

U.S. Department of  
Homeland Security

United States  
Coast Guard



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SECJUNCHANGE NOTE 16798  
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SECTOR JUNEAU CHANGE NOTICE 16798

Subj: CH-1 TO SECTOR JUNEAU INSTRUCTION 16798.1D

Ref: (a) BSX Policy Letter 21-02, Update to Auxiliary Operations Policy Manual:  
Auxiliary Navigation Standards

1. PURPOSE. This Change Notice publishes a change to Sector Juneau Auxiliary Policy, SECJUNINST 16798D.
2. ACTION. All Auxiliary Order Issuing Authorities (OIA) and facility operators must comply with the provisions of this Instruction.
3. DIRECTIVES AFFECTED. This change will be incorporated into the next revision of Sector Juneau Auxiliary Policy, SECJUNINST 16798.1 (series).
4. DISCUSSION. Reference (a) requires OIA to publish navigation standards, providing Auxiliary boat operators with information vital to the safe navigation of Coast Guard Auxiliary surface assets.
5. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational guidance for Coast Guard and Coast Guard Auxiliary personnel and is not intended to nor does it impose legally-binding requirements on any party outside the Coast Guard.

A handwritten signature in blue ink, appearing to read "D. A. Jensen", with a horizontal line extending to the right.

D. A. JENSEN  
Captain, U.S. Coast Guard  
Commander, Coast Guard Sector Juneau

Encl: (1) Sector Juneau Auxiliary Surface Facility Navigation Standards

### Sector Juneau Auxiliary Facility Navigation Standards

References	<p>(a) Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)</p> <p>(b) USCG Auxiliary Manual, COMDTINST M16790.1 (series)</p> <p>(c) Rescue and Survival Systems Manual, COMDTINST M10470.10 (series)</p> <p>(d) Boat Operations and Training Manual, Volume 1, COMDTINST M16114.32 (series)</p> <p>(e) Boat Crew Handbook BCH16114.1 through BCH16114.5 (series)</p> <p>(f) Navigation Rules and Regulations Handbook, COMDTINST M16672.2</p> <p>(g) Coast Guard Navigation Standards Manual, COMDTINST M3530.2E</p> <p>(h) Auxiliary Boat Crew Qualification Guide, PWC Operator, COMDTINST M16794.54A</p> <p>(i) USCG Addendum to the U.S. National SAR Supplement, COMDTINST M16130.2F</p> <p>(j) Telecommunication Manual, COMDTINST M2000.3 (series)</p> <p>(k) Risk Management, COMDTINST 3500.3 (series)</p> <p>(l) Auxiliary Boat Crew Training Manual COMDTINST M16798.3E (series)</p> <p>(m) Vessel Facility Inspection and Offer of Use, ANSC 7003 (Rev 6/11)</p> <p>(n) CG ANT Sitka Navigation Standards ANTSIT INST 5100.6</p> <p>(o) Station Juneau Organization Manual STA JUNEAU M5000.1A</p>
Purpose	<p>These Navigation Standards are intended to guide Auxiliary crews when operating Auxiliary facilities where Sector Juneau serves as their Order Issuing Authority (OIA). These standards provide guidance in the performance of their duties and responsibilities, as outlined in the above references, when operating in Sector Juneau's AOR.</p>
Discussion	<p>Coast Guard shore-based boat operations constitute the backbone of the search and rescue framework. The ability to generate mission success through recognition and management of risk is key, and three essential yet distinct elements of operational doctrine address the concepts of <b>warranted risk</b>, <b>disciplined initiative</b>, and the <b>vertical integration of risk mitigation</b>. Boat crews must become familiar with these terms, understand their importance, and integrate them into decision-making.</p> <ul style="list-style-type: none"> <li>• <b>Warranted Risk:</b> The level to which you are permitted to hazard assets and your shipmates for mission success. Simply put, if a mission is likely to save human life, it warrants a maximum effort. However, boat crews must take into account the risks involved that may unreasonably endanger themselves or the asset.</li> <li>• <b>Disciplined Initiative:</b> The optimal application of on-scene empowerment. Boat crews are duty-bound to follow doctrine, policy, TTP (Techniques, Tactics, &amp; Procedures), and other guidance. If due to extreme conditions on-scene, initiative calls for a deviation, you must pay due diligence to risk management and develop a well-thought plan of action. When you find yourself in this situation, revert to your training and common sense!</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Vertically Integrated Risk Management:</b> Constant situational awareness and communication with the Sector will facilitate mission success.</li> </ul> <p>The provisions set forth in this standard are based on supplement laws, instructions, and regulations of higher authority and nothing herein is intended to be contrary. Any errors or contradictions must be reported to the OIA so that corrections can be made.</p>
Action	Auxiliary Coxswains, boat crews, and PWC operators that accept patrol orders from Sector Juneau are subject to the provisions and requirements set forth in this guidance and shall ensure they are adhered to. Any deviation without prior approval may void the patrol order authorization as well as limit the Coast Guard's damage or injury liability. Deviations without prior approval, even in emergencies, do not absolve Auxiliary crews of their responsibility to abide by the policies and procedures outlined in this standing order. Any deviations will require back briefing once the situation stabilizes.
Responsibilities	All Auxiliary Coxswains and boat crews seeking patrol orders from Sector Juneau shall review this standard prior to resuming patrol activities each spring. The rotating nature of Auxiliary boat crews makes it difficult to require individual crewmembers to become familiar with this supplement prior to getting underway. Coxswains must ensure their crews are familiar with the mission/safety critical aspects of this standard prior to patrol.
Patrol Orders	<p>Patrol order requests must be submitted through AUXDATA II (ADII), at least three days (72 hours) in advance of the planned patrol date. A shorter request period is possible for SAR or Sector callouts. Patrol orders must be completed in ADII within 30 days of the patrol.</p> <p>Temporary or pocket orders no longer exist. However, in an emergency (e.g., SAR callout), the OIA can authorize a patrol through the Sector Juneau Command Center (SCC) prior to the order request being entered into the ADII system. This patrol order must be entered into the ADII system as soon as practical.</p>
Float Plan	<p>Coxswains will provide a float plan for each patrol in the Patrol Area section of the ADII system.</p> <p>The Patrol Type section should outline the type of patrol (Training, MOM, Safety Zone, etc.) that is being scheduled. In the case of training, indicate type: crew, SAR, Navigation, AOR run, etc.</p> <p>The estimated time of departure and return should be entered into the Request Description section along with names of crew, trainees, or OIA approved guests/passengers.</p>
Auxiliary Operational Facilities	Auxiliary Operational Facilities shall be equipped, maintained, and inspected in accordance with reference (m).

