



USCG FORCECOM Military to Mariner (M2M) Seatime Reporting Resources

BACKGROUND:

- Under Executive Order 13860, President Trump mandated all Services “Ensure that members...who are to be discharged or released from active duty and who request certification or verification of sea service be provided such certification or verification no later than 1 month after discharge or release”.
- To achieve the ends above, the US Coast Guard has developed and made available several different reporting systems and/or processes through which Coast Guard members can obtain authoritative sea-service reports for the purposes of receiving credit towards a Merchant Mariner Credential.
- The Coast Guard has used the Abstract of Operations-Training Management Tool (AOPS-TMT) since the year 2000 for the purposes of tracking the underway operational hours of its members aboard small-boats (Coast Guard Vessels less than 65’).
- In 2008, the Coast Guard began transitioning its operational units from AOPS-TMT to the Asset Logistics Management Information System (ALMIS) for operational tracking.
- For years, the National Maritime Center accepted the AOPS Crew Summary Report as authoritative evidence of the sea-time earned for Merchant Mariner Credit. Since ALMIS and AOPS were integrated and the data found in one system was mirrored in the other, there were no issues for members having access to a military sea-time report. In 2019, when the decision was made to un-support AOPS, M2M started receiving reports from the fleet about members whose sea-time was not captured in the AOPS system which, at the time was the only acceptable report members could use to get credit for their military sea-time towards a merchant mariner credential.

Transcript of Sea Service (TOSS)

- The TOSS is for Coast Guard members and former Coast Guard members who want to receive their Mariners License. The TOSS is a chronicle of the vessels that a member

served aboard during their career. The TOSS does not capture time aboard Coast Guard smallboats.

- The TOSS can be requested through a Customer Care ticket submitted to [Coast Guard Pay and Personnel Center](#).
- An example of the TOSS can be seen in **Appendix A**.

Abstract of Operations-Training Management Tool (AOPS-TMT) (CAC Enabled)

- If a member joined the Coast Guard pre-2010, their hours earned while serving aboard smallboats may only reside in AOPS-TMT which became unsupported in 2019.
- C5I is actively migrating AOPS-TMT data into ALMIS for the eventual decommissioning of AOPS-TMT.
- Active Duty members who enjoy access to AOPS-TMT may be able to pull their Crew Hours Report. Active Duty members may want to seek the assistance of their Unit Training Officer.
- (placeholder for AOPS User Guide Link in M2M Sharepoint)
- An example of the AOPS Crew Hours report can be seen in **Appendix B**.

ALMIS M2M REPORT (CAC Enabled):

- The ALMIS M2M COX/CREW/ENG Report is accessible to all active-duty with a valid CAC that require smallboat hour documentation.
- Depending on whether the smallboat hours earned were on vessels enrolled in ALMIS at the time of the ALMIS rollout, members smallboat hours may reside both in AOPS and in ALMIS.
- See **Appendix C and D** for examples of ALMIS M2M COX/CREW/ENG Reports.
- Please follow ALMIS M2M Report Procedures below to retrieve the ALMIS M2M report.

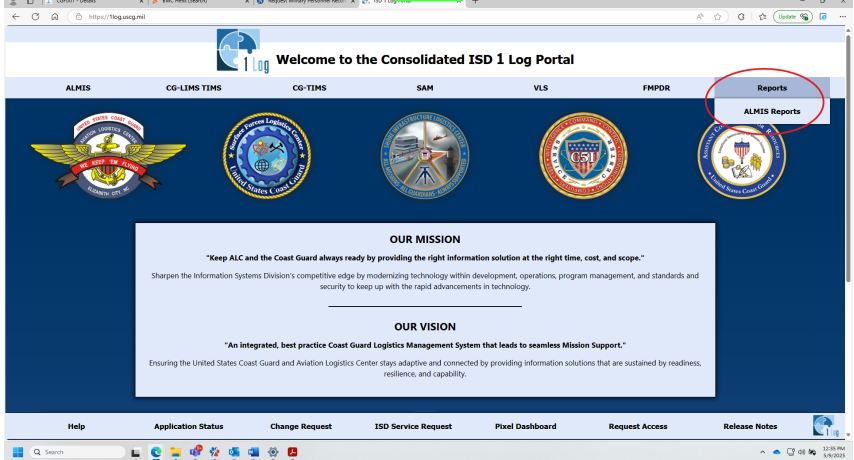
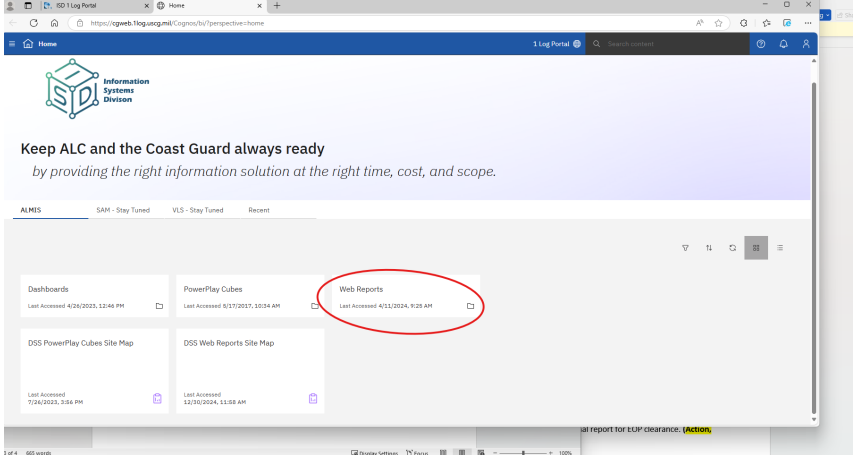
WARNING:

