

UNITED STATES COAST GUARD
FIFTH DISTRICT – NORTHERN REGION
AUXILIARY POLICY MANUAL

ATON, PATON AND CHART UPDATING PROGRAM



DEPARTMENT OF
HOMELAND SECURITY

**United States
Coast Guard
Auxiliary**



U.S. Department of
Homeland Security

United States
Coast Guard

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MMS-PR-AUX (D5NR 16791)-A-CHAPTER 07-(03)
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FIFTH DISTRICT INSTRUCTION MMS-PR-AUX (D5NR 16791)-A-CHAPTER 07-(03)

Subj: FIFTH DISTRICT NORTHERN REGION (D5NR) AUXILIARY POLICY MANUAL –
ATON, PATON AND CHART UPDATING PROGRAM

Ref: (a) Coast Guard Fifth District Northern Region Auxiliary Policy Manual, MMS-PR-AUX (D5NR 16791)-A-(series)
(b) Coast Guard Auxiliary Manual, COMDTINST M16790.1 (series)
(c) Coast Guard Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)
(d) Auxiliary Boat Crew Training Manual, COMDTINST M16794.51 (series)

1. PURPOSE. This manual outlines policies and procedures for the Coast Guard Auxiliary within Fifth District Northern Region (D5NR) per reference (a). The Auxiliary D5NR is comprised of Auxiliary units and the District Auxiliary staff in the state of Delaware, in areas of Pennsylvania and New Jersey that are within the Coast Guard Sector Delaware Bay area of responsibility. This manual supplements national level guidance provided by reference (b) and (c).
2. ACTION. Commanders, Commanding Officers, Officers in Charge, Director of Auxiliary and Auxiliarists within D5NR shall comply with the provisions of this instruction.
3. DIRECTIVES AFFECTED. The previous edition of the D5NR Policy Manual, MMS-PR-AUX (D5NR 16791)-A-CHAPTER 07-(03) is cancelled.
4. DISCUSSION. This manual has been revised due to recent changes in Coast Guard and Coast Guard Auxiliary. The D5NR Policy Manual (POLMAN) addresses policies and programs locally. It should be reviewed by regional Auxiliary leadership and referred to frequently for clarification and guidance, particularly in the support and execution of references (b) thru (d).
5. CHANGES. Recommendations for changes to this instruction are encouraged and forwarded to the Director of Auxiliary via the chain of leadership and management. A list of recent changes are included.
6. PROCEDURES. Official distribution of this manual will be via electronic copy to the Auxiliary Executive Committee (EXCOM) and e-mailed for distribution. An electronic version will be located at: <https://5nr.org/diraux-guidelines-policies-and-manuals/>

7. PRIVACY COMPLIANCE. When completed, the numerous forms identified or referred to in this instruction contain Personally Identifiable Information (PII). The Privacy Act of 1974, 5 U.S.C. 522a, mandates that agencies establish administrative, technical, and physical safeguards to ensure the integrity of records maintained on individuals. The Privacy Act also requires the protection against any anticipated threats which could result in substantial harm, embarrassment, or compromise to an individual. In order to maintain the public's trust and prevent privacy breaches, the Coast Guard has a duty to safeguard all types of PII in its possession. Unintended disclosure or compromise of an individual's PII constitutes a Privacy Incident and must be reported in accordance with COMDTINST 5260.5 (series), Privacy Incident Response, Notification, and Reporting Procedures for Personally Identifiable Information.
8. RESPONSIBILITY. Commander, Fifth Coast Guard District, Director of Auxiliary (dpa-n), is responsible for the content and upkeep of this instruction. Questions or concerns about this material contained in manual should be emailed to Director of Auxiliary (D5NR) at D05-SMB-NRDIRAUX@USCG.MIL.
9. DISCLAIMER. This instruction is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational direction for Coast Guard personnel and is not intended nor does it impose legally-binding requirements on any party outside the Coast Guard.
10. RECORDS MANAGEMENT CONSIDERATIONS. All data and documents created for Coast Guard use and delivered to, or falling under the legal control of the Coast Guard are Federal records. Ensure that all records created as a result of processes described in this directive are maintained and disposed of in accordance with the Coast Guard Information and Life Cycle Management Manual, COMDTINST M5212.12 (series).
11. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. This directive will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from general policies in this Manual must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), Council on Environmental Policy NEPA regulations at 40 CFR Parts 1500-1508, DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates.
12. FORMS AVAILABILITY. All forms required by this instruction may be ordered from the Auxiliary National Supply Center.