Auxiliary Boat Crew Training, Qualification, and Certification	Auxiliary boat crews must hold a current qualification as a Coxswain or Crewmember consistent with reference (1) above. On board members who are not currently qualified are either trainees, or OIA approved guests/passengers. Nothing in this supplement is intended to add any undue training burden or qualification tasks for Auxiliary boat crews to complete.
Communications	<p>The primary method of communicating throughout the Coast Guard is the VHF-FM marine radio. Coxswains shall use appropriate radio frequency for the mission and maintain communications with the SCC. In the event of lost communications while underway, Coxswains shall use any available and appropriate means to regain communications.</p> <p>Primary radio guard for all underway Auxiliary Facilities will be maintained by SCC on a working channel prescribed upon initial request for radio guard, with cell phone as a back-up. Coxswains shall establish a communications schedule prior to getting underway. When passing operations reports to the SCC, the boat crew shall pass current operational status and position.</p>
Cell Phones	Cell phones have revolutionized the way the Coast Guard and the public communicate. This added method of communication can be an invaluable way to pass pertinent information in a timely manner and to provide on-scene reports to SCC. However, the Coxswain must approve use of a cell phone, and a crewmember that is not on the helm or performing critical tasks to vessel operations is the only one authorized to use it. When cell phone use is warranted and authorized, the Auxiliary Facility shall be brought to a full stop outside of heavy traffic areas. All members not otherwise assigned a station shall maintain lookout.
Communication Gaps	<p>The coverage for VHF-FM communications is broken throughout different areas of the AOR. Before entering into known gaps, the boat crew will notify the SCC and pass an estimated time asset will be in area. Upon departing a known gap, the boat crew will contact the SCC as soon as possible to resume regular communications schedule.</p> <ul style="list-style-type: none"> <li>➤ Known gaps around Juneau include: the backside of Douglas Island, Oliver Inlet, Taku Inlet, areas north of Poundstone Rock, and areas south of Port Snettisham.</li> <li>➤ Known gaps around Sitka include: Silver Bay, areas around Biorka Island, Olga and Neva Straits, and Peril Strait near Dead Man's Reach.</li> </ul>
Navigational Draft for all Auxiliary Facilities	Auxiliary facilities vary in all measurable characteristics. However, a commonly accepted standard is important to ensure safe navigation and conduct of operations within the Sector Juneau AOR. Navigational draft is defined as the minimum depth of water below the keel that provides a margin of safety for operations. The navigational draft for Auxiliary facilities operating in Sector Juneau's AOR is six (6) feet beneath the keel for vessels => 26' and four (4) feet beneath the keel for vessels <26 feet.