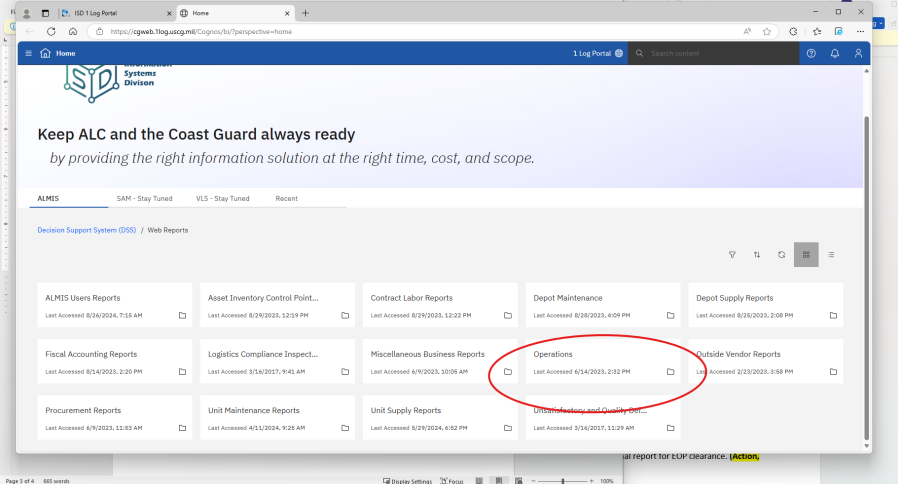
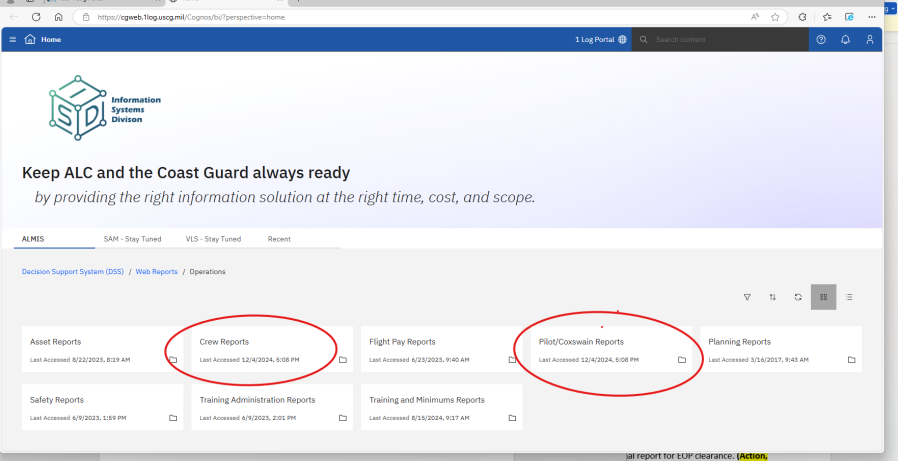
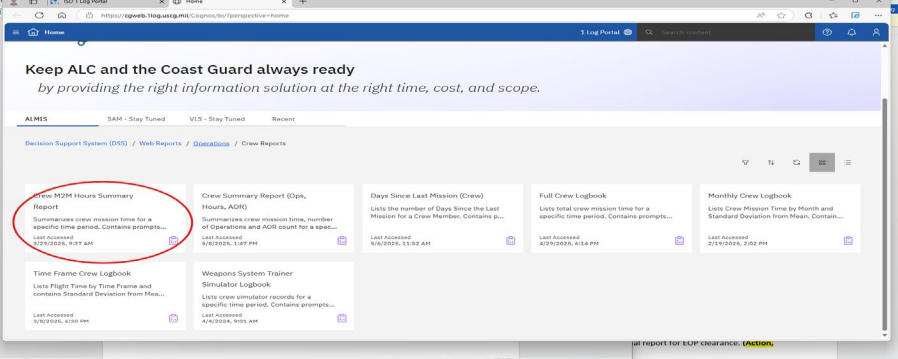
- Members that need to submit both AOPS and ALMIS M2M reports to capture all military hours earned must ensure that the two reports do not have overlapping reporting periods for the same position. Members that submit two reports (ALMIS & AOPS) that capture the same hours will see their MMC application returned from the National Maritime Center.

