

## STAFF OFFICERS

**NAME:** \_\_\_\_\_ **REFERENCE #:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

<b>General Requirements</b>	<b>Reference: 46 CFR</b>	<b>Division / Branch Responsible</b>	<b>Eval INT</b>
MMC Application Submittal Checklist		REC/NMC-4	
<b>TWIC Card</b> (Identification, Fingerprints, Citizenship, Social Security number, etc)	10.203 / 10.207 10.209 / 10.225 10.231	TSA / REC NMC-4 / SSEB PQEB	(V)
CG-719B Application	10.209 / 10.225 10.231	REC/NMC-4 PQEB	
Explanation for a YES in Section III of CG-719B (if needed)	10.211	REC / SSEB	
NDR Consent & Check	10.209 / 10.213	REC / SSEB	
Oath (original only)	10.209 / 10.225	REC/NMC-4	
3 Letters of Recommendation (original only)	11.205	PQEB	
Photograph (supplied by TSA)	10.209	TSA   PQEB	(V)
SSEB Screening complete (Check "Remarks" in MMLD to verify "Safety & Security Check" completed within past 12 months)	10.211 / 10.214	SSEB   PQEB	(V)
Age 21	11.201	PQEB	
CG-719K Physical Exam (NOT REQUIRED)	10.215	REC / MEB	
Medical Tab in MMLD		MEB   PQEB	(V)
Drug Testing Compliance (within 6 months)	11.805 / 10.209 10.225 / 10.231	PQEB	
Mariner Fees (in MMLD)	10.219	REC/NMC-4 PQEB	
Copy of current credentials (if held)	10.209 / 10.223 10.231	REC/NMC-4 PQEB	
Sea Service Letters or Discharges Received & Entered on Spreadsheet (MUST verify vessels in MISLE)	10.225 / 10.231 11.205 / 11.211 11.213 / 11.304	PQEB	
<b>Experience Requirements</b>	<b>Reference: 46 CFR</b>	<b># of Days</b>	<b>Eval INT</b>
Letter justifying need for COR.	11.805		
<b>PURSER</b>	<b>46 CFR</b>		
<b>Chief Purser</b> – Two years aboard vessels performing duties relating to work in purser's office.	11.807		
<b>Purser</b> – One year aboard vessels performing duties relating to work in purser's office.	11.807		
<b>Sr. Assistant Purser</b> – Six months aboard vessels performing duties relating to work in purser's office.	11.807		
<b>Jr. Assistant Purser</b> – Previous experience not required.	11.807		
<b>NOTE:</b> 1. Related shore employment – counted 2 months service = 1 month credit. 2. One season service on vessels on the Great Lakes = one year service.	11.807		
<b>MECICAL</b>	<b>46 CFR</b>		
<b>Medical Doctor</b> – Valid medical license issued by a state or territory.	11.807		
<b>Professional Nurse</b> – Valid nurse license issued by a state or territory.	11.807		
<b>Marine Physician Assistant</b> – Completion of an accredited course for physician's assistant or nurse practitioner program.	11.807		
<b>Hospital Corpsman</b> – Rating of at least hospital corpsman or health services technician, 1 <sup>st</sup> class in U.S. Navy, U.S. Coast Guard, U.S. Marine Corps, or an equivalent rating in the U.S. Army (not less than staff sergeant, Medical Department, U.S.A.), or in the U.S. Air Force (not less than technical sergeant, Medical Department, U.S.A.F.), and one month of satisfactory service in a military hospital or U.S. Public Health Service Hospital.	11.807		

