Military File Evaluation Manual

January 5, 2016
Record Of Changes

<table>
<thead>
<tr>
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<tbody>
<tr>
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NOTE: To request a change to this manual, please see MCP-FM-NMC5-95, Training Request Form. Fill out the form with the requested change and submit the completed form to the Technical Services Branch (TSB) Chief through your assigned Section Chief.

DISCLAIMER: This manual is not a substitute for applicable legal requirements, nor is it itself a regulation. It is not intended to nor does it impose legally-binding requirements on any party. It is issued for guidance purposes to conduct professional evaluations of military service and/or other qualifications of best practice for compliance to the applicable law. You may use an alternative approach if the approach satisfies the requirements of the applicable statutes and regulations.
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1. BACKGROUND, HISTORY, AND REFERENCES

This section provides background information as well as references for evaluating military files.

1.1 Background/History

The purpose of this manual is to facilitate the evaluation of military personnel files and to provide clearer guidelines for conducting military professional qualification evaluations as they pertain to merchant marine credentialing.

This manual will not cover all scenarios for military applicants. However, it will attempt to identify various evaluation techniques to better understand and conduct military evaluations.

Why are military files difficult to evaluate? No two are the same and such a wide range of ratings and duties are performed that may or may not translate to the various commercial shipping industries (for example, towing, tankerman, etc.).

Be flexible. We may receive different information with each application and evaluations are conducted on a case-by-case basis. Evaluators should ask themselves, “Does the documentation provided meet the requirements of the CFR?” If the answer is yes, the documentation is provided regardless of format and whether previously accepted or not. Questions may be routed up through your section chief for TSB input/evaluation as necessary to decipher how to credit non-typical information or if submitted information may be acceptable.

1.2 References

The following list of references is associated with military file evaluations:

- Mariner Safety Manual (MSM) - MSM VOL III, Chapter II
- Mission Management System (MMS) – National Maritime Center document repository
  - MCP-IN-NMC5-05, Military Sea Service Credit for RPFNW/REPEW
  - MCP-IN-NMC5-29, Testing for Engineer Officers as Clarified in the MSM
  - MCP-WI-NMC5-39, Military Service Calculation
1.3 Tonnage Verification Websites

*Jane’s Fighting Ships* reference book remains the first source for verification of military tonnage. However, the following websites may facilitate tonnage verification. Current and previous editions of this book are located in PQEB. If a ship is decommissioned, previous edition of *Jane’s Fighting Ships* may need to be consulted to find the vessel.

*NOTE*: There are two indexes in *Jane’s Fighting Ships*: Named Class Index and Vessel Name Index. Use the Vessel Name Index.

- For Navy vessels: [http://www.hazegray.org/worldnav/usa/guard.htm#small](http://www.hazegray.org/worldnav/usa/guard.htm#small)
- For choosing USCG aircraft, boats, and cutters: [http://www.uscg.mil/top/about/](http://www.uscg.mil/top/about/)
- For Army vessels: [http://www.hazegray.org/worldnav/usa/army.htm](http://www.hazegray.org/worldnav/usa/army.htm)
2. GENERAL REQUIREMENTS

2.1 Application

Military applicants are required to apply for commercial shipping credentials like all other applicants with no military experience. Applications must be complete, specific to rating or endorsements being applied for, and be evaluated like all other applications. Often military applicants will seek the highest license possible not knowing where they fit in the commercial shipping industry. Although, applications should not state they are applying for the “…highest license possible…”, on occasion we will get these and they must be evaluated. Start with evaluating sea service and try to make a determination where the mariner “fits” into our rating and endorsement scheme. Once evaluated, you may wish to contact the mariner to discuss various ratings and/or endorsements to get a better idea of what the mariner is trying to do in a commercial setting. You may also send an Awaiting Information letter once evaluated to let the mariner know their options and to obtain a signed statement confirming the ratings or endorsements the mariner wishes to accept.

2.2 Physical

Physical requirements are the same for military applicants and are subject to the same scrutiny as all applications. Physical evaluations will be conducted in the NMC-6 Medical Branch and should not be evaluated by the NMC-5 Professional Qualifications Evaluation Branch (PQEB).

2.3 Drug Testing

Although PQEB Evaluators have been instructed not to check the mariner’s drug screen, as this is done at the REC level, drug testing background information and references are provided below.

Active duty military personnel (including reservists) or personnel released from active duty may document participation in a random drug testing program with a letter on official letterhead stationary signed by the individual’s Commanding Officer or authorized designee.

Military personnel, including reservists and former military personnel, must have served on active duty for at least 60 days within the 185 days preceding the date of application to qualify under these provisions.

Enclosure (6) in NMC Guidance Doc 03-04 shows a sample of such a letter. Military personnel who have been on active duty for less than 60 days must pass a drug test. (See NMC Guidance Doc 03-04.)

2.4 Fees

Military personnel are required to pay all required fees dictated by 46 CFR.
3. SEA SERVICE

3.1 Getting Started

When evaluating military sea service, the evaluator must first determine how much service is creditable and then how to credit the service. This extra step of determining how to credit service is typically why a military evaluation may be higher in difficulty level. The military has different ratings and terminology than commercial shipping companies, making it harder to determine where the mariner fits in the commercial shipping industry.

Tips for getting started:

- Sea service is credited at 70% (60% of time assigned plus 25% of time assigned other than while underway) of time assigned to vessel, provided the service member’s time assigned to a vessel began prior to March 24, 2014. Crediting 70% instead of 60% is justified in MCP-WI-NMC5-39 Military Service Calculation. If all the service a mariner provides commenced after March 24, 2014, then the mariner may only be credited 60% of their time assigned based on 46 CFR 10.232. Time assigned to military vessels that get underway infrequently, such as tenders or repair vessels, may be credited at 25% for the time assigned to the vessel. This service will not be credited as Master, Mate, or Engineer Officer equivalent, but as general shipboard familiarity.

- A-OPS reports submitted will show a total of hours spent underway. It is acceptable to divide the total number of hours by 4 to determine the number of days for day-for-day credit. This report is only used for USCG boats less than 65 feet as any vessel over 65 feet will be documented via a TOSS. A-OPS reports may be obtained by the applicant e-mailing Operations Systems Center (OSC) and providing their full name, last 4 numbers of their social security number, and a date range in which their underway service occurred. (E-mails should be sent to: OSC-ApplicationSupport.)

