

**Military Sealift Fleet Support Command  
Training Information Bulletin 04-2011**

**Deck Engineer Machinist (DEMAC)  
Advancement Program (DAP)**



Prepared by: Military Sealift Fleet Support Command,  
CIVMAR Workforce Development Division, Training Branch

**JULY 2011**

MSFSC TRAINING INFORMATION BULLETIN  
Deck Engineering Machinist Advancement Program

Ref: (a) Civilian Marine Personnel Instruction (CMPI) 330, Employment  
(b) CMPI 512, Positions

Encl: (1) DAP Program Time Line  
(2) DEMAC Advancement Program Service Agreement, MSFSC 12410/2 (Rev. 6/11)  
(3) Continued Service Agreement, MSFSC 12410/3 (Rev. 6/2011)  
(4) Application for License and Merchant Mariner's Document (CG-719B, Rev. 03/04)  
(5) Qualified Member of the Engine Department (QMED) MCP-FM-NMC5-58 (2)  
(6) CIVMAR Training Request Form, MSFSC Form 12410/60 (Rev. 12/09)

1. Purpose. To provide technically proficient and versatile Qualified Members of the Engineering Department (QMED) - Deck Engineer Machinists (DEMAC) to Military Sealift Command (MSC) government owned/government operated ships per references (a) and (b).

2. Applicability. This bulletin applies to all Military Sealift Fleet Support Command (MSFSC) civil service mariner (CIVMAR) employees possessing the minimum eligibility requirements to participate in this program, with the exception of current, permanent DEMACs.

3. Background. Currently there is a shortage of well-rounded, technically proficient CIVMARS with a QMED – Deck Engineer Machinist or Mechanic endorsement. These QMED endorsements are held by highly skilled and highly sought after engineering mariners. These skills are extremely marketable in the non-maritime repair and machining industry. This career group currently has a deficit and has traditionally attrited personnel each year. This trend does not appear to be reversing. As a result, a DEMAC Advancement Program (DAP) is enacted, whereby an individual applies, is selected for, and is trained by MSC at either Navy or contracted schools, and is considered for non-competitive promotion upon completion of all requirements. CIVMARS in this program will be paid at their permanent rate when attending training. The average time for completion of this program is 24 months, per enclosure (1).

4. Program Participants. Program participants may be selected from both internal and external sources, as appropriate. External candidates will be hired using a Provisional Appointment not to exceed 24 months. This temporary appointment to a continuing position will allow the agency to later convert the employee to a non-temporary appointment upon satisfactory completion of all program requirements. Employees hired from external sources do not have appeal rights.

5. Minimum Eligibility Requirements.

a. Must possess a current U.S. Passport and a current United States Coast Guard (USCG) Merchant Mariner's Document (MMD). The following endorsements are required: Wiper Endorsement or Higher Engine Rating.

b. Participants must also possess **one** of the following:

(1) **Experience:**

(a) At least six months of sea experience that is directly related to a Deck Engineer Machinist (such as military or maritime duties on ships or small boats), or

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(b) At least six months work experience in an engineering field (i.e., welder, machinist, electrician, HVAC, outside machinist, pump mechanic, industrial electronics, industrial diesel engine mechanic, industrial hydraulic mechanic, shipyard pipe fitter).

(2) **Credentials:** Possess a valid USCG MMD with the endorsement(s) of Deck Engineer and/or Machinist, or QMED, any unlicensed rating in the Engine Department.

(3) **Education:** Successful completion of an Apprentice, Vocational or Technical program directly related to the engineering field or successful completion of full time studies in a nationally accredited Maritime School in an engineering discipline or an AS/BS/MS degree in an engineering discipline.

6. Evaluation Criteria. Applicants who meet the Minimum Eligibility Requirements described above will be further evaluated. Documented experience, education, training, and awards contained in the application package will be reviewed to determine the degree to which the applicant possesses the required knowledge, skills, and abilities (KSAs) listed on the announcement that are essential to perform the duties and responsibilities of the position. A rating determination will be conducted against the KSAs to determine qualifications as reflected by responses to the job related factors. To earn the highest rating possible, the mariner is encouraged to submit detailed information in response to the KSAs. Evaluations, awards, training, education, and related MSC, military, and/or commercial experience, etc., will also be part of the rating process. The KSAs will be as follows or as specified in the announcement:

a. Skill in the use of hand and power tools (portable drills, portable grinders); operating machine shop equipment (lathe, milling machines, drill presses, power hacksaw, etc.); ability to cut, burn, (oxyacetylene torch, plasma cutter); welding and brazing (arc, mig and tig welding, oxyacetylene brazing).

b. Knowledge of maintenance, repair and operation of deck machinery; winches (unrep, cargo, topping, and gypsy), windlasses, capstans and mooring winches/capstans; material and cargo handling equipment including forklifts (diesel and electric), pallet jacks (electric and manual), elevators, dumbwaiters, conveyors, hatches (hydraulic, electrical, and mechanical), roller curtain doors, bi-folding doors, watertight doors, and RAS cargo doors.

c. Skill in the maintenance, repair, and operation of lifesaving equipment such a lifeboats, rescue boats, lifeboat and rescue boat engines, lifeboat davits, single point davits, davit winches and portable fire pumps.

