



### The Captain's Corner

Next week, the REC Chiefs and the NMC staff will gather in Shepherdstown, West Virginia for the Regional Exam Center Transitional Education Action Meeting (REC T.E.A.M). The purpose of this meeting is to develop and finalize the details for transitioning of the RECs to centralized operations under the command and control of the National Maritime Center.

A draft agenda for this meeting has been sent to each REC Chief and the NMC Division Chiefs. The agenda includes discussions on new testing procedures, course oversight procedures, bulk application processing from academies and schools, pilotage/limited local license processing, external industry outreach, user fee collection/refund procedures, staff training and discussions on our vision of a fully electronic application and evaluation system.

This meeting is critical to our successful transition. Each of you have thoughts and ideas about how to make the Mariner Licensing and Documentation (MLD) program more efficient and customer friendly. Each of you know what is working and what is not working. I encourage you to discuss the agenda with the people attending the meeting and provide your thoughts and ideas.

For those attending, let me offer what I expect from you and what you can expect from me. I expect you to come prepared to work. This won't be like the traditional SIP Conference. I expect all of you to work as a team. I expect everyone to share the "best practices" and find ways to deploy these at all the RECs and within the NMC. You can expect to get answers to questions about our future. You can expect some specific direction to help guide your discussions. Finally, you can expect to become a part of the solution through your participation.

David C. Stalfort  
Captain, U. S. Coast Guard  
Commanding Officer



The **US Navy and Merchant Marine Memorial**, located in Lady Bird Johnson Park on Columbia Island in Washington, D.C.

### Staffing Updates

NMC-2, Instructional Systems  
Specialist, GS 13,  
Closing Date: October 31<sup>st</sup>

See USA Jobs <http://www.usajobs.gov/>  
Search: Homeland Security, US Coast Guard

**NMC staffing 63% of full strength**



## **RECorner**

### ***REC T.E.A.M. Update***

In preparation for the upcoming REC T.E.A.M., NMC-1 has scheduled a conference call for Thursday 01 Nov, at 14:30 to clarify any unclear areas, review any guidance which has been disseminated, elaborate on any expectations or just answer general questions. Please view this as an opportunity to assist you in preparing or to obtain feedback regarding any unresolved matters.

You may have also received an email from Mr. Barry Walker, NMC-1 REC Operations Coordinator and Ms. Pam Brill, asking you to provide critical information regarding your operational processes. Please remember to gather this information and either submit or hand carry it to the meeting. We look forward to seeing you and remember this is your opportunity to be heard and become part of the solution.

For further information, please contact Rob Hess at (304)728-9153 or [Robert.P.Hess@uscg.mil](mailto:Robert.P.Hess@uscg.mil)

### **Building Updates**

There are no new building updates to report. However, the nautical theme room naming is an ongoing process and we thank you for all your suggestions and input. To follow the building progress, you can also visit; <http://www.gsa-projects.com/ProjectDetails.aspx?id=14> and for specific question you can contact Mr. Brandt at (301) 724-9559 or [Jeffrey.Brandt@uscg.mil](mailto:Jeffrey.Brandt@uscg.mil).

### **Future Event**

**05 November - 09 November 2007**

**REC T.E.A.M. Meeting**

**Meeting Theme:  
The REC Transition Book**

**Location: Shepherdstown, WV**

### ***All RECs & NMC Employees!***

Take an active roll in "*The Wave*" and make it **your** communication tool. Please submit all your pictures, comments and suggestions to

*Claudia.S.Anderson@uscg.mil*



Mr. Ray Lewis, NMC-4,  
Records Management Specialist  
Arrival Date: October 29<sup>th</sup>

*A warm welcome to NMC  
West Virginia*



## **Subscribe to Mariner Licensing and Documentation information updates**

To improve how information is distributed to the maritime community, the National Maritime Center and Mariner Licensing and Documentation program now have a presence on the Coast Guard's List Server (CGLS). To automatically receive up to date information via email simply subscribe to one or more of the available lists and messages will be delivered to your email inbox. Please share this with other contacts to spread word about this new service.

***To subscribe to a list, follow the instructions below:***

- 1) Go to the CGLS website at <http://cgl.s.uscg.mil/groups.php?ID=10>.
- 2) Review the lists to find the information you would like to have sent to you.
- 3) Under each list are the Subscribe/Unsubscribe/Archive links. To subscribe click that link and provide your email address, name (optional), pick a password and confirm it in the window provided. Then hit the subscribe button and you have subscribed to that topics email list.

As new or updated NMC/MLD information is generated you will receive an email with a brief description of the content and a link to the site where the content is located.

There are 6 lists under Mariner Licensing and Documentation (MLD) program, as described below:

### **National Maritime Center Updates**

Information concerning the National Maritime Center's (NMC) operations, process improvements, and important information on merchant mariner credentials.

### **NMC Performance Reports**

Information from the National Maritime Center on credential production performance statistics, including processing time, application inventory, and customer satisfaction. These reports will communicate the results of improvements to credential production processes and customer services.

### **MLD Program Policy Updates**

Information from the Mariner Licensing and Documentation program manager at Coast Guard Headquarters on changes to regulations, Navigation and Vessel Inspection Circulars (NVICs) and other policy guidance.

### **REC News/Announcements**

Announcements concerning Regional Examination Center (REC) locations, hours of operation, contact information and other pertinent REC operations information.

### **Mariner Information/News**

Information for individual mariners seeking licenses and/or Merchant Mariner Documents, including changes to the credential application, medical physical and other forms, revisions to checklist, information packets, instruction guides, information for healthcare professionals, selected Frequently Asked Questions (FAQ's), NMC Point of Contact (POCs), and other pertinent information.

### **Coast Guard Approved Courses**

Information on Coast Guard approved training, courses, examinations, course audits, and other pertinent information.

If you have questions or need assistance with subscribing to a list, please contact LT Hilary Stickle at 304-724-9557 or via email at [Hilary.Stickle@uscg.mil](mailto:Hilary.Stickle@uscg.mil).

Regards,

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