

**MARITIME ADMINISTRATION
STATE MARITIME ACADEMY – STUDENT INCENTIVE PAYMENT (SIP)
EMPLOYMENT DETERMINATION REQUEST FORM**

PART I—PERSONAL INFORMATION

Grad Year	Name (Last, First, MI)	Mariner Reference #:	Date of Request
Address (Street, City, State, & Zip Code)		Major:	Maritime Academy:
MMC / Current License Rating: Expires: _____	E-Mail Address: Telephone Number(s): Home: _____ Cell: _____ Work: _____		

PART II—EMPLOYMENT DETAILS - Required for determination of obligation-fulfilling employment

Prospective Employer's Name	<p align="center">Employment Category (Mark an "X" in ONE Box):</p> <input type="checkbox"/> Afloat, Foreign Flag Vessel <input type="checkbox"/> Afloat, U.S. Vessel, Unlicensed Billet <input type="checkbox"/> Shoreside, Federal Government, Significantly Maritime-Related <input type="checkbox"/> Shoreside, non-Federal Government, Maritime-Related
Exact Title of Position Offered	
Prospective Employer's Street Address	
City, State, Zip	
Date offer Valid To: _____	

PART III—ALTERNATIVE EMPLOYMENT REQUIRING MARAD APPROVAL

See Instructions on the following pages of this form for details on the information and documentation that you MUST provide in support of this Application.

Information REQUIRED for approval of your prospective employment	Attachment Provided?	
1. Detailed description of your prospective position and its duties	Yes	No
2. Detailed description of your prospective employer	Yes	No
3. A copy of your offer of employment	Yes	No
4. For foreign flag and shoreside, non-Federal employment, detailed information and supporting documentation proving that you conscientiously sought afloat employment as a merchant marine officer aboard U.S. vessels, and that such employment is not available to you	Yes	No
	N/A	
Signature of Applicant	Date Signed:	

PART IV – STATE MARITIME ACADEMY ACTION

Date EDR Package Received by Academy: _____ Initials Date	President/Superintendent Recommendation: <input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE
	Signature: _____ Date: _____
President/Superintendent Comments: _____ _____ _____	

PART V—MARAD ACTION

Date EDR Package Received by MARAD: _____ Initials Date	Date Graduate Notified of Final Determination: _____ Initials Date
This Employment <input type="checkbox"/> MEETS <input type="checkbox"/> DOES NOT MEET Service Obligation.	
Signature: _____ Date: _____	

PRIVACY ACT STATEMENT: 46 CFR 310 authorizes collection of this information. The principle purpose of this information is to determine compliance with the MARAD Service Agreement. Completion of this form and furnishing your Social Security Number (which will be used only for the purposes indicated above) is voluntary; however, failure to provide this information represents non-compliance with the Service Agreement and could result in administrative actions.

INSTRUCTIONS FOR COMPLETING AND SUBMITTING YOUR DETERMINATION OF OBLIGATION-FULFILLING EMPLOYMENT APPLICATION

In order to fulfill their service obligation to the Maritime Administration (MARAD), graduates from the U.S. Merchant Marine Academy (USMMA), as well as those graduates from a State Maritime Academy who were enrolled in the Federal Student Incentive Payment (SIP) Program, must serve in the foreign or domestic commerce and the national defense of the United States for a set period of time.

Pursuant to 46 U.S.C. § 51306(a)(5) and 46 C.F.R. § 310.58(a)(5), USMMA graduates must serve for at least five (5) years following the date of their graduation. Pursuant to 46 U.S.C. § 51509(d)(5) and 46 C.F.R. § 310.7(b)(3)(vi), SIP graduates must serve for at least three (3) years following the date of their graduation.

This service element of your obligation to MARAD may be fulfilled by serving in one or more of the categories of service listed below. However, prior MARAD approval is required.