7. Minimum Selection Criteria. All MSC CIVMAR positions are subject to random drug urinalysis testing and require participation in the vaccine immunization program. In order to be selected, the applicant must: meet the medical requirements to sail in Engine; be clear of any adverse or disciplinary action; be able to obtain and maintain the appropriate security clearance; and must have received overall good or above performance evaluations.

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8. Responsibilities and Procedures.

a. Prospective CIVMAR Candidate: CIVMAR candidates must submit the following forms with their application packages:

- (1) A completed, signed and dated application to the Employment Division.
- (2) A current Resume.
- (3) A copy of the front and back of their current MMD.
- (4) A copy of license(s) and/or certificate(s), applicable for this position.

b. CIVMAR candidates are required to submit the following:

- (1) Responses to the job-related factors (KSAs) identified in Evaluation Criteria above.
- (2) Summary of Work History.
- (3) Supervisory Assessments and Evaluations.

All applications and supporting documents will become the property of MSFSC and will not be returned to the applicant once submitted. Applicants are encouraged to make copies prior to submission.

c. CIVMAR selectees shall, upon selection into the program:

- (1) Sign the DAP Agreement, enclosure (2), internal or external, as applicable.

(2) Sign a Continued Service Agreement, enclosure (3) and return signed and dated agreement to the DAP Coordinator for each formal program course attended by the mariner and paid for by MSFSC. Certification or proof of successful completion of similar training or experience may be substituted for one or more of the training courses.

(3) Maintain overall "Good" or better performance evaluations with favorable comments regarding their suitability for continuation in the program, and successfully pass each training class in order to be retained in the program. Failure to do so will result in a performance review, which could result in removal from this program. Failure to comply with the agreement for any reason (security clearance, medical condition, disciplinary action, poor performance, refusal of assignment, etc.) may result in removal from the program. Should selectee not complete this program, internal candidates may reapply after one calendar year and a minimum of eight months aboard ship while maintaining no less than overall "Good" evaluations. External candidates will be terminated from employment with MSFSC.

(4) In order to ensure a supportive assignment, mariners in this program may be assigned to either coast.

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(5) In the event the CIVMAR does not currently possess a Machinist or Deck Engineer endorsement on their MMD, he/she shall apply to the USCG for approval to test for Machinist and/or Deck Engineer per enclosures (4) and (5). Prior to applying, he/she will submit all required paperwork to the CIVMAR Training Branch (N131) DAP Coordinator, who will assist the mariner with their application.

(6) Upon presenting proof of application to the DAP Coordinator, the selectee will attend at least one of three selected courses at management's discretion. Selectee will fill out the CIVMAR Training Request Form, MSFSC 12410/60A, enclosure (6). This may include arranging some or all of the travel items, such as travel orders, travel advance, rental car/shuttles, lodging, directions and delivery of travel orders and airline tickets or itineraries.

- (a) Engineering Hydraulic Systems and Components Basic.
- (b) Machine Shop.
- (c) Navy UNREP Mechanical Hydraulic.
- (d) Welding.

- Notes:** 1) Should a selectee have already received one or more of the above training classes or equivalent experience, that training will be annotated as completed and selectee will move on to the next phase.
- 2) Back-to-back assignments to more than one formal school may be required. The program requirement for eight months of sea service remains in effect unless waived, following a performance evaluation, which establishes that the participant does not require additional training.

(7) After successfully completing the first course, the CIVMAR will test and obtain the required endorsement on their MMD from the USCG, if they have not already done so. While awaiting the endorsement, the CIVMAR may be assigned to a ship at their permanent rate. Upon providing a copy of an MMD with Machinist and/or Deck Engineer endorsement to the DAP Coordinator, the mariner will complete a four-month tour as a DEMAC.

- Notes:** 1) Every effort will be made to sail the CIVMAR in the position of DEMAC to allow them to gain job experience. However, dependent on Fleet needs, the CIVMAR may be assigned to a position in their permanent rating, or Wiper if the permanent rating is a non-Engine rating.
- 2) If the mariner fails to obtain the endorsement after the first testing date, he/she will be required to retest within 14 days of the original test date. Failure to do so may be grounds for removal from the program.

(8) Prior to completing a four month tour, the CIVMAR must contact the DAP Coordinator in the CIVMAR Training Branch (N131) for the purpose of enrolling and successfully completing the second of the three courses.

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(9) After successful completion of the second course and prior to completion of an additional four month tour, the CIVMAR must contact the DAP Coordinator in the CIVMAR Training Branch (N131) for the purpose of enrolling and successfully completing the third course.

(10) Upon successful completion of the third class and all program requirements, the CIVMAR will be eligible for consideration for permanent promotion to DEMAC by Management Identification of Candidates (MIC). Selection will be based on successful completion of an administrative review (medical, security, discipline, etc.), supervisory evaluations of performance and readiness for permanent promotion to DEMAC, and position availability.

(11) If a selectee does not already have 180 days sailing time in Engine at the time of selection, selectee must complete the requirement before the first class.

d. Marine Employment Division, Engine Employment Branch (N142) shall:

(1) Publish announcements for the DAP.

