Homeport 2.0 User Guide for Public Users

Version 3.0

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1. PREFACE

1.1 About Homeport

Homeport is the United States Coast Guard's (USCGs) Internet tool for providing a public interface for internal USCG processes, information and services. The Homeport portal supports the secure information requirements of the Maritime Transportation Security Act. Homeport provides secure information dissemination, advanced collaboration capabilities for Area Maritime Security Committees, electronic submission and approval for Vessel & Facility Security Plans, and complex email notification capabilities. The purpose of this document is to act as a guide to Homeport system users. This user guide includes explanations, terminology and business procedures for the Homeport system.

1.2 System Requirements for Using Homeport

The Internet Explorer browser deployed in the USCG Standard Image is supported with CGPortal. When accessing Homeport, ensure a supported web browser/version is installed.

NOTE: For the best user experience, Internet Explorer 8 or greater is recommended.

The following web browsers are also supported with Homeport:

- Internet Explorer 8.0 (32-bit)
- Internet Explorer 10.0 (32-bit)
- Internet Explorer 11.0 (32-bit).

Currently, only 32-bit versions of Internet Explorer support ActiveX controls. 64-bit versions of Internet Explorer and all other browsers, including Firefox, Chrome and Safari, do not support ActiveX controls and, therefore, may experience limited functionality.

1.3 C5ISC Kearneysville Product Support Service Desk's Role in Homeport

Anyone with Internet access can view Homeport to see information available to the general public. The Command, Control, Communications, Computers, Cyber, and Intelligence Service Center in Kearneysville, West Virginia (C5ISC Kearneysville) Product Support Service Desk provides end user HelpDesk Support for Homeport. To request support, please contact C5ISC Kearneysville Product Support Service Desk at the following phone numbers or email address:

- Homeport phone numbers: 304-262-5971 or 877-872-4999
- Homeport email: <u>SMB-USCG-Homeport@uscg.mil</u>

2. HOMEPORT

Homeport gives the user easy access to content and links through tabs, blocks, and menus. The following section gives an overview of the information users have access to before logging onto Homeport.

Once the user navigates to Homeport, a similar screen to the following appears:

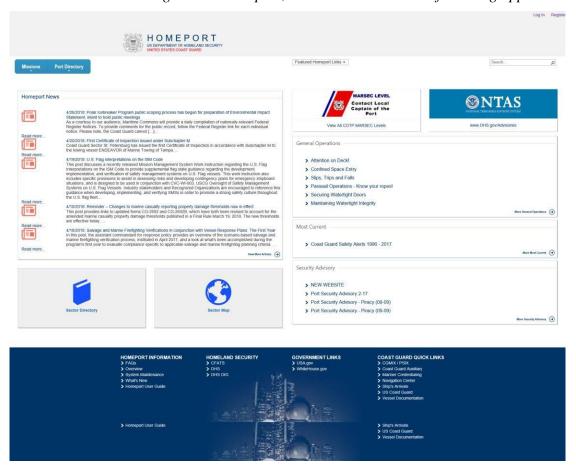


Figure 2-1 Homeport Main Page

2.1 Homeport Header

The **Homeport Header** appears on all Homeport pages and allows the user quick access to the **Missions** tab, **Port Directory** tab, **Featured Homeport Links**, and the **Search Box**.

NOTE: By clicking the Logo or clicking the **Missions** tab, the user is directed back to the main page.



Figure 2-2 Homeport Header

2.2 Missions Tab

The **Missions** tab contains information about US Coast Guard's efforts in marine safety, marine security, and environmental protection. The following section describes the **Missions Page** and the **Missions Menu**. Information about the using **Merchant Mariners** and **Vessel Response Plan** are also included in this section.

2.2.1 Missions Page

Clicking the **Missions** tab, displays the following screen. The user clicks the **Homeport logo**, at the top of every page, or the **Missions** tab to return to this screen.

