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Maritime Service Compliance System (MSCS) User Guide

Document Version 2.1

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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, 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

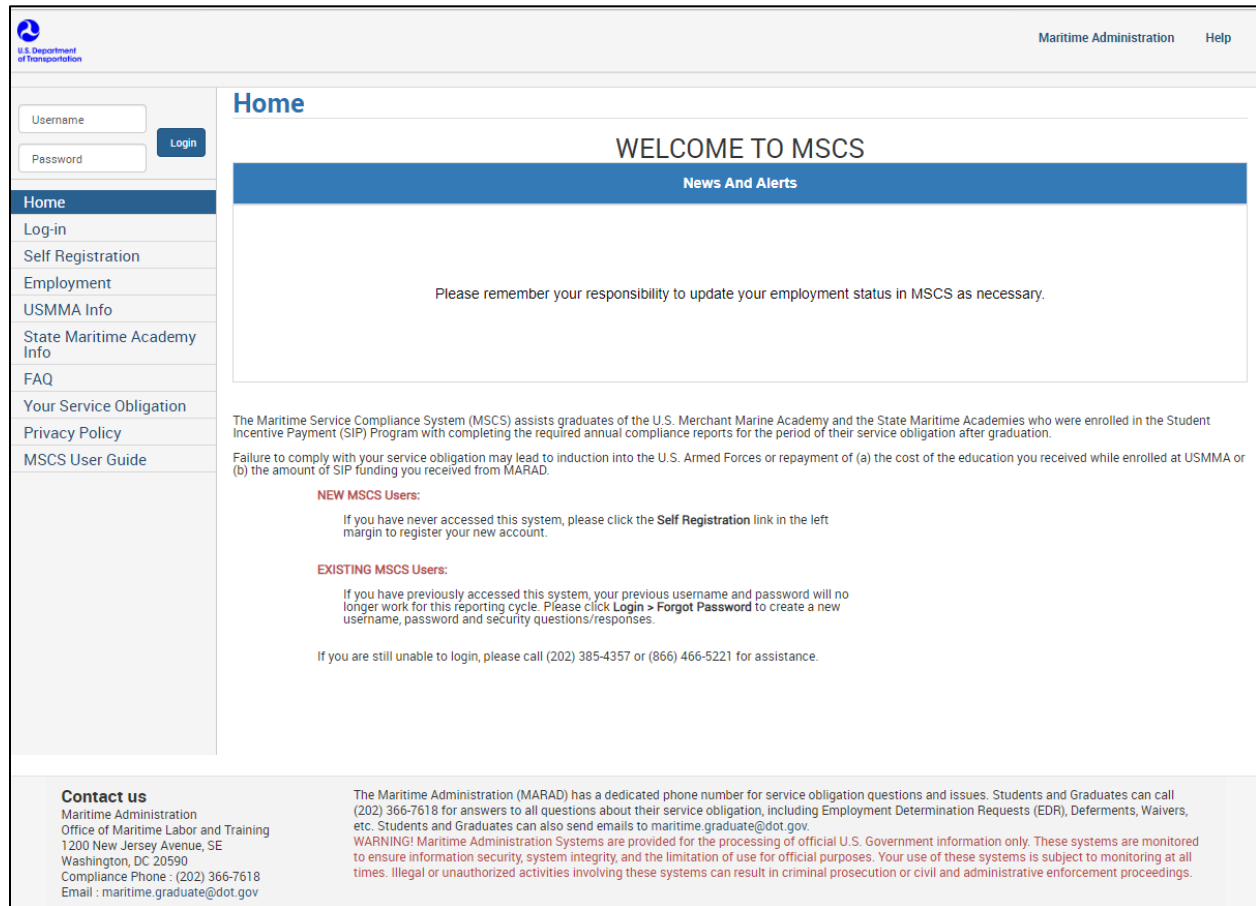
1. Click <http://mscs.marad.dot.gov/MSCS>.

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.



The screenshot shows the MSCS Home Page. At the top left is the U.S. Department of Transportation logo. At the top right are links for "Maritime Administration" and "Help". Below the logo is a login section with "Username" and "Password" input fields and a "Login" button. A left navigation bar contains links: "Home", "Log-in", "Self Registration", "Employment", "USMMA Info", "State Maritime Academy Info", "FAQ", "Your Service Obligation", "Privacy Policy", and "MSCS User Guide". The main content area has a "Home" heading, a "WELCOME TO MSCS" message, and a "News And Alerts" section. A reminder states: "Please remember your responsibility to update your employment status in MSCS as necessary." Below this, a paragraph explains the MSCS's purpose and the consequences of non-compliance. It then provides instructions for "NEW MSCS Users" and "EXISTING MSCS Users". At the bottom left is a "Contact us" section with address, phone, and email information. At the bottom right is a "WARNING!" about the system's use for official U.S. Government information only.

U.S. Department of Transportation

Maritime Administration Help

Username
Password Login

Home

Log-in

Self Registration

Employment

USMMA Info

State Maritime Academy Info

FAQ

Your Service Obligation

Privacy Policy

MSCS User Guide

Home

WELCOME TO MSCS

News And Alerts

Please remember your responsibility to update your employment status in MSCS as necessary.

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

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

NEW MSCS Users:

If you have never accessed this system, please click the **Self Registration** link in the left margin to register your new account.

EXISTING MSCS Users:

If you have previously accessed this system, your previous username and password will no longer work for this reporting cycle. Please click **Login > Forgot Password** to create a new username, password and security questions/responses.

If you are still unable to login, please call (202) 385-4357 or (866) 466-5221 for assistance.

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

The Maritime Administration (MARAD) has a dedicated phone number for service obligation questions and issues. Students and Graduates can call (202) 366-7618 for answers to all questions about their service obligation, including Employment Determination Requests (EDR), Deferments, Waivers, etc. Students and Graduates can also send emails to 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 2.1. MSCS Home Page

2.4 Navigating MSCS

Click one of the links under the navigation bar down the left side of the external pages.

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 Page

From the MSCS Login page, The Forgot Username Page and Forgot Password Page can be reached.

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.dlmeba.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/

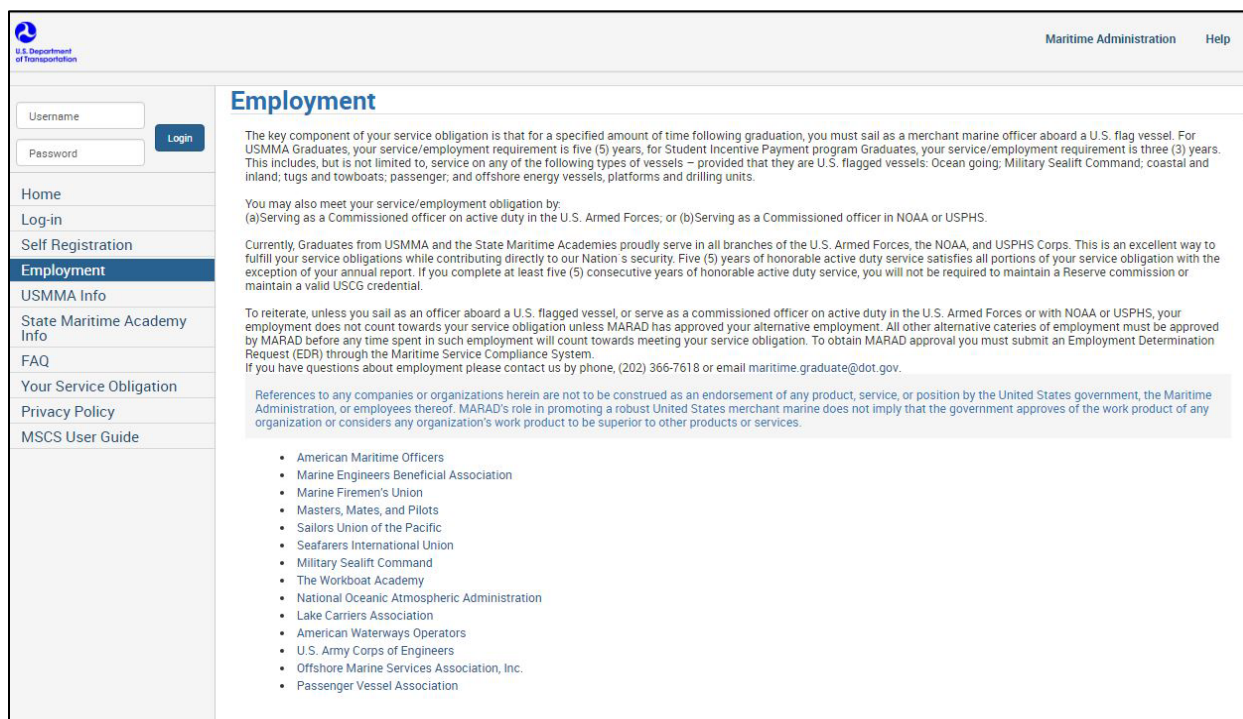


Figure 2.3. Employment Page

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

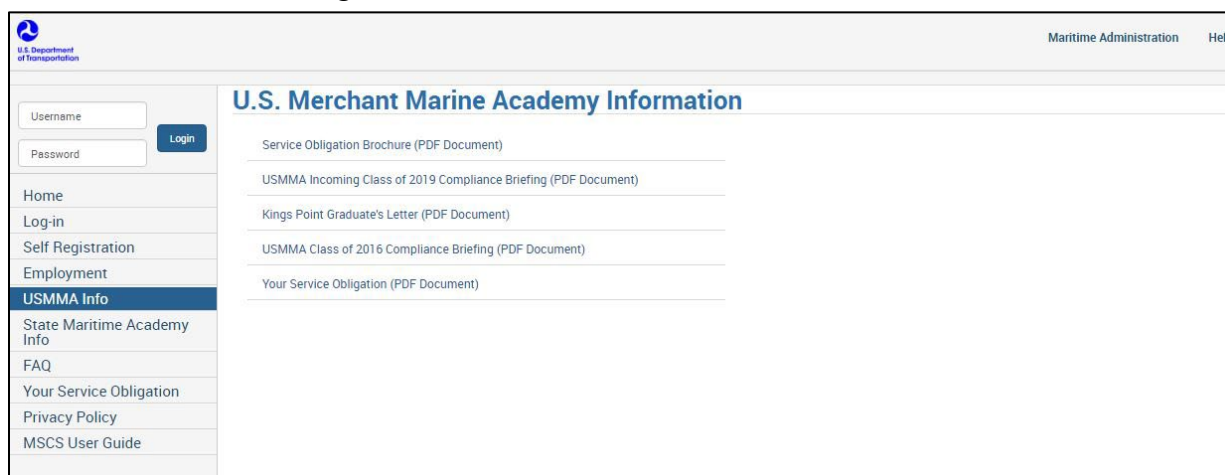


Figure 2.4. USMMA Info Page

- Click the **State Maritime Academy Info** link. The State Maritime Academy Info page (see Figure 2.5) displays.

