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Maritime Service Compliance System (MSCS) User Manual

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Applications Operations and Maintenance (O&M) Team



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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* for v03.00.00, dated March 9, 2012
- 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:

- Internet Explorer 8/9/10/11, 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 , and
 - Self-register 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 2.2 and Figure 2.3.

Home

Quick Links

- [Resources](#)
- [Employment](#)
- [Contact Us](#)
- [MSCS Login](#)
- [Self Register](#)
- [Home](#)

The Maritime Service Compliance System (MSCS) is **online and available** for graduates to enter annual compliance data.

The Maritime Administration (MARAD) has established a dedicated phone number for service obligation questions and issues. Graduates can call (202) 366-7618 to get answers to questions about their service obligation, employment determination requests (EDR), deferrals, and waivers. Graduates can also still send emails to Maritime.Graduate@dot.gov.

MSCS was disabled for the month of January 2014 to make changes and improvements to the system to make your annual reporting faster, easier, and more user-friendly. To accommodate this delay, the reporting period was shifted by one month, meaning that your 2013 annual report is due between February 1, 2014 and April 1, 2014.

We appreciate your patience as we continue to make enhancements to MSCS to improve your annual reporting capabilities.

Internet Explorer is recommended for MSCS. Most MSCS page-rendering issues in newer Internet Explorer Browsers can be resolved by using the Compatibility View. If Internet Explorer recognizes that the webpage is not compatible, you'll see the Compatibility View button on the Address bar. You can click on the button to enable it.

Login Instructions

If you have not logged into the system since January 1, 2013 you will need to register for a new user ID and password. Self-Register using the "Self Register" link under the Quick Links on the left-hand side of the screen.

If you have registered since January 2013 use the "MSCS Log-in" under the Quick Links on the left-hand side of the screen.

If you have trouble logging into the system or if your account is locked, please call (202) 385-4357 or toll free (866) 466-5221.

Welcome to the Maritime Service Compliance System (MSCS)



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

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 payments you received from MARAD.

NOTE: Documents in Portable Document Format (PDF) require Adobe Acrobat Reader 5.0 or higher to view, [download Adobe Acrobat Reader](#).

Figure 2.1. MSCS Home Page (top)

Resources/Other

- [Your Maritime Service Obligations \(PDF Document\)](#)
- [SIP Booklet \(PDF Document\)](#)
- [Service Obligation Letter, December 24, 2013 \(PDF Document\)](#)

U.S. Merchant Marine Academy Information

- [U.S. Merchant Marine Academy Info Page](#)
- [Annual Compliance Reporting Information Page](#)
- [Graduate Requirements Information Page](#)
- [USMMA Incoming Class of 2017 Compliance Briefing \(PDF Document\)](#)
- [Kings Point Graduates' Letter \(PDF Document\)](#)
- [USMMA Graduating Class of 2014 Compliance Briefing \(PDF Document\)](#)
- [KP Service Obligation Employment Determination \(PDF Document\)](#)
- [USMMA Class of 2016 Compliance Briefing \(PDF Document\)](#)

State Maritime Academy Information

- [State Maritime Academics Info Page](#)
- [Annual Compliance Reporting Information Page](#)
- [Graduate Requirements Information Page](#)
- [Student Incentive Payment Program Information Page](#)

Figure 2.2. MSCS Home Page (middle)

- **SIP Enrollment Forms**
 - [SIP Service Obligation Contract \(PDF Document\)](#)
 - [MA Form 890 Addendum 1 - Certification of Non-Delinquency \(PDF Document\)](#)
 - [MA Form 890 Addendum 2 - Certification of Compliance Drug Free Workplace Act \(PDF Document\)](#)
 - [Application for Student Incentive Payment Program \(PDF Document\)](#)
 - [MA-1005 US Maritime Service Enrollment Form \(PDF Document\)](#)
 - [Certification \(Cadet Read SIP Booklet\) \(PDF Document\)](#)
 - [Direct Deposit Form \(PDF Document\)](#)

- **State Maritime Academies Graduates' Letters**
 - [California Maritime Academy \(PDF Document\)](#)
 - [Great Lakes Maritime Academy \(PDF Document\)](#)
 - [Maine Maritime Academy \(PDF Document\)](#)
 - [Massachusetts Maritime Academy \(PDF Document\)](#)
 - [State University of New York Maritime College \(PDF Document\)](#)
 - [Texas Maritime College \(PDF Document\)](#)
- [SMA's Compliance Briefing \(PDF Document\)](#)
- [SMA SIP Service Obligation Employment Determination \(PDF Document\)](#)

Contact Information
Maritime Administration
Office of Maritime Workforce Development
1200 New Jersey Ave, SE (MAR-740)
Washington, DC 20590
Tel: (202) 366-7618
Email: maritime.graduate@dot.gov

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.

Figure 2.3. MSCS Home Page (bottom)

2.4 Accessing Quick Links

► Click one of the links under **Quick Links** on the navigation bar down the left side of the Home and Login pages.

The page corresponding to the selected link is opened in a new browser window:

1. Click the **Resources** link. The Resources Web page (see Figure 2.4) lists the following links:
 - MSCS User's Guide. The system allows users to print, view and save the *Maritime Service Compliance System (MSCS) User's Guide*.
 - MSCS links. The following links are listed:

- The Maritime Administration - <http://www.marad.dot.gov/>
- U.S. Naval Reserve Force - <http://www.navyreserve.navy.mil/>
- Academies:
 - U.S. Merchant Marine Academy - <http://www.usmma.edu/>
 - California Maritime Academy - <http://www.csum.edu/>
 - Great Lakes Maritime Academy - <http://www.nmc.edu/maritime/>
 - Maine Maritime Academy - <http://www.mainemaritime.edu/>
 - Massachusetts Maritime Academy - <http://www.maritime.edu/>
 - Maritime College State University of New York - <http://www.sunymaritime.edu/>
 - Texas Maritime Academy - <http://www.tamug.edu/corps/index.html>
- Online Help. The following message is displayed:
 - “You must have a valid login ID and Password to access the system. If you currently do not have one, please call 5HELP (202-385-4357). Use the same contact info if you are having difficulty in accessing or using the system.”



Figure 2.4. Resources Page

2. Click the **Employment** link. The Employment Web page (Figure 2.5) lists the following links:
 - U.S. Great Lakes Seafarers Employment – http://www.marad.dot.gov/about_us_landing_page/gateway_offices/great_lakes_gateway/great_lakes_gateway.htm
 - Employment & Training in the US Merchant Marine – https://mscs.marad.dot.gov/MSCS/docs/Employment_and_Training_in_the_US_Merchant_Marine.pdf

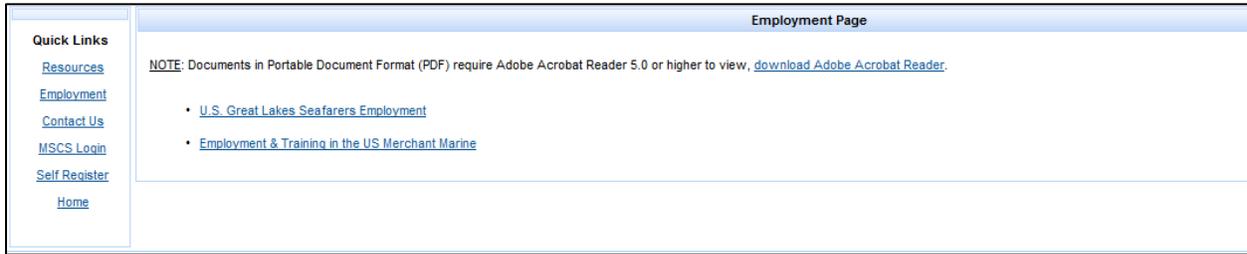


Figure 2.5. Employment Page

3. Click the **Contact Us** link. The Contact Us page (see Figure 2.6) displays the following information:

Contact Information

Maritime Administration

Office of Maritime Workforce Development

1200 New Jersey Ave, SE (MAR-740)

Washington, DC 20590

Tel: 202-366-7618

Email: maritime.graduate@dot.gov

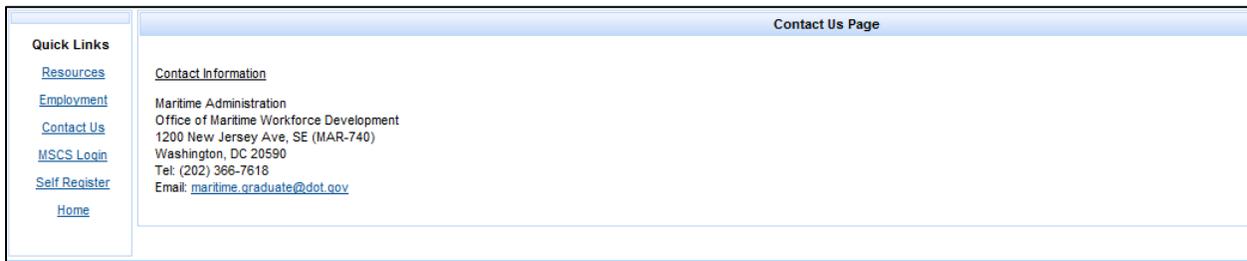


Figure 2.6. Contact Us Page

4. Click the **MSCS Login** link. The MSCS Login page (see Figure 2.7) is displayed.

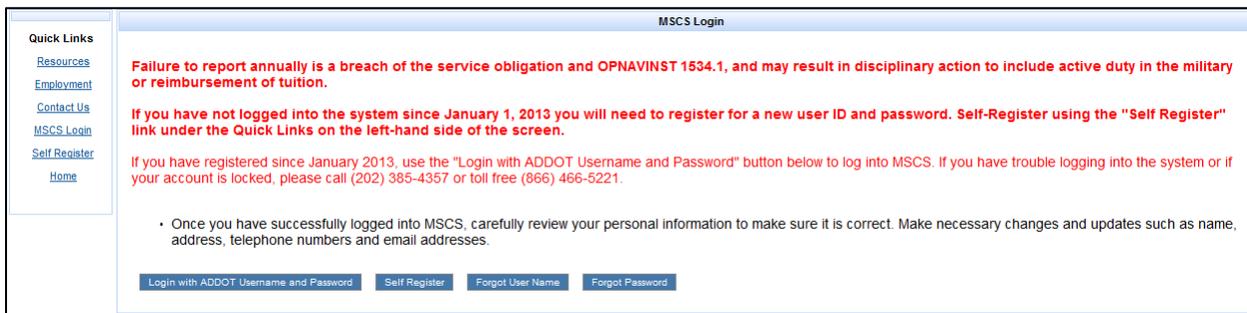


Figure 2.7. MSCS Login Page

- Click the **Home** link. The MSCS Home page is displayed (see Figure 2.1).

