



FIRST NORTHERN NAVIGATION SYSTEMS NEWSLETTER – May 2011

FIRST NORTHERN PATON / BRIDGE PROGRAM AV PLAN FOR 2011

Accuracy, Credibility, Professionalism and Service to the Coast Guard in 2011.

Purpose of the 2011 Navigation Systems AV Management Plan.

The stated purpose of this plan and supporting documents is to facilitate the delivery of accurate, credible, and professional verification reports to CG ANTs in First Northern. This plan represents the best intentions of the Navigation Systems staff and Aid Verifiers in First Northern to perform the scheduled PATON verification and Bridge Surveys in a timely manner.

In order to appreciate the task, as an AV, it is critical to understand that a high level of accuracy must be achieved when reporting fixes and depths to a Federal agency. Accuracy and credibility are absolutely necessary in order for the Federal agency to change to a Federal document. The credibility of each AV is critical to the Auxiliary's success in this endeavor. Following the Auxiliary ATON, PATON and Bridge guidelines to the letter is the key to each AV's success.

There are many new upgrades and features on the PATON Reporting System and the Bridge Reporting System. These are on-line systems. Also, the manual ATON Program has upgraded forms and new training guidelines. AVs need to attend regional AV Workshops this year to learn how to properly and effectively use the upgraded computer systems. Or, they can access and read the "*NS-PN06 Web-Based PATON System AV Training Guide*" that is available on the PATON Web Page of the D1NR Navigation Systems Web Site at www.uscgaan.com.

All PATONs have been pre-assigned to Divisions, Flotillas and/or Patrol Areas within First Northern on the PATON System. A PAC-Patrol Area Coordinator should be assigned to each Patrol Area by each ADSO-NS.

The Keys to the success of the 2011 Navigation Systems PATON and Bridge Program

There are three operational levels at play with the PATON and Bridge programs:

1. **AV Field Observer**: These are the AVs who perform the observations of scheduled PATONs on-scene and report their observations on-line via the Web-Based PATON System to the Coast Guard. Also, AVs perform annual surveys of all Class 1, 2 and 3 bridges on-scene and report these observations on-line via the Bridge Reporting System to the Coast Guard Bridge Branch in New York City.
2. **CG ANT and AV ANT Volunteers** These AVs assist the CG ANT Chief by following up with the PATON owners regarding observed, documented and reported discrepancies received from the AVs in the field. The DSO-NS and ADSO-NS also receive and review copies of all PATON Verification reports submitted in their AOR. The DSO-NS reviews and approves all bridge reports and forwards discrepancy reports to the Bridge Branch in New York. Workings in the spirit of cooperation and as a committed team, all AVs are urged to follow up to insure that corrective action is taken with AVs and Owners. PAC-Patrol Area Coordinators should insure that each PATON and Bridge in their assigned Patrol area is correctly documented and watching properly.
3. **DPW and AV HR Volunteer** follows up with the correction of the PATON Permit data and, as needed, with the updating of the LNM-Local Notice to Mariners which correct the Light List and updates NOAA Charts. The Bridge Branch follows up on all bridge discrepancy reports with the Bridge Owners.

When these three roles are not played out to the fullest, the overall effectiveness of the team's programs deteriorates and the interest of the AVs in the program will fade.

The success of these PATON and Bridge programs also depends on the practical use of trained Auxiliary AV volunteers in all areas of these programs as a force multiplier and partner with the Coast Guard. Continuous upward and downward communication and involvement of all three operational parties is essential for the success of the PATON and Bridge programs.

D1 PRIVATE AID TO NAVIGATION MANAGER'S DIRECTIONS FOR 2011

The following are the comments from the District Private Aid to Navigation Manager regarding the 2011 PATON Program.

