

Reasons for Delay in Application Processing

- **Incomplete Documentation:** Missing critical information, i.e., positions/ratings, dates, or signatures.
- **Missing Supporting Documentation:** Not submitting Letters of Qualification as underway DWO/OOD/EOW or EO for credit as a Master/Mate or an Engineering Officer, respectively, and requesting Upper Level Officer Endorsements requiring licensed equivalent time. Without supporting documentation such as Qualification Letters, PQS Reports, Fitness Reports, etc., the evaluation of professional qualifications cannot be completed or you may not be credited fully towards endorsements you apply for.
- Applications do not specify the requested grade of license, tonnage, propulsion, horsepower, and routes. Applying for the “Highest level possible” is typically not acceptable.
- Applicants with engine ratings in the military applying for deck licenses or vice-versa.
- Applicant’s current CO is attesting to service done previously not under his or her watch. The attestation may only be for service witnessed.
- Training and courses must be United States Coast Guard, National Maritime Center, Mariner Training and Assessment Division approved and must be applicable to the rating requested. The majority of Navy and CG courses are not so approved.