Operational Limitations for Auxiliary Facilities	<p>Auxiliarists shall adhere to operational limitations set in accordance with references (a) and (c) when operating. Auxiliary vessels shall be considered non-standard boats when establishing operational limitations and shall never exceed the limits established for non-standard Coast Guard boats of similar size. Order issuing authorities, including unit Commanders, shall carefully consider the operational capability of each Auxiliary Facility and its assigned crew when planning missions and issuing orders. The operator (or owner) of an Auxiliary vessel shall abort a mission in the event they become apprehensive or aware of a situation (change in mission complexity, crew proficiency, weather, etc.) that could jeopardize the safety of the crew or vessel, regardless of the vessel's operational limitations. Crew fatigue standards shall be followed in accordance with Section 4.E.8 of reference (a) and (e). TACON shall ensure crew fatigue standards are observed. It is essential that boat crews use prudent judgment and consider safety as the primary factor when operating in marginal conditions. Notify TACON immediately with updated GAR 2.0 model results as changes to on-scene conditions occur.</p> <ul style="list-style-type: none"> <li>➤ Auxiliary Facilities shall not commence a patrol if the forecast indicates that the wind/sea state will exceed those limitations recorded on its data sheet. If already on patrol when the weather deteriorates rapidly and exceeds the Auxiliary Facility's limitations, the Coxswain shall immediately report to the SCC with an updated risk assessment and return to port or nearest safe haven if it is safe to do so. If necessary, consider anchoring until conditions improve.</li> <li>➤ A patrol specific waiver, for an Auxiliary Facility can be granted by the OIA if there is an urgent operational need.</li> </ul>
Operational Standards	<ul style="list-style-type: none"> <li>➤ Observe the Navigation Rules of the Road.</li> <li>➤ Observe all local regulations for the operating area.</li> <li>➤ Utilize proper risk management and team coordination skills at all times, including maintaining situational awareness and effective communications amongst the boat crew and the SCC.</li> <li>➤ If at any time the Coxswain is unsure of the boat's position, they shall <i>immediately</i> stop the boat and plot a fix regardless of the conditions.</li> <li>➤ Trust and use all available means of navigation including electronics, seaman's eye, and local knowledge. Not doing so may jeopardize the mission, boat, and crew.</li> </ul> <p><i>Note:</i> Over fixation on the use of electronic navigation only can lead to faulty information resulting in a MISHAP. Always remember that your greatest navigational aids are your eyes and ears.</p>
Navigation Zones	<p>While operating in Sector Juneau's AOR, the following Navigation Zones will be recognized:</p> <ul style="list-style-type: none"> <li>➤ Restricted Waters: Those waters within 100 yards (.05NM) of any</li> </ul>