1. As per the D1 SOP, return to the **one-third** annual verification plan in 2011. Please ensure all aids missed last year are at the top of your verification priority list in 2011. A few additional items of note:
2. All Class I (annual) aids will be inspected by the ANTs NLT 01 Jul. You must document the verification/inspection via the online aid record by either submitting a comment or having your AV ANT submit a CG 7054 Verification Report online.
3. Forward all Non-Permitted PATON reports to the Sector ATON Officer (The process will be explained in the Addendum.). **Non-permitted aids are deemed hazards to navigation and must be either permitted or removed by the owner or the Coast Guard.**
4. Part of the verification process is checking that the Owner/POC information contained on each PATON record is current and correct. *Please ensure there are no blank fields (name, phone or email address, etc.) on the PATON list in your Patrol Area.*
5. .Submit any aid record updates to me directly (or via the Sector ATON Officer, local ANT PO, Mr. Larkin (D1NR) or Mr. Mullare D1SR)
6. Because not all aids are seasonal, please remember the verification "season" goes through 31 Dec. I don't plan any data calls until January 2012 for close out verification numbers.
 - a. *AVs must review the duration dates on all scheduled Seasonal-defined PATONS to insure that they don't miss the availability window.*

NOTE: The Auxiliary DSO-NS will be tracking performance on a monthly basis.

Auxiliary Support Organizations for each Sector are defined in the Sector Addendums.

The 2011 plans for each Sector along with the definition of special issues for Patrol Areas are shown in the Sector addendums.

2011 First Northern Program Priorities

2011 AV PATON Program Priorities:

1. All verification reports must be performed by AV-qualified Auxiliarists using the **Web-Based PATON Reporting System**. Access is available from the First Northern Navigation Systems Web Site at www.uscgaan.com. 7030 AUXDATA PATON Program activity reporting is now provided as part of the on-line PATON reporting system.
2. The **top priority** for the 2011 PATON Plan is to verify and report all the PATONs that were **not** verified during 2010. The goal in First Northern is to have all of the PATONs verified by the end of 2011. Count these PATONs as part of the one-third 2011 plan. In some Patrol Areas, the list of PATONs not verified in 2010 may exceed the one-third goal. In these cases, verify all of the PATONs not verified on 2010.
 - Pay special attention to the “**Duration**” or the time period when seasonal PATONs are deployed during the year in order to not miss the window of opportunity when these aids are deployed during 2011.

STATUS	INSPECTED	LLNR	SOUND SIGNAL TYPE:	Horn
Pending District/ANT		10065.00	ACTION REQUESTED:	Seasonal
Aid Established	3/26/2011 FRANK LARKIN	12125.00	AID DURATION:	Set: 05/01 - Pull: 11/15
Aid Established	1/22/2011 Frank Larkin	12154.00	DATE LAST VERIFIED:	4/11/2011
			DISTRICT/DIVISION/FLOTILLA:	013/10/07

- The last date when a PATON was verified is shown in the “**Inspected**” column. See the exhibit at the left above.
 - The duration when a Seasonal aid is deployed during the year is defined by the SET and PULL date section on the One Page Verification Report. See the exhibit at the right above,
3. The **second priority** for 2011 is for AVs to pay special attention to any data missing in each PATON’s record and report the correct information based on observation made while on-scene at the PATON.
 - This is why it is so important to print out a copy of the “**One Page PATON Verification Report**” to use as a reference while on scene at the PATON this year. If available, the Official Image photo will appear on this report.

- To access the '*One Page Verification Report*,' click on the Aid Name on the list of PATONs that appear when you select 'View all PATON Records.'
 - Print both sides when the Official Image Photo is attached to save paper.
- You need to use this reference document on-scene in order to identify any missing or erroneous permitted data.
4. The **third priority** is to identify any missing PATON owner information. Research it at the local level and send it to your Auxiliary ANT Liaison in your Sector who will validate it and forward it to DPW1 for update to the PATON Record.
- The columns marked **Owner, Phone** and **Local Authority** show on the AV PATON List. See the exhibit below.
 - Whenever there is data missing on any of these fields, try to find out and report the correct data. See the data fields illustrated below. Include the e-Mail address with your submission.

AV PATON LIST

PATROL AREA	OWNER	PHONE	LOCAL AUTH.
NS-4	PETER GIFFORD	978-741-0098	SALEM, MA
BOS-4	KURT BORNHEIM	781-925-0316	Hull, MA
BOS-4	KURT BORNHEIM	781-925-0316	Hull, MA

5. The **fourth priority** is to review any aids that were reported as missing in 2010.
- Make a special notation in the *AV Observation* section on the 7054 AV Verification Report indicating the extent of time that this aid has been missing.
 - If the aid has been missing for an extended period, quote a validating source. As an AV, you are considered a valid source. Make an official statement about the aid and recommend that it be discontinued. You are an important part of the team that has to clean up this data.
 - **Note** There may be many PATONs missing this year due to budget constraints in the local municipalities.