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 2.8).

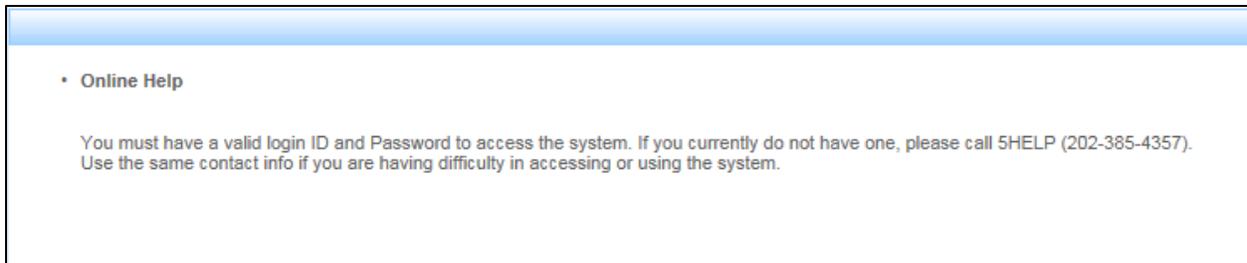


Figure 2.8. Login Help Page

2.6 Logging into MSCS – Students/Graduates

Note: If you are logging into MSCS for the first time, you must first self-register for an account. Then, when you log in, you will be prompted to provide personal information that corresponds with the information entered when MARAD created your record.

2.6.1 Logging into MSCS the First Time

- On the MSCS Home page, click the **MSCS Login** link on the Quick Links navigation bar. The MSCS Login page is displayed (see Figure 2.7).
- Click the **Self Register** button to display the New User Registration page (see Figure 2.9).

Figure 2.9. New User Registration Page

3. Provide information in all of the required fields, which are indicated with a red asterisk (*):

- SSN* (Social Security Number; enter numbers without dashes or spaces)
- User Name* (create using 6 to 9 letters and/or numbers; *not* case-sensitive; no other characters allowed)
- Password* (minimum six letters and numbers, with at least one letter and one number; case-sensitive; no other characters allowed)
- Confirm Password* (must match password)
- Last Name*
- First Name*
- Date of Birth* (mm/dd/yyyy)
- Security Question* (choose one question to answer)
 - What is your mother’s maiden name?
 - Where were you born?
 - What is your pet’s name?
 - What was the name of your first ship?
 - When is the birthday of someone special?
- Security Answer*

Note: If your basic information does not exist in MSCS (i.e., Social Security number, last name, first name and date of birth), your registration will be prohibited.

4. Click the **Register** button at the bottom of the page.

The New User Registration page is refreshed and displays the message “Your account has been successfully created” at the top (see Figure 2.10).

The screenshot displays the 'New User Registration' page with the title 'Self Register'. A red message box at the top states 'Your account has been successfully created.' Below this, a list of required fields is shown with their respective values: SSN (masked with dots), User Name (mcsgrad9), Password (masked), Confirm Password (masked), Last Name (Grad9), First Name (mcs), Date of Birth (01/01/1990), Security Question (What was the name of your first ship?), and Security Answer (Titanic). At the bottom right, there are three buttons: Register, Cancel, and Reset. A left-hand navigation menu contains links for Resources, Employment, Contact Us, MSCS Login, Self Register, and Home.

Figure 2.10. New User Registration Page for Successful Account Creation

2.6.2 All Logins after the First Login

1. On the MSCS Home page, click the **MSCS Login** link on the Quick Links navigation bar. The MSCS Login page is displayed (see Figure 2.7).
1. Click the **Login with ADDOT Username and Password** button.
2. The Login page is displayed (see Figure 2.11).
3. Enter your user name and password, and click **Submit**.

Note: Remember that your password is case-sensitive.

The Main Menu is displayed (see Figure 2.12).

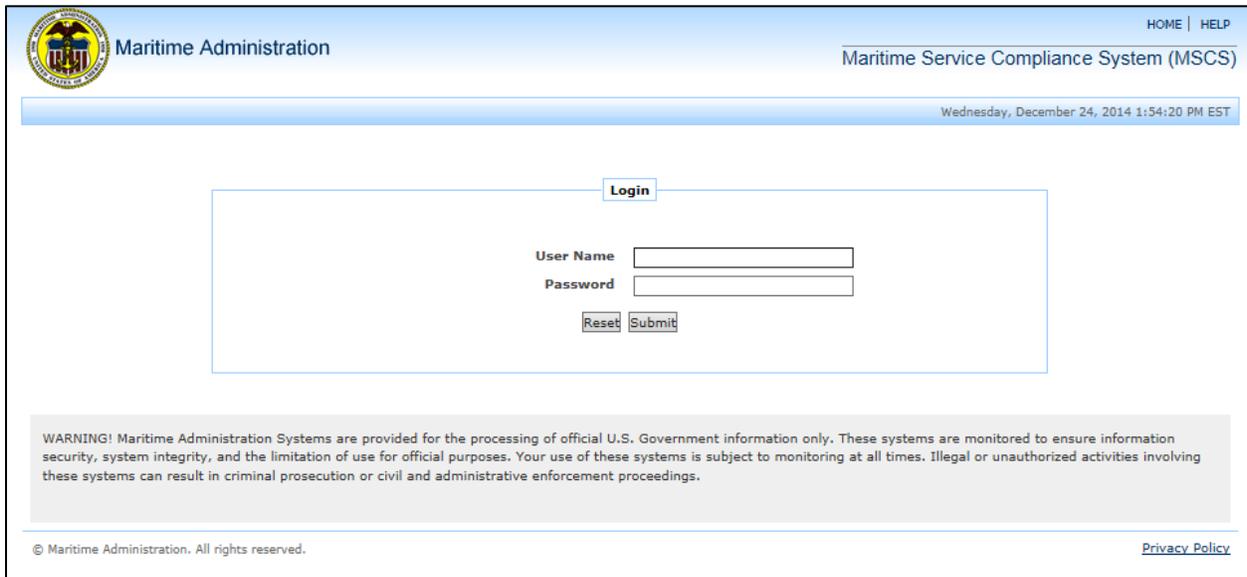


Figure 2.11. Login Page

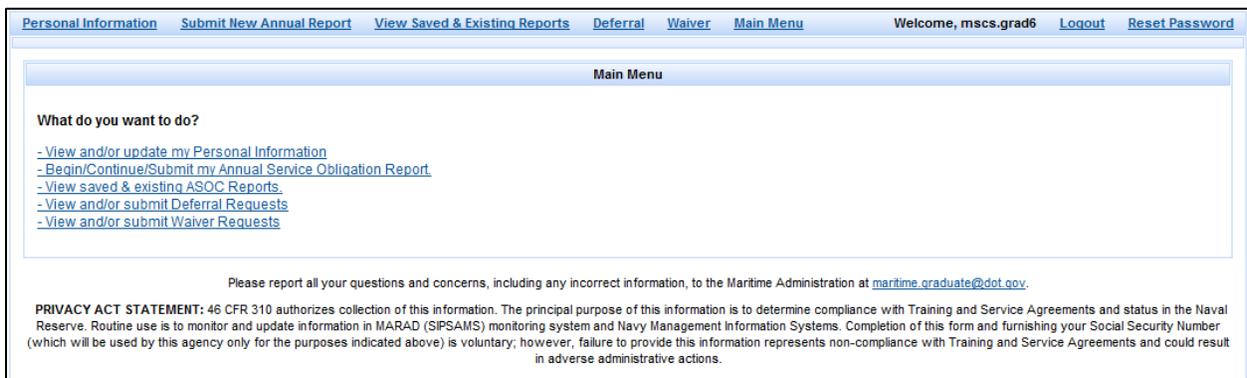


Figure 2.12. Main Menu for Student/Graduate

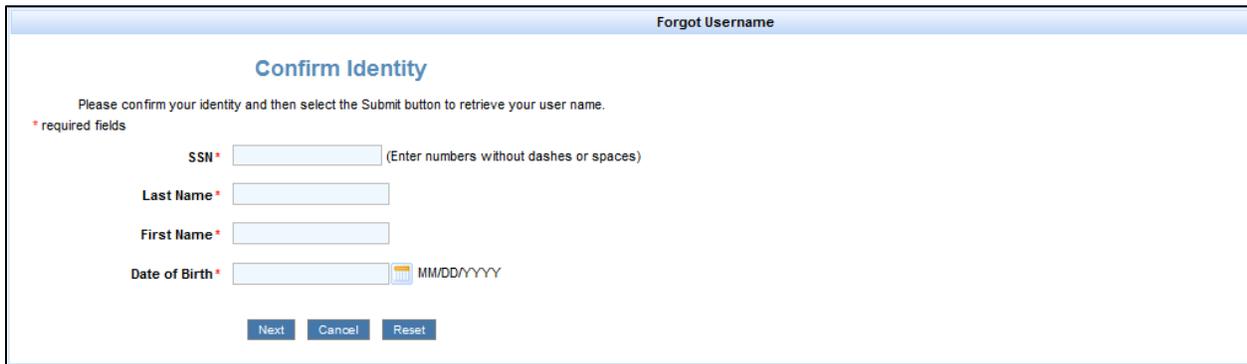
2.7 Retrieving Your User Name

1. On the MSCS Login page, click the **Forgot User Name** button.
The Forgot Username page is displayed (see Figure 2.13).
2. Confirm your identity by entering the following information and clicking the Next button:
 - Social Security Number* (SSN)
 - Last Name*
 - First Name*
 - Date of Birth*

Your security question is displayed (see Figure 2.14).