- Sea service must be evaluated sequentially in the order obtained over the course of a career that reflects the same progression as a merchant marine. Tonnage and horsepower limitations should be calculated at each level. For example, if a mariner requests Master of Towing Vessels, they must qualify as Apprentice Mate Steersman and Mate Pilot first unless spinning this endorsement off of another requested endorsement such as a Master 500 GRT or more. They would then only have to provide the required training and observation time and complete the Towing Officer’s Assessment record for the route desired and submit.

- Go the extra mile: Although not currently required, taking the time to accurately complete a Sea Service Spreadsheet will help lay out a mariner’s military service in order for evaluation. This step will also allow you to discuss the mariner’s sea service with them and identify possible discrepancies.

- Be prepared to think “outside the box”. Military evaluations are not like typical evaluations at any level. Be prepared to research and discover things you may not have known prior. Talking to the applicant can help.

- Do not hesitate to discuss with your supervisor or other more experienced evaluators. Sometimes the best way to complete a military evaluation is to get input from multiple
Your most experienced evaluators still discuss situations rarely seen, especially when it pertains to military evaluations.

- Think positive, instead of automatically assuming the mariner is not going to qualify. Try to get them where they want to be. If you cannot get the mariner where they want to be, offer alternatives. Take pride in resolving issues and making recommendations to the mariner. They’ll appreciate the effort.

3.1.1 Recency for Military Applicants

Due to the Howard Coble Coast Guard Maritime Transportation Act of 2014, as implemented by Policy Letter 15-03, mariners with service on uniformed service vessels may meet recency requirements, provided they have 90 days of service on a uniformed service vessel within 7 years previous to their application date. Uniformed services are defined in Title 10 United States Code (USC) section 101(a) as the armed forces and the commissioned officer corps of National Oceanic and Atmospheric Administration (NOAA) and the Public Health Service (PHS). Therefore, qualifying service for the purposes of this policy letter may be earned on vessels of the Army, Navy, Air Force, Marine Corps, Coast Guard, NOAA and PHS. This service may be earned regardless of the status of the applicant on the uniformed service vessel (e.g., active duty military or civilian mariner). Individuals who have the qualifying service as indicated above are eligible for this consideration regardless of present status. Therefore, active duty members, reservists, retirees, recently separated personnel, and civilian mariners with qualifying service on uniformed service vessels are eligible to be considered under these provisions.

Appropriate horsepower or tonnage: Appropriate horsepower or tonnage is determined by the same rules as under the individual regulations stating appropriate qualifications for an officer endorsement. However, the regulations have been changed to allow crediting of service on vessels of at least 100 GRT for unlimited tonnage national endorsements. See 46 CFR 11.402(a). Therefore, service on vessels over 100 GRT is creditable.

Retroactive Application: Applicants who meet the new requirements as of December 18, 2014, but prior to enforcement of this MTA, will be processed as stated in this training as long as the application was not timed out as of December 18, 2014. This will prevent applicants from being adversely affected by delays in implementing this MTA. If an applicant was denied due to recency on or after December 18, 2014, the file may be re-opened at the mariner’s request to see if they are now in compliance with the MTA.

3.1.2 Requesting Service

A DD-214 cannot be used in lieu of a Transcript of Sea Service, History of Assignment, or A-Ops report. However, they may be used as supporting documentation in some cases. Typically, this document will be submitted because, as seen below in Figure 3-1, DD214 Information, it lists the mariner’s time of service on the document. It cannot be used alone because with only a DD-214, it is impossible to decipher what vessels the service was obtained on, waters or route of service, capacity served in, tonnage and/or horsepower, etc.
Figure 3-1 DD-214 Information

If a mariner only submits a DD-214 and does not understand why this document is not acceptable, please advise the mariner of the following information on how to obtain adequate documentation of sea service.

How does a military member request service?

- **Standard Form 180**
- In addition to completing the **SF-180**, the Coast Guard and Navy may have internal websites where it’s possible for the applicant to obtain an official printout outlining their service, duties, and/or qualifications. The burden remains on the applicant to be aware and familiar with these websites.

### 3.1.3 Deck Service (General)

Deck service is credited at 70% of time assigned to vessel, provided the mariner has one day of vessel assignment prior to March 24, 2014. **If the applicant’s qualifying experience commenced after March 24, 2014, it must be credited at 60% in accordance with 46 CFR 10.232.**

Enlisted service, regardless of rating, must meet the definition in **46 U.S.C. 7301 (Sec. 7301, General (a)).** The U.S.C. states the following:
(1) *service on deck* means service in the deck department in work related to the work usually performed on board vessels by able seamen and may include service on fishing, fish processing, fish tender vessels and on public vessels of the United States;

(2) 360 days is equal to one year’s service

(3) A day is equal to 8 hours of labor or duty. (See exception on AOPS calculation, division of total hours by four hours permissible to calculate a day of service.)

**MSM Chapter 2 B (4)** states: Sea service must be evaluated sequentially in the order obtained over course of career which reflects the same progression as a merchant mariner. Tonnage and HP limitations should be calculated for each license level through progression. Recency is important because it may require a tonnage or HP limitation.

The NMC may require an official description of duties statement, letters of qualification, service record entries, or letters from former supervisors or commanding officers. See **MSM, Vol III (2)(B)(1).**

**MSM Vol III (2)(B)(2)** allows for acceptance of other documentation attesting to sea service if it has the same level of authenticity as a TOSS. The question evaluators must ask is “Will the information stand up to audit?” If the answer is YES, it is acceptable. **46 CFR** and **MSM** reference no shipboard generated letters are acceptable. Over recent years, these have become acceptable provided they meet the requirements of the CFR for sea service letters including contact information for originator, vessel and route information and mariner’s position. As long as the shipboard generated letter contains all information required in the CFR, it may be accepted. Shipboard or Unit generated letters may only attest to service on that particular vessel or unit, unless other supported documentation is received substantiating the additional vessel or unit service. See **46 CFR 10.232** for further details.

### 3.1.4 Tonnage Verification

Tonnages for Military Vessels can be found in MISLE or *Jane’s Fighting Ship* books. Wikipedia is not an authorized way to verify tonnages of Military ships. A Google search may be used, provided the website used to verify tonnage is a Navy, Coast Guard, or Army website.

