

Sample Awaiting Information Letter — PQEB

An Awaiting Information (AI) letter from the Professional Qualifications Evaluation Branch (PQEB) of the National Maritime Center (NMC) will likely look similar to the following example:

Dear John Merchantmariner:

This is in response to your application for a Coast Guard Merchant Mariner Credential(s), which we received on December 7, 2019.

After a comprehensive professional qualification evaluation, your application request is pending and in need of additional supporting documentation and/or information.

Enclosed with this letter is a list of items that are required in order for the Coast Guard to complete the credential evaluation process. Please review the enclosed list carefully and return these items via mail or fax (listed above), or via e-mail to: IASKNMC@uscg.mil.

BE SURE TO INCLUDE A COPY OF THIS LETTER WITH YOUR RESPONSE

This pending status is valid for 90 days from the date of this letter. If the requested information is not received within the 90-day period, your application will be closed.

If you have any questions regarding this letter or if you require additional time beyond the allotted 90 days, you must contact the National Maritime Center at the above telephone number or address. Extension requests beyond the 90-day pending period will be reviewed on a case by case basis and only granted in situations where providing further information will require additional time, due to the nature of the request, and/or extenuating circumstances which prohibit you from responding. Evaluation fees will not be refunded; requests for refund or paid issuance fees can be made via instructions found on our website, https://www.dco.uscg.mil/national_maritime_center/.

Sincerely,

Chief, Professional Qualifications Evaluations Branch

LIST OF ITEMS REQUIRED TO COMPLETE THE EVALUATION PROCESS

Merchantmariner, 2500020, December 31, 2019

Please return the following items to the National Maritime Center within 90 days of the above date:

- **First Aid/CPR Certificate –**

To qualify for an original officer endorsement, you must submit proof that within the last 12 months, you have a First Aid (FA) certificate or certification that is from either:

*The American National Red Cross Standard Adult First Aid course, or

*The American National Red Cross Community Adult First Aid and Safety course, or

*A U.S. Coast Guard approved First Aid course. (U.S. Coast Guard approved courses may be found on the NMC website at <https://www.dco.uscg.mil/portals/9/NMC/pdfs/courses/courses.pdf>); or

*A certification as a qualified instructor to teach any of the above courses; or

*Evidence of continued competency in Basic Training.

The course certificate or card was **not provided with your application**. Please provide proof of First Aid.

Reference(s): 46 CFR 10.107; 46 CFR 11.201(i) (1)

- **Issuance User Fee –**

Before your credential can be issued, you must pay a \$45 issuance fee. For payments, visit <http://www.pay.gov/> or your local Regional Examination Center. After paying the fee, please submit a copy of the receipt to the National Maritime Center.

Reference: 46 CFR Table 10.219(a)

- **Proof of Vessel Ownership –**

Please submit proof of vessel ownership for **M/V LIGHTFOOT**. The vessel ownership documentation must list your name and match the vessel identification information. Acceptable proof of ownership may include, although not limited to: vessel documentation, title, insurance, bill of sale, or registration.

If you are not the owner, please have the owner of the vessel(s) or other licensed personnel attest to your service by completing the bottom section of the Small Vessel Sea Service Form (CG-719S) in its entirety.

Reference(s): 46 CFR 10.232

- **Recency –**

To qualify for an officer endorsement as **Master 100 GRT Inland**, you must submit the following:

*90 days of service on vessels within 3 years of your application date **07-DEC-2019**.

Please provide 30 additional days of recent service.

Reference(s): 46 CFR 11.201