

MARINE SAFETY MANUAL

CHAPTER 1: LICENSES AND CERTIFICATES OF REGISTRY - GENERAL

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MARINE SAFETY MANUAL

CHAPTER 1: LICENSES AND CERTIFICATES OF REGISTRY - GENERAL

A. Dealing With The Public.

The Coast Guard's policy is to treat every member of the public with the utmost courtesy and professionalism. Every U.S. mariner has personal contact with one or more Regional Examination Centers (RECs) during his/her maritime career. Often, it is the person's only contact with the Coast Guard, and they form their impression of our service based solely on that contact. Courteous, professional service will make that impression a positive one.

1. Seafarers are professionals. Inaccurate information provided by the RECs can have a damaging impact on their employment and advancement opportunities. If unsure of the regulations or policy on a particular matter, personnel should adequately research the issue before responding. Responding quickly to questions is only of value if the information is accurate.
2. Recognizing that eighty-five percent of all maritime casualties are personnel related, the Coast Guard developed the concept of Prevention through People (PTP) to focus on the human element in reducing casualties and pollution. PTP stresses safe and profitable operations based on a balanced interaction between management, work environment, technology, and human behavior backed by a solid foundation of rules, regulations, and Standards. As part of the PTP implementation, the skills that mariners need and the best means of providing those skills must be addressed beyond traditional training methods.

B. International Standards.

Title 46 CFR Part 10 is designed to closely conform to the provisions of the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers (STCW), 1978 as amended in 1995. The Convention was signed in June 1991 and went into effect for the United States in October 1991. The convention requires the issuance of certificates of competency to seafarers on board seagoing ships exclusive of public vessels, fishing vessels, pleasure yachts, and wooden ships of primitive build. See Chapter 9 for additional information on STCW.

C. Coast Guard Licensing Facilities.

1. Regional Examination Centers (RECs).

- a. Licensing and certification functions are performed at 17 RECs located in the following cities:

Boston, MA	Miami, FL	Portland, OR
New York, NY	New Orleans, LA	Seattle, WA
Memphis, TN	Houston, TX	Honolulu, HI
St. Louis, MO	Toledo, OH	Juneau, AK
Baltimore, MD	Long Beach, CA	Anchorage, AK
Charleston, SC	San Francisco, CA	

- b. A basic objective of the REC concept is to make the licensing and certification transaction as simple and fast as possible while ensuring the quality, competence, and professionalism of U.S. merchant mariners. The 17 RECs directly impact the field licensing and certification functions contained in the following publications:

(1) Code of Federal Regulations (CFR), Parts 10, 12, 13, 14, 15, and 16;

- (2) Navigation And Vessel Inspection Circulars (NVICs); and,
- (3) Commandant Instructions (COMDTINSTs), including the Marine Safety Manual (MSM).

2. Monitoring Units (MUs).

These facilities provide a limited range of services as specified by the parent REC.

<u>Monitoring Unit</u>	<u>Parent REC</u>
Hampton Roads, VA	Baltimore, MD
San Juan, PR	Miami, FL
Guam	Honolulu, HI
Ketchikan, AK	Juneau, AK

3. Traveling Examination Teams (TETs).

Traveling examination teams administer examinations to groups of applicants away from the REC. Refer to chapter 6 of this volume for specific information concerning TETs.

D. Headquarters, District, and REC Responsibilities.

Figure 1-1 presents the primary marine industry personnel functions of the local RECs, District (m) offices, National Maritime Center, and the Commandant.

E. Appeals.

Whenever an REC denies an application, the reason for denial will be set forth in writing to the applicant. The applicant will also be given a copy of the appeal rights. The applicant may submit an appeal following the procedures specified by the regulations (46 CFR 1.03). An applicant's first recourse is to request reconsideration by the Officer in Charge, Marine Inspection (OCMI).

Figure 1-1: PRIMARY MARINE INDUSTRY PERSONNEL FUNCTIONS

<u>FUNCTIONS</u>	<u>LOCAL</u>	<u>DISTRICT</u>	<u>NATIONAL MARITIME CENTER</u>	<u>HEADQUARTERS</u>
Regulatory action regarding merchant vessel personnel.	Review all proposals and implement existing and new regulations as directed.	Review all proposals and provide comment to HQ.	Review all proposals and provide comments to HQ.	Propose, receive, and evaluate comments and draft regulations; overall management of project to completion (G-MSO).
Records for merchant vessel personnel.	Maintain all individual applicant records for licenses.	None.	Maintain Merchant Mariner License and Documentation (MMLD) system. Maintain all seaman records 1937-present.	None.
Appeals regarding licensing and certification of merchant vessel personnel.	Advise applicant (individuals or institutions) of appeal rights and procedures. Forward appeals to District with recommendation.	Appeal authority for decisions made by the local REC and OCMI. Forward appeals of district decisions to NMC with recommendation.	Final appeal authority for decisions made by the District on any appeal. Forward appeals of NMC decisions to G-MO with recommendation.	Appeal authority for decisions initially made by the NMC. (G-MO)
Appeals regarding policies and decisions originated by the NMC. This does not include appeals originating at the OCMI or District levels.	None.	None.	Advise individual or institution of appeal rights and procedures. Forward appeals to G-MO with recommendation.	Final appeal authority for policies or decisions originating at the NMC.
Appeals regarding merchant vessel Manning.	Advise individuals or institutions of appeal rights and procedures. Forward appeals to District with recommendation.	Appeal authority for decisions made by the local OCMI. Forward appeals of District decisions to HQ (G-MOC) with recommendation.	None.	Final appeal authority for decisions made by the District (G-MOC).

Figure 1-1: PRIMARY MARINE INDUSTRY PERSONNEL FUNCTIONS

<u>FUNCTIONS</u>	<u>LOCAL</u>	<u>DISTRICT</u>	<u>NATIONAL MARITIME CENTER</u>	<u>HEADQUARTERS</u>
Training courses for merchant vessel personnel.	Evaluate facility and make recommendation. Approval authority for additional facilities.	None.	Establish policy regarding course approval process. Approving authority for training courses and defining approval credit (NMC).	Appeal authority for decisions made by the NMC (G-MO).
Correspondence regarding merchant personnel.	Correspond directly with members of the public. Refer appropriate correspondence to District.	Correspond directly with members of the public, industry, and joint working groups. Refer appropriate correspondence to NMC.	Corresponds with members of the public, Congress, maritime unions, and joint working groups.	Corresponds with members of the public, Congress, maritime unions, and joint working groups (G-MSO).
Liaison with international organizations, government agencies, shipping companies, unions, advisory committees, and state and federal schools regarding merchant vessel personnel.	Conduct liaison with individuals or organizations affected by the local REC operations. Contact with international organizations must be authorized by the NMC.	Conduct liaison with affected individuals or organizations within District. Contact with international organizations must be authorized by the NMC.	Liaison with international organizations government agencies, members of Congress, and state and Federal schools. Coordinate interaction with HQ.	Primary liaison with international organizations government agencies, members of Congress, and State and Federal schools (G-MSO).
Policy guidance for the merchant vessel personnel program.	Implement policy and provide feedback to district and the NMC.	Propose District policy, review promulgated NMC policy, and provide comments to NMC.	Research, propose, and promulgate policy for licensing, certification, and training.	Develops regulation and assists with the promulgation of policy for licensing, certification, and training (G-MSO).
REC operating procedures regarding merchant vessel personnel.	Conduct REC operations in accordance with District and NMC policy. Conduct all traveling exam teams (TET) functions.	Ensure uniformity of REC policy and operations within District.	Ensure uniformity of REC policy and operations nationwide.	None.