Victoria L Taylor-Davies, LCDR

V.L.TAYLOR-DAVIES
Lieutenant Commander, U.S. Coast Guard
Fifth Coast Guard District Northern Region
Director of Auxiliary

23 July 2021

Significant changes to the D5NR Policy Manual made in this revision:

Chapter 7 – Aids to Navigation (ATON), Private Aids to Navigation (PATON), and Chart Updating Program (Chapter 7)

1. Updated per MMS-PR-AUX(D5NR 16791)-A-03
2. Updated Director of Auxiliary (DIRAUX) phone and email

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CHAPTER 7

ATON, PATON AND CHART UPDATING PROGRAM

A. Background.

1. D5NR has two distinctive areas of responsibility (AOR) when dealing with Private Aids to Navigation (PATON) verification.
 - a. East and Central Areas: encompass federally designated navigable waterways including, but not limited to, the Delaware River and Bay, Schuylkill River, Intracoastal Waterway, offshore waters off New Jersey and Delaware, and several rivers and creeks in Pennsylvania, New Jersey and Delaware. PATONS, within these areas, are owned by their respective States or various private entities operating on those waters. These PATONS fall under the purview of the CG-Aid to Navigation Team (ANT), and are listed on the ANT Aid list.
 - b. Western Area: deals primarily with waters that are entirely within the boundaries of the State of Pennsylvania. Aids located in these waters are owned by the State or private entities.
2. PATONS are classified into three classes, each with specific verification schedules.
 - a. Class I: Aids to navigation on marine structures or other works, which the owners are legally, obligated to establish, maintain, and operate as prescribed by the CG. Class I aids are verifiable annually.
 - b. Class II: Aids to navigation, exclusive of Class I, located in waters used by general navigation. Class II aids are verifiable every three years.
 - c. Class III: Aids to navigation, exclusive of Class I and II, located in waters not ordinarily used by general navigation. Class III aids are verifiable every five years.

B. Orders and Assignment to Duty.

1. Auxiliarist performing PATON missions must be issued written orders, or at least, be placed by name on the unit's work schedule. As per Reference (b), Sec. 5-55.J.7, personal vehicles used on ATON missions must be placed under orders also. The vehicle must be properly maintained, registered, and inspected. The vehicle's make, model, color, type, year, and plate's number must be entered or attached to the order request. Picture of the vehicle must be included on the orders request.
2. Orders for PATON missions must be requested through the AUXDATA II system.

C. Aids Verifier (AV) Program. On federal navigable waters, Private Aids to Navigation (PATON) verification is an important mission of the Coast Guard Auxiliary. In order to participate in the aid verification program a member must be a qualified Aid Verifier (AV). This qualification is not required for participation in reporting discrepancies for any Federal Aid to Navigation (ATON) or PATON nor is it required for participation in the chart updating program. The positions of District Staff Officer – Navigation System (DSO-NS) and the Assistant District Staff Officer – Navigation Systems (ADSO-NS) for our three areas of East, Central, and West will be held by qualified AV Performance Qualification Standard (PQS) members.

1. Initial Qualification. Candidates interested in the AV qualification must submit a written request to the DSO-NS through their chain of leadership and management (COLM). The AV candidate must:
 - a. Complete all items in the AV-PQS,
 - b. Be completely familiar with this Manual, and
 - c. Have the required uniform (s).

