

NAVIGATION AND VESSEL INSPECTION CIRCULAR NO. 2-82

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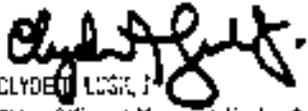
Subj: Letter Form Temporary Certificate of Identification/Service

1. PURPOSE. This Circular establishes procedures for the issuance of a letter form Temporary Certificate of Identification/Service at the time of application for original entry rating seaman papers.
2. BACKGROUND. 46 U.S.C. 643/672 direct the issuance of Certificates of Identification/Service to seamen manning certain United States flag merchant vessels. The former statute prescribes certain entries to be made upon the certificates, but dictates no other particulars. Over the years, the form of the documents has varied. For a period, two documents were issued - the "Z" Certificate of Identification (including a Temporary Certificate), and an "A," "C," or "E" Certificate to establish particular rating specialties. Ultimately, the currently used Merchant Mariner's Document (MMD) (Form CG-2832) evolved as a combination of all forms. Based on the historic precedents the particular form of the certificates can be varied, yet retain their legal status.
3. DISCUSSION.
 - a. Recent and perceived future budgetary constraints make it incumbent upon the Coast Guard to critically review all of its programs. Some economies may be realized by slightly altering the seaman's documentation/recordkeeping program. It is believed that an appreciable number of applicants for a MMD desire it more for general identification purposes than seriously intend to use it in pursuit of a seagoing occupation. During the base period of 1976 to 1979 (inclusive), an average of 17,000 original entry rating and 6,000 "advanced rating" (Able Seaman, Qualified Member of the Engine Department) MMDs were issued annually. Based on figures supplied by the Maritime Administration - Office of Maritime Labor and Training, there are approximately 13,000 entry rating positions in the U.S. merchant marine. Using a factor of two(2) persons to fill each position in the course of a year, 26,000 individuals are involved. The advanced MMD rating issuing figures indicate a known retention rate of 35%. In reality this figure is higher in that steward's department personnel are not "advanced" per Se, and other individuals simply do not care to proceed beyond the entry level ratings. Even though seafaring is an acknowledged high turn-over occupation, all entry rating positions are not filled by "new seamen" each year. Some amount of abuse of the MMD issuing system is expected, but every effort should be exerted to reduce such instances to a minimum.
 - b. For each MKD utilized for general identification purposes only, an expense is absorbed by the Coast Guard (and ultimately, the public) in the areas of processing the application and the creation and maintenance of a service record. In an effort to reduce this expense, a letter form temporary MMD has been prepared for issuance to all original entry rating applicants. This letter should reduce the attractive identification qualities of the conventional MMD and prove beneficial to the professional seaman through more rapid response to record information requests once the system has been purged of unnecessary entries.
4. ACTION.

- a. Effective immediately, applicants for an entry rating MMD shall be issued a letter (CG-2838T) in lieu of a CG-2938.
- b. The following procedure shall be followed:
 - (1) Applicants for entry rating endorsements shall complete forms CG-7193(T) and CG-2938(T) - enclosures (1) and (2).
 - (a) Entries on CG-2938(T) shall be in accordance with Part 51-3 Marine Safety Manual (MSM) with the following exceptions:
 - (1) The prefix "T" precedes the applicant's Social Security Number in block for "USMMD No."
 - (2) The Certificate is valid for a period of one year from date of issuance.
 - (3) The impression seal shall be used, and positioned to emboss portions of the seaman's signature and photograph.
 - (4) The letter shall not be laminated.
 - (b) Form CC-719B(T) shall be utilized in lieu of the conventional CG-719B. Instructions contained in part 51-2-20 MSM apply, except that only one form shall be used. It shall be retained by the local office pending issuance of a conventional MMD (as per subparagraph (4) below).
 - (c) To reduce clerical effort, the CG-2836(T) may be placed over the CG-719B(T). When typed, the upper portion of the CG-719B(T) will be a "carbon", and the lower portion an "original." The lower portion of the form may be handwritten. Oath/Affirmation and warning statements are on the reverse side of this form.
 - (d) Fingerprint records shall not normally be completed unless subparagraph 3 applies.
 - (e) Two photographs shall remain in the custody of the seaman for use when converting the letter to a conventional MMD.
 - (2) provided no derogatory information is discovered, the applicant shall be issued a letter (CG-2638(T)) in lieu of a conventional MMD (CG-2838).
 - (3) Should derogatory information be discovered, the Fingerprint Record shall be completed, and the applicant's complete record forwarded to Commandant (G-MMI-2) for evaluation. A letter shall not be issued until directed by the Commandant.
 - (4) Upon completion of a period of sea-service, verified by a Certificate of Discharge (CG-718A) or a company letter of service acceptable to the OCMI, a conventional MMD shall be issued. At this time the conventional application form (CG-719B)

