

**U.S. COAST GUARD  
AUXILIARY**



**WATERWAYS MANAGEMENT  
REPRESENTATIVE  
(AUX-WM)**

**PERFORMANCE QUALIFICATION  
STANDARD**

Auxiliary Waterways Management Representative  
Performance Qualification Standard

**Qualification Code: AUX-WM**

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

***NOTE: The Auxiliarist must always be working with USCG personnel when completing Tasks in this PQS. Several tasks are only available on CG servers and will need CG personnel to demonstrate tasks along with references that are only on the CG server.***

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 workbook. 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.

***NOTE: Auxiliarists do not have law enforcement authority. They cannot independently exercise Captain of the Port (COTP), Officer in Charge Marine Inspections (OCMI), Federal Maritime Security Coordinator (FMSC) or Federal On Scene Coordinator (FOOSC) authority and may become personally liable for actions they take outside of prescribed directives. The Auxiliarist should not be placed in a position that exceed the scope of their training or authorization.***

***Auxiliarists qualified as a Waterway Management Representative all duties will be done in conjunction with an Active-Duty member.***

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 M-Pro Pin.

This Performance Qualification Standard (PQS) was developed by the Auxiliary Prevention Directorate, thru the Office of Auxiliary and Boating Safety, Commandant (CG-BSX) and approved by Office of Port and Facility Compliance, Commandant (CG-FAC). Questions or Comments shall be submitted to the Office of Auxiliary and Boating Safety, Commandant (CG-BSX-12), via the Prevention Directorate, thru the requesting members COLM.

## Waterways Management Qualification

<b>Record of Verifying Officers</b>		
<b>Title</b>	<b>Name</b>	<b>Initials</b>

<b>Record of Major Accomplishments Completed</b>		
<b>Task Code</b>	<b>Accomplishment</b>	<b>Date Complete</b>
AUX-WWM-A	Marine Events	
AUX-WWM-B	Local Field Regulations	
AUX-WWM-C	Aids to Navigation (ATON)	
AUX-WWM-D	Navigable Waterways	
AUX-WWM-E	Stakeholders	
AUX-WWM-F	Operational Assets	
AUX-WWM-G	Waterways Analysis	
AUX-WWM-H	Environmental Review	

<b>RECORD OF COMPLETION</b>		
<b>Training Prerequisites</b>	<b>Date</b>	<b>Training Coordinator's Signature</b>
A. Completion of facilitated online training course (FOT) ( <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		
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.		

# Auxiliary Waterways Management

**Task:** AUX-WWM-A1 Process a Marine Event Permit Application

**Condition:** *Given a marine event permit application*

**Standard:** *In accordance with applicable policies, laws, regulations, and standards*

- References:**
- a) 33 C.F.R. §§ 1-124, Navigation and Navigable Waters
  - b) 33 C.F.R. §§ 125-199, Navigation and Navigable Waters
  - c) Permitting of Regattas and Marine Parades, COMDTINST M16751.3 (series) (slated for update AY22-AY23)
  - d) Waterways Management (WWM), COMDTINST 16001.1 (series)
  - e) Marine Safety Manual Volume VI, Ports and Waterways Activities, COMDTINST M16000.11 (series) (slated for change to WWM Manual AY22-AY23)
  - f) Marine Event Permitting CGTTP 3-71.14
  - g) Environmental Planning CGTTP 3-71.8
  - h) MISLE User Guide

Steps		Date	Initials
A1-01	Review application for completeness and accuracy, Form CG-4423.		
A1-02	Conduct administrative review.		
A1-03	Assist with conducting external and internal outreach.		
A1-04	Assist with conducting safety assessment of proposed event.		
A1-05	Review environmental assessment of proposed event conducted by qualified active-duty member.		
A1-06	Assist in issuing appropriate response (permit or letter).		
A1-07	Observe coordinating event oversight and assist in conducting event monitoring.		
A1-08	Observe documenting actions in MISLE, close the event in Homeport, and follow appropriate administrative record procedures.		

**Verifying Officer Guidance:**

*All steps in this task are directly linked to the stages in reference (d).*

*Careful consideration must be taken while conducting internal and external outreach to include all relevant organizations.*

*The steps on this task card follow the chapters in reference (d). The trainee must demonstrate well versed knowledge, judgement, and understanding of what may constitute "extra or unusual hazard" as described in chapter 4 prior to receiving credit for completing item A1-04.*

## Auxiliary Waterways Management

## Local Field Regulations Regulation Authorities

**Task:** AUX-WWM-B1 Demonstrate Proficiency in Limited Access Area(LAA) Knowledge and Application

**Condition:** Upon determining a LAA may be needed or required

**Standard:** In accordance with applicable policies, laws, regulations, and standards

- References:**
- a) 33 C.F.R. § 6, Protection and Security of Vessels, Harbors, and Waterfront Facilities
  - b) 33 C.F.R. §§ 1-124, Navigation and Navigable Waters
  - c) 33 C.F.R. §§ 125-199, Navigation and Navigable Waters
  - d) Permitting of Regattas and Marine Parades, COMDTINST M16751.3 (series)
  - e) Marine Safety Manual Volume VI, Ports and Waterways Activities, COMDTINST M16000.11 (series)
  - f) National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series)
  - g) Preparation of Field Regulations Manual, COMDTINST M16704.3 (series)
  - h) Environmental Planning CGTTP 3-71.8
  - i) Limited Access Areas and Other Access Control Measures CGTTP 3-71.1
  - j) MISLE User Guide

Steps		Date	Initials
B1-01	Identify regulatory authority and specific uses for Safety Zones.		
B1-02	Identify regulatory authority and specific uses for Security Zones.		
B1-03	Identify regulatory authority and specific uses for Restricted Waterfront Areas.		
B1-04	Identify regulatory authority and specific uses for Regulated Navigation Areas.		
B1-05	Identify regulatory authority and specific uses for Naval Vessel Protection Zones.		
B1-06	Identify regulatory authority and specific uses for Special Local Regulations.		
B1-07	Identify and define when to create, modify, or cancel a LAA.		
B1-08	Identify all established limited access areas in the AOR and discuss the specific parameters of each.		
B1-09	Define and discuss the Port and Waterways Safety Act and when it is appropriate to use this authority.		
B1-10	Define and discuss the Magnuson Act and when it is appropriate to use this authority.		
B1-11	Identify signatory authority for each LAA.		

