



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

MANUAL OF ORDERS

MARITIME ADMINISTRATIVE ORDER

REVOKES

NO.

550-7

EFFECTIVE DATE

May 13, 2005

SUBJECT

U.S. Merchant Marine Academy – Service Obligations and Annual Reporting

Section 1. Policy:

1.01 The U.S. Merchant Marine Academy (Academy) is maintained for providing instruction to individuals to prepare them for service in the merchant marine of the United States. Each individual appointed as a midshipman at the Academy, who is a citizen of the United States, shall as a condition of appointment to the Academy sign an agreement committing such individual to accept the terms of the Maritime Administration (MARAD) Service Obligation Contract for U.S. Merchant Marine Academy Midshipmen.

1.02 A component of the service obligation contract is the requirement for all Academy graduates to file an annual report with MARAD. Following graduation, the required annual report is due to MARAD between the period of January 1, and March 1, until all components of the service obligation are completely fulfilled.

1.03 The annual report provides MARAD information on the three reportable components of the graduate's service obligation which is summarized as follows. Is the graduate:

- 1 maintaining a U.S Coast Guard license for 6 years, including required endorsements, upgrades or renewals,
- 2 maintaining a commission for a minimum of 6 years as an officer in the U.S. Naval Reserve, or any U.S. Reserve Unit if not active duty military, and
- 3 maintaining acceptable employment (afloat or maritime-related) or active duty in the U.S. armed forces, or as a commissioned officer in the National Oceanic and Atmospheric Administration, or maritime-related employment with the Federal Government which serves National Security interests, for a total of 5 years.

Section 2. Action Required:

2.01 In an effort to facilitate the mandated requirement to report annually to MARAD, and encourage compliance, the Superintendent of the Academy shall require all Second and First Class Midshipmen to log online to the internet website at MARAD, <https://mscs.marad.dot.gov> or its successor and update information in their records, such as home address, phone number and e-mail address. In the employment section, the midshipmen shall indicate anticipated; (1) graduation date for completion of the required degree program; (2) successful completion of the U.S. Coast Guard license exam; and (3) acceptance of a reserve commission or date of admission to active duty to the armed forces of the United States. If the midshipman is not scheduled to graduate four academic years after entering the Academy the midshipman shall input the new anticipated graduation date and indicate the reason(s) for the setback. The successful log on to the MARAD system shall be accomplished during the month of February.

2.02 The successful completion of the First and Second Class Midshipmen logging into the MARAD website and entering anticipated graduation and personal record information begins the process of reporting to MARAD, a requirement that each Academy graduate has as a service obligation. The requirement to report annually to MARAD is a component of each midshipman's education and training. Logging into the system prior to graduation will assist each midshipman in becoming familiar with the MARAD web-based internet reporting system capabilities. More importantly, this process will begin acclimating all midshipmen to the requirement to report annually following graduation.

2.03 The USMMA staff will be responsible for requiring all First and Second Class Midshipman to log into the MARAD internet website during the required period. MARAD Headquarters will monitor and notify the USMMA of all midshipmen who have not successfully logged on following the required period and the USMMA will notify these midshipmen and ensure they complete the system log-on that provides the updated information.

2.04 Annually the staff of the Office of Policy and Plans will provide a demonstration at the USMMA of the web-based system and the requirements of the graduate's service obligation.


John Jamian
Acting Maritime Administrator