	<p>charted shoal, shoreline, breakwater, intake crib, or other structure.</p> <ul style="list-style-type: none"> <li>➤ Coastal Waters: Those waters beyond 100 yards (.05NM) of any charted shoal, shoreline, breakwater, intake crib, or other structure out to two (2) NM from shore.</li> <li>➤ Open Ocean: Those waters beyond two (2) NM from shore.</li> </ul>
Shoal Water Defined	<p>Shoal Water shall be defined as any water depth less than six (6) feet as displayed on a nautical chart or the Auxiliary Facility's depth finder. Facilities will notify the SCC whenever they are entering shoal water and for what reason (e.g. to affect a rescue).</p> <p>If the depth finder is inoperative or becomes inaccurate before getting underway, or fails while underway, boat crews must obtain a patrol specific waiver from the OIA to use an alternate method of depth determination, e.g., lead line sounding pole, or marked boat hook. The loss of the depth finder also requires a reassessment of risk for that patrol.</p>
Fix Intervals and Navigation Team Coordination per Navigation Zones	<p>Auxiliary facilities are not required to be equipped with a chart plotter, GPS, or radar in order to receive patrol orders. Facilities are required to have the minimum functional navigation equipment as specified on the ANSC-7003 Offer for use form.</p> <p>However, Auxiliary Facility owners are strongly encouraged to equip their Facility with a chart plotter or GPS, either fixed mount or hand held. When a vessel is equipped with a chart plotter or GPS, it must be in operation whenever the Facility is underway. At intervals not to exceed 30 minutes, the Coxswain will verify the Facility's electronic position through visual observation of Aids to Navigation, Fixed Structures, use of radar (if equipped) and/or estimated position on a paper chart. When operating in shoal water, at night or during periods of restricted visibility, Auxiliary boat crews will verify the Facility's position every 15 minutes.</p> <p>Facilities without electronic navigation capability will have a paper chart immediately available. Auxiliary boat crews will verify the Facility's position through visual observation of Aids to Navigation and fixed structures at intervals not to exceed 30 minutes. When operating in shoal water, at night or during periods of restricted visibility, Auxiliary boat crews will verify the Facility's position every 15 minutes.</p>
Operational Standards per Navigation Zone	<p>Coxswains shall follow these guidelines per each Navigation Zone.</p> <ul style="list-style-type: none"> <li>➤ Restricted Waters: Coxswains shall operate at the minimum speed needed to maintain steerage and effectively clear traffic in the immediate area. Restricted Waters zones shall normally be considered "no wake" zones unless operational requirements justify a higher speed.</li> <li>➤ Coastal Waters and Open Ocean: Coxswains may operate their facilities at the speed they deem safe for the prevailing conditions. Coxswains are responsible for their wake.</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Low Visibility: Vessels without radar shall not commence a patrol with visibility forecast to be less than two (2) nautical miles. Vessels with operational radar shall not commence a patrol with visibility less than 1,000 yards (1/2 nautical mile). A patrol specific waiver, for an Auxiliary Facility with functioning radar, can be granted by OIA if there is a legitimate operational need. If already on patrol and visibility becomes reduced as outlined above, the Coxswain shall operate with due regard to Rule 6 and Rule 19, reference (f). At minimum, the Coxswain shall energize the appropriate sound signal, navigation lights, slacken speed, and assign a radar observer, (if equipped), and report reduced visibility to SCC immediately and return to port or nearest safe haven. If necessary, consider anchoring until conditions improve.</li> <li>➤ Steering and propulsion function check shall be conducted prior to getting underway and again prior to mooring.</li> </ul>
Safe Speed	<p>Crews shall at all times, regardless of Navigation Zone, adhere to Rule 6 of ref (f), “Safe Speed”. All Coxswains shall operate the Facility at such a safe speed to take proper and effective action to avoid collision and stop within a distance appropriate to the prevailing conditions and circumstances.</p> <ul style="list-style-type: none"> <li>➤ When operating at night, Coxswains shall not exceed 12 knots.</li> </ul> <p><i>Note:</i> D17 DIRAUX usually waives night underway qualification tasks for initial certification of Coxswains and Boat Crewmembers. If a Coxswain or Crewmember has not completed the necessary nighttime tasks, he or she shall not operate at night. To achieve the nighttime tasks, the member would need to train with a full crew of members with the appropriate tasks completed. As a rule, any Facility that might operate at night or in conditions of limited visibility should be equipped with a chart plotter, GPS and radar, and the operator must be able to use that equipment safely and competently.</p> <ul style="list-style-type: none"> <li>➤ When personnel are on the aft deck, Coxswains shall not exceed 12 knots.</li> <li>➤ When personnel are moving or working forward (e.g. set up for anchoring or for an alongside tow), the Coxswain shall operate at the minimum speed needed to maintain steerage. The Coxswain shall clearly communicate any maneuvers made during this time to the crew.</li> </ul>
Special Operating Areas	<p>All of Sector Juneau’s AOR shall be considered a Special Operating Area. The waters of Southeast Alaska present unique navigational challenges regarding weather, shoal water, currents, marine life, debris, and vessel traffic.</p>
Hazardous Operating Areas	<p>Hazardous Operating Areas are areas in which the OIA has prohibited the operation of Auxiliary Facilities due to the risk of damage to equipment, rocks, frequently changing bottom contours, and potential risk of injury to personnel outweighing the gain of operations under non-emergency situations. Sector Juneau is responsible for a diverse area containing an array of geographic hazards and dangerous areas.</p>