### **Verifying Officer Guidance:**

*Establishing a LAA is one of the primary missions of the Waterways Management Division and is one of the most complex and time-consuming activities. Trainees must prove in depth knowledge, understanding, and fully grasp the impact and legality of each regulation.*

## Auxiliary Waterways Management

## Local Field Regulations Limited Access Areas

**Task:** AUX-WWM-B2 Draft a Limited Access Area Regulation

**Condition:** Upon determining establishment of a LAA is required

**Standard:** In accordance with applicable policies, laws, regulations, and standards

- References:**
- a) 33 C.F.R. §§ 125-199, Navigation and Navigable Waters
  - b) Marine Safety Manual Volume VI, Ports and Waterways Activities, COMDTINST M16000.11 (series)
  - c) Permitting of Regattas and Marine Parades, COMDTINST M16751.3 (series)
  - d) Preparation of Field Regulations Manual, COMDTINST M16704.3 (series)
  - e) The Office of Regulations and Administrative Law (CG-LRA)
  - f) National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series)
  - g) Environmental Planning CGTTP 3-71.8
  - h) Limited Access Areas and Other Access Control Measures CGTTP 3-71.1
  - i) MISLE User Guide

Steps		Date	Initials
B2-01	Determine the specific need for the LAA (create, modify, cancel).		
B2-02	Assist in conducting internal and external outreach.		
B2-03	Assist with designing LAA parameters.		
B2-04	Determine and discuss the statutory authority specific to the circumstance for establishment of this rule.		
B2-05	Define and discuss the different types of Rulemaking.		
B2-06	Assist in creating a regulation in accordance with references (f) and (g).		
B2-07	Assist in drafting a Notice of Proposed Rule Making.		
B2-08	Assist in drafting a Temporary Final Rule.		
B2-09	Assist in addressing comments in public docket.		
B2-10	Assist in drafting Final Rule.		
B2-11	Observe conducting environmental planning review in accordance with reference (h). (See Task Card H1 for requirements).		
B2-12	Assist in preparing complete package for approval and signature.		
B2-13	Observe document actions in MISLE and follow appropriate administrative record procedures.		

### **Verifying Officer Guidance:**

*Ensure the trainee is well versed and knowledgeable in the rulemaking process and has thoroughly reviewed references (e) through (h).*

*Constant communication and coordination with the servicing legal office is required.*

*Ensure the trainee has considered all relevant factors when designing the LAA parameters before drafting the rule in accordance with reference (f).*

## Auxiliary Waterways Management

## Local Field Regulations

## Anchorage

**Task:** AUX-WWM-B3 Demonstrate Proficiency of Anchorages Regulations/Laws and Draft an Anchorage Regulation

**Condition:** Upon notification or request to create, modify, or disestablish an anchorage

**Standard:** In compliance with applicable policies, laws, regulations, and standards

- References:**
- a) 33 C.F.R. §§ 1-124, Navigation and Navigable Waters
  - b) Marine Safety Manual Volume VI, Ports and Waterways Activities, COMDTINST M16000.11 (series)
  - c) Preparation of Field Regulations Manual, COMDTINST M16704.3 (series)
  - d) The Office of Regulations and Administrative Law (CG-LRA)
  - e) National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series)
  - f) Environmental Planning CGTTP 3-71.8
  - g) Anchorages CGTTP 3-71.2
  - h) Waterways Management (WWM), COMDTINST 16001.1 (series)
  - i) MISLE User Guide

Steps		Date	Initials
B3-01	Identify and discuss Federal Anchorage Statutes and Regulations.		
B3-02	Identify and discuss Special Anchorage Areas.		
B3-03	Identify and discuss Anchorage Grounds.		
B3-04	Identify all established anchorages in the AOR and discuss the parameters of each.		
B3-05	Identify and discuss the agency and POC that monitors and manages each anchorage in the AOR.		
*B3-06	Determine the need to create, modify, or disestablish an anchorage.		
B3-07	Determine statutory authority.		
B3-08	Assist with conducting external and internal outreach.		
B3-09	Assist with designing anchorages parameters.		
*B3-10	Assist with drafting an anchorage regulation in accordance with references (d) and (e). (See Task Card B2 for rulemaking requirements)		
B3-11	Observe conducting environmental planning review in accordance with reference (f). (See Task Card H1 for NEPA requirements).		
B3-12	Observe document actions in MISLE and follow appropriate administrative record procedures.		

### Verifying Officer Guidance:

*The anchorage parameters (B3-09) will depend on the reason for the rule, location, traffic, etc. Ensure the trainee has considered all relevant factors per reference (h).*

*Asterisks (\*) identify steps considered infrequent evolutions; see paragraph 9 of this PQS for direction.*



# Auxiliary Waterways Management

**ATON**  
**ATON Availability**

**Task:** **AUX-WWM-C1 Monitor Aid Availability Rates**

**Condition:** *Using the current electronic ATON database*

**Standard:** *In accordance with applicable policies, laws, regulations, and standards*

**References:**

- a) 14 U.S.C. § 2, Coast Guard Primary Duties, Aids to Navigation in Support of National Defense
- b) 33 C.F.R. §§ 1-124, Navigation and Navigable Waters
- c) Aids to Navigation Manual, Administration, COMDTINST M16500.7 (series)
- d) Integrated Aid to Navigation Information System (IATONIS) User Guide
- e) United States Aids to Navigation Information Management System (USAIMS) User Guide

Steps		Date	Initials
C1-01	Define Aid Availability.		
C1-02	Identify the primary ATON and secondary ATON in the AOR.		
C1-03	Identify the Aid Availability Categories.		
C1-04	Identify the Target Aid Availability Rates for each Category.		
C1-05	Identify Factors that Impact Unit Aid Availability Rates.		
C1-06	Review Aids to Navigation Availability Rates using Coast Guard Business Intelligence (CGBI) Cubes/Reports and data filters.		
C1-07	Review an Aid Availability Report using IATONIS and USAIMS.		