(2) Convene evaluation board review.

(3) Upon completion of board review, provide CIVMAR Placement Division Engine Branch Head (N112) a Certificate of Eligibles for selection to the program.

(4) Obtain signed Program Agreement from selectees. Provide signed agreement to Services Branch, N122, with a copy to the DAP Coordinator and MPS.

(5) Initiate Administrative Review.

(6) Process MIC promotions.

(7) Provide copies of the Chief Engineer program evaluations to the DAP Coordinator.

e. CIVMAR Placement Division, Engine Placement Branch Head (N112) shall:

(1) Oversee the monitor program implementation.

(2) Make selections from the certificate of eligibles based on manpower requirements.

(3) Review results of progress reports and personnel reviews and take appropriate action.

(4) Upon CIVMAR program completion, initiate administrative reviews and reviews of supervisory evaluations/promotion recommendations. Based on results and manpower requirements, provide formal notification to Marine Employment Division to effect a permanent promotion to Deck Engineer Machinist.

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f. (N112) Marine Placement Specialist shall:

(1) Work with the program participants and DAP Coordinator to schedule training and shipboard assignments in support of this program.

(2) Ensure ship assignments are made that support the selectees' training continuum and provide, where possible, shipboard on-the-job training.

(3) Assign trainees to shipboard assignments. Notify gaining vessel Master, Chief Engineer and Purser of the mariner's enrollment in the program to ensure proper duty assignment and Enter on Duty (EOD) documentation. Provide DAP performance evaluations form to the ship at time of assignments.

(4) May authorize a temporary promotion to DEMAC.

(5) Notify the N131 DAP Coordinator or N112, as appropriate, of any issues that might hinder a CIVMAR's ability to successfully complete the program.

g. CIVMAR Training Branch (N131) DAP Coordinator shall:

(1) Serve as the Program Coordinator, and work with the respective MPS, and subject matter experts (SMEs) in order to determine applicant training requirements and to schedule training.

(2) Review selectee competencies in order to establish the formal school plan.

(3) Secure quotas to designated program schools.

(4) Work with the appropriate MPS to schedule training.

(5) Cause HRMS competencies to be updated upon completion of program schools.

(6) Monitor participant progress in the program and initiate any required performance reviews. Monitor program completion within required timeframes, enclosure (1). Initiate reviews and related personnel actions.

(7) Assist the mariner with their application to test with the Coast Guard.

(8) Prepare and make recommended changes to the formal Training Bulletin, as required.

h. Masters and Chief Engineers shall:

(1) Support and encourage participation in the DAP.

(2) Assist CIVMARS with completion of their application forms.

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- (3) Complete the MSFSC Supervisory Assessment Form.
  - (4) Ensure program selectees are supported through duty assignments as DEMAC, where possible.
  - (5) Provide an evaluation of performance upon discharge. This evaluation should comment on the selectee's performance of duties as a DEMAC, considering prior schooling attended while in the program, and address their suitability for continuation in the program.
  - (6) As requested, provide evaluations of participants' readiness for permanent promotion to DEMAC.
9. Questions. Questions regarding this program may be addressed to the DAP Coordinator at (757) 443-2809, DSN 646-2809, Email: MSFSC\_CIVMAR\_TRNG.navy.mil.

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**DEMAC ADVANCEMENT PROGRAM (DAP) TIMELINE**

Announce	(45 days)
Submit application and be selected	(4-6 weeks)
Apply to USCG for approval to test for one endorsement	1 week
Attend 1st of 3 courses	6-8 weeks
Test for and receive 1 <sup>st</sup> endorsement on MMD (Time varies if 2 <sup>nd</sup> testing is necessary) May sail in permanent rating at this time.	2-10 weeks
Pick up endorsement and provide to DAP Coord	1 week
Sail 1 <sup>st</sup> tour as temporary DEMAC	18 weeks
Leave	2-4 weeks
Attend 2 <sup>nd</sup> of 3 courses	6-8 weeks
Sail 2 <sup>nd</sup> tour as temporary DEMAC	18 weeks
Leave	2-4 weeks
Attend 3rd of 3 courses	6-8 weeks
Considered for promotion to permanent DEMAC	(2 weeks)
TOTAL =	62- 80 weeks (15 – 19 months)

NOTE: Time can increase based on availability of training dates to meet mariner schedule, availability of temporary DEMAC assignments, and ability to get mariners off ships after exactly 4 months. Time could be reduced by 6-8 weeks (1 training course) if mariner has certification or proof of successful completion of similar training or experience.

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**DEMAC ADVANCEMENT PROGRAM (DAP) SERVICE AGREEMENT**  
(Internal Selectee)

I, (name), (SSN) XXX-XX-- have read and fully understand the program requirements delineated in the DEMAC Advancement Program (DAP) instructions. As a selectee in the DEMAC Advancement Program (DAP), I will be provided the training necessary to perform the duties of DEMAC. I will successfully complete each training course and two 4-month ship assignments as a DEMAC. Prior to the completion of each tour, I will contact the Deck Advancement Program Coordinator for the purpose of enrolling in the next training class. I realize that I may be required to sail on either Coast in order to obtain work experience while in this program.