Per **MSM Vol. III**, tonnages may be calculated by using Full Load Displacement x .57. In addition to MISLE and/or *Jane’s Fighting Ships*, military vessel information MAY be found at the following websites:

- Navy vessels: [http://www.hazegray.org/worldnav/usa/guard.htm#small](http://www.hazegray.org/worldnav/usa/guard.htm#small)
- Army vessels: [http://www.hazegray.org/worldnav/usa/army.htm](http://www.hazegray.org/worldnav/usa/army.htm)
- kW conversion to HP: [http://www.dieselserviceandsupply.com/Power_Calculator.aspx](http://www.dieselserviceandsupply.com/Power_Calculator.aspx)

*Jane’s Fighting Ships* book can be used in order to determine displacement tonnage.
An alphabetical index may be found in the rear of the book and will have vessels listed by name. (If there is no vessel name shown on History of Assignments, it is possible to look up a vessel by its number [CG 68] by using the numerical Pennant List located in the front of the book.)

Once vessel is located in Jane’s Fighting Ships, displacement tonnage will be listed. The vessels may list multiple displacement tonnages. Use the Full Load Displacement to calculate gross registered tons: MCP-FM-NMC5-127 Combined PQEB Service Calculations Spreadsheet. For example, the USS ANZIO’s tonnage is listed as 9,957 full load. Therefore, in order to determine the vessel’s gross tonnage, it is necessary to use the full load displacement tonnage listed in Jane’s Fighting Ships: \[ X \times .57 = 5,675 \text{ GRTs}. \]

See MCP-FM-NMC5-127 Combined PQEB Service Calculations Spreadsheet for more info.

3.2 Officers vs. Enlisted Service

This section details the sea service experience for officers and enlisted service personnel.

3.2.1 Officers

Oftentimes service stated in a History of Assignments, Transcript of Sea Service or A-OPS report for military officers, such as CWO, LT, etc., give the rank but not the capacity (duty/job) the officer is filling. As an officer may be part of the deck or engine department, supporting documentation may be necessary to determine the officer’s duties aboard military vessels.

Deck Watch Officer (DWO)/Officer of the Deck (OOD), and Engineering Watch Officer (EWO)/Engineer of the Watch (EOOW) are equivalent to licensed mates or engineers respectively, whether the mariner is an officer or enlisted. Typically, officers are required to meet DWO/OOD and EWO/EOOW. However, it is not an officer-exclusive qualification and enlisted personnel also qualify as DWO/OOD and EWO/EOOW as well. (Officers of the Watch - Deck or Engine will qualify on each individual vessel. Qualifications do not carry over between vessels. Military members will re-qualify on every vessel. Letters must be presented for service credit as engineering officer or master/mate or equivalent while holding.)

DWO/OOD and EWO/EOOW is creditable as 1 day of service being equal to 2 days of service credit toward original Third Mate or Third Assistant Engineer (AE) respectively. Only credit 2 days for 1 day served after applying the appropriate service percentage of time assigned to a vessel based on when service began and only for original Third’s license applications. When using DWO/OOD and EWO/EOOW toward raises of grade, credit day for day, (e.g., Third to Second Mate or AE).

CDO (Command Duty Officer), Combat Information Center Officer (CICO), Surface Warfare Officer (SWO), Chief of the Boat (COB), Ops or Operations Officers, etc. service may be equivalent to DWO/OOD service, provided the mariner provides the appropriate qualification as DWO/OOD. It may be creditable in the same manner as DWO/OOD towards a Third Mate (1 day = 2 days toward original Third Mate). Service prior to DWO/OOD qualification in the above listed positions is creditable day for day (after applicable percentage has been applied) for a deck officer endorsement.

EDO (Engineering Duty Officer) service may be equivalent to EWO/EOOW service and may be creditable in the same manner as EWO/EOOW towards a Third AE (1 day = 2 days toward original Third AE) provided the mariner submits appropriate documentation of qualifications.
Service prior to EWO/EOOW qualification in the above listed positions is creditable day for day (after applicable percentage has been applied) for a engineering officer endorsement.

Junior Officer of Deck (JOOD) service = AB service and credited day for day after applying the appropriate percentage of time assigned to a vessel.

The mariner must submit time as Commanding Officer (CO) to qualify for Unlimited Master (6 months/180 days). This service must have occurred after qualifying for Chief Mate.

The mariner must submit time as the Engineering Officer (EO). Please note, EO service is different than EWO or EOOW. The mariner must have EO service to qualify for Chief Engineer (Unlimited). This service must have occurred after qualifying for First AE.

3.2.2 Enlisted Service

Enlisted members of the armed forces perform many functions aboard various types of vessels. Appendix A, Military Sea Service By Rating for License Qualifications indicates to the evaluator whether or not the enlisted rating held is creditable toward deck or engine service. If an enlisted rating is not listed in Appendix A, it most likely is not creditable toward a licensed endorsement. However, the service may be creditable toward a qualified rating.

- Seaman Apprentice (SA)/Seaman (SN) = service as Ordinary Seaman (OS)
- Fireman Apprentice (FA)/Fireman (FN) = service as Wiper
- Petty Officer (any rating of E4 or greater and on Appendix A) service in deck department = Able Seaman (AB) service
- Petty Officer (any rating of E4 or greater and on Appendix A) service in engine department = Qualified Member of the Engine Department (QMED) Service
- Junior Officer of the Deck (JOOD) = Able Seaman (AB) time (day for day)
- E4 and above qualified as Deck Watch Officer or Officer of the Deck (DWO or OOD) = Licensed Mate Service
- E4 and above qualified as Engineering Watch Officer or Engineer Officer of the Watch (EWO or EOOW) = Licensed Engineer service

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<th>Pay Grade</th>
<th>General Title</th>
<th>Abbreviation</th>
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<td>E-9 (special)</td>
<td>Master Chief Petty Officer of the Coast Guard</td>
<td>MCPOCG</td>
</tr>
<tr>
<td>E-9</td>
<td>Master chief petty officer</td>
<td>MCPO</td>
</tr>
<tr>
<td>E-8</td>
<td>Senior chief petty officer</td>
<td>SCPO</td>
</tr>
<tr>
<td>E-7</td>
<td>Chief petty officer</td>
<td>CPO</td>
</tr>
<tr>
<td>E-6</td>
<td>Petty officer, first class</td>
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<td>E-5</td>
<td>Petty officer, second class</td>
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<td>Petty officer, third class</td>
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<td>General apprenticeship</td>
<td>SN/FN</td>
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<td>E-2</td>
<td>General apprenticeship, apprentice</td>
<td>SA/FA</td>
</tr>
<tr>
<td>E-1</td>
<td>General apprenticeship, recruit</td>
<td>SR</td>
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Figure 3-2 Pay Grade and Titles
NOTE: Figure 3-2 is valid for USCG and USN application as rankings are similar in nature. It should not to be used for Army Evaluations.