Veterans:

- Veterans can request their Transcript of Sea Service directly from the [USCG Pay and Personnel Center](#).
- Veterans that need their Boat Hour Reports should send an email to CGM2M@uscg.mil and provide the below information:
 - Full Name
 - USCG Employee ID Number
 - Date of Entry & Date of Separation/Retirement
- M2M will access the various CAC-Enabled systems on member's behalf and return reports to the Veteran using the email address from the original request.
- Veterans be advised that M2M will do its best to retrieve the requested hours reports however there may be certain circumstances where the reports either do not match the examples below or they reside in systems/archives to which M2M does not have access. This is a known issue and is something M2M is working on with USCG C5I and ALC-ALMIS to fix in support of Executive Order 13860.


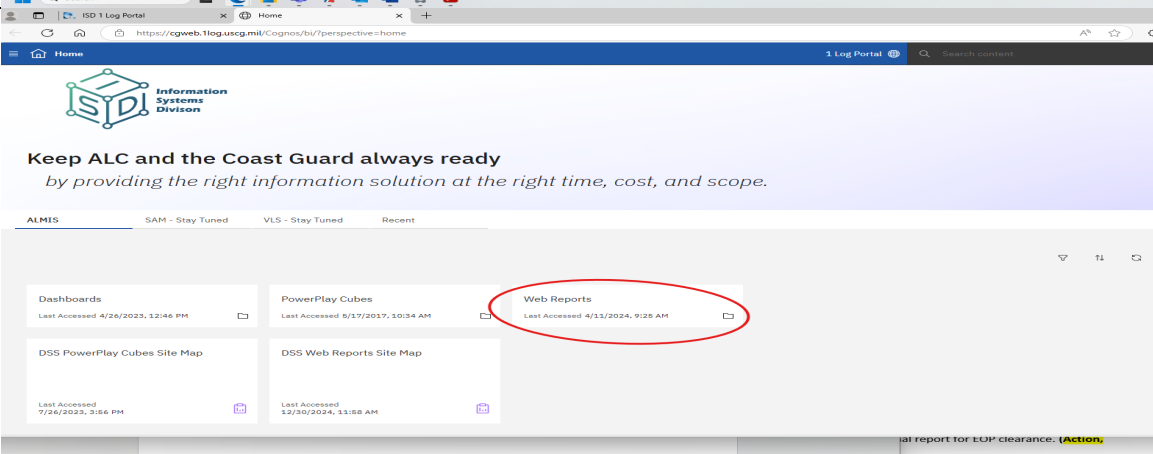
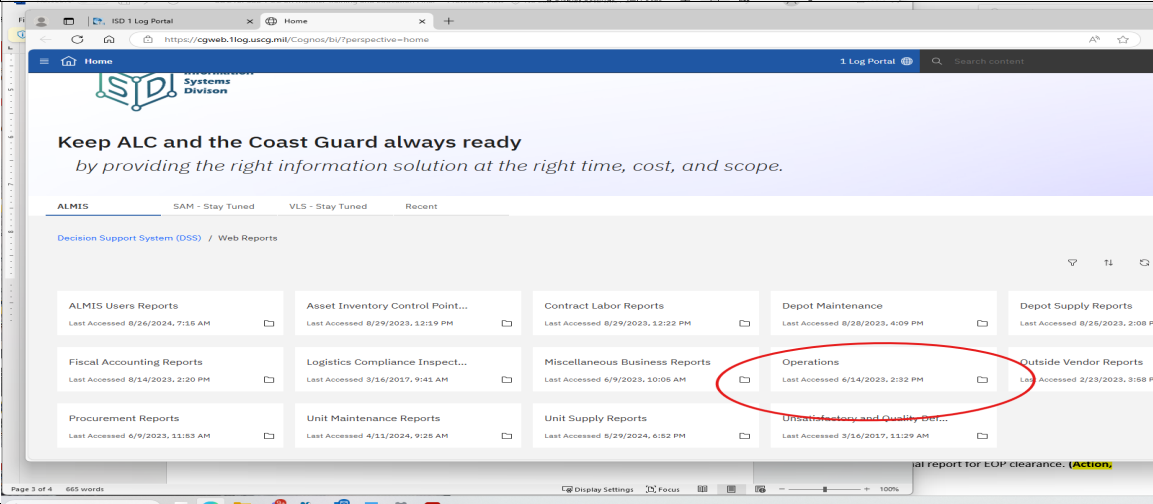
PROCEDURE FOR RUNNING AN ALMIS CREW/ENG Boat Hours REPORT

