

Crediting Military Sea Service

- Per 46 CFR 10.232(d), as interpreted in Marine Safety Manual Chapter 2, military evaluations require the applicant to provide a Transcript of Sea Service (TOSS), History of Assignments, or acceptable military tracking software printout documenting all information required by 46 CFR 10.232(a).
- Sea service documentation must contain vessel information such as the name of each vessel or its official number, the period of time the mariner was assigned to each vessel, horsepower, tonnage, area of operation, rating for enlisted or rank for officers, and position held while assigned to a vessel.
 - a) A DD-214 form will not be accepted to document sea service because it does not include all of the required information.
 - b) Shipboard- or Unit-generated letters are not normally acceptable evidence of sea service but may show qualifications and duties while assigned to the specific vessel. If accepted for sea service, it may only be used to document service for the currently assigned vessel or unit, provided it is signed by the commanding officer. It cannot provide past sea service and vessel information.
- All applications received after March 24, 2019, will normally have the sea service calculated at 60 percent of the total time onboard a ship. Prior to March 24, 2019, and if service or training commenced prior to March 24, 2014, the sea service may have been calculated at 70 percent (60 percent plus 25 percent of time assigned to a vessel other than while underway). Any service previously calculated at 70 percent that resulted in the issuance of a credential will remain the same.
- Recency: Members of the uniformed services must have 90 days of recency on vessels of the uniformed services within the 7 years immediately preceding the date of the application. Uniformed service personnel may also use days within the 3 years immediately preceding the date of the application on non-uniform service vessels or a combination of both.

Uniformed services are defined in Title 10 United States Code (USC) section 101(a) as the armed forces and the commissioned officer corps of National Oceanic and Atmospheric Administration (NOAA) and the Public Health Service (PHS). Therefore, qualifying service for the purposes of this policy letter may be earned on vessels of the Army, Navy, Air Force, Marine Corps, Coast Guard, NOAA and PHS. This service may be earned regardless of the status of the applicant on the uniformed service vessel (i.e., active duty military or civilian mariner). Individuals who have the qualifying service as indicated above are eligible for this consideration regardless of present status. Therefore, active duty members, reservists, retirees, recently separated personnel, and civilian mariners with qualifying service on uniformed service vessels are eligible to be considered under these provisions.

National Maritime Center

Keep 'em Safe, Keep 'em Sailing



- Several options to obtain proper documentation are available and depend upon whether the mariner is on active duty, a reservist, recently retired or separated, and the length of time since discharge.

U.S. Coast Guard:

<http://cgbi.osc.uscg.mil/2.0/personal.cfm> (this link only accessible from CG Work Stations)

or

<https://hcm.direct-access.us/psp/HCPRD/?cmd=login>

Only cutters will be listed on the TOSS. However, an Abstract of Operations may be submitted to document small boat sea service. A TOSS for current and former Coast Guard members can be obtained through the [USCG Pay and Personnel Center](#).

Examples: [Attachment A, Sample Transcript of Sea Service – Deck](#)
[Attachment B, Sample Transcript of Sea Service – Engine](#)
[Attachment C, Sample A-OPS Report](#)
[Attachment D, Sample Direct Access Print Out](#)

U.S. Navy:

<http://www.npc.navy.mil/channels> (once in the site, click **BUPERS NPC**)

U.S. Army:

Currently the Army does not have a website to assist in documenting sea service. Applicants should use SF-180 (<http://www.archives.gov/veterans/military-service-records/standard-form-180.html>), or current active duty members may contact:

Department of the Army
Office of the Chief of Transportation
Fort Eustis, VA 23604

Example: [Attachment E, Sample U.S. Army Equivalent Information Letter](#)

See [Attachment F, List of Vessels Recorded as Official Sea Time for Soldiers](#).

All Military:

<http://www.archives.gov/veterans/military-service-records/standard-form-180.html>

- Executive Officers and Commanding Officers should see the “Officers” document on the NMC [Military Service](#) page for additional information.
- Merchant Mariner Credential (MMC) endorsements are issued based on gross registered tonnage (GRT) limitations of vessels on which the service was obtained. For vessels that are not documented in GRT, use of the formula “DISPLACEMENT x 0.57” provides an acceptable estimate (use full load displacement).

Double Dipping: When a military member is attached to a USCG cutter or Navy ship as part of the ship’s permanent complement (normally part of the Watch, Quarter and Station Bill), the member receives overall credit based on the total time attached to the cutter or ship. If shipboard duties include operation of small boats attached to the cutter or ship, additional credit is not received for the individual days the small boats are operated.

- For example, a yeoman (YN) attached to a vessel may not normally receive credit for sea service, but if they qualified as small boat operator, coxswain, or crew, then they may submit acceptable evidence of actual days underway on the small boat.
- When a military member is temporarily assigned, under orders, to a USCG cutter or Navy ship, and is not part of the ship’s permanent complement, service while assigned to the cutter or ship is not normally credited.
- While temporarily assigned, if duties involve operation of the small boats attached to the cutter or ship, day-for-day credit will be given for the small boat operation if properly documented.

Example 1: A USCG Law Enforcement Detachment member is temporarily assigned to a Navy ship. While service may not be credited for the ship, acceptable evidence of actual days underway as small operator, coxswain, engineer, or crew of the navy small boat may be accepted day-for-day when properly documented.

Example 2: A Navy Special Warfare Boat Operator (SB) is temporarily attached to a Navy ship to conduct small boat operations. The SB should only document service on the small boats, not the Navy ship, including the particulars such as actual days launched.

Example: [Attachment G, Sample Service Letter for Navy SB or USCG Law Enforcement Detachments](#)

Attachment A

Sample Transcript of Sea Service – Deck

Attachment B

Sample Transcript of Sea Service – Engine

Attachment C

Sample A-OPS Report

Attachment D

Sample Direct Access Print Out

Attachment E

Sample U.S. Army Equivalent Information Letter

Attachment F

List of Vessels Recorded as Official Sea Time for Soldiers

Attachment G

Sample Service Letter for Navy SB or USCG Law Enforcement Detachments