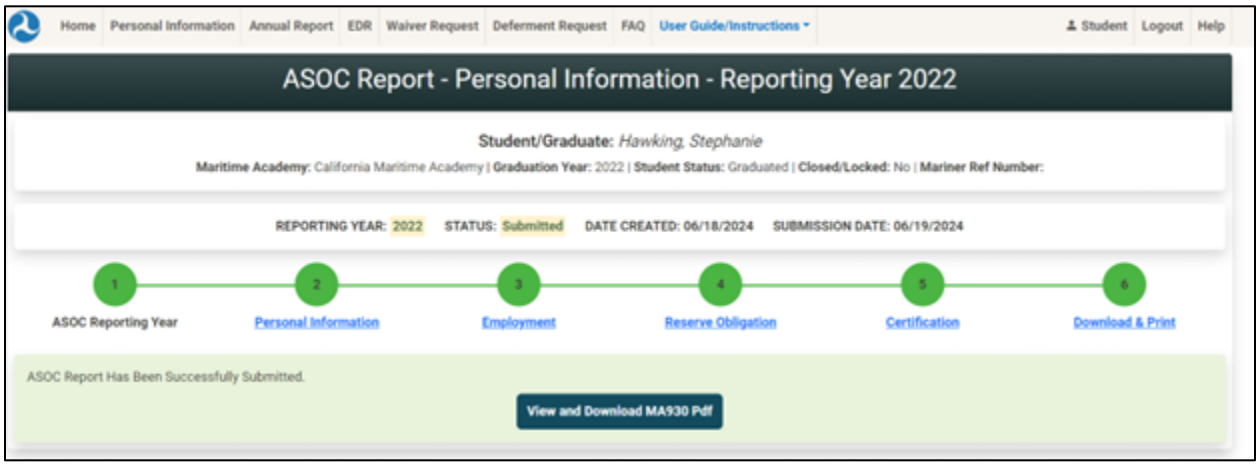


Figure 3-33 Print and Download MA-930 Page

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.

OMB No. 2133-0509
Expiration Date 8/31/2015

U.S. Department of Transportation
Maritime Administration

Maritime Administration Annual Service Obligation Compliance Report

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.

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 lo 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 lo 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.

PART I

1. U.S. Coast Guard Reference Number	2. Name (Last, First, Middle)	3. Date of Birth
	TestMariner, Mike	Jan 07, 1965

4. Address (Street, City, State, and Zip Code)	5. E-mail Address(es)	6. Calendar Year Reporting
10 Main Street San Franciso, CA, 94102 United States	Primary: [redacted]gov Secondary:	2017

7. Are you Full Time Active Duty Military? ☉ Yes ☐ 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? ☐ Yes ☉ 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? ☐ Yes ☉ 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 ☐ / Engineer ☐ License and credential Expiration Date:

16. Have you obtained a Transportation Workers Identification Card (TWIC)? ☐ Yes ☉ No Expiration Date:

17. Valid Standards of Training, Certification and Watchkeeping (STCW) endorsements since last report? ☐ Yes ☐ No
No
Expiration Date:

PARTT 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 r-mainina obligations i.-., USCG licensa and/or reserve status in Part I.

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	☐ a. Afloat ☐ b. Active Duty ☉ c. Maritimee Ashore ☐ d. Federal, Shoreside ☐ e. Non-Maritime ☐ f. Graduate School Deferment ☐ g. Unemployed ☐ h. NOAA Corps/ USPHS Corps ☐ I. Medical/Hardship ☐ j. Foreign Flag
	Exact Title of Your Position: Captain	

MA-930 (08-12)

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) ☐ U.S. ☐ Foreign ()
B Employer's Name: Non-Maritime Employer Employer's Address (Numberr, Street, City, State, Zipcode): 10 Main Street CA, 94102 United States Exact Title of Your Position:	Employment Type (Check Only One Box) ☐ a. Afloat ☐ b. Active Duty ☐ c. Maritimee Ashore ☐ d. Federal, Shoreside ☑ e. Non-Maritime ☐ f. Graduate School Deferment ☐ g. Unemployed ☐ h. NOAA Corps/ USPHS Corps ☐ i. Medical/Hardship ☐ j. Foreign Flag
Period Covered(Month/Day/Year): Feb 01, 2017 - Feb 14, 2017	Vessel (Name and Registry) ☐ U.S. ☐ Foreign ()
C Employer's Name: Employer's Address (Numberr, Street, City, State, Zipcode): **United States** Exact Title of Your Position:	Employment Type (Check Only One Box) ☐ a. Afloat ☐ b. Active Duty ☐ c. Maritimee Ashore ☐ d. Federal, Shoreside ☐ e. Non-Maritime ☐ f. Graduate School Deferment ☐ g. Unemployed ☐ h. NOAA Corps/ USPHS Corps ☑ i. Medical/Hardship ☐ j. Foreign Flag
Period Covered(Month/Day/Year): Feb 17, 2017 - Feb 28, 2017	Vessel (Name and Registry) ☐ U.S. ☐ Foreign ()

PART III Describe how your position(s), duties, and responsibilites 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	Signature (Sign in ink)	Date
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.		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.

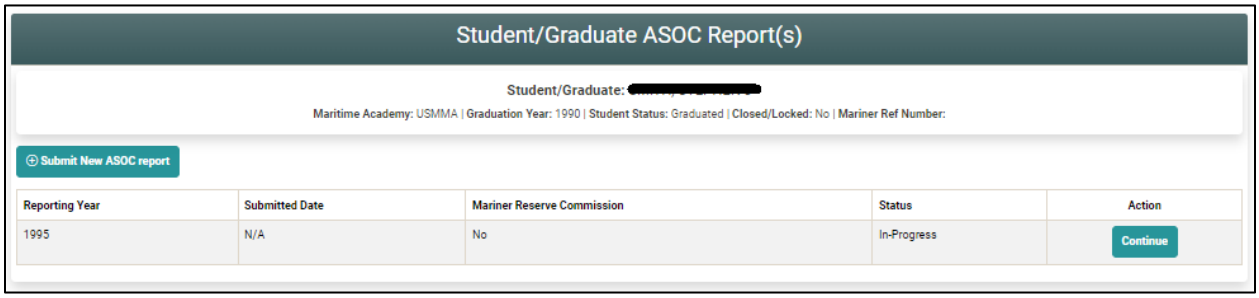


Figure 3-36 ASOC Reports Page In-Progress Status

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**.