Figure 1-1: PRIMARY MARINE INDUSTRY PERSONNEL FUNCTIONS

<u>FUNCTIONS</u>	<u>LOCAL</u>	<u>DISTRICT</u>	<u>NATIONAL MARITIME CENTER</u>	<u>HEADQUARTERS</u>
Manning requirements for new and existing vessels.	Advise OCMI of manning levels of standard vessel types and make recommendations to HQ for unusual manning approvals.	Ensure uniform manning procedures conducted by units within District. Forward and endorse local recommendations to HQ.	Provide technical assistance to HQ, District, and OCMI.	Review and approve reduced manning for unique vessels and set national manning policies and standards (G-MOC).
Military and unusual service.	Evaluate in accordance with current guidelines.	None.	Establish policy and guidelines to ensure service is equivalent to merchant mariner service.	None.
Physial standards.	Evaluate applicants in accordance with current guidelines. Grant or deny hearing, eyesight, disability waivers. Forward to the NMC, waivers that require medical advice.	None.	Establish policy and guidelines. Obtain medical advice and grant or deny waivers for requests that require medical advice.	Provide professional medical review. Recommend approval/denial of physical waiver requests (CGPC-admin-1).

Figure 1-1: PRIMARY MARINE INDUSTRY PERSONNEL FUNCTIONS

<u>FUNCTIONS</u>	<u>LOCAL</u>	<u>DISTRICT</u>	<u>NATIONAL MARITIME CENTER</u>	<u>HEADQUARTERS</u>
License and certificate examination for merchant vessel personnel.	Maintain and administer examinations. Make recommendations on examination content or changes. Provide feedback to NMC.	None.	Establish policy and guidelines for content and administration of examinations. Coordinate examination development and preparation.	None.
Shipment and discharge of merchant vessel personnel.	Review and retain submitted logbooks, Provide necessary forms and answer questions regarding the shipment and discharge of merchant vessel personnel.	None.	Establish guidelines for all affected individuals and groups.	None.
Outer Continental Shelf (OCS) exemptions and citizenship requirements for employment of personnel on units engaged in OCS activities.	None.	Coordinate enforcement of citizenship requirements within District.	None.	Receive exemption requests and approve or deny request after labor survey conducted in conjunction with Department of Labor. Make determinations on applicability of OCS citizenship requirements. Coordinate requests for Presidential decisions as provided by the OCS Lands Act (G-MOC).

F. Fraudulent Applications.

An application not completed truthfully may be considered fraudulent (see 18 U.S.C. 1001). An initial license or Certificate of Registry (COR) that was issued based upon a fraudulent application may be considered "null and void ab initio," (from the beginning) as if the license was never issued; [see Commandant Decision on Appeal 2025]. When a fraudulent application is discovered, the applicant shall be notified that the license or COR issued based upon it, is considered invalid, if it is an initial issue license. Such a license or COR shall be returned to the Coast Guard. If it is discovered that a license or COR was reissued based on a fraudulent or incomplete application, that license or COR may be "revoked" using the suspension and revocation (S & R) procedures found in 46 CFR Part 5. In such cases, the mariner must be provided with an administrative hearing where the license or COR may be revoked for misconduct based on the fraudulent application. The S & R process should also be sought when it is discovered upon reissue of a license that the applicant's original license was initially issued by fraudulent means. Licensed mariners holding second and later issuance licenses have acquired "property interest" in the license. This "property interest" is protected by the due process requirements of the Fifth and Fourteenth Amendments of the Constitution. In such cases the Coast Guard Senior Investigating Officer (SIO) shall be notified by the Chief, Regional Exam Center.

1. Fraudulent License or COR Returned.

If a fraudulently obtained license or COR is voluntarily returned, not revoked in a suspension or revocation proceeding, it shall be canceled. The applicant may re-apply by submitting a proper application. The OCMI may issue a new license or COR if the applicant meets the minimum requirements including character and habits of life. If appropriate, the OCMI may assign an "assessment period", the length of which shall be within the parameters of 46 CFR Table 10.201(h) and 46 CFR Table 10.201(i).

2. Suspension and Revocation Proceedings.

Jurisdiction for suspension and revocation proceedings exists when the possession of a certain document, COR or license is a prerequisite for the application or when an applicant is renewing a license, COR, or MMD. In such cases, the matter should be discussed with the unit's Senior Investigating Officer to determine what, if any, action is appropriate under 46 CFR Part 5.

G. Determining Eligibility.

All applicants must, to the satisfaction of the OCMI, possess all the qualifications necessary for the license or COR.

1. License and Renewal Application.

Every mariner seeking an original license or certificate, raise in grade, renewal, increase in scope, or other endorsement shall complete an application form. The applicant must prepare the application form and conduct whatever research is necessary. An application shall not be accepted until it is complete.

- a. Changes To An Application.
Any changes to an application should be made and initialed by the applicant. If this is not feasible due to mailing problems or if corrections are made by REC personnel, REC personnel should initial the changes. Items that do not apply should be marked "Not applicable" or "N/A."
 - b. Character Record.
As per 46 CFR 10.201(h), every applicant must mark the proper "yes" or "no" box for the convictions and usage of narcotics questions and initial the answer. Chapter 3 of this volume gives specific guidance for evaluating character.
 - c. Character References.
Character references are required for all original licenses and CORs. For many licenses, 46 CFR 10.205(f)(1) identifies from whom an applicant must have recommendations. Letters must have original signatures. However, they need not be notarized.
 - d. Signing Applications.
Evaluators should endeavor to verify the identity of the person signing an application by reasonable means. There is no requirement that a signature must be notarized.
 - e. Listing Sea Service.
Applicants must provide all the information requested when listing sea service on the appropriate section of the application. In the event that the gross tonnage is not available (as for public vessels), the displacement tonnage should be provided. The proper information is often obtainable from the Marine Safety Information System (MSIS), or other authoritative sources.
2. Processing Applications.
As stated in 46 CFR 10.202(a), an application will remain valid for one year from the date it is approved. An approved application shall contain all the paperwork and service required by law or regulation. Qualifying factors such as recency, physical examination, drug test, required training, etc. will be considered valid as long as the application is valid. Applicants should meet all eligibility requirements for a license before sitting for the examination. (OCMIs may make an exception and allow applicant's to examine for the license or document, if the applicant is in need of firefighting and/or radar training. Applicants that are never able to pass the examination would lose a considerable amount of money having already obtained this relatively expensive training.)
 - a. Seaman Locator and Wanted Lists.
Every license or COR transaction should include a check of the Locator and Wanted Lists. If the applicant is listed, the command that made the entry on the list must be notified immediately.