State Maritime Academy Student Incentive Payment (SIP) Program

Thank you for participating in the Student Incentive Payments Program (SIP) and your commitment as a Strategic Sealift Officer graduate and licensed officer in the U.S. Merchant Marine. The success of SIP is primarily based on adherence to all aspects and processes of the Program particularly the Obligation and Compliance sections. Students are advised to review these processes both before and after graduation to ensure they understand their service obligation commitment. The following materials are provided to assist in understanding the program requirements upon graduation, and also to provide information for those students interested in enrolling in SIP. Students are encouraged to talk to their academy's SIP coordinator to learn more about the Program's eligibility requirements and the process on how to apply.

Student Outreach	Application & Enrollment	Graduation & Obligation	Compliance & Reporting
MARAD SIP Booklet	SIP Application Package Checklist	Your Service Obligation	SIP CFR 310 Merchant Marine Training
Cal Maritime	SIP Program Enrollment Form	Your Service Obligation Brochure	SIP Compliance Briefing
Great Lakes Maritime Academy	SIP Contract MA 890 Form	SIP Program FAQs	Service Obligation Compliance Report Template (MA-930 Form)
Maine Maritime Academy	Electronic Submission of SIP Applications	Class of 2020 Graduation Letter (open using Chrome Browser)	
Massachusetts Maritime Academy	Direct Deposit Sign Up Form		
SUNY Maritime College	SIP Program Approval Letter (open using Chrome Browser)		

Figure 2.5. State Maritime Academy Student Incentive Payment (SIP) Program Page

- Click the **FAQ** link. The system directs user to the Frequently Asked Questions page.
- Click the **Your Service Obligation** link. The system directs the user to the Your Service Obligation (PDF document).
- Click the **Privacy Policy** link. The system directs the user to the Privacy Policy - <https://www.transportation.gov/privacy>
- 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.

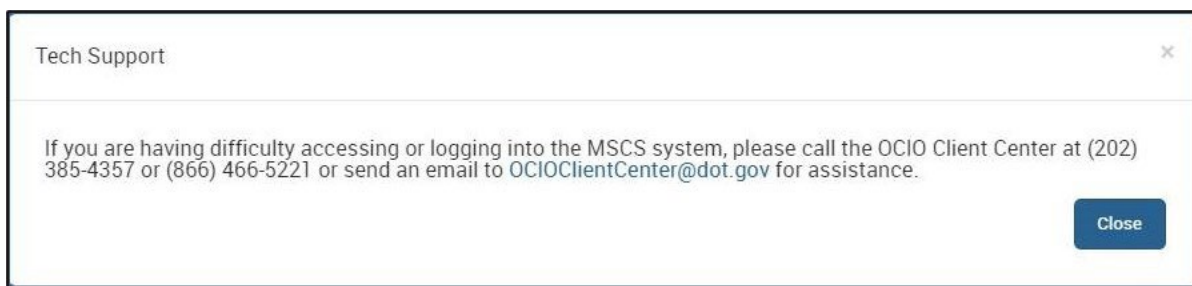


Figure 2.6. Login Help Page

2.6 Logging into MSCS – 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

1. Click the **Self Registration** button to display the New User Registration page (see Figure 2.7).

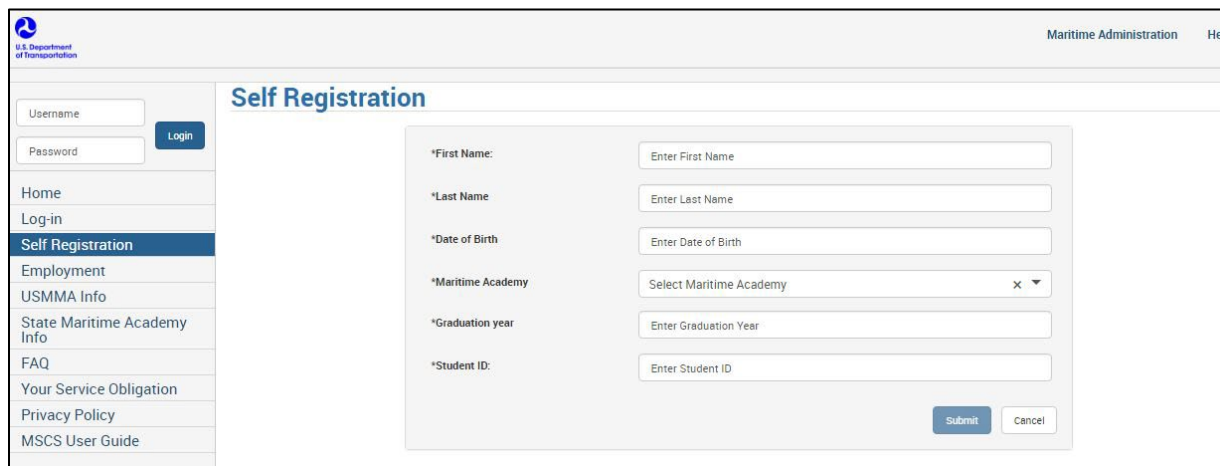
A screenshot of the 'Self Registration' page in the MSCS system. The page has a header with the U.S. Department of Transportation logo and 'Maritime Administration' text. A left sidebar contains navigation links: Home, Log-in, Self Registration (highlighted), Employment, USMMA Info, State Maritime Academy Info, FAQ, Your Service Obligation, Privacy Policy, and MSCS User Guide. The main content area is titled 'Self Registration' and contains a form with the following fields: *First Name (text input), *Last Name (text input), *Date of Birth (text input), *Maritime Academy (dropdown menu), *Graduation year (text input), and *Student ID (text input). There are 'Submit' and 'Cancel' buttons at the bottom right of the form.

Figure 2.7. New User Self Registration Page

2. Provide information in the required fields, which are indicated with a red asterisk (*):
 - First Name*
 - Last Name*
 - Date of Birth* (MMDDYYYY)
 - Maritime Academy*
 - Graduation Year*
 - Student ID*

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

3. Click the **Submit** button at the bottom of the page.

A new page displays the message “Please check your primary email inbox for your six (6)-digit validation code and enter this code immediately. Your code will expire in 30 minutes.” (see Figure 2.8).

4. The user should check their email for a six (6)-digit validation code to enter.

The screenshot shows the 'Self Registration' page of the Maritime Service Compliance System (MSCS). The page has a header with the U.S. Department of Transportation logo and 'Maritime Administration' and 'Help' links. A left sidebar contains a menu with options: Home, Log-in, Self Registration (highlighted), Employment, USMMA Info, State Maritime Academy Info, FAQ, Your Service Obligation, Privacy Policy, and MSCS User Guide. The main content area is titled 'Self Registration' and displays a message: 'Please check your primary email inbox for your six (6)-digit validation code and enter this code immediately. Your code will expire in 30 minutes.' Below this message is a form with a label '*Validation Code:' and an input field labeled 'Enter Validation Code:'. There are 'Previous' and 'Cancel' buttons on the left and a 'Submit' button on the right.

Figure 2.8. New User Self Registration Page; Validation Code

5. Click the **Submit** button at the bottom of the page.

A new page will allow the user to create their username and password and select four (4) security questions to answer (see Figure 2.9). Provide information in the required fields, which are indicated with a red asterisk (*):

- User Name* (Must be minimum of 8 characters, cannot include your first name, middle name or last name, must include at least 1 uppercase letter, at least 1 lowercase letter, 1 number or 1 special character, must not be a frequently used username (such as: MyUsername, MyUserName, UserNameNNNN))
- Password* (must be between 10 and 15 characters, requires a mixture of upper case and lower-case letters, numbers, and symbols)
- Confirm Password* (must match password)
- Select Security Question* (choose four questions to answer)
 - What was the name of your elementary / primary school?
 - What is your mother’s middle name?
 - What was the first name of your favorite teacher or professor?
 - What is the name of your favorite childhood friend?
 - What is your favorite restaurant?
 - What is the name of your favorite childhood friend?

- What was the make and model of your first car?
- What is your best friend first name?
- What is your favorite color?
- What was your high school mascot?
- What is your favorite movie?
- What is your favorite pet?
- What is your dream job?
- What is the name of your hometown?
- What is your favorite style of music?

– Answer*

The screenshot shows the 'Self Registration' page. On the left is a sidebar with navigation links. The main area is titled 'Self Registration' and contains two columns of form fields. The left column has fields for Username, Password, and Confirm Password, each with a list of requirements. The right column has four security questions, each with a dropdown menu to select a question and a text box to enter the answer. At the bottom of the page, there are 'Previous', 'Cancel', and 'Register' buttons.

Figure 2.9. New User Self Registration Page; Username, Password, Security Questions

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

A new page displays the message “Please check your primary email inbox for your account activation code and enter this code immediately. Your code will expire in 24 hours.” (see Figure 2.10)

The user can click the Sign in button at the bottom of the page or go through the normal Log-in page to log-in.

Figure 2.10. New User Self Registration Page; Activation Code Message

7. The user should log in with their username and password.
8. The user should check their email for the activation code.
9. A new page will display a field to enter the activation code. (see Figure 2.11)

Figure 2.11. New User Self Registration Page; Activation Code

10. A new page displays the message “Congratulations. You have successfully registered your account” at the top (see Figure 2.12).

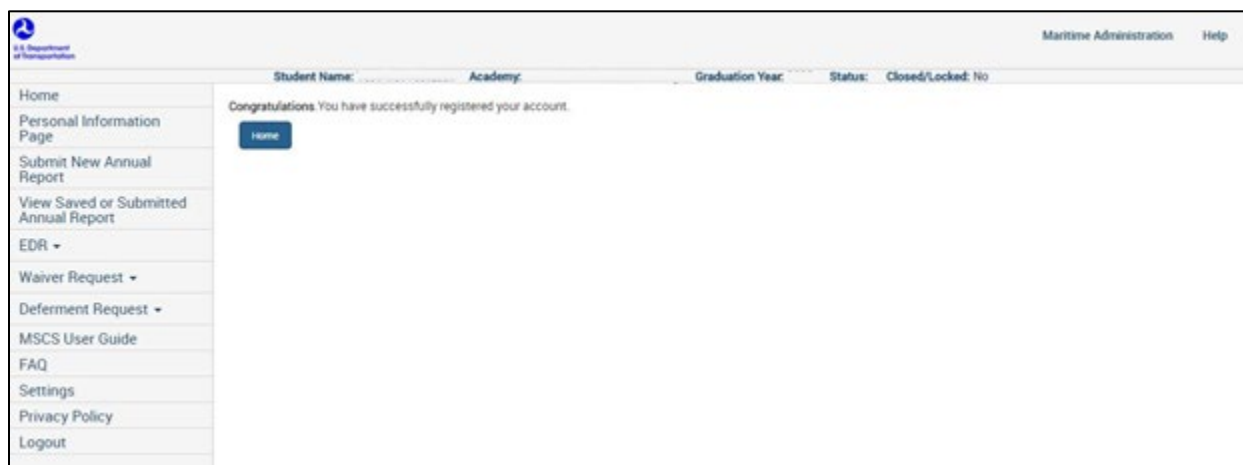


Figure 2.12. New User Self Registration Page for Successful Account Creation

2.6.2 All Logins after the First Login

1. On the MSCS Home page, click the **Log-in** link on the Quick Links navigation bar. The MSCS Login page is displayed (see Figure 2.2).
2. Enter your user name and password, and click **Submit**.

