U.S. Department
of Transportation
**Maritime
Administration**

1200 New Jersey Ave., S.E.
Washington, D.C. 20590

April 29, 2011

Congratulations Class of 2011 Graduates

As a Student Incentive Payment (SIP) Program recipient, you will begin fulfilling your maritime service obligation upon graduation. In short, you are now required to be employed afloat in the maritime industry for three years or serve on active duty in the U.S. armed forces, maintain your Reserve Commission for at least six years, obtain a Transportation Worker Identification Credential (TWIC) and Merchant Mariner Credentials (MMC), renew or upgrade the license endorsement on your MMC so its current for a period of 6-years, and report to the Maritime Administration (MARAD) annually until all components of your service obligation are completed.

On the MARAD website, https://mscs.marad.dot.gov is a copy of the pamphlet "Your Maritime Service Obligation" to be used as a reference document. In addition to the employment options listed in the pamphlet, MARAD may also accept as satisfying your employment service obligation, maritime-related employment with the Federal Government which is in the national security interests of the United States, as determined by the Maritime Administrator. Prior approval is required from the Maritime Administrator for all employment that is not afloat or active duty in the U.S. armed forces or with the National Oceanic and Atmospheric Administration (NOAA). The form for requesting prior approval for maritime ashore employment is available on the MARAD website above.

MARAD changed the annual reporting period so that it coincides with the date your annual submission is due to the Merchant Marine Reserve Office. The first service obligation annual compliance report will be due between **January 1, 2012 and March 1, 2012, and during the same January 1 – March 1 period for each year thereafter until all components of your service obligation are fulfilled.** MARAD has developed a web-site for electronically submitting your annual report information and encourages you to report utilizing this site, https://mscs.marad.dot.gov. If you have any questions regarding any part of your service obligation review the above pamphlet online and then contact MARAD using the mailing address on this letter or send an e-mail maritime.graduate@marad.dot.gov .

In summary, you are required to report annually to MARAD concerning all components of your service obligation, (employment, USCG license, military or reserve service) until all components of your service obligation are completed. A breach of your service obligation may result in you repaying your SIP funds received or being called into the U.S. military armed forces. You are reminded to contact the Naval Surface Reserve Force Office annually regarding your Naval Reserve Obligation at mmr_program_office@navy.mil and/or (https://navyreserve.navy.mil).

Again, congratulations on your successful completion of the maritime-related Undergraduate Program at the Great Lakes Maritime Academy and best wishes for a successful future in the maritime industry.

Sincerely,

RITA C. JACKSON
Academies Program Officer
Office of Maritime Workforce Development