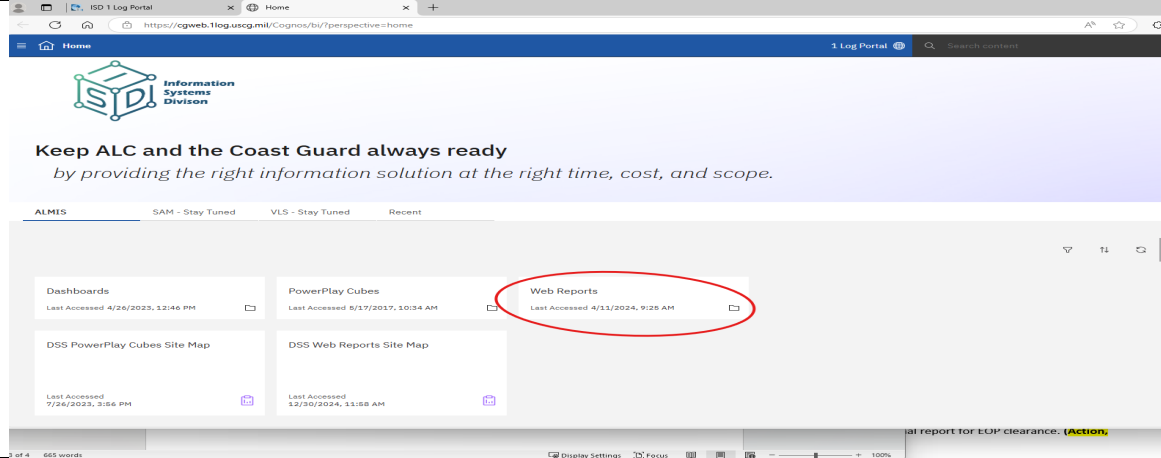
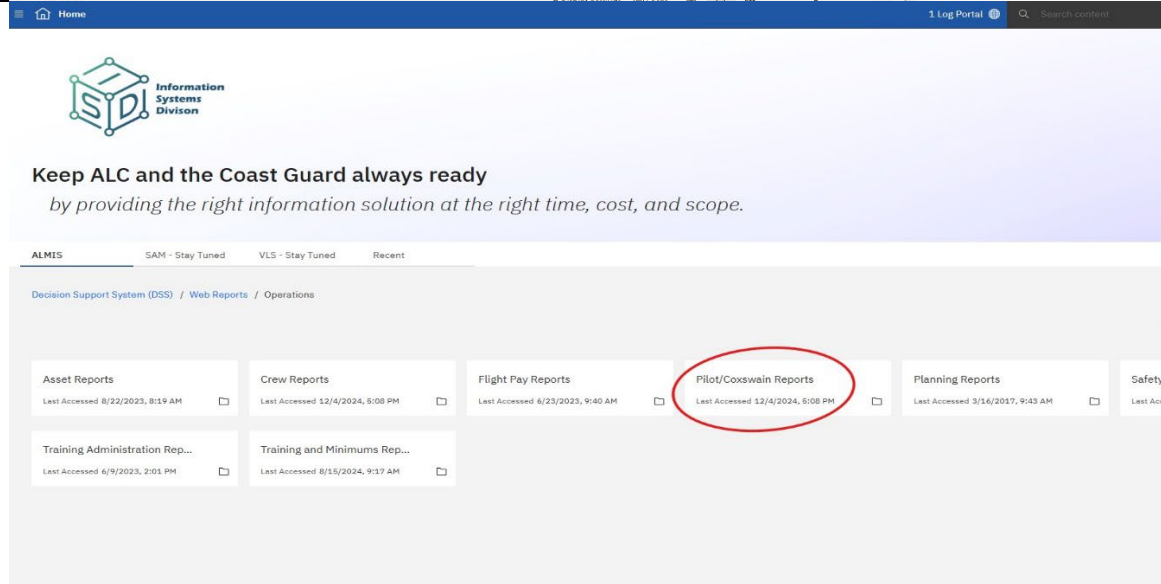
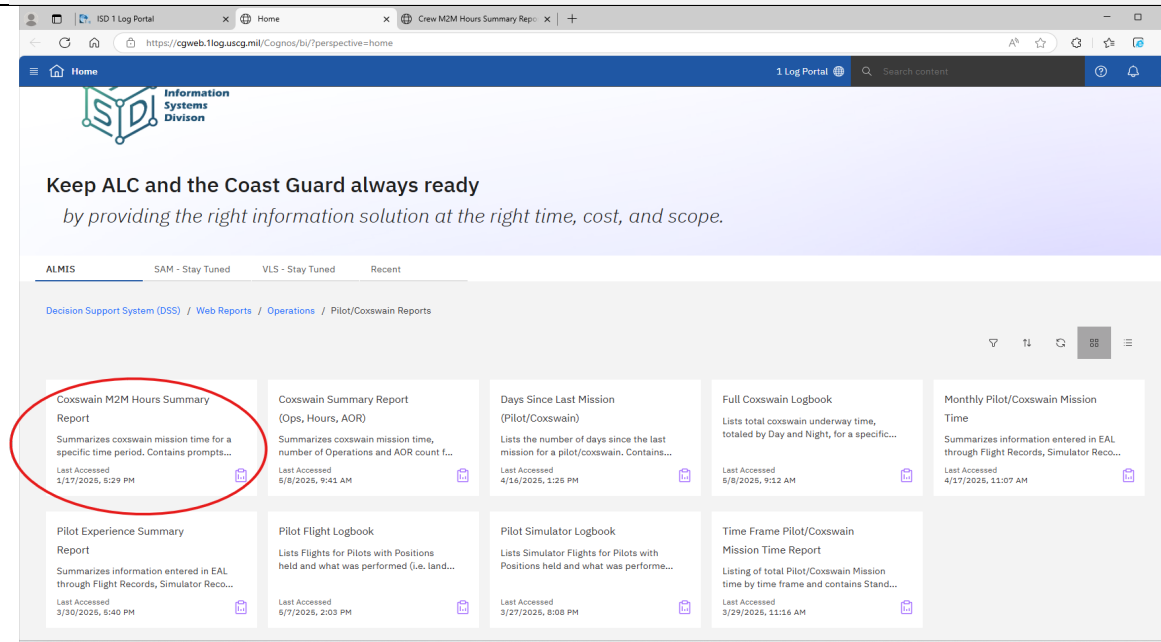
STEPS	PROCEDURE	NOTES
Step 1	Open the Consolidated ISD 1 Log Portal	
Step 2	Open the “Reports”> “ALMIS Reports”	 <p>The screenshot shows the 'Welcome to the Consolidated ISD 1 Log Portal' page. The top navigation bar includes links for ALMIS, CO-LIMS TMS, CO-TIMS, SAM, VLS, FMPDR, and Reports. The 'Reports' link is circled in red. Below the navigation bar are several circular logos and a central mission statement section.</p>
Step 3	Open “Web Reports”	 <p>The screenshot shows the 'ALMIS' web interface. The 'Web Reports' link in the 'Web Reports' section is circled in red. The interface includes a header with the 'Information Systems Division' logo and a main content area with various links and reports.</p>