Upon selection, in the event I do not currently possess a Machinist or Deck Engineer endorsement on my MMD, I will apply with United States Coast Guard for approval to test for Machinist and/or Deck Engineer. In the event that I do not possess the required sea time to apply to test for DEMAC, I agree that I will apply as soon as I have met the requirement. Upon presenting proof of application to the DAP PM (N131), I will attend the first of the three required courses at management's discretion:

- Engineering Hydraulic Systems and Component Basic (1 week)
- Machine Shop (4-8 weeks)
- UNREP Mechanical Hydraulic (7 weeks)
- Welding (4-8 weeks)

**Note:** In some instances, certification or proof of successful completion of similar training or experience may be substituted for completion of one or more of these formal training courses.

After successfully completing the first course, I will test and obtain the Machinist and/or Deck Engineer endorsement(s) on my MMD. I understand that, while awaiting an endorsement, I may be assigned to a ship at my permanent rate. Upon providing a copy of my MMD with Machinist and/or Deck Engineer endorsement to the DAP Coordinator, I will be assigned and complete a 4-month tour as DEMAC. (Note: Following each class, every effort will be made to provide a ship assignment as a DEMAC. Dependent on Fleet needs, however, the assignment may be to my permanent rating (Wiper).)

After successfully completing all program requirements, I will be eligible for consideration for permanent promotion to Deck Engineer Machinist.

My signature below constitutes acceptance of this agreement. I will be given 24 months to complete the Program requirements. Should I fail to obtain the Deck Engineer or Machinist endorsement upon completion of the first course, I will retest within 14 days of the original test date. I understand that I must successfully complete all required training courses and obtain an overall "Good" or better evaluation after each tour, with favorable comments for retention in the program. Failure to meet the above requirements or comply with this agreement for any reason (security clearance, medical condition, disciplinary action, performance, refusal of assignment, etc.), may result in termination of my employment with MSFSC.

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(Print Name)

(Signature)

(Date)

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**Military Sealift Fleet Support Command  
Continued Service Agreement**

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Trainee's Full Name: \_\_\_\_\_  
(Print or Type)

This continued service agreement applies to individuals employed by Military Sealift Fleet Support Command (MSFSC) who participate in the Deck Engineer Machinists (DEMAC) Advancement Program (DAP).

1. I AGREE that, upon completion of the MSFSC DAP, I will serve in the Department of Defense (DoD) for a period of one year beginning at the completion of this program. My continued service obligation will commence on the first day of work after completion of this program.
2. I UNDERSTAND that I must meet all program requirements as specified by MSFSC. Further, I AGREE that if I should fail to successfully complete the subject program due to circumstances within my control (e.g., misconduct, personal delinquency), I will reimburse MSFSC for all training costs (excluding salary) of tuition, fees, books, materials, equipment, indirect training costs and travel related expenses (i.e., per diem, mileage reimbursement, etc.) paid in connection with my attendance in the subject program.
3. I AGREE that, if I voluntarily separate from Federal Service before completing the period of service agreed to in this Agreement, I will reimburse MSFSC for all training costs (excluding salary) of tuition, fees, books, materials, equipment, indirect training costs and travel related expenses (e.g., per diem, mileage reimbursement, etc.) paid in connection with my attendance in the subject program. However, the amount of the reimbursement will be reduced on a pro rata basis for the percentage of completion of the obligated service. For example, if the cost of training was \$15,000.00 and I completed two-thirds of the obligated service, I will reimburse MSFSC \$5,000.00 vice the original \$15,000.00.
4. I AGREE that if I voluntarily leave DoD to enter another Federal agency or other organization in any branch of the Federal Government before completing the period of service agreed to in this Agreement, I will give MSFSC N1 at least thirty working days advance written notice before the effective date of entrance into the service of the other agency. If I fail to give this advance notice, I AGREE to reimbursement of the training cost as described above.
5. I UNDERSTAND that, during the notice period, MSFSC will decide whether to require reimbursement of the training costs or to transfer the remaining service obligation to the gaining agency. MSFSC will notify me of the determination before the end of the notice period.

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**Military Sealift Fleet Support Command  
Continued Service Agreement**

6. I UNDERSTAND that this Agreement may be terminated at MSFSC's election if I fail to fulfill this Agreement for sufficient reasons (e.g., disability retirement).
7. I UNDERSTAND that any amounts, which are due to MSFSC as a result of any failure on my part to meet the terms of this Agreement, may be withheld from any monies owed me by the Government, or may be recovered by such other methods as are approved by law.
8. I UNDERSTAND the following are the procedures employees must follow in order to obtain a reconsideration of recovery amount or to seek a waiver of the agency's right to recover:
- a. MSFSC will notify me, in writing, of the amount MSFSC intends to recover;
  - b. Upon notification, I have 14 calendar days to provide United States Fleet Forces Command (USFFC) my request to reconsider the recovery amount or my appeal for a waiver of MSFSC's right to recover;
  - c. I am advised to state the ground on which I believe the determination to reconsider, or waive recovery rights, should be based;
  - d. USFFC will issue the final Department of the Navy (DoN) decision and notify me of that decision.
9. I acknowledge that this Agreement does not in any way commit MSFSC to continue my employment.
10. I AFFIRM that I am not receiving contributions, awards, or payments in connection with this training, from other government agencies or non-governmental organizations, and I shall not accept such without first obtaining approved from MSFSC N1.