6. The **fifth priority** is to verify all the lateral (channel) PATONs and security aids in your Patrol Area if you have time and have completed your one-third PATON Plan and other prioritized tasks.
7. **Take and submit digital photos of all discrepancies** that are observed on each PATON during the verification process.
 - Photos can now be submitted on-line as part of the PATON verification report.
8. **Take and submit Official Image photos** of every Private Aid that they verify.
 - *Official Image photos cannot be used if they show any discrepancies.* Submit them as discrepancy photos with your report.
 - Properly label each photo per Navigation Systems guidelines.
 - E-mail Official Photos to the **DSO-NS** for entry into the PATON's record.
 - Use *low pixel count* photos to minimize excess memory usage.
9. The **sixth priority is to search your Patrol Area for Non-Permitted Aids** that are not already identified and reported. Check the **Non-Permitted PATON Spreadsheet** for any identified aids. This spreadsheet is available on the PATON web page at www.uscgaan.com.
 - Send all new non-permitted reports to the **Auxiliary CG ANT Liaison** in your AOR. See the Addendum for the name of the Auxiliary CG ANT Liaison.
10. Time permitting; complete the verification of all the other aids in the AOR.
11. Access codes to the PATON System are provided to qualified and current AVs by DPW-1 after registering on the system.
12. 7030 AUXDATA PATON Program activity reporting can now be submitted as part of the on-line PATON and Bridge reporting systems.
13. E-mail the DSO-NS 013 if you forgot your access code. [FrankJLarkin@verizon.net]

2011 Non-permitted Aids to Navigation Plan

There have been 274 Non-Permitted aids already identified throughout First Northern as still pending. It is estimated that another 250 should be identified this summer making this a 524 problem which is very significant. **All these aids are deemed hazards to navigation and must be either permitted or removed by the owner or the Coast Guard.**

Report non-permitted aids manually using the **Non-Permitted Aid Spreadsheet format** available on the PATON Web Page on the First Northern Navigation Systems Web Site at www.uscgaan.com.

- Reports with accompanying evidence and digital photos are e-mailed to the CG *ANT Auxiliary Liaison* in your AOR who will review the report and forward it to the appropriate agency for action
 - The CG ANT Auxiliary Liaison should keep a spreadsheet list of the non-permitted PATONs submitted and update it whenever the owner submits PATON application to the DPW. Spreadsheets will be reviewed monthly.
- **Identifying the owner of the non-permitted PATONs is a critical part of a non-permitted PATON Report.**
 - **Important** - Most non-permitted aids either belong to the local harbormaster or township or to a business, local marina or yacht club in the area.
 - **More Important** - Until a PATON Owner submits an on-line CG 2554 PATON Permit Application to DPW 1, nothing is going to happen to resolve the non-permitted situation.
- **A list of Pending Non-Permitted PATONs for your CG ANT AOR is available on the PATON page of the Navigation Systems Web Site at www.uscgaan.com.**

2011 AV Priorities for the BRIDGE Program

1. All annual bridge survey reports must be performed by AV-qualified and current Auxiliarists using the on-line Bridge Reporting Database.
 - Access is available from the First Northern Navigation Systems Web Site at www.uscgaan.com.
 - Logon to this database requires a *current Auxiliary E-Directory code*.
2. The **top priority** for the 2011 Bridge plan is to survey and report the Bridges that were ***not*** surveyed in 2010.

Pay special attention to data missing in each Bridge's record and submit the update information as observed on scene. We have noticed some of the LAT/LONGs are in error. Use the Google Map feature to review the location each bridge. Google uses the LAT/LONG in the bridge's record.

- It is important to print out a copy of the "***Bridge Detail Display***" to use as a reference document while on scene at the bridge. This report show all of the latest data in each specification field for each bridge. Compare this data to your observations at the bridge.
 - Report any bridge specifications changes or corrections using a "***Bridge Characteristic Modification Report***."
3. The **second priority** is to submit digital photos of all bridge discrepancies are needed as evidence. Submit them as part of your ***Bridge Discrepancy Report***. You are limited to two discrepancy photos for each bridge report. Discrepancy photos can only be submitted on the "Bridge Discrepancy Report."

