JUNE 2018 NEWSLETTER

Getting READY for the 2018 BOATING SEASON!

A Short Course on Planning

Successful people do not achieve results by accident. Their results flow from the mental processes that they use. Experienced achievers follow these processes without any overt activity. It's just the way that they that they have learned to think. Anyone can learn to succeed by internalizing the basic secrets of success into their everyday life.

How to start the process. Whenever you start a project, establish a mental goal of intention. Answer the question, "It is my intention to???" Repeat this intention over and over in your mind. This is when the scope of the project will start to formalize in your mind and present you with some critical questions. Do I need training? How much time will it take? Do I have the time to complete the total project? Can I assist a team with part of the project? What actually has to be done? Where do my skills best benefit the project most effectively? By carefully thinking through these questions, you will begin to see where you fit in achieving the solution or the completion. Your fit may range from becoming the project leader, an assistant planner or a member of one of the project's field teams. There are always many different levels of assistance available in most projects.

What actually has to be done? By repeating your intention to participate in your mind, you will start to focus on the particulars of the project. What specifically has to be done? (I.e. Number of private aids, federal aids, or bridges). What has to be done? (Verifications, rechecks, photos and bridge surveys) Where are these items located? (Local area, up north, down south, etc.) These issues usually make up the goals and objectives of a project. Start reviewing the Run Sheets that contain all the necessary information that you will need.

When can this activity be performed? Assuming you are planning to perform Navigation Systems activity, you would need to become familiar with the "duration" assigned to the various elements of the overall plan such as Set and Pull dates on Aids to Navigation - Annual versus Seasonal. Where are the scheduled items in located? Can they be reached by car or will I need a boat? What boats are available? When are they available? Do the scheduled items need to be performed at high tide or at any tide? As you are becoming aware of the scope of the situation, each level of planning presents new questions that need new answers. (i.e. In one AOR, there is a facility that is only available on Mondays which means that the tide is only right on every other week. This also introduces weather into the equation since many of the assigned activities

THE JUNE 2018 NAVIGATION SYSTEMS NEWSLETTER

require the vessel to travel off shore. To minimize this issue, duplicate plans are always readied for both inshore and offshore Runs. When planning, it is important to fix in your mind the reality of support availability for achieving your plan. Every supporting element is never available 24/7.

**So you will need a backup plan**. There are many valid reasons why a fixed plan will not work? Weather, breakdowns, missing crew, personal business, illness, other commitments, etc. will always be in the mix. Build flexibility into your planning. How are you going to meet your commitments when something fails? Failure is never an option for Navigation Systems.

**Always be realistic before you commit!** There is a major difference between intention and commitment. And, _**commitment without planning is a pending disaster**_. Successful planners always reach their goals. They have alternative avenues ready when the main plan fails – and it often will. They share their plan to reinforce their commitments. And, most important, they request assistance when they see that their best efforts will not get the job done. They know that there is always a way to get the job done given early notice of the problem to their chain of command. And, most important, there are many different ways to solve a problem. The best alternative is the one that solves the problem and gets the job done and it is not always the traditional method. Keep your mind open to new and sometimes crazy ideas and solutions.

**Good planners never fail!** By continually focusing on their original intentions, ideas of creative solutions are constantly coming to mind and alternative opportunities for the successful execution of their original commitments are being presented to them. And, because they are focused on their original intentions, they are ready to take advantage of these creative solutions to get their job done. I recently woke up one morning with an idea for the solution to a problem that had been plaguing me for months on a spreadsheet. It took me two days to develop a suitable formula to properly make the calculation and, by day three, I was updating the spreadsheets with this new-found solution. Your subconscious mind is a fantastic resource for solving difficult problems. Learn to use it.

**People who use this process never fail** – **Intention, Planning, Execution, Problem, Reevaluation, Execution = SUCCESS**.

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Try it, you may be amazed at how effective you will become!

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All the 2018 PATON PATROL RUN Sheets are available on the NS Web Site

Run Sheet Location: Log onto the Navigation System Web Site at www.uscgaan.com and click on the "**_NS Run Sheets_**" web page button at the left. The screen that appears will list 110 of the latest First Northern Run Sheets. You may review them on line or download a copy to your PC for use in the field on a PATON Patrol.

