



U. S. Coast Guard Sector



Auxiliary Assistant Waterways Management Representative

Performance Qualification Standard

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Sector Training Guide

Auxiliary Assistant Waterways Management Representative Performance Qualification Standard

Qualification Code: AUX-WM

This booklet is one section of your personal on the job training (OJT) manual. It is your OJT guide to qualification as an Auxiliary Assistant Waterways Management Representative. It is your responsibility to document completed unit training items.

Verifying Officers shall be experienced and qualified personnel who have demonstrated the ability to evaluate, instruct, and observe other personnel in the performance task criteria. Verifying Officers must be certified in the competencies for which they are to verify and must be command designated. Verifying Officers must enter their title, name, and initials in the Record of Verifying Officers section before making entries in your workbook.

A Verifying Officer shall observe your successful performance of each task and document such with date and initials in the appropriate space provided in this booklet. It may be necessary to perform a task several times. The Verifying Officer will not give credit for any task that is not performed satisfactorily.

Auxiliarists do not have law enforcement authority. They cannot independently exercise COTP, OCMI, FMSC or FOSC authority and may become personally liable for actions they take outside of prescribed directives. Do not allow an Auxiliarist to be placed in a position that will compromise the limitations on the member's authority.

When you have completed all of the items required for this qualification, your COTP will issue a Letter of Designation. You must forward a copy of your Letter of Designation to your DIRAUX for entry into AUXDATA. Should any item be waived the qualification is considered local and will not be entered into AUXDATA and may not be used toward qualification for the Trident device.

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Auxiliary Assistant Waterways Management Representative

RECORD OF VERIFYING OFFICERS		
Title	Verifying Officer's Name	Initials

RECORD OF MAJOR TASKS COMPLETED		
Task Number	Major Task	Date Completed
1.0	Ports and Waterways Management	
2.0	Aids to Navigation System Administration	
3.0	Vessel Movement Information	
4.0	Limited Access Areas	
5.0	Captain of the Port Permits	
6.0	Marine Event Patrols	
7.0	Harbor Patrols	
8.0	Coast Guard Auxiliary's Role and Responsibilities	

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RECORD OF COMPLETION		
Training Prerequisites	Date	Training Coordinator's Signature
A. Completion of resident training course (<i>Optional</i>):		
1. Waterways Management Course.		
B. Completion of correspondence courses:		
1. Introduction to Marine Safety and Environmental Protection (IMSEP)		
2. ICS 100		
3. ICS 200		
4. ICS 210 <i>or</i> ICS 300		
5. IS 700		
6. IS 800		
7. Good Mate		
C. Favorable DO PSI if required by COTP/OCMI		
D. Completion of PQS Workbook.		
E. Successful completion of unit level oral board.		
F. Designation Letter submitted for approval.		

All qualification requirements have been satisfactory completed by _____.

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References

The following references will aid you in completing the tasks in this PQS.

- District/ Unit Standard Operating Procedures
- Dutton's Navigation and Piloting
- Integrated Aids to Navigation Information System (ATONIS)
- International Regulations for Prevention of Collisions at Sea (COLREGS)
- Maritime Transportation Security Act of 2002 (Public Law 107-295)
- Navigational Charts
- Ports and Waterways Safety Act (PWSA) of 1972
- The American Practical Navigator (Bowditch)
- Title 33 Code of Federal Regulations, Part 6; Part 64, Part 100, Part109; Part 125, 161, 164, 165, and Subchapter P
- U. S. Coast Guard Aids to Navigation Manual – Administration, COMDTINST M16500.7 (series)
- U. S. Coast Guard Aids to Navigation Manual – Positioning, COMDTINST M16500.1 (series)
- U. S. Coast Guard Aids to Navigation Manual – Seamanship, COMDTINST M16500.21 (series)
- U. S. Coast Guard Aids to Navigation Manual – Technical, COMDTINST M16500.3 (series)
- U.S. Coast Guard Auxiliary Air Operations Training Text, COMDTINST M16798.5 (series)
- U. S. Coast Guard Auxiliary Boat Crew Qualification Guide, Volume III: PWC Operator, COMDTINST M16794.54 (series)
- U. S. Coast Guard Auxiliary Boat Crew Training Manual, COMDTINST M16794.51 (series)
- U. S. Coast Guard Auxiliary Manual, COMDTINST M16790.1 (series)
- U. S. Coast Guard Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)
- U. S. Coast Guard Marine Safety Manual, Volume I, Administration and Management, COMDTINST M16000.6 (series)
- U. S. Coast Guard Marine Safety Manual, Volume VI, Ports and Waterways Activities, COMDTINST M16000.11 (series)
- U. S. Coast Guard Marine Safety Manual, Volume VII, Port Security, COMDTINST M16000.12 (series)
- U. S. Coast Guard Maritime Law Enforcement Manual, Chapter 10, COMDT M16247.1D (series)
- U. S. Coast Guard Navigation Center's website <http://www.navcen.uscg.gov/>
- U. S. Coast Guard Regattas and Marine Parades, COMDTINST 16751.3 (series)
- U. S. Coast Guard Regulations 1992, COMDTINST M5000.3 (series)
- U. S. Coast Guard Telecommunications Manual, COMDTINST M2000.3 (series)
- Unit's Area Contingency Plan