4. The **third priority** is to re-survey all the bridges showing pending *discrepancies* and submit “*Bridge Discrepancy Resolution Reports*” as necessary.
 - a. Bridges with pending discrepancies are highlighted with a light red background.
5. The **fourth priority** is to survey all of the remaining Class 1, 2 and 3 bridges.
6. Submit missing Official Photos on bridges to ADSO-NS *Tom Raynor*.
7. 7030 AUXDATA Bridge Program activity reporting is now provided on the Bridge reporting system.

2011 AV Priorities for the ATON (Federal Aid) Program

1. **While underway, every Federal Aid to Navigation that is passed should be checked** by every Auxiliarist. Report any observed discrepancies by e-Mail to the Coast Guard per Navigation Systems guidelines along with digital photos of the discrepancies through the ANT Auxiliary Liaison.
2. Federal aids to navigation observed as “*watching properly*” should **not** be reported to the Coast Guard **nor** should they be reported to AUXDATA as NS activity.
3. FSOs and SOs should promote this aid checking activity with all coxswains in your assigned Patrol Area.
4. ATON discrepancy reports are reported manually using the **NS-AN04 7054 Aid to Navigation Report** available on the ATON Web Page on the First Northern Navigation Systems Web Site at www.uscgaan.com.
5. **ATON discrepancy reports** with accompanying evidence and digital photos are e-mailed to the ***ANT Auxiliary Liaison*** who will bring them to the appropriate CG ANT.
6. Only Federal ATON *discrepancy* reports are reported to the Coast Guard and to AUXDATA unless the activity is specifically assigned by the Coast Guard to perform the aid checks.

Emergency Reporting Processes

Federal and Private Aids to Navigation

Those observed discrepancies, that may result in loss of life, damage to a vessel or may contribute to grounding or a stranding, should be reported to the CG ANT by the most expeditious method. This can be the CG ANT, the Sector or the Auxiliary CG ANT Liaison either by phone or e-mail.

- Emergency phone numbers and e-Mail addresses are available in the Sector Addendum that will be published for each CG ANT.
- Be absolutely sure that the CG ANT receives your discrepancy message.

ATON (Federal Aid) Emergency Follow Up:

After communicating the emergency to the CG ANT, no other follow up is necessary as long as you are sure that the CG ANT received the discrepancy message.

PATONs (Private Aid) Emergency Discrepancy

Observations:

As soon as possible after communicating the emergency, prepare and submit an on-line 7054 AV Verification Report noting the discrepancy.

- In the “**Observation Section**,” indicate the method used to communicate the emergency message, the date and time when ANT Boston was notified of the problem. This is to avoid duplicate reports.
 - Indicate the name of the person who was informed about the problem.
- Attach discrepancy photo(s) to your on-line 7054 AV Verification report.
 - Photos must be labeled per D1NR Navigation Systems guidelines.
 - Include an Accuracy Statement per D1NR Navigation Systems guidelines. Action cannot be taken on any LAT/LONG discrepancy reports without the supporting information provided by a proper Accuracy Statement.

Bridge Emergency Discrepancy Observations

Those observed discrepancies, that may result in loss of life, damage to a vessel or may contribute to grounding or stranding, should be reported to the Bridge Branch by the following means:

- The best method is to prepare an on-line ***Discrepancy Report*** using the Bridge Reporting System. Two digital discrepancy photo(s) can be attached to this on-line Bridge Discrepancy Report.
- The Bridge System automatically and immediately sends an e-mail to the DSO-NS
- The DSO-NS reviews your report submissions at many intervals during the day and transmits them to the Bridge Branch in New York. If the DSO-NS happens to be on-line when you transmit your report, the Bridge Branch will be informed within minutes.
- If you feel your bridge report is so critical that it demands immediate attention, notify the DSO-NS at (H) **978-263-3023** or (Cell) at **617-997-7423**. The DSO-NS will follow up to insure the correct CG function is immediately notified.

Other AV Management Issues

Annual AV Workshop and AV Upgrade Training.

Each AV who is unable to attend an AV Workshop should read the fully released edition of the **NS-PN06 Web-Based PATON System Training Guide**. This guide can be found on the PATON Web page at www.uscgaan.com.