Patrol Preparation SOP: It is important to review the scheduled PATONs on each Run Sheet before each patrol. Here are some tips:

1. Aids designated "**_Not Scheduled_**"are within their 3-year verification window. Since the aids on a Run Sheet are listed in the order of transit, it is easy to perform a quick sanity check on these aids. Note that critical discrepancies observed on these aids need to be reported unless they are already listed in the LNM – Local Notice to Mariners.

2. Aids designated "**_Verify_**" required a complete CG-7054 PATON Report to be processed whether or not they are observed as WP – Watching Properly.

3. Aids designated "**_Recheck_**" will indicate specific problem(s) on the Run Sheet that need to be confirmed whether the owner has corrected these previously problems. It is not necessary to create a CG-7054 PATON Report for these aids. However, an email to the DSO-NS at FrankJLarkin@verizon.net is necessary. The DSO-NS will follow up with the CG ANT based on your e-mail report. Often a photo of the aid is very helpful to point out the specific nature of the problem or the resolved problem to the Owner or the Coast Guard.

4. AVs are also scheduled to take **_PHOTOS_** of particular aids on the Run Sheet. If the aid is also scheduled for verification, the AV can attach the photo to the CG-7054 PATON Report. Otherwise, the AV should forward the photo to the DSO-NS by e-mail. Identify the photo by Run Sheet number and item number or by Run Sheet Number and Item description. Remember to keep the photos to a size 2 X 3 inches, especially if you attach it to a CG-7054 Report. Large over-sized photos attached to a CG-7054 PATON Report is cause for rejection of your report.
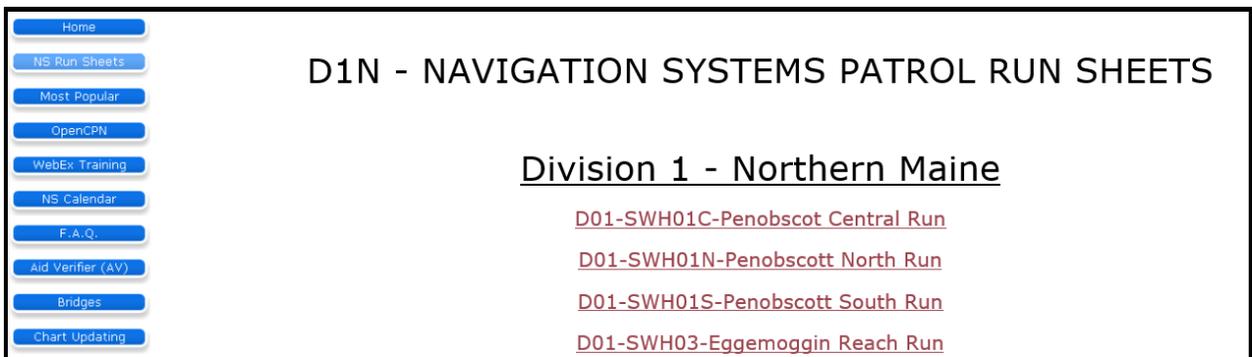
Home	**D1N - NAVIGATION SYSTEMS PATROL RUN SHEETS**
NS Run Sheets	
Most Popular	
OpenCPN	
WebEx Training	**Division 1 - Northern Maine**
NS Calendar	D01-SWH01C-Penobscot Central Run
F.A.Q.	D01-SWH01N-Penobscott North Run
Aid Verifier (AV)	D01-SWH01S-Penobscott South Run
Bridges	D01-SWH03-Eggemoggin Reach Run
Chart Updating	

This is a sample of the list of Run Sheets in the NS Web Site. Just click on the Run Sheet of your choice. They are listed by Auxiliary Division for you convenience

Aid Verifier Underway Team SOP

If you missed ***Session 10 of the 2018 AV Training Program***, a recording is available on the Navigation Systems Web Site on the WebEX Training web page. This new program explains the complete verification cycle with all of the important aspects of its pre-underway elements, the pre-underway activities, the required field observations and, finally, the converting of your field observations into a highly accurate CG-7054 PATON Report.

