

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.

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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

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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(g).

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