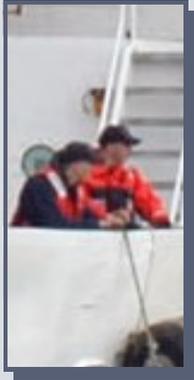


## Your Military Sea Service Must Be Documented.



Per 46 Code of Federal Regulations (CFR) 11.213, MSM Chapter 2, military evaluations require the applicant to provide a:

- Transcript of sea service (TOSS)
- History of Assignments (HOA)
- Military Tracking Software printout to

include all information required by 46 CFR 10.225(b)(6)

Depending on the military branch the documentation may vary. For example, Coast Guard military applicants may provide a TOSS to show service assigned to cutters or Abstract of Operations (AOPS) report for CG personnel to document small boat sea service.

Navy military personnel may submit a History of Assignments (HOA).

The Commanding Officer or the Engineer Officer (CO/EO) may submit Deck Watch Officer or Engineer of the Watch qualification letters.

### **46 CFR 10.225 (b) (6)**

*Discharges or other documentary evidence of service indicating the name, tonnage, and propulsion power of the vessels, dates of service, capacity in which the applicant served, and on what waters, where sea service is required*

## National Maritime Center



### Contacting NMC

Send **ALL** applications  
for credentials  
to your nearest REC.

<http://www.uscg.mil/nmc/recs/default.asp>

E-mail comments and questions to  
[IASKNMC@uscg.mil](mailto:IASKNMC@uscg.mil)

Contact Us  
1-888-427-5662

Scan the QR Code below with your  
smartphone to visit our website:



*"Serving America's Mariners"*

# National Maritime Center



# Documenting Military Sea Service

# Documenting Military Sea Service

## REQUIREMENTS

- **Recency:** An applicant for any officer endorsement must have three months of qualifying service on vessels of appropriate tonnage or horsepower within three years immediately preceding the date of application.
- **Vessel Information:** Documentation must include name or official number, period time assigned to the vessel, rate or rank for officers, and/or position held while assigned.
- **Proof of Qualifications:** Any proof such as, Army Watercraft Operator certification, DWO, or EWO (PQS or designation letters) must be included.
- **Service Options:** Several are available, but depend on whether a person is active duty, reservist, retired or separated.
- **Shipboard Generated Letter:** This may only be used to document sea service on the vessel to which the applicant is currently assigned.
- **DD-214:** This is not acceptable to document sea service as it lacks the required information such as HP, tonnage, route, and position held while assigned to the vessel.



- Service experience obtained as a junior officer of the deck (JOOD) is considered equivalent (on a day-for-day credit basis) to able seaman time. ("Day means...eight hours of watchstanding or day-working not to include overtime." 46 CFR 10.107 (b))
- Engine rating of E-4 and above with qualifications as EWO is equivalent to licensed assistant engineer time.

### OFFICERS:

Underway Deck Watch Officers' (DWOs) and Engineering Watch Officers' (EWOs) duties are considered equivalent to the watchstanding duties performed by licensed mates and engineers respectively aboard merchant vessels. Therefore, this qualifying sea service may be used to satisfy the experience requirements for an original or raise of grade of a master, mate, or engineers license.

- Service experience obtained as a JOOD is considered equivalent (on a day-for-day credit basis) toward AB service.
- Graduates of the USCG or Naval Academy may qualify for 3<sup>rd</sup> Mate or 3<sup>rd</sup> A/E, respectively with qualification as underway officer of a navigational or engineer watch.
- The ***Marine Safety Manual, Volume III, Chapter 2*** contains a table with all military ratings. The table shows which ratings may be used towards deck, engineer or staff officer. To view the table, use the following web location: [http://www.uscg.mil/directives/cim/16000-16999/CIM\\_16000\\_8B.pdf](http://www.uscg.mil/directives/cim/16000-16999/CIM_16000_8B.pdf) (The table is Figure 2-1, and begins on page 2-5.)

## COMMON DELAYS

Common delays for processing documented sea service include the following:

- Missing letters of qualification as underway DWO/OOD/EWO for credit as licensed officer.
- Engine ratings in the military applying for a deck license or vice versa.
- CO attesting to service performed at another command.
- Courses must be USCG approved and majority of the military training or course are not.
- Applying for a specific Officer's Endorsement/Qualified Rating, requesting the "Highest Level Possible" on your application, and

not realizing that military service will be evaluated in the order it was obtained sequentially.

- Not meeting qualifications at each Officer's Endorsement level prior to applying for positions of greater responsibility. For example: To qualify for 2nd Mate you must first meet the qualification requirements for 3rd Mate.
- Overall lack of supporting documentation, including the most vital to the evaluation, i.e. HOA or TOSS.

## HELPFUL LINKS

### US Coast Guard (Active, Reservist, and Civilians):

<http://cgbi.osc.uscg.mil/2.0/portal/>, or <https://ep.direct-access.us/psp/UCGP1PP/?cmd=login&languageCd=ENG&>

### US Navy (Active, Reservist, and Civilians):

<http://www.npc.navy.mil/channels>, or <http://www.npc.navy.mil/channels> (once in the site, click on BUPERS NPC) [https://nsipsweb.nmci.navy.mil/psc/NEDB\\_1/Employee/HRMS/c/ESR\\_SS\\_MNU.ESR](https://nsipsweb.nmci.navy.mil/psc/NEDB_1/Employee/HRMS/c/ESR_SS_MNU.ESR)

### US Army (Active, Reservist, and Civilians):

Currently the Army does not have a website to assist in documenting sea service. Applicants should use SF-180 (<http://www.archives.gov/research/order/standard-form-180.pdf>) or current active duty members may contact:

*Department of the Army  
Office of the Chief of Transportation  
Fort Eustis, Virginia 23604*

The Army has many enlisted certifications, deck licenses, and engineer licenses and has received USCG approval for these certifications to be given credit for multiple Mariner Credentials. You can check the various approvals by visiting U.S. Army Transportation School under approved courses on their website.

### All Military (Veterans):

<http://www.archives.gov/veterans/military-service-records/standard-form-180.html>

### ENLISTED PERSONNEL:

Evaluation of sea service is complex for enlisted personnel. This is due to the great variety of specialized duties that enlisted personnel perform. The following guidelines are provided as to how enlisted sea service is evaluated:

- Service as a seaman apprentice (SA) or seaman (SN) is equivalent to sea service as an ordinary seaman or deckhand.
- Service as fireman apprentice (FA) or fireman (FN) is equivalent to sea service as a wiper or coal passer.
- Service as a petty officer (any rating of E4 or greater) in the deck department may be considered equivalent to that of an Able Seaman (AB).
- Service as a petty officer (any rating of E4 or greater) in the engineering department may be considered equivalent to that of a Qualified Member of the Engine Department (QMED).
- Deck rating of E-4 and above with qualifications as DWO is equivalent to licensed mate time.