You will be exposed to all of the many important quality checks and bits of evidence that are required for a professional-grade verification report and be amazed at how easy it is generate such reports. You will start to understand that much of the documentation has already been checked for the AV on the Run Sheet for you and the distance from the observed position to the permitted position is automatically calculated for you on the Run Sheet. The Depth at Datum is also an automatic calculation and the Run sheets calculate whether an aid is on or off station. These new Run Sheets have simplified the entire verification process for our AVs in the field and these Run Sheets are ready to go and are currently available for download on the NS Web Site.

Every AV should take the time to click on the "***Webex Training***" web page on the Navigation Systems Web Site and drill down to ***Session 10*** under "***Past Webex Training from 2018***." It will make your verification activity a breeze in 2018.

THE JUNE 2018 NAVIGATION SYSTEMS NEWSLETTER

Here are the First Northern statistics as of June 1, 2018. How is your Division doing so far? What have you contributed to this effort? Our goal is to complete 25% of the 2018 PATON and Bridge programs by June 30th. These statistics are part of a monthly report that was published to the Auxiliary Bridge, the Division DCAPTs, the CG ANTs and CG Sectors.

PATROL RUNS BY DIVISION	Total PATONs	VERIFY PLAN	UNSCHEDULED AIDS	UNAUTHORIZED AIDS	RECHECK PLAN	Total PATONs Reported To Date	PHOTOS NEEDED	BRIDGE PLAN
PRIORITY		ONE		THREE	TWO			FOUR
Div 15	104	53	n/a	0	13	66	71	6
ANT SWH	Completed	0	0	0	0	0	0	0
SNENE	Qty to go	53	0	0	13	66	71	6
25.0% Verification and Recheck Completion Objective by June 30.		0.0%	n/a	0.0%	0.0%	0.0%	0.0%	0.0%
Div 1	195	24	n/a	76	45	69	118	8
ANT SWH	Completed	5	0	5	7	17	12	8
SNENE	Qty to go	19	0	71	38	128	106	0
25.0% Verification and Recheck Completion Objective by June 30.		20.8%	n/a	6.6%	15.6%	8.7%	10.2%	100.0%
Div 2	214	57	n/a	1	66	123	71	44
ANT S PORT	Completed	9	1	0	20	30	8	6
SNENE	Qty to go	48	0	1	46	95	63	38
25.0% Verification and Recheck Completion Objective by June 30.		15.8%	n/a	0.0%	30.3%	14.0%	11.3%	13.6%
Div 3	112	56	n/a	3	13	69	77	11
ANT BOS	Completed	0	0	0	0	0	0	0
SBOS	Qty to go	56	0	3	13	72	77	11
25.0% Verification and Recheck Completion Objective by June 30.		0.0%	n/a	0.0%	0.0%	0.0%	0.0%	0.0%
Div 4	115	93	n/a	10	6	99	78	9
ANT BOS	Completed	0	0	0	6	6	0	0
SBOS	Qty to go	93	0	10	0	103	78	9
25.0% Verification and Recheck Completion Objective by June 30.		0.0%	n/a	0.0%	100.0%	5.2%	0.0%	0.0%
Div 5	107	49	n/a	6	7	56	33	42
ANT BOS	Completed	3	0	6	0	9	0	17
SBOS	Qty to go	46	0	0	7	53	33	25
25.0% Verification and Recheck Completion Objective by June 30.		6.1%	n/a	100.0%	0.0%	8.4%	0.0%	40.5%