- b. National Driver's Register (NDR) Check.
All applicants for any transaction involving a license must sign the NDR release section of the application (CG-719b)
- c. Drug Use and Convictions.
Title 46 U.S.C. 7503 gives the Coast Guard authority to deny a license, or a certificate of registry or MMD to an individual who has been convicted of violating a dangerous drug law of the United States or of a State. This section also allows the Coast Guard to deny a license, COR or MMD to an individual who has been a user of, or addicted to, dangerous drugs, who has not proven cure. Military non-judicial punishment is not considered to be a conviction. However, a special or general courts-martial is to be considered a conviction. A discharge from military service as the result of drug use should be considered as a history of drug use, but not as a drug conviction. See Chapter 3 of this volume for guidance on evaluating cases involving illegal drugs.
- d. Required Training.
 - (1) Firefighting.
Only training courses approved by the Coast Guard can be used to meet the requirement for firefighting training. Military or foreign firefighting training may not be substituted unless it is Coast Guard approved.
 - (2) Cardiopulmonary Resuscitation and First Aid.
Acceptable training is listed in 46 CFR 10.205(h). Medical doctors, registered nurses, and licensed physician assistants (not all states have licensed physician assistants) need not take the courses if they have had training in emergency medicine. Emergency Medical Technicians need not take the courses.
 - (3) Radar Observer.
Only training courses approved by the Coast Guard can be used to meet the requirement for radar observer training. Military or foreign radar observer training may not be substituted unless it has C.G. approval.
 - (4) STCW.
Certain license applicants must comply with STCW requirements. See applicable NVICs and policy.
- e. Minimum Age.
46 CFR 10.201(f) contains the minimum age requirements for issuance of any license including radio or staff officers. The only license, for which the OCMI has the discretion to lower the age requirement, is operator of uninspected passenger vessels. See 46 CFR 10.202(h).

3. Creditable Service.

a. Documenting Service.

Applicants must present documentation of their service when making application. The OCMI must be satisfied that the documentation is authentic and may make inquiries to verify any documentation considered suspect. If documentation is in the form of a letter from an employer, only original letters (not photocopies) on company letterhead should be accepted. Chapter 2 of this volume discusses documenting military service. Chapters 10 and 13 discuss self certification of service for masters, mates and operators of uninspected passenger vessel licenses respectively.

b. Age Considerations.

Neither the law, nor regulations specify a minimum age for accepting service as creditable. However, the regulations are clear that applicants must satisfy the OCMI that they possess all the qualifications necessary for a license. Certainly the age at which the majority of the service was obtained should be part of the OCMI's evaluation. Each application must be evaluated on its own merit.

c. Time and A Half Credit.

OCMIs should be cautious when giving time and a half credit for service submitted for evaluation. See chapter 2 of this manual for a discussion of when time and a half credit is appropriate.

d. Recency of Experience.

46 CFR 10.202(e) requires three months qualifying service on vessels of appropriate tonnage (deck licenses) or horsepower (engineer licenses) within the three years preceding the license application. There is no time limit in which the remaining qualifying service may have been completed.

(1) Tonnage/Horsepower of Recent Service.

The regulations specify the tonnage or horsepower of qualifying experience for various licenses. Apply the same rules to the required recent service. For example, to qualify as Third Mate, any gross tons (GT), an applicant must have all of their experience on vessels over 200 GT with at least half of that time on vessels over 1600 GT. This also applies to the recency requirement where all of the recent experience must be on vessels over 200 GT with at least half of that time (45 days) on vessels over 1600 GT.

(2) Nature of Recent Service.

Only actual underway time may be used to satisfy recency requirements. Underway service completed as part of an approved course is acceptable. Simulator training may not satisfy recency requirements. Such underway service is noted on the approved course list (also see 46 CFR 10.304(b) r (d)).

- e. Special Limitations.
When an REC intends to issue a license with a limited route or other special limitations, the OCMI for the inspection zone that covers the intended area of operation shall be consulted. The local OCMI will generally have better on-scene experience and knowledge of the hazards and operating conditions involved. Likewise, the local OCMI will make the determination as to what is considered to be a formal camp, as referred to in 46 CFR 10.429, 10.456 and 10.466(g). Factors to be considered by the OCMI when issuing this designation include the number of personnel involved in the operation, the safety procedures followed during normal operations, the structure of the organization, the number of times the operation takes place and any other factors the OCMI feels are relevant to the determination.
 - f. Removing Special Limitations.
An REC shall not remove special limitations, such as those discussed in the preceding paragraph, which were placed on a license by another REC without consulting that REC.
 - g. Foreign Sea Service.
Experience or service acquired on foreign vessels is creditable, subject to evaluation by the OCMI. It must be a fair and reasonable equivalent to service acquired on merchant vessels of the United States with respect to grade, tonnage, horsepower, waters and operating conditions. An applicant who has obtained qualifying experience on foreign vessels shall submit satisfactory documentary evidence of such service (including any necessary translation into English) in a form that satisfies the OCMI as to the authenticity of the service. An original license or certificate of registry shall not be issued to any naturalized citizen on less experience in any grade of capacity than would have been required of a United States citizen by birth. Also, a U.S. license will not be issued in a grade higher than that upon which he or she has actually served while acting under the authority of a foreign license or in a higher grade than the foreign license the applicant holds.
4. Citizenship.
No certificate of registry of license other than Operator of Uninspected Passenger Vessels (OUPV) may be issued to anyone who is not a citizen of the United States. OUPV licenses issued to non-U.S. Citizens must be limited to uninspected vessels not documented under the laws of the United States. Refer to the non-citizen notation in section "P.8" of this chapter for the proper wording. 46 CFR 10.205(c) discusses proof of citizenship.
5. Chemical Testing for Dangerous Drugs.
All applications for licenses or CORs, except those found in 1.G.5.c of this volume, including requests for license upgrades or renewals must be accompanied by proof that the individual is free of dangerous drugs. The "Dangerous drugs" tested for under the DOT rules are: marijuana, cocaine, opiates, phencyclidine (PCP) and amphetamines. A positive test for some other drug may not be grounds for denial of a license under the drug test regulations. (Applicants that may use or be addicted to other drugs should have their character and habits of life evaluated under the guidelines in chapter 3). Drug tests are valid for six months from the date the sample was taken.

a. Approved Drug Testing Laboratories.

All tests, except those done for active duty military personnel, must be done by laboratories certified by the Substance Abuse and Mental Health Services Administration (SAMHSA), an agency of the Department of Health and Human Services (DHHS). Tests done by Department of Defense (DOD) approved laboratories are only acceptable for active duty military personnel.

(1) SAMHSA, DHHS Labs.

SAMHSA, DHHS approved labs are listed in the Federal Register during the first week of each month. It is not uncommon for a lab to lose its SAMHSA, DHHS approval. RECs should keep the lists for six months and refer to the proper one to verify the lab was approved at the time the test was done. Verification of current SAMHSA, DHHS approval can also be made by calling their Drug Free Workplace Hotline, 1-800-843-4971.

(2) DOD Labs.

According to the Office of the DOD Coordinator for Drug Enforcement Policy and, only active duty status military personnel can be tested at DOD approved drug testing laboratories. For a current listing of DOD approved laboratories or any questions regarding these labs, contact NMC-4C.

b. Acceptable Proof of Drug Tests.

Acceptable evidence that an applicant has passed a required drug test is listed below. The evidence described in paragraphs (1) through (6) may be accepted by fax from the originator and RECs may verify the authenticity by calling the source. A fax copy hand carried by an applicant is not acceptable.

- (1) A completed drug test form (report or letter) signed by the medical review officer (MRO) or authorized representative of a consortium showing the applicant has passed a chemical test for dangerous drugs conducted in accordance with 49 CFR 40 within the previous six months.
- (2) A letter on company or consortium stationary signed by an authorized official that administers the drug testing program stating that the applicant passed a test for dangerous drugs within the previous six months with no subsequent positive drug tests during the remainder of the six month period.
- (3) A letter on company or consortium stationary, signed by an authorized official that administers the drug testing program, stating that the applicant has been subject to random drug testing for at least 60 days during the previous 185 days, has not failed any tests, and has not refused to participate in any required test.
- (4) For military members, active duty or reserve, a letter from the applicant's command stating that the applicant has passed a required chemical test for dangerous drugs within the previous six months.
- (5) For active duty military members, a letter from the applicant's command stating that the applicant has been subject to random drug testing for the past six months and has not failed any tests. Being subject to random testing is not accepted for reserve military members.