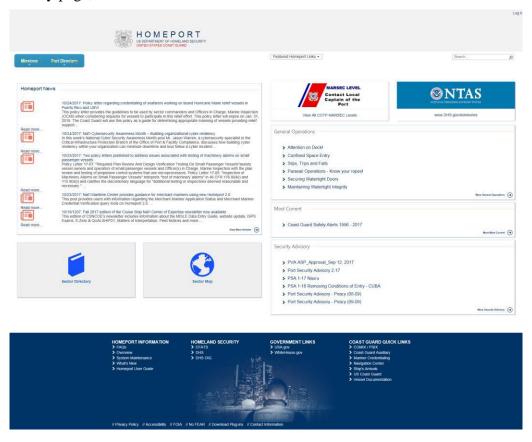


Figure 2-3 Missions Tab

2.2.2 Missions Page Blocks

The following section discusses the **Blocks** displayed on the **Missions** page.

• The **Homeport News** block includes articles available for the user to access from the Coast Guard Maritime Commons website.



Figure 2-4 Homeport News

NOTE: The user clicks the desired article title and he/she is directed to the website containing the article.

The US Coast Guard's Maritime Security (MARSEC) level is a three-tiered system that
provides the current threat condition of a maritime area. The MARSEC Level block also
contains a link to View All COTP MARSEC Levels.



Figure 2-5 MARSEC Levels Block

A new internet page opens with the US Coast Guard Maritime Security Level information.

• The National Terrorism Advisory System (NTAS) communicates information concerning terrorist threats to the American public; clicking this directs the user to the NTAS site.



Figure 2-6 National Terrorism Advisory System Block

• The **General Operations** block directs displays the six most recently published articles from under: **Missions** | **Investigations** | **Safety Alerts** | **General Operations**.

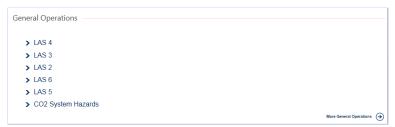


Figure 2-7 General Operations Block

NOTE: Click a link in the block to display content.

• The **Most Current** block displays the six most recently published articles from under: **Missions** | **Investigations** | **Safety Alerts** | **Most Current**.



Figure 2-8 Most Current Block

• The **Port Security Advisory** block displays the six most recently published articles from under: **Missions** | **Maritime Security** | **International Port Security Program (ISPS Code)** | **Port Security Advisory**.



Figure 2-9 Public Security Advisory

 The Sector Directory block displays a list of commands grouped by their geographical USCG District.

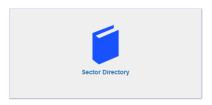


Figure 2-10 Public Sector Directory Block

• If the user clicks the **Sector Directory** block the following screen appears and displays information pertaining to each command:



Figure 2-11 Sector List

• The **Sector Map** block displays a map of the United States showing the name and location of the US Coast Guard Sectors.



Figure 2-12 Public Sector Map

NOTE: The user may click a {port name} to bring up **Port Directory** content; this information can also be accessed using the **Port Directory** tab.

2.2.3 Missions Menu

The following are steps to navigate through the **Missions Menu**:

1. Hover over the **Missions** tab to display the **Missions Menu**.

NOTE: This menu contains links directly to content located in the Homeport website and links to outside websites, depending on the information the user is trying to obtain.



Figure 2-13 Missions Menu

2. To display the sub-menu, hover over the arrow to the right of the menu item.

NOTE: If the Menu item has a small arrow to the right of the title, there is a sub menu. If not, the user clicks the menu item to display the content or website.

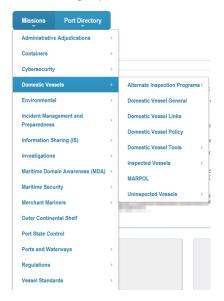


Figure 2-14 Missions Sub Menu

3. From the sub-menu the user can select one of the items by clicking the menu item.

Merchant Mariners is located in the Missions menu, for more information go to Section 3.0 Merchant Mariners.

2.2.3.1 Vessel Response Plan Status Board

Homeport allows users to view Vessel Response Plans (VRP) and Shipboard Oil Pollution Emergency Plans (SOPEP).