**Verifying Officer Guidance:**

*Steps C1-01 thru C1-05 shall be accomplished by visiting local ATON unit(s) to learn what factors impact availability rates.*

*The trainee shall be able to determine the percentage of aids serviced on time or past due through CGBI reports.*

# Auxiliary Waterways Management

**ATON**  
**ATON Inspection**

**Task:** AUX-WWM-C2 Monitor Aid Inspections

**Condition:** *Using the current electronic ATON database*

**Standard:** *To the satisfaction of the verifying official and in accordance with applicable guidance*

- References:**
- a) Aids to Navigation Manual, Positioning and Range Surveying, COMDTINST M16500.1 (series)
  - b) Aids to Navigation Manual, Technical, COMDTINST M16500.3 (series)
  - c) Aids to Navigation Manual, Administration, COMDTINST M16500.7 (series)
  - d) Integrated Aid to Navigation Information System (IATONIS) Style Guide
  - e) United States Aids to Navigation Information Management System (USAIMS) User Guide
  - f) MISLE User Guide

Steps		Date	Initials
C2-01	Generate a report for a Floating Aid Work Schedule for your unit(s) and review it for overdue/pending inspections.		
C2-02	Generate a report for a Fixed Aid Work Schedule for your unit(s) and review it for overdue/pending inspections.		

**Verifying Officer Guidance:**

# Auxiliary Waterways Management

ATON  
ATON Discrepancy

**Task:** AUX-WWM-C3 Monitor ATON Discrepancy Response

**Condition:** Upon notification of ATON discrepancy

**Standard:** In accordance with current policies, procedures, and processes

- References:**
- a) Aids to Navigation Manual, Administration, COMDTINST M16500.7 (series)
  - b) Aids to Navigation Manual, Seamanship, COMDTINST M16500.21 (series)
  - c) Integrated Aid to Navigation Information System (IATONIS) Style Guide
  - d) United States Aids to Navigation Information Management System (USAIMS) User Guide
  - e) Telecommunication CGTTP 6-01.2
  - f) Waterways Management (WWM), COMDTINST 16001.1 (series)
  - g) MISLE User Guide

Steps		Date	Initials
C3-01	Define an ATON discrepancy and provide a specific example of a discrepant ATON in the AOR.		
C3-02	Determine the primary and secondary servicing units in your AOR for each ATON.		
C3-03	Review and discuss Discrepancy Response Factor (DRF).		
C3-04	Use DRF to determine appropriate discrepancy response.		
C3-05	Monitor response by ATON field units.		
C3-06	Assist with facilitating CASREP of fixed aids.		
*C3-07	Review steps of notifying USACE of lost buoy mooring, buoy, or ATON wreckage in a federally maintained channel.		
C3-08	Assist with verifying location of ATON wreckage and assist with coordinating wreckage markings.		
*C3-09	Review recovery of missing/damaged ATON equipment.		
*C3-10	Review recovery of missing/lost batteries.		
C3-11	Review Local Notice to Mariners and Broadcast Notice to Mariners for accuracy.		
C3-12	Draft & route for approval appropriate discrepancy; forward to releasing authority.		
C3-13	Verify an ATON Discrepancy Correction message for accuracy.		

**Verifying Officer Guidance:**

*The trainee shall contact the appropriate USACE representatives and discuss the procedures when a buoy mooring is lost in a channel.*

*Asterisks (\*) identify steps considered infrequent evolutions; see paragraph 9 of this PQS for direction.*

# Auxiliary Waterways Management

ATON  
ATON Change

**Task:** AUX-WWM-C4 Recommend ATON System Changes to District

**Condition:** *Given a request or following an analysis*

**Standard:** *In accordance with applicable policies, laws, regulations, and standards*

**References:** a) 33 C.F.R. §§ 1-124, Navigation and Navigable Waters  
b) Aids to Navigation Manual, Administration, COMDTINST M16500.7 (series)  
c) Integrated Aid to Navigation Information System (IATONIS) Style Guide  
d) United States Aids to Navigation Information Management System (USAIMS) User Guide

Steps		Date	Initials
*C4-01	Observe receiving request or determining need for ATON system change (i.e., WAMS request, internal/external request to establish, modify, or discontinue).		
C4-02	Review proposed changes submitted by responsible entity.		
C4-03	Assist with conducting external and internal outreach.		
C4-04	Assist with formulating recommendation (agree/disagree) with reason listed to the District Waterways Office (dpw).		
C4-05	Observe consulting with the District Waterways Office (dpw) on status.		
C4-06	Observe coordinating OPORDER execution.		

**Verifying Officer Guidance:**

*Asterisks (\*) identify steps considered infrequent evolutions; see paragraph 9 of this PQS for direction.*

# Auxiliary Waterways Management

ATON  
ATON Verification

**Task:** AUX-WWM-C5 Support Investigation of Marine Casualty to Determine ATON Factors

**Condition:** Upon notification of relevant Marine Casualty, determine if ATON was a contributing factor

**Standard:** In accordance with applicable policies, laws, regulations, and standards

- References:**
- a) 46 C.F.R. §§ 1-40, Shipping
  - b) Aids to Navigation Manual, Positioning and Range Surveying, COMDTINST M16500.1 (series)
  - c) Aids to Navigation Manual, Administration, COMDTINST M16500.7 (series)
  - d) U.S. Coast Guard Boat Operations and Training (BOAT) Manual, Volume I, COMDTINST M16114.32 (series)
  - e) Coast Guard Reimbursable Standard Rates, COMDTINST 7310.1 (series)
  - f) USCG Marine Safety Manual, Volume V, Investigations and Enforcement, COMDTINST 16000.10 (series)
  - g) Waterways Management (WWM), COMDTINST 16001.1 (series)
  - h) MISLE User Guide

Steps		Date	Initials
C5-01	Define Marine Casualty and Serious Marine Incident.		
C5-02	Assist investigations with ATON verification request for Marine Casualty potentially involving ATON.		
C5-03	Assist with coordinating asset support for ATON verification.		
C5-04	Verify results of ATON verification and assist with follow-up action, if any.		
C5-05	Review results of aid verification.		
C5-06	Review an Aid Positioning Record (APR).		
C5-07	Assist with completing a "Billing Case" using AIS, documentation, and a "Time and Materials" worksheet, according to reference (e).		
C5-08	Observe documenting actions in MISLE and follow appropriate administrative record procedures.		