Revision Date: 05 August 2015

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<u>Task Number</u>	<u>AUX-WM Task</u>	<u>Date Completed</u>	<u>Verifying Officer's Initials</u>
1.0	Ports and Waterways Management		
1.1	Explain the function of the decision support system (i.e. Ports and Waterways Safety System (PAWSS), Vessel Traffic System) in managing vessel traffic.	_____	_____
1.2	Describe the Ports and Waterways Safety Assessment (PAWSA) process.	_____	_____
1.3	Using a completed PAWSA final reports for your AOR, identify existing and potential risk factors and corresponding mitigation measures.	_____	_____
1.4	Describe the ports and waterways user base for AOR.	_____	_____
1.5	Assist in Assessing proposed port construction and dredging projects' impact on a waterway.	_____	_____
1.6	Explain how the Automatic Identification System (AIS) works, and its potential uses and benefits to waterways safety.	_____	_____
1.7	Explain the mission, authority, and resources provided by a Vessel Traffic Service.	_____	_____
1.8	Stand a watch as an observer, with a qualified watchstander, in a Vessel Traffic Center (VTC), if available.	_____	_____
1.9	Discuss the requirement for weekly and/or daily ice operations reporting in your AOR if applicable.	_____	_____
1.10	Recite the location and status of Coast Guard ice operations in your AOR if applicable.	_____	_____
1.11	Identify commercial ice operations in your AOR if applicable	_____	_____

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<u>Task Number</u>	<u>AUX-WM Task</u>	<u>Date Completed</u>	<u>Verifying Officer's Initials</u>
2.0	Aids to Navigation System Administration		
2.1	Explain the Waterways Analysis and Management System (WAMS), and its systematic analysis of critical and non-critical waterways.	_____	_____
2.2	Describe how aids to navigation are positioned.	_____	_____
2.3	Discuss the cautions that must be exercised in using buoys as a sole navigation aid for positioning purposes.	_____	_____
2.4	Describe how ranges are used as aids to navigation.	_____	_____
2.5	Describe low visibility signals found on aids to navigation.	_____	_____
2.6	Explain how radar beacons (RACON) are used as aids to navigation.	_____	_____
2.7	Discuss in general terms the information found in the following publications, and how to update the information based on changes within the port(s) and waterway(s): <ul style="list-style-type: none"> • Light Lists • List of Lights (international) • Radionavigational Aids • Coast Pilot • Sailing Directions 	_____	_____
2.8	Discuss the method(s) used to determine if unit's charts/publications are up-to-date.	_____	_____
2.9	Explain what an aids to navigation discrepancy is.	_____	_____
2.10	Describe the procedures to follow when the unit receives an aids to navigation discrepancy report: <ul style="list-style-type: none"> • Identify the primary and secondary response units for ATON discrepancies using the ATON Assignment List. 		

