

## CHAPTER 3

## Administrative Instructions

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**3-1 DISTRICT OFFICE****3-1-1 General—**

A. The following paragraphs and sections contain instructions pertinent to the administration of the aids to navigation system by the District Commander as delegated to the Chief, Aids to Navigation Section, and his assistants under the direction and supervision of the Chief Operations Division. The instructions overlap the subjects of organization, operation, and maintenance to some extent; however, they are grouped together here for the purpose of convenience.

B. *Operation and maintenance of aids.*—The efficient operation and maintenance of aids to navigation being one of the primary duties of the Coast Guard, District Commanders shall see that all resources of the districts are utilized to this end in the most effective manner.

C. *Restoration of damaged aids.*—In case of casualty to any aid the District Commander shall take prompt measures for the restoration of the aid to service conditions.

D. *Repairs by crew.*—All painting and application of washes for structures at light stations and minor repairs and improvements required in the ordinary preservation and maintenance of buildings and stations shall be done, so far as practicable, by the personnel of the stations under the direction of the District Commander or of the immediate commanding officer; but, in the case of extensive repairs or when from any cause it is considered by the District Commander impracticable for the men to do the work required, necessary assistance may be given.

E. *Care of aids.*—District Commanders shall have all aids under their charge cleaned and painted, according to the characteristic color shown in the Light List, at proper intervals in order that the aid may be as visible and distinctive as practicable.

F. *Casualty affecting an aid to navigation.*—In cases of casualty affecting any aid to navigation, action should be taken as follows:

- (1) Restore aid to authorized condition.
- (2) When an aid cannot be restored at once, issue an appropriate notice to mariners.

G. *Reporting defects in aids to navigation.*—All stations (light and lifeboat) maintaining a continuous watch from sunset to sunrise will check all attended lights, minor lights, and lighted buoys within the visual range of their station frequency throughout the night. All light stations where there is only one man at the station will check all attended lights, minor lights, and lighted buoys within visual range one hour after sunset and at sunrise when extinguishing their own light. These checks will be scrupulously made and all aids visually sighted will be checked according to the detailed light list description and not in a general or haphazard manner. Each unit upon sighting an aid extinguished or otherwise not functioning properly, shall report the fact promptly through official channels.

H. *Repair of aid damaged by private person.*—See subpart 70.05 of Aids to Navigation Regulations, CG-208, for information relative to damage to aids to navigation and liability therefor.

I. *Reward to informers.*—Pursuant to the provisions of 14 U. S. C. 643, District Commanders, without prior reference to Headquarters, are authorized to offer and pay rewards not in excess of \$100 for the apprehension and conviction, or for information helpful therein, of persons found interfering in violation of the law with aids to navigation maintained by the Coast Guard; or for information leading to the discovery of missing Coast Guard aids to navigation equipment or recovery thereof.

(1) Those cases where rewards in excess of \$100 are considered appropriate shall be referred to Commandant (OAN) prior to making commitment as to the amount of reward to be paid. Such references shall include particulars and justification to support the amount of reward recommended.

(2) Subject rewards shall be paid from allotted funds under subhead Administrative Maintenance.

J. *Service test of new installations.*—A prompt service test should be made by qualified personnel following every installation of new equipment. There should be no doubt following the completion of any installation that it is correctly installed and is being operated in such a manner as to produce the most effective results.

A further point of great importance upon the completion of a new installation is to insure the thorough understanding by the officer-in-charge of its operation and behavior under proper adjustment. This can be assured only by great care on the part of the mechanic making the installation or on the part of the supervising engineer. The continued proper operation of the aid is assured only through written instructions left at the unit at the time, giving correct pressures, correct voltages, etc., which it is necessary to maintain.

K. *Research.*—The Testing and Development Division at Headquarters desires to consider and evaluate good suggestions for the improvement of aids to navigation. All persons having new ideas concerning aids should submit them via official channels to Headquarters where personnel will be assigned to develop those which are deemed to be advantageous and practicable.

### 3-1-5 Buoys—

A. District Commanders shall see that buoys are relieved and cared for as indicated below and in other chapters of this manual.