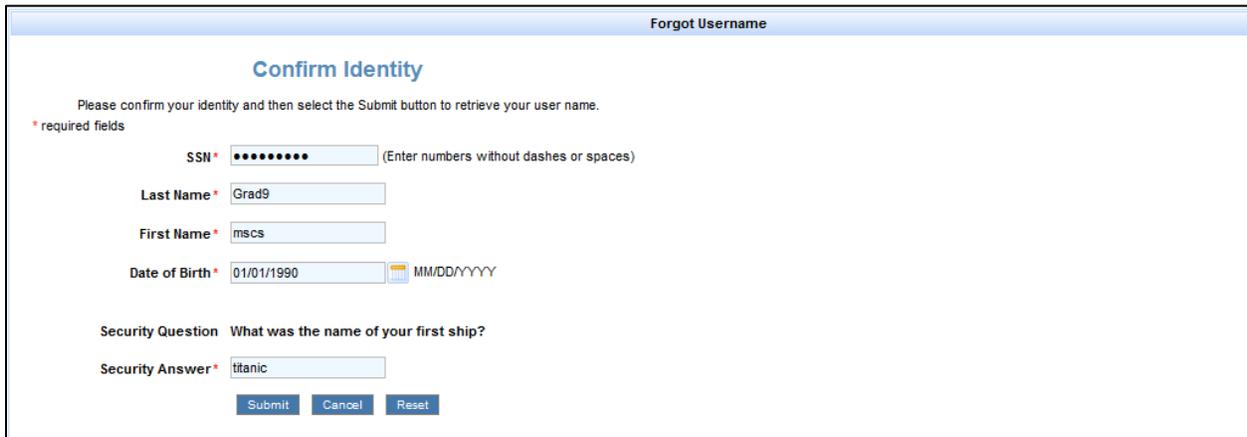
3. Enter your security answer and click the **Submit** button.

The Forgot Username page is refreshed with your user name displayed above the fields (see Figure 2.15).



The screenshot shows a web page titled "Forgot Username" with a sub-header "Confirm Identity". Below the sub-header, there is a prompt: "Please confirm your identity and then select the Submit button to retrieve your user name." A note indicates that fields marked with an asterisk are required. The form contains four input fields: "SSN" (with a hint "(Enter numbers without dashes or spaces)"), "Last Name", "First Name", and "Date of Birth" (with a date picker icon and the format "MM/DD/YYYY"). At the bottom of the form are three buttons: "Next", "Cancel", and "Reset".

Figure 2.13. Forgot Username Page



The screenshot shows the same "Forgot Username" page, but the "Confirm Identity" form is now populated. The "SSN" field contains seven black dots. The "Last Name" field contains "Grad9", the "First Name" field contains "mcs", and the "Date of Birth" field contains "01/01/1990". A "Security Question" is added: "What was the name of your first ship?". The "Security Answer" field contains "titanic". The buttons at the bottom are now "Submit", "Cancel", and "Reset".

Figure 2.14. Forgot Username Page with Security Question

The screenshot shows a web page titled "Forgot Username" with a sub-header "Confirm Identity". Below the sub-header, there is a message: "Please confirm your identity and then select the Submit button to retrieve your user name." A yellow box highlights a message: "Your user name is mscsgrad9". Below this, there is a list of required fields marked with a red asterisk (*):

- SSN * (Enter numbers without dashes or spaces)
- Last Name * (Value: Grad9)
- First Name * (Value: mscs)
- Date of Birth * (Value: 01/01/1990, format MM/DD/YYYY)
- Security Question: What was the name of your first ship?
- Security Answer * (Value: titanic)

At the bottom of the form, there are three buttons: "Submit", "Cancel", and "Reset".

Figure 2.15. Forgot Username Page Displaying Retrieved User Name

2.8 Resetting Your Password

1. On the MSCS Login page, click the **Forgot Password** button.

The Forgot Password page is displayed (see Figure 2.16).

2. Confirm your identity by providing information in all of the required fields, which are indicated with a red asterisk (*).
3. Click the **Next** button.

Your security question is displayed (see Figure 2.17).

4. Enter the answer to your security question and click the **Next** button.

Fields are displayed for you to enter and confirm your new password (see Figure 2.18).

5. Enter your new password in the New Password field, then in the Confirm Password field. The two entries must match.

Note: Remember that the password must be a minimum of six letters and numbers (no other characters allowed), with at least one letter and one number, and it is case-sensitive.

6. Click the **Submit** button.

The Forgot Password page is refreshed with the message “Your password has been successfully reset” (see Figure 2.19).

The screenshot shows a web form titled "Forgot Password" with a sub-header "Confirm Identity". Below the sub-header is a paragraph: "Please confirm your identity, provide your secret question answer, select a new password, and then select the Submit button to reset your password." followed by "* required fields". There are five input fields: "User Name*", "SSN*" (with a note "(Enter numbers without dashes or spaces)"), "Last Name*", "First Name*", and "Date of Birth*" (with a calendar icon and "MM/DD/YYYY" format). At the bottom are three buttons: "Next", "Cancel", and "Reset".

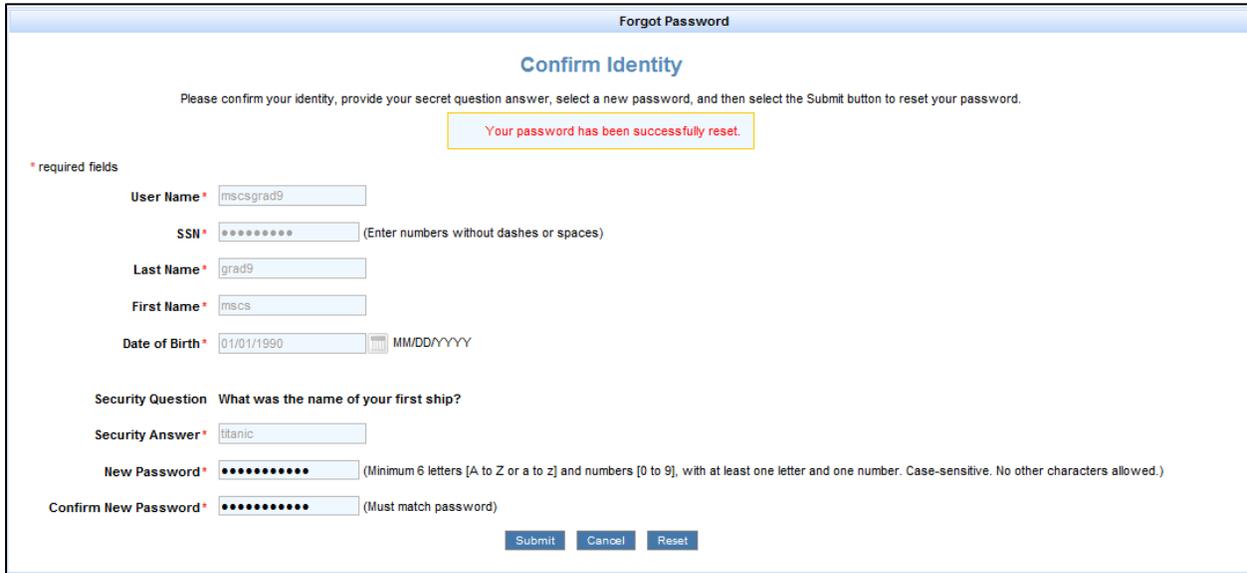
Figure 2.16. Forgot Password Page

This screenshot shows the same "Forgot Password" page as Figure 2.16, but with the input fields filled. "User Name" is "mcsgrad9", "SSN" is "*****", "Last Name" is "grad9", "First Name" is "mcs", and "Date of Birth" is "01/01/1990". Below these fields is a "Security Question" field with the text "What was the name of your first ship?" and an empty "Security Answer" field. The "Next", "Cancel", and "Reset" buttons are still present at the bottom.

Figure 2.17. Forgot Password Page with Security Question

This screenshot shows the "Forgot Password" page with all fields filled. In addition to the fields in Figure 2.17, there are "New Password*" and "Confirm New Password*" fields. The "New Password" field has a note: "(Minimum 6 letters [A to Z or a to z] and numbers [0 to 9], with at least one letter and one number. Case-sensitive. No other characters allowed.)". The "Confirm New Password" field has a note: "(Must match password)". The "Submit", "Cancel", and "Reset" buttons are at the bottom.

Figure 2.18. Forgot Password Page with New Password Fields



The screenshot shows a web form titled "Forgot Password" with a sub-header "Confirm Identity". Below the sub-header is a blue instruction: "Please confirm your identity, provide your secret question answer, select a new password, and then select the Submit button to reset your password." A yellow box contains a red message: "Your password has been successfully reset." The form includes several fields, all marked with an asterisk as required:

- User Name***: Text input with "mcsgrad9".
- SSN***: Text input with "*****" and a note "(Enter numbers without dashes or spaces)".
- Last Name***: Text input with "grad9".
- First Name***: Text input with "mcs".
- Date of Birth***: Text input with "01/01/1990" and a calendar icon, with a note "MM/DD/YYYY".
- Security Question**: Text input with "What was the name of your first ship?".
- Security Answer***: Text input with "titanic".
- New Password***: Text input with "*****" and a note "(Minimum 6 letters [A to Z or a to z] and numbers [0 to 9], with at least one letter and one number. Case-sensitive. No other characters allowed.)".
- Confirm New Password***: Text input with "*****" and a note "(Must match password)".

At the bottom of the form are three buttons: "Submit", "Cancel", and "Reset".

Figure 2.19. Forgot Password Page for Successfully Reset Password

2.9 Logging Out of MSCS

► To log out of MSCS, click the **Logout** link on the right end of the navigation bar on any page.

Your session is terminated, and you are returned to the Home (see Figure 2.1).

Section 3.0 Student/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 **Annual Compliance Reporting Information Page** and **Graduate Requirements Information Page** links on the MSCS Home page for more information (see Figure 2.2).

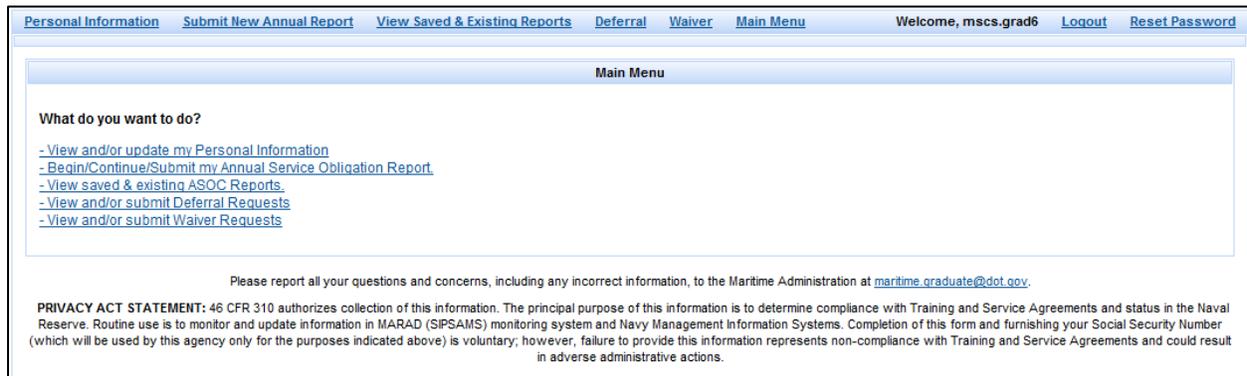


Figure 3.1. Main Menu for Student/Graduate

Once you have logged in to MSCS, you can perform the following tasks from the Main Menu:

- Viewing and updating your personal information
- Beginning, continuing, and submitting your ASOC Report
- Viewing previously submitted ASOC Reports
- Viewing and submitting Deferral Requests and Waiver Requests

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 (see Figure 3.2, Figure 3.3 and Figure 3.4).

