



# **MARITIME SERVICE COMPLIANCE SYSTEM**

**(MSCS)**

## **USER'S MANUAL**

February 6, 2006

## INTRODUCTION

The Maritime Service Compliance Reporting System (MSCS) assists students in the U.S. Merchant Marine Academy and Student Incentive Payment (SIP) program, and merchant mariners complete the required Compliance Report online on an annual basis for the period of their service obligation after graduation. In addition, the website provides a wealth of information from employment in the maritime industry to maritime news and related topics.



## Welcome to The Maritime Service Compliance System



The Maritime Service Compliance System (MSCS) assists Midshipmen and Cadets in the U.S. Merchant Marine Academy and State Maritime Academies Graduates in the Student Incentive Payment program complete the required compliance reports online on an annual basis for the period of their service obligation after graduation. [More](#)

Failure to report annually is a breach of the service obligation and OPNAVINST 1534.1, and may result in disciplinary action to include active duty in the military or reimbursement of tuition.

- [Your Service Obligation Pamphlet](#) (PDF Document)
- [Kings Point Graduates' Letter](#) (PDF Document)
- [Maritime Administrator's Message to the State Maritime Academy Student Incentive Payment \(SIP\) Program Graduates of 2005](#) (Word Document)
- [Maritime Administrator's Message to the United States Merchant Marine Academy Class of 2005](#) (Word Document)
- **Contact Information**  
Compliance Specialist  
Maritime Administration  
400 7th Street S.W. Room 7123  
Washington, DC 20590  
Tel: 202-366-0845  
Email: [maritime.graduate@marad.dot.gov](mailto:maritime.graduate@marad.dot.gov)

[Privacy Policy](#)



## Sign-On Procedures

To log into the MSCS application,

1. Click on the Login tab from the MSCS website as shown above. The MSCS login prompt screen appears as shown in Figure 1.



U.S. Department of Transportation Maritime Administration

**MSCS**  
Maritime Service Compliance System

Home About MSCS Requirements Resources Employment Monday, February 05, 2006 Login

### MSCS Login

**Failure to report annually is a breach of the service obligation and OPNAVINST 1534.1, and may result in disciplinary action to include active duty in the military or reimbursement of tuition.**

If you make three (3) unsuccessful attempts to log into MSCS, you will be locked out of your account. You can request your account be unlocked by emailing the Maritime Administration (MARAD) at [maritime.graduate@dot.gov](mailto:maritime.graduate@dot.gov). Once you establish your Username and Password, write them down and safeguard them.

- [First Time User](#)
- [Forgot Password](#)

Username

Password

Contact [maritime.graduate@marad.dot.gov](mailto:maritime.graduate@marad.dot.gov) for assistance.

**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 (MSCS/SIPSA/MS) 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 1

2. Type your Username in the Username field. Press the Tab key to move the cursor to the password field, or use the mouse.
3. Type your Password in the Password field. Click on the Enter MSCS. The Maritime Service Compliance System Access Menu appears as shown in Figure 2.



U.S. Department of Transportation Maritime Administration

**MSCS**  
Maritime Service Compliance System

Home About MSCS Requirements Resources Employment Monday, February 05, 2006 Logout

User: Marad Marad

### Maritime Service Compliance System Access Menu

- [Update Your Profile](#) (Personal Information)
  - Once you have successfully logged into MSCS, carefully review your personal information to make sure it is correct. Make necessary changes and updates such as name, address, telephone numbers and email addresses.
- [Forms](#) (Download Forms)

---

To file an employment report, select a report year and click "GO"

- **Your First Reporting Year: 2004**
- **Number of Years Reported to Date: 4**
- **Annual Service Compliance Report:**

---

- [Check Employment Determination Requests Status](#)

---

**Login Information**

- [Reset Log In Information \( Change Password \)](#)

**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 (SIPSA/MS) 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 2

## First Time User

First time user must fill out the form below to be granted access to the MSCS application. All fields except Mother's Maiden Name and E-mail Address are required.



### New User Registration

Contact [maritime\\_graduate@marad.dot.gov](mailto:maritime_graduate@marad.dot.gov) for assistance.

Not a registered user yet? Just provide us with the following information to enroll.

Already registered? [Log In](#) now.

#### User Information

\* Social Security Number:   
\* Last Name (exactly as it appears on your student enrollment form):   
Mother's Maiden Name:   
\* Date of Birth:  (mm/dd/yyyy)  
E-mail Address:

#### Security Tips

Username must be 6 to 20 characters.  
Password must be a combination of 6 to 16 alpha and numeric characters, for example, aa2222, and do not use special characters (space, comma, / \ \* & ( ) \$ % ^ @ ~ ' ?)  
Avoid easy-to-guess names, addresses, or birth dates.  
Avoid using your Social Security number.  
Change your password every 90 days.