Perform the following steps to search for **Vessel Response Plans**:

1. From the **Missions Menu**, click the **VRP Status Board** to be directed to the **VRP Search** page.



Figure 2-15 VRP Status Board

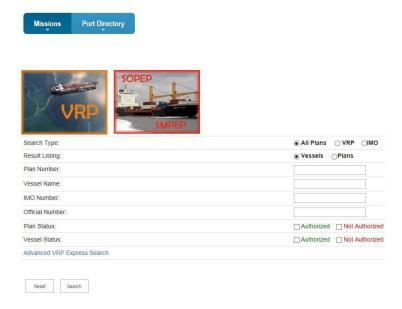


Figure 2-16 VRP Search Page

2. The user enters the {required criteria}, and clicks Search.

The **Search Results** page appears similar to the following figure:



Figure 2-17 VRP Search Results Screen

3. The user may select his/her vessel.

The **Vessel Details** screen appears similar to the following figure:

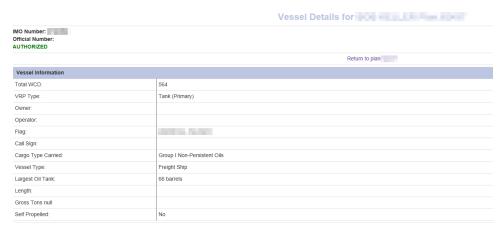


Figure 2-18 Vessel Details Screen

2.3 Port Directory Tab

The **Port Directory** tab contains public information for each US Coast Guard sector.

Perform the following steps to view the **Port Directory**:

NOTE: The following steps are only to view information, the user cannot edit information unless logged on to his/her registered Homeport account.

1. Hover over the **Port Directory** tab to display the Port Directory.

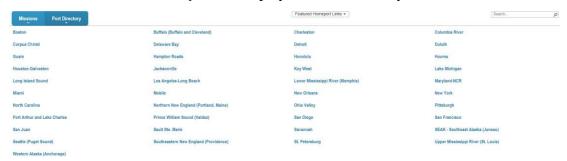


Figure 2-19 Public Port Directory Tab

2. Select a specific sector to view public information, such as: **Port Status**, local **COTP MARSEC** level, **COTP Details**, and so on.

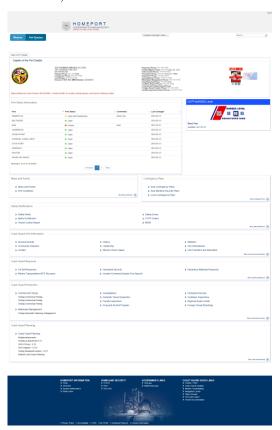


Figure 2-20 Port Directory Page

2.3.1 Port Directory Page Blocks

The **News and Events** block contains information specific to the selected sector.



Figure 2-21 News and Events Block

The Contingency Plans block contains links to Contingency Plans and Security Plans specific to the selected sector.

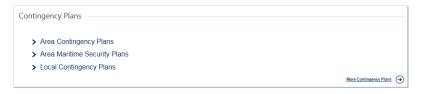


Figure 2-22 Contingency Plans Block

The Safety Notifications block contains Safety Alerts, Notice to Mariners, Vessel Control Report, Safety Zones, COTP Order, and MSIB specific to the selected sector.



Figure 2-23 Safety Notifications Block

The Coast Guard Unit Information contains links to Announcements, History, Statistics, and so on for the specific to the selected sector.



Figure 2-24 Coast Guard Unit Information Block

The Coast Guard Response block contains links to Oil Spill Response, Marine Transportation MTS Recovery, Homeland Security, Incident Command System Port Specific and Hazardous Materials Response specific to the selected sector.



Figure 2-25 Coast Guard Response Block

The Coast Guard Prevention block contains links to Commercial Fishing, Waterway Management, Investigations and Homeland Security specific to the selected sector.

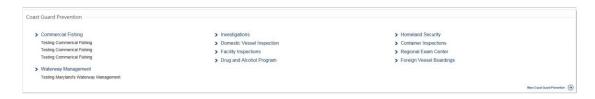


Figure 2-26 Coast Guard Prevention Block

The **Coast Guard Planning** block contains information for planning specific to the selected sector.



Figure 2-27 Coast Guard Planning Block

2.4 Featured Homeport Links

The **Featured Homeport Links** dropdown is located at the top of the page to the right of the tabs. It provides access to select featured Homeport Content.

NOTE: Marine Event Permits is a menu item located on this drop down box.