Maritime Service Compliance System (MSCS) User Manual

Personal Information Submit New Annual Report View Saved & Existing Reports Deferral Waiver Main Menu Welcome, mscs.grad1 Logout Reset Password

Personal Information

* Required Field

Student/Graduate Information

SSN: XXX-XX-8951
 Select Reporting Year: Current [Go]
 Maritime Academy Attended: CALIFORNIA MARITIME ACADEMY
 Year Graduated: 2008

Personal Information

Name:
 First Name: TestGraduate1
 Middle Name: M
 Last Name: mscs1
 Suffix:

Former Names:
 TestGraduate1a M mscs1; TestGraduate1 mscs; TestGraduate11 M mscs1

Date of Birth:
 02/09/1984
 Gender: Female

Address:
 Street Address1*: [text]
 2 main street
 Street Address 2: [text]
 606 fifth ave
 Foreign Province/State: [text]
 Mail Box: [text]
 City*: [text]
 Fairfax
 Foreign Postal Code: [text]
 State*: Virginia
 Country*: United States
 Zip Code*: 22234
 Zip+4: 1253

Email Addresses:
 Email Address*: example@email.com
 2nd Email Address: example2@email.com
 3rd Email Address: example3@email.com

Phone Nos.:
 Cell Phone: 240-222-3312
 Day Phone: 202-366-1234
 Evening Phone: 703-102-4455

Figure 3.2. Personal Information Page (top)

Mariner Credentials

Mariner Reference Number*: 12132333

Current U.S. Coast Guard Merchant Mariner Credential*

Do you hold a valid USCG Credential? * (A USCG document of continuity is not a valid USCG Credential.)
 Yes No

Have you renewed or upgraded your U.S. Coast Guard credential(s) since last report? *
 Yes No

Issue Date (MM/dd/yyyy)*: January 1 2014
 Expiration Date (MM/dd/yyyy)*: February 2 2019

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

Department	License Endorsement	Propulsion Mode	Action
Deck	Master, Unlimited, Oceans		Delete
Engine	1st Assistant Engineer, Unlimited Horsepower	Motor	Delete
Engine	1st Assistant Engineer, Unlimited Horsepower	Gas Turbine	Delete

Department*: Please select.. License Endorsement*: Please select.. Propulsion Mode: Please select.. Steam, Motor, Gas Turbine

(Please select all that apply. Hold down the Shift or Ctrl key to select more than one propulsion mode.)

Standard of Training, Certification, and Watchkeeping (STCW) Endorsements

Do you hold a valid International STCW endorsement/certificate as an officer in charge of a navigation and/or engineering watch? *
 Yes No

STCW Endorsements

STCW Endorsement	Action
Chief Mate	Delete
Officer in charge of a navigational watch (second mate)	Delete

Select STCW Endorsement*: Please select..

Figure 3.3. Personal Information Page (middle)

Do you hold additional endorsement(s) to your USCG Credential? Please choose all that apply below. (Hold down the Shift key to select more than one endorsement)

USCG Additional Endorsement	Action
Proficiency in survival craft and rescue boats other than fast rescue boats(PSC)	Delete Additional Endorsement

Select USCG Additional Endorsement(s)

Please select..

- Proficient in providing medical First Aid
- Proficient in taking charge of Medical Care
- Vessel Security Officer
- Basic Oil And Chemical Tanker Cargo Operations
- Basic Liquefied Gas Tanker Cargo Operations
- Advanced Chemical Tanker Cargo Operations
- Advanced Liquefied Gas Tankers Cargo Operations
- Vessel Personnel Designated With Security Duties
- Security Awareness
- Proficiency in survival craft and rescue boats other than fast rescue boats(PSC)
- Proficiency in fast rescue boats
- Advanced Oil Tanker Cargo Operations
- GMDSS Operator
- GMDSS at-sea maintainer
- Basic Safety Training
- Advanced Firefighting
- Proficiency in survival craft and rescue boats other than fast rescue boats - limited(PSC-limited)

Add Additional Endorsement

Do you hold a valid USCG Medical Certificate? *

Yes No

Do you hold a valid Transportation Workers Identification Card (TWIC)?* TWIC Expiration Date (MM/dd/yyyy)*

Yes No

January 14 2016

It is the responsibility of each graduate to ensure that the Maritime Administration has the current contact information including name, address, email(s) and phone(s) in the service obligation monitoring, Maritime Service Compliance System (MSCS).

Save Save and Attach View Attachments Cancel

List of Possible Documents Needed

- Employment documents (Employment Offer Letter, Job Description, Employment Rejection Letters/Emails)
- US Coast Guard Documents (Credentials, Endorsements, Not Offered a Commission)
- Medical documents (if afloat employment is not an option)
- Other (offered commission but declined, dishonorable discharge, etc.)

Please report all your questions and concerns, including any incorrect information, to the Maritime Administration at maritime_graduate@dod.gov.

PRIVACY ACT STATEMENT: 46 CFR 310 authorizes collection of this information. The principal purpose of this information is to determine compliance with Training and Service Agreements and status in the Naval Reserve. Routine use is to monitor and update information in MARAD (SIPSAMS) monitoring system and Navy Management Information Systems. 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 Agreements and could result in adverse administrative actions.

Figure 3.4. Personal Information Page (bottom)

2. Click the **View Attachments** button at the bottom of the page to display any supporting attachments that already have been uploaded to MSCS (see Figure 3.5).

View Attachments			
File Name	Date/Time	Uploaded By	Action
Employment Offer Letter.docx	Thu Oct 25 14:46:23 EDT 2012	hannahg	Download

Close

Please report all your questions and concerns, including any incorrect information, to the Maritime Administration at maritime_graduate@dod.gov.

PRIVACY ACT STATEMENT: 46 CFR 310 authorizes collection of this information. The principal purpose of this information is to determine compliance with Training and Service Agreements and status in the Naval Reserve. Routine use is to monitor and update information in MARAD (SIPSAMS) monitoring system and Navy Management Information Systems. 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 Agreements and could result in adverse administrative actions.

Figure 3.5. View Attachments Page

3. Click **Close** at the bottom of the page 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).

Personal Information was successfully updated!

Personal Information

* Required Field

Student/Graduate Information

SSN XXX-XX-8951 Select Reporting Year Current	Maritime Academy Attended CALIFORNIA MARITIME ACADEMY	Year Graduated 2008
--	--	------------------------

Personal Information

Name:
 First Name: TestGraduate1
 Middle Name: M
 Last Name: mscs1
 Suffix:

Former Names:
 TestGraduate1a M mscs1; TestGraduate1 mscs; TestGraduate11 M mscs1

Date of Birth:
 02/09/1984

Gender:
 Female

Address:

Street Address 1* 2 main street	Mail Box	City*	State*	Zip Code*	Zip+4
Street Address 2 606 fifth ave	Fairfax	Foreign Postal Code	Virginia	22234	1253
Foreign Province/State			United States		

Email Addresses:

Email Address* example@email.com	2nd Email Address example2@email.com	3rd Email Address example3@email.com
-------------------------------------	---	---

Phone Nos:

Cell Phone 240-222-3312	Day Phone 202-366-1234	Evening Phone 703-102-4455
----------------------------	---------------------------	-------------------------------

Mariner Credentials

Mariner Reference Number*
12132333

Figure 3.6. Personal Information Page with Message for Successful Update

5. When you are finished updating your information, click the **Save** button at the bottom of the page.

The Personal Information page is refreshed and the message “Personal Information was successfully updated” is displayed at the top (see Figure 3.6).

Or

If you have one or more supporting attachments to upload (see the List of Possible Documents Needed at the bottom of the page), click **Save and Attach**.

The Attach a File page is displayed with the message “Personal Information was successfully updated” at the top (see Figure 3.7).

- a. Browse to the location of the file you wish to upload, and click **Attach**. The Attach a File page is refreshed and displays the message “File <file name> successfully uploaded” at the top (see Figure 3.8).
- b. Click **Close** to return to the Personal Information page.

The screenshot shows a web interface for attaching a file. At the top, a red message bar reads "Personal Information was successfully updated!". Below this is a blue header with the text "Attach a file". The main content area includes a "Please select a file:" label, a text input field, and a "Browse..." button. To the right of the button, it says "(acceptable formats: .doc, .docx, .pdf, .tif, .jpg, .jpeg. File size limit: 16MB)". Below this is a section titled "List of Possible Documents Needed:" with two bullet points: "- Change of Name Documentation (marriage certificate, Divorce Decree, change of name certification)" and "- Mariner Credentials (US Coast Guard Credentials with endorsements, TWIC, Medical certificate)". At the bottom left of this section are two buttons: "Attach" and "Close". Below the main content area is a footer with a link to "maritime.graduate@dod.gov" and a "PRIVACY ACT STATEMENT" paragraph.

Figure 3.7. Attach a File Page

This screenshot is identical to Figure 3.7, but the red message bar at the top now reads "File Employment Offer Letter.docx successfully uploaded".

Figure 3.8. Attach a File Page for Successful Upload

3.2 Submitting Your ASOC Report

1. Click the **Submit New Annual Report** link on the navigation bar at the top of the page. The Submit ASOC Report page is displayed (see Figure 3.9).
2. Select a reporting year from the drop-down list, and click the **Begin Submitting ASOC Report** button. Your Personal Information page is displayed.

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.

For example, in the Mariner Credentials section, provide information about your USCG License, and click the **Add** button (see Figure 3.10).

The Personal Information page is refreshed, adds the information to the USCG License table, and displays a message indicating that your update was successful. Continue to step 3.

Or

If you have no changes to make and want to continue working on your report, click the **Next – Employment Information** button at the bottom of the page. Skip to [Section 3.2.2 Adding Employment Information](#).