(1) *Operational maintenance.*—The term "operational maintenance" as used herein is synonymous with "servicing" and comprises the regular maintenance work performed in the field such as refueling (recharging), cleaning, or renewing of faulty parts, painting, or any other work performed to restore the aid to normal operation without altering its light list description in any way.

(2) *Relief.*—The term "relief" as used herein means the replacement of a floating aid by an aid of the same type and characteristic.

B. *Relief of buoys.*—Due to recent adoption of the vinyl painting system the painting of buoys is no longer necessarily considered one of the controlling factors in determining the frequency of relief of buoys.

(1) Hereafter, all vinyl-painted metal buoys shall be relieved at intervals not to exceed three (3) years. Relief intervals may be more frequent depending on the need therefor as determined by the District Commander.

(2) All buoys shall be inspected annually for the purpose of accurately checking position, appearance, and proper operation.

(3) Lighted buoys and unlighted sound buoys shall be serviced at intervals not to exceed twelve (12) months. Such servicing shall include but not be limited to recharging, renewal of faulty parts, overhaul or renewal of mooring, cleaning and paint touch-up, all as required.

C. *Other unattended aids.*—All other unattended aids shall be operationally maintained (serviced) as often as necessary, and in any event at least once each year.

D. *Removal of buoys in winter.*—Except in cases of harbors, channels, etc., of special importance, buoys liable to be damaged or swept away by float-

ing ice shall be removed on the approach of freezing weather and unlighted buoys correspondingly colored and marked, put in their places where necessary. In the spring, as soon as ice conditions permit, the winter buoys shall be replaced by those to be maintained during the summer.

E. *Size and type of buoys.*—The importance of the channel, the depth of water, or other governing conditions will determine the size and type of buoys to be used. (See ch. 24.)

F. *Buoy appendages.*—District Commanders shall see that old lightship chain is utilized for buoy moorings, when practicable. See chapters 24 and 27 for manner of attaching appendages and for other details concerning service and maintenance of buoys.

G. *Lost buoys, moorings, etc.*—In the event of loss of moorings, buoys or appendages, every practicable effort shall be made by the District Commander to recover them.

H. *Maintaining buoys by contract.*—Contracts for maintaining buoys shall not be made except by authority of the Commandant for specified localities. Whenever buoyage is let by contract it is the duty of the District Commander, by arranging for periodic inspections, to see that the terms of the contract are strictly complied with.

I. *Spare (relief) buoys.*—District Commanders shall provide for sufficient spare (relief) buoys in accordance with the district allowance of buoy bodies.

J. *Placing and numbering buoys.*—Buoys shall be placed in the best positions to mark obstructions or to define channels. They shall be made to float as high and as nearly upright as possible during the strongest winds and tides. Characters shall be painted on two opposite sides of buoys as indicated in paragraph 24-7-2 (A) of this manual. The other distinguishing marks shall be made to show as prominently and at as great a distance as possible. When two or more characters appear on a buoy of small diameter they shall be arranged to read vertically downward, in order that the entire number or mark may be visible at one time. All figures should be vertical.

(1) In no case shall 0 or fractional numbers be assigned to an aid as a part of the name. To preserve the sequence of a system, a letter shall be used in addition to the number when it is necessary to interpolate. The numbering of a system of aids shall not be changed except when there is an extensive rearrangement.

(2) Buoys marking lightship stations shall be placed in close proximity to the lightship, colored in a similar manner, and bear the letters "LS" and also the initials of the station they mark, thus,  $\frac{LS}{CR}$  for Columbia River Lightship, and  $\frac{LS}{P}$  for Portland Lightship.

K. *Nonstandard buoys.*—Nonstandard buoys are sometimes authorized by the Commandant as private aids for use in special areas, such as for marking channels to canneries that are operated for only

a short season each year. Oil drums, gasoline drums, etc., have been authorized for use as buoys in such cases at times. There is no objection to this practice in channels not marked by the Coast Guard, but to avoid confusion it must always be specified that all such nonstandard aids be colored and numbered to agree with the standard United States lateral system of buoyage.

### 3-1-10 Lightships—

A. *Placing of lightships.*—Lightships shall be placed on their stations by a competent and reliable representative acting under instructions from the District Commander.