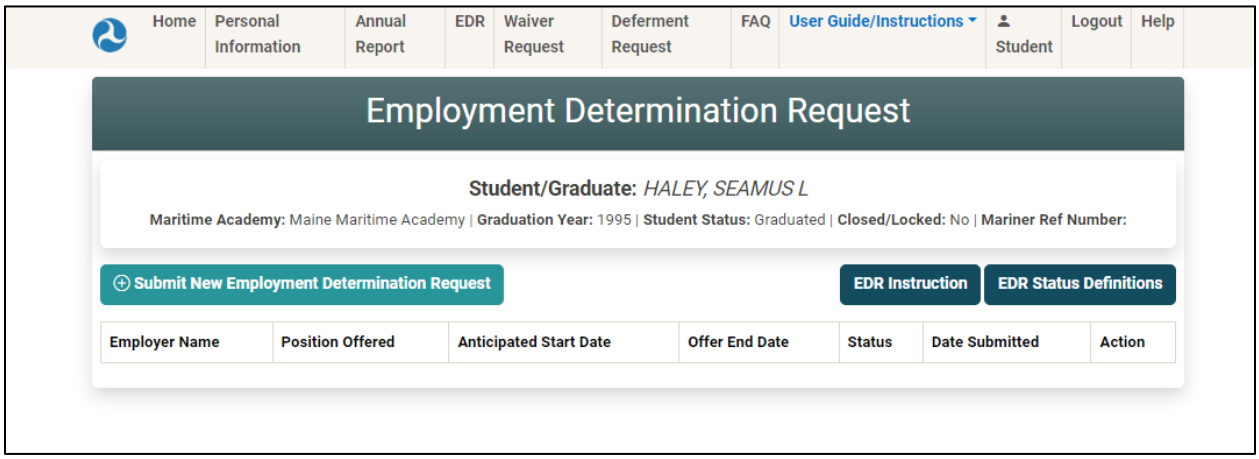


Figure 3-38 EDR Page

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**.

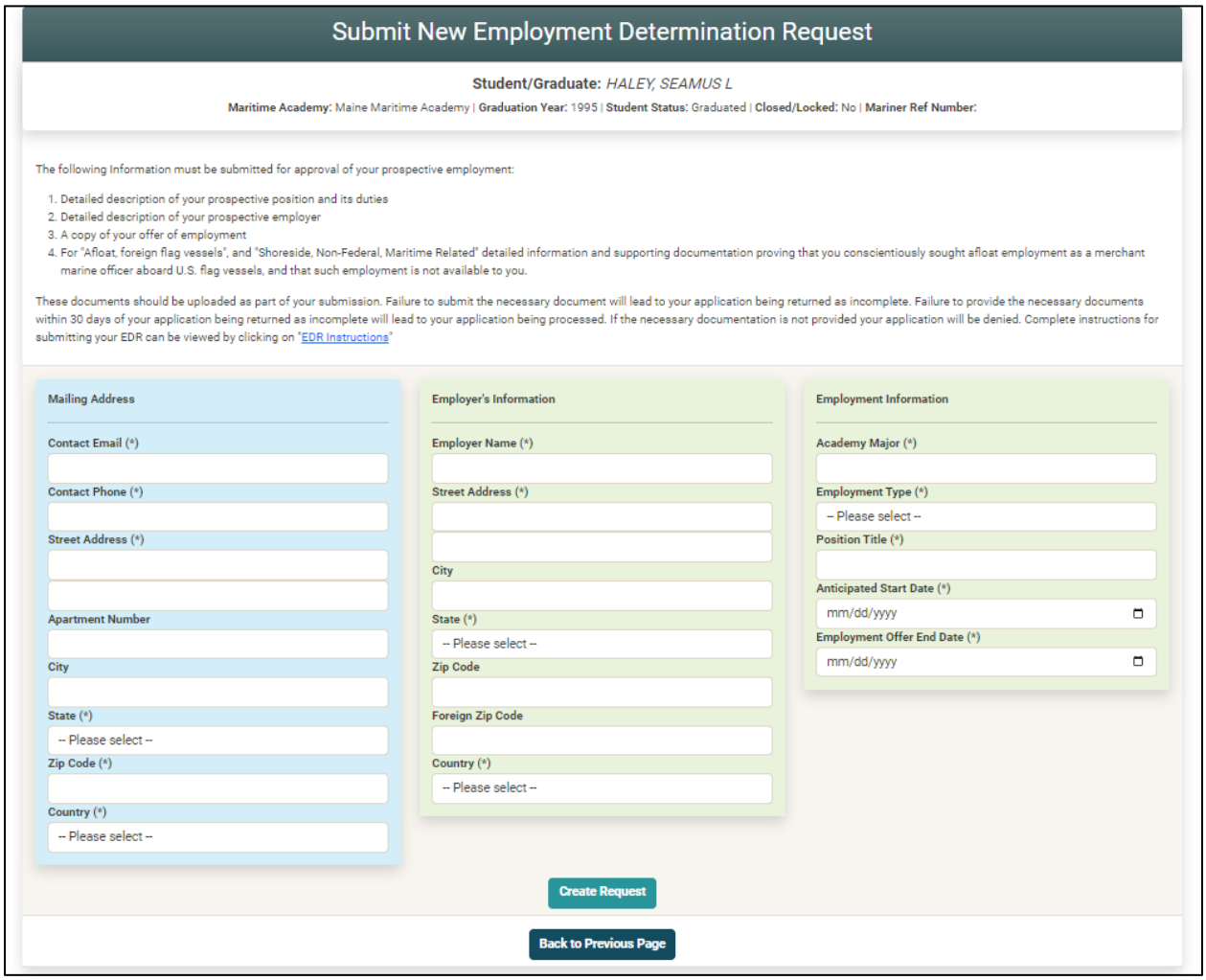


Figure 3-39 EDR Not Submitted Page

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**.