**Verifying Officer Guidance:**

*Trainee shall discuss the different types of casualties that have ATON considerations with qualified unit Investigating Officers.*

# Auxiliary Waterways Management

**ATON**  
**PATON**

## Task: AUX-WWM-C6 Liaise Between District and PATON Owners

**Condition:** *Given a Private Aids to Navigation (PATON) Assignment List*

**Standard:** *In accordance with applicable policies, laws, regulations, and standards*

- References:**
- a) 33 C.F.R. §§ 1-124, Navigation and Navigable Waters
  - b) Aids to Navigation Manual, Administration, COMDINST M16500.7 (series)
  - c) Auxiliary Operations Policy Manual, COMDINST M16798.3 (series)
  - d) Coast Guard Auxiliary Aids to Navigation Program, COMDTINST 16500.16 (series)

Steps		Date	Initials
C6-01	Review a completed PATON application, Form CG-2554.		
C6-02	Assist with coordinating asset support request for PATON verification.		
C6-03	Observe liaising with the District Waterways Office (dpw) PATON Office for annual PATON verification and inspection assignment list.		
C6-04	Observe assigning CG Auxiliary/ATON Unit spot check responsibility on "as directed" basis from the District Waterways Office (dpw).		
C6-05	Ensure PATON spot checks are completed as assigned.		

### Verifying Officer Guidance:

*Coordinate PATON verification inspection program with local CG Auxiliary unit.*

*For step C6-01, the trainee shall be familiar with the online PATON submission request.*

*For item C6-02, the trainee shall determine the appropriate level of support and involvement (i.e., direct the request to the correct District personnel, manage the request personally, etc.)*

## Auxiliary Waterways Management

ATON  
ATON Survey

**Task:** AUX-WWM-C7 Coordinate Execution of ATON Survey Following Event Causing Marine Transportation System Disruption

**Condition:** *Following a weather event that potentially affected the ATON system*

**Standard:** *In accordance with applicable policies, laws, regulations, and standards*

**References:**

- a) Waterways Management (WWM), COMDTINST 16001.1 (series)
- b) Marine Transportation System Recovery Planning and Operations, COMDTINST 16000.28 (series)
- c) Aids to Navigation Manual, Administration, COMDTINST M16500.7 (series)
- d) Telecommunication CGTTP 6-01.2
- e) Navigation Safety Risk Assessments CGTTP 3-71.7
- f) Area Maritime Security Plan
- g) Sector Heavy Weather Bill
- h) MISLE User Guide

Steps		Date	Initials
C7-01	Draft and discuss a Broadcast Notice to Mariners warning of potentially unreliable ATON.		
C7-02	Assist with coordinating asset support request to conduct waterways ATON survey in prioritized waterways.		
*C7-03	Discuss surveys of critical waterways.		
C7-04	Document results of survey.		
C7-05	Monitor response by ATON field units.		
C7-06	Review report requiring ATON discrepancy response.		
C7-07	Review Local Notice to Mariners and Broadcast Notice to Mariners for accuracy.		
C7-08	Assist with facilitating CASREP of fixed aids.		
C7-09	Assist with coordinating recovery of missing/damaged ATON equipment.		
C7-10	Observe documenting actions in MISLE and follow appropriate administrative record procedures.		

### Verifying Officer Guidance:

*For step C7-03, an initial assessment is conducted by air and surface assets. Subsurface assessment of channels and pier faces may be required to determine if draft restrictions are required.*

*Asterisks (\*) identify steps considered infrequent evolutions; see paragraph 9 of this PQS for direction.*

# Auxiliary Waterways Management

## Navigable Waterways

### Dead Ship Tow

**Task:** AUX-WWM-D1 Coordinate a Dead Ship Tow or Oversized Vessel Movement

**Condition:** Upon notification of intent to conduct dead ship tow or oversized vessel movement

**Standard:** In accordance with current policies, procedures, and processes

- References:**
- a) 33 C.F.R. §§ 1-124, Navigation and Navigable Waters
  - b) 33 C.F.R. §§ 125-199, Navigation and Navigable Waters
  - c) Dead Ship Movements CGTTP 3-71.4
  - d) Captain of the Port Orders CGTTP 3-71.3
  - e) Environmental Planning CGTTP 3-71.8
  - f) MISLE Users Guide

Steps		Date	Initials
*D1-01	Discuss notification of a dead ship tow or oversized vessel movement, due to infrequency.		
D1-02	Evaluate the information provided for completeness and conformity with existing port guidance.		
D1-03	Determine if evolution presents a hazardous condition.		
D1-04	Assist with consulting with external entities on potential impact.		
D1-05	Assist with consulting with internal entities for input.		
D1-06	Draft Notice to Mariners and/or Marine Safety Information Bulletin.		
D1-07	Assist in discussion to determine need for COTP order to address hazardous conditions in accordance with references (e) and (f).		
D1-08	Assist with coordination with other COTP if the movement will transit across multiple COTP zones.		
D1-09	Monitor and observe the tow or vessel movement.		
D1-10	Observe documenting actions in MISLE and follow appropriate administrative record procedures.		