B. *Relieving a lightship.*—If for any reason it becomes necessary to take a lightship off station, it must be relieved by a relief lightship unless otherwise ordered by the District Commander. Under no circumstances shall a lightship be allowed to leave her station until properly relieved except in cases of extreme emergency.

(1) When it becomes necessary to place a lightship of one station on the station of another lightship, the name of the relieving vessel shall first be painted out and the marking name of the station to be occupied shall be painted thereon.

(2) In cases of emergency, a cutter may be placed temporarily in the position of a lightship to warn mariners of its absence. A suitable buoy may be placed on the station if a cutter is not available.

C. *Relief lightships, characteristics.*—The lights, fog signal and other aids to navigation of each relief lightship shall, so far as practicable, be made adjustable, so that they may give the characteristic of every lightship which they may be required to relieve.

### 3-1-15 Cooperation With Corps of Engineers—

A. *Temporary aids established by District Engineers.*—The Chief of Engineers, Department of the Army, requires his subordinates to report to the Coast Guard information regarding the temporary aids to navigation installed or maintained by the District Engineer officers in connection with the works of harbor and channel improvements under their direction. Information similar to that required for private aids is furnished in order that proper advice may be published in the Notice to Mariners and, when desirable, shown on the charts of the waters concerned. The Department of the Army takes care to see that no mark or aid that they establish is misleading to general navigation or interferes with aids to navigation established by the Coast Guard. In order to distinguish buoys maintained by the Corps of Engineers for dredging purposes from Coast Guard buoys, it has been arranged that Corps of Engineers buoys will be painted white, with the top, for a depth of 2 feet, painted light green.

B. *Coordination with District Engineers.*—United States District Engineers of the Department of the Army have orders to lay out channel and other navigation improvements with due regard to the feasibility and cost of the establishment of suitable

aids to navigation to mark these improvements by the Coast Guard. District Engineer reports to the office of the Chief of Engineers on surveys and other recommendations as to channel location must state whether the District Commander has been conferred with as to the location of works affecting the Coast Guard and whether or not the District Commander concurs in the locations recommended.

C. *Lighting of wharves, piers, etc.*—The Department of the Army (Corps of Engineers), in granting permits under the rivers and harbors act of March 3, 1899, to persons or corporations, etc., for building structures and for doing work in navigable waters, including dredging, boring, and other submarine operations, requires that if the display of lights and signals on any work authorized is not otherwise provided for by law, such lights and signals as may be prescribed by the Coast Guard shall be installed by and maintained at the expense of the grantee.

(1) In all cases when parties carrying on operations as indicated, under permit from the Department of the Army, make application to District Commanders to prescribe lights and signals for such work, District Commanders should first determine whether the jurisdiction over such lights and signals comes under the Coast Guard. If not under the Coast Guard, District Commanders should refer the applicant to the proper government official having jurisdiction.

(2) The United States Corps of Engineers will prescribe and supervise the lights placed upon bridges, locks and dams, and other structures in navigable waters, while they are under construction, after consultation with the proper District Commander, and, upon the completion of bridges or other permanent private structures, will turn over the entire question of lighting to the Coast Guard.

(3) District Commanders shall take the measures for the proper marking, under the private aids regulations, of all such structures erected in navigable waters of their districts under Department of the Army permits, restricted as above.

D. *Cooperation between Corps of Engineers and Coast Guard.*—United States District Engineers have orders from the Chief of Engineers, Department of the Army, to furnish direct to the various District Commanders, for immediate information, any facts which may come to their attention which might be of benefit to the Coast Guard in maintaining its system of aids to navigation, including statements as to the displacement of, or defects in, any such aids and as to any lack of compliance with the laws for the proper lighting of bridges. ^ is available in each District Engineer office

(1) The Chief of Engineers has ordered District Engineers to furnish direct to the District Commanders information as to channel and harbor improvements which may require new aids to navigation or which affect existing aids. This information will include: (a) Advice as to the authorization by Congress of a project involving changes in channel limits, breakwaters, etc. A copy of the project document will be furnished upon the publication of the river and harbor act of authorization. (b) An account of the proposed operations on such projects during the ensuing fiscal year, which will be published in the Annual Report of the Chief of

Engineers. (c) Blueprints showing the final location of the channel limits or structures, to be furnished when the work is definitely undertaken.