Or

If you have no changes to make and are finished working on your report, click the **Cancel** button.

Figure 3.9. Submit ASOC Report Page with Reporting Year Selected

Department	License Endorsement	Propulsion Mode	Action
Deck	Master, Unlimited, Oceans		Delete

Figure 3.10. Mariner Credentials Section Showing Added USCG Credentials

USCG MMC information has been added successfully.

Personal Information

* Required Field

Student/Graduate Information

SSN XXX-XX-8951 Reporting Year 2008	Maritime Academy Attended CALIFORNIA MARITIME ACADEMY	Year Graduated 2008
--	--	------------------------

Personal Information

Name:
First Name: TestGraduate1 Middle Name: M Last Name: mscs1 Suffix:

Former Names:
TestGraduate1a M mscs1; TestGraduate1 mscs; TestGraduate11 M mscs1

Date of Birth: 02/09/1984 **Gender:** Female

Address:
Street Address1*: 2 main street Mail Box:
Street Address 2: 606 fifth ave City*: Fairfax State*: Virginia Zip Code*: 22234 Zip+4: 1253
Foreign Province/State: Foreign Postal Code: Foreign Postal Code: United States

Email Addresses:
Email Address*: example@email.com 2nd Email Address: example2@email.com 3rd Email Address: example3@email.com

Phone Nos.:
Cell Phone: 240-222-3312 Day Phone: 202-366-1234 Evening Phone: 703-102-4455

Mariner Credentials

Mariner Reference Number*: 12132333

Current U.S. Coast Guard Merchant Mariner Credential*

Do you hold a valid USCG Credential? * (A USCG document of continuity is not a valid USCG Credential.)
 Yes No

Figure 3.11. Personal Information Page Message for Newly Added USCG Credentials

3. When you are finished updating the Personal Information page, click **Save**. Continue to step 4.

Or

If you have supporting documentation to upload, click **Save and Attach**.

The Attach a File page is displayed with the message “Personal Information was successfully updated” at the top (see Figure 3.7).

- a. Browse to the location of the file you wish to upload, and click **Attach**. The Attach a File page is refreshed and displays the message “File <file name> successfully uploaded” at the top (Figure 3.12).
- b. Click **Close** to return to the Personal Information page.

File Employment Offer Letter.docx successfully uploaded

Attach a file

Please select a file: (acceptable formats: .doc, .docx, .pdf, .tif, .jpg, .jpeg. File size limit: 16MB)

List of Possible Documents Needed:
 - Change of Name Documentation (marriage certificate, Divorce Decree, change of name certification)
 - Mariner Credentials (US Coast Guard Credentials with endorsements, TWIC, Medical certificate)

Please report all your questions and concerns, including any incorrect information, to the Maritime Administration at maritime_graduate@doh.gov.

PRIVACY ACT STATEMENT: 46 CFR 310 authorizes collection of this information. The principal purpose of this information is to determine compliance with Training and Service Agreements and status in the Naval Reserve. Routine use is to monitor and update information in MARAD (SIPSAMS) monitoring system and Navy Management Information Systems. 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 Agreements and could result in adverse administrative actions.

Figure 3.12. Attach a File Page for Successful Upload

4. Click the **Next – Employment Information** button.

The Employment Information page is displayed, listing any employment records that already have been entered or showing “No employment records” in the Employment Information List, as appropriate (see Figure 3.13).

Student/Graduate Information

Student/Graduate Name mscs, TestGraduate6	SSN XXXX-XX-8956	Maritime Academy Attended TEXAS MARITIME COLLEGE	Year Graduated 2009
--	---------------------	---	------------------------

Employment Information List

Reporting Year	Employment Type	Employer Name	Begin Date	End Date	No. of Days	Status	Action
2009	Afloat	Buoyant Shipping	02-01-2009	02-01-2009	1	Not Submitted	View Edit
2010	Maritime Ashore	Chrome Shipping	01-04-2010	12-19-2010	350	Not Submitted	View Edit
2009	NOAA Corps	NMFS	03-01-2009	03-31-2009	31	Not Submitted	View Edit

Employment Information

Reporting Year: 2010

Select Employment Type *
Please select..

Select Employment type then click the "Add Employment" button

Afloat: Use this employment type to report service on a U.S. flag vessel as an officer or unlicensed mariner who was signed onboard one or more vessels in the capacity of a crew member. This includes civil servant mariners sailing for Military Sealift Command, NOAA or the U.S. Coast Guard.

Active Duty: Use this employment type to report active duty service in an armed service of the United States to include Army, Air Force, Navy, Marine Corps, Coast Guard.

NOAA Corps: Use this employment type to report active duty service as a NOAA Corps Officer. Afloat employment with NOAA other than as a NOAA Corps Officer should be reported as Afloat Employment. Shoreside employment with NOAA other than as a NOAA Corps Officer should be reported as Federal Employment.

Unemployed: Use this employment type only to report periods of unemployment of 6 months or longer.

Graduate School Deferment: Use this employment type to report periods of time during which you were enrolled in a graduate school program that has been approved by MARAD through the Deferment process.

Medical/Hardship: Use this employment type only if you have a MARAD approved waiver excusing you from all employment/service obligations.

Maritime Ashore: Use this employment type to report shoreside, non-Federal, maritime-related employment. *Note: This employment will not fulfill your service obligation unless you have MARAD approval through the Employment Determination Request process.*

Non-Maritime: Use this employment type to report shoreside, non-Federal employment that is not maritime related. *Note: This employment will NOT count towards meeting your service obligation.*

Foreign Flag: Use this employment type to report service on a foreign flag vessel as an officer or unlicensed mariner who was signed onboard one or more vessels in the capacity of a crew member. *Note: This employment will not fulfill your service obligation unless you have MARAD approval through the Employment Determination Request process.*

Federal Employee: Use this employment type to report employment as a Federal employee (i.e. civil servant). Employment as a contractor directly supporting the Federal Government should be reported as either Maritime Ashore or Non-Maritime. *Note: This employment will not fulfill your service obligation unless you have MARAD approval through the Employment Determination Request process.*

Buttons: [Back to Personal Information](#) [Add Employment](#) [Next - Reserve Obligation](#) [Cancel](#)

Figure 3.13. Employment Information Page

The page also displays the Reporting Year for the current ASOC report, a Select Employment Type drop-down list and definitions for each employment type.

Note: If you have completed your Employment Information reporting requirement (i.e., 5 years for USMMA graduate, and 3 years for Academy/SIP students), MSCS displays a message indicating that your Employment Information reporting requirement has been fulfilled.

3.2.2 Adding Employment Information

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

- Afloat (no preapproval required)

- Active Duty Military (no preapproval required)
- NOAA Corps (no preapproval required)
- Unemployed (no preapproval required)
- Graduate School Deferment (Deferment Request required)
- Medical/Hardship (Waiver Request required)
- Maritime Ashore (approved EDR required)
- Non-Maritime (approved EDR required)
- Foreign Flag (approved EDR required)
- Federal/State Government/Maritime Related (approved EDR required)

3.2.2.1 Adding Employment Information that Requires No Preapproval

1. On the Employment Information page, select an employment type that does not require preapproval.

Note: “Afloat” is used here as an example.

2. Click the **Add Employment** button.

The Add Employment Information page is displayed (see Figure 3.14 and Figure 3.15).

Add Employment Information

Student/Graduate Information

Student/Graduate Name mcs, TestGraduate6	SSN XXX-XX-8956	Maritime Academy Attended TEXAS MARITIME COLLEGE	Year Graduated 2009
---	--------------------	---	------------------------

Employment Information List

Reporting Year	Employment Type	Employer Name	Begin Date	End Date	No. of Days	Status	Action
2009	Afloat	Buoyant Shipping	02-01-2009	02-01-2009	1	Not Submitted	View Edit
2010	Maritime Ashore	Chrome Shipping	01-04-2010	12-19-2010	350	Not Submitted	View Edit
2009	NOAA Corps	NMFS	03-01-2009	03-31-2009	31	Not Submitted	View Edit

Employment Information

Reporting Year: 2010 Employment Type: Afloat

Vessel/Owner-Operator Name *

Vessel/Owner-Operator's Address:

Street Address *		Mail Box	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Street Address 2	City *	State * Please select...	Zip Code * Postal Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/>
Foreign Province/State		Foreign Postal Code	Country * United States
<input type="text"/>		<input type="text"/>	<input type="text"/>

NOTE: Use state code 'XX' if you are entering a foreign address or if the state code you need is not on the list of state codes

Exact Title of Your Position *

Vessel Name * Registry *
 Please select..

Dates Employed:

Begin Date *	End Date *	Number of Days
-Month- -Day- -Year-	-Month- -Day- -Year-	<input type="text"/>

Figure 3.14. Add Employment Information Page – Afloat (top)

Sea Days:

NOTE: Per 46 CFR, for purposes of the service obligation, a satisfactory year of afloat employment shall be the lesser of i. 150 days or ii. The number of days employed afloat that is at least equal to the median number of days of seafaring employment under articles achieved by deck or engine officers in the most recent calendar year for which statistics are available.

Begin Date	End Date	No. of Days	Action
Begin Date * -Month- -Day- -Year- End Date * -Month- -Day- -Year- Number of Days			

Brief Description of Duties and Responsibilities

Additional Details

Note: Afloat employment requires that you attach proof of sea service (i.e. discharge certificate or letter of sea service).

Figure 3.15. Add Employment Information Page – Afloat (bottom)

3. Provide information in all of the required fields, which are indicated with a red asterisk (*), as well as other details as appropriate.
4. Click the **Add Sea Days** button to add the information to the Sea Days table (see Figure 3.16).

Note: You can report multiple sets of sea days (e.g., Jan 1 – Mar 15 and Jun 5 – Jul 31) for the same Afloat employment as well as multiple Afloat employment records.

5. Click **Save** at the bottom of the page.

The Add Employment Information page is refreshed and displays the new Afloat employment opportunity on the Employment Information List and the message “Employment information has been saved successfully”.

Sea Days:

NOTE: Per 46 CFR, for purposes of the service obligation, a satisfactory year of afloat employment shall be the lesser of i. 150 days or ii. The number of days employed afloat that is at least equal to the median number of days of seafaring employment under articles achieved by deck or engine officers in the most recent calendar year for which statistics are available.

