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MEMORANDUM

From: J. SMITH
CG INSTITUTE

Reply to Jane Doe
Attn of: 405-954-7259

To: Unit Name

Subj: MEMORANDUM OF UNDERSTANDING FOR ESTABLISHING AND
MAINTAINING LIBRARY UNITS

Ref: (a) Standard Operating Procedures for Coast Guard Training System: Education
Services Officer Procedures, Vol. I

1. The purpose of this document is to set forth the responsibilities of the Coast Guard Institute's Course Support and Testing Division (Institute) and _____ (Library Unit) with respect to administering end-of-course tests (EOCTs) as a library unit.
2. The Coast Guard Institute will:
 - a. Provide the Library Unit with copies of each relevant EOCT booklet;
 - b. Provide the Library Unit with paper answer sheets (CGI-2800) if requested; and
 - c. Update the Library Unit with new EOCT booklets as they become available when requested by the unit through TACCTS.
3. The Library Unit will:
 - a. Follow the library unit EOCT procedures and policies as stated in Section 3 of reference (a);
 - b. Conduct monthly inventories of EOCT booklets in accordance with the "Monthly Inventory Audits" paragraph in Section 3 of reference (a) and report the results (including any discrepancies) through TACCTS;
 - c. Administer EOCT using the on-line (TACCTS) answer form or, if Internet connectivity is not available or reliable, using paper answer sheets which Library Unit will return to the Institute via procedures set out in the "Packaging" paragraph in Section 4 of reference (a);
 - d. Notify the Institute through TACCTS when Library Unit's ESO is relieved or of any other changes in Library Unit's ESOs; and
 - e. Maintain EOCTs in a security container in accordance with the "Safeguarding EOCT" paragraph in Section 3 of reference (a).
4. Any instance of non-adherence to the conditions specified above will result in Library Unit's termination.
5. Library Unit's ESO will retain this letter and direct any questions relating to the items specified above or library unit procedures in general to the Institute through TACCTS.