

NOAA/AUXILIARY CHART UPDATING PROGRAM
PROCEDURE FOR AWARDING REPORT CREDITS

I. CU and SCF Reporting Procedure:

1. Reports will be submitted via the Chart Updating Website (CUWEB). The url for CUWEB is <http://nauticalcharts.noaa.gov>. **I went to this website but I didn't see any information for submitting an update report.**
 2. Members should input their data within four weeks of the investigation date to obtain full credit. See the "**Late Report Penalty**" section at the end of this procedure for details. **This is a new section that I established at the end of this procedure.**
 3. CU and SCF reports should be submitted directly to the DSO-NS. Reports submitted to the Flotilla Aids to Navigation Staff Officer (FSO-NS), and the Division Navigation System Staff Officer (SO-NS) are considered delays in the reporting process. Remember that the clock is ticking once a Chart Update or SCF observations is initiated. Reports received at NOAA after 30 days from the Investigation date start losing credits. **Please note the changes I have added here.**
 - Review each report for content.
 - Review additional documentation, i.e. photos, chart sections, surveys, etc.
 - Return unacceptable back to the Chart Update observer. Do not send them to NOAA. **This is a new section.**
 4. Reports should be processed to NOAA by the DSO-NS within 3 days. **This is also new!**
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II. Criteria for awarding credits by NOAA

1. Review the reported time and mileage.
 - a. If they seem unreasonable, adjust them and use the figures in this document.
 2. Check the **DATE OF INVESTIGATION**.
 - a. If it has not been received in a timely fashion, credits may be deducted.
 - b. See the "Late Receipt Report Adjustment Scale" at the end of this procedure. I just moved this section to the end of the procedure.**
 3. Check each item on the report to determine whether it would be of value to the mariner and/or to NOS.
 4. NOAA rejects unacceptable reports back to the DVC-MN for review and communication to the appropriate DSO-NS. The purpose of this process is to determine items that are not desirable to NOAA and to correct problems that are appearing in the overall procedure. **This is the new idea that we promulgated at N-TRAIN.**
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“N” - NAUTICAL CHART REPORTS

1. Nautical Charted Items

- a. Aid to Navigation reported as Correct as Charted (CAC) = 2 credits awarded. **I changed the word points to credits. I am assuming that “points” and “Credits” mean the same.**
- b. Aid to Navigation reported as Add, Delete, Change, Relocate, Change and Relocate = 7 credits will be awarded.
- c. Aid to Navigation reported as Add, Delete, Change, Relocate, Change and Relocate on CCWEB and reported to USCG = 15 credits will be awarded.
- d. If the following items are reported as Correct as Charted (CAC) = 5 credits will be awarded. If they are reported as Add, Delete, Change, Relocate, Change and Relocate = 25 credits will be awarded.

Artificial Reef	Overhead Cable
Bridge	Pier Dock
Dam	Pile/Dolphin
Depth Legend	Platform
Discrete Point Data	Rock
Duck Blinds	Shoal
Fish Stakes	Sign/Marker
Geographic Name	Submerged Cable
Landmark	Wreck

Obstruction **Is this section all encompassing or should there are more items be added? We don't directly cover some of this terminology in the NS-CU02-Chart Updating Training Guide.**

Note: Change (Includes telephone numbers or any other charted text) **I don't understand this sentence.**

Time – 8 credits awarded per hour accepted.

Distance – 2 credits awarded per mile accepted.

Supporting Documentation – 8 credits per attached document. **I assume that proper fixes are included in this term “documentation.”**

SCF - Small Craft Facility Reports

Per SC facility – 20 credits awarded.

Time – 6 credits awarded per hour accepted on report.

Distance – 1 credit awarded per mile accepted on report.

Supporting Documentation – 6 credits will be awarded per attached document.

Note: Private yacht clubs that do not allow transients and do not sell fuel to non-members receive **NO** credits. **Should we add the other criteria that was recently promulgated.**

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CP-Coast Pilot Items

Per item – 15 credits awarded.

Time – 6 credits awarded per hour accepted on report.

Distance – 1 credit awarded per mile accepted on report.

Supporting Documentation – 6 credits will be awarded per attached document.

Range Reports

Observations on Range – 10 credits will be awarded per observed location (fix) reported. **Use of the word position was changed.**

Time – 8 credits awarded per hour accepted on report.

Distance – 2 credits awarded per mile accepted on report.

Supporting Documentation – 6 credits will be awarded per attached document.

MISCELLANEOUS REPORTING

NOAA credits will **not** be awarded for the following activities:

- a. Teaching or attending any Chart Updating course. **Report your time in AUXDATA as a Member Training Mission.**
- b. Preparing a breakfast or cookout for a group going on a Chart Updating Mission. **Report your time on a 7029 Member Activity Report.**
- c. Writing a Chart Updating article for the Flotilla or District newsletter. **Report your time on a 7029 Member Activity Report.**
- d. Serving as Flotilla, Division or District Navigation Systems Staff Officer. **Report your time on a 7029 Member Activity Report.**
- e. Attending a Chart Updating training session at a District or National conference or meeting. **Report your time on a 7029 Member Activity Report.**

Late Reporting Penalty

1. **Timely Reporting affects the total value of credits that are awarded to a report.**

Reports should be entered into CUWEB in a timely fashion. It has always been the responsibility of the **DSO-NS** to make sure that they are. If not, they may reduce the credits for that report. In order to assure that reports are sent in a timely fashion, the **DVC-MN** has set up the following guidelines. The time will be measured between the *Investigation Date* and the *Submission Date*. Investigation date is a required entry and Submission date is assigned by the system when the observer submits their report. Final report crediting is adjusted

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as follows: **This has been rewritten. I don't understand the reference to CUWEB.**

LATE RECEIPT REPORT ADJUSTMENT SCALE

Time Interval	Percent of points awarded
1 to 30 days	100%
31 to 60 days	60%
61 to 90 days	30%
greater than 90 days	0%

e.g., A report that generated 100 points would only receive 30 points if the time between the date of investigation and the date when it was received at NOAA was over 61 days. **This has been rewritten and placed here for emphasis.**