(6) By current law, civilian government mariners are not required to provide positive drug test results to another government agency. This includes the Coast Guard. For licensed civilian government mariners of the Military Sealift Command, U.S. Army Corps of Engineers, and National Oceanic and Atmospheric Administration, RECs may accept a letter from the applicant's command/headquarters/home office as proof that the mariner has been enrolled in a bona fide drug testing program and has been subject to random drug testing for at least 60 days during the previous 185 days. The letter shall also certify that the mariner has not failed or refused participation in a chemical test for dangerous drugs. See 46 CFR 16.210(b)(2).

c. License Transactions Which Do Not Require Drug Tests.

Currently, license transactions that do not require a drug test are those involving the following: inactive renewal, issuance of a duplicate license or COR or obtaining endorsements such as assistance towing, auxiliary sail, tonnage increase, horsepower increase, route increase or adding a lesser license to an existing license.

d. Positive Results From Drug Tests.

Positive results from a test for dangerous drugs for a holder of a license, COR or MMD should be immediately reported to the Senior Investigating Officer for investigation.

H. Issuance Of Licenses Or Certificates Of Registry (COR).

A person who meets all the requirements of the regulations is issued an appropriate license or COR valid for a term of five years. If the status of a foreign national changes while holding a license, the license is no longer valid. For other exceptions see 46 U.S.C. 7106 and 46 U.S.C. 7107.

1. Preparation Of Licenses and CORs.

Licenses and CORs shall be typed. There shall be no erasures or whiteouts. Female licensees shall be accommodated when requesting the printed "HE" be crossed out and "SHE" typed onto their license or COR while it is being prepared. Unused words or spaces and unused lines on the face of a license or COR shall be lined out to prevent improper additions. If the license description is too long to fit on the face of the form, the last line on the face shall end with "(continued on reverse)." Endorsements added to a current license, are put on the back of the license form. Unused space on the back of the license form shall not be lined out, so that further endorsements can be added.

Endorsements and license descriptions continued from the face shall end with the signature of the issuing officer. All issuing officer signatures shall be impressed with the Coast Guard seal. A license or COR recipient shall sign the back of the license or COR where indicated. There is no requirement to put a thumb print on a license or COR.

2. Citizenship.

U.S. Citizenship is required for all licenses and CORs except for an operator of an undocumented, uninspected passenger vessel (OUPV) as noted in 46 CFR 10.201(e). However, there are certain circumstances where a limited scope license may be issued to a non-U.S. citizen. Such cases should be referred to the NMC.

- a. Verification Of Citizenship.

Acceptable evidence of citizenship is listed in 46 CFR 10.205(c). Evidence of citizenship must be an original document or a copy certified by the agency that issued the original. The OCMI may reject any evidence of citizenship that is not believed to be authentic. A provision for acceptance of a delayed certificate of birth is found in 46 CFR 10.205(c)(1)(vii). Some states issue delayed certificates of birth that do not indicate the evidence upon which they were granted. The Commandant considers such a certificate to be acceptable provided it is issued under a state seal.
- b. Evidence Of Citizenship To Be Noted On Licenses and CORs.

When a license or COR is issued, the reverse shall note the evidence of citizenship presented within the operational parameters of MMLD.
3. Name Changes.

When the name that an applicant uses is different from what appears on the proof of citizenship, the applicant must show that the name has been legally changed. Certified copies of a court order or other official document, such as a marriage license, effecting a name change must be presented. Without this documentation, the name on the proof of citizenship must be used.
4. Social Security Numbers.

Each license or COR must show the applicant's social security number on the line for "2 or Book Number" if it is different from the MMD or Book Number or if the applicant does not hold an MMD or continuous discharge book. A social security card is not required; however, applicants for an original license must present satisfactory evidence of their social security number. Accurate numbers are essential since the license, COR and MMD records are all keyed to social security numbers.
5. Issue Numbers.

Issue numbers for all licenses are now a single number. The issue number shows how many licenses of that group have been issued to the mariner. Licensed groups are listed in section N. of this chapter. Previously, deck, engineer and OUTV licenses had two part issue numbers. The first number indicated the number of licenses that had been issued to the holder in that grade. The second number indicated the total number of licenses in all grades of that group that had been issued to the mariner. For instance, if a second mate's license has an issue number of 3-5, it is the third second mate license and the fifth deck license. When that license is renewed or raised in grade, the issue number will be -6-. OCMI's may issue a license with a two part issue number if a mariner specifically requests it.
6. Oaths.

Whenever an original license or COR is issued, 46 U.S.C. 7105 requires the applicant to take the oath in section VII of the license application form. The penalty for willfully and knowingly making false statements is contained in 18 U.S.C. 1001.

- a. Oaths For Renewals.
The oath is not required for license or COR renewals because the oath taken for the original license or COR is considered to remain in effect until it is renounced in writing to the OCMI by the license holder.
 - b. Authority To Administer Oaths.
Commissioned and warrant officers assigned to REC duty are authorized by the Commandant under 14 U.S.C. 636 to administer all oaths required by law in the licensing and certification of merchant mariners. In such cases, officers shall use their military rank, rather than signing "for the OCMI." Civilians and other designated representatives may also administer the oath with written authorization from the OCMI. When an applicant is not appearing in person, the oath must be administered and verified by a certified notary public and signed by the applicant. RECs shall ensure that oaths are signed and properly witnessed.
7. Fingerprints.
Applicants for an original Coast Guard license or COR will have their fingerprints taken and sent to Commanding Officer, National Maritime Center (NMC-4A), for an FBI criminal history evaluation. See chapter 8 for exceptions and instructions for preparing fingerprint cards.
 8. License Signatures.
All licenses and CORs are to be signed by the OCMI. Additions made on the reverse of licenses must also be signed by the OCMI. The OCMI may designate officers, warrant officers, and civilians of their staffs to sign Coast Guard licenses, certificates of registry, and seaman's documents, "By direction." Authorization to sign by direction shall be by letter of designation from the OCMI.
 9. Coast Guard Seal.
Each signature of the OCMI or OCMI designee on the face or reverse of a license or COR shall be impressed with the Coast Guard seal.
 10. Disposition Of Exchanged Licenses and CORs.
When a new license or COR is issued to replace an unexpired license or COR, the old one will be stamped "canceled" on the back. Expired licenses do not need to be canceled. Canceled or expired licenses or CORs may be returned to the holder. If the holder does not want the old license or COR, it shall be placed in the mariner's file.
 11. Acknowledgments Upon Receiving Licenses and CORs.
To help eliminate misunderstandings, mariners should verbally acknowledge the following when they receive their license or COR.
 - a. The expiration date.
 - b. That it has no authority beyond the expiration date.
 - c. It is solely the mariner's responsibility to renew it.

- d. There will be additional requirements for licenses that are expired for over one year and,
- e. That if a radar observer is normally needed, but was not renewed, an acknowledgment that the holder may not serve under the license on radar equipped vessels of 300 GT or over, or radar equipped uninspected towing vessels of at least 26 feet length.

I. License and COR Renewals.

Every applicant for renewal of a license or COR shall submit an application form. The completed form is retained in the applicant's file at the REC that issues the renewed license or COR. The applicant shall furnish all information required by the form. The sea service section and employment/training blocks shall be completed for all license renewal applications.

1. Professional Requirements For Renewal.

Applicants must prove they possess all the requirements for renewal. Sea service shall be verified by certificates of discharge and where appropriate, letters of service. Employment closely related to the operation, construction or repair of vessels shall be verified by a letter from the employer. Applicants who can not or do not meet the professional requirements for renewal may renew for continuity purposes.