<p>Step 4</p>	<p>Open “Operations”</p>	 <p>The screenshot shows the SD Information Systems Division web portal. The 'Operations' link in the 'Web Reports' section is circled in red. The portal includes a header with the SD logo and a navigation bar with links to ALMIS, SAM - Stay Tuned, VLS - Stay Tuned, and Recent. The main content area displays various reports, including ALMIS Users Reports, Asset Inventory Control Point..., Contract Labor Reports, Depot Maintenance, Depot Supply Reports, Fiscal Accounting Reports, Logistics Compliance Inspect..., Miscellaneous Business Reports, Operations, Outside Vendor Reports, Procurement Reports, Unit Maintenance Reports, Unit Supply Reports, and Urban/Military and Quality...</p>
<p>Step 5</p>	<p>Choose “Crew Reports”</p> <p>**Crew Reports include hours earned as Smallboat Engineer**</p>	 <p>The screenshot shows the SD Information Systems Division web portal. The 'Crew Reports' and 'Pilot/Coxswain Reports' links in the 'Web Reports' section are circled in red. The portal includes a header with the SD logo and a navigation bar with links to ALMIS, SAM - Stay Tuned, VLS - Stay Tuned, and Recent. The main content area displays various reports, including Asset Reports, Crew Reports, Flight Pay Reports, Pilot/Coxswain Reports, Planning Reports, Safety Reports, Training Administration Reports, and Training and Minimums Reports.</p>
<p>Step 6</p>	<p>For Boat Crew/Engineers. Open Crew M2M Hours Summary Report</p> <p>*If accessing Coxswain Boat Hours report, skip to Step #9*</p>	 <p>The screenshot shows the SD Information Systems Division web portal. The 'Crew M2M Hours Summary Report' link in the 'Web Reports' section is circled in red. The portal includes a header with the SD logo and a navigation bar with links to ALMIS, SAM - Stay Tuned, VLS - Stay Tuned, and Recent. The main content area displays various reports, including Crew M2M Hours Summary Report, Crew Summary Report (Ops, Hours, AGR), Days Since Last Mission (Crew), Full Crew Logbook, Monthly Crew Logbook, Time Frame Crew Logbook, and Weapons System Trainer Simulator Logbook.</p>

<p>Step 7</p>	<p>(a) Select “Coast Guard Boats” under the Group</p> <p>(b) Select Assigned Unit</p> <p>(c) Select Start Date</p> <p>(d) Select End Date</p> <p>(e) Enter EMPLID</p> <p>(f) Press Finish</p>	
<p>Step 8</p>	<p>Convert report from HTML to PDF</p> <p>**See Appendix A for an example of the ALMIS M2M Crew/ENG Boat Hours Report that is to be submitted with MMC application for military sea-time credit**</p>	

PROCEDURE FOR RUNNING ALMIS Coxswain Boat Hours REPORT

STEPS	PROCEDURE	NOTES
Step 1	Open the Consolidated ISD 1 Log Portal	
Step 2	Open the "Reports", then "ALMIS Reports"	
Step 3	Open "Web Reports"	
Step 4	Open "Operations"	