Begin Date	End Date	No. of Days	Action
03-01-2009	03-31-2009	31	<input type="button" value="Delete"/>

Begin Date *
-Month- -Day- -Year- End Date *
-Month- -Day- -Year- Number of Days

Figure 3.16. Sea Days Table on Add Employment Information Page – Afloat

3.2.2.2 Adding Employment Information for Period of Unemployment

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

The Add Employment Information page is displayed (see Figure 3.17).

The screenshot shows the 'Add Employment Information' page. At the top, it displays 'Student/Graduate Information' with fields for Name (mscs_TestGraduate6), SSN (XXX-XX-8956), Maritime Academy Attended (TEXAS MARITIME COLLEGE), and Year Graduated (2009). Below this is an 'Employment Information List' table with columns for Reporting Year, Employment Type, Employer Name, Begin Date, End Date, No. of Days, Status, and Action. The table lists three records: 2009 Afloat (Buoyant Shipping), 2010 Maritime Ashore (Chrome Shipping), and 2009 NDAA Corps (NMFS). Below the table is the 'Employment Information' section, which includes a note about service obligations and a form to add a new unemployement record. The form has fields for Reporting Year (2010), Employment Type (Unemployed), and a 'Dates Unemployed' section with dropdowns for Begin Date, End Date, and Number of Days. A text area is provided for the Reason for Unemployment. At the bottom, there are buttons for Save, Save and Attach, and Cancel. A red message at the bottom left states 'No supporting documentation is required.'

Figure 3.17. 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).

3. Provide the beginning and ending dates for the period of unemployment and other details, as appropriate.
4. If you are finished:
 - a. Click **Save**.

The Employment Information page is redisplayed with the new record listed in the Employment Information List.

- b. Click **Back to Personal Information**.

Or

If you have supporting documentation to upload:

- a. Click **Save and Attach**.

The Attach a File page is displayed with the message “Employment Information has been saved successfully” at the top of the page.

- b. Browse to find the document you want to upload, and click **Attach**.

The Attach a File page is refreshed and the message “File <file name> successfully uploaded” is displayed at the top.

- c. Click **Close** to return to the Personal Information page.

3.2.2.3 Adding Information for Graduate School – Requires a Deferment Request

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

2. Click the **Add Employment** button.

The Add Employment Information page is displayed (see Figure 3.18 and Figure 3.19).

3. Click the **View Attachments** button at the bottom of the page to display any supporting attachments that already have been uploaded to MSCS (see Figure 3.5). The View Attachments button will not be displayed if no files have been previously uploaded.
4. Provide information in all of the required fields, which are indicated with a red asterisk (*), as well as other details, as appropriate.
5. When you are finished providing your employment information, click **Save and Attach** to upload your supporting documentation.

- If you have not submitted a Deferment Request to attend graduate school, this message is displayed at the top of the Add Employment Information page:

“MARAD approval is required to defer your service obligation to attend a graduate school. You do NOT have MARAD approval. To request approval please submit a deferment request.”

See Figure 3.20.

- If you have submitted a matching Deferment request that has been Approved, Pending, Incomplete, or Cancelled, MSCS links the Employment Information record and the Deferment Request for reference/navigation purposes and directs you to the View a Deferment Request for Graduate School page.
 - If the request has been returned to you as Incomplete, you are required to update and resubmit it.
 - If the request has been Cancelled, you are required to create and submit a new request. Skip to [Section 3.2.4.1 Submitting a Deferment Request](#).
 - If the Deferment Request has been Disapproved, a message is displayed stating that it was not approved by MARAD and, therefore, does not fulfill the service obligation.
6. Click **Cancel** to return to the Employment Information page, and submit a Deferment Request. Skip to [Section 3.2.4.1 Submitting a Deferment Request](#).

Add Employment Information

Student/Graduate Information

Student/Graduate Name mcs, TestGraduate6	SSN XXX-XX-8956	Maritime Academy Attended TEXAS MARITIME COLLEGE	Year Graduated 2009
---	--------------------	---	------------------------

Employment Information List

Reporting Year	Employment Type	Employer Name	Begin Date	End Date	No. of Days	Status	Action
2009	Afloat	Buoyant Shipping	02-01-2009	02-01-2009	1	Not Submitted	View Edit
2010	Maritime Ashore	Chrome Shipping	01-04-2010	12-19-2010	350	Not Submitted	View Edit
2009	NOAA Corps	NMFS	03-01-2009	03-31-2009	31	Not Submitted	View Edit

Employment Information

Reporting Year 2010	Employment Type Graduate School Deferment
Name of School*	Degree (must be Maritime-related)
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>

Deferment Dates:

Begin Date *	End Date *	Number of Days
-Month- -Day- -Year-	-Month- -Day- -Year-	

Figure 3.18. Add Employment Information Page for Graduate School Deferment (top)

Brief Description of Maritime-related Graduate Program

Additional Details

Graduate school deferment requires you to provide proof of enrollment in a graduate program.

Figure 3.19. Add Employment Information Page for Graduate School Deferment (bottom)

MARAD approval is required to defer your service obligation to attend a graduate school. You do NOT have MARAD approval. To request approval please submit a deferment request. Employment information has been updated successfully.
You have not included an attachment. An attachment is required for a Graduate School Deferment Employment Type before you are allowed to submit your current ASOC report.

Edit Employment Information

Student/Graduate Information			
Student/Graduate Name mscs, TestGraduate6	SSN XXX-XX-8956	Maritime Academy Attended TEXAS MARITIME COLLEGE	Year Graduated 2009

Employment Information List							
Reporting Year	Employment Type	Employer Name	Begin Date	End Date	No. of Days	Status	Action
2009	Afloat	Buoyant Shipping	02-01-2009	02-01-2009	1	Not Submitted	View Edit
2009	Graduate School Deferment	Texas Maritime College	09-01-2009	12-10-2009	101	Not Submitted	View Edit

Employment Information

Reporting Year 2009	Employment Type Graduate School Deferment
Name of School* Texas Maritime College	Degree (must be Maritime-related) Oceanic Climatology

Deferment Dates:

Begin Date* September 1 2009	End Date* December 10 2009	Number of Days 101
---------------------------------	-------------------------------	-----------------------

Figure 3.20. Add Employment Information Page with Not Received/Approved Deferment Request Message

3.2.2.4 Adding Information for Medical/Hardship – Requires a Waiver Request

1. On the Employment Information page select Medical/Hardship as the employment type, which requires you to submit a Waiver Request.
2. Click the **Add Employment** button.

The Add Employment Information page is displayed (see Figure 3.21).

3. Provide information in all of the required fields, which are indicated with a red asterisk (*), as well as other details, as appropriate.
4. When you are finished providing your employment information, click **Save and Attach** to upload supporting documentation. Note: You are not required to attach supporting documentation to the employment record.

– If you have not submitted a Waiver Request for this employment opportunity, this message is displayed at the top of the Add Employment Information page:

“MARAD approval is required to waive any portion of your service obligation due to medical hardship. You do NOT have MARAD approval. To request approval please submit a waiver request.”

See Figure 3.22.

- If a Waiver Request is Approved, Pending, Incomplete, or Cancelled, MSCS links the Employment Information record and the Request for reference/navigation purposes and directs you to the Waiver Request page.
- If the request has been returned to you as Incomplete, you are required to update and resubmit it.
 - If the request is Cancelled, you are required to create and submit a new request. Skip to [Section 3.2.4.2 Submitting a Waiver Request](#).

- If the request has been Disapproved, a message is displayed that it was not approved by MARAD and, therefore, does not fulfill the service obligation:

“MARAD has disapproved this Medical/Hardship Request, and it will not qualify for a Medical/Hardship waiver or deferment.”

The system links the Employment Information record and the request for reference/navigation purposes and directs you to the Waiver Request page.

5. Click **Cancel** to return to the Employment Information page, and submit a Waiver Request for this medical/hardship situation. Skip to [Section 3.2.4.2 Submitting a Waiver Request](#).

Add Employment Information

Student/Graduate Information

Student/Graduate Name mscs, TestGraduate6	SSN XXX-XX-8956	Maritime Academy Attended TEXAS MARITIME COLLEGE	Year Graduated 2009
--	--------------------	---	------------------------

Employment Information List

Reporting Year	Employment Type	Employer Name	Begin Date	End Date	No. of Days	Status	Action
2009	Afloat	Buoyant Shipping	02-01-2009	02-01-2009	1	Not Submitted	View Edit

Employment Information

Reporting Year: 2009
Employment Type: Medical/Hardship

Waiver Dates:

Begin Date *
 -Month- -Day- -Year-
 End Date *
 -Month- -Day- -Year-
 Number of Days

Figure 3.21. Add Employment Information Page for Medical/Hardship

MARAD approval is required to waive any portion of your service obligation due to medical hardship. You do NOT have MARAD approval. To request approval please submit a waiver request.
Employment information has been saved successfully.

Employment Information

Student/Graduate Information

Student/Graduate Name mscs, TestGraduate6	SSN XXX-XX-8956	Maritime Academy Attended TEXAS MARITIME COLLEGE	Year Graduated 2009
--	--------------------	---	------------------------

Employment Information List

Reporting Year	Employment Type	Employer Name	Begin Date	End Date	No. of Days	Status	Action
2009	Afloat	Buoyant Shipping	02-01-2009	02-01-2009	1	Not Submitted	View Edit
2009	Medical/Hardship		03-01-2009	03-31-2009	31	Not Submitted	View Edit

Figure 3.22. Add Employment Information Page for Not Received/Approved Waiver Request

3.2.3 Viewing Requests

1. On the navigation bar, click the link for one of the request types:
 - Deferral
 - Waiver

The *<request type>* Request page is displayed, listing any requests of the type you selected that have been created or submitted, with their current status (e.g., Figure 3.23 shows the Waiver Request page).

2. Click the **View** button in the Action column for the request you want to review.

The View a *<request type>* Request page is displayed (e.g., Figure 3.24 shows the View Waiver Request for Medical/Hardship page).

The screenshot shows the 'Waiver Request' page. At the top, there is a header 'Waiver Request'. Below it is a section for 'Student/Graduate Information' with fields for Student/Graduate Name (mscs, TestGraduate6), SSN (XXX-XX-8956), Maritime Academy Attended (TEXAS MARITIME COLLEGE), and Year Graduated (2009). Below this is a 'Waiver Request List' table with columns for Reporting Year, Begin Date, End Date, Status, and Action. The table contains three rows of data. At the bottom left, there are buttons for 'Add a Waiver' and 'Close'.