The requirements for each of these categories are individually explained in greater detail below. Certain categories of service require you to submit detailed information and documentation in support of your application. For those categories of service, the required information and documentation **MUST** be submitted in support of your application. Failure to do so may result in your application being rejected as incomplete and/or your request ultimately being denied entirely for not complying with the applicable rules and regulations governing these requests.

If you are seeking approval of prospective employment in the following category ...	Then you MUST provide the following information and supporting documentation ...			
	Detailed description of your prospective position and its duties	Detailed description of your prospective employer	A copy of your offer of employment	Detailed information and supporting documentation proving that you conscientiously sought afloat employment as a merchant marine officer aboard U.S. flag vessels, and that such employment is not available
I. Afloat, Foreign Flag Vessel	Mandatory	Mandatory	Mandatory	Mandatory
II. Afloat, U.S. Vessel, Unlicensed Billet	Mandatory	Mandatory	Mandatory	Not Required
III. Shoreside, Federal Government	Mandatory	Mandatory	Mandatory	Not Required
IV. Shoreside, non-Federal	Mandatory	Mandatory	Mandatory	Mandatory

I. SAILING ON A FOREIGN FLAG VESSEL

(a) **Purpose.** As an alternative to serving as an Officer in the U.S. Merchant Marine, you may meet the service element of your obligation through Qualified Maritime Employment on a Foreign Flag Vessel.

(b) **Definitions.** For the purposes of this document, "Foreign Flag Vessel" means a vessel not registered in the United States, whether documented or undocumented with the U.S. Coast Guard; and "Qualified Maritime Employment" is defined as employment in the deck or engine departments (or their functional equivalents aboard vessels without deck or engine departments) of operating vessels. Note that this is limited to licensed or unlicensed vessel operating positions (i.e., mate, engineer, wiper, able-bodied or ordinary seaman, etc.).

(c) **Frequently Asked Questions:**

1. ***Do I need prior MARAD approval before accepting Qualified Maritime Employment on a Foreign Flag vessel? Yes...***

If you do not seek MARAD approval before accepting your prospective job offer, any time spent in that position before the date you file your completed Application may not count towards the five (5) years of service required to meet your service obligation to MARAD, and you may be found in breach of your obligation.

2. ***Do I need to submit any additional information or documentation in support of my application? Yes...***

FOR AFLOAT EMPLOYMENT ON FOREIGN FLAG VESSELS

YOU MUST SUBMIT THE FOLLOWING ATTACHMENTS WITH YOUR APPLICATION:

- (1) **Position Description:** A detailed description of your prospective position and its duties, demonstrating that your prospective employment is an operating position in the deck or engine department (or their functional equivalent) on a Foreign Flag Vessel, and stating whether that position is licensed or unlicensed;
- (2) **Employer Description:** A detailed description of your prospective employer, including the nation(s) in which the employer's vessels are registered; the employer's primary business outputs, industry/markets, significant business / U.S. Government relationships (e.g., suppliers, customers, partners, and major contracts); and
- (3) **Offer Letter:** A copy of the letter you received offering you the position.

(4) Efforts to Obtain Afloat Employment Aboard U.S. Flag Vessels: All applications seeking approval for foreign flag employment **MUST** be accompanied by a detailed narrative statement explaining your efforts to seek qualified afloat employment as a merchant marine officer aboard U.S. flag vessels, and why such employment was not available to you.

Your service obligation mandates that your first priority is to sail aboard U.S. flag vessels. MARAD recognizes that there may not always be sufficient demand for mariners on U.S. flag vessels, which is why you may be permitted to serve aboard foreign flag vessels. However, this permission is not granted automatically and in light of the current and anticipated demand for mariners aboard U.S. flag vessels, you must first prove that you conscientiously sought qualified afloat employment aboard U.S. flag vessels, but that you were unable to obtain such employment. ***Your narrative MUST be supported by documentation of your efforts.***

