



March 8, 2010

REQUESTING A COAST GUARD TRAVELING EXAMINATION TEAM

Since the mid-1980's the Coast Guard has employed the use of Traveling Examination Teams (TETs) in an effort to provide qualified mariners, located in regions of considerable distance from an REC, the ability to take required examinations without having to travel. This long-standing practice continues today and outlined below are the steps necessary to request a TET:

1. A TET request is appropriate whenever a group of at least 20 applicants in one remote area have been determined to be fully qualified for examination, e.g. *'Approved to Test'*. A remote area is one that is more than 150 miles from the nearest REC.

2. Submit a written TET request to:

*Commanding Officer
United States Coast Guard
National Maritime Center (NMC-11)
100 Forbes Drive
Martinsburg, WV 25404
Attn: TET REQUEST*

Or

D05-DG-NMCTETRequest@uscg.mil

3. All TET requests must be received at least twenty (20) business days prior to the requested examination date and shall include a complete list of qualified applicants (first name, middle name, last name and mariner reference number).

4. All TET requests submitted shall also include signed a Letter of Undertaking (LOU) see enclosure 1 sample LOU. Title 46 United States Code 7504 authorizes the reimbursement of Coast Guard expenses incurred in conducting credentialing services at a location other than an REC. Accordingly, before services can be scheduled this office must be assured that the Coast Guard will be reimbursed for the expenses incurred e.g. *travel and subsistence expenses*.

Sincerely,

D. C. Stalfort
Captain, U. S. Coast Guard

Enclosure: [Sample LOU](#)