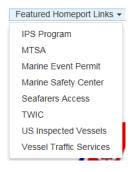


Figure 2-28 Featured Homeport Links

2.4.1 Marine Event Permits

Homeport makes it easy for sponsors of an event such as a regatta or fireworks display to submit the necessary paperwork to the USCG for approval. From the drop down menu under **Featured Homeport Links**, users can perform the following steps to submit their application for permission to hold a **Marine Event**:

1. In the **Homeport Featured Links Dropdown** from the top of the screen, click **Marine Event Permit**.



Figure 2-29 Marine Even Permit Link

The Warning screen appears.

2. Click OK.

The Application for Marine Event Permit Warning Window appears similar to the following figure:

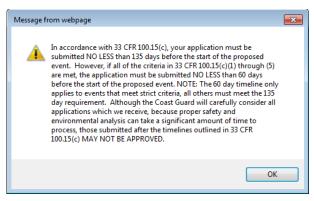


Figure 2-30 Application for Marine Event Permit Warning Window

3. Click **OK** on the **Application for Marine Event Permit Alert** before advancing to the site.

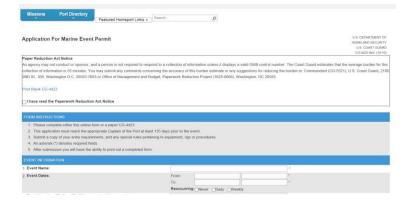


Figure 2-31 Application for Marine Event Permit

4. From the Application for **Marine Event Permit** window, click **Paperwork Reduction Act Notice** checkbox.

- 5. Complete the {required fields} on the form. These fields are marked with an asterisk (*).
- 6. Near the bottom of the form, click the **Privacy Act Statement** checkbox to verify the Privacy Act has been read.
- 7. Click **Submit** to submit the form.

Warning: Only click Submit one time and wait for the page to load. Clicking Submit multiple times will submit more than one event.

- **NOTE 1:** The user must complete the form within 55 minutes or less or he/she will have to complete the form again and resubmit it.
- **NOTE 2:** When the form has been successfully submitted, a screen is displayed notifying the submitter the submission was successful and providing information to submit additional information.

2.5 Search Box

Homeport provides search functionality to find specific information in the system. The **Search Box** appears on the right side of all Homeport pages. The Search Box allows the user to search for specific information pertaining to content and/or users.



Figure 2-32 Homeport Search Box

2.5.1 Content Search

Homeport includes a great deal of content, to make it easier for the user to locate information Homeport has a content **Search** option at the top of the screen.

Perform the following steps to complete a **Content Search**:

- 1. Enter a {keyword} in the Content Search field located beside the Featured Homeport Links at the top of the screen.
- 2. Click Search.
- 3. From the **Content Search Results** screen, the user can modify how the results are displayed by selecting a filter on the left side of the screen.

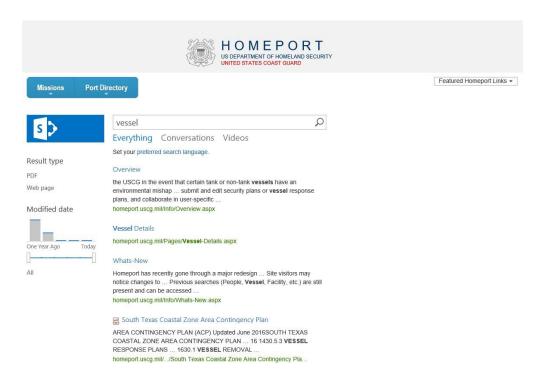


Figure 2-33 Filters for Search Results

2.6 MARSEC Level

The US Coast Guard's **Maritime Security** (**MARSEC**) **level** is a three-tiered system that provides the current threat condition of a maritime area. The current MARSEC level reflects the prevailing threat environment to the maritime elements of the national transportation system. MARSEC levels provide for easily communicating planned, scalable responses to increased threat levels.



Figure 2-34 COTP MARSEC Level Link

Perform the following steps to view the **MARSEC** level for a specific port:

1. Click View All COTP MARSEC Levels.

The following COTP Zone screen appears similar to the following:



Figure 2-35 COTP Zones

2. A user can view the **MARSEC** level for a specific **COTP** zone.

2.7 Homeport Footer

The **Homeport Footer** is located at the bottom of each page viewed throughout Homeport. The footer provides quick access to **Homeport Information**, **Homeland Security**, **and Government Links**.



