

Instructions for this Workbook

To facilitate a more efficient and straightforward process by which to complete ICR 1625-0040, this Excel Workbook was created.

ICR 1625-0040 is for a Collection of Information titled "[Appications for Merchant Mariner Credentials and Medical C](#) IAW Title 46 CFR Parts 10, 11, 12, 13, and 16, the collection of this information is necessary to determine competency, character & physical qualifications for the issuance of a Merchant Mariner Credential (MMC) or Medical Certificate.

The sheet labeled 'Inputs' contains a table of the variable inputs that need updating during the ICR process. See 'Log of Changes Made' to track changes during each new ICR Round. Once the 'Inputs' sheet is updated, the tables in 'Appendix A' and 'Appendix B' will auto-populate to display the appropriate aggregates. The term Industry in 'Appendix A' refers to mariners who are required to complete these requirements, while the Federal Government in 'Appendix B' refers to the United States Coast Guard.

In short, change the values under in the table on the 'Inputs' sheet and the calculated values will change on the summary sheets. Afterwards, change the date under 'last updated' and describe the changes made on the 'Log of Changes Made' to provide reference. Thank you.

Discussion on the Changes Made in...

Sep 2025 by Dave Du Pont

Updated **wage rates**. Per DHS policy, used BLS wage rate data in Supporting Statement (SS) section 12 (industry), and OPM wage rate data in SS section 14 (civilian govt). Standard Rates COMDTINST 7310.1(series) used only for military wage rates in SS section 14.

Updated **ICR to account for new optional form CG-719D and transfer of form CG-718A from 1625-0012 to this collection. Also, updated the annual number of respondents and responses using National Maritime Center (NMC) data.**

Also, per REG-1 **updated load factor** from **1.5 to 2.0**.

Hours per Response and Review not changed, estimated during notice and public comment process.

May 2025 by Dave Du Pont

Revised to reflect Military to Mariner Final Rule [1625-AC83].

May 2025 by Dave Du Pont & Pat Wycko

Revised to reflect Military to Mariner NPRM.

Apr 2023 by David Du Pont

Revised to reflect Pilot Med Certificate Final Rule.

May 2022 by David Du Pont

In response to OMB Passback #1 (from 2020 periodic renewal submisison), revised the following calc sheet elements--

*updated Captains, Mates, and Pilots wage rate

*updated Sailors and Marine Oilers wage rate

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June 2020 by Evan Morris & David Du Pont

Created new calcs sheet. Developed methodology and assumption based on NMC 2017 COI submission, and NMC 2020 data call.