**Verifying Officer Guidance:**

*Asterisks (\*) identify steps considered infrequent evolutions; see paragraph 9 of this PQS for direction.*



## Auxiliary Waterways Management

## Navigable Waterways Bridge Activity

**Task:** AUX-WWM-D2 Coordinate  
Bridge Activity

**Condition:** Upon notice of a proposed bridge activity

**Standard:** In accordance with applicable policies, laws, regulations, and standards

- References:**
- a) 33 U.S.C. § 401, Construction of Bridges
  - b) 33 U.S.C. §§ 491-535, Bridges Over Navigable Waterways
  - c) 33 C.F.R. §§ 1-124, Navigation and Navigable Waters
  - d) Bridge Administration Manual, COMDTINST M16590.5 (series)
  - e) Bridge Permit Application Guide, COMDTPUB 16591.3 (series)
  - f) MOA between the Department of the Army and the Coast Guard, Bridge Management, 1982
  - g) MOA between the Coast Guard and Federal Highway Administration, 2014
  - h) Waterways Management (WWM), COMDTINST 16001.1 (series)

Steps		Date	Initials
D2-01	Discuss the scope of responsibilities and relationship between the District Bridge Office and the operational unit.		
D2-02	Identify and discuss applicable Bridge Statutes and Regulations.		
D2-03	Identify and discuss different moveable bridge configurations and characteristics (i.e., lift, swing, bascule).		
D2-04	Identify the major bridges in the AOR and the responsible owners and agencies.		
D2-05	Discuss the responsibility to establish and maintain bridge lighting.		
D2-06	Discuss role of USCG in issuing permits to stakeholders for bridge construction, maintenance, modifications, and removal.		

### **Verifying Officer Guidance:**

*Steps D2-01 thru D2-06 shall be accomplished by visiting the District Bridge Office. If travel prohibits completing this task, a phone call may take the place of a visit.*

*Knowledge of AOR, bridge owners/operators, and stakeholders is imperative. Ensure trainee is familiar with all bridges, operating parameters, and points of contact.*

*Trainee shall discuss casualties involving bridges with qualified unit Investigating Officers.*

## Auxiliary Waterways Management

## Navigable Waterways Hazard to Navigation

**Task:** AUX-WWM-D3 Coordinate Mitigation of Hazard or Obstruction to Navigation

**Condition:** Upon notification of a hazard or obstruction to navigation

**Standard:** In compliance with applicable policies, laws, regulations, and standards

- References:**
- a) 14 U.S.C. § 86, Marking of Obstructions
  - b) 14 U.S.C. § 88, Saving of Life and Property
  - c) 33 U.S.C. §§ 409, 414, 415, Removal by Secretary of the Army of Sunken Water Craft Generally
  - d) 33 C.F.R. §§ 1-124, Navigation and Navigable Waters
  - e) Aids to Navigation Manual, Administration, COMDTINST M16500.7 (series)
  - f) MOU between USACE and USCG, the Mitigation of Obstructions to Navigation, 2012.
  - g) Abandoned Vessels, COMDTINST M16465.43 (series)
  - h) Hazards to Navigation CGTTP 3-71.5
  - i) MISLE User Guide

Steps		Date	Initials
D3-01	Assess hazard/obstruction in accordance with reference (f).		
D3-02	Determine the impact to the navigable waterway.		
D3-03	Determine appropriate method and issue Notice to Mariners.		
D3-04	Assist with liaising with internal/external stakeholders.		
D3-05	Determine if action is required.		
D3-06	Determine responsible party/agency and any actions that are required.		
D3-07	Assist with coordinating required actions to reduce or mitigate the risk which may include establishing additional ATON(s).		
D3-08	Determine if waterway closure or restriction is required.		
D3-09	Monitor progress.		
D3-10	Observe documenting actions in MISLE and follow appropriate administrative record procedures.		

**Verifying Officer Guidance:**

*Trainee shall discuss this task with the Incident Management Division to receive guidance for when there is an actual or potential oil discharge or hazmat release from the hazard or obstruction to navigation.*

# Auxiliary Waterways Management

**Task:** AUX-WWM-D4 Coordinate Commercial Vessel Lay-up Plans

**Condition:** *Given notification of intent to lay-up vessel*

**Standard:** *In accordance with applicable policies, laws, regulations, and standards*

- References:**
- a) 33 C.F.R. §§ 125-199, Navigation and Navigable Waters
  - b) Marine Safety Manual Volume VI, Ports and Waterways Activities, COMDTINST M16000.11 (series)
  - c) Dead Ship Movements CGTTP 3-71.4
  - d) Waterways Management (WWM), COMDTINST 16001.1 (series)

Steps		Date	Initials
*D4-01	Review lay-up plan.		
D4-02	Ensure the proposed lay-up location does not interfere with any existing ATON.		
D4-03	Assist with requesting a layup exam to be conducted by the Sector Inspections Division.		
D4-04	Attend and observe the layup exam.		

**Verifying Officer Guidance:**

*Asterisks (\*) identify steps considered infrequent evolutions; see paragraph 9 of this PQS for direction.*

# Auxiliary Waterways Management

## Navigable Waterways Permanently Moored Craft

**Task:** AUX-WWM-D5 Conduct Risk Assessment for Permanently Moored Craft

**Condition:** Upon notification of proposed permanently moored craft (PMC)

**Standard:** In accordance with applicable policies, laws, regulations, and standards

- References:**
- a) 33 C.F.R. § 88.13, Lights on Moored Barges
  - b) Marine Safety Manual Volume II, Material Inspection, COMDTINST M16000.7 (series)
  - c) MOA USACE/USCG 02 June 2000
  - d) Navigation Safety Risk Assessments CGTTP 3-71.7
  - e) MISLE User Guide

Steps		Date	Initials
D5-01	Define and discuss the term "vessel" versus "craft."		
*D5-02	Review notice of a proposed PMC.		
D5-03	Review the application and attachments.		
D5-04	Conduct a risk assessment in accordance with reference (d).		
D5-05	Assist with consulting with internal/external stakeholders that may be impacted.		
D5-06	Assist with coordinating with shore-side authorities that will assume jurisdiction.		
D5-07	Assist with coordinating with USACE.		
D5-08	Observe documenting actions in MISLE and follow appropriate administrative record procedures.		