By signing this Agreement, I AGREE to my compensatory obligations for training to DoD and the Federal Government.

\_\_\_\_\_  
Trainee's Signature

\_\_\_\_\_  
Date

Period of obligated Service: One year beginning at the completion of the training program

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DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD  CG-1098 (Rev. 03/04)	<b>Application for License as an Officer, Staff Officer, or Operator and for Merchant Mariner's Document</b>	OMB 1525-0045 Issued 06/10/2012  <b>Page 1</b>
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<b>Section I - Personal Data</b>		(For CG Use Only) Date Application Received: _____
Name (Last, First, Middle) (Maiden Name if applicable)		Social Security Number
Date of Birth (Month, Day, Year)	Place of Birth (City, State, Country)	Country of Citizenship
Color of Eyes	Color of Hair	Height _____ ft. _____ in
Mailing Address, City, State, Zip Code (PO Boxes are acceptable)		Weight _____ lbs
		Phone Number ( ) -
		FAX Number ( ) -
		Email Address
Next of Kin's Name and Mailing Address, City, State, Zip Code		Relationship
		Next of Kin's Phone Number ( ) -
		Next of Kin's Email Address
<b>Parental or Guardian's Consent</b> <input type="checkbox"/> I am under 18 years old and a notarized statement of parental/guardian consent is attached.		

<b>Section II - Type of Transaction</b>					
Transaction	Original	Renewal	Raise in Grade	Endorsement	Duplicate*
<input type="checkbox"/> License	<input type="checkbox"/>				
<input type="checkbox"/> Merchant Mariner's Document (MMD)	<input type="checkbox"/>				
<input type="checkbox"/> STCW Certificate	<input type="checkbox"/>				
<input type="checkbox"/> Certificate of Registry	<input type="checkbox"/>				
<input type="checkbox"/> Certificate of Discharge Sea Service					
*If requesting a duplicate for a lost or stolen License/MMD attach a signed statement explaining how, when and where your credentials were lost or stolen and your efforts to recover them.					
<b>Applying for:</b> Grade of License (include tonnage, watch, propulsion mode, horsepower, etc.); or MMD rating (Able Seaman, QMED/Officer, etc.)					
State Current or Previous License/Merchant Mariner's Document					
Description of License/Merchant Mariner's Document	Place of Issue			Date of Issue	

Previous Edition Obsolete

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DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD CG-719B (Rev. 01/04)	<b>Application for License as an Officer, Staff Officer, or          Operator and for Merchant Mariner's Document</b>	OCSB 1675-0049 Expires 06/31/2012 <b>Page 2</b>
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**Section III - Narcotics, DWI/DUI, and Conviction Record** *Convicted* means found guilty by judgment or by plea and includes cases of deferred adjudication (no conviction, probation withheld, etc.) or where the court required you to attend classes, make contribution of time or money, receive treatment, submit to any manner of probation or supervision, or forgo appeal of a trial court finding. *Expunged convictions* must be reported unless the expungement was based upon a showing that the court's earlier conviction was in error.

Yes (X)	No (X)	Indicate your answers to the following questions; sign and date at the bottom of this section.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Have you ever been convicted of violating a dangerous drug law of the United States, District of Columbia, or any state or territory of the United States? (This includes marijuana.) <i>(If yes, attach statement)</i>
<input type="checkbox"/>	<input type="checkbox"/>	Have you ever been a user of/ or addicted to a dangerous drug, including marijuana? <i>(If yes, attach statement)</i>
<input type="checkbox"/>	<input type="checkbox"/>	Have you ever been convicted by any court - including military court - for an offense other than a minor traffic violation? <i>(If yes, attach statement)</i>
<input type="checkbox"/>	<input type="checkbox"/>	Have you ever been convicted of a traffic violation arising in connection with a fatal traffic accident, reckless driving or racing on the highway or operating a motor vehicle while under the influence of, or impaired by, alcohol or a controlled substance? <i>(If yes, attach statement)</i>
<input type="checkbox"/>	<input type="checkbox"/>	Have you ever had your driver's license revoked or suspended for refusing to submit to an alcohol or drug test? <i>(If yes, attach statement)</i>
<input type="checkbox"/>	<input type="checkbox"/>	Have you ever been given a Coast Guard Letter of Warning or been assessed a civil penalty for violation of maritime or environmental regulations? <i>(If yes, attach statement)</i>
<input type="checkbox"/>	<input type="checkbox"/>	Have you ever had any Coast Guard license or document held by you revoked, suspended or voluntarily surrendered? <i>(If yes, attach statement)</i>

I have attached a statement of explanation for all areas marked "yes" above. I signed this section with full understanding that a false statement is grounds for denial of the application as well as criminal prosecution and financial penalty. I understand that failure to answer *every* question will delay my application.

