From: COMMANDING OFFICER, NAVAL EDUCATION AND TRAINING PROFESSIONAL DEVELOPMENT AND TECHNOLOGY CENTER (NETPDTTC)

To: ALL DESIGNATED USCG RETAIN ON BOARD (ROB) SITES

Subj: STANDARD OPERATING PROCEDURES FOR USCG DLPT ROB SITES

Ref: (a) NETPDTTC 1550.9 (Revision of CNETINST 1550.9D)
(b) MILPERSMAN 1236-030

1. All designated ROB sites will assign a Test Control Officer (TCO). The TCO should be a commissioned officer or petty officer, E-7 or higher. The TCO will order Defense Language material, proctor the material, forward answer sheets to NETPDTTC N322 for scoring, and generate candidate result letters from the Defense Language web-site.

2. Each TCO must email the command’s mailing address and POC information to darrin.williams@navy.mil. The TCO will, in turn, be provided with an unofficial UIC. Since the Defense Language web-site does not recognize non-navy UICs, NETPDTTC N322 will assign an unofficial UIC to each site for registration and access to the web-site.

3. Once an unofficial UIC has been issued, the TCO can access the web-site https://neasos.cnet.navy.mil/cgi-bin/loginwban.cfm and click on the registration link. Next, select “PSD standalone ...” and provide the required information. Click “continue” and enter the unofficial UIC provided by NETPDTTC N322 and check the “TCO ONLY” box. Lastly, click “submit”. The TCO will receive notification that he/she has submitted a request to become a TCO and that the information has been forwarded to the administrator.

4. Once the TCO has registered on the web-site, NETPDTTC will validate the TCO’s registration. In turn, a validation email will be sent to the TCO.

5. To order Defense Language material, the TCO will access the web-site above and click on “Defense Language”. Under that option there will be three links, “Create ROB Order”, “View Orders”, and “Generate Result Letters”. To create an order, the TCO will click on “Create ROB Order” and proceed with the instructions on the web-site. The order will be shipped via two-day Federal Express.
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6. When the order has been shipped, an email with tracking and shipping information will be sent to the TCO. Additionally, the TCO can select “View Orders” on the web-site to check the order status.

7. When the order has been received by the TCO, the material must be inventoried. The enclosed “receipt / packing” list must be signed by the Test Control Officer and immediately returned to NETPDTC N322. Promptly report any discrepancies. After inventory of subject material, the material must be handled and safeguarded in accordance with references (a) and (b).

8. The TCO will need to be familiar with the enclosed Administration Manual and testing material, prior to proctoring the material. The material must be proctored in accordance with reference (b) and following the instructions in the Administration Manual.

9. After the material is proctor, the completed answer sheets must be forwarded to NETPDTC N322 for grading. A letter of transmittal must be enclosed with the completed answer sheets. A “sample” transmittal letter is enclosed for reference. It is imperative that the answer sheets are filled in properly to ensure accurate scoring and dissemination of results.

10. Once NETPDTC N322 has graded the forwarded answer sheets, an email will be sent to the TCO informing the TCO that scores have been posted. The TCO can then access the above web-site and select “Generate Result Letters”. At this location the TCO can query the system and print result letters.

11. NETPDTC POC information:

    COMMANDING OFFICER
    ATTN: NAVY FOREIGN LANGUAGE COORDINATOR
    NETPDTC N322
    6490 SAUFLEY FIELD RD.
    PENSACOLA, FL 32509-5126

    COM: (850) 452-1001 Ext 1538
    DSN: 922-1001 Ext 1538
    Fax: (850) 452-1461

    /S/ D. BARROW
    By direction