#### Username and Password

\* Username:   
\* Password:   
\* Confirm Password:

**PRIVACY ACT STATEMENT:** 48 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 (SIPS#MS) 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.

## Forgot Password

If you forget your log in password, you must fill out the form below to regain access to the MSCS application. All fields except Mother's Maiden Name and E-mail Address are required.



Forgot Your Username and Password? Choose new ones:

Contact [maritime\\_graduate@dot.gov](mailto:maritime_graduate@dot.gov) for assistance.

Already registered? [Log In](#) now.

### User Information

\* Social Security Number:

\* Last Name (exactly as it appears on your student enrollment form):

Mother's Maiden Name:

\* Date of Birth:  (mm/dd/yyyy)

### Username and Password

\* Current Username:

\* New Password:

\* Confirm Password:

### Security Tips

Username must be 6 to 20 characters.

Password must be a combination of 6 to 16 alpha and numeric characters, for example, aa2222, and do not use special characters (space, comma, / \ \* & ( ) \$ % ^ @ ~ ' ?)

Avoid easy-to-guess names, addresses, or birth dates.

Avoid using your Social Security number.

Change your password every 90 days.

**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.

## Personal Information

Upon Successful log in to MSCS, the Maritime Service Compliance System Access Menu appears as shown below.

**U.S. Department of Transportation Maritime Administration**  
**MSCS**  
 Maritime Service Compliance System

Home About MSCS Requirements Resources Employment Monday, February 06, 2006 Logout

User: Marad Marad

**Maritime Service Compliance System Access Menu**

- [Update Your Profile](#) (Personal Information)
  - Once you have successfully logged into MSCS, carefully review your personal information to make sure it is correct. Make necessary changes and updates such as name, address, telephone numbers and email addresses.
- [Forms](#) (Download Forms)

---

To file an employment report, select a report year and click "GO"

- **Your First Reporting Year:** 2004
- **Number of Years Reported to Date:** 4
- **Annual Service Compliance Report:**

---

- [Check Employment Determination Requests Status](#)

---

**Login Information**

- [Reset Log In Information \( Change Password \)](#)

**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 (SIPAMS) 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.

The “Maritime Service Compliance System Access Menu” screen allows you to:

### 1- Update Your Profile:

Click on Update Your Profile link to make changes to your personal contact information including address, telephone numbers and email addresses. You must click on “Modify” before you make any changes and click on “Submit Changes” to save your information. Information in grey can only be modified by contacting MARAD Manager at [maritime.graduate@dot.gov](mailto:maritime.graduate@dot.gov) . Click on “Options” to return to “Maritime Service Compliance System Access Menu” screen.

**U.S. Department of Transportation Maritime Administration**  
**MSCS**  
 Maritime Service Compliance System

Home About MSCS Requirements Resources Employment Wednesday, October 05, 2005 Logout

User: Marad Marad Options

**Required Field**

1. Name (First Name* M.I. Last Name* Suffix Maiden Name)					2. Social Security Number*	
<input type="text" value="Marad"/> <input type="text" value="M"/> <input type="text" value="Marad"/> <input type="text"/> <input type="text"/>					<input type="text" value="xxxx8888"/>	
3. Address (Street Address 1* Mail Box)				4. Email Address		
<input type="text" value="400 7th Street SW rm7320"/> <input type="text" value="0101"/>				<input type="text" value="wguffey@comcast.net"/>		
Street Address 2		City*	State*	Zip Code* + 4	2nd Email (optional)	
<input type="text"/>		<input type="text" value="Washington"/>	<input type="text" value="DC"/>	<input type="text" value="20590"/>	<input type="text"/>	
Foreign Province/State		Foreign Postal Code	Country *			
<input type="text"/>		<input type="text"/>	<input type="text" value="United States"/>			
5. Cell Phone (optional)		Home Phone	Work Phone (optional)		Fax (optional)	
<input type="text" value="202.366.9727"/>		<input type="text"/>	<input type="text" value="(202)366-4190"/>		<input type="text" value="(202) 366-9727"/>	

[Privacy Policy](#)

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).

Information in gray cannot be modified. Incorrect Information must be reported to [maritime.graduate@marad.dot.gov](mailto:maritime.graduate@marad.dot.gov)

### 2- Forms

Use this screen to download service compliance forms. Click on “Options” to return to “Maritime Service Compliance System Access Menu” screen.



Reporting Year:

To view an Annual Compliance Report (Auto Fill), first select a reporting year.