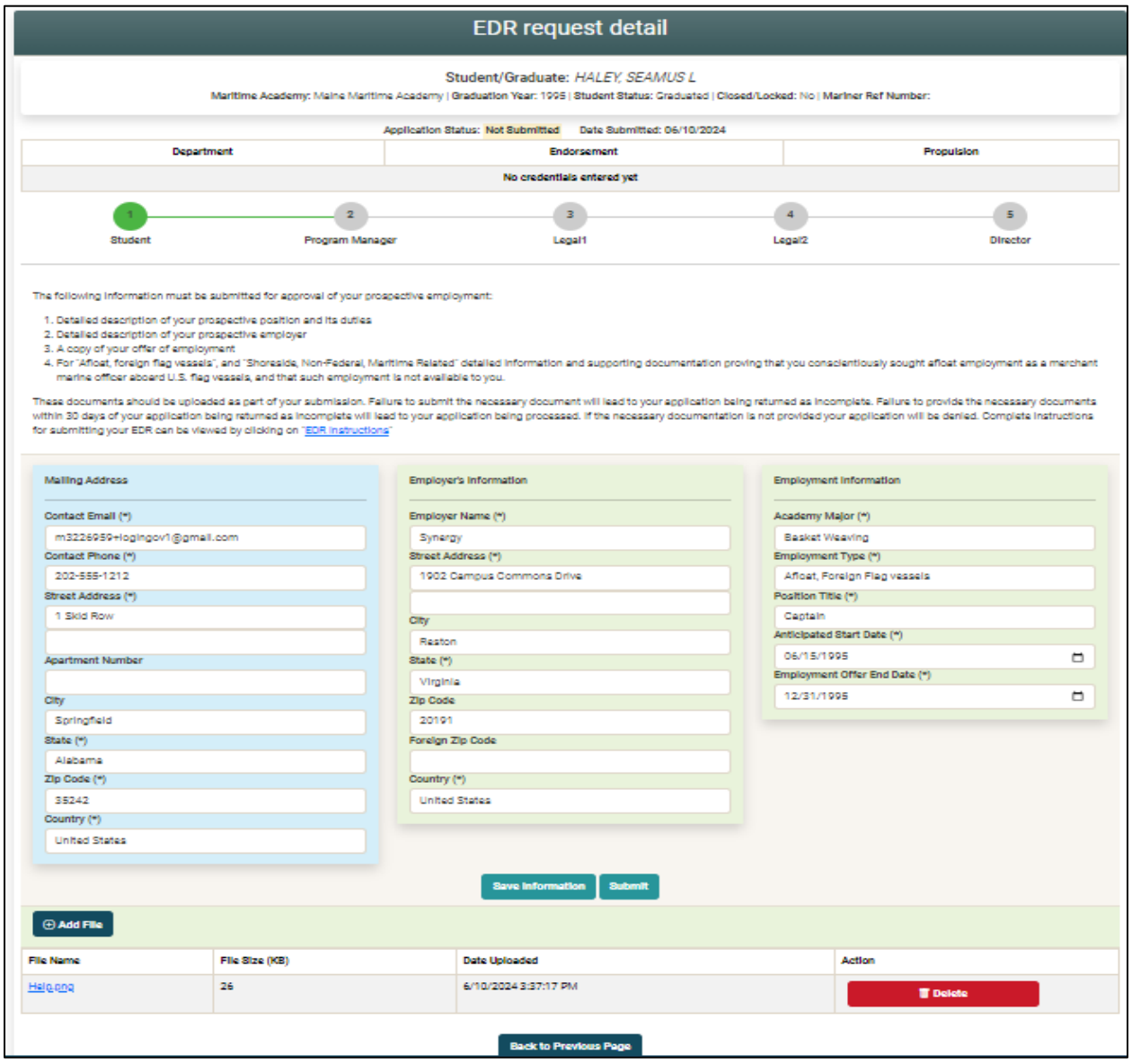


Figure 3-40 EDR form

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)

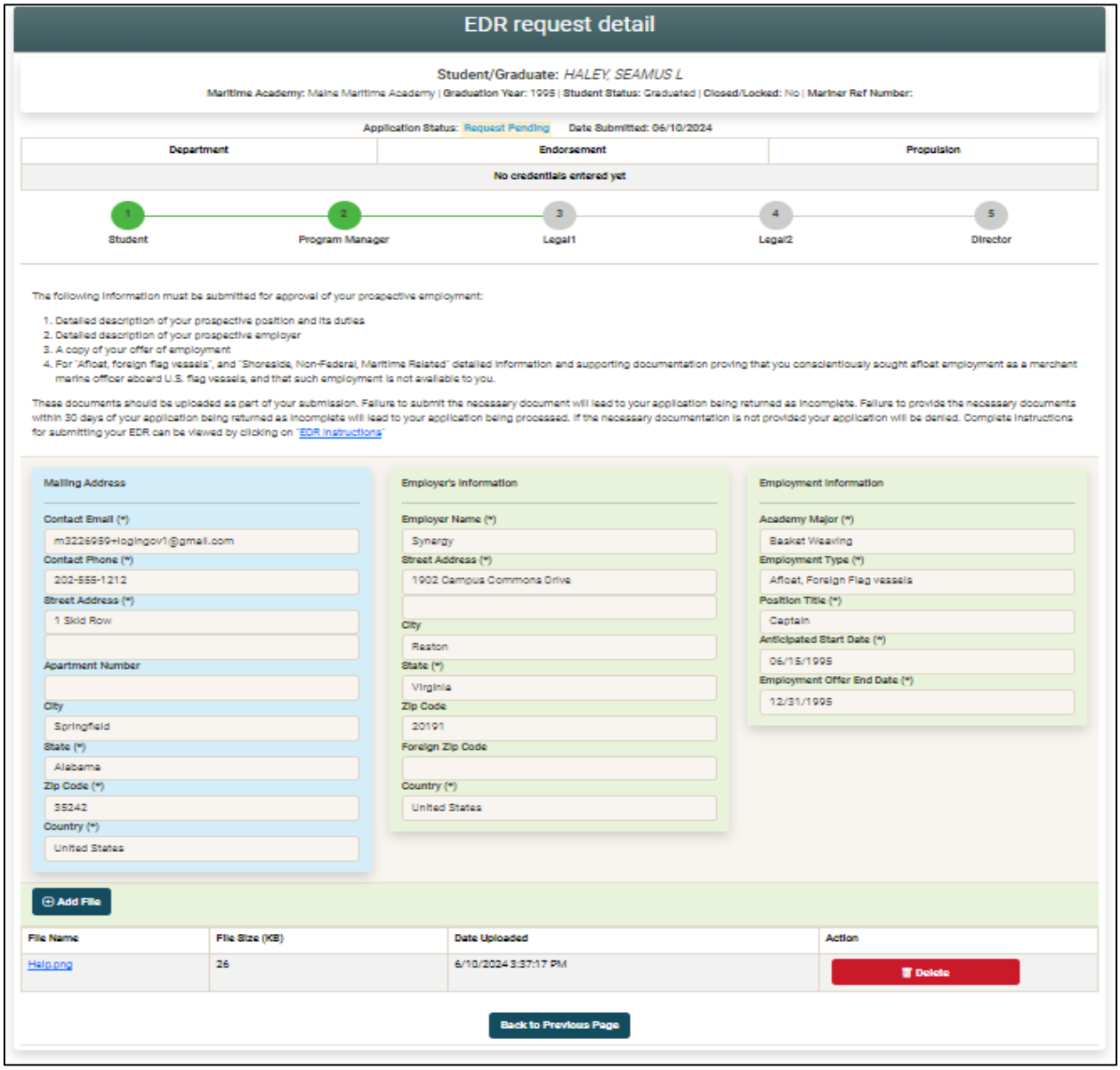


Figure 3-41 View Saved or Submitted EDR Page

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.