**Verifying Officer Guidance:**

*Asterisks (\*) identify steps considered infrequent evolutions; see paragraph 9 of this PQS for direction.*

# Auxiliary Waterways Management

Navigable Waterways  
Captain of the Port Order

**Task:** AUX-WWM-D6 Draft a Captain of the Port (COTP) Order

**Condition:** *Given a situation requiring Coast Guard control or intervention*

**Standard:** *In accordance with applicable policies, laws, regulations, and standards*

- References:**
- a) 33 C.F.R. §§ 1-124, Navigation and Navigable Waters
  - b) 33 C.F.R. §§ 125-199, Navigation and Navigable Waters
  - c) Marine Safety Manual Volume VI, Ports and Waterways Activities, COMDTINST M16000.11 (series)
  - d) U.S. Coast Guard Maritime Law Enforcement Manual (MLEM), COMDTINST M16247.1 (series)
  - e) Captain of the Port Orders CGTTP 3-71.3
  - f) MISLE User Guide

Steps		Date	Initials
D6-01	Determine need for issuing a COTP order in accordance with reference (f).		
D6-02	Identify and discuss the required elements of every COTP order.		
D6-03	Assist with coordinating issuance with other offices.		
D6-04	Draft the COTP Order and route for signature.		
D6-05	Observe sending or serving the COTP Order to the involved party and other stakeholders (i.e., VTS, Pilots, CBP, etc.).		
D6-06	Observe obtaining verification of its receipt.		
D6-07	Monitor the situation for need to rescind or modify a COTP Order.		
D6-08	Observe documenting actions in MISLE and follow appropriate administrative record procedures.		

**Verifying Officer Guidance:**

## Auxiliary Waterways Management

## Navigable Waterways

### Heavy Weather

**Task:** AUX-WWM-D7 Coordinate Natural Disaster Port Preparations

**Condition:** *Given an actual or simulated heavy weather scenario*

**Standard:** *In accordance with applicable policies, laws, regulations, and standards*

**References:**

- a) 33 C.F.R. §§ 125-199, Navigation and Navigable Waters
- b) 40 C.F.R. §§ 100-135, Protection of Environment
- c) Atlantic Area Port Operations Hurricane Guidance, LANTAREAINST 16601.1
- d) Waterways Management (WWM), COMDTINST 16001.1 (series)

Steps		Date	Initials
D7-01	Identify Waterways Management Division responsibilities for port heavy weather planning.		
D7-02	Identify and discuss the MTSRU membership and responsibilities.		
D7-03	Identify and discuss each position on the WQSB.		
D7-04	Define and discuss each port condition and hurricane condition. Discuss the difference between the two condition types.		
*D7-05	Monitor and report storm's progress (forecast, track).		
*D7-06	Discuss implementation of port heavy weather plan.		
D7-07	Draft a Broadcast Notice to Mariners and Marine Safety Information Bulletin to change port condition and hurricane condition.		

### **Verifying Officer Guidance:**

*WWM Division personnel are often assigned responsibility to utilize the Common Assessment Reporting Tool (CART). Personnel should be familiar with and have access to CART if required in accordance with the unit WQSB.*

*Asterisks (\*) identify steps considered infrequent evolutions; see paragraph 9 of this PQS for direction.*

## Auxiliary Waterways Management

## Navigable Waterways

### USACE Permit

**Task:** AUX-WWM-D8 Evaluate US Army Corps of Engineers (USACE) Permit Applications for Standard and Non-Standard Projects

**Condition:** *Given a public notice for a proposed project regulated by the USACE*

**Standard:** *In accordance with applicable policies, laws, regulations, and standards*

**References:**

- a) MOA between USCG and USACE: The mitigation of Obstruction to Navigation, 2012
- b) MOA between the Department of the Army and the Coast Guard, Evaluation Process for Permitting, 2000
- c) USACE Section 10 Permit Review Guidance, Jan 2002
- d) Navigation Safety Risk Assessments CGTTP 3-71.7
- e) Environmental Planning CGTTP 3-71.8
- f) Waterways Management (WWM), COMDTINST 16001.1 (series)

Steps		Date	Initials
D8-01	Visit the closest USACE public projects department and discuss agency roles and responsibilities with the USACE representative.		
D8-02	Define and discuss a standard and non-standard project.		
D8-03	Identify where to acquire public notice.		
D8-04	Review the application and attachments (plans, surveys) in accordance with references (b) through (d).		
D8-05	Determine the level of risk assessment required.		
D8-06	Assist with consulting with waterways users that may be impacted.		
D8-07	Conduct risk assessment in accordance with reference (d).		
D8-08	Assist with developing COTP response to USACE.		
D8-09	Observe documenting actions in MISLE and follow appropriate administrative record procedures.		

### **Verifying Officer Guidance:**

*If travel prohibits accomplishing item D8-01, a phone call may take the place of a visit. The discussion shall include the responsibilities of each agency as well as the procedures to accomplish this task.*

*WWM Division personnel should sign up to automatically receive public notices from the USACE.*

*Trainees shall watch the USACE Permit process video at <http://www.dvidshub.net/video/148990/mitigation-regulatory>.*

# Auxiliary Waterways Management

Stakeholders  
Stakeholders

**Task:** AUX-WWM-E1 Engage with Internal and External Stakeholders

**Condition:** *With actual stakeholders in the AOR*

**Standard:** *In accordance with applicable policies, laws, regulations, and standards*

- References:**
- a) 14 U.S.C. §§ 141-148, Cooperation with other Agencies and States
  - b) 33 C.F.R. §§ 125-199, Navigation and Navigable Waters
  - c) MOA between the Department of the Army and the Coast Guard, Evaluation Process for Permitting, 2000
  - d) Waterways Management (WWM), COMDTINST 16001.1 (series)
  - e) Guidance for Coast Guard Coordination of Marine Transportation System (MTS) Improvement Efforts at the Regional and Local Level, COMDTINST 16010.9 (series)

Steps		Date	Initials
E1-01	Identify and discuss internal/external stakeholders and port partners and define their area of responsibility.		
E1-02	Identify and discuss other government agencies in the AOR and discuss opportunity for partnership.		
E1-03	Identify the local Harbor Safety Committee and review the Committee's operating procedures.		
E1-04	Attend a Harbor Safety Committee meeting.		
E1-05	Identify and discuss existing control measures and procedures established by the port.		