2. File Verification.

Mariners may have their license or COR renewed at any REC. If only a copy of the license is submitted and the license file is located at another REC, a phone call or E-mail verification of the license is required. When licenses or CORs are renewed, applicants should be asked where they would like their files maintained.

3. Notarized Applications Not Required.

Mariners that submit renewal applications by mail do not need to have their signatures notarized. Sighting the original license or COR or verifying the file should be sufficient to ensure the validity of the application.

4. Verification Of Pilot's Endorsements.

When RECs renew a license with pilotage routes for another REC's zone, they must contact the appropriate REC by phone or E-mail to ensure that the route descriptions are still correct.

5. Licenses With Waivers.

When a license with a waiver is renewed, the waived condition must be reevaluated by the level of authority (REC or NMC) that approved the waiver.

6. Denial Of Renewal Application.

No license or COR shall be renewed if title to it has been forfeited or if facts that render renewal improper come to the attention of the Coast Guard. Refer to chapter 3 for guidance on evaluating character and living habits and chapter 4 for guidance on evaluating physical conditions. Applicants may submit statements or evidence in their behalf with their applications. Whenever applications are denied, applicants must be advised of their appeal rights. (See section 1.E.)

J. Duplicate Licenses Or CORs.

A duplicate license or COR can be issued to replace a lost or mutilated license or COR. Mutilated licenses and CORs shall be canceled when a duplicate is issued.

1. Preparing Duplicate Licenses and CORs.

The issue number and date of the duplicate shall be the same as on the license or COR being replaced. That it is a duplicate shall be noted on the bottom of the license or COR face with the wording "This license (or certificate) replaces license (or certificate) number (NO.) issued at GREC NAME) on the above date."

2. Lost and Recovered Licenses and CORs.

The OCMI is required to report the loss, theft, or recovery of any license or COR to the Commandant. The letter of transmittal shall contain all the facts incidental to the recovery. A copy of this letter shall be forwarded to Commandant, (NMC-4C). [Note: This policy does not apply to licenses or CORs held pending completion of disciplinary action, as is the case of a license turned in by the master of a vessel for failure to join, or desertion.] Any license or COR that is turned over to the OCMI or otherwise recovered shall be forwarded to the issuing REC. If a license re-issue has already occurred, the recovered license shall be voided out.

K. Reissuing Revoked Or Surrendered Licenses and CORs.

1. Form.

A license or COR restored after surrender or revocation shall be issued as a duplicate issue if within the five-year term of the revoked or surrendered license or COR; otherwise it will be issued as a renewed license or COR,

2. Requirements.

- a. If an individual is granted administrative clemency within five years of issuance of the revoked or surrendered license, there are no requirements other than submitting, an application.
- b. If administrative clemency is granted between five and six years after the license was issued (during the grace period), the application shall be treated in the same way as any renewal during the grace period.
- c. If administrative clemency is granted more than six years after the license was issued, the application will be treated in the same way as any renewal beyond the grace period.

L. Issuing Temporary Licenses.

Mariners that have had their license, COR or document revoked or suspended and are appealing that decision, may request temporary credentials. 46 CFR 5.707 governs issuance of temporary credentials. Upon presentation of an order for a temporary license or other credential from an administrative law judge or the Commandant, the OCMI will issue credentials in accordance with the order. A temporary credential will be valid for six months or upon service of the Commandant's decision on appeal, whichever occurs first. If it expires before the Commandant renders a decision on an appeal, it may be renewed if authorized by the Commandant. 46 CFR 5.715 governs issuance of credentials when appeals are made to the National Transportation Safety Board. Requests for temporary credentials are handled similarly except that the Commandant (G-MOA) will issue the order and the temporary credentials may be renewed for additional periods without special authorization. Temporary licenses and CORs will be numbered in the same way as duplicate licenses or CORs. Refer to section P.7. for the notation to be placed on temporary licenses and CORs. Refer to sections 2.H.6., and 2.H.7. of Volume V of this manual for additional information.

M. Raises Of Grade and Endorsements.

"Endorsement" and "raise of grade" are both defined in the regulations. Interpreting the definitions however, is not always an easy matter. The definition of "endorsement" contains an example of a license within the same general tonnage category but "tonnage category" is not defined. Based on the evaluation and testing required to obtain each deck license, there are in practice, four tonnage categories:

1. Upper level,
2. Lower level over 1600 tons,
3. Lower level not more than 1600 tons but over 200 tons, and
4. Lower level not more than 200 tons.

There are only two categories of engineer licenses; upper level and lower level. A license in one category is distinct from a license in another. For example, an unlimited ocean master's license is not merely a 100 ton master's license with a different route and a different tonnage limit. It is a completely different license with wholly different capabilities and responsibilities associated with it. The different experience, training, and knowledge requirements for the licenses reflect those differences. Refer to Figures 1-2 and 1-3 for assistance in determining if an applicant is obtaining an endorsement or a raise of grade. Apply that determination for the entire licensing process; determining professional requirements, applying user fees, and issuing a new license or endorsement.

1. Raises Of Grade.

Advancing to a higher level of authority (e.g., mate to master, assistant engineer to chief engineer) is always a raise of grade. Advancing to a higher category license (e.g., master 1600 to third mate-unlimited, master 200 to mate 500, or chief engineer (limited-oceans) to second assistant) is always a raise of grade.

2. Issuing Raises Of Grade.

The existing license will be withdrawn and canceled. A new license will be reflecting the raise of grade and new expiration date. This is true even if the raise of grade is not for the highest license on the form. (EXAMPLE: A mariner licensed as master 1600 GT and second mate, raises the grade of the second mate to chief mate. A new license, valid for

five years, is issued as master 1600 GT and chief mate.) By obtaining a raise of grade, an applicant has essentially fulfilled all the requirements for a renewal and the entire license should therefore be issued for five more years.

3. Endorsements.

An "endorsement" is a provision added to a license or COR that alters its scope or application. Adding an endorsement of any type does not extend the life of the license or COR. Examples of endorsements are: a tonnage limitation increase within a general tonnage category, a route increase, or a radar observer qualification.

4. Issuing Endorsements.

Endorsements are added to the reverse of existing licenses. They do not extend the life of the license. To avoid confusion, especially with radar observer endorsements that expire independently of the license, each endorsement added to a license should end with the expiration date of the license, "(License expires //)." The words "See reverse" should be added to the front of the license.

5. Additional License Authority.

Some licenses do not fit neatly into the ranking of license seniority. An example would be a 200 ton master obtaining an OUTV license. The two licenses require different types and amounts of qualifying service, different examinations and each authorize the license holder to serve on vessels that the other license would not. Figures 1-2 and 1-3 classify cases involving no clear seniority as "Additional License Authority." These are instances where the regulations, license qualification requirements, examination requirements, nor the license authority indicate a relative seniority of licenses. These licenses, while not actually a raise of grade, should be handled as such since the service and examination requirements justify issuing a new license valid for five years.