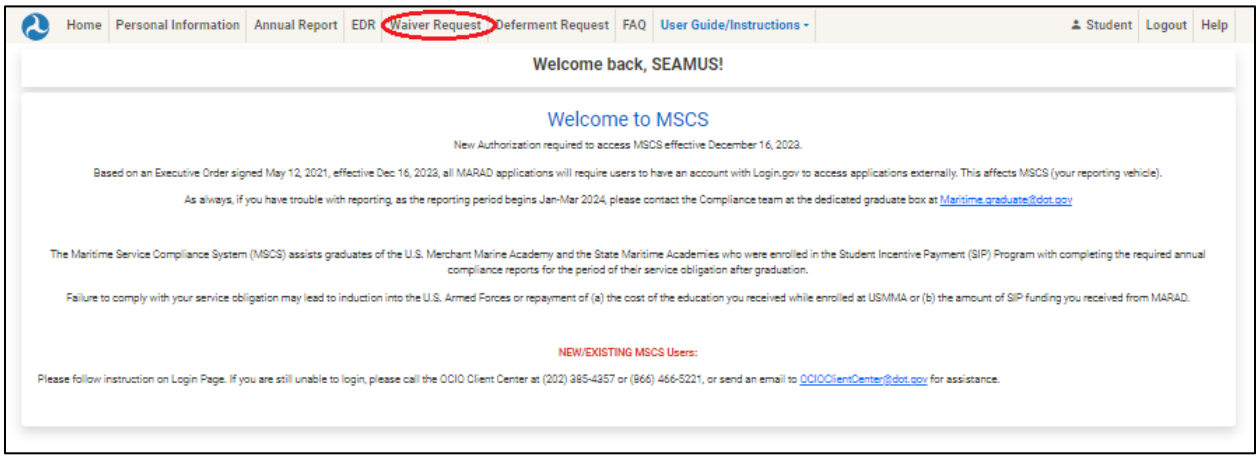


Figure 3-42 Home Page with Waiver Request Menu Option Circled

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

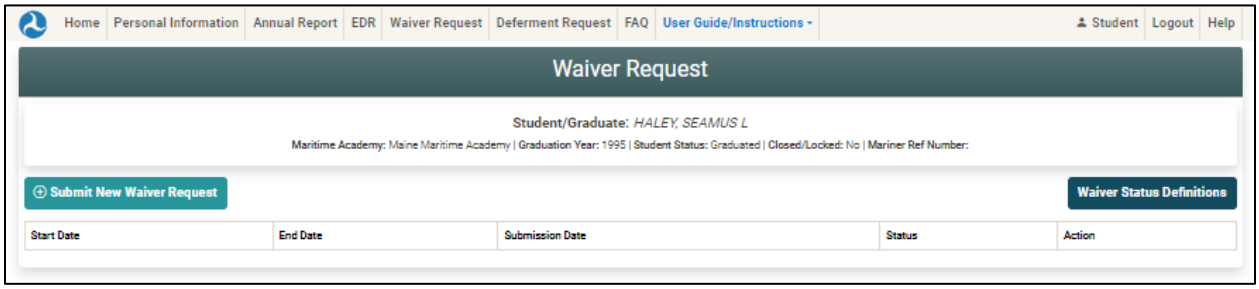


Figure 3-43 Waiver Request Page

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)