When using Figure 2-1 of MSM (although not printed as such in the MSM), please remember to credit service as Machinist’s Mate (MM) as equivalent to 100% QMED as per 46 CFR 10.232 and credit service as Mineman (MN) as equivalent to 100% Deck (not listed in CFR or MSM but determined to be creditable). Reference Appendix A which is an edited version of MSM, Figure 2-1, Suggested Acceptance of Military Sea Service By Rating For License Qualifications.

3.3 Double Dipping

**Permanent assignment:** When a military member is attached to a USCG cutter or Navy ship as part of the permanent ships complement (normally part of the Watch, Quarter and Station Bill), the member receives overall credit based on the total time attached to the cutter or ship. If shipboard duties included operation of small boats attached to the cutter or ship, additional credit is not received for the individual days the small boats were operated.

Exception example: A Yeoman (YN) attached to a vessel may not normally receive credit for sea service, but if that member qualified as small boat operator, coxswain or crew, then they may submit acceptable evidence of actual days underway on the small boat.

**Temporary Duty Assignment (TDY/ TAD):** When a military member is temporarily assigned under orders to a USCG cutter or Navy ship and is not part of the permanent ships complement, service while assigned to the cutter or ship is not normally credited and hard to determine. While temporarily assigned, duties which involve operation of the small boats attached to the cutter or ship will be given day for day credit for the small boat operation if properly documented.

Example one: Law Enforcement Detachment (LEDET) are specialized, deployable maritime law enforcement teams of Coast Guard members. Their primary mission is to deploy aboard U.S. and allied naval vessels to conduct and support maritime law enforcement, interdiction, or security operations. Personnel are trained in close quarters combat, vertical insertion techniques, and container climbing. Personnel also receive special training as precision marksmen, emergency medical technicians, or linguists.

Embarked LEDET personnel are assigned to lifeboats/life rafts, Man Overboard, and Action Stations in accordance with the host unit’s Watch, Quarter, and Station Bill. However, these personnel do not stand regular watches but may augment their watch and assist in identifying targets of interest. This service should not be considered as Master, Mate or equivalent service as typically the mariner is not part of the navigational or engineering crew.

This service is not typically credited for the ship assigned (where the small boat resides) unless overwhelming evidence is submitted that the applicant was part of and had additional crew responsibilities.

Acceptable evidence of actual days underway days as small boat operator, coxswain, engineer or crew of the small boat assigned to a larger vessel may be accepted day for day when properly documented.

Example two: Navy Special Warfare Boat Operators (SB) temporarily attached to a Navy ship to conduct small boat operations only, should only document service on the small boats. The service letter should not include the Navy ship with ship particulars (tonnage, routes,
etc.). Only small boats operated while temporarily assigned to the Navy ship should be listed and their particulars, including actual days, launched.
4. STCW AND MILITARY PERSONNEL

This section provides STCW information for military evaluations.

All mariners including military members have the option of qualifying for national endorsements only and may be Approved to Test for ratings and endorsements for which they qualify without meeting corresponding STCW requirements. However, STCWs will not be issued until a military applicant has satisfied all relevant STCW requirements. If a mariner qualifies nationally for an applied for rating or endorsement but fails to meet the STCW requirement, send an Approved to Test letter and Awaiting Information at the same time to the mariner.

For mariners wishing to obtain STCW endorsements at the operational (Officer in Charge of a Navigation or Engineering Watch [OICNW/OICEW]) or management level, evaluators will have to see the applicable Policy Letter or NVIC to determine what military personnel may act as a Qualified Assessor (QA) and sign/conduct assessments.

For support level assessments as a Rating Forming Part of a Navigational Watch (RFPNW) on a military vessel, the assessments can be signed by an officer qualified as an Officer of the Deck (OOD) or a senior Quartermaster (QM) or Boatswains Mate (BM) (E-6 or above).

For support level assessments as a Rating Forming Part of an Engineering Watch (RFPEW) on a military vessel, the assessments can be done by an officer qualified as an Engineering Watch Officer (EWO) or a senior Machinery Technician (E-6 or above).

Also, see approved MCP-IN-NMC5-05, Military Sea Service Credit for RFPNW and RFPEW for Rating Forming Part of a Navigational or Engineering Watch (RFPNW/ EW) Instruction.

NOTE: Assessments must be completed on vessels with the appropriate equipment. Also, minimum tonnage or horsepower may be required by the respective policy letter or NVIC.
5. WRITING AWAITING INFORMATION LETTERS

The NMC may require an official description of duties, letters of qualification, service record entries, or letters from former supervisors or commanding officers.

Oftentimes, service stated in a History of Assignments, Transcript of Sea Service or A-OPS report for military officers, such as CWO, LT, etc., give the rank but not the capacity (duty/job) the officer is doing. Supporting information must be given to verify the capacity of the officer to know whether they were assigned to the deck or engine department. There may be many different sources of supporting documentation (Administrative Remarks, Performance Evaluations, Letters, Orders, etc.).

Keys to writing a good quality Awaiting Information letter include the following:

- Be clear
- Be accurate
- Be precise
- Provide a detailed explanation of circumstances

The Military Awaiting Information statement must be modified a majority of the time. Do not just cut and paste the statement unless it is relevant by the mariner providing no service or a DD-214 as proof of service. Most times, the mariner has provided what the statement calls for. However, supporting documentation may be necessary and must be requested. Remember to tell the mariner what they provided, why it’s unacceptable, and what they can do to correct the issue.

(See MCP-IN-NMC5-19, Formatting An AI Letter and Standard AI Text for further details.) User proper terminology for the relevant branch. For example, a Transcript of Sea Service (TOSS) is for USCG only while a History of Assignments (HOA) is for Navy.

Military training not satisfying commercial mariner training requirements often leave military applicants unsatisfied. Many times they will not understand why their military training is not being accepted or why their particular rating is not creditable. It is the evaluator’s responsibility to explain the given situation in a way that is easy to understand and as tactfully as possible.

Example one: Sample text to a mariner who provided service and requested Third Mate Any Gross Tons oceans and multiple other endorsements. Third Mate Any Gross Tons was put in parenthesis to help the mariner understand this awaiting information reason was specific to their request for Third Mate.