**Verifying Officer Guidance:**

*Cooperation and coordination with all port partners, stakeholders, and other government agencies is critical to successfully implement and enforce WWM activities and missions. Trainees shall be afforded ample opportunity to visit these entities during the qualification process in order to build relationships and become familiar with the port.*



## Auxiliary Waterways Management

**Operational Assets**  
**Asset Status**

**Task:** AUX-WWM-F1 Monitor the Status and Schedules of ATON Cutters and ANTs

**Condition:** *Using the current electronic ATON and asset database*

**Standard:** *In accordance with applicable policies, laws, regulations, and standards*

**References:**

- a) Aids to Navigation Manual, Administration, COMDTINST M16500.7 (series)
- b) U.S. Coast Guard Boat Operations and Training (BOAT) Manual, Volume I, COMDTINST M16114.32 (series)
- c) Integrated Aid to Navigation Information System (IATONIS) Style Guide
- d) United States Aids to Navigation Information Management System (USAIMS) User Guide

Steps		Date	Initials
F1-01	Identify and discuss specifications and operating parameters of all ATON units in AOR.		
F1-02	Verify accuracy/data quality of IATONIS, ALMIS, and AOPS.		
F1-03	Discuss and demonstrate knowledge of boat hours using ALMIS.		
F1-04	Discuss and demonstrate knowledge of cutter hours using AOPS.		
F1-05	Discuss, monitor, and demonstrate knowledge of crew readiness.		
F1-06	Discuss and facilitate the resolution of CASREPs.		
F1-07	Discuss the process for hardware (ATON equipment) requests.		

**Verifying Officer Guidance:**

# Auxiliary Waterways Management

## Operational Assets Asset Assessment

**Task:** AUX-WWM-F2 Monitor ATON Unit Assessments

**Condition:** *Via a local or external assessment team inspection or visit*

**Standard:** *In accordance with applicable policies, laws, regulations, and standards*

**References:** a) Aids to Navigation Manual, Administration, COMDTINST M16500.7 (series)  
b) Aids to Navigation Manual, Positioning and Range Surveying, COMDTINST M16500.1 (series)  
c) U.S. Coast Guard Boat Operations and Training (BOAT) Manual, Volume I, COMDTINST M16114.32 (series)

Steps		Date	Initials
F2-01	Explain the difference between the different assessments conducted on ATON units and discuss the assessment team requirements.		
F2-02	Discuss the role of the WWM Division for the Ready For Operations (RFO) inspection and Standardization Team (STAN) inspection.		
F2-03	Review and discuss the recent RFO and STAN inspection reports.		
F2-04	Observe and assist with facilitating a RFO or STAN inspection.		
F2-05	Identify and discuss the contents of the 6-part Aid Folders.		
F2-06	Verify accuracy of Positioning Equipment.		
F2-07	Observe and assist with an Aid Positioning evolution.		
F2-08	Review discrepancies identified in STAN and RFO inspection report. Discuss and confirm discrepancies are rectified.		

**Verifying Officer Guidance:**

*Trainee shall attend the in-brief and out-brief **at a minimum** to meet the requirements of item F2-04, however it is highly recommended that the trainee observe the entire inspection.*

## Auxiliary Waterways Management

## Waterways Analysis

### Waterways Analysis and Management System

**Task:** AUX-WWM-G1 Complete a Waterways Analysis and Management System (WAMS) Study

**Condition:** Given a waterway requiring a WAMS

**Standard:** In accordance with current policies, procedures, and processes

**References:**

- a) Aids to Navigation Manual, Administration, COMDTINST M16500.7 (series)
- b) Federal Aid to Navigation Operation Request, Form CG-3213
- c) WAMS Completion Guide Job Aid
- d) Navigation Safety Risk Assessments CGTTP 3-71.7
- e) Integrated Aids to Navigation Information System (IATONIS)
- f) United States Aids to Navigation Information Management System (USAIMS)
- g) U.S. Coast Guard Light List
- h) MISLE User Guide

Steps		Date	Initials
G1-01	Define and discuss the purpose and requirements for a WAMS.		
G1-02	Identify and discuss each waterway requiring a WAMS in the AOR; identify current WAMS and when next WAMS is required.		
G1-03	Identify internal and external waterways users.		
*G1-04	Discuss appropriate method and issue Local Notice to Mariners (public notice) announcing WAMS project.		
G1-05	Identify referential data sources (i.e., charts, Coast Pilot, Fleet Guides, current WAMS, etc.).		
G1-06	Review the waterways characteristics that affect the MTS efficiency.		
G1-07	Review ATON system (IATONIS, USAIMS, Light List, Coast Pilot).		
G1-08	Assist with collecting data (i.e., mishap history, AIS track history, previous comments collected, bridge permit navigation impact records, PAWSA reports, etc.).		
G1-09	Observe workshops and public meetings with waterways users in attendance.		
G1-10	Analyze data and comments received.		
G1-11	Assist with formulating recommendations.		
G1-12	Review the drafted WAMS report and observe the command approval and signature process.		
G1-13	Observe submitting the WAMS report to the District Waterways Office (dpw).		

#### **Verifying Officer Guidance:**

*Asterisks (\*) identify steps considered infrequent evolutions; see paragraph 9 of this PQS for direction.*

## Auxiliary Waterways Management

## Waterways Analysis Ports and Waterways Safety Assessment

**Task:** AUX-WWM-G2 Review and/or Participate in a Ports and Waterways Safety Assessment (PAWSA)

**Condition:** *Given a scheduled PAWSA workshop*

**Standard:** *In accordance with current policies, procedures, and processes*

**References:**

- a) 33 U.S.C. §§ 1221 et seq., Ports and Waterways Safety Act (PWSA)
- b) Ports and Waterways Safety Assessment Guide
- c) USCG Navigation Center (NAVCEN) website: <http://www.navcen.uscg.gov/>.
- d) PAWSA for AOR
- e) Navigation Safety Risk Assessments CGTTP 3-71.7
- f) MISLE User Guide

Steps		Date	Initials
G2-01	Define and discuss PAWSA and describe the PAWSA process.		
G2-02	Review PAWSA report for you AOR. All PAWSA reports are located and maintained on the NAVCEN website.		
*G2-03	Determine the need for a PAWSA.		
G2-04	Describe the port and waterway user base for AOR.		
G2-05	Identify and evaluate expertise of PAWSA team.		
G2-06	Identify existing and potential risk factors in waterway.		
G2-07	Identify and assess existing risk mitigations.		
G2-08	Identify and assess potential risk mitigations.		
G2-09	Describe Risk Model process.		
G2-10	Identify and review input for aggregate risk measuring scales.		