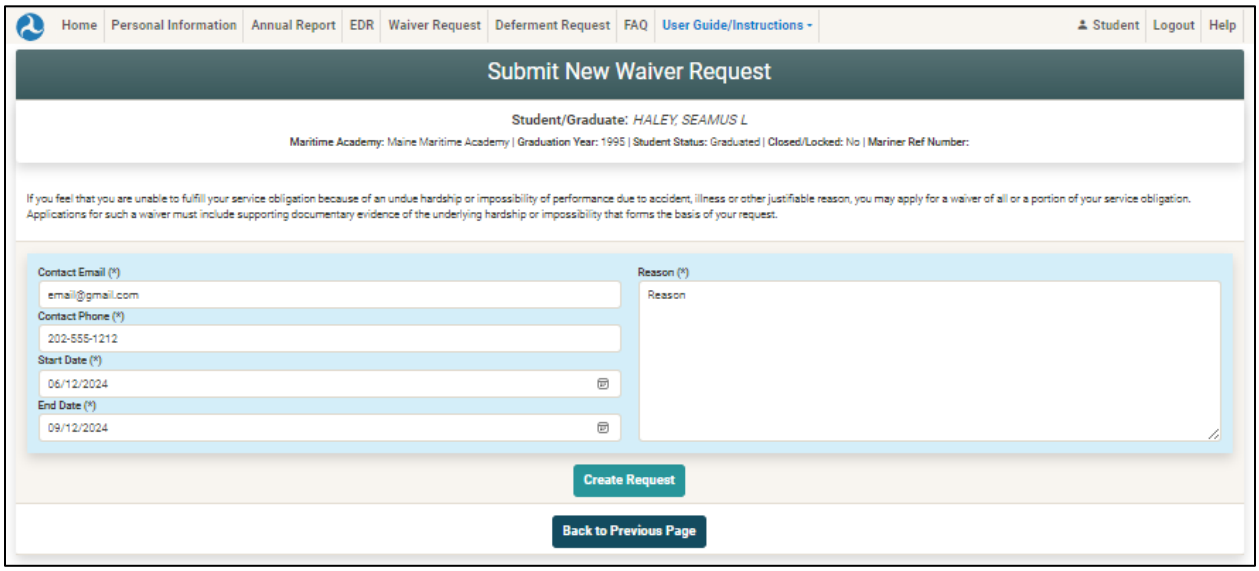


Figure 3-44 Submit New Waiver Request Page

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

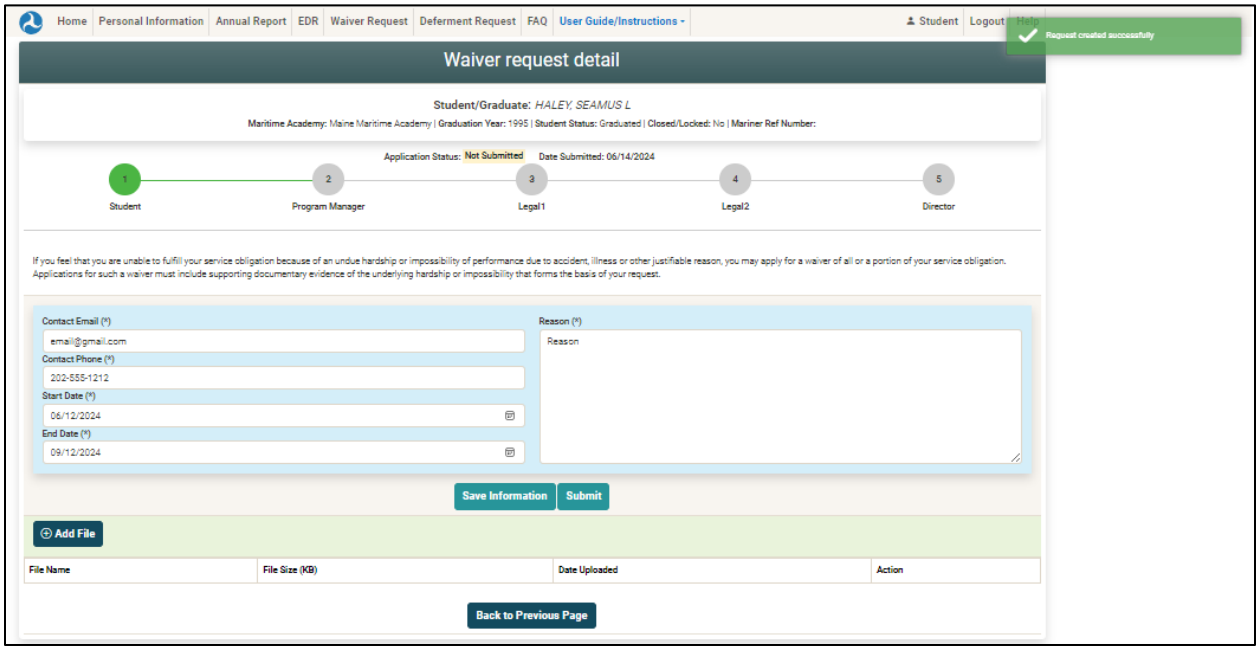


Figure 3-45 Waiver Request Detail (Not Submitted) Page

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**.

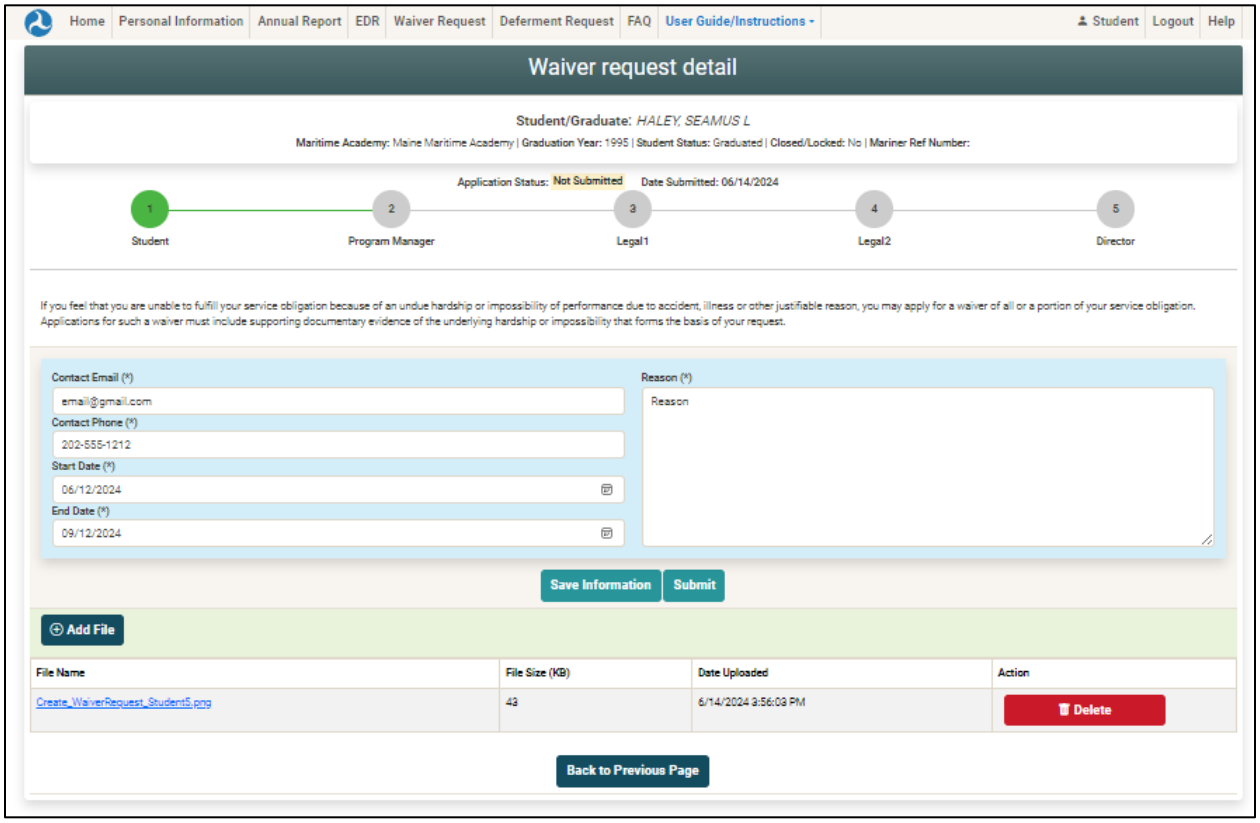


Figure 3-46 Waiver Request Detail Page

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)

