DEPARTMENT OF THE NAVY

NAVAL EDUCATION AND TRAINING PROFESSIONAL
DEVELOPMENT AND TECHNOLOGY CENTER
6490 SAUFLEY FIELD ROAD
PENSACOLA FLORIDA 32509-5237

From: COMMANDING OFFICER, NAVAL EDUCATION AND TRAINING
        PROFESSIONAL DEVELOPMENT AND TECHNOLOGY CENTER (NETPDTC)

To: ALL DESIGNATED USCG RETAIN ON BOARD (ROB) SITES

Subj: STANDARD OPERATING PROCEDURES FOR USCG DLPT ROB SITES

Ref: (a) NETPDTC 1550.9 (Revision of CNETINST 1550.9D)
        (b) MILPERSMAN 1236-030

1. All designated ROB sites will assign a Test Control Officer
(TCO). The TCO should be a commissioned officer or petty
officer, E-7 or higher. The TCO will order Defense Language
material, proctor the material, forward answer sheets to NETPDTC
N322 for scoring, and generate candidate result letters from the
Defense Language web-site.

2. Each TCO must email the command's mailing address and POC
information to darrin.williams@navy.mil. The TCO will, in turn,
be provided with an unofficial UIC. Since the Defense Language
web-site does not recognize non-navy UICs, NETPDTC N322 will
assign an unofficial UIC to each site for registration and
access to the web-site.

3. Once an unofficial UIC has been issued, the TCO can access
the web-site https://neasos.cnet.navy.mil/cgi-bin/loginwban.cfm
and click on the registration link. Next, select "PSD
standalone ..." and provide the required information. Click
"continue" and enter the unofficial UIC provided by NETPDTC
N3222 and check the "TCO ONLY" box. Lastly, click "submit". The
TCO will receive notification that he/she has submitted a
request to become a TCO and that the information has been
forwarded to the administrator.

4. Once the TCO has registered on the web-site, NETPDTC will
validate the TCO's registration. In turn, a validation email
will be sent to the TCO.

5. To order Defense Language material, the TCO will access the
web-site above and click on "Defense Language". Under that
option there will be three links, "Create ROB Order", "View
Orders", and "Generate Result Letters". To create an order, the
TCO will click on "Create ROB Order" and proceed with the
instructions on the web-site. The order will be shipped via
two-day Federal Express.

6. When the order has been shipped, an email with tracking and
shipping information will be sent to the TCO. Additionally, the
TCO can select "View Orders" on the web-site to check the order
status.

7. When the order has been received by the TCO, the material
must be inventoried. The enclosed "receipt / packing" list must
be signed by the Test Control Officer and immediately returned
to NETPDTC N322. Promptly report any discrepancies. After
inventory of subject material, the material must be handled and
safeguarded in accordance with references (a) and (b).

8. The TCO will need to be familiar with the enclosed
Administration Manual and testing material, prior to proctoring
the material. The material must be proctored in accordance with
reference (b) and following the instructions in the
Administration Manual.

9. After the material is proctor, the completed answer sheets
must be forwarded to NETPDTC N322 for grading. A letter of
transmittal must be enclosed with the completed answer sheets.
A "sample" transmittal letter is enclosed for reference. It is
imperative that the answer sheets are filled in properly to
ensure accurate scoring and dissemination of results.

10. Once NETPDTC N322 has graded the forwarded answer sheets, an
email will be sent to the TCO informing the TCO that scores have
been posted. The TCO can then access the above web-site and
select "Generate Result Letters". At this location the TCO can
query the system and print result letters.

11. NETPDTC POC information:

        COMMANDING OFFICER
        ATTN: NAVY FOREIGN LANGUAGE COORDINATOR
        NETPDTC N322
        6490 SAUFLEY FIELD RD.
        PENSACOLA, FL 32509-5126

        COM:(850) 452-1001 Ext 1538
        DSN: 922-1001 Ext 1538
        Fax:(850) 452-1461

                          /S/
                          D. BARROW
                          By direction