Each candidate will be assigned a qualified AV to guide them through the qualification process, including the sign off of the required PQS. The AV PQS can be downloaded from the National Prevention Department's website: <http://pdept.cgaux.org/nsForms.html>. Once the candidate has successfully completed all the qualification's requirements, the completed PQS and supporting paper work should be submitted to the DSO-NS via the SO-NS and ADSO-NS.

2. Maintaining AV Certification. To maintain AV certification, members must annually complete one Aid Verification, Bridge Inspection, Chart Update or Discrepancy Report or any other assignment issued by the DSO-NS or his or her representative. All AVs must also attend any required ATON/PATON workshops to maintain their qualification.
3. Regaining AV Certification. A member, in Required Yearly Not Met (REYR) status, may regain certification by conducting one aid verification under the supervision of a qualified AV and, completing any required District specific ATON/PATON workshops. Members in REYR longer than five years must start the qualification process anew.
4. What must be verified: PATON verification includes the following characteristics:
 - a. Location: according to the Coast Guard Positioning School, it is sufficient to put the facilities' GPS next to the PATON and note the coordinates. No offset calculations are necessary. Care must be taken to avoid a collision with the Aid.
 - b. Proper Aid color.

- c. Proper shape.
- d. Proper light color.
- e. Proper flash characteristic.
- f. Aid's condition, i.e.: damaged, leaning, submerge, etc.

Note: Pictures of the verified aids must be submitted whenever requested by the DSO-NS or ADSO-NS.

5. PATON Verification Methods: Three approved ways to verify a PATON within D5NR:

- a. Maritime Observation Mission (MOM) Patrol: The vast majority of the D5NR PATON are on waterways routinely patrolled by Auxiliary MOM Patrols. Whenever possible, the NS's and Operations' staff should work together to incorporate ATON verification during MOM patrols.
- b. Dedicated PATON patrol: On areas or waterways, not routinely patrolled by the Auxiliary, the NS and Ops staff should schedule a dedicated PATON verification mission. Only authorized facilities shall be used. PATON patrols should be a minimum of four hours in duration.
- c. Land verification: Land verification is permitted, as long as the PATON is visible or can be safely accessed from land. All characteristics must be verifiable; otherwise, this method is not acceptable. In addition, the following conditions must be met:
 - 1. Auxiliary access, through private property, must follow District policy.
 - 2. PPE must be worn whenever the AV is within five feet of the water.
 - 3. Adherence to TCT principles must be follow.
 - 4. For personal vehicles usage, refer to Section A.1 of this instruction.
 - 5. TCO support is required.

6. Pre-Mission Requirements.

- a. The DSO-NS or ADSO-NS may assign the local AV any PATONs in need of verification; or the AV may verify PATONs, within their assigned areas, based on the Aid classification requirements.
- b. The DSO-NS shall ensure the AV has access to the following items for PATON verifications:

1. Large-scale chart of the patrol area (or copy of chart covering the area where the PATON's are located).
2. Light list or pages from light list for the assigned area.
3. The ability to take pictures.
4. Private Aid Information Document (PID) and the Private Aid Verification Form for all PATONs to be verified on that patrol.

7. After-Action Requirements.

- a. The AV should return any items provided for the verification.
- b. Patrols on U.S. Navigable Waters: The verification report, including pictures, shall be submitted to CCGD5 (dpw) and the appropriate ANT via the NS district staff. There are two versions of the Form-7054: D5-7054 (Blue) and ANSC NS-7054 (Yellow). The NS-7054 (Yellow) is not used in D5NR.

The AV may submit multiple verifications on one D5-7054, but only one discrepancy per form. ATON verifications should be reported within 14 days, and discrepancies within 48 hours. The forms should be distributed or emailed as follows:

1. CCGD5 (dpw) at CGD5Waterways@uscg.mil
2. D5 North Waterways Department at D05-smb-secdelbay-wwm@uscg.mil
3. The responsible ANT - Philadelphia or Cape May.