Note: Remember that your password is case-sensitive.

The Main Menu is displayed (see Figure 2.13).

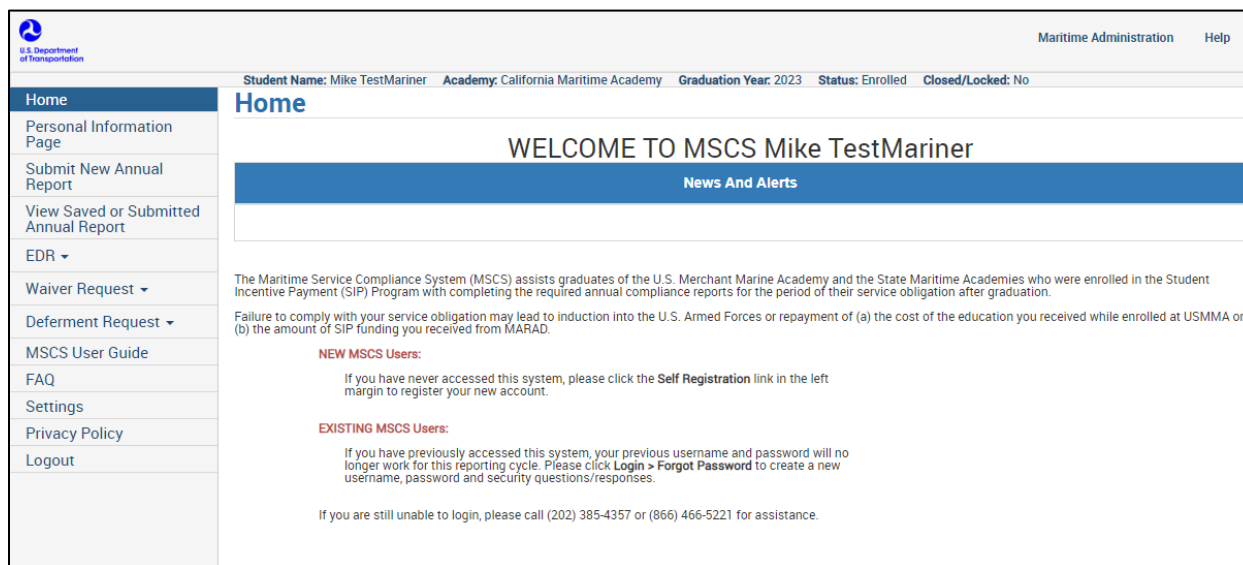


Figure 2.13. Main Menu for Student/Graduate

2.7 Retrieving Your User Name

1. On the MSCS Log-in page, click the **Forgot Username** button.

The Forgot Username page is displayed (see Figure 2.14).

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

- First Name*
- Last Name*
- Date of Birth*
- Maritime Academy*
- Graduation Year*
- Mariner Reference Number

Figure 2.14. Forgot Username Page

3. Click the **Submit** button.

4. A new page displays a field to enter the user's security question (Example of one of the security questions in Figure 2.15). Enter the security answer and click the **Submit** button.

Figure 2.15. Forgot Username Page with Security Question

5. A new page displays a field to enter a validation code. The user can find the validation code in their primary email inbox. (see Figure 2.16). Enter the validation code and click the Submit button.

The screenshot shows the 'Forgot Username' page. On the left is a sidebar with a 'U.S. Department of Transportation' logo and a list of links: Home, Log-in, Self Registration, Employment, USMMA Info, State Maritime Academy Info, FAQ, Your Service Obligation, Privacy Policy, and MSCS User Guide. The main content area has a 'Forgot Username' title. Below the title is a message: 'Please check your primary email inbox for your six (6)-digit validation code and enter this code immediately. Your code will expire in 30 minutes.' There is a text input field labeled '*Enter validation token' and a 'Submit' button. At the bottom left of the main area are 'Previous' and 'Cancel' buttons. The top right corner has links for 'Maritime Administration' and 'Help'.

Figure 2.16. Forgot Username Page; Validation Code

6. A new page displays the message “Your user name has been sent to your primary email address. Please check your inbox to access it.” The user will find an email in their primary email inbox with their user name.

The screenshot shows the 'Forgot Username' page after a successful request. The sidebar and top navigation are the same as in Figure 2.16. The main content area now displays the message: 'Your user name has been sent to your primary email address. Please check your inbox to access it.' Below this message is a 'Home' button. The 'Forgot Username' title is still present at the top of the main area.

Figure 2.17. Forgot Username Page Displaying Message to Check Email for User Name

2.8 Resetting Your Password

1. On the MSCS Log-in page (see Figure 2.2), click the **Forgot Password** button.
The Forgot Password page is displayed (see Figure 2.18).
2. Confirm your identity by providing information in the required fields, which are indicated with a red asterisk (*):
 - First Name*
 - Last Name*
 - Date of Birth*
 - Maritime Academy*

- Graduation Year*
- Mariner Reference Number

3. Click the **Submit** button.

Your security question is displayed (see Figure 2.19).

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

5. A new page displays a field to enter a validation code. The user can find the validation code in their primary email inbox. (see Figure 2.20). Enter the validation code and click the Submit button.

6. Enter your new password in the New Password field, then in the Confirm Password field. The two entries must match. Fields are displayed for you to enter and confirm your new password (see Figure 2.21).

Note: Remember that the password must be 10-15 characters in length, a combination of upper and lower-case letters, numbers and symbols, and your previous passwords cannot be used.

7. Click the **Reset Password** button.

U.S. Department of Transportation

Maritime Administration Help

Forgot Password

Username
Password
Login

Home
Log-in
Self Registration
Employment
USMMA Info
State Maritime Academy Info
FAQ
Your Service Obligation
Privacy Policy
MSCS User Guide

*First Name Enter First Name

*Last Name Enter Last Name

*Date of Birth Enter Date of Birth

*Maritime Academy Select Maritime Academy

*Graduation year Enter Graduation Year

Mariner Reference Number Enter Mariner Reference Number

Submit Cancel

Figure 2.18. Forgot Password Page

Maritime Service Compliance System (MSCS) User Guide

The screenshot shows the 'Forgot Password' page of the Maritime Service Compliance System (MSCS). The page header includes the U.S. Department of Transportation logo and the text 'Maritime Administration' and 'Help'. On the left, there is a navigation menu with links: Home, Log-in, Self Registration, Employment, USMMA Info, State Maritime Academy Info, FAQ, Your Service Obligation, Privacy Policy, and MSCS User Guide. The main content area is titled 'Forgot Password' and contains a form with the question 'What is your mother's maiden name?' and a text input field labeled 'Enter Security Answer'. Below the question, there are 'Previous' and 'Cancel' buttons. To the right of the input field is a 'Submit' button.

Figure 2.19. Forgot Password Page with Security Question

The screenshot shows the 'Forgot Password' page of the Maritime Service Compliance System (MSCS). The page header includes the U.S. Department of Transportation logo and the text 'Maritime Administration' and 'Help'. On the left, there is a navigation menu with links: Home, Log-in, Self Registration, Employment, USMMA Info, State Maritime Academy Info, FAQ, Your Service Obligation, Privacy Policy, and MSCS User Guide. The main content area is titled 'Forgot Password' and contains a form with the label '*Validation Code:' and a text input field labeled 'Enter Validation Code'. Below the label, there are 'Previous' and 'Cancel' buttons. To the right of the input field is a 'Submit' button.

Figure 2.20. Forgot Password Page; Validation Code

The screenshot shows the 'Forgot Password' page of the Maritime Service Compliance System (MSCS). The page header includes the U.S. Department of Transportation logo and the text 'Maritime Administration' and 'Help'. On the left, there is a navigation menu with links: Home, Log-in, Self Registration, Employment, USMMA Info, State Maritime Academy Info, FAQ, Your Service Obligation, Privacy Policy, and MSCS User Guide. The main content area is titled 'Forgot Password' and contains a form with two text input fields: '*Password:' and '*Confirm Password:'. The '*Password:' field has a green progress bar below it labeled 'Strong'. Below the input fields, there are 'Previous' and 'Cancel' buttons. To the right of the input fields is a 'Reset Password' button.

Figure 2.21. Forgot Password Page for Entering and Confirming New 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).

NOTE: Users will be automatically logged out after 30 minutes of inactivity.

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 **Submit New Annual Report** links on the MSCS Home page for more information.

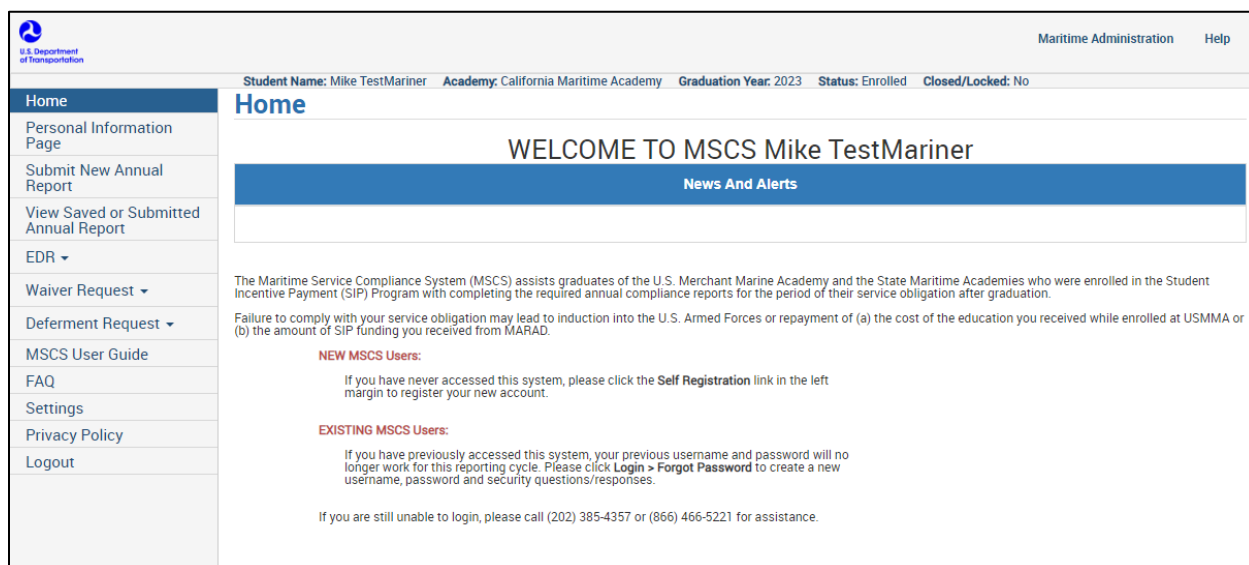


Figure 3.1. Main Menu for Student/Graduate

Once you have logged in to MSCS, you can perform the following tasks from the links on the left 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 Page** link on the navigation bar.