(Third Mate Any Gross Tons Oceans) In addition to the information already provided, please provide an additional 51 days of sea service. All days must be on a vessel of 100 Gross Register Tons (GRT) or more. To date, you have submitted 1029 days of service on near coastal waters on vessels of at least 100 GRT. This service includes service on the USS New Jersey, USS Curts and Naval YTBs determined to be 203 GRT. A percentage was calculated to determine near coastal days on the YTBs as your letter does not accurately reflect this time. You may have this corrected if you feel this service was credited incorrectly; however, based on the information provided this was the only way to determine your service credit. For a comprehensive breakdown of service you may contact your evaluator [redacted] at the NMC. Furthermore, it was noticed during evaluation a spreadsheet was submitted for consideration and included time on the USS Thach. The spreadsheet itself is not able
to be accepted due to improper documentation however, if you did serve on the USS Thach you may wish to have this service properly documented as well and submit for consideration. The reason your spreadsheet cannot be accepted as documented toward a Third Mate's endorsement is because it does not contain any contact information for verification purposes, unless is and was your commanding officer for entire tour of duty at Yokosuka he cannot attest, it does not contain a number of hours spent underway per day (only number of movements) Reference: 46 CFR 11.407 and 11.402 (Tonnage Requirements for Unlimited Licenses)

Example two: A Navy mariner wants to qualify for Master 500 and must submit assessments for Rating Forming Part of a Navigation Watch (RFPNW). Instead of cutting and pasting the standard AI verbiage for RFPNW Assessments, this evaluator went the extra mile to give this applicant serving in the Navy all possible ways to meet this requirement.

(Master 500/ 1600 GRT) Please provide all assessments signed by a valid assessor required by STCW II/4, additional assessment guidance is located in NVIC 06-14. Active duty personnel and veterans having successfully completed Navy PQS training as BOTH helmsman and lookout have been determined to have met this STCW requirement for demonstration of skills for Rating Forming Part of a Navigational Watch. Personnel who have completed Navy PQS training and show documentation on a Navy DD-214 "Page 4", USCG "page 7", "Smart" transcript, or other appropriate documentation (such as the PQS book) have met the STCW standard for RFPNW. Documentation must include the reference to the Ship Control and Navigation Common (NAVEDTRA 43492) Watchstations number 302 (Lookout) AND number 305 (Helmsman). STCW certificates or endorsements will be issued only when the candidate provides evidence of at least one year of seagoing service for every five years since completing the PQS. Reference(s): 46 CFR12.605), NVIC 06-14
6. COURSE APPROVALS

*MSM Vol III (2)(5)(i)* states that in order for courses to be accepted, schools must be NMC approved. Training received at a military school will not be granted sea service nor be accepted as meeting mandatory training requirements (e.g., radar, firefighting). Military applicants generally receive various training similar in nature to commercial mariners. However, unless approved by NMC-2 Course Approvals, this training typically cannot be used.

The OCMI has determined that members of any military branch that submit First Aid and/or CPR courses that have been used for military training will be acceptable as they meet/exceed the requirements found in *MSM 11.205(e)(1)(iii) and (e)(2)(iv)*.

The First Aid course must still be taken within 1 year of the application in accordance with *MSM 11.205(e)(1)* and CPR must be currently valid at the time of application in accordance with *MSM 11.205(e)(2).*
7. TESTING

Military members are subject to all testing requirements like all mariners. They must meet the professional qualifications and then the examination requirements as applicable for applied endorsement(s).

When an applicant applies for multiple deck ratings/officer endorsements, evaluators are to treat it like any other application with regards to examination requirements. No military training or amount of experience gets a military applicant out of testing. Military applicants do have the option to submit USCG-approved course certificates in lieu of testing like a “traditional” mariner.

For Deck Licenses, populate all relevant exams and delete like modules.

For Engineering endorsements, see recently approved MMS document MCP-IN-NMC5-29, Testing for Engineer Officers as Clarified in the MSM.

If a military applicant, after evaluation, is qualified for Chief Mate, First AE, etc., they are only required to take the highest exam qualified for. For example, if a mariner is qualified for Chief Mate, they are not required to take the examination for Third/Second Mate prior to being tested for Chief Mate. They are only required to complete the Chief Mate ESS found in the most current approved exam guide. Like commercial mariners, you are to use the appropriate exam guide (new or old) depending on whether the applicant’s service commenced either before or after March 24, 2014. The mariner may request the “new exams”, regardless of when service commenced.

**Figure 7-1 Multiple Approved Engineering Endorsements**

*NOTE: Figure 7-1 illustrates multiple engineering endorsements stated in an Approved to Test letter which shows the functionality of MSM Vol III Figure 12-1.*
8. BRANCH SPECIFIC EVALUATION INFORMATION

Specific evaluation information for each military branch is summarized in the following sections.

8.1 Navy

Navy applicants should provide a History of Assignments (HOA). Fitness Reports (FITREPS) may be used for supporting documentation. Small Boat Teams and Assault Craft Units are similar in nature to USCG Small Boat Stations and may document service on Small Vessel Sea Service Forms (SVSSF). However; you will typically receive letters from the units. These units may only attest to service from that particular station, not a member’s entire naval career. An example of these documents can be found in Appendix B, Figures and Additional Information below.

The Navy does have approved courses listed in course approvals and may be found in the Course approvals database (COAP) by searching for “U.S. Navy” under the course provider tab.

In Figure B-1, Navy History of Assignment, readers will see the key found at that top of page 1 of an HOA. The key will help the evaluator determine what type of service the mariner performed. An example of how to evaluate a HOA is found in Figure B-1.

Naval Academy graduates may receive service credit under MSM Vol. III Chapter 10 and 12.* Graduates from the Naval Academy must show an official transcript or copy of diploma showing graduation. Also, they must qualify as DWO/OOD or EWO/EOOW and show proof of this qualification. If shown, their time at academy may be credited as service toward other endorsements (see MSM for details). Service can therefore be considered as equivalent to the sea service requirement for Third Mate (3 years service in the deck department, 6 months of which is as Able Seaman or Bridge Watchstanding). When an Academy graduate that meets 46 CFR 11.407(a)(2) applies for other deck licenses such as Master 1600 or Master of Uninspected Fishing Industry Vessels (UFIVs), their academy training may be credited as 3 years service in the deck department, 6 months of which is as Able Seaman. None of it shall be considered service as a licensed mate. Likewise for engineering, when Academy graduates, who are qualified as Third AE under 46 CFR 11.516(a)(3), apply for licenses as Chief Engineer (Limited - Oceans), Chief Engineer (Limited - Near Coastal), or Chief Engineer of UFIVs, they may be allowed 3 years sea service credit for their academy training once they have acquired 1 year of sea service as a licensed engineer. Two years of the credit may be considered for evaluation purposes only as QMED service. None of it shall be considered service as a licensed engineer.