8. Discrepancy Reporting. Any auxiliary member may report ATON discrepancies. A discrepancy is a change in the status of an aid to navigation that differs from what is published or charted.

- a. Non-critical reporting: follow the procedure listed on Section 7 (After Action Requirements).
- b. Critical reporting: shall be reported, immediately, to the nearest CG unit or State (Western Region only) by the most expedient mean, and followed up with the appropriate forms listed on Section 7 (After Action Requirements).

Note: Auxiliarists are permitted to inform the PATON owner of the discrepancies found, but are prohibited, by law, from discussing any related Law Enforcement (LE) issues. Any LE questions should be referred to the nearest CG unit or Sector's Public Information Officer.

9. Application for PATON. Form CG-2554 is used to establish a PATON. A qualified AV may issue this form to a prospective PATON owner, provide any assistance required to complete the form, and forward the completed form to the DSO-NS. The DSO-NS shall review the form for accuracy, and forward it to the appropriate ANT. The ANT will, then, forward the application to D5 (dpw).

- D. Chart Updating Program. Any auxiliary member may participate in the Chart Updating Program, which consists of reporting landmarks and/or topography changes. In addition, members are permitted to report changes to the National Oceanic and Atmospheric Administration (NOAA). On 2018, NOAA instituted a web based reporting system named "Assist." Instructions for reporting chart updates, to NOAA, can be found at the Auxiliary website: <http://wow.uscgaux.info/content.php?unit=P-DEPT&category=ns-forms-and-manuals>, under "Other Documents of Interest."

Chart updating may be conducted using any of the methods covered under item Section 5 (PATON Verification Methods) of this manual. The Chart Updating Program also includes the following reporting:

1. Small Craft Facility Updating. This consists of reporting new, updated or no longer existing marina information so the chart jacket can be corrected.
2. Coast Pilot Corrections. This consists of providing data and information to permit updating of the Coast Pilots publications.
3. Reporting. All forms must be submitted/emailed to CGD5Waterways@uscg.mil, the CCGD5 (dpw) staff and Carbon Copy (CC) District Five North Waterways Department at D05-SMB-SECDelBay-WWM@uscg.mil, in addition, cc'ing the ANT whose Area of Responsibility (AOR) this is in.

- E. Navigation Systems (NS) Program. Any Auxiliarist may participate in the maintenance, troubleshooting, and repair of Federal ATON by working with the ANTs or buoy tenders. To attain the NS qualification, the Auxiliarist must attend a Minor Aids to Navigation "C" School, and complete the required number of hours or prescribed on-the-job training. Upon completion, the member will receive the Coast Guard "NS" designation with authorization to service Federal ATONs.

- F. Mission Hour Reporting. AV hours are reported as follows:

1. Form 7029: Time spent traveling from home to and from the auxiliary facility.
2. Form 7030: Report NS activity to AUXDATA II (verification and discrepancies).
3. Actual Mission Time: Time spent in the actual mission will be reported, by the coxswain, when completing the orders in AUXDATA II. Time spent on a land mission will be reported, in AUXDATA II, by the AV or whomever requested the orders.

Note: Auxiliarists, who **encounter** a discrepant ATON while on a leisure or personal outing, may report the discrepancy(s). The member may, then, take the credit for the time spent noting such discrepancy and filling out the required forms. The key words here are “encounter and discrepancy(s).” Verifications, however, can only be conducted under the condition delineated on Section 5 (PATON Verification Methods).

- G. Coast Guard (CG) Point of Contact. The two ANT, within D5NR, are located in Cape May and Philadelphia. Members interested in assisting the ANTs are encouraged to contact the Officer in Charge of the Teams to offer their assistance, and receive local training from these experts.

Cape May ANT

Officer in Charge
USCG Aids to Navigation Team
1 Munro Avenue
Cape May, NJ 08204
Ph: (609) 898-6987

Philadelphia ANT

Officer in Charge
USCG Aids to Navigation Team
One Washington Ave.,
Philadelphia, PA 19147
Ph: (215) 271-4847