



**NATIONAL
MARITIME
CENTER**

Designated Examiner (DE) Helpful Tips

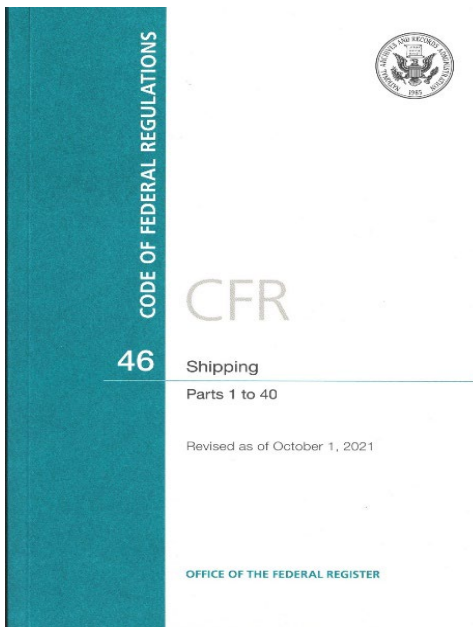
10/4/2022

U.S. Department of
Homeland Security
**United States
Coast Guard**

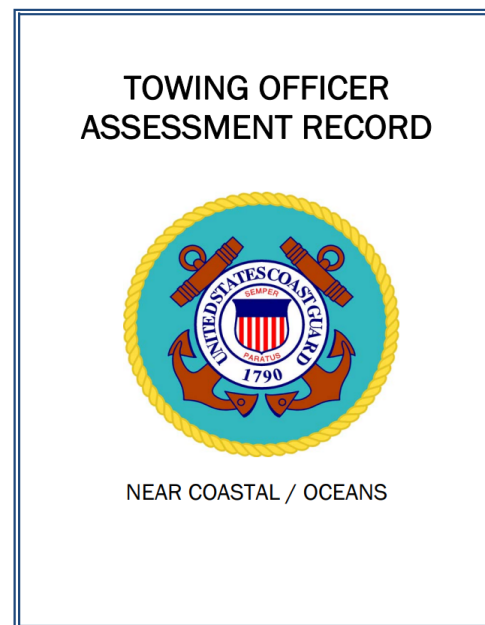




References:



[46 CFR 10.405](#)
[\(b\), \(c\), & \(d\)](#)



[NVIC 03-16](#)





Requirements:

- ❖ Experience, training, or instruction in assessment techniques on towing vessels.
- ❖ Qualifications on towing vessels in the tasks for which the assessment is being conducted. Closely related service such as Port Captain may not be acceptable if it is not relevant to the TOAR tasks that a DE will assess. CG interprets this to mean 1 year experience as Master on routes requested.
- ❖ Possession of the level of endorsement on towing vessels, or other professional credential, which provides proof that he or she has attained a level of qualification equal or superior to the relevant level of knowledge, skills, and abilities described in the training objectives.





DE Request Submittal:

- ❖ Mariners who wish to serve as a DE may request approval by sending a written request to the NMC. The request should include a résumé or similar description of the candidate's towing vessel experience including dates, positions worked, route(s) of the vessel, and types of towing. In addition, the request should describe the candidate's experience or training in assessment techniques on towing vessels.
- ❖ The request may be sent by the mariner, or on the mariner's behalf by his or her employer. The request may be sent by e-mail to NMCCourses@uscg.mil or mailed to the National Maritime Center (NMC-2).
- ❖ This is not an MMC application.





Original Request:

- ❖ Refer to the [DE submittal checklist](#) on the NMC Website.
- ❖ Cover letter/e-mail containing the general information (names, contact info, route(s) requested, etc.)
- ❖ Documentation of Assessment Techniques
- ❖ Qualifications on Towing Vessels (1 year service as Master on requested routes)
- ❖ Credential Held (copy of MMC endorsement page)
- ❖ [DE Information Release Guide](#) to have information public on NMC Website (optional)

****Can be done in 4 pages****

- ❖ Cover letter, Sea service printout, copy of MMC endorsement page, course completion certificate





Original Request (continued):

- ❖ How to PROVE training or experience in Assessment Techniques:
 - Training: Provide certificate of completion from a Train the Trainer, Train the Assessor, Qualified Assessor, or Designated Examiner course. Not required to be CG approved, however, if it is a course we don't recognize we may request a copy of the course outline to confirm comprehensive coverage of assessment techniques.

OR

- Experience: This is where the greatest challenge lies. Address the applicant's specific skill and experience in conducting assessments. To understand the skillset in question, review Enclosure (3) to [NVIC 19-14](#). Assessment is not training. Be specific.





Original Request (continued):

- ❖ Sea Service (1 year as Master on route(s))
 - Vessel Name/Number
 - Dates
 - Days worked (1:1)
 - Position held (Master or Captain)
 - Route
- ❖ Submissions often do not specifically document time as Master. We will not assume time as Master just because they hold a Master of Towing Vessels endorsement.
- ❖ Many companies provide system printouts that contain the data above;
Perfectly Acceptable and Preferred.





Renewal Request:

- ❖ What do the regulations require?
 - Experience or Training in effective assessment within the last 5 years.
- ❖ NVIC 03-16
 - Should also have experience operating towing vessels or closely related service.
- ❖ What should I provide?
 - Evidence of having conducted assessments (copies of TOAR record of assessment page, lists of mariners I have assessed, or a training certificate).
 - Pay attention to the date within 5 years.
 - Keep it simple (cover letter, records of assessment).





What We Don't Need:

- ❖ Lengthy letters extolling the virtues of the applicant.
- ❖ Standard MMC renewal documentation.
- ❖ Extraneous résumé information not related to towing experience.
- ❖ Generic statements such as, “Participated in ongoing drills and training.”
- ❖ Copies of mariner performance evaluations that don't speak to the candidate's performance conducting assessments.
- ❖ Outdated references.
- ❖ Canned letters not updated for the individual applicant.
- ❖ Use of unexplained company jargon.





Summary:

- ❖ One-page version of this information is contained in the [Information Bulletin](#) posted on the [NMC Homepage](#) on January 27, 2022.
- ❖ Keep it simple/short.
- ❖ Use the [checklist](#) and provide feedback regarding improvements.
- ❖ Canned language can be helpful but make sure it fits the applicant.
- ❖ Address Assessment Techniques specifically (course cert or experience).
- ❖ Provide sea service information (vessel, days, position, route). One year as master on the routes requested. We don't need years of data but if that is easiest, send it.