Reporting Year	Begin Date	End Date	Status	Action
2011	04-30-2011	05-17-2011	Incomplete	View Edit
2011	05-30-2011	05-31-2011	Approved	View
2014	01-01-2014	02-01-2014	Not Submitted	View Edit

Figure 3.23. Waiver Request Page with View, Edit, and Add a Waiver Buttons

The screenshot shows the 'View a Waiver Request for Medical/Hardship' page. It features a header 'View a Waiver Request for Medical/Hardship'. Below is the same 'Student/Graduate Information' section as in Figure 3.23. Below that is the 'Waiver Request List' table, which is identical to the one in Figure 3.23. Below the table is a 'Waiver Request Information' section with fields for Reporting Year (2011), Begin Date (4/30/11), End Date (5/17/11), and Number of Days (18). Below this is a 'Waiver Request Status' section with fields for Request Date (4/28/14) and Request By (mscs.grad6). At the bottom, there is a table with columns for Status, Approved Date, Approved By, and Comments. At the bottom left, there is a 'Close' button.

Status	Approved Date	Approved By	Comments
Incomplete	08-12-2014	mscs.pm1	wla - test

Figure 3.24. View Waiver Request for Medical/Hardship Page

3. Click the **View Attachments** button at the bottom of the page to display a list of the supporting documentation that has been uploaded for the request, if any (see Figure 3.25).

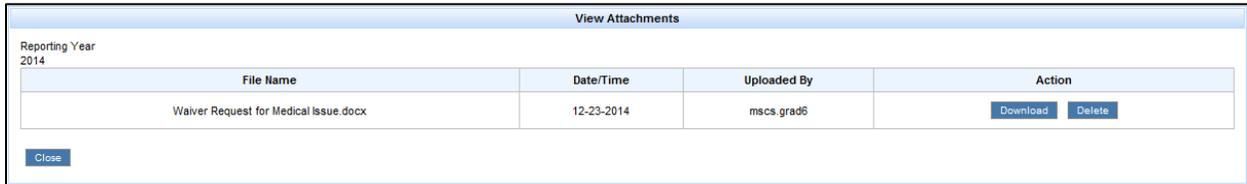


Figure 3.25. View Attachments Page for Waiver

4. Click **Close** to return to the View a <request type> Request page, then **Close** again to return to the <request type> Request page.

3.2.4 Submitting Requests

3.2.4.1 Submitting a Deferment Request

1. On either the Main Menu or the Employment Information page, click the **Deferral** link on the navigation bar at the top of the page.

The Deferment Request page is displayed and contains your identifying information (see Figure 3.26).

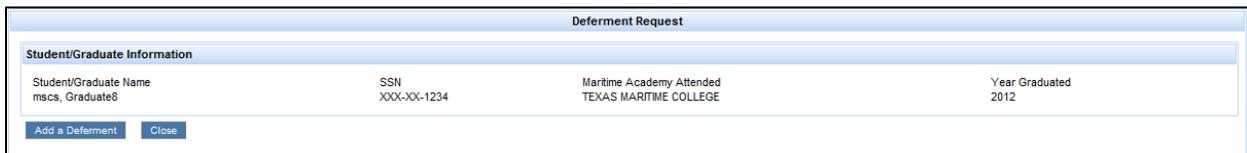


Figure 3.26. Deferment Request Page

2. Click the **Add a Deferment** button.
The Add a Deferment Request for Graduate School page is displayed (see Figure 3.27).
3. Provide information in all of the required fields, which are indicated with a red asterisk (*), and other details, as appropriate.
4. If you have finished creating the request, click **Save** at the bottom of the page.

Or

If you have supporting documentation to upload to MSCS, click **Save and Attach**.

The Attach a File page is displayed with the message “Successfully created”.

- a. Browse to find the document you want to upload, and click **Attach**.

The Attach a File page is refreshed and the message “File <file name> successfully uploaded” is displayed at the top.

- b. Click **Close** to return to the Add a Deferment Request for Graduate School page.

Or

If you are ready to submit the request, click **Submit** at the bottom of the page (see Figure 3.27).

The page is refreshed and now displays the status of the request as “Pending” and the message “Deferment has been submitted successfully” (see Figure 3.29).

5. Click **Close** to return to the Main Menu.

Add a Deferment Request for Graduate School

* Required Field

Student/Graduate Information

Student/Graduate Name	SSN	Maritime Academy Attended	Year Graduated
mcs, Graduate8	XXX-XX-1234	TEXAS MARITIME COLLEGE	2012

Deferment Request Information

Reporting Year *
Current

Name of School *
Degree (must be Maritime-related)

Begin Date *
-Month- -Day- -Year-
End Date *
-Month- -Day- -Year-
Number of Days

Brief Description of Maritime-related Graduate Program

Additional Details

Save Save and Attach Submit Cancel

NOTE: MARAD cannot approve this Graduate School Deferment for maritime-related course work until you attach the academic institution letter of acceptance and the college/university description of the maritime-related degree and course work.

The request that you selected requires that you attach at least one supporting document. List of acceptable supporting documentation includes:
- Description of course work, college description of the advanced degree and how it is maritime related.

Figure 3.27. Add a Deferment Request for Graduate School Page

Successfully created

Add a Deferment Request for Graduate School

* Required Field

Student/Graduate Information

Student/Graduate Name mscs, Graduate8	SSN XXX-XX-1234	Maritime Academy Attended TEXAS MARITIME COLLEGE	Year Graduated 2012
--	--------------------	---	------------------------

Deferment Request List

Reporting Year	Name of School	Degree	Begin Date	End Date	Status	Action
2013	Texas Maritime College	Oceanic Climatology	01-01-2013	06-01-2013	Not Submitted	View Edit

Deferment Request Information

Reporting Year*
2013

Name of School*
Texas Maritime College

Begin Date*
January 1 2013

Brief Description of Maritime-related Graduate Program

Degree (must be Maritime-related)
Oceanic Climatology

End Date*
June 1 2013

Number of Days
152

Additional Details

Figure 3.28. Add a Deferment Request for Graduate School Page for Successfully Created Request

Deferment has been submitted successfully.

Deferment Request

Student/Graduate Information

Student/Graduate Name mscs, Graduate8	SSN XXX-XX-1234	Maritime Academy Attended TEXAS MARITIME COLLEGE	Year Graduated 2012
--	--------------------	---	------------------------

Deferment Request List

Reporting Year	Name of School	Degree	Begin Date	End Date	Status	Action
2013	Texas Maritime College	Oceanic Climatology	01-01-2013	06-01-2013	Pending	View Edit

[Add a Deferment](#) [Close](#)

Figure 3.29. Deferment Page for Successfully Submitted Request

3.2.4.2 Submitting a Waiver Request

1. On either the Main Menu or the Employment Information page, click the **Waiver** link on the navigation bar at the top of the page.

The Waiver Request page is displayed and contains your identifying information (see Figure 3.30).

2. Click the **Add a Waiver** button.

The Add a Waiver Request for Medical/Hardship page is displayed (see Figure 3.31).

3. Provide information in all of the required fields, which are indicated with a red asterisk (*), and other details, as appropriate.

4. If you have finished creating the request, click **Save** at the bottom of the page.

Or

If you have supporting documentation to upload to MSCS, click **Save and Attach**.

The Attach a File page is displayed with the message “Successfully created”.

- a. Browse to find the document you want to upload, and click **Attach**.

The Attach a File page is refreshed and the message “File <file name> successfully uploaded” is displayed at the top.

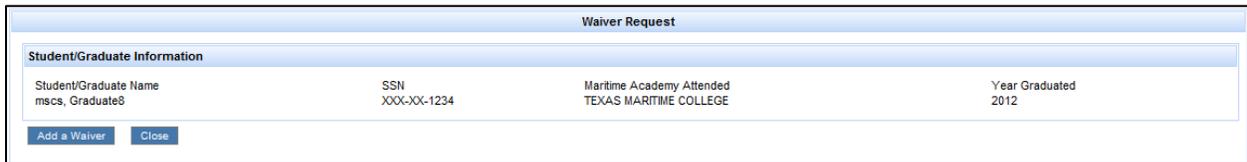
- b. Click **Close** to return to the Add a Waiver Request for Medical/Hardship page.

Or

If you are ready to submit the request, click **Submit** at the bottom of the page (see Figure 3.31).

The page is refreshed and now displays the status of the request as “Pending” and the message “Waiver has been submitted successfully”.

5. Click **Close** to return to the Main Menu.



The screenshot shows a web interface titled "Waiver Request". Below the title is a section labeled "Student/Graduate Information" containing a table with the following data:

Student/Graduate Name	SSN	Maritime Academy Attended	Year Graduated
mcs, Graduate8	XXX-XX-1234	TEXAS MARITIME COLLEGE	2012

At the bottom of the table are two buttons: "Add a Waiver" and "Close".

Figure 3.30. Waiver Request Page

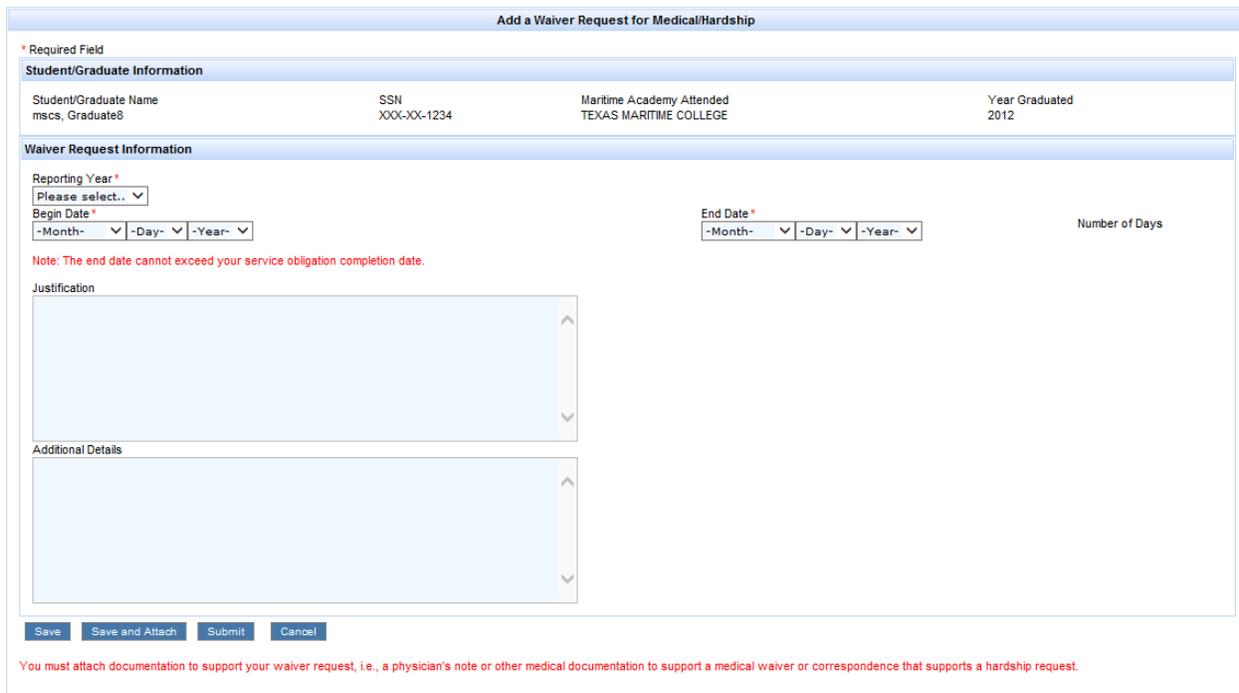


Figure 3.31. Add a Waiver Request for Medical/Hardship Page

3.2.5 Reserve Obligation

1. On the Employment Information page, click the **Next – Reserve Obligation** button at the bottom of the page (see Figure 3.13).
 - If you have not provided at least one employment record for the reporting year of the current ASOC, the Employment Information page is refreshed with this message:

“Sorry, you are required to enter at least one employment record before you can proceed to the next step of the ASOC process. Please enter your missing employment information for the selected Reporting Year.”