The Personal Information page is displayed, and can be expanded by clicking on section titles (see, Figure 3.2, Figure 3.3, Figure 3.4, and Figure 3.5).

The screenshot shows the 'Personal Information Page' of the Maritime Service Compliance System (MSCS). The page header includes the U.S. Department of Transportation logo, 'Maritime Administration', and 'Help'. Below the header, a navigation bar displays the user's profile: 'Student Name: Mike TestMariner', 'Academy: California Maritime Academy', 'Graduation Year: 2023', 'Status: Enrolled', and 'Closed/Locked: No'. The main content area is titled 'Personal Information' and contains several expandable sections: 'Personal Information', 'USCG Credentials', 'STCW Endorsements', 'National Endorsements', 'Officer Endorsements', and 'TWIC Card'. Below these sections is a red heading 'MARAD Use Only' followed by a grid of input fields and dropdown menus for 'Enrollment Date', 'Separation/Graduation Date', 'Student Status' (set to 'Enrolled'), 'Employment Type', 'Obligation Completion Date', 'Obligated (Yes/No)' (set to 'No'), 'Closed / Locked (Yes/No)' (set to 'No'), 'Self Registered' (set to 'Yes'), and 'School Transfer' (set to 'Select Transfer School'). At the bottom of the page is a link for 'Student Incentive Payments'.

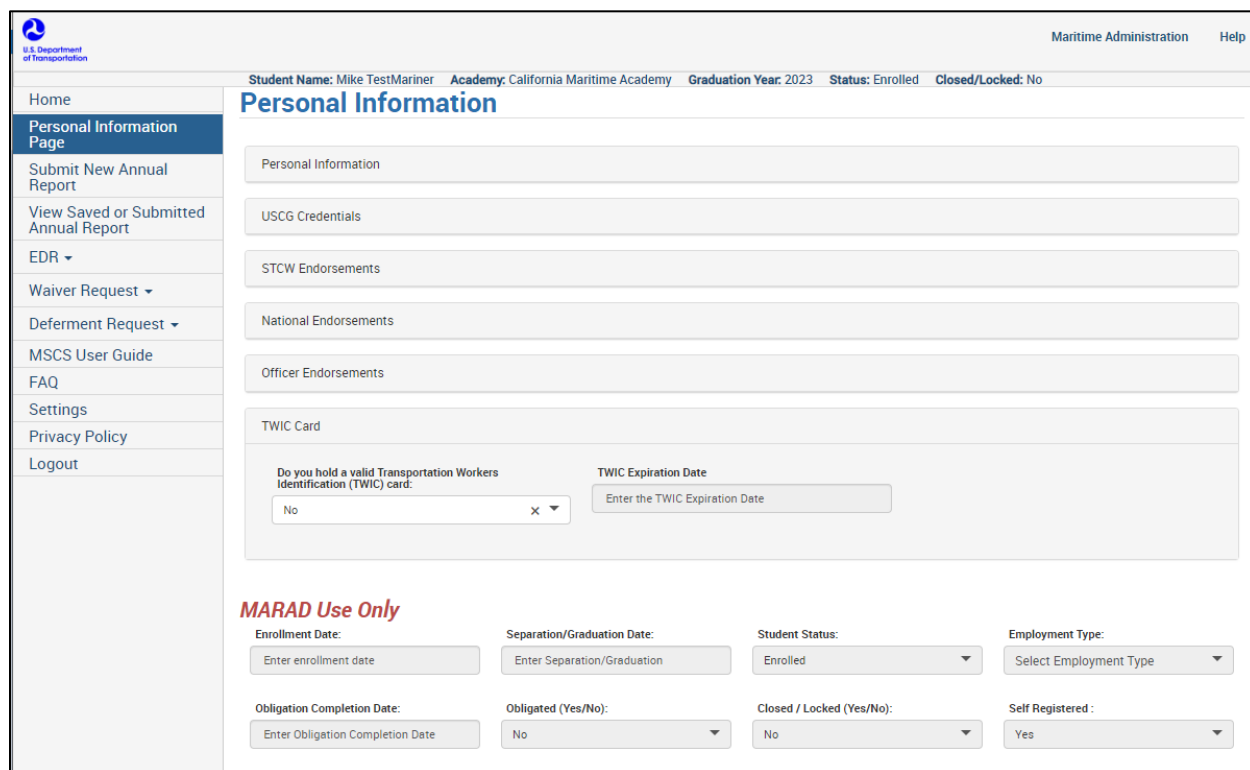
Figure 3.2. Personal Information Page (Nothing expanded)

The screenshot shows the 'Personal Information' page of the MSCS system. The top navigation bar includes the U.S. Department of Transportation logo, 'Maritime Administration', and 'Help'. Below this, a header bar displays user information: 'Student Name: Mike TestMariner', 'Academy: California Maritime Academy', 'Graduation Year: 2023', 'Status: Enrolled', and 'Closed/Locked: No'. The left sidebar contains a menu with 'Home', 'Personal Information Page' (highlighted), 'Submit New Annual Report', 'View Saved or Submitted Annual Report', 'EDR', 'Waiver Request', 'Deferment Request', 'MSCS User Guide', 'FAQ', 'Settings', 'Privacy Policy', and 'Logout'. The main content area is titled 'Personal Information' and contains several sections: 'Personal Information', 'USCG Credentials' (expanded), 'STCW Endorsements', 'National Endorsements', 'Officer Endorsements', and 'TWIC Card'. The 'USCG Credentials' section is expanded, showing two columns of information. The first column contains a dropdown for 'Do you hold a valid USCG Credential?(A USCG document of continuity is not a valid USCG Credential):' with 'No' selected, a text input for '*USCG MMC Issue Date:', and another dropdown for 'Do you hold a valid medical certificate:' with 'No' selected. The second column contains a dropdown for 'Have you renewed or upgraded your U.S. Coast Guard credential(s) since your last report:' with 'No' selected, a text input for '*USCG MMC Expiration Date', and a text input for 'Medical Certificate Expiration Date'.

Figure 3.3. Personal Information Page (USCG Credentials section expanded)

The screenshot shows the 'Personal Information' page of the MSCS system, similar to the previous one, but with the 'Officer Endorsements' section expanded. The 'USCG Credentials' section is now collapsed. The 'Officer Endorsements' section is expanded, showing a text input for 'Officer Endorsements (For engineers, please enter officer endorsements for all propulsion modes that you hold. If you hold both a deck and an engine officer endorsement please enter both.)', a dropdown for '*Department:' with 'Select Department' selected, a blue 'Add' button, a dropdown for '*Officer Endorsements :' with 'Select Officer Endorsements' selected, and a text input for 'No officer endorsements'. The 'TWIC Card' section is also visible at the bottom.

Figure 3.4. Personal Information Page (Officer Endorsements section expanded)



U.S. Department of Transportation

Maritime Administration Help

Student Name: Mike TestMariner Academy: California Maritime Academy Graduation Year: 2023 Status: Enrolled Closed/Locked: No

Personal Information

Personal Information

USCG Credentials

STCW Endorsements

National Endorsements

Officer Endorsements

TWIC Card

Do you hold a valid Transportation Workers Identification (TWIC) card?

No

TWIC Expiration Date

Enter the TWIC Expiration Date

MARAD Use Only

Enrollment Date: Enter enrollment date

Separation/Graduation Date: Enter Separation/Graduation

Student Status: Enrolled

Employment Type: Select Employment Type

Obligation Completion Date: Enter Obligation Completion Date

Obligated (Yes/No): No

Closed / Locked (Yes/No): No

Self Registered: Yes

Figure 3.5. Personal Information Page (TWIC Card section expanded)

- Click the **Manage Files** button at the bottom of the page (see Figure 3.6) to display supporting attachments that already have been uploaded to MSCS and upload any new attachments.

The screenshot shows the 'Personal Information' page. The sidebar on the left includes links like 'Home', 'Personal Information Page', 'Submit New Annual Report', 'View Saved or Submitted Annual Report', 'EDR', 'Waiver Request', 'Deferment Request', 'MSCS User Guide', 'FAQ', 'Settings', 'Privacy Policy', and 'Logout'. The top header displays 'Student Name', 'Academy', 'Graduation Year', and 'Status: Closed/Locked: No'. The main content area has sections for 'Personal Information' (with fields for USCG Credentials, Officer Endorsements, and TWIC Card), 'MARAD Use Only' (with fields for Enrollment Date, Separation/Graduation Date, Student Status, Compliance Status, Obligation Completion Date, Obligated (Yes/No), Closed / Locked (Yes/No), Self Registered, and School Transfer), and 'Student Incentive Payments' (with fields for Payment Date and Payment Amount). A red circle highlights the 'Manage Files' button at the bottom left of the page.

Figure 3.6. Personal Information Page (Manage Files button circled)

The File Manager is displayed (see Figure 3.7).

The screenshot shows the 'File Manager' page. The sidebar on the left is identical to the previous screenshot. The top header also displays 'Student Name', 'Academy', 'Graduation Year', and 'Status: Closed/Locked: No'. The main content area has a 'File Manager' title and a 'Student Files' section. It includes a search bar and a table with columns for 'File Name', 'File Size (MB)', and 'Date Uploaded'. Below the table, there are buttons for 'Select File(s)' and 'Upload Files'. The table currently shows 'No Records Found'.

Figure 3.7. Manage Files Page

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

- Click **Choose File(s)** 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.
- 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)

- Click the **Personal Information Page** link in the left navigation bar to return to the Personal Information page.
- 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).
- When you are finished updating your information, click the **Update** button at the bottom of the page.

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

- Click the **Submit New Annual Report** link on the navigation bar.

The Submit ASOC Report page is displayed (see Figure 3.8).

The screenshot shows the 'ASOC Report - Choose ASOC Reporting Year' page. At the top, there is a header with 'U.S. Department of Transportation' and 'Maritime Administration Help'. Below this, a navigation bar contains links: Home, Personal Information Page, Submit New Annual Report, View Saved or Submitted Annual Report, EDR, Waiver Request, Deferment Request, MSCS User Guide, FAQ, Settings, Privacy Policy, and Logout. The main content area displays the ASOC Report form. The form includes a header with 'Student Name: Mike TestMariner', 'Academy: California Maritime Academy', 'Graduation Year: 2017', 'Status: Graduated', and 'Closed/Locked: No'. Below this, there is a progress bar with steps: 1 ASOC Reporting Year, 2 Personal Information, 3 Employment, 4 Reserve Obligation, 5 Certification, and 6 Download & Print. The main heading is 'ASOC Report - Choose ASOC Reporting Year'. A text box explains that the information collected is required for MARAD to determine if the respondent complied with terms of his/her maritime service obligation agreement during the reporting period. Below this, there is a dropdown menu for 'Reporting Year' with options: 2017, 2018, 2019, 2020, and 2021. There are 'Cancel' and 'Next' buttons at the bottom right of the form.