and Fingerprint Record, (if not previously executed) shall be completed. The applicant's complete record shall be forwarded to Commandant (G-MVP-1). The evidence of sea service shall be cited on the application, and returned to the applicant.

- (5) The conversion transaction may be most expeditiously completed at the office where the letter (CG-283ST) was issued, however, it may be carried out at any Marine Safety or Marine Inspection Office.
- (6) If the letter has not been converted to a conventional MMD within 18 months of its issue date, the applicant's complete file (including photographs) shall be forwarded to Commandant (G-MVP-1). This additional time period of six months (after expiration of the letter) is allowed to avoid unnecessary inconvenience to an individual who obtained long term employment just prior to the expiration of the letter.
- (7) The number of temporary letters issued shall be reported annually on form CG-4777 (Reports Control Symbol MVP-4044). Until this form is revised to accommodate this procedure, an addendum reflecting this activity shall be attached to the report. Entries on the printed form (in the appropriate locations) shall continue to reflect only the number(s) of conventional MMDs issued.



CLYDE L. LUSK, JR.
Chief, Office of Marine Safety

End: (1) CG-719BT
(2) CG-2838T

Non-Standard Distribution:

Ce: Baltimore (75); San Francisco, Mobile, Pittsburgh, Providence, Boston Norfolk (50); Galveston (30); Cleveland, Portland OR, Sturgeon Bay (25); San Diego, Savannah, Buffalo, Corpus Christi (20); Tampa, Valdez, Milwaukee, Louisville, Detroit, Toledo, Nashville, Anchorage (15); Portland ME, Duluth, Charleston, Runtingon, Minneapolis-St Paul (Dubuque), San Juan, Guam, Miami (10); Juneau, Cincinnati, Memphis, Wilmington, Paducah, Albany (5) extra

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Em: New London, Houma (30); Ludington (8); extra

En: Ketchikan, Kenai, Kodiak, Lake Charles (5) extra

CERTIFICATION BY APPLICANT

I hereby certify that all the statements on this application are true and correct to the best of my knowledge and belief; that I have never received from the United States Government the document for which I now make application; that I have not applied for and been refused the ratings requested in this application; and that no document(s) or endorsement(s) on such document(s) previously issued to me is (are) currently revoked, suspended, or under voluntary surrender.

Signature of Seaman _____

Subscribed and sworn to (or affirmed) before me this _____ day of _____ 19____,
at _____, County of _____,
State (Territory or District) of _____

Signature and title of issuing officer _____

WARNING

Any false statements made in this application, including but not limited to your answers pertaining to conviction for the violation of the narcotic drug laws of the United States, the District of Columbia or any state or territory of the United States as well as your statement regarding the use of or the addiction to the use of narcotic drugs can lead to nullification or revocation of your Merchant Mariner's Temporary Document. Further you can be prosecuted for fraud under 18 USC 1001 for making false statements to an agent of the government of the U.S. If convicted you can be fined up to \$10,000 or imprisoned up to 5 years, or both.

