

Your Merchant Mariner Credential



As regulated by the United States Coast Guard (USCG), mariners sailing aboard all U.S. flagged vessels including those on Military Sealift Command (MSC) vessels are required to hold a Merchant Mariner Credential (MMC) with the appropriate endorsement or license for the position in which they are sailing. There are several steps to obtaining your MMC for the first time below, as well as some notes to keep in mind.

Obtain Your MMC

1. Obtain and fill out a copy of the MMC application package, available at www.uscg.mil/nmc/recs/e-mail_submit.asp.
2. If you have seagoing experience, and wish to receive higher endorsements on your MMC, try to obtain a copy of your Sea Service Letter prior to active-duty departure as well as your Sailor-Marine American Council on Education Registry Transcript (SMART). Include these, along with any other documentation or verification of seagoing experience with your MMC application package. Samples of Sea Service Letters are available on the USCG website at www.uscg.mil/nmc/professional_qualifications/pdfs/sample_svc_letters.pdf.
3. Send or submit in person (with appointment) the completed MMC application package to one of the Regional Exam Centers (REC). You can find REC locations at www.uscg.mil/nmc/recs/default.asp.

Renew Your MMC

Please visit www.uscg.mil/stcw or contact one of the USCG's Regional Examination Centers.

Notes:

- The cost to obtain an entry-level MMC is \$140. This is not reimbursable by MSC.
- Merchant Mariner Credentials are valid for five years from date of issuance.

To learn more about employment opportunities and the application process, please contact the CIVMAR Support Center.

www.sealiftcommand.com

1-877-JOBS-MSC (562-7672)

info@sealiftcommand.com



*MSC is an equal opportunity employer
and a drug-free workplace.*



**MILITARY
SEALIFT
COMMAND**

Take Command of Your Career®

Take Command of Your Career®

Minimum Employment Requirements

- Be a U.S. Citizen Be at least 18 years of age
- Be capable of passing an English competency test
- Be capable of passing an MSC administered physical examination. Due to often strenuous shipboard duties and extended periods at sea, all applicants must meet MSC medical requirements.
- Be drug-free and submit to urinalysis in accordance with Department of Health and Human Services guidelines.
- Be able to obtain and maintain security clearance.

Get Started

INFORMATION REQUEST FORM (IRF)

Submit an Information Request Form (IRF) to begin the pre-application profile process, allowing us to better assist you and keep you informed. Once you have submitted the IRF, you can log in at any time to submit additional information and uploaded necessary documents to complete your profile.

CREDENTIALS

If you are interested in applying for a position with MSC, you must possess two important credentials:

1. A current U.S. Passport with at least 7 years remaining prior to expiration. Visit <http://travel.state.gov/passport> for more information or to apply online.
2. A U.S. Coast Guard (USCG) Merchant Mariner's Credential (MMC) with at least 10 months remaining prior to expiration. You can obtain further information on obtaining your MMC at Regional Examination Centers across the country and download the application forms by visiting www.uscg.mil/nmc.

Apply

Once your profile is 100% complete and includes any relevant experience and certifications, you're ready to continue through the application process and apply for any open position. View current job announcements and Take Command of Your Career® today.

EVALUATION CRITERIA

Applicants who meet the Minimum Eligibility Requirements will be further evaluated and rated to determine the degree to which they possess the required knowledge, skills and abilities essential to performing the duties and responsibilities of the position. Each Job Opportunity Announcement (JOA) will list Evaluation Criteria by which you will be evaluated – It is recommended, in order to avoid being timed out of the application process, you download the JOA for the position you wish to apply for before hitting the “Submit an Application” button. This will allow you to read and review the Evaluation Criteria and craft your detailed responses in a word processor, using your resume details as a starting point, before you start the application process.

Veterans preference standards apply throughout the MSC hiring process, and if you have 10-point veterans' preference you are eligible to apply for any position for which MSC hires externally.

Next Steps

A representative from the CSC will be in contact with you during each phase of the review and selection process. The CIVMAR Support Center (CSC) will review your application and, if complete, forward it to the Marine Employment Division for rating. If you are appropriately rated and selected for interview consideration, you will be contacted to schedule a time for your interview with an MSC representative.

If you are selected, accept an offer from MSC, and meet our prescreening standards, you will be assigned to a New Employee Orientation (NEO) class.

PLEASE NOTE:

You may not be hired if are found unfit or you fail to report:

- Previous security clearance issues (intents to deny or the revocation of security clearances)
- Unpaid debts
- Previous felony convictions where actual time was served jail for more than one year.