



## **MAKE SURE YOUR DOCUMENTS ARE IN ORDER FOR JOB CALL!**

*It is the responsibility of members and applicants to have all their necessary documentation in-hand ahead of time for job call.*

Those who have recently upgraded their license should make sure their STCW reflects the upgrade. Your license, passport and other important documents should be valid for at least six months from the time you begin working aboard ship. Your drug-free certificates have to be valid at least until the day you join your ship. Check your expiration dates!

If flying with your documents on the way to a hall, double-check that you haven't left any essential documents at home and make sure to keep your docs with you in your carry-on luggage. ***The primary documents you'll need include your Merchant Mariner Credential with current STCW, VSO or VPDSO endorsement, TWIC, Passport, USCG Medical Certificate, Annual M.E.B.A. physical card, Drug-free Certificate or Drug-Free Letter, Group Card, Fit-for-Duty, Dues Receipt and proof of vaccination(s).*** Permanent or relief employees should get their company clearance to the hall ahead of time. Work with the Military Sealift Command will require security clearances.

As you should know, no one can be dispatched to a job while on vacation or while receiving a paid vacation benefit without a waiver. The Union requires a return to work date when clearing for a vessel so make sure you have your vacation pay and vacation carry over statements, shipping discharge and port relief pay voucher for verification of return to work. It should also be noted that failure to obtain prior Union permission to return to work early, before the return to work date as listed on your carry-over or vacation statement, will subject you to a penalty.

Remember, a member or applicant cannot be dispatched for a job requiring STCW credentials if the Coast Guard Medical Certificate is due to expire prior to the completion of the job called. Members are encouraged to have their paperwork for the USCG Medical Certificate completed and to submit it for renewal at every annual

physical in order to avoid an issue at job call. Certain jobs require proof of benzene or shot records, MSC Physical and MSC courses, GMDSS, High Voltage/Marine Propulsion, Crowd Control, Welding, or other courses to satisfy company requirements.

Mariners are reminded to keep their vaccination records with them when sailing – especially when shipping onboard MSC-contracted vessels. Keep your documents with you at all times when travelling and NEVER leave them in your car. If unsure what is required, it is a good idea to check with an M.E.B.A. clinic. If you have questions about your documents, direct them to your local hall.