I CERTIFY that I have read (or have had read to me) and understand the seriousness of the above warning.

Signature of seaman _____

DEPARTMENT OF TRANSPORTATION
U.S. Coast Guard
Merchant Mariners Temporary Certificate of Identification/Service

CG-1838(T)(3-82)
OMB NO - 2115-0065

Photo

Port: _____

Date: _____

Name: _____ Citizenship _____ USMMP No: T- _____
Date of Birth _____ Home Address: _____
Height: _____ Complexion: _____ Color Hair: _____
Weight: _____ Color Eyes: _____

Ratings: Ordinary Seaman, Wiper, Stewards Department (FR)

Left
Thumb
Print

Signature of Mariner _____ Signature of Issuing Officer _____ Title _____

THIS CERTIFICATE EXPIRES ON _____

PRIVACY ACT STATEMENT

IN ACCORDANCE WITH 5 USC 552a(1)(1), THE FOLLOWING INFORMATION IS PROVIDED TO YOU WHEN SUPPLYING PERSONAL INFORMATION TO THE U.S. COAST GUARD.

1. AUTHORITY WHICH AUTHORIZED THE SOLICITATION OF THE INFORMATION:
46 USC 6104(a), (10); 6430a, (2), (3); 6177(b), (2), (3), (4) and 1132
2. PRINCIPAL PURPOSE(S) FOR WHICH INFORMATION IS INTENDED TO BE USED:
(1) TO ESTABLISH ELIGIBILITY FOR CERTIFICATE OF IDENTIFICATION/SERVICE ISSUED BY THE COAST GUARD. (2) TO ESTABLISH AND MAINTAIN A CONTINUOUS RECORD OF THE PERSON'S CERTIFICATE OF IDENTIFICATION/SERVICE TRANSACTIONS. (3) INFORMATION IS USED IN PREPARATION OF FORMS CG-2538 AND CG-1838T. THESE FORMS COMPRISE THE PERMANENT RECORD OF SEAMAN'S QUALIFICATIONS AND ARE MAINTAINED BY THE INDIVIDUAL SEAMAN.
3. THE LIMITED USES WHICH MAY BE MADE OF THE INFORMATION:
THE FORM IS SPECIFICALLY USED: (1) TO MAINTAIN THE RECORDS REQUIRED BY 46 USC 6104, (2) TO ENABLE PROTECTED PARTIES (I.E. THE SEAMAN, HIS WIFE OR PROPERLY DESIGNATED REPRESENTATIVE) TO OBTAIN INFORMATION CONCERNING CERTIFICATE OF IDENTIFICATION/SERVICE TRANSACTIONS. (3) TO PROVIDE INFORMATION TO THE U.S. MARITIME ADMINISTRATION FOR USE IN DEVELOPING PERSONNEL PORTFOLIOS WHICH ARE USED TO REVEAL SHORTGTS. (4) TO DEVELOP INFORMATION AT THE REQUEST OF COMMITTEES OF THE CONGRESS. (5) TO PROTECT BIBLE ASSIGNMENTS AT COAST GUARD MARINE INSPECTION/SAFETY OFFICES. (6) TO PROVIDE INFORMATION TO LAW ENFORCEMENT AGENCIES FOR CRIMINAL OR CIVIL LAW ENFORCEMENT PURPOSES.
4. WHETHER OR NOT DISCLOSURE OF SUCH INFORMATION IS MANDATORY OR VOLUNTARY (REQUIRED BY LAW OR OPTIONAL) AND THE EFFECTS OF THE INDIVIDUAL, IF ANY, OF NOT PROVIDING ALL OR ANY PART OF THE REQUESTED INFORMATION: DISCLOSURE OF THIS INFORMATION IS VOLUNTARY, BUT FAILURE TO PROVIDE THE INFORMATION MAY RESULT IN NON ISSUANCE OF A CERTIFICATE OF IDENTIFICATION/SERVICE.