

## Sample Sea Service Letters

[General Sea Service Letter](#)

[Tankerman – PIC Sea Service Letter](#)

[Tankerman – PIC Barge Sea Service Letter](#)

[Qualified Instructor Renewal Service Letter](#)

**SAMPLE General Sea Service Letter**  
Company's/Ships Letter Head

Date

From: (See: 46 CFR 11.211 for specific information)

To: United States Coast Guard  
National Maritime Center (NMC)  
100 Forbes Drive  
Martinsburg, WV 25404

Subject: ACCUMULATION OF <EMPLOYEE'S> SEA SERVICE

Dear NMC:

Please be advised that <employee name> <mariner identification number> is/was employed by our company as a <position>. The following is an accumulation of <employee name>'s sea time.

Vessel Name	Official Number	Vessel Type	Propulsion	GRT	HP	Position	Route	Begin Date	End Date	Days Underway

Days Underway in the past 3 years: \_\_\_\_\_ Days Underway in the past 5 years: \_\_\_\_\_.

Total Days Underway: \_\_\_\_\_. The listed sea service consists of <8 OR 12> hour days underway. By documenting 12 hour day service, I am attesting that 12 hour days have been authorized by the United States Coast Guard, per each vessel's manning requirements.

The above-named vessel(s) are required to conduct regular fire, emergency, and abandon ship drills. The above named mariner's service includes ongoing participation in training and drills relevant to Basic Training.

Whoever, in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals, or covers up by any trick, scheme, or device a material fact, or makes any false, fictitious, or fraudulent statement or entry, shall be fined not more than \$10,000 or imprisoned for not more than 5 years or both (18 U.S.C. 1001).

I certify that this statement is true and correct to the best of my knowledge and is in accordance with the warning notice listed above (18 U.S.C. 1001).

<SIGNATURE BY AUTHORIZED COMPANY REPRESENTATIVE>  
<PRINTED NAME OF AUTHORIZED COMPANY REPRESENTATIVE>  
<CONTACT NUMBER IF DIFFERS FROM LETTERHEAD>

**SAMPLE Tankerman PIC Sea Service and Transfer Letter**  
Company's/Ships Letter Head

Date

From: (See: 46 CFR 11.211 and 46 CFR 13.127 for specific information)

To: United States Coast Guard  
National Maritime Center (NMC)  
100 Forbes Drive  
Martinsburg, WV 25404

Subject: <EMPLOYEE'S> ACCUMULATION OF SEA SERVICE AND TANKERMAN  
PERSON IN CHARGE SERVICE AND TRANSFER LETTER

Dear NMC:

Please be advised that <employee name> <mariner identification number> is/was employed by our company as a <position>. The following is an accumulation of <employee name>'s sea time.

Vessel Name	Official Number	Vessel Type	Propulsion	GRT	HP	Position	Route	Begin Date	End Date	Days Underway

The listed sea service consists of <8 OR 12> hour days underway. By documenting 12 hour day service, I am attesting that 12 hour days have been authorized by the United States Coast Guard, per each vessel's manning requirements.

1. This is to certify that <Employee's Name> <mariner identification number> has demonstrated to my satisfaction that <he/she> is fully capable of supervising transfers of <Dangerous Liquid/Liquefied Gas> cargo.
2. This demonstration has included the following: pre-transfer inspections, pre-transfer conferences and the execution of the Declaration of Inspection, connection of the cargo hoses and/or loading-arms, the line-up of the cargo system for loading and discharge, the start of liquid flow during loading, the start of the cargo pump and increase of pressure to normal discharge pressure, the calculation of the loading rate(s), monitoring of the loading and loading rate, topping off of cargo tanks during loading and the stripping of cargo tanks, ballasting and de-ballasting, disconnection of the cargo hoses or loading-arms and securing of the cargo systems.

**SAMPLE Tankerman PIC Sea Service and Transfer Letter**

This experience was gained during the events below:

**Five Loadings**

Date	Product Amount	Received From	Vessel Name	Official Number	Tank PIC Name	Tank PIC Signature

**Five Discharges**

Date	Product Amount	Received From	Vessel Name	Official Number	Tank PIC Name	Tank PIC Signature

**Two Commencements of Loading**

Date	Product Amount	Received From	Vessel Name	Official Number	Tank PIC Name	Tank PIC Signature

**Two Completions of Loading**

Date	Product Amount	Received From	Vessel Name	Official Number	Tank PIC Name	Tank PIC Signature

**Two Commencements of Discharge**

Date	Product Amount	Received From	Vessel Name	Official Number	Tank PIC Name	Tank PIC Signature

**Two Completions of Discharge**

Date	Product Amount	Received From	Vessel Name	Official Number	Tank PIC Name	Tank PIC Signature

## SAMPLE Tankerman PIC Sea Service and Transfer Letter

3. I also certify that all Loadings and Discharges noted above are credited and executed in strict accordance with 46 CFR Part 13.127 (b)(1) through (9). In addition, I certify that these transfers were not completed in the action of bunkering or fueling, per 46 CFR Part 13.107(f).

Whoever, in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals, or covers up by any trick, scheme, or device a material fact, or makes any false, fictitious, or fraudulent statement or entry, shall be fined not more than \$10,000 or imprisoned for not more than 5 years or both (18 U.S.C. 1001).

I certify that this statement is true and correct to the best of my knowledge and is in accordance with the warning notice listed above (18 U.S.C. 1001).