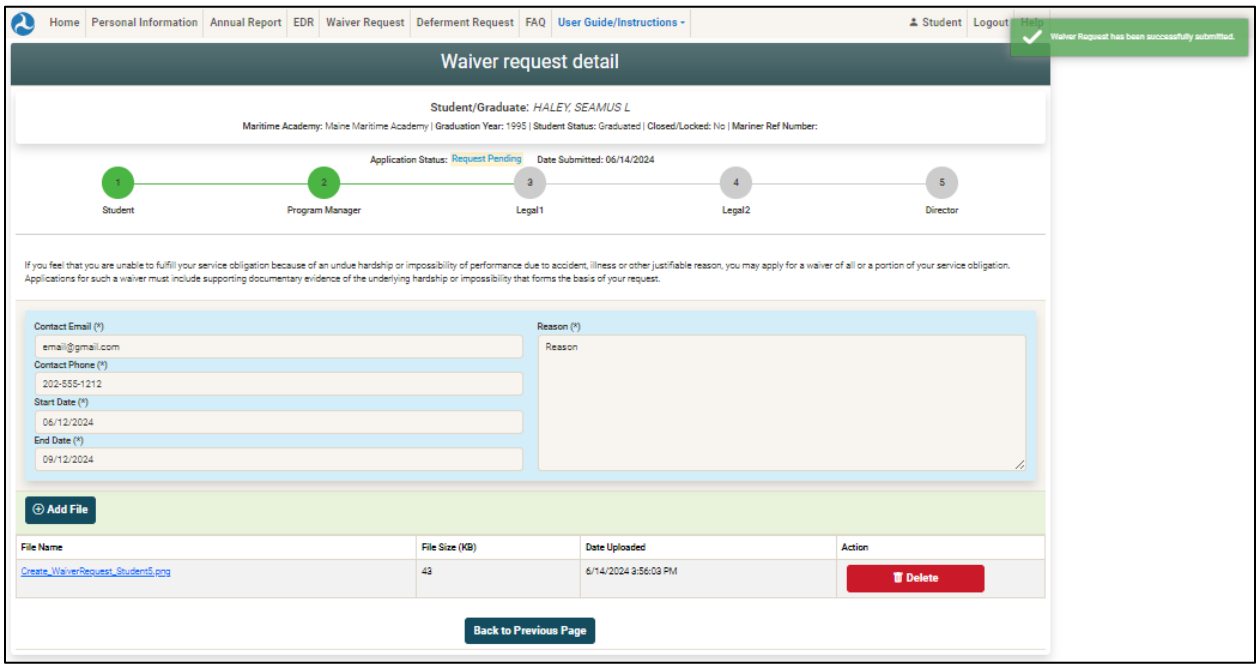


Figure 3-47 View Saved or Submitted Waiver Requests

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**.