Figure 2-36 Homeport Footer

• The Coast Guard Quick Links are located in the footer as well and allow the user quick access to: CGMIX/PSIX, Coast Guard Auxiliary, Mariner Credentialing, Navigation Center, Ship's Arrivals, US Coast Guard, and Vessel Documentation.



Figure 2-37 Coast Guard Quick Links

• The link to the **Homeport User Guide** is also located in the Homeport Footer.



Figure 2-38 Homeport User Guide Link

2.7.1 Contact Information

If users are encountering a technical problem or need assistance not addressed in the **Homeport 2.0 User Guide**, the **Homeport Footer** at the bottom of the pages contains a link to **Contact Information**. Also, the following link directs users to a **SharePoint Training** website covering many topics for using SharePoint: https://support.office.com/en-us/article/SharePoint-2013-Training-ed074945-4ddc-4479-9efe-6b3945cf8266

• Homeport phone numbers: 304-262-5971 or 877-872-4999

• Homeport email: <u>SMB-USCG-Homeport@uscg.mil</u>

3. MERCHANT MARINERS

From the Merchant Mariners Menu, the user can view Merchant Mariner credentials, certificates and check on his/her Merchant Mariner Application Status.

Perform the following steps to display the Merchant Mariners menu:

1. Hover over the **Missions** tab to display the **Missions Menu**.



Figure 3-1 Merchant Mariners

2. Hover over the **Merchant Mariners** to display the menu for Merchant Mariners.



Figure 3-2 Merchant Mariners Sub Menu

3. Select the Merchant Mariner sub-menu title to view credentials, certificates or to view application status.

3.1 Searching Merchant Mariner Application Status and Credentials

Merchant Mariners who have submitted an application can check the status on-line. To search for the status of the application, use the following steps:

1. From the Missions tab, click Merchant Mariners.

2. Click Merchant Mariners Application Status link.



Figure 3-3 Merchant Mariner Application Status Search

- 3. From the **Merchant Mariner Application Status Search** enter the {Mariner Number} and the {Application ID}.
- 4. Click Go.



Figure 3-4 MMLD Application Search Results

5. From the **MMLD Application Search Results** screen, click the credential's link in the **Credential Status** area to view information about specific credentials.

3.2 Using the Sea Service Renewal Calculator

Homeport provides Merchant Mariners with a **Sea Service Renewal Calculator** to calculate the sea service time required for renewing their credentials.

NOTE: This tool is not an official evaluation of the amount of sea service time an individual merchant marine has accumulated.

Perform following steps to use the Merchant Mariner Sea Service Renewal Calculator:

1. From the Missions tab, click Merchant Mariners, and then click Sea Service Renewal Calculator.

The following MMLD Privacy Policy Screen appears:



Figure 3-5 MMLD Privacy Policy

- 2. Close out of the **MMLD Privacy Policy** screen.
- 3. From the Merchant Mariner Sea Service Renewal Calculator page, select a Credential Type from the drop-down menu.
- 4. Select a {Ship date} and a {Discharge Date} from the calendars.
- 5. Choose a **Sea Service Type** from the drop-down menu.
- 6. To add more dates for the same type of service, click **Add Date** and then perform **Step 3** though **Step 5**.
- 7. Click Calculate.

Based on the information entered, you have 2 sea service days and you need an additional 358 days of Sea Service to qualify for the Renewal of your Master credential.

Please print your results and keep a copy with your sea service documentation. When you have accumulated enough sea time to renew your credential you may bring your be eligible to renew your credential without the required sea time. For more information, visit: http://www.uscg.mil/nmc/

DISCLAIMER: This tool is not an official evaluation of a Mariner's Sea Service. Actual credit for Sea Service will be based on the date of application. All information is subject to verificatio amount and nature of the sea service signed by appropriate officials or licensed masters.

Figure 3-6 Results of Service

8. To remove a date range, click the **Delete** checkbox next to the line, and then click **Remove** date.

NOTE: When calculating service time, remember the time entered must have been completed within the last five years to count toward the 360 day requirement for renewing credentials.

