

SECTION XII - ATON-CU REPORTS AND PUBLICATIONS

INTRODUCTION:

A primary responsibility of the Auxiliary in the conduct of the ATON/CU Program, is the REPORTING OF FINDINGS. As in most of the other activities in which the Auxiliary participates, there are certain reports that are required for informational and statistical purposes. As such, Auxiliary members who are involved in ATON/CU Program activities must be familiar with the WHAT, WHEN, WHERE and HOW of REPORTING FINDINGS. It should be noted that, the Mission Hour Report is not included in this Section. Upon the completion of the expansion of AUXMIS, a new related Mission Hour Report will be used to input ATON/CU activity.

OBJECTIVE:

1. To acquire a general knowledge of the types, characteristics and purposes of the required forms for reporting ATON/CU PROGRAM FINDINGS, and other associated ATON/CU forms.
2. To become familiar with the procedures used in the completion of ATON/CU REPORTS.
3. To become familiar with the distribution of ATON/CU REPORTS.

INFORMATION:

There are two principal forms for reporting the resulting findings from ATON/CU Program activities. These two forms are the CG-5474, "Aids To Navigation Report" [or, as applicable, the District (oan) "ATONIS" aids database form] for reporting aids to navigation associated data, and the NOAA 77-5, "USCG AUX - NOS Cooperative Chart Updating Program" for reporting chart and related publication updating associated data.

The CG 5474 form [or the District (oan) "ATONIS" aids database form] provides information to the respective Coast Guard District (oan) with regard to "DISCREPANCIES" on ATONs and PATONs, "CHECKED" ATONs, and the "VERIFICATION" of PATONs. The information submitted on a CG-5474 discrepancy/verification report should be concise, definitive and accurate, as it provides an audit trail for corrective actions. This is of primary importance when a discrepancy is being reported for an aid which is "**not watching properly.**" Moreover, such documentation may assist in the event any litigation occurs where a "CHECKED"/"VERIFIED" aid is involved. Once a discrepancy on an aid to navigation has been reported via Radio, Telephone or Mail and followed-up with a distributed CG-5474 and/Notices to Mariners by the Coast Guard via Broadcast or published in the USCG District Local Notice to Mariners or DMAHTC Weekly Notice to Mariners, no further reporting is

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necessary. Refer to Sections II, III, IV, V and XIV.

The NOAA 77-5 form provides information to NOS for the possible modification of charts and other nautical/aeronautical publications. The information submitted as part of a NOAA 77-5 updating report should be concise, definitive and accurate, as it may involve permanent changes to a particular chart or publication. It is important to note that, erroneous data submitted on a NOAA 77-5 and subsequently published in nautical/aeronautical documents could result in catastrophic occurrences. An important element in submitting the NOAA 77-5 is to include the method used in determining the item that is being reported, and, as appropriate, chart sections, drawings, and photographs (all with LAT/LON designations). This type of data contributes towards the possibility of the update being accepted as a change to a publication, and may result in additional reporting credits for the Auxiliary member and unit. Independently developed and submitted updating reports, by different Auxiliary members, concerning the same item are permissible. Such independent redundant reporting provides additional input to NOS for a determination of the validity of the update. Refer to Sections VI, IX, X and XI.

All acceptable NOAA 77-5 reports received from Auxiliary members are awarded credit units which are reported in AUXMIS on a monthly basis and counted towards National awards in the following manner:

PERSON..... With the greatest number of CU items submitted (NOAA 77-5)

PERSON..... With the greatest number of reporting credits (NOAA 77-5)

FLOTILLA With the most members submitting NOAA 77-5 reports

DISTRICT With the most members submitting NOAA 77-5 reports

DISTRICT With the greatest number of reporting credits (NOAA 77-5)

All CG-5474 and NOAA 77-5 reports must be submitted to the respective addressees via the AN Staff Officer chain, i.e., FSO-AN, SO-AN, DSO-AN. Reports that are illegible, duplicates of other reports or those that are NOT submitted through the DSO-AN, will not receive credits toward awards. Both CG-5474 (Stock No.7054) and NOAA 77-5 (Stock No. 7037) forms may be requisitioned by the FSO-MA from regular material sources at ANSC.

Until AUXMIS is expanded, the DSO-ANs will be required to maintain a District manual tally of AN activity - awarding one point for each ATON or PATON discrepancy reported, each PATON verification reported, and specific USCG requested "CHECKED" ATONs reported. At the end of the reporting year, November 30, each DSO-AN will advise the DVC-ON of the their District's "highest" reporting individual, Flotilla and Division. From this tally data, the DVC-ON will prepare awards for each category for each District and forward to the District Commodore for presentation. Additionally, the DVC-ON will submit the "top" award for each category for presentation at the National Conference.

Other publications normally referred to in ATON/CU Program activities along with the

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obtaining source follow:

ATON/CU MANUAL (NOS/CGS)	Requisitioned by FSO-MA from ANSC.
CHART No.1	Procure locally from chart distributors.
NAUTICAL CHARTS	Requested by each Flotilla that agrees to submit ATON/CU reports. Submit requests for only large scale (1:40,000 or larger) via FSO-AN, SO-AN, DSO-AN to BC-ONC. Order period: January 1 to May 1 (approximately eight week turn-around time)
AERONAUTICAL CHARTS	For Flotillas which have assigned operational aircraft - same requisition procedure as for nautical charts.
COAST PILOT	For Flotillas that agree to update the Coast Pilot. FSO-AN, SO-AN or DSO-AN, reproduce the applicable pages.
COAST PILOT MANUAL	Issued on request by DVC-ON as available.
LIGHT LISTS	Limited supply provided to DSO-AN by DVC-ON. FSO-AN, SO-AN or DSO-AN, reproduce the applicable pages.
TIDE TABLES	Not an issue item.

The following forms are also available from DVC-ON through the DSO-AN (subject to change or cancellation).

DVC-ON	101-77	Transmittal Notice of Reports
DVC-ON	101-84	ATON Shirt Pocket Guide
DVC-ON	102-77	ATON/CU Report for AN Staff Officers
DVC-ON	103-77	Monthly Activity Report
DVC-ON	107-77	ATON Check-Off List

NOTE: Computerized local versions are authorized containing the same format and information.