	<p>Coxswains of all Auxiliary Facilities shall request permission from the OIA (via the SCC) prior to entering if there is an urgent operational need. If permission to enter is granted, Coxswains and crew shall always use extreme caution, which should include slowing down, increased fix interval, and/or use of other boat crew to complete a navigation team when operations require work nearby the following areas:</p>
<p>Juneau Flotilla Hazardous Operating Areas</p>	<ul style="list-style-type: none"> <li>➤ All waters outside of published navigable channels in all areas of AOR</li> <li>➤ Waters outside of the navigable channel and waters within one-half nautical mile of beaches</li> <li>➤ Within 100 yards of an iceberg</li> <li>➤ All water within the Mendenhall Bar</li> <li>➤ All waters within Oliver Inlet</li> <li>➤ All waters within Saint James Bay</li> <li>➤ All waters within Funter Bay</li> <li>➤ All water within Boat Harbor</li> <li>➤ All water within Hawk Inlet</li> <li>➤ Entrance to Echo Cove</li> <li>➤ Entrance to Amalga Harbor</li> <li>➤ Entrance to Swanson Harbor</li> </ul>
<p>Sitka Flotilla Hazardous Operating Areas</p>	<ul style="list-style-type: none"> <li>➤ All waters outside of published navigable channels in all areas of AOR</li> <li>➤ Waters outside of the navigable channel and waters within one-half nautical mile of beaches</li> <li>➤ Rocky Pass/Keku Strait (facilities operating out of Security Bay)</li> <li>➤ Nakwasina Passage</li> <li>➤ Shallow waters within Siginaka Islands</li> <li>➤ Shallow waters within the island groups between Middle Channel and Eastern Channel</li> <li>➤ No Thorofare Bay</li> </ul>



	<ul style="list-style-type: none"> <li>➤ Sergius Narrows (except at slack)</li> </ul>
Required Charts	<p>The ANSC-7003 Offer for use form requires charts of the operating area; however, the National Oceanic and Atmospheric Administration (NOAA) is ending production and maintenance of traditional paper charts including Print-on-Demand, full size PDF Booklet Chart, and RNC chart viewers. While still available, paper charts of the AOR should be kept onboard Auxiliary Facilities.</p> <p>For those areas where navigable charts are no longer available, the Coxswain and crew must apply seaman's eye, prudent stewardship, and use of electronic navigation in lieu of paper charts.</p>
Precautions in the Event the Vessel's Position is in Doubt	<p>When in doubt about your location:</p> <ul style="list-style-type: none"> <li>➤ Reduce Speed</li> <li>➤ Take all way off</li> <li>➤ Increase fix frequency</li> <li>➤ Consider anchoring or moving back to known safe water</li> <li>➤ Notify the SCC</li> </ul>
Risk Management & Underway Reporting	<p>Prior to getting underway, and if possible, prior to entering shoal waters, Auxiliary boat crews shall use the appropriate risk management procedures to include the Risk Ashore Assessment form and PEAACE model. The Ashore Risk Assessment evaluates both the mission risk and mission gain within the parameters of Low, Medium, &amp; High. This risk management rating must be reported to the SCC upon initial request for radio guard. Along with the risk management rating, the Coxswain must provide the number of persons who are on board and the patrol area/mission. Crews must continue to monitor risk throughout the mission and take tactical pauses to re-evaluate/update the risk management rating as the mission unfolds or conditions change. The SCC must be notified whenever the risk management rating changes. Changes in the risk management rating or float plan should be reported as they occur. Air and water temperature for the purposes of determining proper PPE should be obtained locally from a resource such as NOAA, Weather Underground, Surfline.com, etc. to obtain an accurate local water temperature and/or weather forecast.</p>
Debriefing	<p>No mission is complete without debriefing. Debriefs are critical to identifying shortfalls in training, performance, and equipment. Mission debriefs should also cover whether or not conditions on-scene matched those covered in the pre-brief. Debriefs must also consider what training and equipment performed well and recognize members appropriately. Do not wait until weeks later to praise good performance. As needed critical deviations from the described mission assignment/plan should be reported to the OIA via the SCC.</p>