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Figure 1-2: DECK LICENSE GRADES AND ENDORSEMENTS

LICENSE HELD	Upper level				Lower Level																						
	Master	Chief Mate	2nd Mate	3rd Mate	Master S&M	Mate S&M	Master UFIV	Mate UFIV	First Class Pilot	OIM Unrestricted	OIM Surf U/W	OIM Surf on Loc	OIM Bottom U/W	OIM Bottom on Loc	Barge Supervisor	Ballast Control Op	OUTV	2/c OUTV	OUPV	Assistance Towing	Route Increase	Tonnage Increase >1600 Tons	Tonnage Increase >200 Tons ≤ 1600	Tonnage Increase < 200 Tons	Radar Observer	Sail Endorsement	
UPPER LEVEL																											
Master										E	E	E	E	E	E	E	E	E	E		E	E			E	E	
Chief Mate	R				R		R		E	E	E	E	E	E	E	E	E	E	E		E	E			E	E	
2nd Mate		R			R		R		E	E	E	E	E	E	E	E	E	E	E		E	E			E	E	
3rd Mate			R		R		R		E	E	E	E	E	E	E	E	E	E	E		E	E			E	E	
LOWER LEVEL ≥ 200 Tons																											
Mater S&M			R	R			E	E	R ¹	E	E	E	E	E	E	E	E	E	E		E	R ¹	E		E	E	
Mate S&M				R	R		R	E	R ¹	E	E	E	E	E	E	E	E	E	E		E	R ¹	E		E	E	
Master UFIV			R	R	E	E			R	E	E	E	E	E	E	E	E	E	E	E	E	E	E		E	E	
Mate UFIV				R	R	E	R		R	E	E	E	E	E	E	E	E	E	E	E	E	E	E		E		
First Class Pilot				R	R	E			E	E	E	E	E	E	E	E	E	E	E	E	E	E			E		
OIM Unrestricted				R		R											R	R	R								
OIM Surf. U/W				R		R		R		E		E	E				R	R	R								
OIM Surf. on Loc.				R		R		R		E	E		E	E			R	R	R								
OIM Bottom U/W				R		R		R		E	E	E		E			R	R	R	E							
OIM Bottom on Loc.				R		R		R		E	E	E	E				R	R	R	E							
Barge Supervisor				R		R		R		R	R	R	R				R	R	R	E							
Ballast Control Op.				R		R									R		R	R	R	E							
LOWER LEVEL ≤ 200 Tons																											
OUTV				R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	E		E				E	
2/c OUTV				R	R	R		R	R	R	R	R	R	R	R	R	R	R	R	E		E				E	
Master S&M				R				R									R	R	E	E	E		R	E	E	E	
Mate S&M				R	R			R									R	R	E	E	E		R	E	E	E	
OUPV				R	R	R	R		R	R	R	R	R	R	R	R	R	R	R	E	E				E		

E = Endorsement R = Raise of Grade 1 = Endorsement If License Held Is > 1600 Tons

Figure 1-3: ENGINEER LICENSE GRADES AND ENDORSEMENTS

LICENSE HELD	LICENSE APPLIED FOR															
	Chief Engineer	First Assistant	Second Assistant	Third Assistant	MODE Addition	HP Increase	C/E LTD - Oceans	A/E LTD - Oceans	C/E LTD - N/C	C/E UFIV	A/E UFIV	C/E MODU	A/E MODU	DDE	MODE Addition	HP Increase
UPPER LEVEL																
Chief Engineer					E	E										
First Assistant	R				E	E	R		R	R		R		E		
Second Assistant		R			E	E	R		R	R		R		E		
Third Assistant			R		E	E	R		R	R		R		E		
LOWER LEVEL																
C/E LTD - Oceans			R							E	E	E	E	E	E	E
A/E LTD - Oceans							R		R	R	E	R	E	E	E	E
C/E LTD - N/C				R			E	E		E	E	E	E	E	E	E
C/E UFIV	R	R	R	R		E	E	E	E			E	E	E		E
A/E UFIV						E	R	E	R	R		R	E	E		E
C/E MODU			R	R			E	E	E	E	E			E		
A/E MODU			R	R				E	R	R	E	R		E		
DDE				R			R	E	R	R	E	R	E		E	E

E = Endorsement R = Raise of Grade

N. License Groups.

The following license groups have been established for the issuance of licenses.

1. Group A. Deck officer licenses
2. Group B. Engineer officer licenses
3. Group C. Radio officer licenses
4. Group D. Operator of uninspected passenger vessel licenses
5. Group E. Operator of uninspected towing vessel licenses

O. Combining Licenses.

Since there is a fee for each license form issued, mariners may, in some cases, have licenses from different groups put on the same license form. As an example:

1. An engineer holds first assistant steam and second assistant motor, these two licenses may be combined into one. Designated Duty Engineers (DDE) may be added to any engineer license.
2. A license in any lower grade may be added to a higher grade in the same group
3. A license as pilot may be added to any existing deck license or to a license as Operator, Uninspected Towing Vessels.
4. Operator, Uninspected Towing Vessels may be added to any master or mate license.
5. No license may be added to an Operator, Uninspected Passenger Vessel (OUPV) license. An OUPV license may only have an increase in scope to operate in another geographic area or assistance towing added to it. If the holder of an OUPV license qualifies for any other license, a separate license reflecting the other qualifications is issued. The OUPV license may be canceled and the OUPV authority added to a deck license.
6. Radio officers who qualify for any other license are issued a separate license to show the additional qualifications. Other qualifications are never added to a radio officer license.

P. Notations and Limitations.

The following notations or limitations will be placed on licenses when appropriate. Except for the COLREGS, color blindness, non-citizen, temporary license and Boy Scout/Sea Explorer notations, they shall be on the reverse side. When there are limitations or notations on the reverse of a license, "See reverse" shall be put on the face of the license form following the license description.

1. Corrective Lenses.

Applicants who must wear corrective lenses under 46 CFR 10.202(f) shall have the following notation on their license: "Corrective lenses to be worn with spare glasses carried on board."

2. Vision Waiver.

Applicants granted a vision waiver under 46 CFR 10.205(d)(4) shall have the following notation on their license: "Vision Waiver – Corrective lenses to be worn with spare glasses carried on board."

3. Physical Waiver.

Applicants granted a physical waiver under 46 CFR 10.205(d)(4) shall have the

following notation on their license: "Physical Waiver -- Report any change in the waived condition to the issuing office within 30 days." If the Commandant's letter granting the waiver includes any special conditions or requirements, they shall be noted as well.

4. Hearing Waiver.

Applicants granted a hearing waiver under 46 CFR 10.205(d)(4) shall have the following notation on their license: "Hearing Waiver." If the waiver requires that a hearing aid be worn the notation shall be: "Hearing Waiver -- Hearing aid(s) to be worn with spare batteries carried on board."

5. Color Blindness.

Certain applicants such as Masters, mates, pilots or operators of vessels up to 100 GT or OUTV on river routes, who do not meet the color sense requirements may be issued a restricted license. These licenses shall have the following notation on the front of the license: "Limited to daylight hours only."

6. Continuity Renewal Notations.

Licenses renewed for continuity purposes under 46 CFR 10.209, shall have the following notation: "License renewed for continuity purposes only; service under the authority of this license is prohibited." If all the requirements to renew the license are later met, the following notation shall be added: "All renewal requirements met; service under the authority of the license is permitted."

7. Temporary License Or COR Notation.

Temporary licenses issued to mariners appealing their suspension or revocation shall have any text describing a five year term of validity lined out. Beneath the line showing the date the license or COR was issued, add the notation, "Temporary license (or certificate) issued under 46 CFR 5.707 (or 5.715) to expire in accordance with present regulations or upon service of the Commandant's (or NTSB's) decision on appeal, whichever occurs first. Replaces license (or certificate) # issued at on _."

8. Non-Citizen Notation.

Operator of uninspected passenger vessel licenses issued to non-U.S. citizens as allowed by 46 CFR 10.201(e) shall have the following restriction added to the vessel description on the face of the license: "...limited to uninspected vessels not documented under the laws of the United States."