 (See Figure 3.32)
 - Select an employment type and click the **Add Employment** button to add employment information.
 - Or
 - Click the **Return to Main Menu** button to leave the current ASOC report.
- 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 3.33).
- Provide information in all of the required fields, which are indicated with a red asterisk (*), and other details, as appropriate.
- Continue to step 2.

Sorry, you are required to enter at least one employment record before you can proceed to the next step of the ASOC process. Please enter your missing employment information for the selected Reporting Year.

Employment Information

Student/Graduate Name mscs, TestGraduate6	SSN XXX-XX-8956	Maritime Academy Attended TEXAS MARITIME COLLEGE	Year Graduated 2009
--	--------------------	---	------------------------

Employment Information List

No employment records

Employment Information

Reporting Year: Select Employment Type:

Select Employment type then click the "Add Employment" button

Afloat: Use this employment type to report service on a U.S. flag vessel as an officer or unlicensed mariner who was signed onboard one or more vessels in the capacity of a crew member. This includes civil servant mariners sailing for Military Sealift Command, NOAA or the U.S. Coast Guard.

Active Duty: Use this employment type to report active duty service in an armed service of the United States to include Army, Air Force, Navy, Marine Corps, Coast Guard.

NOAA Corps: Use this employment type to report active duty service as a NOAA Corps Officer. Afloat employment with NOAA other than as a NOAA Corps Officer should be reported as Afloat Employment. Please do not report active duty service with NOAA other than as a NOAA Corps Officer.

Figure 3.32. Employment Information Page with no employment records

Reserve Obligation

* Required Field

Reserve Commission

Reporting Year: 2011

Are you maintaining your Reserve Commission? *

Yes No

Branch of Service * Not Offered Commission *

Explain:

Maritime Academy Attended TEXAS MARITIME COLLEGE	Year Graduated 2009
---	------------------------

Figure 3.33. Reserve Obligation Page

2. If you are ready to submit this ASOC Report, click the **Next – Certification and Warning** button.

The Certification and Warning page is displayed with this message:

“After selecting ‘Submit’, you will not be able to make any changes to the annual report.”

See Figure 3.34.

3. Click the **Submit Annual Service Obligation Compliance Report** button.

The Print and Download MA-930 page is displayed with this message:

“Your ASOC report has been successfully submitted.”

See Figure 3.35.

Certification and Warning				
Student/Graduate Information				
Student/Graduate Name	SSN	Graduation Year	Maritime Academy	Reporting Year
mscs, TestGraduate6	XXX-XX-8956	2009	TEXAS MARITIME COLLEGE	2011

After selecting 'Submit', you will not be able to make any changes to the annual report.

[Back to Reserve Obligation](#) [Submit Annual Service Obligation Compliance Report](#) [Cancel](#)

Figure 3.34. Certification and Warning Page

NOTE: Documents in Portable Document Format (PDF) require Adobe Acrobat Reader 5.0 or higher to view, [download Adobe Acrobat Reader](#).

Print and Download MA-930				
Student/Graduate Information				
Student/Graduate Name	SSN	Graduation Year	Maritime Academy	Reporting Year
mscs, TestGraduate6	XXX-XX-8956	2009	TEXAS MARITIME COLLEGE	2011

Your ASOC report has been successfully submitted.

[View PDF of Form MA-930](#) [Cancel](#)

Figure 3.35. Print and Download MA-930 Page

4. Click **View PDF of Form MA-930** to view your report in PDF format (see Figure 3.36 and Figure 3.37).

Or

Click **Cancel** to return to the Main Menu

		<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: 234-56-7890		2. Name (Last, First, Middle) Chu, Julie_110812	
4. Address (Street, City, State, and Zip Code) Julie_110812, Julie_110812, AB, 54321		3. Date of Birth 12-2-1990	
5. E-mail Address(es) Primary: jchu@actionet.com Secondary Email:		6. Calendar Year Reporting 2011	
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 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/Year Graduated: CALIFORNIA MARITIME ACADEMY / 2011	
10. I have transferred to the Selected Reserve status and have affiliated with: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Unit: _____ Reserve Center: _____			
11. 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) 0/0		12. Telephone: (Day) () - () - () (Cell) () - () - (Evening) () - ()	
13. U.S. Coast Guard License Serial No.		14. Date Issued	
15. U.S. Coast Guard License(s) Held			
16. Deck <input type="checkbox"/> / Engineer <input type="checkbox"/> License and credential Expiration Date:			
17. Have you obtained the following? Common Access Card (CAC) CAC Card <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No CAC Reader <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Have you obtained a Transportation Workers Identification Card (TWIC)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Expiration Date: _____	
19. Valid Standards of Training, Certification and Watchkeeping (STCW95) endorsements since last report? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> 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 5 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 Julie_110912-Emp 2		Employment Type (Check Only One Box)	
Employer's Address (Number, Street, City, State, Zipcode) Julie_110912-Emp 2, , Julie_110912-Emp 2, AE, 54321		<input type="checkbox"/> a. Afloat (See*) <input type="checkbox"/> b. Maritime Related Ashore <input type="checkbox"/> c. Federal / State Government Maritime Related <input type="checkbox"/> d. Non-Maritime <input type="checkbox"/> e. Graduate School <input type="checkbox"/> f. Unemployed <input checked="" type="checkbox"/> g. Active Duty Military / NOAA Corps	
Exact Title of Your Position		*Vessel (Name and Registry) <input type="checkbox"/> U.S. <input type="checkbox"/> Foreign	
Period Covered (Month/Day/Year) 01/01/2011			

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Figure 3.36. MA-930 Maritime Administration Annual Service Obligation Compliance Report Page 1

B	Employer's Name	Employment Type (Check Only One Box)
	Employer's Address (Number, Street, City, State, Zipcode)	<input type="checkbox"/> a. Afloat (See*)
	Exact Title of Your Position	<input type="checkbox"/> b. Maritime Related Ashore
	Period Covered (Month/Day/Year)	<input type="checkbox"/> c. Federal / State Government Maritime Related
		<input type="checkbox"/> d. Non-Maritime
		<input type="checkbox"/> e. Graduate School
		<input type="checkbox"/> f. Unemployed
		<input type="checkbox"/> g. Active Duty Military / NOAA Corps
		*Vessel (Name and Registry)
		<input type="checkbox"/> U.S. <input type="checkbox"/> Foreign
C	Employer's Name	Employment Type (Check Only One Box)
	Employer's Address (Number, Street, City, State, Zip Code)	<input type="checkbox"/> a. Afloat (See*)
	Exact Title of Your Position	<input type="checkbox"/> b. Maritime Related Ashore
	Period Covered (Month/Day/Year)	<input type="checkbox"/> c. Federal / State Government Maritime Related
		<input type="checkbox"/> d. Non-Maritime
		<input type="checkbox"/> e. Graduate School
		<input type="checkbox"/> f. Unemployed
		<input type="checkbox"/> g. Active Duty Military / NOAA Corps
		*Vessel (Name and Registry)
		<input 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.		
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 (18 U.S.C. 1001).		11/09/2012
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.		

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Figure 3.37. MA-930 Maritime Administration Annual Service Obligation Compliance Report Page 2

3.3 Viewing Your ASOC Report List

1. Click the **View Saved & Existing ASOC Reports** link on the navigation bar.

The Annual Service Obligation Compliance Reports page lists all reports that you have created or submitted, with their current statuses (see Figure 3.38).

Reporting Year	Date Submitted	Status	Action
2011	12-23-2014	Pending	View Personal Info View Employment Info View Reserve Obligation Info View ASOC Approval
2010	12-22-2014	Not Submitted	Submit ASOC Report View Reserve Obligation Info
2009	12-23-2014	Not Submitted	Submit ASOC Report View Reserve Obligation Info

Figure 3.38. Annual Service Obligation Compliance Reports Page

- For an ASOC Report for any reporting year with a status of “Not Submitted”, click the **Submit ASOC Report** button to navigate to the Submit ASOC Report page at the beginning of the report process (see Figure 3.39).
- For an ASOC Report for reporting year 2012 or later with a status other than “Not Submitted”, click **View Personal Info**, **View Employment Info**, **View Reserve Obligation Info**, or **View ASOC Approval** (see Figure 3.42) to navigate to the associated page.
- For an ASOC Report for a reporting year up to and including 2011 and a status other than “Not Submitted”, click one of the following buttons to navigate to the associated page:
 - View Personal Info
 - View Employment Info
 - View Service Info (see Figure 3.40)
 - View NR Training Info (see Figure 3.41)
 - View ASOC Approval

Figure 3.39. Submit ASOC Report Page

Student/Graduate Information	
Student/Graduate Name	<input type="text"/>
SSN	<input type="text"/>
Maritime Academy Attended	US MERCHANT MARINE ACADEMY
Year Graduated	2005

ASOC Report Approval Information	
Reporting Year	2006
Submitted By	
Submitted Date	11/8/2012
Status	Pending
Approved By	
Approved Date	

Comments

Figure 3.42. ASOC Report Approval Page