Figure 3.8. Submit ASOC Report Page with Reporting Year Drop Down Select

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

Your Personal Information page is displayed. **Status must be “Graduated”.**

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 3.9).

The screenshot shows the 'ASOC Report - Choose Employment' page for the reporting year 2017. The page includes a sidebar with navigation links and a main content area with detailed instructions for reporting employment. The 'Employment Type' section features a dropdown menu and an 'Add New Employment' button. The bottom of the page contains buttons for 'Personal Information', 'Save', 'Save & Exit', and 'Resume Obligation'.

Figure 3.9. ASOC Report – Choose Employment 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.

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:

- 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

4. On the Employment Information page, select Maritime Ashore from the drop-down selection.
5. Click the **Add New Employment** button.

The Maritime Ashore page is displayed (see Figure 3.10).

The screenshot displays the 'Maritime Ashore' page within the MSCS system. The top navigation bar includes tabs for 'ASOC Reporting Year', 'Personal Information', 'Employment', 'Reserve Obligation', 'Certification', and 'Download & Print'. The 'Employment' tab is selected. The main content area is titled 'Maritime Ashore' and 'Reporting Year : 2017'. It contains a form for adding new employment information. The form includes a dropdown for 'Did you submit an Employment Determination Request (EDR) to MARAD for approval of this employment?' with options 'Select Yes or No'. Below this are fields for '*Name of Employer:', '*Type of business:', '*Employer street address:', and 'Employer street address2:'. To the right, there are fields for 'City', '*State/Territories:', 'Zip Code:', 'Foreign Postal Code:', and '*Country:'. Further right, there are fields for '*Position title:', '*Start date of employment:', '*End date of employment:', and '*Describe your duties and responsibilities(in 1000 characters):'. At the bottom of the form, there is a table with columns 'File Name', 'File Size (MB)', and 'Date Uploaded', which currently shows 'No Records Found.' and an 'Add Files' button. At the very bottom of the page, there are 'Back', 'Submit Employment', and 'Save' buttons.

Figure 3.10. Add Employment Information Page – Maritime Ashore

6. Provide information in the required fields, which are indicated with an asterisk (*), as well as other details as appropriate.
7. Click **Save** 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 a **Continue** button to edit the employment (see Figure 3.11). **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 3.12). **Note:** If you submit, you will not be able to edit or delete the employment.

Student Name: Mike TestMariner Academy: California Maritime Academy Graduation Year: 2017 Status: Graduated Closed/Locked: No

Home
Personal Information Page
Submit New Annual Report
View Saved or Submitted Annual Report
EDR ▾
Waiver Request ▾
Deferment Request ▾
MSCS User Guide
FAQ
Settings
Privacy Policy
Logout

Afloat X Add New Afloat Employment

Total days of employment: 294

Employment Type	Company Name	Start Date	End Date	Number of Days	
Maritime Ashore	Coast Guard	01/01/2017	01/06/2017	6	
Non-Maritime	Non-Maritime Employer	02/01/2017	02/14/2017	14	
Medical/Hardship		02/17/2017	02/28/2017	12	
Graduate School Deferment		03/01/2017	03/07/2017	7	
Unemployed		03/08/2017	09/11/2017	188	
NOAA Corps/USPHS Corps	California	09/13/2017	09/25/2017	13	
Active Duty	Duty Station	10/02/2017	10/09/2017	8	
Afloat	Employer 7	11/01/2017	11/07/2017	7	
Afloat	Employer 7	11/01/2017	11/07/2017	7	
Federal, Shoreside	Federal Agency	11/13/2017	11/20/2017	8	Delete Continue
Federal, Shoreside	Federal Agency	11/13/2017	11/20/2017	8	Delete Continue
Foreign Flag	Employer 13	12/01/2017	12/04/2017	4	Delete Continue
Foreign Flag	Employer 13	12/01/2017	12/04/2017	4	Delete Continue
Foreign Flag	Employer 13	12/01/2017	12/04/2017	4	Delete Continue
Foreign Flag	Employer 13	12/01/2017	12/04/2017	4	Delete Continue

Days of Employment

Afloat	Active Duty	NOAA Corps/USPHS Corps	Federal, Shoreside	Unemployed	Graduate School Deferment	Medical/Hardship	Maritime Ashore	Non-Maritime	Foreign Flag
14	8	13	16	188	7	12	6	14	16

Personal Information Save Save & Exit Reserve Obligation

Figure 3.11. ASOC Report – Choose Employment Page (Saved Employment)

Maritime Service Compliance System (MSCS) User Guide

Student Name: Mike TestMariner Academy: California Maritime Academy Graduation Year: 2017 Status: Graduated Closed/Locked: No

Home Personal Information Page **Submit New Annual Report** View Saved or Submitted Annual Report EDR Waiver Request Deferment Request MSCS User Guide FAQ Settings Privacy Policy Logout

Afloat X Add New Afloat Employment

Total days of employment: 294

Employment Type	Company Name	Start Date	End Date	Number of Days	
Maritime Ashore	Coast Guard	01012017	01062017	6	
Non-Maritime	Non-Maritime Employer	02012017	02142017	14	
Medical/Hardship		02172017	02282017	12	
Graduate School Deferment		03012017	03072017	7	
Unemployed		03082017	09112017	188	
NOAA Corps/USPHS Corps	California	09132017	09252017	13	
Active Duty	Duty Station	10022017	10092017	8	
Afloat	Employer 7	11012017	11072017	7	
Afloat	Employer 7	11012017	11072017	7	
Federal, Shoreside	Federal Agency	11132017	11202017	8	Delete Continue
Federal, Shoreside	Federal Agency	11132017	11202017	8	Delete Continue
Foreign Flag	Employer 13	12012017	12042017	4	Delete Continue
Foreign Flag	Employer 13	12012017	12042017	4	Delete Continue
Foreign Flag	Employer 13	12012017	12042017	4	Delete Continue
Foreign Flag	Employer 13	12012017	12042017	4	Delete Continue

Days of Employment

Afloat	Active Duty	NOAA Corps/USPHS Corps	Federal, Shoreside	Unemployed	Graduate School Deferment	Medical/Hardship	Maritime Ashore	Non-Maritime	Foreign Flag
14	8	13	16	188	7	12	6	14	16

Personal Information Save Save & Exit Reserve Obligation

Figure 3.12. ASOC Report – Choose Employment Page (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 New Employment** button.

The Non-Maritime page is displayed (see Figure 3.13).

Student Name: Mike TestMariner Academy: California Maritime Academy Graduation Year: 2017 Status: Graduated Closed/Locked: No

Home Personal Information Page **Submit New Annual Report** View Saved or Submitted Annual Report EDR Waiver Request Deferment Request MSCS User Guide FAQ Settings Privacy Policy Logout

ASOC Reporting Year Personal Information **Employment** Reserve Obligation Certification Download & Print

Non-Maritime

Reporting Year: 2017

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

*Name of employer: Non-Maritime Employer City: Enter Employer City

*Type of business: Non-Maritime Business *State/Territories: California

*Employer street address: 10 Main Street Zip code: 94102

Employer street address2: Enter your employer street address2 Foreign Postal Code: Enter your postal code

*Country: United States

*Start date of employment: 01012017

*End date of employment: 02142017

End date cannot overlap another employment

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

Duties

File Name File Size (MB) Date Uploaded

No Records Found.

Add Files

Back Submit Employment Save

Figure 3.13. 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 **Save** 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 a **Continue** button to edit the employment (see Figure 3.11). **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 3.12). **Note:** If you submit, you will not be able to edit or delete the employment.

5. When you click Submit Employment, you will see a warning message pop up (see Figure 3.14).

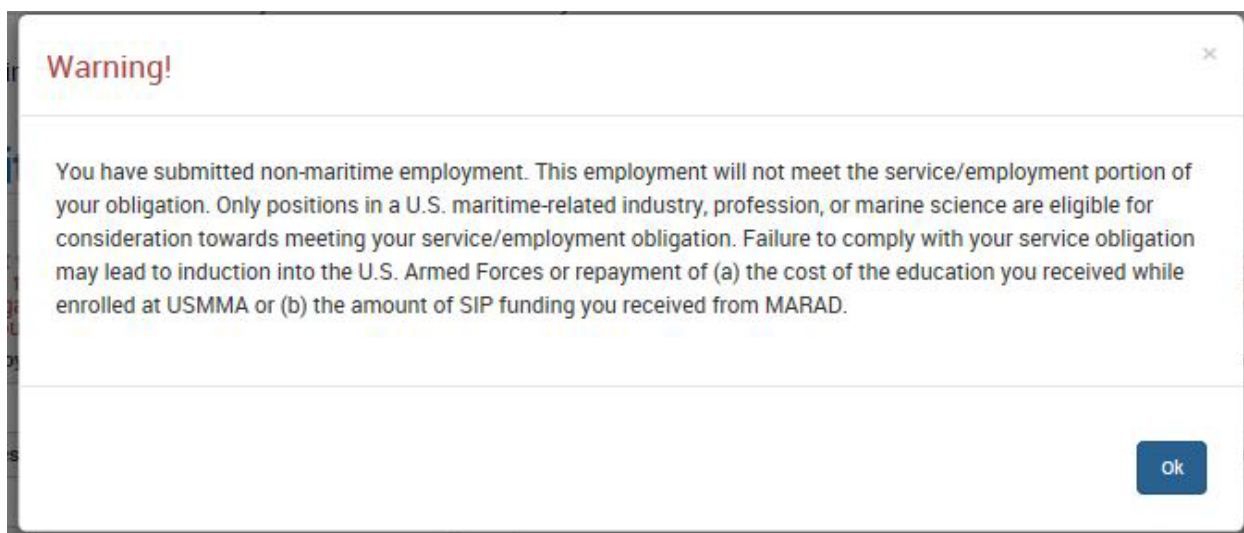


Figure 3.14. Employment Information Page – Non-Maritime Warning

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 3.15).

Figure 3.15. 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** 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 a **Continue** button to edit the employment (see Figure 3.11). **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 3.12). **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 3.16).

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

- When you are finished providing your employment information, click **Add Files** to upload your supporting documentation. File names cannot contain commas.
- Click **Save** 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 a **Continue** button to edit the employment (see Figure 3.11). **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 3.12). **Note:** If you submit, you will not be able to edit or delete the employment.

The screenshot displays the 'Graduate School Deferment' page for the reporting year 2017. The user is Mike TestMariner, a graduate of California Maritime Academy. The page is divided into sections for ASOC Reporting Year, Personal Information, Employment, Reserve Obligation, Certification, and Download & Print. The main form area contains fields for:

- Did you submit a Deferment Request for MARAD for approval? (Yes)
- Name of the school/academy: Academy
- Type of degree: Bachelor
- MARAD approved deferment start date: 03012017
- MARAD approved deferment end date: 03072017
- Graduate school Start date: 03012017
- Graduate school end date: 03072017
- Description of the maritime-related Graduate Degree program (in 1000 characters): Graduate Degree Program

 A table at the bottom lists the uploaded file 'Deferment_Request.docx' with a size of 3.045946 MB and an upload date of 2022-05-13. At the bottom right, there are buttons for 'Back', 'Submit Employment', and 'Save'.