- [Annual Compliance Report](#) (Auto Fill)
  - Use this form to download or print your Annual Compliance Report after you have submitted it online. First, enter or update and submit your completed Annual Service Compliance Report using the link on the Personal Information page. Next, select the Reporting Year for the report you wish to print. Then, click on the Annual Compliance Report (Auto Fill) link above. Your report will be displayed with the data you submitted; print or save the report for your records.
- [Annual Compliance Report](#) (Word Document)
  - Use this form to download a blank Annual Compliance Report in Microsoft Word format. Type or write your information on the form and submit it to the Maritime Administration (MARAD). Keep a copy for your records.
- [Request for Deferment of Service Obligation](#) (PDF Document)
  - The purpose of this form is for maritime academy graduates to request a deferment or postponement in fulfilling their service obligations to attend graduate school. The period of the deferment may not exceed two years. The graduate must fill out the applicant portion of the form and submit it to their academy for approval. Following an evaluation of the applicant's academic and conduct records, the academy's President or Superintendent will forward the form with their recommendation to the Maritime Administration.

### 3- Login Information

Use “Reset Log In Information” (Change Password) to change your password as shown below. Click on “Submit” button will reset your password and also return you to “Maritime Service Compliance System Access Menu” screen.



#### Reset Log In Information

##### Username and Password

Old Password:

New Password:

Confirm Password:

##### Security Tips

Username must be 6 to 20 characters.  
 Password must be a combination of 6 to 16 alpha and numeric characters, for example, aa2222, and do not use special characters (space, comma, / \ \* & ( ) \$ % ^ @ ~ ' ?)  
 Avoid easy-to-guess names, addresses, or birth dates.  
 Avoid using your Social Security number.  
 Change your password every 90 days.

### Annual Service Compliance Report

On the Maritime Service Compliance System Access Menu screen, the Annual Service Compliance Report is used to submit your annual service reports including employment. You must select a reporting date and click the “Go” button. The list of links on the options bar closely follows form MMIRRG.

### 1- Personal Info

Current Reporting Year: 2004 Select Year: 2004 Go

**\* Required Field**

1. Name (First Name* M.I. Last Name* Suffix Maiden Name)					2. Social Security Number*	
Marad M Marad					xxxxxx8888	
3. Address (Street Address 1* Mail Box)				4. Email Address		
400 7th Street SW, Room 7222 2223				huan.nguyen@dot.gov		
Street Address 2		City*	State*	Zip Code* + 4		2nd Email (optional)
		Washington	DC	20590		
0001						3rd Email (optional)
Foreign Province/State		Foreign Postal Code	Country *			
			United States			
5. Cell Phone (optional)		Home Phone		Work Phone (optional)		Fax: (optional)
202.366.9727				(202)366-4190		(202) 366-9727

[Privacy Policy](#)

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).

Modify Submit Changes

Information in gray cannot be modified. Incorrect Information must be reported to [maritime\\_graduate@dot.gov](mailto:maritime_graduate@dot.gov)

Use this form to update your personal information. You can select a different reporting year. The form is similar to the one used to update Personal Profile. Click on "Options" to return to "Maritime Service Compliance System Access Menu" screen.

## 2- Service Info

The Service Info form (Part I of MMIRRG form) is used to submit service and license information. You can only submit one report per reporting year. Any changes to an existing report will overwrite it and jeopardize your compliance status. Click on "Options" to return to "Maritime Service Compliance System Access Menu" screen, or select another option from the Options Menu bar.

