U.S. Department
of Transportation

United States
Coast Guard

Commanding Officer
United States Coast Guard
National Maritime Center

4200 Wilson Blvd. Suite 630
Arlington, VA 22203-1804
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16721
NMC Policy Letter 08-02
28 May 2002

From: Commanding Officer, U.S. Coast Guard National Maritime Center
To: Distribution

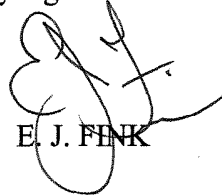Subj: ELECTRONIC SUBMISSION OF REQUESTS FOR COURSE APPROVAL

Ref: (a) Title 46, Code of Federal Regulations (46 CFR), Section 10.302
(b) Navigation and Vessel Inspection Circular (NVIC) 5-95

1. PURPOSE. This policy letter authorizes and provides guidance for electronic submission of requests for course approval and renewal of course approval to the National Maritime Center. ***This policy applies only to requests for original course approval and for the renewal of courses***. The National Maritime Center will consider expanding this policy to include other requests in the future.

2. ACTION. Commanding officers of units with marine safety responsibilities should bring this policy letter to the attention of the maritime industry and to institutions that offer U. S. Coast Guard approved training. This policy letter will be distributed by electronic means only. It is available on the World Wide Web at http://www.uscg.mil/STCW/m-policy.htm.

3. BACKGROUND. The documentation required for requests for course approval is specified in Reference (a), and the recommended format for these documents is specified in Reference (b). Currently, these documents are provided to the National Maritime Center by regular mail or other courier services in paper, "hard-copy" format. A typical course approval submission will be 200 or more pages. Allowing these documents to be submitted electronically will benefit both the Coast Guard and the marine industry by reducing printing, reproduction, shipping costs, and document storage costs.

4. DISCUSSION. Requests for course approval and renewal of courses may now be submitted in electronic format. This authorization is limited to requests for original approvals and the renewal of course approvals. All other requests and correspondence must be submitted in paper copy by regular mail or document courier. Electronic submission is optional, and schools may continue to submit requests with paper documents.

Subj: ELECTRONIC SUBMISSION OF REQUESTS FOR COURSE APPROVAL

Documentation provided with requests must be in the format specified in Reference (b) and must meet the requirements specified in Enclosure (1). Non-conforming requests will not be accepted.

As explained in Enclosure (1), requests may either be submitted entirely in electronic format by e-mail or on CD-ROM by regular mail or document courier.

E. J. FINK

Enclosures: (1) Electronic Submission Requirements
             (2) Sample Cover Letter

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

ELECTRONIC SUBMISSION OF COURSE APPROVAL REQUESTS

1.   Supporting documentation must be in the format specified in Navigation and Vessel Inspection Circular (NVIC) 5-95, *Guidelines for Organizations Offering Coast Guard Approved Courses*. This document is available from the National Maritime Center web page at http://www.uscg.mil/nmc.

2.   Supporting documentation must be in Microsoft Word format (2000 or earlier versions) or in *Adobe Acrobat* (pdf). Documents should be named and organized as follows, and have the appropriate file extension:

- CoverLetter.doc (CoverLetter.pdf) – a sample cover letter is Enclosure (2).

- Framework.doc (Framework.pdf) – the Course Framework.

- Schedule.doc (Schedule.pdf) – the Course Schedule.

- Syllabus.doc (Syllabus.pdf) – the Detailed Teaching Syllabus.

- Outline.doc (Outline.pdf) – the Course Outline.

- Instructor.doc (Instructor.pdf) – the Instructor Manual.

- Exams.doc (Exams.pdf) – The examination and assessment policy. Copies of assessments, exercises, and written exam question pools and/or sample exams may be provided as separate documents, *provided* that they are clearly identified and described in the cover letter.

- Critique.doc (Critique.pdf) – the Course Critique.

Resumes and other documents describing instructor qualifications may also be submitted. These documents should be clearly identified and described in the cover letter.

3.   Requests for course approval or the renewal of courses may be submitted by the following methods:

E-Mail - Requests may be submitted by e-mail with supporting documents attached to the following address: courses@ballston.uscg.mil. All requests should bear the subject line "COURSE APPROVAL REQUEST." Messages with any other subject line will not be accepted.

Regular Mail or Document Courier - Requests for course approval or the renewal of courses may also continue to be submitted by traditional methods. This material may be supplemented with supporting documentation enclosed on CD-ROM, with a (paper) cover letter that identifies the documents on the CD-ROM. When supporting documents are enclosed on the CD-ROM they should be in the document format and follow the naming protocol specified in paragraph 2, above. These requests should be sent to the NMC in the format provided in Enclosure (2):

Commanding Officer (NMC-4B)
USCG National Maritime Center
4200 Wilson Blvd., Suite 630
Arlington, VA 22203-1804

ENCLOSURE (1)

June 1, 2002

Commanding Officer (NMC-4B)
USCG National Maritime Center
4200 Wilson Blvd., Suite 630
Arlington, VA 22203-1804

Re: Request for Course Approval – 80-hour Advanced Navigation Course

Dear Sir/Madam:

   We are submitting our 80-hour Advanced Navigation course for Coast Guard approval. We request that this course be approved as meeting the Advanced Navigation training requirements for STCW certification as Chief Mate and Master on vessels of 500 gross tons (ITC) or more. We also request approval to sign student's Control Sheets for successful demonstrations of the following assessments from the National Assessment Guidelines for Table A-II/2 of the STCW Code: M-1-1A, M-1-1B, M-1-2G, M-1-2H, M-1-2I, M-1-3A, M-1-4A, M-201A, M-2-1B, M-2-1C, M-2-1D, M-2-1E, and M-2-1F.

   We enclose a CD-ROM containing all course documentation, as follows:

   1. Course Framework (Course.doc);
   2. Course Schedule (Schedule.doc);
   3. Detailed Teaching Syllabus (Syllabus.doc);
   4. Course Outline (Outline.doc);
   5. Instructor Manual (Instructor.doc);
   6. Examination and Assessment Policy (Exams.doc);
   7. Sample Written Examinations (Exam1.doc, Exam2.doc, and Exam3.doc);
   8. Practical Assessments (Assessments.doc);
   9. Course Critique (Critique.doc); and
   10. Instructor resumes (Resumes.doc).

   Thank you for your anticipated cooperation. If you have any questions, please contact me.

      Sincerely,

      XXXX
      Director