Figure 3.16. Add Employment Information Page for Graduate School Deferment

- When you click **Submit Employment**, you will see a warning message pop up (see Figure 3.17).

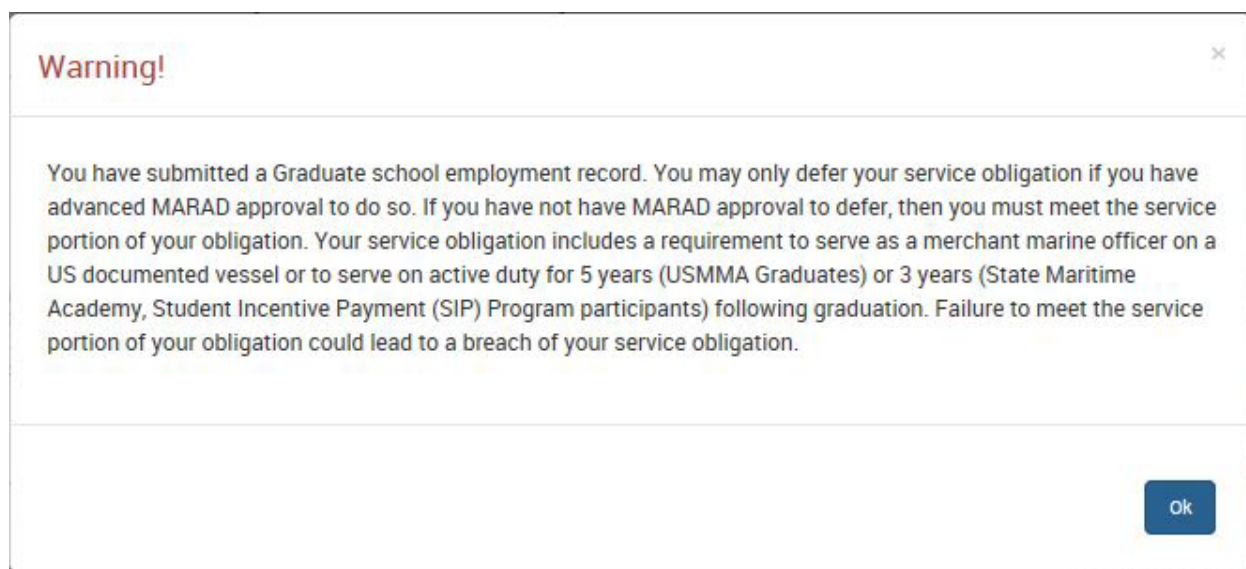


Figure 3.17. Graduate School Deferment Warning Message Pop-up

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 3.18).

 The screenshot shows the 'Unemployed' page in the MSCS system. The top navigation bar includes 'Home', 'Personal Information Page', 'Submit New Annual Report', 'View Saved or Submitted Annual Report', 'EDR', 'Waiver Request', 'Deferment Request', 'MSCS User Guide', 'FAQ', 'Settings', 'Privacy Policy', and 'Logout'. The main content area has a header with 'Student Name: Mike TestMariner', 'Academy: California Maritime Academy', 'Graduation Year: 2017', 'Status: Graduated', and 'Closed/Locked: No'. Below this is a progress bar with steps: 1. ASOC Reporting Year, 2. Personal Information, 3. Employment (selected), 4. Reserve Obligation, 5. Certification, and 6. Download & Print. The page title is 'Unemployed' and the reporting year is '2017'. A note states: 'Note: Your service obligation includes a requirement to serve as a merchant marine officer on a US documented vessel or to serve on active duty for 5 years (USMMA Graduates) or 3 years (State Maritime Academy, Student Incentive Payment (SIP) Program participants) following graduation. Failure to comply with your service obligation may lead to induction into the U.S. Armed Forces or repayment of (a) the cost of the education you received while enrolled at USMMA or (b) the amount of SIP funding you received from MARAD.' There are three input fields: 'Unemployed start date:' with value '09082017', 'Unemployed end date:' with value '03132017', and 'Reasons for unemployment:' with value 'Test'. A red error message below the end date field says 'Unemployment period must be at least 6 months.' Below these fields is a table with columns 'File Name', 'File Size (MB)', and 'Date Uploaded', showing 'No Records Found.' and an 'Add Files' button. At the bottom are 'Back', 'Submit Employment', and 'Save' buttons.

Figure 3.18. 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** 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 a **Continue** button to edit the employment (see Figure 3.11). **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 3.12). **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 3.19).

Figure 3.19. 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** 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 a **Continue** button to edit the employment (see Figure 3.11). **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 3.12). **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 New Employment** button.

The Active Duty page is displayed (see Figure 3.20).

Figure 3.20. 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 Files** to upload your supporting documentation. File names cannot contain commas.
5. Click **Save** 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 a **Continue** button to edit the employment (see Figure 3.11). **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 3.12). **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 3.21).

The screenshot displays the 'Afloat' page for the 'Reporting Year : 2017'. The page is part of the ASOC Reporting system. The navigation bar at the top shows the following steps: ASOC Reporting Year (checked), Personal Information (checked), Employment (selected), Reserve Obligation, Certification, and Download & Print. The main form is titled 'Afloat' and contains several sections for data entry. The 'Employer' section includes fields for Name, Address (10 Employer Street, Enter Employer Address 2), City, State/Territories (California), Foreign postal code, and Postal Code. The 'Country' section includes a dropdown for United States. The 'Position Title' section includes a dropdown for My Title. The 'Merchant Marine Officer' section includes a dropdown for Merchant Marine Officer. The 'Vessel' section includes fields for Vessel name (Titanic Vessel), Vessel registry (U.S. Flag), Date of Shipment (11/01/2017), and Date of Discharge (11/07/2017). The 'Employment Description' section includes a text area for Enter the employment description. At the bottom, there is a section for uploading files with columns for File Name, File Size (MB), and Date Uploaded. The page includes a 'Back' button and 'Submit Employment' and 'Save' buttons.

Figure 3.21. 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.

- Click **Save** 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 a **Continue** button to edit the employment (see Figure 3.11). **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 3.12). **Note:** If you submit, you will not be able to edit or delete the employment.

3.2.2.9 Federal, Shoreside

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

The Federal, Shoreside page is displayed (see Figure 3.22).

The screenshot shows the 'Federal, Shoreside' page for adding new employment information. The top navigation bar includes 'Maritime Administration' and 'Help'. The left sidebar contains links: Home, Personal Information Page, Submit New Annual Report, View Saved or Submitted Annual Report, EDR, Waiver Request, Deferment Request, MSCS User Guide, FAQ, Settings, Privacy Policy, and Logout. The main content area is titled 'Reporting Year: 2017' and includes a note about service obligation fulfillment. Below the note are several required fields marked with an asterisk (*): 'Did you submit an Employment Determination Request (EDR) to MARAD for approval of this employment?' (Yes/No), 'Federal Agency' (text), 'Exact title of position:' (text), 'Federal agency street address:' (text), 'City' (text), 'State/Territories:' (dropdown), 'Zip Code:' (text), 'Foreign postal code:' (text), 'Country' (dropdown), 'Employment Start Date:' (text), 'Employment End Date:' (text), and 'Describe your duties and responsibilities in 1000 characters:' (text area). At the bottom, there is a table with columns 'File Name', 'File Size (MB)', and 'Date Uploaded', showing 'No Records Found.' and an 'Add Files' button. The bottom right corner has 'Back', 'Submit Employment', and 'Save' buttons.

Figure 3.22. Add Employment Information Page – Federal, Shoreside

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

- When you are finished providing your employment information, click **Add Files** to upload your supporting documentation. File names cannot contain commas.
- Click **Save** 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 a **Continue** button to edit the employment (see Figure 3.11). **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 3.12). **Note:** If you submit, you will not be able to edit or delete the employment.

3.2.2.10 Foreign Flag

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

The Foreign Flag page is displayed (see Figure 3.23).

The screenshot shows the 'Foreign Flag' page in the MSCS system. The page is titled 'Foreign Flag' and is part of the 'Reporting Year : 2017' section. The page contains a form for adding new employment information. The form is divided into several sections: 'Personal Information', 'Employment Information', and 'Vessel Information'. The 'Personal Information' section includes fields for 'Name of employer', 'Employer street address', 'Employer City', 'State/Territories', 'Zip Code', 'Foreign Postal Code', 'Country', 'Position Title', and 'Vessel Name'. The 'Employment Information' section includes fields for 'Vessel registry', 'Date of Shipment', 'Date of Discharge', and 'Duties'. The 'Vessel Information' section includes a text area for 'Duties'. There is also a section for uploading files with columns for 'File Name', 'File Size (MB)', and 'Date Uploaded'. The page has a left sidebar with navigation links and a top header with user information.

Figure 3.23. Add Employment Information Page – Foreign Flag

- 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** 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 a **Continue** button to edit the employment (see Figure 3.11). **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 3.12). **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 3.17).

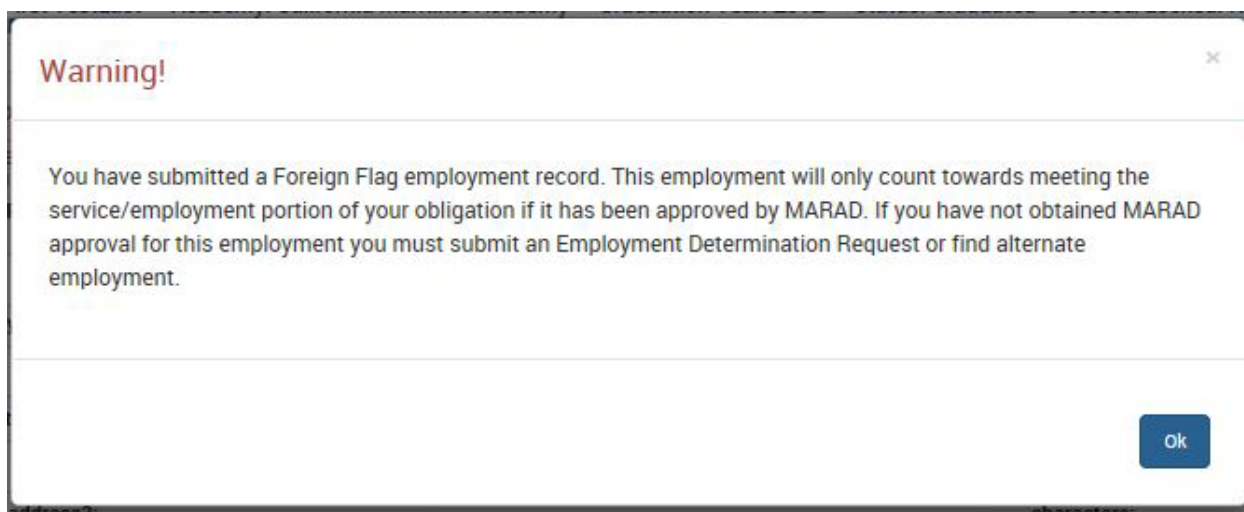


Figure 3.24. Foreign Flag Warning Message Pop-up

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 3.25). If you have more than one employment, all employments must be submitted before submitting the ASOC Report.