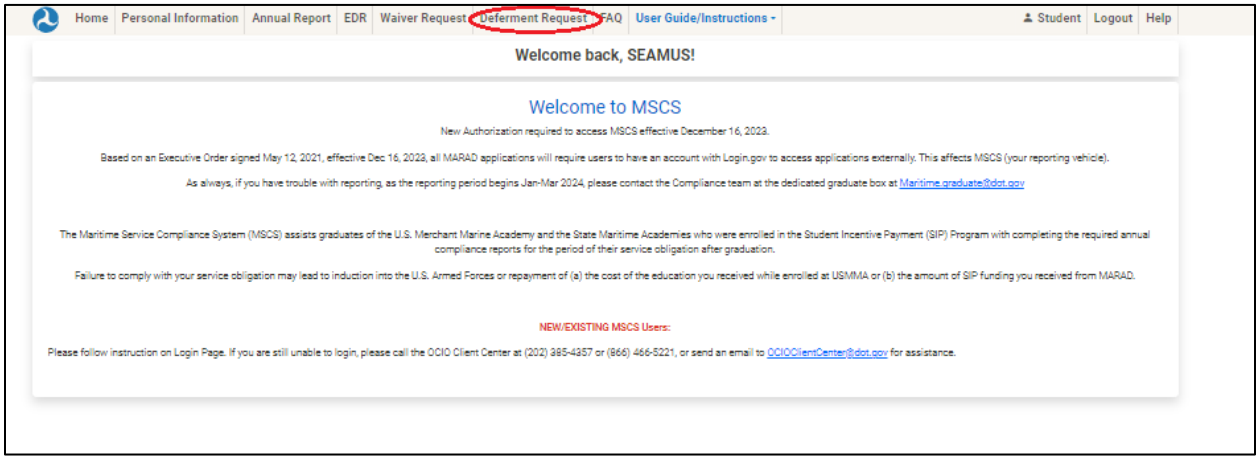


Figure 3-48 Home Page with Deferment Request Menu Option Circled

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

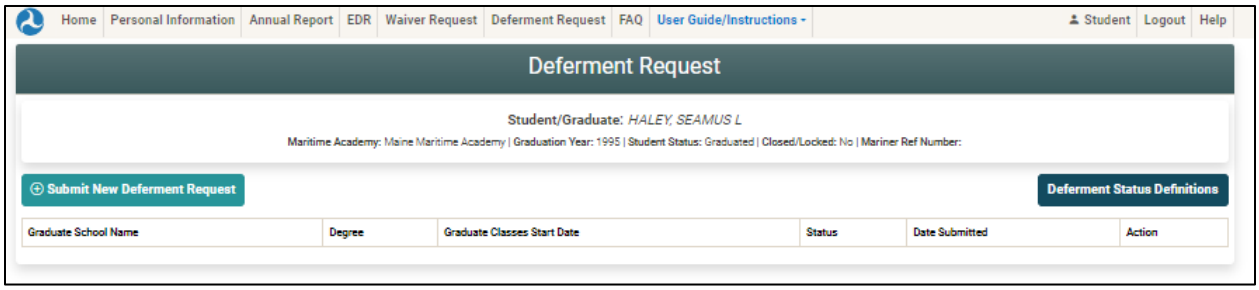


Figure 3-49 Deferment Request Page

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

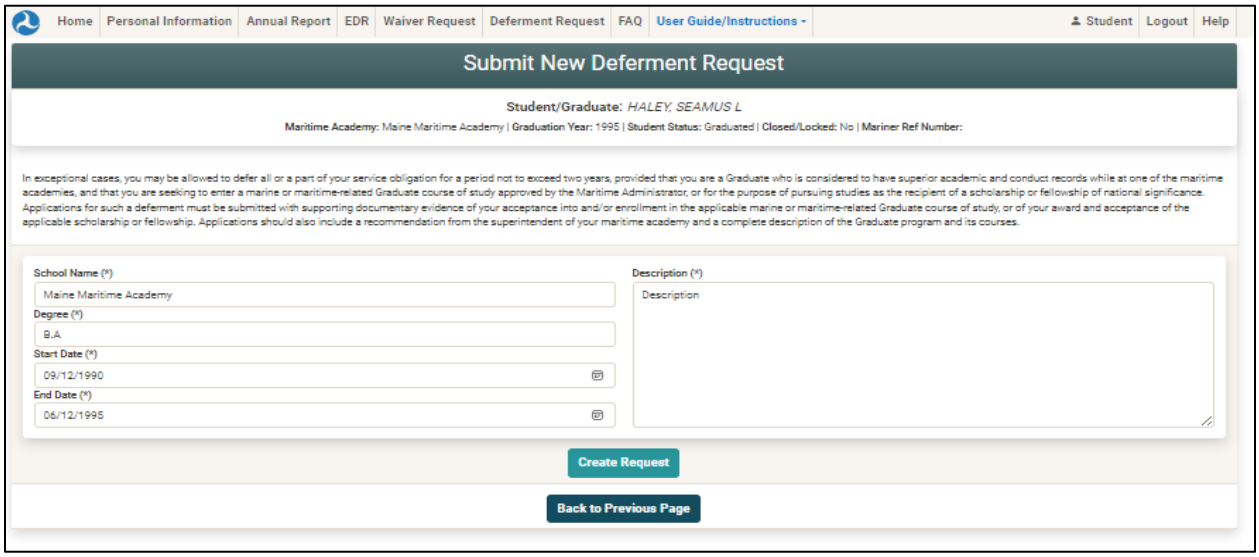


Figure 3-50 Submit New Deferment Request Page

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

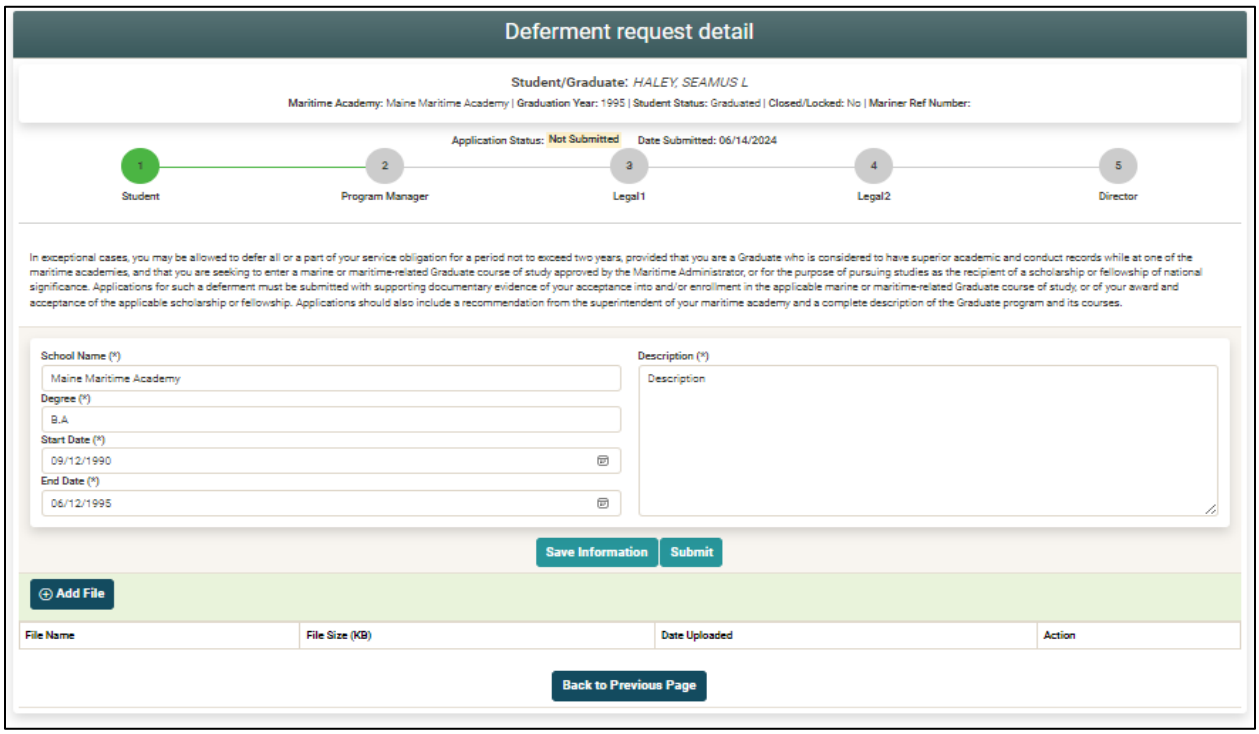


Figure 3-51 Deferment Request Detail (Not Submitted) Page

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**.