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<u>Task Number</u>	<u>AUX-WM Task</u>	<u>Date Completed</u>	<u>Verifying Officer's Initials</u>
2.10 (Cont.)	<ul style="list-style-type: none"> • Complete a Discrepancy Response factor sheet and discuss its purpose in regards to discrepant aids to navigation. • Draft an ATON Discrepancy message. • Draft a Broadcast Notice to Mariners. 	_____	_____
2.11	Discuss what actions may be taken with regards to aids to navigation in the vicinity of a marine incident.	_____	_____
2.12	Describe the purposes and sources of the following: <ul style="list-style-type: none"> • Marine Broadcast Notice to Mariners • Weekly Notice to Mariners • Local Notice to Mariners 	_____	_____
2.13	Ride a local ATON asset or spend the day shadowing an Aids to Navigation Team (ANT) member if available.	_____	_____
3.0	Vessel Movement Information		
3.1	Explain the importance of managing vessel movement information in relation to ports and waterways safety.	_____	_____
3.2	Using the Ship Arrival Notification System (SANS) and local sources to collect vessel movement and advance notice of arrival information, assist in preparing the daily list of anticipated vessel arrivals/movements	_____	_____
3.3	Assist in entering vessel arrival/movement information in Marine Information System Law Enforcement (MISLE).	_____	_____
3.4	Describe a Captain of the Port (COTP) order and authority for issuance.	_____	_____
3.5	Draft a COTP order.	_____	_____

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3.6	Describe the means of enforcing a COTP order.	_____	_____
3.7	Explain VTS Measures and Directions and who has the authority to issue a measure or directive.	_____	_____
3.8	For anchorages in your AOR. <ul style="list-style-type: none"> • Determine arrival and departure notification requirements. • Identify specific use (i.e. lightering, draft limits, time limits). • Identify physical constraints (i.e. depth, current, bottom type). • Identify contingency planning elements (i.e. weather, dragging anchor, dredging). • Identify local special use (moorings, barge fleeting). • Review any local COTP policies regarding anchorages. 	_____	_____
3.9	Maintain a listing of vessels in anchorage areas.	_____	_____
3.10	Describe abandoned vessel operations (if applicable).	_____	_____
3.11	Describe dead ship tows and towing vessel requirements/limitations (if applicable).	_____	_____
3.12	Explain the reasons for and methods of monitoring vessels at anchor in an anchorage.	_____	_____
4.0 Limited Access Areas			
4.1	Describe the six types of Limited Access Areas (LAAs) and authority for issuance. <ul style="list-style-type: none"> • Safety Zone • Outer Continental Shelf (OCS) Safety Zone • Deepwater Port Safety Zone • Security Zone • Restricted Waterfront Area • Regulated Navigation Area 	_____	_____

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<u>Task Number</u>	<u>AUX-WM Task</u>	<u>Date Completed</u>	<u>Verifying Officer's Initials</u>
4.2	Identify the limits and terms of any limited access areas in the port.	_____	_____
4.3	Describe circumstances which might present a need for a limited access area in the port.	_____	_____
4.4	Describe the process of establishing and communicating a limited access area.	_____	_____
4.5	Describe the process of disestablishing or canceling a limited access area.	_____	_____
4.6	Describe the means of monitoring and enforcing a limited access area.	_____	_____
4.7	Describe control action for noncompliance with requirements of a limited access area.	_____	_____
4.8	Draft safety/security zone and regulated navigation area documents.	_____	_____

5.0 **Captain of the Port Permits**

- | | | | |
|-----|---|-------|-------|
| 5.1 | <p>Cite the authority for the following types of permits issued by the Captain of the Port:</p> <ul style="list-style-type: none"> • Marine Event Permit • Explosives Handling Permit • Permit to Proceed • Fireworks permit • Ocean Dumping Permit | _____ | _____ |
| 5.2 | <p>Assist in Processing a COTP permit.</p> <ul style="list-style-type: none"> • Receive permit application. • Ensure completeness of permit application. • Evaluate risk factors, safety considerations, and environmental impacts. • Review and forward permit application to division chief. • Forward the Sector's response to permit applicant. | _____ | _____ |