U.S. Navy: Helmsman and Lookout PQS meet the STCW requirements for demonstration of skills for RFPNW. Applicants need to present proper documentation. They must also provide evidence of at least 1 year seagoing service for every 5 years since completing the PQS.

*Revisions to the MSM Vol. III Chapters 10 and 12 may impact this section.
8.2 Army

The Army operates more boats than the USCG. The Army has a Marine Qualification Division at the U.S. Army Transportation School and has the most USCG-approved training of all branches of the military. They are not provided an HOA or TOSS like the Navy or Coast Guard respectively. Sea Service letters should come from Fort Eustis, Virginia. (See an example of letterhead below in Figure 8-1, Letterhead Example.) In speaking with the Army point of contact (POC), all letters of service should come from this location. If it does not, the evaluator may question the letter’s legitimacy.

Figure 8-1 Letterhead Example

The Army has its own deck and engineering licensing schemes and has various approved trainings found in COAP. When Army mariners qualify for their respective licenses and show evidence of completing this training, check corresponding course approval to determine what (if any) training or testing may be covered. Typically, the mariner will have to show continued competence through sea service to receive credit for training or examinations. If a gap in service is discovered, check the course approval to determine if a mariner may be given credit for courses or examinations.
8.3 Coast Guard

The Coast Guard’s fleet consists of various types of vessels. These vessels operate and conduct various mission-specific tasks that include but are not limited to buoy tending, search and rescue, and ice-breaking. Coast Guard members should submit TOSS, A-OPS, TMT Reports, or direct access printouts as acceptable forms of service.

Coast Guard Academy graduates may receive service credit under MSM Vol III Chapter 10 and 12.* Graduates from the Coast Guard Academy must show an official transcript or copy of diploma showing graduation. Also, they must qualify as DWO/OOD or EWO/EOOW and show proof of this qualification. If shown, their time at the academy may be credited as service toward other endorsements. Service can therefore be considered as equivalent to the sea service requirement for Third Mate (3 years service in the deck department, 6 months of which is as Able Seaman or Bridge Watchkeeping). When an academy graduate that meets 46 CFR 11.407(a)(2) applies for other deck licenses such as Master 1600 or Master of Uninspected Fishing Industry Vessels (UFIVs), their academy training may be credited as 3 years service in the deck department, 6 months of which is as Able Seaman. None of it shall be considered service as a licensed mate. Likewise for engineering, when academy graduates, who are qualified as Third AE under 46 CFR 11.516(a)(3) apply for licenses as Chief Engineer (Limited - Oceans), Chief Engineer (Limited - Near Coastal), or Chief Engineer of UFIVs, they may be allowed 3 years sea service credit for their academy training, when they have acquired 1 year of sea service as a licensed engineer. Two years of the credit may be considered, for evaluation purposes only, as QMED service. None of it shall be considered service as a licensed engineer.

*Revisions to the MSM Vol. III Chapters 10 and 12 may impact this section.
APPENDIX A

MILITARY SEA SERVICE BY RATING FOR LICENSE QUALIFICATIONS
# Suggested Acceptance of Military Sea Service by Rating for License Qualifications

<table>
<thead>
<tr>
<th>Navy and Coast Guard Ratings and Their Equivalencies</th>
<th>Deck 100%</th>
<th>Deck 50%</th>
<th>QMED 100%</th>
<th>QMED</th>
<th>Purser 100%</th>
<th>Purser 50%</th>
<th>Jr. Asst. Purser</th>
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</tbody>
</table>

**1st Rule: Calculate 70% of Qualifying Time Then Apply Additional % As Shown Above**

1. QMED 100% Only for Standing Deck Watch, Watchstanding Must Be Documented.
2. Purser 100%, Must Be a PO1 Through MCPO, or PO2 for 5 Years in Supervising On-Ordering.
3. HS and HM Rates, 1st Class or Higher, Qualify for Hospital Corpsman Endorsement With At Least 1 Month Service in Military Hospital or U.S. Public Health Service Hospital (Time At Sea Not Required), Must Be Issued Jr. Asst. Purser For This Endorsement.

**NOTE:** This is a consolidated chart; please refer to MSM if rating is not present.
APPENDIX B
FIGURES AND ADDITIONAL INFORMATION
Figure B-1  Naval History of Assignment
Figure B-2  Naval Assault Craft Unit Letter
Figure B-3  Navy Small Boat Team Letter
Figure B-4  Naval Fitness Report (FITREP)
Figure B-5  Naval Fitness Report
Figure B-6  Navy Designation Letter
Figure B-7  Army Sea Service Letter
Figure B-8  USCG Small Boat Station
Figure B-9  USCG Transcript of Sea Service
Figure B-10  USCG Letter of Designation
Figure B-11  USCG AOPS Report
Figure B-12  USCG AOPS Color Code
Figure B-13  USCG AOPS/TMT Report
## History of Assignments

<table>
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<tr>
<th>Date Gained</th>
<th>Type Gain</th>
<th>Activity</th>
<th>UIC</th>
<th>Date of Loss</th>
<th>Type Loss</th>
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<td></td>
<td>21412</td>
<td>10/22/1997</td>
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<tr>
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<td>45251</td>
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<td>32263</td>
<td>12/22/2004</td>
<td>TRF</td>
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<td>12/28/2004</td>
<td>DUTY</td>
<td>CVN-76 REAGAN</td>
<td>62217</td>
<td>03/18/2007</td>
<td>TRF</td>
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<tr>
<td>04/09/2007</td>
<td>TEMDU</td>
<td>S CNE LSG. G. II</td>
<td>50675</td>
<td>05/10/2007</td>
<td>TRF</td>
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<tr>
<td>05/12/2009</td>
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<td>LHD 2 ESSEX</td>
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<td>SRF</td>
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</table>

**Service on the CVN-76 Reagan:**
12/28/2004 - 03/18/2007 = 811 Days \times 0.7 = 567.7 = 568 Total Days Credit

**Service on the LHD 2 Essex:**
05/12/2007 - 05/22/2010 = 1107 Days \times 0.7 = 774.9 = 775 Total Days Credit

Rating is EN 1: 100% as QMED toward an Officer’s Endorsement per MSM Figure 2-1

---

You may see USN in this box on the History of Assignments. If you see this, it will be necessary for the mariner to provide supporting documentation to show rating at time of service. DO NOT just cut and paste the approved AI in this circumstance, the mariner has provided you a HOA.

