

# Job Description for Navigation Systems Staff Officers

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## DUTIES

- a. All Navigation Systems Staff Officers should be AV (Aid Verifier) qualified and current, or be in an active AVC (Aid Verifier Candidate) training program.
- b. Navigation Systems Staff Officers should exercise staff supervision and responsibility in your AOR for the five Navigation Systems Programs in your Flotilla – the Private Aid to Navigation Verification Program (PATON) – the Federal Aid to Navigation Program (ATON). The Bridge Survey Program, the Chart Updating Program (CU), and the Small Craft Facility Updating Program (SCF).
- c. Working together with the Navigation Systems Staff Officers in your AOR, formulate specific plans to schedule AV qualified and current Auxiliarists to verify the assigned PATONs, check the ATONs and survey all the Bridges in your AOR. The annual plan should include availability of OPFAC assets, Boat Crews and Coxswains, including estimated time and place for the planned activity.
- d. Maintain close working relationships between the Navigation Systems Staff Officers in your AOR.
- e. Plan and coordinate all Navigation Systems patrol needs with the Operations Staff Officers to ensure that sufficient OPFACs and crew are available to handle the PATONs, ATONS, and Bridges assigned to your AOR each year.
- f. Foster interest for members to maintain their personal navigational documents in an up-to-date condition. Keep membership aware of the on-line NOAA Charts, Light Lists, LNM's, Coast Pilots, etc. available free on the District Navigation Systems Web Site at [www.uscgaa.com](http://www.uscgaa.com).
- g. Develop highly skilled and motivated AVs in your AOR. Keep all your AVs aware of scheduled District Navigation training workshops, CG ANT Workshops, WebEX training sessions and other Navigation System training opportunities, remembering that one Navigation Systems Team of motivated and skilled AVs can accomplish large amounts of work. Insure that all your membership receive copies of the monthly District Navigation Systems Newsletter.
- h. Coordinate Navigation Systems Team fellowship opportunities with your Navigation Systems Program.
- i. Encourage your Navigation Systems Staff Officers to establish and maintain contacts with local Coast Guard ANT or Sector units for the purpose of keeping them apprised of your Auxiliary PATON and ATON activity in their AOR as well as rendering assistance at the ANT and/or transport for Coast Guard personnel for emergency ATON servicing. All such activity must be performed under Coast Guard patrol orders.
- j. Working with your Navigation Systems Staff, develop the NOAA chart updating and Small Craft Facility program within your AOR.
- k. Coordinate, staff, perform and submit special investigation reports as requested.
- l. Ensure that your AVs are equipped for, and are aware of the latest requirements and procedures for verifying PATONs and using the on-line PATON System, for checking ATONs, for surveying Bridges, for updating NOAA Charts and Small Craft Facilities, and for reporting Not Permitted aids.
- m. Ensure that all assigned PATONs, ATONS, Chart Updates and Small Craft Facility reports are managed in a professional manner as scheduled. Coordinate vessel requirements with your Operations Staff. Ensure that all required on-line and manual reports are promptly and properly submitted.
- n. Follow up with the AVs in your AOR to ensure that your annual plan is being executed. Continually adjust your plan to recover from any problems that may arise to ensure that your annual plan is achieved.

- o. Submit a monthly activity report for your assigned AOR no later than the 15th of each month. This report should include:
  - 1. A list of your Flotilla's Navigation System's **Accomplishments of Note** regarding each Flotilla's NS Plan and other Navigation Systems activities that had occurred during the previous month.
  - 2. A brief summary of the status of any special on-going Navigation Systems Programs.
  - 3. For the Good of the Auxiliary.