

22 April 2009

Masters, Purser, Training Centers E/W and CSU Directors E/W:

PLEASE POST THE FOLLOWING NOTICE ON ALL OFFICIAL BULLETIN BOARDS

NOTICE TO MARINERS REGARDING SUBSISTENCE AND QUARTERS ALLOWANCE

Note: Effective immediately, Mariners who report for duty and are not assignable and are not ready, willing and able to work due to any of the following reasons below, will be ineligible to receive Subsistence and Quarters payments and may be subject to disciplinary action.

1. Expired or missing original professional credentials such as Merchant Mariner Document, United States Coast Guard Licenses, STCW, FCC GMDSS Operators Certificate/License, Certificate of Registry, EPA ODS certificate, etc. This list is not all-inclusive.
2. Original Professional credentials due to expire within 120 days.
3. Expired or missing passport.
4. Passport due to expire within 120 days.
5. Medical non-compliance (Has not provided necessary documentation for an updated status medical determination).
6. Less than a six month supply of medication.

Please take the necessary steps to renew your professional credentials early to avoid unnecessary delays and forfeiture of S&Q. The ship's Purser can assist you. Requests for renewal for some of your professional credentials can be submitted up to 12 months prior to expiration. You are cautioned that you should not surrender your current, non-expired MMD until the new document is ready for issue. Please keep some form of proof or documentation of mailing your application for renewal of your professional credentials. Make sure your return mailing address is correct and you have some means in place for forwarding mail to you, if necessary. The following websites can provide you with specific information regarding renewal timeframes and procedures:

<http://www.uscg.mil/nmc>
<http://www.usps.com/passport>
<http://wireless.fcc.gov/commoperators>