(2) United States District Engineers will confer with the District Commanders prior to making contemplated changes in channel location affecting aids to navigation. District Commanders will be promptly advised as to the approval of such changes and the probable date of completion of the work.

(3) Certain Chief of Engineers' orders state that in case the progress of harbor or channel improvements directly affects any existing aid to navigation or disturbs any structure of the Coast Guard in connection therewith, District Engineers will, when practicable, give notice to the District Commander sufficiently in advance to permit taking such steps as may be deemed necessary by the Coast Guard.

(4) A copy of annual reports of the Chief of Engineers will be furnished each Coast Guard District Office. District Commanders shall familiarize themselves with so much of the subject matter of these reports as affects the aids to navigation work in their charge, shall consult the local District Engineers from time to time as to what new aids to navigation or changes in existing aids may be needed, and shall submit to the Commandant at the proper time recommendations respecting such aids, in order that all necessary aids to navigation shall be in readiness immediately on the completion of harbor or channel improvements.

(5) When channels and harbors are actively under improvement, District Commanders shall periodically ask for information from the officers in charge of such improvements as to the probable need of aids to navigation or changes in existing aids in connection with such improvements.

(6) Occasionally there has been insufficient advance notice of necessary changes in aids as required by dredging improvements. This matter, when brought to the attention of the Chief of Engineers, Department of the Army, caused him to notify all district engineers to be especially watchful in this matter, and to communicate promptly with District Commanders when the need arises for change in navigation aids.

**F. Data furnished the Coast Guard.**—Reports on channel conditions are submitted to the Commandant, District Commander, United States Coast and Geodetic Survey, and the Hydrographic Office. The reports consist of tabulations of depths, amplified as necessary by footnotes or otherwise to show clearly and definitely the location of controlling shoals, tendency of shoals to recur and any other critical information of special value and importance for the navigation of the channel or sections thereof. For localized irregular project areas when the application of the tabular form is not practicable, the controlling depth based on a safe navigable width is described as well as unusual or critical conditions of shoaling.

When a dangerous condition of shoaling is found during the progress of a survey, information thereon is furnished immediately to the above-mentioned agencies so that such information may be made available to mariners promptly and the buoys shifted to mark the shoal. Descriptions of any dredging

or other operations in important channels in tidal waters, either in progress and not already reported, or soon to be undertaken, together with a statement of the work and expected duration, are reported also in order that vessels may be warned to look out for dredges and other plants, temporary markers, and lights.

### 3-1-20 Anchorage Grounds—

A. The act of March 4, 1915 (38 Stat. 1053), provides that the Secretary of the Army shall define and establish anchorage grounds for vessels and adopt suitable rules and regulations in relation thereto, and that such rules and regulations shall be enforced by the Coast Guard or by the Chief of Engineers, Department of the Army. The act also provides penalties for violation of said rules and regulations.

B. *Marking anchorage grounds.*—The Commandant shall provide, establish, and maintain, out of the annual appropriations for the Coast Guard, buoys or other suitable marks for marking anchorage grounds for vessels in waters of the United States when such anchorage grounds have been defined and established by proper authority in accordance with the laws of the United States.

All requests or proposals to mark anchorage grounds should be submitted by District Commanders to the Commandant with recommendation before action is taken. If requests for marking anchorage grounds are received from outside parties or from other government services, inquiry should be made to ascertain if the ground proposed to be marked has been properly defined and established for anchorage purposes in accordance with law.

### 3-1-25 Cooperation With Marine Services, Pilots, etc.—

A. *Cooperation with other services.*—Effective cooperation between District Commanders and other marine government services shall be maintained.

(1) District Commanders should furnish to Branch Hydrographic Offices of the Navy Department any information received relating to floating objects, such as logs, derelicts, etc., that may be considered of value as affecting navigation on the high seas.

(2) The Hydrographer of the Navy Department has directed that whenever any Branch Hydrographic Office receives any information that will affect any aid to navigation, it shall report the matter at once direct to the District Commander of the district affected, and in the case of an important report received and not already broadcast or published in Notice to Mariners, the Branch Hydrographic Office receiving the report will telephone or telegraph the information to the District Commander in whose district the aid is located.