U.S. Department of Transportation Maritime Administration			
 <b>MSCS</b> Maritime Service Compliance System		 	
<a href="#">Home</a>	<a href="#">About MSCS</a>	<a href="#">Requirements</a>	<a href="#">Resources</a>
<a href="#">Employment</a>	Monday, February 06, 2006		<a href="#">Logout</a>
Personal Information			
User: Marad Marad		<a href="#">Options</a>	<a href="#">Personal Info</a>
		<a href="#">Service Info</a>	<a href="#">NR Training</a>
		<a href="#">Employment</a>	<a href="#">Upload</a>
Current Reporting Year: 2004		Select Year: 2004	<input type="button" value="Go"/>
Service Information			
1. Rank <input type="text" value="Select a rank"/>	2. Designator <input type="text" value="Testing"/>	3. Commissioned Date <input type="text" value="10/19/2005"/>	4. Calendar Year Reporting <input type="text" value="2004"/>
5. Are you full time Active Duty military? Yes: <input type="radio"/> No: <input type="radio"/>		6. Maritime Academy Attended/Year Graduated <input type="text" value="US MERCHANT MARINE ACADEMY"/> <input type="text" value="2004"/>	
7. Are you maintaining your Reserve Commission? Yes: <input type="radio"/> No: <input type="radio"/> Branch of Service: <input type="text" value="Select a Branch Service"/>			
8. I have transferred to the Selected Reserve status and have affiliated with: Unit: <input type="text"/> Reserve Center: <input type="text"/>			
9. Have you Renewed or Upgraded your USCG License since last report Yes: <input type="radio"/> No: <input checked="" type="radio"/> Date of Renewal/Upgrading (mm/dd/yyyy): <input type="text"/>		10. U.S. Coast Guard License Held <input type="text" value="Select a license"/>	
11. U.S. Coast Guard License Serial No: <input type="text"/>	12. Date Issued: <input type="text" value="(mm/dd/yyyy)"/>		
Additional license Serial No: <input type="text"/>	Date Issued: <input type="text"/>	License Type: <input type="text"/>	
13. List Standards of Training, Certification and Watch keeping (STCW95) endorsements since last report, with dates:			
<input type="text" value="Select Standards Training"/>	<input type="text" value="(mm/dd/yyyy)"/>		
<input type="text" value="Select Standards Training"/>	<input type="text" value="(mm/dd/yyyy)"/>		
<input type="text" value="Select Standards Training"/>	<input type="text" value="(mm/dd/yyyy)"/>		
Active Duty Military			
Branch of Service: <input type="text" value="Navy"/>	Rank: <input type="text" value="LTC"/>	Expected Discharge Date (mm/dd/yyyy): <input type="text" value="6/8/2006"/>	
<a href="#">Privacy Policy</a>			
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).			
<input type="button" value="Modify"/>	<input type="button" value="Submit Changes"/>		



#### 4- Employment

Employment information is reported on this form which displays reported employment for that year on file. You can add multiple employments for the same reporting year. You must contact MARAD in order to delete any records from your file. Click on “Options” to return to “Maritime Service Compliance System Access Menu” screen, or select another option from the Options Menu bar.



The screenshot shows the top portion of the MSCS website. At the top, it reads "U.S. Department of Transportation Maritime Administration" with the MSCS logo and "Maritime Service Compliance System" text. Below this is a navigation menu with links: Home, About MSCS, Requirements, Resources, Employment, Wednesday, October 05, 2005, and Logout. A secondary menu includes "Personal Information" and "User: Marad Marad". A third menu lists "Options", "Personal Info", "Service Info", "NR Training", and "Employment". The "Employment Information" section is highlighted in yellow and contains the text "Current Reporting Year: 2004" and a "Select Year:" dropdown menu set to "2004" with a "Go" button.

- [Submit New Employment Form](#)

Click on “Submit New Employment Form” as shown above to open employment form and to submit your employment information.

Personal Information

User: Marad Marad    Options | Personal Info | Service Info | NR Training | Employment

Employment Information

Current Reporting Year: 2004    Select Year: 2004    Go

- [Submit New Employment Form](#)

**Employment View**

(\* Required field)

Employment Type* <input type="text" value="Employment Type"/>	Employer Name* <input type="text"/>
--	--

Employer's Address

Street Address* <input type="text"/>	Mail Box <input type="text"/>	
Street Address 2 <input type="text"/>	City* <input type="text"/>	State* <input type="text"/>
	Zip Code* <input type="text"/>	+ 4 <input type="text"/>
Foreign Province/State <input type="text"/>	Foreign Postal Code <input type="text"/>	Country* <input type="text" value="United States"/>

Exact Title of Your Position* <input type="text"/>	Vessel Name <input type="text"/>
---	-------------------------------------

Dates Employed (mm/dd/yyyy)

Begin Date* <input type="text"/>	End Date* <input type="text"/>	Number of Days* <input type="text" value="0"/> day(s)	Registry: <input type="radio"/> US <input type="radio"/> Foreign
-------------------------------------	-----------------------------------	--	---

Brief Description of Duties and Responsibilities. State how your maritime-related ashore employment is useful to the U.S. Navy \*

Space for Additional Details. Indicate which question this information applies

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).

- 5- Check Employment Determination Requests Status – this option is only enabled when your Employment Determination has been activated. You can click this button to review/accept your Employment Determination or even request an extension for your Employment Determination as shown below.

U.S. Department of Transportation Maritime Administration

**MSCS**  
Maritime Service Compliance System

Home About MSCS Requirements Resources Employment Monday, February 06, 2006 Logout

**Employment Determination**

User: Marad Marad Options | Employment Determination Requests |

**Employment Determination Requests**

Select Request	Employer	Position Title	Period	Status	Effective Date
	MARAD	Testing	2/10/2006 - 6/20/2006	Approved	

Preview Contract Accept Contract Request/View Extensions

### Logout

Use the logout link on the MSCS website tool bar to logout of the MSCS application