### **Verifying Officer Guidance:**

*Trainees shall utilize the PAWSA Guide located on the NAVCEN website as well as recent reports from other ports in the United States.*

*Asterisks (\*) identify steps considered infrequent evolutions; see paragraph 9 of this PQS for direction.*

## Auxiliary Waterways Management

## Waterways Analysis Waterways Suitability Assessment

**Task:** AUX-WWM-G3 Review a Waterways Suitability Assessment (WSA)

**Condition:** Given a WSA and Letter of Intent (LOI) for a proposed project

**Standard:** In compliance with applicable policies, laws, regulations, and standards

- References:**
- a) 33 C.F.R. §§ 125-199, Navigation and Navigable Waters
  - b) Guidance Related to Waterfront Liquefied Natural Gas (LNG) Facilities, NVIC 01-2011
  - c) Navigation Safety Risk Assessments CGTTP 3-71.7
  - d) CG-OES Policy Letter 01-15: Guidelines for Liquefied Natural Gas Fuel Transfer Operations and Training of Personnel on Vessels Using LNG as Fuel
  - e) CG-OES Policy Letter 02-15: Guidance Related to Vessels and Waterfront Facilities Conducting Liquefied Gas (LNG) Marine Fuel Transfer Operations
  - f) Navigational Charts
  - g) MISLE User Guide

Steps		Date	Initials
G3-01	Identify and discuss the Federal Energy Regulatory Commission (FERC) permit process.		
G3-02	Identify and discuss the other CG programs that will participate in the WSA process.		
*G3-03	Assist with reviewing a Letter of Intent (LOI).		
G3-04	Assist with reviewing Preliminary WSA for completeness.		
G3-05	Determine if additional information is required.		
G3-06	Identify risks and potential impact to the marine transportation system.		
G3-07	Identify committees and stakeholders to assist in the review and validation of the WSA.		
G3-08	Identify factors that should be considered in the validation of the WSA.		
G3-09	Determine if WSA is sufficient.		
G3-10	Determine all agencies having jurisdiction for siting, construction, and operation.		
G3-11	Discuss the required elements of a Letter of Recommendation (LOR) and draft a LOR.		
*G3-12	Discuss routing of final copy of LOR through appropriate District and Area staff for approval.		
G3-13	Discuss procedures for reconsideration of the LOR.		

**Verifying Officer Guidance:**

*Asterisks (\*) identify steps considered infrequent evolutions; see paragraph 9 of this PQS for direction.*

# Auxiliary Waterways Management

## Waterways Analysis Port Access Route Study

**Task:** AUX-WWM-G4 Review and/or Participate in a Port Access Route Study (PARS)

**Condition:** Upon determining a PARS is necessary

**Standard:** In accordance with applicable policies, laws, regulations, and standards

**References:** a) 33 C.F.R. §§ 1-124, Navigation and Navigable Waters  
b) Port-Access Route Studies  
c) International Maritime Organization's (IMO's) publication "Ships' Routeing"

Steps		Date	Initials
G4-01	Define and discuss a PARS and the requirements for this study.		
G4-02	Define and discuss when a PARS review is necessary.		
*G4-03	Determine the need for a PARS.		
G4-04	Define and discuss in detail the terms Traffic Separation Scheme, Vessel Routing System, Separation Zone, Precautionary Area, and Areas to Be Avoided.		
G4-05	Identify other government agencies (OGA) involved in PARS.		
G4-06	Identify internal/external stakeholders involved.		
G4-07	Describe and discuss modifications from the PARS.		
G4-08	Discuss federal rulemaking process (See Task Card B3 for rulemaking requirements).		
G4-09	Determine further actions, if any.		

### Verifying Officer Guidance:

*Asterisks (\*) identify steps considered infrequent evolutions; see paragraph 9 of this PQS for direction.*

## Auxiliary Waterways Management

## Environmental Review National Environmental Policy Act Review

**Task:** AUX-WWM-H1 Observe an Environmental Planning Review

**Condition:** *Upon determining an environmental review is necessary*

**Standard:** *In accordance with applicable policies, laws, regulations, and standards*

**References:** a) 42 U.S.C. §§ 4321-4370f, National Environmental Policy Act (NEPA)  
b) 40 C.F.R. 1500 et seq., Council on Environmental Quality (CEQ)  
c) National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series)  
d) Environmental Planning CGTTP 3-71.8

Steps		Date	Initials
H1-01	Define and discuss environmental planning laws to include but not limited to: NEPA, ESA, MBTA, NHPA, MMPA, MSFCMA, etc.		
H1-02	Identify and discuss environmental concerns and the Environmentally Sensitive Areas in the AOR and discuss the potential risks.		
H1-03	Identify WWM activities (Federal Action) that may require environmental planning and compliance review.		
H1-04	Visit the servicing environmental reviewer at the District CEU/SILC and discuss scope of roles and responsibilities.		
H1-05	Observe process of identifying and consulting of other government agencies and stakeholders during the scoping and environmental planning process.		
H1-06	Determine level of environmental evaluation and analysis required.		
H1-07	Assist with the completion of an environmental checklist in accordance with references (a) and (b).		
H1-08	Assist in routing of all required NEPA documentation (Checklist, CATEX, EA, etc.) for review and approval to the Environmental Reviewer and Responsible Official.		
H1-09	Monitor event/action for environmental impact.		
H1-10	Observe documenting actions in MISLE and follow appropriate administrative record procedures.		

### **Verifying Officer Guidance:**

*Trainee shall identify and contact all relevant environmental agencies and stakeholders and determine a point of contact they will work with during the environmental review process in order to complete item H1-04.*

*If travel prohibits trainee from completing item H1-05, a phone call may take the place of a visit. The discussion should include the scope of responsibilities for both CEU/SILC and the trainee's office regarding NEPA and environmental planning review.*

## Sample Letter of Designation

U.S. Department of  
Homeland Security

United States  
Coast Guard



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 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 Waterways Management Representative. You are authorized to carry out the responsibilities of an Auxiliary 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 Waterways Management Representative's Qualification Code "AUX-WM." All duties performed as an Auxiliary Waterways Management Representative will be done in conjunction with an Active-Duty member.