9. COLREG Notation.

There are some inland waters where the 72 COLREGS apply. Therefore licenses issued to masters, mates, pilots and operators with rivers or inland waters routes that have not been tested on both Inland Rules and COLREGS shall have the following notation added to the route: "...excepting waters subject to the International Regulations for Preventing Collisions at Sea, 1972." The notation need not be added if the route already precludes operation on COLREGS waters. [EXAMPLES: pilot licenses with routes that do not include COLREGS waters; operator licenses limited to a summer camp or marina.]

10. OUTV Oral Examination Notation.

If an OUTV was administered by an oral examination due to an inability to read as discussed in section 13.B.4, the license shall have the following notation:

"Transportation of barges carrying dangerous cargo regulated under 46 CFR Subchapter 0 is prohibited."

11. Licenses Limited To Boy Scout/Sea Explorer Vessels.

The Inspection and Certification Agreement dated October 1, 1979 between the Coast Guard and the Boy Scouts of America has been canceled. Reference should be made to Navigation and Vessel Inspection Circular (NVIC) 7-94 "Guidance on the Passenger Vessel Safety Act of 1993", regarding the definition of "Passenger" and "Passenger for Hire". If a vessel owned and operated by the Boy Scouts or Sea Explorers is carrying only scouts, the scouts are considered "passengers" and not "passengers for hire". Such a vessel is not required to be Coast Guard inspected nor is the operator of the vessel required to be licensed by the Coast Guard. However, if the Boy Scouts of America or Sea Explorers charter a vessel (demise or non-demise charter) for their use, the inspection/licensing requirements may change accordingly; (See NVIC 7-94).

Q. Wording Of Licenses.

1. Master Licenses.

Upper level masters without tonnage limitations will have their licenses issued on form CG-5205, License for Master, unless they specifically request form CG-2849, License for Merchant Marine Officer, be used. Prepare form CG-5205, License for Master, in the following manner.

a. On the blank line list any other authorities held;

b. List the radar observer endorsement;

c. Some examples of license descriptions are:

(1) "MASTER OF STEAM OR MOTOR VESSELS OF ANY GROSS TONS UPON OCEANS; RADAR OBSERVER (UNLIMITED) EXPIRES APRIL 2003."

(2) "MASTER OF STEAM OR MOTOR VESSELS OF ANY GROSS TONS UPON OCEANS; BALLAST CONTROL OFFICER; RADAR OBSERVER (UNLIMITED) EXPIRES AUGUST 2003."

2. Deck Officer Licenses.

For deck officers, prepare form CG-2849, License For Merchant Marine Officer, in the following manner.

a. List the grade, for example, "MASTER," "THIRD MATE," "MATE," "OFFSHORE INSTALLATION MANAGER"; then,

b. State the propulsion mode or other appropriate vessel description, for example, "STEAM OR MOTOR," "STEAM, MOTOR OR SAIL," "BOTTOM BEARING UNITS ON LOCATION"; then,

c. State the tonnage limitation, for example, "OF ANY GROSS TONS" or "OF NOT MORE THAN 4000 GROSS TONS"; then,

- d. State the type of waters, for example, "OCEAN" or "NEAR COASTAL", "GREAT LAKES AND INLAND"; then
- e. List any additional license authorities. Any license as master takes precedence over any other grade and therefore will always be listed first on the face of the license; then
- f. List the radar observer endorsement.
- g. Some examples of license descriptions are:
 - (1) "CHIEF MATE OF STEAM OR MOTOR VESSELS OF ANY GROSS TONS UPON NEAR COASTAL WATERS; RADAR OBSERVER (UNLIMITED) EXPIRES OCTOBER 2003. ";
 - (2) "MATE OF STEAM OR MOTOR VESSELS OF NOT MORE THAN 1600 GROSS TONS UPON NEAR COASTAL WATERS; RADAR OBSERVER (UNLIMITED) EXPIRES DECEMBER 2003. ";
 - (3) "MASTER OF STEAM OR MOTOR VESSELS OF NOT MORE THAN 100 GROSS TONS UPON NEAR COASTAL WATERS. "FOR DOMESTIC VOYAGES ONLY, THE HOLDER OF THIS LICENSE MEETS THE STCW 1995 REGULATIONS WITHOUT FURTHER ENDORSEMENT.";
 - (4) "MASTER OF STEAM OR MOTOR VESSELS OF ANY GROSS TONS UPON GREAT LAKES AND INLAND WATERS; RADAR OBSERVER (UNLIMITED) EXPIRES MARCH 2003.";
 - (5) "MASTER OF STEAM OR MOTOR VESSELS OF NOT MORE THAN 500 GROSS TONS UPON NEAR COASTAL WATERS; THIRD MATE OF STEAM OR MOTOR VESSELS OF ANY GROSS TONS UPON OCEANS; RADAR OBSERVER (UNLIMITED) EXPIRES SEPTEMBER 2003."

3. First Class Pilot Licenses.

Each license description or endorsement specifically authorizes an individual to serve as first class pilot upon a specific body of water (or waters as the case may be) aboard a particular type of vessel (with appropriate tonnage limitations if applicable).

Consequently, each license description or endorsement must be complete in itself and written in a manner that is both concise and accurate. For first class pilots, prepare form CG-2849, License For Merchant Marine Officer, in the following manner.

- a. State the grade, which will always be "FIRST CLASS PILOT," then
- b. The license shall state "OF VESSELS," in lieu of "STEAM OR MOTOR" however, "OF TUG AND BARGE COMBINATIONS" may sometimes be appropriate, then
- c. State the tonnage limit for the route, then
- d. Describe the route. If the type of vessel and tonnage limit is the same for all routes, list all the routes one after another. If the vessel type or tonnage limit is not the same for all routes, that information must precede the appropriate routes.

- e. List the radar observer endorsement.
- f. Some examples of license descriptions are:
 - (1) "FIRST CLASS PILOT OF VESSELS OF ANY GROSS TONS UPON NEW YORK HARBOR, UPPER AND LOWER BAY; RADAR OBSERVER (UNLIMITED) EXPIRES MAY 2003."
 - (2) "FIRST CLASS PILOT OF VESSELS OF ANY GROSS TONS UPON NEW YORK HARBOR, UPPER AND LOWER BAY; ALSO, OF NOT MORE THAN 3000 GROSS TONS HUDSON RIVER TO YONKERS, NY; ALSO, NOT MORE THAN 2000 GROSS TONS EAST RIVER TO WELFARE ISLAND; RADAR OBSERVER (UNLIMITED) EXPIRES FEBRUARY 2003."
 - (3) "THIRD MATE OF STEAM OR MOTOR VESSELS OF ANY GROSS TONS UPON OCEANS; FIRST CLASS PILOT OF VESSELS OF ANY GROSS TONS UPON NEW YORK HARBOR, UPPER AND LOWER BAY; ALSO, OF NOT MORE THAN 3000 GROSS TONS HUDSON RIVER TO YONKERS, NY; ALSO, OF NOT MORE THAN 3000 GROSS TONS EAST RIVER TO WELFARE ISLAND; RADAR OBSERVER (UNLIMITED) EXPIRES NOVEMBER 2003."

4. Chief Engineer Licenses.

Upper level chief engineers without horsepower (power rating) limitations will have their licenses issued on form CG-5206, License for Chief Engineer, unless they specifically request that form CG 2849, License for Merchant Marine Officer, be used. Prepare form CG-5206, License for Chief Engineer, in the following manner.