Types of Documents Typically Considered: For your information, the types of documents typically considered in support of such applications include, but are not limited to, the following: Correspondence from prospective employers acknowledging receipt of complete applications submitted; correspondence from prospective employers denying such applications; documentation from one or more labor unions demonstrating that you are, or sought to become, a member of said union and the union was not accepting applicants or you were unsuccessful in obtaining afloat employment through the labor union(s); correspondence with recruiting specialists about potential afloat job opportunities; afloat job postings that you applied for but did not obtain; completed job application packets; documentation of networking efforts; documentation and contact information of hiring personnel with whom you spoke about certain positions, including direct company contacts and individuals encountered at career fairs or other networking events; and any other documentation available to demonstrate your efforts to obtain qualified afloat employment.

Please note that you are responsible for proving that you conscientiously sought afloat employment aboard U.S. flag vessels and that you were unable to successfully find such employment. In view of the current need for officers aboard U.S. flag vessels, and the projected continuing availability of afloat employment opportunities aboard U.S. flag vessels, failure to properly document your efforts to obtain such employment may very likely result in your application being denied.

II. SAILING ON A U.S. VESSEL IN AN UNLICENSED BILLET

(a) **Purpose.** As an alternative to serving as an Officer in the U.S. Merchant Marine, you may meet the service element of your obligation through Qualified Maritime Employment in an unlicensed billet on a U.S. vessel.

(b) **Definitions.** For the purposes of this document, "Qualified Maritime Employment" is defined as employment in the deck or engine departments (or their functional equivalents aboard vessels without deck or engine departments) of operating vessels. Note that this is limited to unlicensed vessel operating positions (i.e., mate, engineer, wiper, able-bodied or ordinary seaman, etc.).

(c) **Frequently Asked Questions:**

1. ***Do I need prior MARAD approval before accepting Qualified Maritime Employment in an unlicensed billet on a U.S. vessel? Yes...***

If you do not seek MARAD approval before accepting your prospective job offer, any time spent in that position before the date you file your completed Application may not count towards the five (5) years of service required to meet your service obligation to MARAD, and you may be found in breach of your obligation.

2. ***Do I need to submit any additional information or documentation in support of my application? Yes...***

**FOR AFLOAT EMPLOYMENT ON U.S. VESSELS IN AN UNLICENSED BILLET
YOU MUST SUBMIT THE FOLLOWING ATTACHMENTS WITH YOUR APPLICATION:**

(1) **Position Description:** A detailed description of your prospective position and its duties, demonstrating that your prospective employment is an operating position in the deck or engine department (or their functional equivalent) on a vessel, and stating that the position is an unlicensed position;

(2) **Employer Description:** A detailed description of your prospective employer, including the company's primary business outputs, industry/markets, significant business relationships (e.g., suppliers, customers, partners, and major contracts); and

(3) **Offer Letter:** A copy of the letter you received offering you the position.

III. SHORESIDE, FEDERAL GOVERNMENT EMPLOYMENT

(a) **Purpose.** As an alternative to serving as an Officer in the U.S. Merchant Marine, you may meet the service element of your obligation through employment with the Federal Government provided that your prospective position is both Significantly Maritime-Related and serves the national security interests of the United States.

(b) **Definitions.** For the purposes of this document, "Significantly Maritime-Related" means that a material or essential portion of that position's responsibilities is maritime-related. This does not mean a majority of that position's responsibilities, but it does mean more than just an incidental part.

(c) **Frequently Asked Questions:**

1. ***Do I need prior MARAD approval before accepting employment with the Federal Government? Yes...***

If you do not seek MARAD approval before accepting your prospective job offer, any time spent in that position before the date you file your completed Application may not count towards the five (5) years of service required to meet your service obligation to MARAD, and

you may be found in breach of your obligation.

2. Do I need to submit any additional information or documentation in support of my application? Yes...

FOR FEDERAL GOVERNMENT EMPLOYMENT

YOU MUST SUBMIT THE FOLLOWING ATTACHMENTS WITH YOUR APPLICATION:

- (1) Position Description:** A detailed description of your prospective position and its duties demonstrating that the position is both Significantly Maritime-Related *and* serves the national security interests of the United States;
- (2) Employer Description:** A detailed description of your prospective employer, including any and all information available to demonstrate the employer is a Federal agency; and
- (3) Offer Letter:** A copy of the letter you received offering you the position.

