



16721
NMC Policy Letter 03-00
June 1, 2000

From: Commanding Officer, National Maritime Center
To: Distribution

Subj: GUIDANCE FOR DETERMINATION OF USER FEES

Ref: (a) Title 46, Code of Federal Regulations (46 CFR), Sections 10.109 and 10.110
(b) Title 46, Code of Federal Regulations (46 CFR), Section 12.02-18

1. References (a) and (b) were revised in the Federal Registers of August 5, 1999 (64 FR 42812) and October 1, 1999 (64 FR 53230). These Federal Register publications revised user fees for services relating to the issuance of merchant mariner licenses, certificates of registry (COR), and merchant mariner documents (MMD). In addition to changes in the amount of fees for individual transactions, other changes effect the determination as to the number of fees to assess a mariner when multiple and/or overlapping transactions are taking place.

2. The guidance below is to be used when determining the appropriate user fees for licensing transactions.

3. Fee Titles:

- a. Original: The first license, COR, or MMD issued to an individual by the Coast Guard.
- b. Raise of Grade: An increase in the level of authority and responsibility associated with a license. Examples of raise of grade are provided in the Marine Safety Manual, Vol. III, Chapter 1, Figure 1-2 & 3. A new license is issued if the applicant passes the examination and meets the requirements of 46 CFR 10.207 (e) & (g).
- c. Upgrade: An increase in the level of authority and responsibility of the ratings on an existing MMD. Examples of upgrades are: Ordinary Seaman (OS) to Able Seamen (AB); Wiper to the first Qualified Member of the Engine Department (QMED) rating; OS/Wiper to the first Tankerman rating; AB to Any Unlicensed Rating in the Deck Department, including AB; and QMED ratings to Any Unlicensed Rating in the Engine Department.

Note: Applicants for an upgrade of an MMD, will receive a new document issued with a new 5-year expiration date. Upgrade transactions can be associated with those requiring sea service, a physical examination, and drug test. These transactions are treated similarly to a license raise of grade contained in 46 CFR 10.207.

Subj: GUIDANCE FOR DETERMINATION OF USER FEES

d. Endorsement:

1. License: A provision added to a license or COR that alters its scope or application. Examples of endorsements are: tonnage limitation increases within the general tonnage category, pilotage route additions, extensions of route, and radar observer qualification. Other examples of endorsements are provided in the Marine Safety Manual, Vol. III, Chapter 1, Figure 1-2 & 3.

2. MMD: The placement of a qualified rating, not previously held, upon an MMD that does not include the requirement for a physical examination and drug test. Examples are: OS to Lifeboatman; AB-Special to AB-Unlimited; Tankerman-Assistant to Tankerman-Person in Charge; additional QMED ratings; Global Maritime Distress Safety System Maintainer; Person In Charge, Medical Care; etc.

Note: Applicants for endorsement of a qualified rating receive the same expiration date as the MMD they are presently holding. However, mariners have the option of obtaining an MMD issued with a new 5-year expiration date by meeting all renewal requirements.

4. Evaluation Fee:

a. Only one evaluation fee will be charged for all credentials applied for on the same application. This includes renewals. Only the license or COR evaluation fee will be assessed if the application includes an MMD transaction (includes original MMD transactions).

b. With multiple transactions, the highest applicable license evaluation fee will be assessed. Examples of multiple endorsements may include: an MMD endorsement, license raise in grade, or license renewal. In this case the license raise in grade evaluation fee will be assessed.

c. Applicants who apply for both an engineering license and deck license on the same application will be assessed one evaluation fee.

d. An evaluation fee will **not** be assessed for evaluations leading solely to issuance of STCW certificates.

e. An evaluation fee will not be assessed for radar or assistance towing endorsements.

f. An evaluation fee will not be assessed in cases where presentation of an approved course certificate is sufficient for the change to the license/COR or MMD, or in instances where further review of service (tonnage, horsepower, waters) is not required. The following are examples.

1. A second assistant engineer (steam), third assistant (motor) presents a course completion certificate from a motor course permitting an endorsement as second (motor).
2. Additional QMED endorsements not requiring additional service.

Subj: GUIDANCE FOR DETERMINATION OF USER FEES

3. Authorized International Tonnage Convention equivalencies.
 - g. An evaluation fee will be assessed for evaluations leading to endorsements to remove a medical/physical waiver limitation.
 - h. Applications for replacement of an MMD previously issued without an expiration date (46 CFR 12.02-29) will be processed as a renewal.
5. Examination Fee:
 - a. If a license examination under 46 CFR 10 also fulfills the examination requirements for MMD ratings, only the fee for the license examination will be assessed.
 - b. Applicants, who apply for both an engineering license and deck license on the same application, will be assessed only one examination fee provided both examinations are completed within the same 90-day examination cycle.
 - c. Applicants, who apply for both QMED and AB or lifeboatman on the same application will be assessed one examination fee provided both examinations are administered within the same examination cycle. With the exception of additional QMED ratings noted in paragraph 5.f., a new examination cycle begins once an issuance of the MMD occurs.
 - d. The following are examples for when to assess only the examination fee under 46 CFR 10:
 1. Applicants for a master or mate license with a tonnage above 200 Gross Register Tons (GRT), or a license for 200 GRT or less with an ocean route, who must be examined (written and/or practical) for AB and/or lifeboatman. However, if the mariner seeks the issuance of the endorsement for AB and/or lifeboatman as a separate transaction, such as prior to the issuance of the license or prior to a new application for a license, both examination fees should be assessed.
 2. Applicants for an engineering license who also examine to receive (QMED) ratings.
 3. Applicants for an engineering license and lifeboatman endorsement who are also examining for raise of grade or original license during the same testing cycle.
 - e. The following are examples of when to assess examination fees contained in both 46 CFR 10 and 12.
 1. An applicant for both master, near coastal 100 GRT and AB or lifeboatman.
 2. Applicants for both an engineering license and AB.
 3. Applicants for both a deck license and QMED endorsement.

Subj: GUIDANCE FOR DETERMINATION OF USER FEES

4. Applicants for radio officer and lifeboatman.

f. QMED: Applicants seeking additional QMED ratings will not be assessed for first time sittings of additional QMED rating examinations as long as they are completed within 12 months of successful completion of the general safety examination module.

6. Issuance Fee

- a. A separate issuance fee will be assessed for each credential issued.
- b. An issuance fee will be assessed for radar observer endorsements.
- c. An issuance fee will not be assessed for STCW forms.

M. S. BOOTHE

Dist: All District Commanders (m)
Commandant (G-MSO)
Commandant (G-MOC)
All COs, MSOs
All Activity Commanders
All RECs
All Schools with Approved Courses