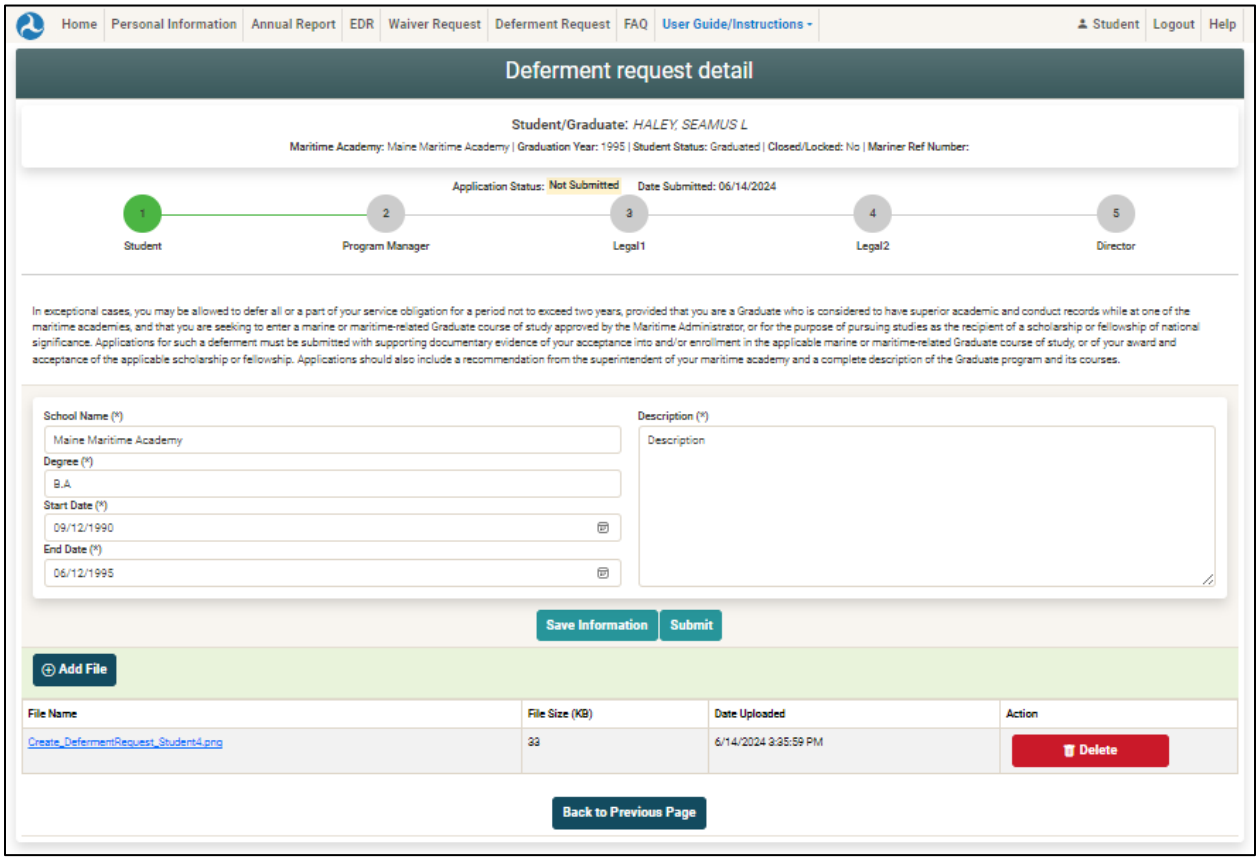


Figure 3-52 View Saved or Submitted Deferments Page

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

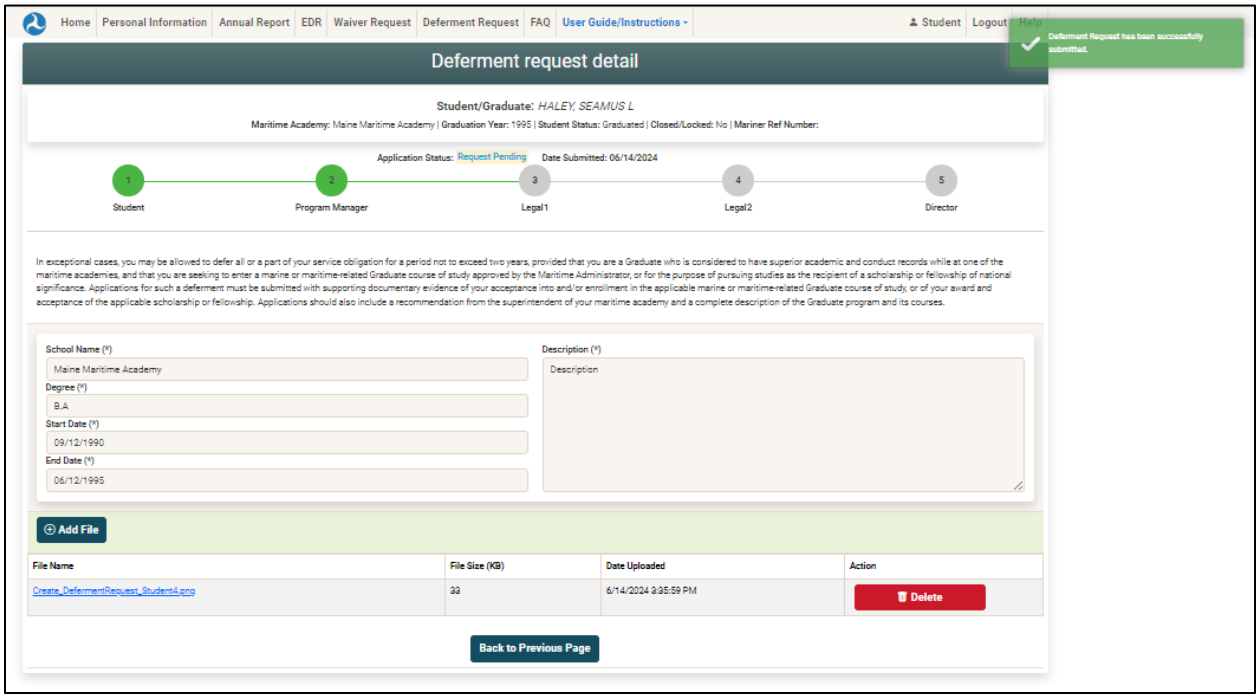


Figure 3-53 Deferment Request Detail Page with Confirmation

3.4.4 FAQ

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

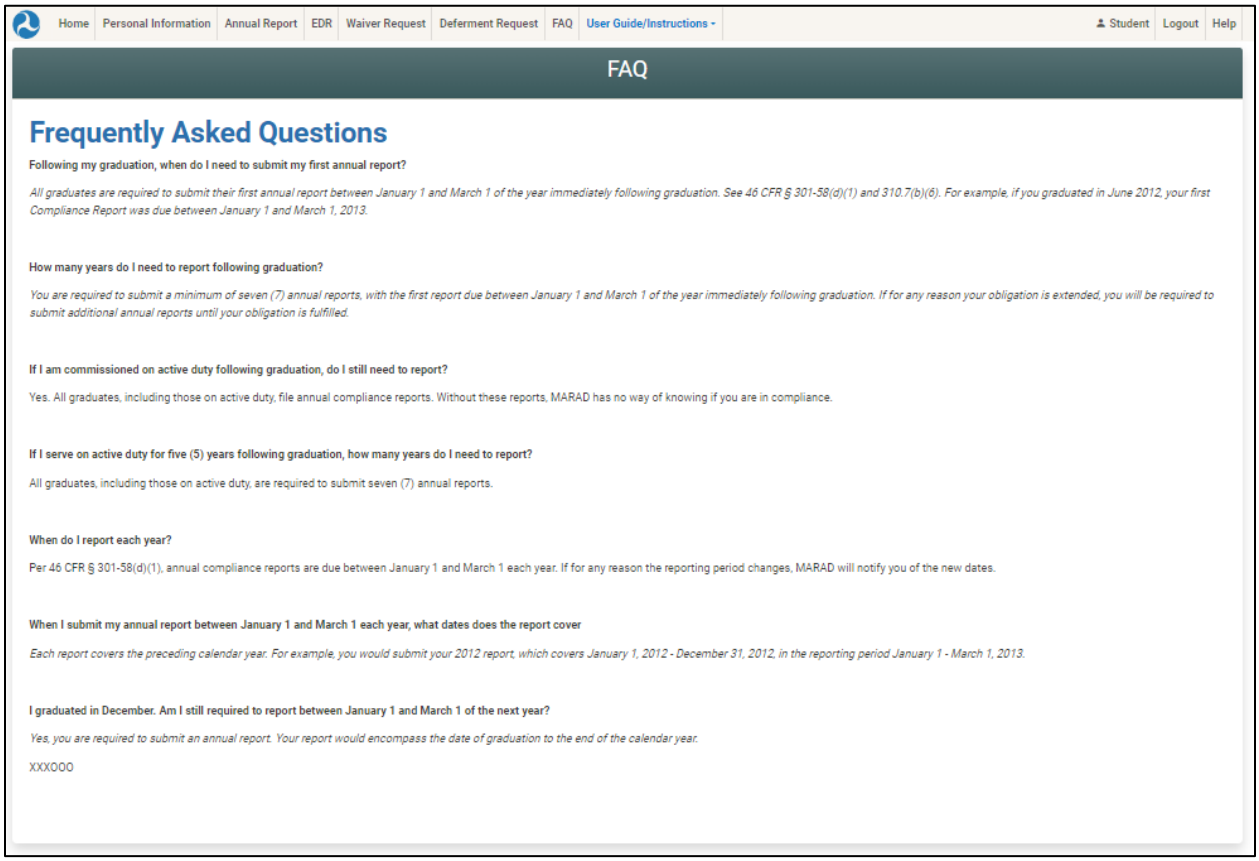


Figure 3-54 Frequently Asked Questions Page