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<u>Task Number</u>	<u>AUX-WM Task</u>	<u>Date Completed</u>	<u>Verifying Officer's Initials</u>
5.2 (Cont.)	<ul style="list-style-type: none"> • Provide notice to commercial interests on any special local regulations developed for the permit. • Consult/notify federal, state and local agencies. • Determine the need for and implementation of any special local regulations, LAAs, and temporary aids to navigation. 	_____	_____
5.3	Assist in Distribution of information on any special local regulations, LAAs, and temporary aids to navigation to maritime community.	_____	_____
5.4	Explain the relationship between the District Commander and the COTP with respect to promulgating special local regulations or establishing temporary aids to navigation for a marine event.	_____	_____
6.0 Marine Event Patrols			
6.1	<p>Describe the planning and coordination of a marine event.</p> <ul style="list-style-type: none"> • Determine availability and appropriate mix of active duty and Auxiliary resources. • Assign Patrol Commander or Auxiliary Facility Commander. • Generate Operation Plan (OPLAN). • Generate messages. • Generate other required event documentation. • Notify all concerned parties. • Update schedules/calendars. • Track the event. 	_____	_____
7.0 Harbor Patrols			
7.1	Describe the two primary types of patrols (landside and waterborne).	_____	_____
7.2	Describe which type of patrol to use under specific port conditions based on unit and Commandant	_____	_____

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7.3	Select and conduct appropriate MOM patrol.	_____	_____
7.4	List equipment available for communications while conducting patrols.	_____	_____
7.5	Describe which communications equipment is most appropriate and available to use for the circumstances of a given patrol.	_____	_____
7.6	Demonstrate proper communications procedures while conducting a patrol.	_____	_____
7.7	Describe the occupational safety and health equipment and precautions required to conduct a patrol and demonstrate appropriate use.	_____	_____
7.8	List areas or activities of interest in the port to observe during patrols.	_____	_____
7.9	Identify high-risk vessel/facilities operations (i.e., LNG, Passenger Terminals/Vessels, and Bulk Liquid.)	_____	_____
7.10	Identify and locate high density traffic/activities.	_____	_____
7.11	Identify and locate environmentally sensitive areas in the port.	_____	_____
7.12	Determine the status of continuing situations or conditions since previous reports of port harbor conditions.	_____	_____
7.13	Verify presence of known obstructions to navigation within the port.	_____	_____
7.14	Identify the requirements for bunkering/lightering ops within the harbor.	_____	_____
7.15	Identify any barge fleeting area(s) within the port.	_____	_____
7.16	Assist in Completing MISLE entry case to document harbor patrol	_____	_____

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8.0	Coast Guard Auxiliary's Role and Responsibilities		
8.1	Describe the Coast Guard Auxiliary's capabilities, resources, and organization in the AOR.	_____	_____
8.2	Describe the Coast Guard Auxiliary's capability to assist in the following Coast Guard mission areas: <ul style="list-style-type: none"> • Marine Events • ATON • Port Safety and Maritime Domain Awareness • Vessel inspections • Facility inspections • Harbor Patrols • Overflights 	_____	_____
8.3	Describe the requirements for an Auxiliary member to offer their vessel as an operational facility and who sets the operational limitations for the facility.	_____	_____
8.4	Describe liability issues that affect an Auxiliary member (and/or facility) under orders.	_____	_____
8.5	Visit and become familiar with various types of Sector/District units in AOR	_____	_____

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U.S. Department of
Homeland Security

United States
Coast Guard



SAMPLE LETTER OF DESIGNATION

Command's Name

Street Address
City, State Zip Code
Staff Symbol:
Phone:
Email:

1601
DATE

MEMORANDUM

From: I. M. Frank, CAPT
Unit's Name

Reply to
Attn of:

To: M. O. Ore, USCG Auxiliary

Subj: DESIGNATION AS AUXILIARY ASSISTANT WATERWAYS MANAGEMENT
REPRESENTATIVE

Ref: Auxiliary Assistant Waterways Management Representative Performance Qualification
Standard Workbook

1. Congratulations! You have completed all requirements necessary to perform the duties of an Auxiliary Assistant Waterways Management Representative. You are authorized to carry out the responsibilities of an Auxiliary Assistant Waterways Management Representative within the scope of your qualifications. This is a significant milestone in your professional development and I commend your accomplishments.

2. This Letter of Designation should be retained as part of your personal Training Record and you will be assigned the Auxiliary Assistant Waterways Management Representative's Qualification Code "AUX-WM".

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