---

**Figure B-1 Naval History of Assignment**
Figure B-2 Naval Assault Craft Unit Letter
Figure B-3 Navy Small Boat Team Letter
Figure B-4 Naval Fitness Report (FITREP)
The below section is a copy of performance remarks found on a Naval FITREP. Evaluators may find comments from the applicant's CO regarding duties, performance, or qualifications. You will see here this mariner was the only junior officer to qualify as OOD (UW) on this vessel. This FITREP cannot stand alone but does provide some insight into the mariner's suitability for qualification as a merchant marine. Helpful Hint: Highlight pertinent information, especially if file being reviewed.

- Superb instructor. Extensive technical expertise and pragmatic attitude make him the "go to" expert for Tactical Operations Plot (TOP) Watch Officer qualifications. Personally qualified 7 TOP Watch Officers.

- Problem solver. Volunteered for duties as OPSEC Officer. Immediately initiated the development of a USS GEORGE WASHINGTON OPSEC Instruction including implementation of a new Ship-wide training policy.

- Tactically oriented leader. The only Ensign onboard qualified as Officer-of-the-Deck (underway). Has earned my complete trust and confidence on the bridge.

Figure B-5 Naval Fitness Report
We calculated this mariner's M/E service on the previous page however, his actual qualification letter tells a different story than the FITREP. Calculating based on information contained in the FITREP, M/E time was calculated at 168-170 days. However, this mariner was not fully qualified till 03/01/2005. In order to receive service credit as M/E while holding toward the requirement for an officer's endorsement requiring time "while holding" use the date the mariner qualified as this would be equivalent to receiving his license. Therefore:

\[ 03/01/2005 - 05/31/2005 = 92 \text{ Days} \times 0.7(\text{military}) = 64.4 \text{ or } 64 \text{ days as M/E while holding.} \]

If the FITREP was used the mariner would have received three times the service the mariner earned as M/E.
**Figure B-7 Army Sea Service Letter**

<table>
<thead>
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<th>Vessel ID</th>
<th>Position</th>
<th>Gross Tonnage</th>
<th>HPD</th>
<th>Water Type</th>
<th>Assigned</th>
<th>Terminated</th>
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<td>650</td>
<td>INLAND</td>
<td>06/10/00</td>
<td>07/26/03</td>
<td>B8K20</td>
<td>09/01/96</td>
</tr>
<tr>
<td>LCU-30542</td>
<td>Seaweed (Boats)</td>
<td>69</td>
<td>650</td>
<td>INLAND</td>
<td>07/28/00</td>
<td>01/02/01</td>
<td>B8K20</td>
<td>09/01/96</td>
</tr>
<tr>
<td>LCU-30542</td>
<td>Seaweed (Boats)</td>
<td>69</td>
<td>650</td>
<td>INLAND</td>
<td>07/28/00</td>
<td>01/02/01</td>
<td>B8K20</td>
<td>09/01/96</td>
</tr>
</tbody>
</table>

Check COAP for certification levels to see if mariner will receive credit. However, mariner may have to show continued competence for course/certification levels to cover training and/or testing.

After speaking with Army POC, service is always put in time assigned and therefore apply 70% rule.

10/25/1994 - 06/09/1995 = 228 days
228 x .7 (Military) = 159.6 or 160 days
of deck service
From Commanding officer of Station Cape May attesting to service while SNM was stationed at Cape May.

To Whom It May Concern:

Boatswain’s Mate Third Class (BM3) [Redacted] has been assigned as a Coxswn at Coast Guard Station Cape May from November 12, 2004 through the present, March 21, 2009. During the assigned tour here he has accumulated the following underway time:

<table>
<thead>
<tr>
<th>Hull Number(s):</th>
<th>Length Over All / Tonnage</th>
<th>Underway Hours / Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>CG 47311 &amp; CG 47251</td>
<td>47 feet LOA/20 Gross Tons</td>
<td>308.35 / 12.85</td>
</tr>
<tr>
<td>CG 41334 &amp; CG 41360</td>
<td>41 feet LOA/15 Gross Tons</td>
<td>316.55 / 13.19</td>
</tr>
<tr>
<td>CG 25404, CG 25333, CG 25648, &amp; CG 25653</td>
<td>25 feet LOA/5 Gross Tons</td>
<td>528.15 / 22.00</td>
</tr>
<tr>
<td>CG 232014</td>
<td>23 feet LOA/3 Gross Tons</td>
<td>171.74 / 7.16</td>
</tr>
<tr>
<td><strong>TOTALS:</strong></td>
<td><strong>1,324.79 Hours / 55.20 Days</strong></td>
<td></td>
</tr>
</tbody>
</table>

As a Coxswn, [Redacted] operates all of Station Cape May’s boats within an area of responsibility (AOR) from the mouth of Delaware Bay up to approximately Ship John Shoal at Sea Breeze, NJ/Bombay Hook, DE, in the Intracoastal Waterway and all estuarial waters and inlets from Cape Henlopen, DE up to and including Corson Inlet, NJ, and up to 50 nautical miles offshore from approximately Corson Inlet, NJ, south to include Cape Henlopen, DE.

[Redacted] has also successfully passed and recertified with a perfect score of 100% in Navigation Rules (International & Inland) on April 21, 2008 in accordance with the U.S. Coast Guard Commandant’s Instruction M16672.2D.

If further information is needed, please contact [Redacted].

Sincerely,

[Redacted]

Commanding Officer, U.S. Coast Guard

Additional Sea Service Notes: Either way the service gets credited you will need further breakdown of days spent on particular routes. So, I would probably request clarification on hours spent per day underway with route breakdown to more accurately reflect this sea service.

