USCG AUXILIARY DISTRICT 13
AID VERIFIER'S MISSION PROCEDURE GUIDE – 2025

This guide should be sent to qualified Aids Verifiers (AV) each year. AVs should process at least one assignment PATON Verification, Bridge Inspection, or a come-upon discrepancy report every year to stay qualified. If you are not current on the latest procedures on aids to navigation verification, ask an AV-PQS to accompany you.

1. Assignments received from the FSO-NS
A) Bridge
a) Review and compare each bridge inspection packet to the most recent Light List, Local Notice to Mariners, and Coast Pilot 10, Chapter 2, 33CFR117.381 to 117.1065 (the sub-paragraph for your Drawbridge. Note: Not many Drawbridges have entries for these special regulations.)
  1) Make note of any mistakes, reported discrepancies, or special regulations
  2) If necessary (per the CFR), contact the bridge operator before to coordinate span movement
  3) Report prep time spent on form 7030 (see 1.A.b.4.b) (or in AD2 'Activity Log')
  4) Request mission approval either by boat via the Auxiliary Order Management steps in AuxData2 or approval by automobile via the current Assignment to Duty procedures.

b) Reconnoiter then Inspect Bridges during Daylight and Dark hours, contacting the bridge operator, as needed
  1) Record your observation on the Bridge Inspection sheets. Take photos as needed to document problems
  2) Report all discrepancies that affect navigation (not watching properly) to the nearest CG Sector immediately. (Sector PS: 206-217-6002,3,4; Sector CR: 503-247-4038)
  3) Email a completed copy of the bridge documents to D13 Waterways Branch Bridge D13-SMB-D13-BRIDGES@uscg.mil   and copy the FSO-NS and DSO-NS
  4) Report Mission on 7030

      a) Section 1: Unit/Individual

      b) Mission: Navigation System Mission, 32 Bridge Administration. Be sure times do not overlap with AOM times (if applicable); include prep & processing time

      c) ATON: Mark the number of bridges you saw watching properly or discrepant
  5) If by automobile report miles, expense and time driving on form 7029 Category 99B

      a) Note: In D13, reimbursement for mileage is only paid for tow vehicle on approved Auxiliary vessel missions.

B) PATONs
a) Review and compare each PATON to the most recent Light List, Notice to Mariners, and Broadcast Notice to Mariners. Match each PATON coordinate with the chart and light list. (If the charted versus the LL/ATONIS sheet positions look significantly different, get help from the DSO-NS.)
  1) Fill in supplemental info from LL onto ATONIS sheet. Confirm that the PATON characteristics conforms to International Association of Lighthouse Authorities (IALA).
  2) Look for any mistakes, or if already reported as discrepant in the LNM.
  3) Report prep time spent on form 7030 or in an 'Activity Log' (see 1.B.b.4.b)
  4) Request mission approval either by boat via the Auxiliary Order Management steps in AuxData2 or approval by automobile via the current Assignment to Duty procedures.
b) Reconnoiter then inspect PATONs during Daylight and Dark hours
  1) Record your observation on the PATON ATONIS sheet. Take photos as needed to document problems

2) Acquire GPS-WAAS positions (to the nearest tenth of a second) on all floating PATONs and fixed PATONs with mismatched coordinates. Include the GPS Estimate of Position Error (EPE) accuracy in feet. Alternatively, if in cell phone range, you can use a GPS app that supplies an Augmented Position (and its 'Fix Accuracy').

3) Report all discrepancies that affect navigation (not watching properly) to the nearest CG Sector immediately. (Sector PS: 206-217-6002,3,4; Sector CR: 503-247-4038)

4) Email a completed copy of each PATON ATONIS sheet to D13 Waterways Branch PATON   D13-SMB-D13-PATON@uscg.mil   and give a copy to the FSO-NS

5) Report Mission on 7030 (or in AD2 Activity Log - follow those entry instructions))

   a) Section 1: Unit/Individual

   b) Mission: Navigation System Mission, 31 Private. Be sure times do not overlap with AOM times (if applicable); include prep & processing time

   c) ATON: Mark the number of PATONs you saw watching properly or discrepant

   d) If by automobile report miles, expense and time driving on form 7029 approved Auxiliary vessel missions.

2) Come-upon Discrepancies While on Patrol

NOTE: Any person can report a discrepant ATON, PATON or Bridge light. They are reporting the aid as discrepant/'not watching properly'. They are not verifying (establishing its truth, condition and accuracy).

A) Prior to the Patrol. Qualified AV

1) Review and compare the Bridges and P/ATONs for your Area of Responsibility (AOR) to the most recent Local Notice to Mariners and updated (Weekly) Light List for any reported discrepancies.

2) Report time spent on form 7029 Category 99B. Note: Only use 7030 if you end up reporting a discrepancy. Your time is captured by the underway time.

B) During the Patrol

1) Record discrepancies of any NS objects on either a current year form or on an a7054.pdf. Make note of observation times involved at each object. Note: The Mission Start and End times plus that inclusive time belongs to AOM.

2) Report all aids that aren't watching properly - and that have not yet been reported - to the nearest CG Sector immediately. (Sector PS: 206-217-6002,3,4; Sector CR: 503-247-4038)

C) After the Patrol. Qualified AV

1) Report Mission on 7030 (or AD2 Activity Log). Report Bridges and PATONs or ATONs on separate 7030's (/separate Activity Logs). Note: Select times outside the boat time (if applicable), include prep and processing time.

   a) Section 1: Unit/Individual

   b) Mission: Navigation System Mission, Then either 30 Federal, 31 Private, or 32 Bridge Administration. Enter a summary observation time period.

   c) ATON: Mark the number of PATONs or bridges you saw discrepant

   d) Submit copy of report to FSO-NS to place on their EZ-Report.

   e) Member who observed is in Section 5

2) Request assistance from a qualified AV to complete/submit the needed NS forms - current year Bridge, Class I PATON form, or 7054.xls (if P/ATON other than Class I)

LINKS:

7030 & 7054: PDF Forms: https//forms.cgaux.org/email/forms1.php

   7029. E-Forms: https://forms.cgaux.org/email1.php