<input checked="" type="checkbox"/> Signature of Applicant agreeing to the above statement	Date
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**Section IV - Character References (For Original License Applicants Only)**  
 I am an Original License Applicant and have attached three letters of written recommendation.

**Section V - Mariner's Consent**

**National Driver Registry (NDR) (Mandatory):** I authorize the National Driver Registry to furnish the U.S. Coast Guard (USCG) information pertaining to my driving record. This consent constitutes authorization for a single access to the information contained in the NDR to verify information provided in this application. I understand the USCG will make the information received from the NDR available to me for review and written comment prior to taking any action against my License or Merchant Mariner's Document. Authority: 46 U.S.C. 7101(g) and 46 U.S.C. 7302(c).

<input checked="" type="checkbox"/> Signature of Applicant	Date
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**Mariner's Tracking System (Optional):** I consent to voluntary participation in the Mariner's Tracking System to be used by the Maritime Administration (MARAD) in the event of a national emergency or seafair crisis. In such an emergency, MARAD would disseminate my contact information to an appropriate maritime employment office to determine my availability for possible employment on a seafair vessel. Once consent is given, it remains effective until revoked in writing. Send signed notice of revocation to the USCG National Maritime Center (NMC - 4A), 6200 Wilson Blvd., Suite 650, Arlington, VA 22203 1834

<input checked="" type="checkbox"/> Signature of Applicant	Date
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DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD 12-219B (Rev 03/04)	<b>Application for License as an Officer, Staff Officer, or          Operator and for Merchant Mariner's Document</b>	OMB 1625-0049 Expires 06/30/2012 <b>Page 3</b>
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**Section VI - Certification and Oath**

Certification (Mandatory)

Whoever, in any manner within the jurisdiction of any department or agency of the United States, knowingly and willfully falsifies, conceals or covers up by any trick, scheme, or device a material fact, or makes any false, fictitious or fraudulent statements or representations, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry, violates the U. S. Criminal Code at Title 18 U. S. C. 1001 which subjects the violator to Federal prosecution and possible incarceration, fine or both.

I certify that the information on this application is true and correct and that I have not submitted any application of any type to the Officers-in-Charge, Marine Inspection in any port and been rejected or denied within 12 months of this application.

<input checked="" type="checkbox"/> Signature of Applicant agreeing to the above statement	Date
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Oath (For originals only. Coast Guard official must witness applicant signature.)

I do solemnly swear or affirm that I will faithfully and honestly, according to my best skill and judgment, and without concealment and reservation, perform all the duties required of me by the laws of the United States. I will faithfully and honestly carry out the lawful orders of my superior officers should I assist.

<input checked="" type="checkbox"/> Signature of Applicant	Date	Signature of Coast Guard Official	Date
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**U.S. Coast Guard Use Only**

**Section VII - REC Application Approval**

Signature of Approving Official	REC	Date
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(Application has been approved on this date)

**Section VIII - REC Citizenship Verification & Credential Issuance**

Indicate Proof of Citizenship below (For non U.S. also include I.N.S. Alien Registration #)

License Endorsement(s) Issued	Document Rating(s) Issued

Issue Number	License Serial Number	MMD Serial Number	
Expiration Date		Expiration Date	

Check box if corresponding STCW certificate was issued.

Signature of Issuing Official	REC	Date
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**Section IX - NMC Verification of Duplicate Transactions**

Ratings/Endorsements Authorized

Signature of Approving NMC Official: \_\_\_\_\_ Date: \_\_\_\_\_

**MSFSC TRAINING INFORMATION BULLETIN**  
**Deck Engineering Machinist Advancement Program**

DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD CG-1195 (Rev. 05/06)	<b>Application for License as an Officer, Staff Officer, or Operator and for Merchant Mariner's Document</b>	OMB 1625-0040 Expires 05/31/2012 <b>Page 4</b>
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**PRIVACY ACT STATEMENT**

In accordance with 5 U.S.C. 552(a)(3), THE FOLLOWING INFORMATION IS PROVIDED TO YOU WHEN SUPPLYING PERSONAL INFORMATION TO THE U.S. COAST GUARD.