Step 5	Open “Web Reports”	 <p>The screenshot shows the 1 Log Portal home page. The header includes the Information Systems Division logo and the tagline "Keep ALC and the Coast Guard always ready by providing the right information solution at the right time, cost, and scope." Below the header, there are navigation tabs: ALMIS, SAM - Stay Tuned, VLS - Stay Tuned, and Recent. The main content area displays several tiles: Dashboards, PowerPlay Cubes, Web Reports (circled in red), DSS PowerPlay Cubes Site Map, and DSS Web Reports Site Map. The Web Reports tile indicates it was last accessed on 4/13/2024 at 9:25 AM.</p>
Step 6	Choose “Pilot/ Coxswain Reports”	 <p>The screenshot shows the 1 Log Portal Web Reports page. The header and tagline are the same as in Step 5. Below the header, there are navigation tabs: ALMIS, SAM - Stay Tuned, VLS - Stay Tuned, and Recent. The main content area displays several tiles: Asset Reports, Crew Reports, Flight Pay Reports, Pilot/Coxswain Reports (circled in red), Planning Reports, Training Administration Rep..., and Training and Minimums Rep.... The Pilot/Coxswain Reports tile indicates it was last accessed on 12/4/2024 at 5:08 PM.</p>
Step 7	Open Coxswain M2M Hours Summary Report	 <p>The screenshot shows the 1 Log Portal Pilot/Coxswain Reports page. The header and tagline are the same as in Step 5. Below the header, there are navigation tabs: ALMIS, SAM - Stay Tuned, VLS - Stay Tuned, and Recent. The main content area displays several tiles: Coxswain M2M Hours Summary Report (circled in red), Coxswain Summary Report (Ops, Hours, AOR), Days Since Last Mission (Pilot/Coxswain), Full Coxswain Logbook, Monthly Pilot/Coxswain Mission Time, Pilot Experience Summary Report, Pilot Flight Logbook, Pilot Simulator Logbook, and Time Frame Pilot/Coxswain Mission Time Report. The Coxswain M2M Hours Summary Report tile indicates it was last accessed on 1/17/2025 at 5:29 PM.</p>

Step 8

- (a) Select “Coast Guard Boats” under the Group
- (b) Select Assigned Unit
- (c) Select Start Date
- (d) Select End Date
- (e) Enter EMPLID
- (f) Press Finish

If submitting an AOPS report in addition to an ALMIS report for the same position (eg. COX, CREW, ENG), ensure the dates of the two reports DO NOT OVERLAP

The screenshot shows the 'COXSWAIN M2M HOURS SUMMARY REPORT PROMPTS' form. Key elements include:

- Select Group:** A dropdown menu with 'Coast Guard Boats' selected.
- Select Assigned Unit:** A dropdown menu with 'ABRIE BURGESS (WLM-553) - 15519' selected.
- Start Date:** A calendar widget showing the year 2008.
- End Date:** A calendar widget showing the year 2016.
- Enter Employee ID:** A text field containing '0025908'.
- Buttons:** 'Cancel' and 'Finish' buttons at the bottom right.

The National Maritime Center will return your MMC application if two different boat hour reports are submitted with overlapping dates.


Step 9

- Convert report from HTML to PDF & Save to Personal folders
- **This PDF is the report to be submitted with member’s MMC application**

The screenshot shows the 'M2M HOURS SUMMARY REPORT CREW SUMMARY PAGE'. Key elements include:

- Assigned Unit:** ABRIE BURGESS
- Report Period:** May 29, 2002 to May 29, 2025
- Format:** A dropdown menu labeled 'Select a format' with 'HTML' selected.
- Buttons:** 'Day Hours', 'Night Hours', and 'Total Hours' buttons at the bottom.

Appendix A: Transcript of Sea Service

DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD PFC 1075 (REV. 10/2016)		TRANSCRIPT OF SEA SERVICE					DATE: Jul 23, 2021	
NAME (LAST, FIRST, MI): Yeaton, Hopley					LAST FOUR OF SSN: 1790			
DATE OF INITIAL ENTRY INTO MILITARY SERVICE: Jul 26, 2005					DATE & TYPE OF LAST SEPARATION: STILL SERVING			
NAME OF VESSEL	VESSEL CLASS	TONNAGE	HP (PROPULSION)	RATING/RANK	POSITION HELD OR DEPARTMENT	FROM	TO	TOTAL DAYS ASSIGNED
SHERMAN	WHEC	3,506 GRT	36,000 (GT/Motor)	MK E-5	Engineering Dept.	Oct 20, 2005	Nov 2, 2008	1110
MAUI	WPB	203 GRT	6,246 (Motor)	MK E-5	Engineering Dept.	Dec 9, 2008	Dec 16, 2009	373
FARALLON	WPB	203 GRT	6,246 (Motor)	MK E-5	Other	Jan 8, 2011	May 16, 2011	129
MARIA BRAY	WLM	904 GT ITC	1,920 (Motor)	MK E-5	Other	Oct 20, 2011	Nov 24, 2011	36
JOSHUA APPLEBY	WLM	904 GT ITC	1,920 (Motor)	MK E-6	Other	Apr 27, 2012	Jun 2, 2012	37
EAGLE	WIX	1,232 GT ITC	1,125 (Aux Sail/Motor)	MK E-6	Other	Mar 20, 2014	Apr 4, 2014	16
NORTHLAND	WMEC	2,012 GT ITC	7,290 (Motor)	LTJG O-2	Operations Dept.	Jul 1, 2014	Jul 2, 2016	733
SANIBEL	WPB	203 GRT	6,246 (Motor)	LTJG O-2	XO	Jul 5, 2016	Apr 9, 2018	644
ADAK	WPB	203 GRT	6,246 (Motor)	LT O-3	CO	Apr 27, 2018	May 9, 2019	378
TYBEE	WPB	203 GRT	6,246 (Motor)	LT O-3	CO	Jun 3, 2019	Jun 25, 2021	754
TO: HOPLEY.YEATON@USCG.MIL					TOTAL DAYS 4210			
 Digitally signed by Date: 2021.07.23 11:47:24 -05'00'					COMMANDING OFFICER (ADV-SV) USCG PAY & PERSONNEL CENTER 444 SE QUINCY ST TOPEKA, KS 66683-3591			

