

## **Preparing Your Navy Records**

### **Preparing your electronic records:**

1. Export your “MilKEEP Logbook” from SHARP directly. Please view our video for detailed photos and instructions to download your flight data.
2. If the “MilKEEP Logbook” format is not visible in SHARP, contact SHARP representative Greg.a.everett.ctr@us.navy.mil and ask for a copy of your "MilKEEP Logbook" from SHARP

### **Preparing your paper records:**

1. MilKEEP does not transcribe handwritten logbooks. If you have handwritten logbooks, you can transcribe them onto the SHARP template located on the Record Prep page and upload with your SHARP file.

### **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!