

Sample Service Letter – Master of Self-propelled Vessels of less than 100 tons upon Rivers, Western Rivers, Great Lakes and/or Inland Waters

On Company Letterhead

Current Date

USCG Regional Exam Center
200 Jefferson Ave., Suite 1302
Memphis, TN 38103-2300

or USCG Regional Exam Center
1222 Spruce Street, Room 7.105
St Louis, MO 63103-2835

This is to certify that (name of applicant) has been employed since _____ to present with service in the deck department on the following vessels owned and operated by this company:

List Vessel Names, Official Number, Type of Vessel, Gross tonnage, Area of operations, and Position (Deck hand)

(Name of applicant) has served at least 360 days on vessels with at least 90 days of service in the past three years. *If applying for Great Lakes, must also document at least 90 days of service upon Great Lakes.*

Option 1 - Random Testing - (Name of applicant) has been subject to a random testing program meeting the criteria of 46 CFR 16.230 for at least 60 days during the previous 185 days, has not failed nor refused to participate in required chemical tests for dangerous drugs.

Option 2 - Periodic Testing - (Valid for 185 days) - Attach the original results of a periodic drug test. A facsimile is acceptable, if it is originated from the Medical Review Officer (MRO) or the service agent assisting the mariner, and sent directly to the office. The drug test result must be signed and dated by the MRO or by a representative of the service agent who assisted you in meeting this requirement.

Option 3 - Pre-Employment - If the applicant was given a pre-employment test within the past 185 days, an original dated letter stating: (Name of applicant) passed a chemical test for dangerous drugs, required under 46 CFR 16.210 within the previous six months of the date of this letter with no subsequent positive drug test results during the remainder of the six-month period.

Signature of Company Official