

## Company Letterhead

Date

Commanding Officer (NMC-2)  
USCG National Maritime Center  
100 Forbes Dr.  
Martinsburg, WV 25404

This letter is to request your approval and authorization for \_\_\_\_\_ (mariner reference number \_\_\_\_\_) to act as Designated Examiner to assess the proficiency of candidates for license as Mate (Pilot) of Towing Vessels, or Master (Limited) of Towing Vessels as required by 46 CFR Part 11.

Captain \_\_\_\_\_ meets the criteria found in NVIC 03-16 to serve as Designated Examiner as evidenced by the following:

- He currently holds a license as \_\_\_\_\_. A copy of the license is enclosed.
- He has recent experience operating towing vessels based on employment with our company since \_\_\_\_\_, where he works a regular rotation as Master of the \_\_\_\_\_ which is a \_\_\_\_\_ hp towboat used for \_\_(line haul or fleeting)\_\_ operations on the \_\_\_\_\_ River(s).
- He has experience training steersmen and has recently completed a course of instruction in observation and assessment techniques. A copy of the course completion certificate is enclosed.

Your early attention to this request and its approval will be appreciated.

Sincerely,

Company Official

Encl: 1) Copy of license  
2) Summary of operational experience  
3) Course completion certificate