3.3 Verifying Merchant Mariner Credentials

Homeport allows for Port State Control Officers, employers, and others to verify the validity of a US Merchant Marine Credential. There are many ways to search for these credentials. This section discusses each method and provides information on how the results are displayed.

Click Missions | Merchant Mariners | Merchant Mariner Credential Verification.

The following screen appears:

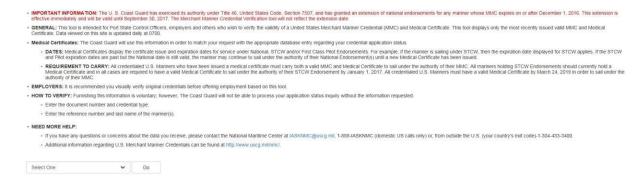


Figure 3-7 Merchant Mariner Credential Verification

3.3.1 Merchant Mariner Document Search

Homeport provides a way to perform a search based on the document itself. If user knows the **Document Number** and **Document Type**, perform a **Document Search** by using the following steps:

- 1. Select **Document Search** from the drop-down menu.
- 2. Click Go.

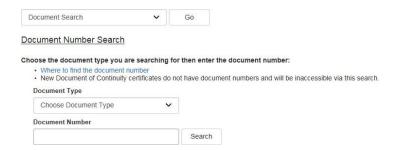


Figure 3-8 Document Number Search Area

- 3. Select the **Document Type**, and then enter the {Document Number}.
- 4. Click Search.

3.3.2 Performing a Single Mariner Search

To perform a search for one **Mariner's Credentials**, use the following steps:

- 1. Click Missions | Merchant Mariners | Merchant Mariner Credential Verification.
- 2. Select **Single Mariner Search** from the drop-down box.
- 3. Click Go.

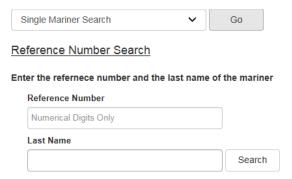


Figure 3-9 Reference Number Search

- 4. From the **Reference Number Search** area, enter a {Reference Number} and a {Last Name}.
- 5. Click Search.

3.3.3 Multiple Mariner Search Using Reference Numbers

When searching for information on more than one mariner, the same steps as the Single Mariner Search can be used. However, entering the information is different.

Perform the following steps to complete a **Multiple Mariner Search**:

1. Using another program (preferably Microsoft Excel), create a document with {Reference Numbers and Last Names} of mariners for which information is needed.

NOTE: When using MS Excel, enter reference numbers and last names in separate columns. If using a .txt file, enter the reference number followed by a TAB and then the last name. Each mariner's information must be on a separate line regardless of which program is used.

- 2. From the Merchant Mariner Credential Verification page, select Multiple Mariner Search by Reference Number from the drop-down menu.
- 3. Click Go.



Figure 3-10 Multiple Mariner Search

- 4. Copy the information from the created reference document and paste the information into the box in the **Mariner Number Search Area**.
- 5. Click Search.

3.3.4 Credential Verification Search Results

After the user performs a successful **Merchant Mariner Credential Verification** search, the **MMLD Credential Verification Search Results** page displays the results.

• The screen displays the mariner's name, reference number, citizenship, and so forth.

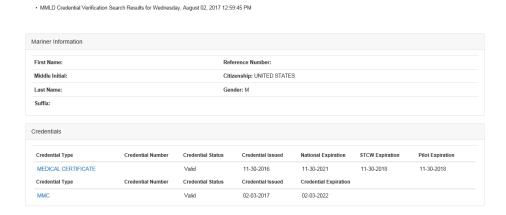


Figure 3-11 Mariner Information

NOTE: From here, the results can be printed by clicking **Print Friendly Version**. This creates a **PDF** document which can be printed or saved.

- Duplicate credentials appear if a mariner has a Merchant Mariners Document (MMD) credential listed. If the mariner holds Merchant Mariner Credentials (MMC), other credentials which are rolled in with the MMC are not invalidated and displays in the list until they expire.
- If credential details need to be viewed, click the link under either **Credential Type** or **Credential Number**, both links open the **Detailed Credential Information** page.



Figure 3-12 Detailed Credential Information