

SAMPLE WORDING FOR *MILITARY* SEA SERVICE LETTER
(Small Crafts/Boats Only)

THE LETTER MUST BE ON COMMAND LETTERHEAD

NOTE: This sample sea time letter is for applicant's applying for a Captain's - OUPV up to Master Near Coastal 100TN credential, and is based off the US Coast Guard (USCG) National Maritime Center (NMC) military sea time letter requirements. This format is only used for a **CURRENT** assignment utilizing small boats. Examples of appropriate sea time using this format are: small boat operator, coxswain, crew/deckhand. Please make sure your sea time letter includes all the requirements provided in the sample below.

For qualifying sea service on large vessels do not use the letter format. Submit from your personnel record a copy of your "History of Assignments" or Transcript of Sea Service." Along with any supporting personnel record documents reflecting "Deck/Bridge" qualifications. Not all military sea time converts to this civilian credential requirements. Refer to the NMC website for more information on qualifying military sea service experience:

https://www.dco.uscg.mil/nmc/military_sea_service/.

Date:

To: USCG National Maritime Center

Subject: USCG Credential Requirement, Sea Service Letter

Please be advised that (APPLICANT'S LEGAL FULL NAME, RATE/RANK, Social Security Number), has been stationed at _____ from MM/DD/YYYY to MM/DD/YYYY (IF APPLICABLE, USE "MM/DD/YYYY to PRESENT").

APPLICANT'S LEGAL FULL NAME has accumulated _____ sea days as an operator on the below listed vessels. Of these sea days _____ were served on waters shoreward (Inland), and _____ days were served on waters seaward (Near Coastal). Of the total sea days, _____ were in the last 7 years (**MINIMUM OF 90 DAYS**). The average hours underway per day was _____ hours (**MINIMUM OF 4 HOURS NOT TO EXCEED 12 HOURS**). The area of operation was (**Example: San Diego Bay, Pacific Ocean off the coast of Southern California, Gulf of Bahrain, and Indian Ocean**).

VESSEL DOC #	POWER OR SAIL	HP	TONNAGE	INLAND DAYS	NEAR COASTAL	TOTAL DAYS
		GAS/DIESEL TWIN DIESEL				

I am aware of the fact that whoever, in any matter within the jurisdiction of any department or agency of the U.S. knowingly and willingly falsifies, conceals or covers up by any trick, scheme, or device, a material fact, or makes any false, fictitious or fraudulent writing or document knowing the same to contain false, fictitious or fraudulent statement or entry, shall be fined not more than \$10,000 or imprisoned not more than 5 years, or both. (18 USC 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 USC 1001).

Sincerely,

(SIGNATURE)

Name

Position

Telephone

Email

Command/Address