Figure B-8 USCG Small Boat Station
**Figure B-9 USCG Transcript of Sea Service**

<table>
<thead>
<tr>
<th>NAME OF VESSEL</th>
<th>VESSEL TYPE</th>
<th>HORSE POWER</th>
<th>FROM</th>
<th>TO</th>
<th>RATING HELD</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGC BLUEBELL</td>
<td>WL1 313</td>
<td>SHP 660</td>
<td>120105</td>
<td>121031</td>
<td>BM1/E6</td>
</tr>
<tr>
<td>CGC MAUI</td>
<td>WPB 1304</td>
<td>SHP 5520</td>
<td>101201</td>
<td>111207</td>
<td>BM1/E6</td>
</tr>
<tr>
<td>CGC HEALY</td>
<td>WAGB 20</td>
<td>SHP 30000</td>
<td>070629</td>
<td>101124</td>
<td>BM1/E6</td>
</tr>
</tbody>
</table>

The USCG typically dates Transcripts in a year/month/day format. Therefore, service for the CGC Healy would be calculated as follows:

06/29/2007 - 11/24/2010 = 1245 Days x .7(Military) = 871.5 = 872 Total Deck Credit

Per MSM Vol. III Chapter 2 BM creditable as 100% deck time. Furthermore, because the mariner is E6 and has Officer of the Deck (OOD) designation letter service is considered equivalent to a licensed Mate and is to be credited 2 for 1 for an original 3rd Mate’s Endorsement.

Licensed Mate time on the GCC Healy Calculation (See next page for reference):

08/18/2009 (date qualified) - 11/24/2010 = 464 Days as OOD x .7 = 285.25 = 285 Credit

285 Days x 2 = 570 days credit toward an Original 3rd Mate’s Endorsement

Note: If mariner was applying for Master 100 or any other endorsement except 3rd Mate the 2 days credit for 1 day served as OOD is NOT to be given.
MEMORANDUM

From: (Signature)

To: (Redacted)

Subj: DESIGNATION AS UNDERWAY OFFICER OF THE DECK IN OPEN OCEAN & ICE-COVERED WATERS

Ref: (a) Underway Duty Qualification Requirements, HEALYINST 3502.2
(b) United States Coast Guard Regulations, COMDTINST M5000.3 (series)
(c) USCGC HEALY Standing Orders to the OOD, HEALYINST M1603.1 (series)
(d) USCGC HEALY Navigation Standards, HEALYINST 3530.1 (series)

1. Having completed reference (a), demonstrating your knowledge and passing an oral qualification board, you are hereby designated as Underway Officer of the Deck aboard HEALY in open ocean and ice-covered waters.

2. As Officer of the Deck on HEALY, you will carry out your duties and responsibilities in accordance with references (b) through (d) and other pertinent directives and instructions referenced therein.

3. Your responsibilities as Officer of the Deck demand the highest order of attention and dedication of duty. The safety of HEALY and the lives of all personnel embarked are in your hands when you are on watch. Personal dedication, the use of practical experience, observation, study and eternal vigilance will all contribute to your carrying out the important duties of Underway Officer of the Deck aboard HEALY.

4. Congratulations on this significant professional achievement.

Copy: Training Record
Unit PDR
Day File

Keys to evaluating Designation/Qualification Letters:
1) Check where the letter is coming from
2) Use the Date on letter for service calculations. If applicant wants all time on vessel to count, they can't. This is similar to being a Mate in Training till fully qualified and is NOT equivalent to service as a full Mate.
3) Make sure it is signed
4) Make sure it is a letter for the actual applicant
5) Make sure it is Underway and not Import

Figure B-10 USCG Letter of Designation
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.

<table>
<thead>
<tr>
<th>Type</th>
<th>Competency</th>
<th>Missions</th>
<th>U/W Hours</th>
<th>Min Req Night Hours</th>
<th>Min Req</th>
</tr>
</thead>
<tbody>
<tr>
<td>CERTIFIED HOURS</td>
<td>CBM*</td>
<td>Not Asgn</td>
<td>6</td>
<td>6.05</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td>CBM*</td>
<td>Not Asgn</td>
<td>29</td>
<td>53.95</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td>MLB</td>
<td>Not Asgn</td>
<td>243</td>
<td>677.05</td>
<td>77.18</td>
</tr>
<tr>
<td></td>
<td>UNCERTIFIED</td>
<td>MLB</td>
<td>12</td>
<td>30.78</td>
<td>3.70</td>
</tr>
<tr>
<td></td>
<td>CERTIFIED</td>
<td>RB-S</td>
<td>128</td>
<td>397.62</td>
<td>70.65</td>
</tr>
<tr>
<td></td>
<td>UNCERTIFIED</td>
<td>RXN (Cert)</td>
<td>19</td>
<td>57.05</td>
<td>6.10</td>
</tr>
<tr>
<td></td>
<td>CERTIFIED</td>
<td>RB-S</td>
<td>40</td>
<td>81.87</td>
<td>1.20</td>
</tr>
<tr>
<td></td>
<td>UNCERTIFIED</td>
<td>RXN (Cert)</td>
<td>19</td>
<td>79.65</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td>CERTIFIED</td>
<td>SPC-LE</td>
<td>22</td>
<td>53.22</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td>UNCERTIFIED</td>
<td>SPC-LE</td>
<td>1</td>
<td>2.42</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td>CERTIFIED</td>
<td>SPC-SW</td>
<td>52</td>
<td>148.10</td>
<td>7.50</td>
</tr>
<tr>
<td></td>
<td>CERTIFIED</td>
<td>SPC-SW</td>
<td>121</td>
<td>412.92</td>
<td>59.48</td>
</tr>
<tr>
<td></td>
<td>UNCERTIFIED</td>
<td>SPC-SW</td>
<td>44</td>
<td>147.40</td>
<td>8.07</td>
</tr>
<tr>
<td></td>
<td>CERTIFIED</td>
<td>UTL</td>
<td>120</td>
<td>327.92</td>
<td>27.72</td>
</tr>
<tr>
<td></td>
<td>UNCERTIFIED</td>
<td>UTL</td>
<td>2</td>
<td>8.50</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td>CERTIFIED</td>
<td>UTM</td>
<td>1</td>
<td>2.35</td>
<td>0.00</td>
</tr>
</tbody>
</table>

CERTIFIED Individual Boat Hours Total: 763 = 2,987.10

UNCERTIFIED Individual Boat Hours Total: 126 = 378.35

Grand Total: 889 = 2,475.45

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 = 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.

Figure B-11 USCG AOPS Report
**Figure B-12 USCG AOPS Color Code**

Additional Notes: Typically a USCG service member will not submit this portion of a printed AOPS report.
Additional information: Unacceptable AOPS report due to vessel type served upon. Any vessel type beginning with W or CB (e.g., WPB, CBL, CBM) requires applicant to provide a TOSS in order to accurately credit underway service.