- AUTHORITY WHICH AUTHORIZED THE SOLICITATION OF INFORMATION**
  - 36 U.S.C. 7302, 7305, 7314, 7316, 7319, AND 7502
  - SEE 46 CFR PARTS 10 AND 12.
- PRINCIPAL PURPOSES FOR WHICH INFORMATION IS INTENDED TO BE USED.**
  - TO ESTABLISH ELIGIBILITY FOR A MERCHANT MARINER'S DOCUMENT, DUPLICATE DOCUMENTS, OR ADDITIONAL ENDORSEMENTS ISSUED BY THE COAST GUARD.
  - TO ESTABLISH AND MAINTAIN A CONTINUOUS RECORD OF THE PERSONS DOCUMENTATION TRANSACTIONS.
  - PART OF THE INFORMATION IS TRANSFERRED TO A FILE MANAGEMENT COMPUTER SYSTEM FOR A PERMANENT RECORD.
- THE ROUTINE USES WHICH MAY BE MADE OF THE INFORMATION.**
  - TO MAINTAIN RECORDS REQUIRED BY 46 U.S.C. 7319 AND 7502.
  - TO ENABLE ELIGIBLE PARTIES (i.e. An applicant's family or properly designated representative) TO OBTAIN INFORMATION.
  - TO PROVIDE INFORMATION TO THE U.S. MARITIME ADMINISTRATION FOR USE IN DEVELOPING MANPOWER STUDIES AND TRAINING BUDGET NEEDS.
  - TO DEVELOP INFORMATION AT THE REQUEST OF COMMITTEES OF CONGRESS.
  - TO PROJECT BILLET ASSIGNMENTS AT COAST GUARD MARINE INSPECTION SAFETY OFFICES.
  - TO PROVIDE INFORMATION TO LAW ENFORCEMENT AGENCIES FOR CRIMINAL OR CIVIL LAW ENFORCEMENT PURPOSES.
  - TO ASSIST U.S. COAST GUARD INVESTIGATING OFFICERS AND ADMINISTRATIVE LAW JUDGES IN DETERMINING MISCONDUCT, CAUSES OF CASUALTIES, AND APPROPRIATE SUSPENSION AND REVOCATION ACTIONS.
- WHETHER OR NOT DISCLOSURE OF SUCH INFORMATION IS MANDATORY OR VOLUNTARY (Required by law or optional) AND THE EFFECTS ON THE INDIVIDUAL IF ANY OF NOT PROVIDING ALL OR PART OF THE REQUESTED INFORMATION IS VOLUNTARY. DISCLOSURE OF THIS INFORMATION IS VOLUNTARY, BUT FAILURE TO PROVIDE MAY RESULT IN NON-ISSUANCE OF THE REQUESTED DOCUMENTS.**

\*An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number.  
 \*The Coast Guard estimates that the average burden for this report is 10 minutes. You may submit any comments concerning the accuracy of this burden estimate or any suggestions for reducing the burden to: Commanding Officer, U.S. Coast Guard National Maritime Center, 4200 Wilson Blvd, Suite 630, Arlington, VA 22203-1804 or Office of Management and Budget, Paperwork Reduction Project (1625-0040), Washington, DC 20503.

DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD CG-1195 (Rev. 05/06)	<b>Application for License as an Officer, Staff Officer, or Operator and for Merchant Mariner's Document</b>	OMB 1625-0040 Expires 05/31/2012 <b>Page 1</b>
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<b>Section I - Personal Data</b>		(For CG Use Only) Date Application Received
Name (Last, First, Middle) (Maiden Name if applicable)		Social Security Number
Date of Birth (Month, Day, Year)	Place of Birth (City, State, Country)	Country of Citizenship
Color of Eyes	Color of Hair	Height _____ ft _____ in
		Weight _____ lbs
Mailing Address, City, State, Zip Code (PO Boxes are acceptable)		Phone Number ( ) - ( ) - ( )
		FAX Number ( ) - ( ) - ( )
		Email Address
Next of Kin's Name and Mailing Address, City, State, Zip Code		Relationship
		Next of Kin's Phone Number ( ) - ( ) - ( )
		Next of Kin's Email Address
<b>Parental or Guardian's Consent</b>		
I am under 18 years old and a notarized statement of parental/guardian consent is attached.		
<b>Section II - Type of Transaction</b>		

**MSFSC TRAINING INFORMATION BULLETIN**  
**Deck Engineering Machinist Advancement Program**

**QUALIFIED MEMBER of the ENGINE DEPARTMENT (QMED)**

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

General Requirements	Reference: 46 CFR	Division / Branch Responsible	Eval INT
MID Application Submittal Checklist		REC/NMC-4	
TWIC Card (Ident Exams, Fingerprints, Citizenship, Social Security number, etc)	10.203 / 10.207 10.209 / 10.225 10.231	USA / SSB MMI-4 / SSB 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 / SSB	
NDR Consent & Check	10.209 / 10.213	REC / SSB	
Capable of speaking & understanding English	12.15-3	RFC	
Orch (original only)	10.209 / 10.225	RDC	
Photographs (supplied by USA)	10.209	USA / PQEB	(V)
SSB Screening complete (Check "Remarks" in MMLD to verify "Safety & Security Check" completed within past 12 months)	10.211 / 10.214	SSB / PQEB	(V)
CG-719K Physical Exam (within 1yr)	12.15-3 / 10.215	R-C / MCB	
Medical Tab in MMLD		MMI / PQEB	(V)
Drug Testing Compliance (within 6 months)	10.209 / 10.225 10.231	PQEB	
Medical Fees (in MMLD)	10.219	REC/NMC-4 PQEB	
Copy of current credentials (if need)	10.209 / 10.225 10.231	REC/NMC-4 PQEB	
Sea Service Letters or Discharges (MUST verify vessels in MISLE) Received & Entered on Spreadsheet	10.228 / 10.231	PQEB	
<b>QMED SERVICE REQUIREMENTS</b>			
	46 CFR	# of Days	INT
<b>General</b> - 180 days of service in a rating at least equal to wiper or coal passer. (Ref: Eng., Oiler, Deck Eng, Fireman/Water tender, Jr. Eng, Electrician, Machinist, Pumpman, Deck Eng Mechanic, Engineman)	12.15-7		
<b>Deck Engine Mechanic</b> - Holds MMD as a Jr. Engineer, AND 180 days of service as a Jr. Engineer on steam vessels of 4000 HP or more, OR Completion of 4 weeks of training on steam vessels of 4000 HP, OR Completion of a CG Approved Deck Mechanic Course.	12.15-13		
<b>Engineman</b> - Holds MMD as Oiler, Fireman/Water tender, Jr. Eng., AND 180 days of service on steam vessels of 4000 HP or more, OR Has 2 weeks training on partially automated steam vessels of 4000 HP, OR Completion of a CG Approved Engineman Course.	12.15-15		
<b>EXAMS</b>			
see Engineering Exam Guide MLD-MA-NMC 02	Reference:		Eval INT
Course Completion Certificate in lieu of Coast Guard examination		PQEB	
Exam Codes & Credential Testing Certificates Entered in MMLD	12.15-9	PQEB	
Exam Scores Entered in MMLD		RFC / PQEB	(V)
<b>STCW - Optional</b>			
Rating Forming Part of an Engineering Watch See RFPFW checklist - MCP TM-NM 5-61	12.15-3 12.15-7	PQEB	

