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NMC-4 Policy Ltr. No. 20-98  
November 9, 1998

From: Commanding Officer, National Maritime Center  
To: Distribution

Subj: ALTERNATE SITE APPROVALS FOR TRAINING

1. This policy letter provides updated information concerning the approval of sites for presentation of approved courses at locations other than the home location of the course's offeror. This policy will be in the forthcoming change to the MSM, which is presently in final concurrent clearance.
2. The program goal for original site approval is three weeks from REC notification, as stated in NMC-4 Policy Letter 7-98. The program goal for approval of an alternate site is also three weeks.
3. A company requesting an alternate site approval should submit the request directly to the appropriate REC within whose area the course will be presented with an information copy to the originating REC. The REC shall notify the requester of the receipt of the letter and coordinate the site visit.
4. A request received at the NMC for approval of an alternate site will be forwarded to the appropriate REC. The requester will be advised by letter of the program goals (three-week turn around), that the request has been forwarded, and that the REC should be contacted directly to coordinate the alternate site visit. A copy of the letter will be forwarded to the cognizant REC for the alternate site location.
5. Creative use of all resources may be necessary to meet these site approval goals. This includes the use of auxiliarists, reservists, and other non-REC CG personnel of the REC's parent marine safety unit or of another CG unit. This may include vessel boarding personnel, inspectors, or investigators who could perform the site inspection as a collateral duty when performing a primary duty nearby. Personnel from other CG units may be used if their commanding officer/officer-in-charge is agreeable. A trip report should be submitted to the cognizant REC by the person visiting the site.
6. When requesting the use of personnel resources from another department at your MSO or Activity, or another MSO or CG unit, close coordination is essential to ensure that the site inspector has the necessary information and training to properly evaluate the site.
7. Every effort should be made to meet the goal for evaluation and approval of a site; however, it is recognized that limited resources may preclude timely visitation. In those instances when a visit to the site is not possible prior to the convening of the course, the OCMI may consider giving conditional approval to a site if the following criteria are met:

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- a. The request for site approval should be signed by the president or owner of the training institution, stating that the site is as represented in this request.
  - b. The request should include videotapes and/or photographs, along with diagrams or plans of the alternate site location that indicate the necessary dimensions and the locations of tables, chairs, podiums, training aids, etc.
  - c. You may want to verify some of this information by telephone calls to the owner/manager of the site; this may work especially well for a hotel or conference center.
  - d. If conditional approval is given, and it is intended that the site will be used for more than one course presentation, an actual visit should be conducted within 60 days of the conditional approval or before an additional course is presented, whichever occurs first.
  - e. Letters of conditional approval should include the following language... *"This approval is conditional. It is valid only if the site conforms to the evidence about its physical layout that you have presented. This approval will be revoked if the site is found to deviate substantially or other major discrepancies are noted during an on-site inspection."*
8. RECs are requested to advise training institutions within their areas of the above program goals. The course offerors should request alternate site approval not less than three weeks prior to the date of the first class day to allow adequate time for an approval visit to the alternate site.
9. Please contact Stewart Walker, (703) 235-8451, if you have any questions concerning the above.

W. C. BENNETT  
By direction

Dist: All District Commanders (m)  
Commandant (G-MSO-1)  
All COs, MSOs  
All Activity Commanders  
All RECs