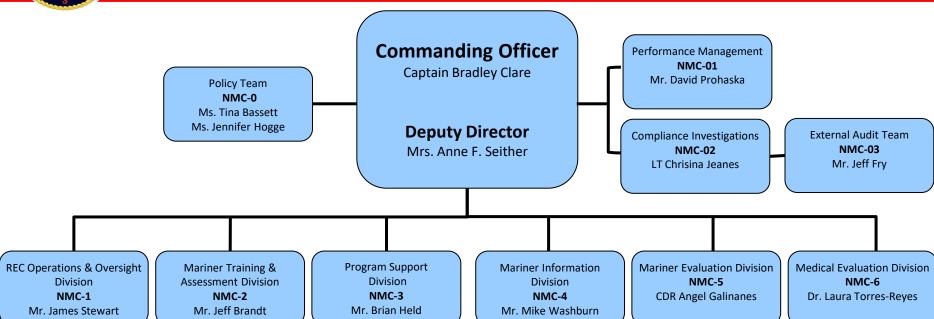


NMC Organization & Functions



- Manage Regional Examination Center (REC) Operations
- Administer Mariner Examinations (REC)
- · Coast Guard Approved Course Oversight/Audits (REC)
- · 'Ready to be Evaluated' Credential Application Reviews (REC)

- Approve Training Programs
- Approve Training Courses
- Develop Training Standards
- Develop Exam Questions
- Develop Exam Illustrations
- . Maintain Exam Results
- · Approve Instructors, Assessors and Designated Examiners
- Maintain/Update Exam Guides
- Evaluate Exam Protests

- Financial Management
 - Contracts Administration
 - Procurement
 - Supplies (NMC & RECs)
 - Asset & Property
 - Management
 - · Staffing and Personnel Allowance
 - Personnel Management
 - · Administrative Management
 - · Physical and Personnel Security
 - Facility Management
 - Project Management
 - · Information Technology and Communications Infrastructure Support

- Application Preparation
- Mariner Information Support
- Records Maintenance
- Credential Production
- · WorkFlow System Management
- Website
- FOIA Requests
- · Congressional Inquiries
- DD214 Issuance (WWII Merchant Mariner Veterans Only)
- Certificates of Discharge
- · General Correspondence
- · Credential Verification
- Customer Service Center

- · Safety and Suitability **Background Screening**
- Professional Qualification Evaluations
- Critical Error Processing
- Reconsiderations/Appeals and Denials
- Referrals for S&R Actions
- Develop/Implement MMS Processes
- · Maritime Academy Liaison
- Evaluator Training
- Technical Support

- Medical Evaluations
- Medical Waivers
- Reconsiderations/Appeals & Denials
- . Referrals for S&R Actions
- · Designated Medical Program Examiner (DME)