<SIGNATURE BY OWNER, OPERATOR, MASTER, OR CHIEF ENGINEER>  
<PRINTED NAME OF OWNER, OPERATOR, MASTER, OR CHIEF ENGINEER>  
<CONTACT NUMBER IF DIFFERS FROM LETTERHEAD>

SAMPLE

**SAMPLE Tankerman PIC (Barge) Sea Service/Employment and Transfer Letter**  
Company's/Ships Letter Head

Date

From: (See: 46 CFR 11.211 and 46 CFR 13.127 for specific information)

To: United States Coast Guard  
National Maritime Center (NMC)  
100 Forbes Drive  
Martinsburg, WV 25404

Subject: <EMPLOYEE'S> ACCUMULATION OF SEA SERVICE AND TANKERMAN  
PERSON IN CHARGE BARGE SERVICE LETTER

Dear NMC:

Please be advised that <employee name> <mariner identification number> is/was employed by our company as a <position>. The following is an accumulation of <employee name>'s sea time.

Vessel Name	Official Number	Vessel Type	Propulsion	GRT	HP	Position	Route	Begin Date	End Date	Days Underway

The listed sea service consists of <8 OR 12> hour days underway. By documenting 12 hour day service, I am attesting that 12 hour days have been authorized by the United States Coast Guard, per each vessel's manning requirements; or

<Employee's Name> has served at least \_\_\_\_\_ days/months of closely related service directly involved with tank barges appropriate to the endorsement applied for.

1. This is to certify that <Employee's Name> <mariner identification number> has demonstrated to my satisfaction that <he/she> is fully capable of supervising transfers of <Dangerous Liquid/Liquefied Gas> cargo.
2. This demonstration has included the following: pre-transfer inspections, pre-transfer conferences and the execution of the Declaration of Inspection, connection of the cargo hoses and/or loading-arms, the line-up of the cargo system for loading and discharge, the start of liquid flow during loading, the start of the cargo pump and increase of pressure to normal discharge pressure, the calculation of the loading rate(s), monitoring of the loading and loading rate, topping off of cargo tanks during loading and the stripping of cargo tanks, ballasting and de-ballasting, disconnection of the cargo hoses or loading-arms and securing of the cargo systems.

## SAMPLE Tankerman PIC (Barge) Sea Service/Employment and Transfer Letter

This experience was gained during the events below:

### Five Loadings

Date	Product Amount	Received From	Vessel Name	Official Number	Tank PIC Name	Tank PIC Signature

### Five Discharges

Date	Product Amount	Received From	Vessel Name	Official Number	Tank PIC Name	Tank PIC Signature

### Two Commencements of Loading

Date	Product Amount	Received From	Vessel Name	Official Number	Tank PIC Name	Tank PIC Signature

### Two Completions of Loading

Date	Product Amount	Received From	Vessel Name	Official Number	Tank PIC Name	Tank PIC Signature

### Two Commencements of Discharge

Date	Product Amount	Received From	Vessel Name	Official Number	Tank PIC Name	Tank PIC Signature

### Two Completions of Discharge

Date	Product Amount	Received From	Vessel Name	Official Number	Tank PIC Name	Tank PIC Signature

**SAMPLE Tankerman PIC (Barge) Sea Service/Employment and Transfer Letter**

3. I also certify that all Loadings and Discharges noted above are credited and executed in strict accordance with 46 CFR Part 13.127 (b)(1) through (9). In addition, I certify that these transfers were not completed in the action of bunkering or fueling, per 46 CFR Part 13.107(f).

Whoever, in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals, or covers up by any trick, scheme, or device a material fact, or makes any false, fictitious, or fraudulent statement or entry, shall be fined not more than \$10,000 or imprisoned for not more than 5 years or both (18 U.S.C. 1001).

I certify that this statement is true and correct to the best of my knowledge and is in accordance with the warning notice listed above (18 U.S.C. 1001).

<SIGNATURE BY OWNER, OPERATOR, MASTER, OR CHIEF ENGINEER>  
<PRINTED NAME OF OWNER, OPERATOR, MASTER, OR CHIEF ENGINEER>  
<CONTACT NUMBER IF DIFFERS FROM LETTERHEAD>

SAMPLE

**SAMPLE Qualified Instructor Letter**  
Academy/School's Letter Head

Date

From: (See: 46 CFR 10.227 for specific information)

To: United States Coast Guard  
National Maritime Center (NMC)  
100 Forbes Drive  
Martinsburg, WV 25404

Subject: RECORD AS EMPLOYMENT AS A QUALIFIED INSTRUCTOR

Dear NMC:

Please be advised that <employee name> <mariner identification number> is/was employed by our educational institution as a qualified instructor. Please consider this service toward the renewal requirements of 46 CFR 10.227(e)(1)(v).

<Employee name> has taught the following courses within the past 5 years.

Title of Approved Course and Code	Dates Instructed

Whoever, in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals, or covers up by any trick, scheme, or device a material fact, or makes any false, fictitious, or fraudulent statement or entry, shall be fined not more than \$10,000 or imprisoned for not more than 5 years or both (18 U.S.C. 1001). I certify that this statement is true and correct to the best of my knowledge and is in accordance with the warning notice listed above (18 U.S.C. 1001).

<SIGNATURE BY AUTHORIZED COMPANY REPRESENTATIVE>  
<PRINTED NAME OF AUTHORIZED COMPANY REPRESENTATIVE>  
<CONTACT NUMBER IF DIFFERS FROM LETTERHEAD>