Figure 3.25. Reserve Obligation Page

3. Provide information in each of the fields, as appropriate.
4. When you are ready to submit this ASOC Report, click the **Certification and Warning** 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 3.26.)

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.

Figure 3.26. Certification and Warning Page

6. Click the **Submit Report** button.

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

“ASOC report has been successfully submitted.”

See Figure 3.27.

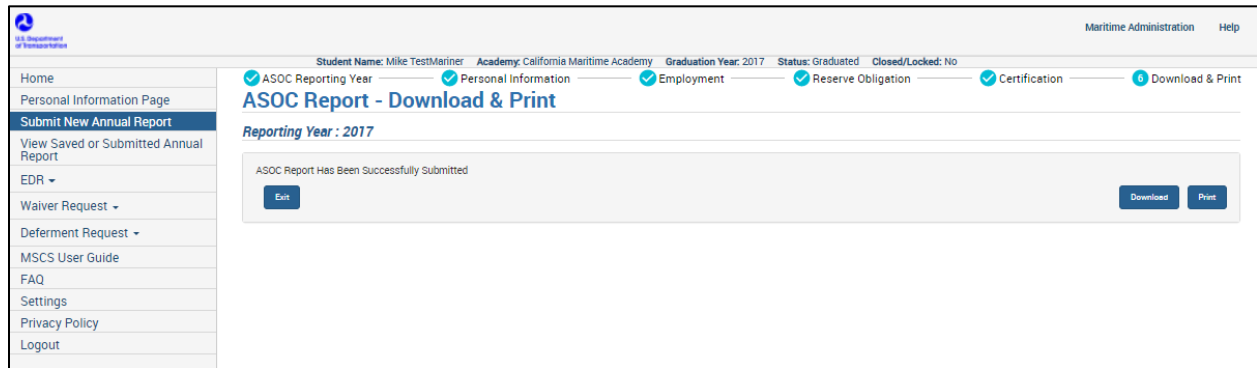


Figure 3.27. Print and Download MA-930 Page

7. Click **Download** or **Print** to view your report in PDF format (see Figure 3.28 and Figure 3.29).

Or

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

 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 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.			
PART I			
1. U.S. Coast Guard Reference Number	2. Name (Last, First, Middle) TestMariner, Mike		3. Date of Birth Jan 07, 1965
4. Address (Street, City, State, and Zip Code) 10 Main Street San Francisco, CA, 94102 United States		5. E-mail Address(es) Primary: mike.testmariner@dot.gov Secondary:	6. Calendar Year Reporting 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:			
PART II - EMPLOYMENT: An entry must be made for all periods of employment or unemployment during the Reporting Year. Begin with current status and work back covering the entire Report Year. Also, state how your position demonstrates employment in a maritime-related industry. Add additional information in Part III and attach additional sheets as needed. Unless you have received a deferral of your employment requirement, U.S. Merchant Marine Academy graduates must complete Part II to describe employment for the 6 year period after graduation and graduates of State Maritime Academies must complete Part II to describe employment for the 3 year period after graduation. If you have filed annual reports on employment and that obligation is complete, indicate "fulfilled employment" in Part II when reporting on the remaining obligations i.e., USCG license and/or reserve status in Part I.			
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. Maritime Ashore ☐ d. Federal, Shoreside ☐ e. Non-Maritime ☐ f. Graduate School Deferral ☐ g. Unemployed ☐ h. NOAA Corps/ USPHS Corps ☐ i. Medical/Hardship ☐ j. Foreign Flag	
Exact Title of Your Position: Captain			

MA-930 (08-12)

Figure 3.28. 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	Employment Type (Check Only One Box)
Employer's Address (Number, Street, City, State, Zipcode): 10 Main Street CA, 94102 United States		☐ a. Afloat ☐ b. Active Duty ☐ c. Maritime 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:		
Period Covered(Month/Day/Year): Feb 01, 2017 - Feb 14, 2017		Vessel (Name and Registry) ☒ U.S. ☐ Foreign ()
C	Employer's Name:	Employment Type (Check Only One Box)
Employer's Address (Number, Street, City, State, Zipcode): United States		☐ a. Afloat ☐ b. Active Duty ☐ c. Maritime 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:		
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 responsibilities demonstrate how your employment is maritime-related.		
Patrol the United States coastline. Duties		
PART IV Space for Additional Details. Indicate to which question this information applies.		
CERTIFICATION I certify under penalty of perjury that all of the statements made by me are true, complete, and correct to the best of my knowledge and are made in good faith. A false answer to any question in this statement may be punishable by fine or imprisonment 118 U.S.C. 1001 I. Signature (Sign in ink) Date May 16, 2022		
PRIVACY ACT STATEMENT: 48 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 3.29. 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 their current statuses (see Figure 3.30).

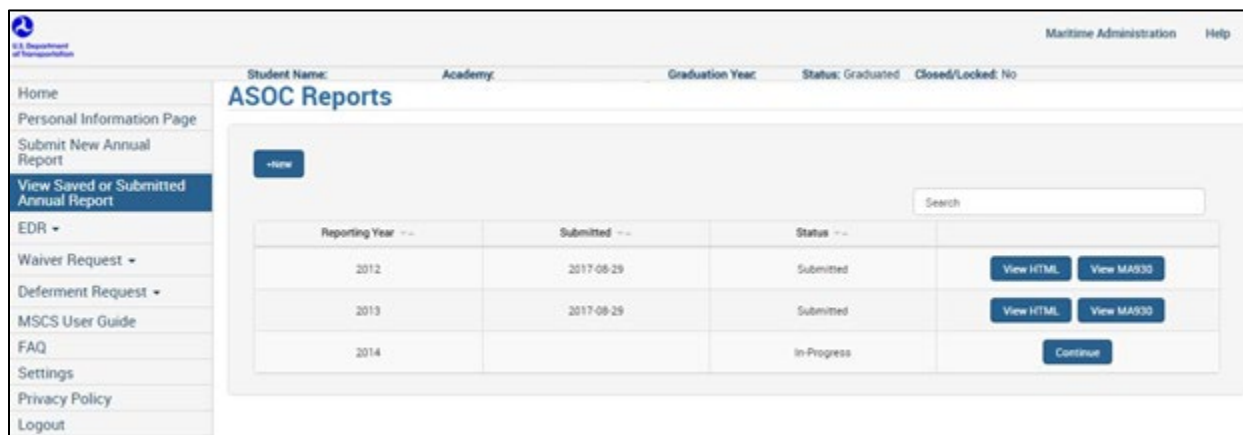


Figure 3.30. ASOC Reports Page

- 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 (see Figure 3.8).
- 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 the EDR drop-down which displays:
 - Submit Employment Determination Request
 - View Saved or Submitted EDR
 - EDR Instructions (PDF Document)
 - EDR Status Definitions (PDF Document)
2. To submit an EDR, click Submit Employment Determination Request.
3. Provide information in the required fields, which are indicated with an asterisk (*), as well as other details as appropriate. (see Figure 3.31 and Figure 3.32)
4. When you are finished providing your information, click **Add Files** to upload your supporting documentation. File names cannot contain commas.

Maritime Service Compliance System (MSCS) User Guide

U.S. Department of Transportation

Home

Personal Information Page

Submit New Annual Report

View Saved or Submitted Annual Report

EDR ▾

Waiver Request ▾

Deferment Request ▾

MSCS User Guide

FAQ

Settings

Privacy Policy

Logout

Maritime Administration Help

Student Name: Mike TestMariner Academy: California Maritime Academy Graduation Year: 2023 Status: Enrolled Closed/Locked: No

EDR - Not Submitted Date Submitted: N/A

Mariner Reference Number:

Primary email address: michael.haley.ctr@dot.gov

Cell phone:

Employment Type: Afloat, Foreign Flag vessels

Prospective Employer's Name: Mike Mariner

Title of Position Offered: Biologist

Anticipated Employment Start Date: 05152022

USCG MMC Expiration date: N/A

Department	Endorsement	PropulsionMode
There is no data to display		

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

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

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

Mailing Address

*Email address:
michael.haley.ctr@dot.gov

*Phone number:
+1 (202) 555-1212

*Street address:
100 Main Street

Apartment Number:
Enter Apartment Number

Employer's Info

*Prospective Employer's Name:
Mike Mariner

*Prospective Employer's street address:
10 Employment Street

*Prospective Employer's City:
San Francisco

*Employers State:
California

Employment Info

*Academy Major:
Biology

*Employment Type:
Afloat, Foreign Flag vessels

*Title of Position Offered:
Biologist

*Anticipated start date:
05162022

*Date offer valid to:

Figure 3.31. EDR Not Submitted Page (top)

U.S. Department of Transportation

Home

Personal Information Page

Submit New Annual Report

View Saved or Submitted Annual Report

EDR ▾

Submit Employment Determination

View Saved or Submitted EDR

EDR Instructions

EDR Status Definitions

Waiver Request ▾

Deferment Request ▾

MSCS User Guide

FAQ

Settings

Privacy Policy

Logout

Maritime Administration Help

Student Name: Mike TestMariner Academy: California Maritime Academy Graduation Year: 2023 Status: Enrolled Closed/Locked: No

*Phone number:
+1 (202) 555-1212

*Street address:
100 Main Street

Apartment Number:
Enter Apartment Number

City:
San Francisco

*State:
California

*Zip Code:
94102

*Country:
United States

*Prospective Employer's street address:
10 Employment Street

*Prospective Employer's City:
San Francisco

*Employers State:
California

Employers Zip Code:
94102

Employers Foreign Zip Code:
Enter Employer's Foreign zipcode

*Employers Country:
United States

*Employment Type:
Afloat, Foreign Flag vessels

*Title of Position Offered:
Biologist

*Anticipated start date:
05162022

*Date offer valid to:
05232022

File Name	File Size (MB)	Date Uploaded	
EDR.docx	3.046946	2022-05-12	Delete

Add Files

Cancel

Save & Exit

Submit

Figure 3.32. EDR Not Submitted Page (bottom)

- Click **Save & Exit** 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**.

