

**Sample Service Letter – Raise of Grade from Apprentice Mate (Steersman) of  
Towing Vessels to Mate (Pilot) of Towing Vessels  
upon Western Rivers, Great Lakes - 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 / Steersman)

(Name of applicant) has served at least 12 months (360 8-hr days) / 240 12-hr days) on towing vessels while holding an Apprentice Mate (Steersman) license which includes at least 90 days (8-hr days / 60 12-hr days) upon Western Rivers (or the particular route applied for). During his period of service, he has participated in a program of on-board training and drills including a monthly fire drill.

His work schedule is \_\_\_\_ days on, \_\_\_\_ days off, at \_\_\_\_ hours per day.

(Name of applicant) has completed an on-board training program documented in the attached Towing Officer Assessment Record (TOAR).

**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