Div 6	241	81	n/a	4	44	125	47	6
ANT WH	Completed	0	0	0	0	0	0	0
SSENE	Qty to go	81	0	0	44	125	47	6
25.0% Verification and Recheck Completion Objective by June 30.	0.0%	n/a	0.0%	0.0%	0.0%	0.0%	0.0%	
Div 7	343	73	n/a	7	49	122	72	15
ANT BRIS	Completed	12	11	0	5	28	4	15
SSENE	Qty to go	61	0	7	44	112	68	0
25.0% Verification and Recheck Completion Objective by June 30.	16.4%	n/a	0.0%	10.2%	8.2%	5.6%	100.0%	
Div 9	0	0	n/a	0	0	0	0	14
ANT BOS	Completed	0	0	0	0	0	0	0
SBOS	Qty to go	0		0	0	0	0	14
25.0% Verification and Recheck Completion Objective by June 30.	N/A	n/a	N/A	N/A	N/A	0.0%	0.0%	
Div 11	846	238	n/a	0	70	308	391	16
ANT WH	Completed	0	0	0	1	1	0	0
SSENE	Qty to go	238	0	0	69	307	391	16
25.0% Verification and Recheck Completion Objective by June 30.	0.0%	n/a	#DIV/0!	1.4%	0.1%	0.0%	0.0%	
Div 12	166	52	n/a	10	55	107	50	8
ANT BOS	Completed	0	0	0	0	0	0	0
SBOS	Qty to go	52	0	10	55	117	50	8
25.0% Verification and Recheck Completion Objective by June 30.	0.0%	n/a	0.0%	0.0%	0.0%	0.0%	0.0%	
TOTAL	2,443	776	n/a	118	355	1131	1,008	180
	Completed	24	12	5	39	80	24	46
	Qty to go	752	0	113	316	1181	984	134
25.0% Verification and Recheck Completion Objective by June 30.	3.1%	n/a	4.2%	11.0%	3.3%	2.4%	25.6%	

This is the format that will be published at the end of each month. ***The monthly goals are 25% complete by July 1, 50% completed by August 1, 75% completed by September 1st and 100% completed by October 1st.***

Make your priorities the scheduled verifications and rechecks for your Division. These are the scheduled items that the Coast Guard will be required to complete if our AVs fail to meet their assigned goals.

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Suggestions for the 2018 Season

It's time for your commitments and PATON and Bridge Program activity to begin.

1. *Set your goals to complete twenty-five percent of the 2018 schedule each month.*

2. *Try to complete the scheduled verifications and rechecks on each RUN Sheet as soon as possible this year. This relieves the pressure on the CG ANT. Also forward updated copies of the Run Sheets as they are completed so that the Master Plan can be kept up to date. E-mail the completed Run Sheets to the DSO-NS – Frank Larkin.*

3. *Plan to get assistance from other operational AV for the photos. They don't have to be AV Qualified to photograph private aids. Plan to wrap up the 2018 season by handling the unauthorized aids.*

4. *Plan to call the DSO-NS for assistance at **617-997-7423**. This is a cell phone and the DSO-NS will be available to solve any issue that may arise.*

5. *Above all, please communicate your status and progress. We are tracking the status of 110 Run Sheets in eleven Auxiliary Divisions in First Northern. It is often very difficult and time consuming to have to chase down various NS Teams for status reports..*

6. *It is OK to have problems. It is also OK to communicate the problems up the Chain in search of assistance. Problems are expected and are no loss for the credibility of the AV,. **However it is a major issue to sit on problems that***

may cause First Northern to miss attaining the 2018 PATON and Bridge goal and a serious loss of credibility for the AV.

7. **Timliness is an important issue for our reports**. E-mail your RUN Sheets to the DSO-NS if you are unable to enter the CG-7054 PATON Reports. We will get your reports entered on Harbormaster in a timely manner for you.

   ✓ **It is best if you update the Run Sheet digitally.**
   ✓ **Do not fax run sheets. Write overs and erasures show up and make them impossible to read.**

THE D1 PATON REPORT SCREENER IS READY AND WAITING FOR YOUR 2018 PRIVATE AID AND BRIDGE REPORTS. LET THE 2018 SEASON BEGIN!

Under the Privacy Act of 1974, all information in this newsletter may only be used for official purposes. Any other use is a violation of law. This newsletter was prepared and published by the First Northern Navigation Systems Team. Contact the editor at ***FrankJLarkin@verizon.net.***