Appendix B: AOPS Crew Hours Report

To prove recency, mariner will have to re-run report for 3 years prior to application and submit. Mariner's typically run large date ranges to make sure all hours are captured.

Crew Hours
Report Run For: CG STA DESTIN

From: 01 JAN 2001 To: 04 DEC 2012
Hours in Period: 104,520

Note: U/W hours represents the total underway hours for each crewmember. Do not add Night Hours to U/W Hours. All calculations are based on Greenwich Mean Time (GMT), a.k.a. Zulu Time.

Type	Competency	Missions	U/W Hours	Min Req	Night Hours	Min Req
CERTIFIED HOURS	CBM*	Not Asgnd	6	6.05		0.00
UNCERTIFIED HOURS	CBM*	Not Asgnd	29	53.95		0.00
CERTIFIED HOURS	MLB	Not Asgnd	243	677.05		77.18
UNCERTIFIED HOURS	MLB	Not Asgnd	12	30.78		3.70
CERTIFIED HOURS	RB-S	CXN (Cert)	128	387.62		76.65
UNCERTIFIED HOURS	RB-S	CXN (Cert)	19	57.65		6.10
CERTIFIED HOURS	RBM	Not Asgnd	40	91.07		1.20
UNCERTIFIED HOURS	RBM	Not Asgnd	19	79.05		0.00
CERTIFIED HOURS	SPC-LE	Not Asgnd	22	53.22		6.00
UNCERTIFIED HOURS	SPC-LE	Not Asgnd	1	2.42		0.00
CERTIFIED HOURS	SPC-SW	CXN (Cert)	52	148.10		7.50
CERTIFIED HOURS	UTB	CXN (Cert)	151	412.92		59.48
UNCERTIFIED HOURS	UTB	CXN (Cert)	44	147.40		8.07
CERTIFIED HOURS	UTL	Not Asgnd	120	327.92		27.77
UNCERTIFIED HOURS	UTL	Not Asgnd	2	6.50		0.00
CERTIFIED HOURS	UTM	Not Asgnd	1	2.35		0.00
CERTIFIED Individual Boat Hours Total :			763	2,097.10	Y	243.73
UNCERTIFIED Individual Boat Hours Total :			126	378.35		17.87
Grand Total:			889	2,475.45		261.60

CREW MEMBERS WITHOUT U/W TIME ON CG ASSETS


Mariner's rating BMC: Creditable for deck licenses per MSM.

U/W Hours/ 4 = # of creditable service days: 2475.45/ 4 = 618.86 or 619 creditable days in the deck department (ALL SERVICE is also equivalent to AB, because this mariner's rating is BMC/ E-7, per MSM E-4 and above is Petty Officer (PO) service and in deck department is deemed equivalent to Able Seaman.

Mariner can also receive Master, Mate or equivalent time for hours shown as Certified Coxswain (CXN Cert)
387.62 + 57.65 + 148.10 + 412.92 + 147.40 + 327.92 = 1481.61
1481.61/ 4 = 370.4 or 370 days service as M/M/E

Summary: Mariner should receive 619 total days of service, all equivalent to Able Seaman and 370 days as Master, Mate or equivalent on Near Coastal waters.

