



April 9, 2008

Merchant Mariner Credential Application Acceptance Checklist “Are you ready to be evaluated?”

To assist merchant mariners in submitting a complete application package, the “Merchant Mariner Credential Application Acceptance Checklist” is enclosed with this bulletin. This checklist will help mariners ensure that their application package contains information needed to begin processing by the National Maritime Center (NMC) and should result in faster turn around time for the mariner.

Since August 2007 the Regional Examination Centers (RECs) have been employing the “Ready for Evaluation” procedure in an effort to reduce the number of incomplete applications forwarded to the NMC. This procedure uses a mariner file organization and checklist, which identifies “critical” items that are required to be collected at the REC before the application package is forwarded to the NMC.

It is important to note that the applicable items listed on the checklist must be submitted to the REC before your application package can be forwarded to the NMC in West Virginia. If items are found to be missing, the mariner will be provided a notification letter identifying the items missing from their application and provided 60 days to get the information submitted to the REC. As part of our efforts to reduce inventory and improve customer service for mariners already in the evaluation process, incomplete applications will be returned to the mariner after the 60-day period if they have not provided the requested “critical” items.

If you have specific questions regarding this checklist or procedure, please contact your local REC or LCDR Mike Washburn at (304) 433-3729 or LTJG Chris Toms at (304) 433-3730 in the NMC’s Operations and Oversight Division.

As we continue our transition to centralized operations and improved customer service, we ask for your patience and we welcome your suggestions.

Sincerely,
David C. Stalfort
Captain, U. S. Coast Guard

Encl: Merchant Mariner Credential Application Acceptance Checklist