- a. In the blank following "Chief Engineer of United States," state the propulsion mode, either, "STEAM," "MOTOR" or "STEAM and MOTOR"; then
- b. List any other engineer licenses held.
- c. Some examples of license descriptions are:
 - (1) "CHIEF ENGINEER OF STEAM AND MOTOR VESSELS OF ANY HORSEPOWER";
 - (2) "CHIEF ENGINEER OF STEAM AND MOTOR VESSELS OF ANY HORSEPOWER; ASSISTANT ENGINEER OF SELF-PROPELLED MOBILE OFFSHORE DRILLING UNITS";
 - (3) "CHIEF ENGINEER OF STEAM VESSELS OF ANY HORSEPOWER; THIRD ASSISTANT ENGINEER OF MOTOR VESSELS OF ANY HORSEPOWER."

5. Engineer Officer Licenses.

For engineer officers, prepare form CG-2849, License For Merchant Marine Officer, in the following manner:

- a. List the grade, for example, "CHIEF ENGINEER," "CHIEF ENGINEER (LIMITED-NEAR COASTAL)," "FIRST ASSISTANT ENGINEER," "DESIGNATED DUTY ENGINEER," or "ASSISTANT ENGINEER (LIMITED-OCEANS)"; then

- b. State the propulsion mode, either, "STEAM," "MOTOR" or "STEAM and MOTOR" for conventional vessels or "SELF PROPELLED" or "NON-SELF PROPELLED" for MODUs; then
 - c. State any restrictions as to type of vessel, "MOBILE OFFSHORE DRILLING UNITS" or "UNINSPECTED FISHING INDUSTRY VESSELS"; then
 - d. State the horsepower (power rating) limitation, for example, "OF ANY HORSEPOWER" or "OF NOT MORE THAN 4000 HORSEPOWER."
 - e. Where service in more than one grade is authorized, the senior grade should be first, regardless of any limitation, e.g., chief engineer (even if chief engineer (limited)), then first assistant engineer, etc. Designated duty engineer (DDE) should be listed after assistant engineer.
 - f. Some examples of license descriptions are:
 - (1) "FIRST ASSISTANT ENGINEER OF STEAM VESSELS OF ANY HORSEPOWER"
 - (2) "SECOND ASSISTANT ENGINEER OF STEAM VESSELS OF ANY HORSEPOWER AND MOTOR VESSELS OF NOT MORE THAN 4000 HORSEPOWER";
 - (3) "CHIEF ENGINEER (LIMITED -- NEAR COASTAL) OF STEAM AND MOTOR VESSELS OF NOT MORE THAN 5000 HORSEPOWER; THIRD ASSISTANT ENGINEER OF STEAM AND MOTOR VESSELS OF ANY HORSEPOWER";
 - (4) "ASSISTANT ENGINEER (LIMITED-OCEAN) OF MOTOR VESSELS OF ANY HORSEPOWER; DESIGNATED DUTY ENGINEER OF STEAM AND MOTOR VESSELS OF ANY HORSEPOWER."
 - (5) "DESIGNATED DUTY ENGINEER OF MOTOR VESSELS OF NOT MORE THAN 1000 HORSEPOWER"; and,
 - (6) "CHIEF ENGINEER OF UNINSPECTED FISHING INDUSTRY VESSELS OF NOT MORE THAN 4000 HORSEPOWER."
6. Radio Officer Licenses.
When preparing form CG-2987, License For Radio Officer, if the applicant is a female and so requests, draw a line through the word "HE" and type above it the word "SHE."
7. Operator Of Uninspected Passenger Vessel Licenses.
Prepare form CG-2849, License For Merchant Marine Officer, as in the following examples:
- a. "OPERATOR OF UNINSPECTED PASSENGER VESSELS AS DEFINED IN 46 U.S.C. 2101 (42) UPON NEAR COASTAL WATERS NOT MORE THAN 100 MILES OFFSHORE. "FOR DOMESTIC VOYAGES ONLY, THE HOLDER OF THIS LICENSE MEETS THE STCW 1995 REGULATIONS WITHOUT FURTHER ENDORSEMENT. ";
 - b. "OPERATOR OF UNINSPECTED PASSENGER VESSELS AS DEFINED IN 46 U.S.C. 2101 (42) UPON INLAND WATERS EXCEPT WATERS SUBJECT TO THE INTERNATIONAL REGULATIONS FOR PREVENTING COLLISIONS AT SEA, 1972"; and,

- c. "OPERATOR OF UNINSPECTED PASSENGER VESSELS AS DEFINED IN 46 U.S.C. 2101 (42) UPON INLAND WATERS LIMITED TO UNINSPECTED VESSELS NOT DOCUMENTED UNDER THE LAWS OF THE UNITED STATES."
8. Operator Of Uninspected Towing Vessel Licenses.
Prepare Form CG-2849, License For Merchant Marine Officer, as in the following examples:
- a. "OPERATOR OF UNINSPECTED TOWING VESSELS UPON OCEANS (DOMESTIC TRADE) - LIMITED TO SERVICE ON VESSELS OF NOT MORE THAN 200 GROSS TONS WHEN ON OCEAN OR NEAR COASTAL ROUTES; RADAR OBSERVER (UNLIMITED) EXPIRES JULY 2003." "FOR DOMESTIC VOYAGES ONLY, THE HOLDER OF THIS LICENSE MEETS THE STCW 1995 REGULATIONS WITHOUT FURTHER ENDORSEMENT. ";
 - b. "OPERATOR OF UNINSPECTED TOWING VESSELS UPON GREAT LAKES AND INLAND WATERS; RADAR OBSERVER (UNLIMITED) EXPIRES JUNE 2003." "FOR DOMESTIC VOYAGES ONLY, THE HOLDER OF THIS LICENSE MEETS THE STCW 1995 REGULATIONS WITHOUT FURTHER ENDORSEMENT. ";
 - c. "SECOND-CLASS OPERATOR OF UNINSPECTED TOWING VESSELS UPON NEAR COASTAL WATERS - LIMITED TO SERVICE ON VESSELS OF NOT MORE THAN 200 GROSS TONS WHEN ON NEAR COASTAL ROUTES; RADAR OBSERVER (UNLIMITED) EXPIRES JANUARY 2003." "FOR DOMESTIC VOYAGES ONLY, THE HOLDER OF THIS LICENSE MEETS THE STCW 1995 REGULATIONS WITHOUT FURTHER ENDORSEMENT"; and
 - d. "OPERATOR OF UNINSPECTED TOWING VESSELS UPON WESTERN RIVERS; RADAR OBSERVER (RIVERS) EXPIRES AUGUST 2003."
9. Certificates Of Registry.
Prepare form CG-887, Certificate of Registry, in the following manner.
- a. If the applicant is a female and so requests, draw a line through the word "HE" and type above it the word "SHE," and
 - b. In the blank following the words "IN THE GRADE OF" state the grade of staff officer, for example, "CHIEF PURSER," "JUNIOR ASSISTANT PURSER," "PROFESSIONAL NURSE," then
 - c. If the applicant also holds an endorsement as "MARINE PHYSICIAN ASSISTANT" or "HOSPITAL CORPSMAN" that endorsement will follow the staff officer grade.
 - d. Above the text showing the issue date, type, "This certificate is valid for five years from this date and will expire on the day of, 200
 - e. Some examples of certificate of registry descriptions are:
 - (1) "MEDICAL DOCTOR";
 - (2) "CHIEF PURSER/MARINE PHYSICIAN ASSISTANT";
 - (3) "SENIOR ASSISTANT PURSER/HOSPITAL CORPSMAN."