CG ANT AUXILIARY LIAISON

Your non-permitted PATON reports, Federal ATON discrepancy reports, printed photos etc. are e-Mailed to the CG ANT Auxiliary Liaison who will ensure that your manual documents get to the correct agency for action.

AUX-AIR support plan for CG ANT Boston Off-Shore PATONs.

PATONs beyond the off-shore patrol limits of the normal Auxiliary OPFAC are verified by AUX-AIR. The verification process is limited to finding and confirming the LAT/LONG, the color of the aid and an official photo of the PATON.

How to Resolve AV REYR Status

AVs, which have been designated as REYR, can have this restriction removed by:

1. ***Attend a 2011 AV Workshop*** to get trained on the latest PATON and Bridge System updates.
2. ***Perform 2 AV reports*** (either for a PATON or a Bridge).
3. In order to stay current in 2012, you have to perform an additional two reports in 2011 to maintain your AV currency.
4. ***AVs who have been inactive since 2008 need to be re-trained on how to perform PATON verifications and Bridge surveys and make PATON and Bridge reports on-line.***

Other AV Issues:

1. Patrol Areas are already defined and entered on the PATON System. Contact your ADSO-NS if any errors are detected. Corrections can be made very easily.
2. ADSO-NS - Each Patrol Area must have an assigned Patrol Areas Coordinator (POC) in your AOR.
 - a. **PACs must be qualified active AVs** or must be currently in training as an AVC.
 - b. This caveat applies to all incumbent -NS Staff Officers in the Divisions.
3. Appointed POCs should immediately access whether there are sufficient AVs and OPFACs in their AOR to handle their assignment.

- a. AV and OPFAC support can be supplied from outside the assigned Patrol Area or from other Divisions.
 - b. Notify your ADSO-NS of any OPFAC issues as soon as possible.
 - c. Coordinate any outside the AOR issues with the DSO-NS 013.
4. There is no restriction as to where AVs may go within their CG ANT AOR. You are limited by your PATON System access code to a specific CG ANT AOR,
 - a. AVs should advise the POCs in the other Patrol Area of their intentions.
 - b. The ADSO-NS for the Sector will arbitrate any disputes.
 5. **NOAA Charts**. Work with your CG ANTs through your ADSO-NS to get any additional charts that you may need for 2011. New charts were distributed in 2010.
 6. **Light Lists** – AVs should download and print a copy of the section of the Light List that covers the area where their assigned PATONs and bridges are located.
 - a. There is a new 2011 version of the Light List currently available.
 - b. Remember, you don't have to print out the entire book.
 7. **Coast Pilots** – AVs should download and print a copy of the section of the Coast Pilot that covers the area where their assigned PATONs and bridges are located.
 8. Report any other issues that you feel need to be addressed to the ADSO-NS and/or DSO-NS.
 - a. The NS Staff is committed to getting you a proper answer or solution to your problem(s).

Management Plan Addendums

An Addendum to this plan is also being prepared and will be available soon. This document will identify the various PACs and AVs in each area. It will also provide the emergency phone numbers and identify the Auxiliary Liaison assigned to each CG ANT.

Any special local problems will also be explained in the Addendum. If you want to be involved in the 2011 PATON and Bridge Programs contact your NS Staff Officers.

ANT Bristol – ADSO-NS Bob Pardi or SO Mike Quinn – Div 7.

ANT Woods Hole – ADSO-NS Harry Cutts, SO Clint Cave – Div. 11 or SO Frank MacKinnon – Div 6..

ANT Boston – ADSO-NS Jeff James, SO Bud Kuran, Div 3, SO Al Goldstein, Div 4. SO Tony Silvestri, Div 5, SO Charlie Lydon, Div 9, and SO Eunice Bloomquist, Div. 12.

ANT South Portland – ADSO-NS Tom Raynor, SO Byron Moe Jr.

ANT Southwest Harbor – ADSO-NS Tom Raynor, SO Unassigned.

This document was prepared by the First Northern Navigation Systems Staff for use by First Northern AVs during the 2011 PATON verification and Bridge survey season.

Refer any questions and comments to: DSO-NS Frank Larkin at FrankJLarkin @verizon.net