

Preparing Your Coast Guard Records

Preparing your electronic records:

1. Export your Pilot Flight Logbook from ALMIS directly in .xlsx format.
2. There should be no Mission Record or Remarks between entries. Review the ALMIS Template on the Record Prep page for the acceptable format.

Preparing your paper records:

1. MilKEEP does not transcribe handwritten logbooks. If you have handwritten logbooks, you can transcribe them onto your Pilot Flight Logbook from ALMIS.

Uploading your Record(s):

1. If you have not purchased the Military Flight Record Upload service, you will be directed to our **Purchase a Service** page for payment processing in order to access the upload page.
2. From the menu at the top of the screen, select “Add”, then “Military Flight Record Upload”.
3. Select the appropriate type of document you wish to upload. Repeat as needed until all of your files have been uploaded.
4. Review and acknowledge the statements below including the Privacy statement.
5. Click “Submit”.
6. You will receive an email from MilKEEP once your logbook is complete!