IV. SHORESIDE, NON-FEDERAL GOVERNMENT EMPLOYMENT

(a) **Purpose.** As an alternative to serving as an Officer in the U.S. Merchant Marine, you may meet the service element of your obligation through shoreside employment in a United States maritime-related industry, profession or marine science.

Be aware that in view of current and projected employment opportunities afloat, this shoreside employment option will be granted infrequently and only on the basis of comprehensive evidence provided by you that you conscientiously sought afloat employment and that such employment is not available to you.

(b) **Potentially Qualifying Positions.** Positions of operational, management or administrative responsibility in the following marine-related categories may be considered for approval: Civilian employment in Federal and State agencies related to maritime affairs; steamship companies; stevedoring companies; vessel chartering and operations; cargo terminal operations; naval architecture; shipbuilding and repair; municipal and state port authorities; port development and marine engineering firms; offshore energy companies; and inland or coastal tug and barge companies. The above list is not all inclusive and is only intended to serve as a general guide.

(c) **Frequently Asked Questions.**

1. Do I need prior MARAD approval before accepting shoreside employment in a United States maritime-related industry, profession or marine science? Yes...

If you do not seek MARAD approval before accepting your prospective job offer, any time spent in that position before the date you file your completed Application may not count towards the five (5) years of service required to meet your service obligation to MARAD, and you may be found in breach of your obligation.

2. Do I need to submit any additional information or documentation in support of my application? Yes...

FOR MARITIME-RELATED ASHORE EMPLOYMENT

YOU MUST SUBMIT THE FOLLOWING ATTACHMENTS WITH YOUR APPLICATION:

- (1) Position Description:** A detailed description of your prospective position and its duties demonstrating how it is maritime-related;
- (2) Employer Description:** A detailed description of your prospective employer, including the company's primary business outputs, industry/markets, significant business relationships (e.g., suppliers, customers, partners, and major contracts), as well as any and all information available to demonstrate the maritime-related nature of its business;
- (3) Offer Letter:** A copy of the letter you received offering you the position; and
- (4) Efforts to Obtain Afloat Employment:** All applications seeking approval for ashore employment **MUST** be accompanied by a detailed narrative statement explaining your efforts to seek qualified afloat employment as a merchant marine officer.

*This narrative **MUST** be supported by documentation proving that you conscientiously sought qualified afloat employment as a merchant marine officer, but that such employment is not available to you.*

Types of Documents Typically Considered: For your information, the types of documents typically considered in support of such applications include, but are not limited to, the following: Correspondence from prospective employers acknowledging receipt of complete applications submitted; correspondence from prospective employers denying such applications; documentation from one or more labor unions demonstrating that you are, or sought to become, a member of said union and the union was not accepting applicants or you were unsuccessful in obtaining afloat employment through the labor union(s); correspondence with recruiting specialists about potential afloat job opportunities; afloat job postings that you applied for but did not obtain; completed job application packets; documentation of networking efforts; documentation and contact information of hiring personnel with whom you spoke about certain positions, including direct company contacts and individuals encountered at career fairs or other networking events; and any other documentation available to demonstrate your efforts to obtain qualified afloat employment.

Please note that you are responsible for proving that you conscientiously sought afloat employment and that you were unable to successfully find such employment. In view of the current and projected availability of afloat employment opportunities, failure to properly document your efforts to obtain afloat employment as a merchant marine officer may very likely result in your application being denied.

3. Who should I contact if I need help finding afloat employment or have questions about this process?

You should contact your Academy's career services department, or the MARAD Office of Maritime Workforce Development via email at maritime.graduate@dot.gov, or telephone at (202) 366-7618.