Appendix C: ALMIS M2M Crew/Eng Boat Hours Report



ALMIS

M2M HOURS SUMMARY REPORT

CREW SUMMARY PAGE

For Official Use Only

Assigned Unit: 13 (district) - 71113

Emplid(Optional): Emplid Used

Report Period: Mar 1, 2014-Mar 21, 2024

Type(s) (Optional): Not Used

Position(s) (Optional): Not Used

Designation(s) (Optional): Not Used


Duty Unit(s) (Optional): Not Used

Date/Time of Report: 21-Mar-2024 3:28 PM

						Day Hours	Night Hours	Total Hours				
Merchantmariner, J 1234	CB	CBM17A	CR	SWORDFISH (WPB-087) - 30303	2018	Jan	2.3	0.0	2.3			
						Feb	5.3	0.0	5.3			
						Yearly Total	7.6	0.0	7.6			
					Unit Total	7.6	0.0	7.6				
					CRB	SWORDFISH (WPB-087) - 30303	2017	Jul	3.3	0.0	3.3	
								Yearly Total	3.3	0.0	3.3	
		Unit Total	3.3	0.0				3.3				
		Model Total					10.9	0.0	10.9			
		CBOTH	E	PACIFIC AREA STAFF - 30303	2020	Aug	8.2	0.0	8.2			
						Nov	6.2	0.0	6.2			
						Yearly Total	14.4	0.0	14.4			
					2021	Jan	1.3	0.0	1.3			
						Feb	4.3	0.0	4.3			
						Mar	0.5	0.0	0.5			
						Yearly Total	6.1	0.0	6.1			
					Unit Total	20.5	0.0	20.5				
					DOUGLAS MUNRO (WHEC 724) - 30303			2020	Jul	2.7	0.0	2.7
									Aug	8.2	0.0	8.2
	Oct								1.3	0.0	1.3	
	Dec								2.6	0.5	3.1	
	Yearly Total								14.8	0.5	15.3	
	2021							Jan	1.3	0.0	1.3	
								Feb	4.3	0.0	4.3	
								Yearly Total	5.6	0.0	5.6	
	Unit Total							20.4	0.5	20.9		
	Model Total							40.9	0.5	41.4		
	Type Total							51.8	0.5	52.3		
	CBATNM	CAM18A	CRB	IDA LEWIS (WLM-551) - 30303	2021	Nov	0.0	1.3	1.3			
						Yearly Total	0.0	1.3	1.3			
						Unit Total	0.0	1.3	1.3			
					Model Total					0.0	1.3	1.3
	Type Total					0.0	1.3	1.3				
	RBM	RBM45	CR	ANNAPOLIS (station) - 30303	2022	Oct	3.4	5.3	8.7			
						Nov	0.9	0.0	0.9			
						Yearly	4.3	5.3	9.6			

United States Coast Guard
1 of 4
Asset Logistics Management Information Systems

Appendix D: ALMIS M2M Coxswain Boat Hours Report

<div>  <div> ALMIS </div> <div> M2M HOURS SUMMARY REPORT COXSWAIN SUMMARY PAGE </div> </div>									
For Official Use Only					Date/Time of Report: 21-Mar-2024 1:50 PM				
Assigned Unit:					ABBIE BURGESS (WLM-553) - 15519 Emplid(Optional): Emplid Used				
Report Period:					Mar 1, 2018 - Mar 21, 2024				
Type(s) (Optional):					413, 354, 209, 214, 212, 213, 364, 340, 210, 208, 211				
Position(s) (Optional):					Break-in Coxswain, Break-in Crewman, Break-in Engineer, Commanding Officer, Coxswain, Coxswain in Command, Crewman, Engineer, Executive Officer				
Designation(s) (Optional):					Not Used				
Duty Unit(s) (Optional):					Not Used				
							Day Hours	Night Hours	Total Hours
Merchantmariner, J 1234	MLB47	CX	SFLC - 89000	2018	Sep		1.6	3.2	4.8
					Yearly Total		1.6	3.2	4.8
				2019	Feb		2.7	1.0	3.7
					Mar		3.1	0.0	3.1
					Apr		2.3	0.0	2.3
					May		3.8	0.0	3.8
					Jun		8.2	5.9	14.1
					Jul		1.5	1.5	3.0
					Sep		3.1	0.0	3.1
					Dec		4.6	1.6	6.2
					Yearly Total		29.3	10.0	39.3
				2020	Jan		2.8	0.0	2.8
					Mar		1.4	0.0	1.4
					Apr		1.5	2.0	3.5
					Jun		13.6	1.0	14.6
					Nov		2.3	0.0	2.3
					Yearly Total		21.6	3.0	24.6
				2021	Feb		3.2	3.2	6.4
					Mar		5.1	0.0	5.1
					Yearly Total		8.3	3.2	11.5
					Unit Total		60.8	19.4	80.2
			POINT ALLERTON (station) - 89000	2018	Jul		3.5	0.0	3.5
					Aug		4.7	0.0	4.7
					Sep		1.6	3.2	4.8
					Oct		3.1	0.0	3.1
					Nov		1.5	5.4	6.9
					Yearly Total		14.4	8.6	23.0
				2019	Feb		2.7	1.0	3.7
					May		3.8	0.0	3.8
					Jun		8.2	5.9	14.1
					Aug		3.2	3.1	6.3
					Sep		3.1	0.0	3.1
					Oct		3.1	0.0	3.1
					Yearly Total		24.1	10.0	34.1
				2020	Feb		6.1	0.0	6.1
					May		3.5	0.0	3.5
					Jun		13.6	1.0	14.6
					Yearly Total		23.2	1.0	24.2
				2021	Jan		4.7	0.0	4.7