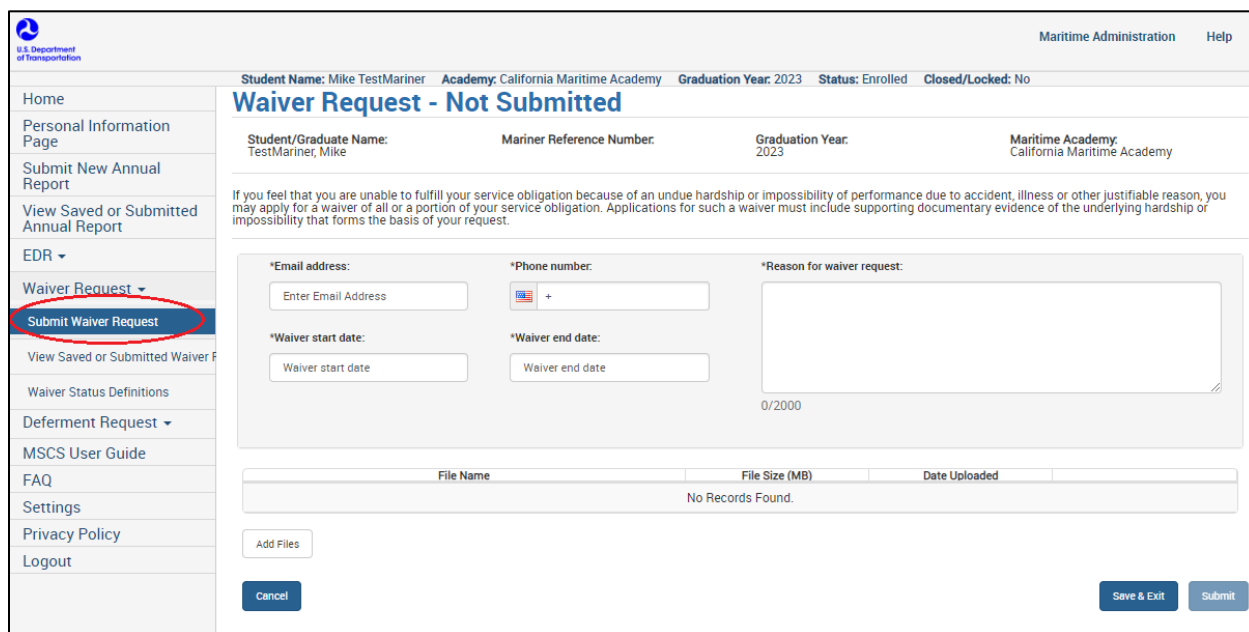
The View Saved or Submitted page will be refreshed and displays the new EDR information with details in columns; Employment Name, Position Offered, Anticipated Start Date, Offer End Date, Status, Date Submitted. Submitted EDRs will have a **View** button. Not Submitted EDRs will have an **Edit** button. (see Figure 3.33)

Employer Name	Position Offered	Anticipated Start Date	Offer End Date	Status	Date Submitted	
Mike TestMariner	Biologist	2022-05-13	2022-05-23	Request Pending	2022-05-13	View
Employer Name 20	Position Title	2022-12-01	2022-12-12	Not Submitted		Edit

Figure 3.33. View Saved or Submitted EDR Page

3.4.2 Waiver Request

- On the navigation bar, click the Waiver Request drop-down which displays:
 - Submit Waiver Request
 - View Saved or Submitted Waiver Request
 - Waiver Status Definitions (PDF Document)
- To submit a Waiver Request, click Submit Waiver Request.
- Provide information in all the required fields, which are indicated with an asterisk (*), as well as other details as appropriate. (see Figure 3.34)
- When you are finished providing your information, click **Add Files** to upload your supporting documentation. File names cannot contain commas.



U.S. Department of Transportation

Maritime Administration Help

Student Name: Mike TestMariner Academy: California Maritime Academy Graduation Year: 2023 Status: Enrolled Closed/Locked: No

Waiver Request - Not Submitted

Student/Graduate Name: TestMariner, Mike Mariner Reference Number: Graduation Year: 2023 Maritime Academy: California Maritime Academy

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

*Email address: Enter Email Address *Phone number: + *Reason for waiver request:

*Waiver start date: Waiver start date *Waiver end date: Waiver end date

0/2000

File Name	File Size (MB)	Date Uploaded
No Records Found.		

Add Files

Cancel

Save & Exit Submit

Figure 3.34. Waiver Request Not Submitted Page

- Click **Save & Exit** 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**.

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 3.35)



U.S. Department of Transportation

Maritime Administration Help

Student Name: Mike TestMariner Academy: California Maritime Academy Graduation Year: 2023 Status: Enrolled Closed/Locked: No

Waiver Requests for Mike TestMariner

+ New

Search

Start Date	End Date	Submission Date	Status	
2022-05-12	2022-05-16	2022-05-12	Request Pending	View Cancel

Figure 3.35. View Saved or Submitted Waiver Requests

The last column will display a **View** button to view the Waiver and a **Cancel** button to cancel the Waiver (see Figure 3.35). **Note:** If you cancel (see Figure 3.36), you will not be able to edit or submit, only cancel the Waiver Request.

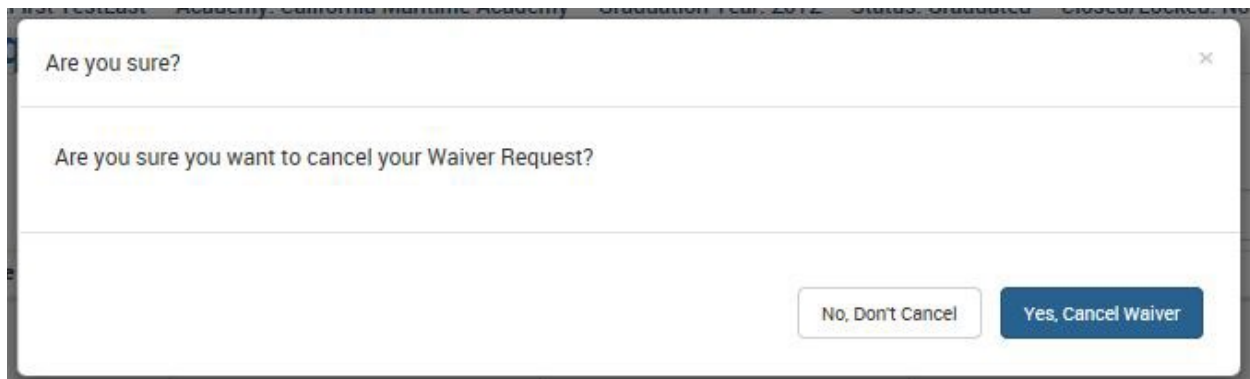


Figure 3.36. Waiver Warning Message

3.4.3 Deferment

1. On the navigation bar, click the Waiver Request drop-down which displays:
 - Submit Deferment Request
 - View Saved or Submitted Deferment Request
 - Deferment Status Definitions (PDF Document)
2. To submit a Deferment Request, click Submit Deferment Request.
3. Provide information in all the required fields, which are indicated with an asterisk (*), as well as other details as appropriate. (see Figure 3.38)
4. When you are finished providing your information, click **Add Files** to upload your supporting documentation. File names cannot contain commas.

The screenshot shows the 'Deferment Request - Not Submitted' page. The top navigation bar includes the U.S. Department of Transportation logo, 'Maritime Administration', and 'Help'. The breadcrumb trail shows: Student Name: Mike TestMariner, Academy: California Maritime Academy, Graduation Year: 2023, Status: Enrolled, Closed/Locked: No.

The main heading is 'Deferment Request - Not Submitted'. Below it, the student information is displayed: Student/Graduate Name: TestMariner, Mike; Mariner Reference Number; Graduation Year: 2023; Maritime Academy: California Maritime Academy.

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

The form contains several input fields:

- *Name of School: Enter Name of School
- *Degree: Enter Maritime-related Degree
- *Description of Maritime-related Graduate Program: (Text area)
- *Graduate classes start date: Graduate classes start date
- *Graduate classes end date: Graduate classes end date

Below the form is a table with columns: File Name, File Size (MB), and Date Uploaded. The table is empty, showing 'No Records Found.'.

At the bottom, there are buttons: 'Add Files', 'Cancel', 'Save & Exit', and 'Submit'.

Figure 3.37. Deferment Request Not Submitted Page

- Click **Save & Exit** at the bottom of the page if more edits or information is needed to complete the Deferment Request.

This will take you to the home page.

The View Saved or Submitted page will be refreshed and displays the new Deferment information with details in columns; Graduate School Name, Degree, Graduate Classes Start Date, Graduate Classes End Date, Status, and Date Submitted. (see Figure 3.38)

The screenshot shows the 'View Saved or Submitted Deferments' page. The top navigation bar includes the U.S. Department of Transportation logo, 'Maritime Administration', and 'Help'. The breadcrumb trail shows: Student Name: Mike TestMariner, Academy: California Maritime Academy, Graduation Year: 2023, Status: Enrolled, Closed/Locked: No.

The main heading is 'Waiver Requests for Mike TestMariner'. Below it, there is a '+ New' button and a search bar.

The table displays the following data:

Start Date	End Date	Submission Date	Status	
2022-05-12	2022-05-16	2022-05-12	Request Pending	View Cancel

At the bottom, there are buttons: 'View' and 'Cancel'.

Figure 3.38. View Saved or Submitted Deferments Page

The last column will display a **View** button to view the Deferment and a **Cancel** button to cancel the Deferment (see Figure 3.38). **Note:** If you cancel (see Figure 3.39), you will not be able to edit or submit, only cancel the Deferment Request.

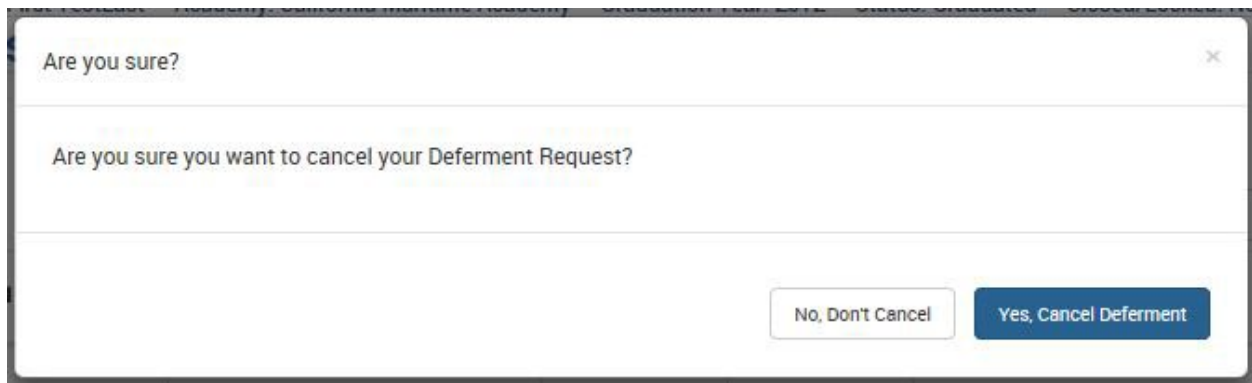


Figure 3.39. Deferment Warning Message

OR

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

Section 4.0 Concurrence

This document represents the requirements as gathered from the business team for the implementation of the Maritime Services Compliance System (MSCS). These signatures indicate acceptance and concurrence of the content of this document.

Danielle Bennett, System Owner

Date

Kathy Thomas, COR

Date

Larry Athearn, Project Manager

Date