(V) = Verified data was entered into MMLD

MCP-FM-NMC5-38

**MSFSC TRAINING INFORMATION BULLETIN  
Deck Engineering Machinist Advancement Program**

**CIVMAR TRAINING REQUEST FORM (Rev. 10/09)  
(HARD COPY VERSION)**

Trainee Full Name: \_\_\_\_\_ Last 4 SSN: \_\_\_\_\_ Rate: \_\_\_\_\_ Coast: \_\_\_\_\_

Mariner Phone #: \_\_\_\_\_ Mariner E-Mail: \_\_\_\_\_

East Coast Ship Name: \_\_\_\_\_ West Coast Ship Name: \_\_\_\_\_ CSU:  E  W  Other: \_\_\_\_\_  
(Circle one)

Training Course Title	Vendor	Date From:	Date To:

Please provide specific dates you are available to train, in case the above dates you are requesting are not available:

Date From:	Date To:

Travel Orders Required?  Y  N

Orders to be completed by:  MSFSC  SHIP

Depart From:  CSU E  CSU W  Home  Hotel  LANT Ship  PAC Ship  
 Other

If 'Other' - Provide Address: \_\_\_\_\_

Desired Departure Date or N/A: \_\_\_\_\_

Transportation:  COMAIR  MSC Bus  POV  Rental Car  Taxi

Nearest Airport Name or N/A: \_\_\_\_\_

Lodging Required at Training Location:  Y  N  N/A

Required Ground Transportation:  N/A  Passenger  POV  Rental Car  Taxi

Rental Car-Does Marine Have a Valid Driver's License?  Y  N  N/A

Rental Car-Does Mariner Have a Credit Card (not a debit card)?  Y  N

**Privacy Act Statement**

**Authority** — This information is being collected under the authority of 5 U.S.C. § 4115, a provision of The Government Employees Training Act.

**Purposes and Uses** — The primary purpose of the information collected is for use in the administration of the HRMS to document the nomination of trainees and completion of training. This information becomes a part of the permanent employment record of participants in training programs, and is subject to all of the published routine uses of that system of records.

**Effects and Nondisclosure** — Providing the personal information requested is voluntary; however, failure to provide this information may result in ineligibility for participation in training programs or errors in the processing of training you have applied for or completed.

**Information Regarding Disclosure of your Social Security Number (SSN) Under Public Law 93-579, Section 7(b)** — Your partial SSN will be used primarily to give you recognition for completing the training and to accumulate MSFSC-wide training statistical data and information. The use of partial SSNs is necessary to differentiate between current employees who may have identical names and/or birth dates and whose identities can only be distinguished by using a portion of their SSNs.

**FOR OFFICIAL USE ONLY**

MSFSC TRAINING INFORMATION BULLETIN  
Deck Engineering Machinist Advancement Program

CIVMAR TRAINING REQUEST FORM (Rev. 10/09)  
(HARD COPY VERSION)

Return To: CSU E                      CSU W                      Home                      Hotel                      LANT Ship                      PAC Ship  
                    Other

If 'Other' - Provide Address: \_\_\_\_\_

Transportation:      COMAIR                      MSC Bus                      POV                      Rental Car                      Taxi

Nearest Airport Name or N/A: \_\_\_\_\_

Desired Return Date or N/A: \_\_\_\_\_

Does Mariner Require a Pay Advance:                      Y      N      N/A

Mariner will be LPI'd From Ship:      Y                      N                      Date: \_\_\_\_\_

Disposition of Travel Orders-Send to: Contract Hotel CSU E CSU W Home MSFSC  
Other Ship

If 'Other' - provide e-mail address or fax # of where orders are to be sent:

\_\_\_\_\_  
\_\_\_\_\_

Additional Remarks

Approved by: (MPS, Ship Supervisor Name) \_\_\_\_\_

Date: \_\_\_\_\_

**FOR OFFICIAL USE ONLY**