(3) The Navy Department has issued instructions that when reporting a temporary deficiency in aids to navigation, commandants of naval districts and commanding officers shall send a copy of the report direct to the nearest District Commander concerned.

**B. Marking pierheads.**—The Commandant shall properly mark all pierheads belonging to the United States situated on the northern and northwestern lakes whenever he is duly notified by the department charged with the construction or repair of pierheads that the construction or repair of any such pierheads has been completed.

**C. Cooperation with United States Coast and Geodetic Survey.**—Close coordination with the United States Coast and Geodetic Survey is important to insure that aids to navigation are properly charted.

(1) District Commanders shall maintain close liaison with the local Supervisors of the Coast and Geodetic Survey in order that information coming to their attention from survey operations, etc., with respect to aids to navigation and changes in channel conditions will be coordinated in the field.

(2) A chart exhaustion report is prepared weekly by the Director, United States Coast and Geodetic Survey, showing the stock of charts which will be exhausted within the following 1 to 20 weeks. This report is submitted to the various offices of the local supervisors. District Commanders should avail themselves of this information with a view to making possible a better coordination of changes in aids with the scheduled appearance of a new chart. It is, of course, appreciated by the Coast and Geodetic Survey that changes in aids are contingent on many factors, including seasonal conditions, urgency of demand and availability of personnel and tender services, and that it is not possible to adopt any general policy of making such changes conform to a date of new chart issue; however, changes of certain character which involve little work and little advance planning such as renumbering of a localized group of aids, etc., permit of fixing the time of their accomplishment practically at will and it is desired that the District Commanders in bringing about such changes have in mind the time of next chart issue, accomplishing them so far as practicable just prior to the issue of the new chart, thus maintaining at all times a better consistency between the charts and the actual conditions and reducing expense of chart changes, which is a material factor. When extensive chart corrections are involved, Commandant (OAN) will advise the districts by indorsement on Forms 3213 (Aids to Navigation Operation Request) as to the probable date the charts affected will be up for reprinting.

(3) A similar arrangement should also be affected with the District Engineer, United States Lake Survey.

**D. Editing sailing directions.**—Coast Guard Headquarters edits the various United States Coast and

Geodetic Survey Coast Pilots with respect to aids to navigation matters. Some checking work of a similar nature is done for the Hydrographic Office Sailing Directions (Pilots).

**E. Cooperation with pilot associations.**—For the benefit of aids to navigation the closest relations should be maintained by the District Commanders with the various pilot associations. Not only must every possibly useful item of information be given immediately to the pilots, but their valuable views regarding aids must be continually solicited. They form, also, another means of contact with shipmasters and shipping interests of which full advantage should be taken.

**F. Accidents to vessels.**—In all cases of casualties to vessels which come to the attention of District Commanders, it should be ascertained as early as practicable whether any deficiency in aids to navigation is involved, and such action should be taken or recommendation made as the circumstances indicate to be desirable.

### 3-1-30 Charges for Coast Guard Aids to Navigation Work—

**A.** Charges for Coast Guard vessels and equipment utilized in the performance of aids to navigation work authorized by 33 CFR 62.01-10 (b), 33 CFR 64 and 33 CFR 70.05 are those charges for vessels which are in force on the date work is performed and those charges for equipment which are in force during the periods that the equipment is in use. Charges for Coast Guard aids to navigation work are contained in 33 CFR 74.

**B.** A letter of notification of charges involved for Coast Guard aids to navigation work in the instances mentioned shall be given promptly to the cognizant representative of the federal agency concerned, the owner of a sunken wreck, the cognizant District Engineer (Corps of Engineers), or to the party responsible for damage or destruction of an aid to navigation, whomever the particular case at hand may concern. Charges shall not be permitted to accrue for more than 30 days before billing a private party or for a period in excess of six months before requesting reimbursement from another Federal agency including a District Engineer (Corps of Engineers).

**C.** Nothing in this section shall be construed as giving sanction to the use of Coast Guard vessels or equipment to perform those functions in connection with private aids to navigation which are contrary to law. (See ch. 4.)

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