Input Data to Update

Data Point	\$\$\$	Source
Annual number of Applicants for MMC	61,951	NMC data average CY2021-2024 (rcvd Sep 2025)
Annual number of Applicants for Med Cert (STCW only)	28,578	NMC data average CY2021-2024 (rcvd Sep 2025)
Percent of Applications a Year when submitting 4 times every 5 years	95%	Nat'l Maritime Center (NMC) estimate (Aug 2020)
Percent of Applications a Year when submitting 1 time every 5 years	5%	Nat'l Maritime Center (NMC) estimate (Aug 2020)
Percent of Mariners who will have convictions	5%	Nat'l Maritime Center (NMC) estimate (Aug 2020)
Percent of Mariners applying for a duplicate	5%	Nat'l Maritime Center (NMC) estimate (Aug 2025)
Percent of Mariners submitting a Cert of Discharge	5%	Nat'l Maritime Center (NMC) estimate (Aug 2025)
CG-719 B APPLICATIONS		
Annual Applications (CG-719B)	61,951	Nat'l Maritime Center (NMC) data
Time to complete a CG-719B (in hours)	0.15	Nat'l Maritime Center (NMC) estimate
CG-719K APPLICATIONS		
Annual applications	86,003	Based on % of Applications a Year (STCW and non-STCW)
Time to complete a CG-719K	0.3	Nat'l Maritime Center (NMC) estimate
CG-719K/E APPLICATIONS		
Annual applications	4,527	Based on % of Applications a Year (STCW and non-STCW)
Time to complete a CG-719K/E	0.17	Nat'l Maritime Center (NMC) estimate
CG-719S		
Annual forms submitted	61,951	Calculation
Time to complete a CG-719S	0.25	Nat'l Maritime Center (NMC) estimate
CG-719P		
Annual forms submitted	61,951	Calculation
Time to complete a CG-719S	0.08	Nat'l Maritime Center (NMC) estimate
CG-719C		
Annual forms submitted	3,098	Calculation
Time to complete a CG-719S	0.17	Nat'l Maritime Center (NMC) estimate
CG-719D		
Annual forms submitted	3,098	Calculation
Time to complete a CG-719D	0.08	Nat'l Maritime Center (NMC) estimate (0.08 hr)
CG-718A		
Annual forms submitted	3,098	Calculation
Time to complete a CG-718A	0.03	Nat'l Maritime Center (NMC) estimate (0.03 hr)
Fed Govt (NMC) Costs		
<i>Direct Costs</i>		
Government Labor	\$26,105,179	NMC data (FY 2022 & FY 2023 Business Cost Analysis Results)
IT Systems & Desktop Support	\$216,817	NMC data (FY 2022 & FY 2023 Business Cost Analysis Results)
Federal Records Center/Postage	\$72,194	NMC data (FY 2022 & FY 2023 Business Cost Analysis Results)
Facility	\$2,314,919	NMC data (FY 2022 & FY 2023 Business Cost Analysis Results)
Other Operating Expenses	\$2,093,082	NMC data (FY 2022 & FY 2023 Business Cost Analysis Results)
<i>Contractor Costs</i>		
Contracted Services	\$4,841,595	NMC data (FY 2022 & FY 2023 Business Cost Analysis Results)
Total	\$35,643,786	FY23 Fee Program Cost
Wage Rates		
Load Factor / Industry	1.45	Per REG-1 email dtd 03 Jun 2025
Load Factor / Govt Civilians	2.0	Per REG-1 email dtd 03 Jun 2025
Wage Rates		
Industry / Crewmember (senior)(vessel) (was GS-13)	\$46.95	53-5021 Captains, Mates, and Pilots of Water Vessels
[BLS, MHW, rounded]	\$68	https://data.bls.gov/oes/#/industry/000000
Industry / Crewmember (junior)(vessel) (was GS-9)	\$26.59	53-5011 Sailors and Marine Oilers
[BLS, MHW, rounded]	\$39	https://data.bls.gov/oes/#/industry/000000
Last Updated:		9/24/2025

Appendix A: Total Estimated Annual Burden on Industry**Respondents**

MMC Applicants: 61,951
 Med Cert Applicants: 28,578
 Total: 90,529

Form/Req. Title	Form Number	Responses per year	Burden Hours / Response	Annual Hour Burden	Wage Rate	Annual Cost Burden
Application for Merchant Mariner Credential (MMC)	CG-719B	61,951	0.15	9,293	\$54	\$501,822
MMC application fee exemption requests per Military to Mariner Final Rule (1625-AC83)		622	0.25	156	\$54	\$8,424
Application for Medical Certificate	CG-719K	86,003	0.3	25,801	\$54	\$1,393,254
Application for Medical Certificate, Short Form	CG-719K/E	4,526	0.17	770	\$54	\$41,580
Small Vessel Sea Service Form	CG-719S	61,951	0.25	15,488	\$54	\$836,352
DOT/USCG Periodic Drug Testing Form	CG-719P	61,951	0.08	4,957	\$54	\$267,678
Disclosure Statement for Narcotics, DWI/DUI, and/or Other Convictions	CG-719C	3,098	0.17	527	\$54	\$28,458
Application for Duplicate Merchant Mariner Credential and Medical Certificate	CG-719D	3,098	0.08	248	\$54	\$13,392
Certificate of Discharge to Merchant Mariner	CG-718A	3,098	0.03	93	\$54	\$5,022
TOTAL		286,298		57,333		\$3,095,982

*Estimates may not sum due to rounding

Total Respondents	90,529
Total Responses	286,298
Total Hour Burden	57,333
Total Cost Burden	\$3,095,982

Appendix B: Estimated Annual Federal Government Cost

Cost Element	Annual Cost
Direct Costs	
Government Labor	\$26,105,179
IT Systems & Desktop Support	\$216,817
Federal Records Center/Postage	\$72,194
Facility	\$2,314,919
Other Operating Expenses	\$2,093,082
Contractor Costs	
Contracted Services	\$4,841,595
Total	\$35,643,786

Total

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*Estimates may not sum due to rounding