

United States Coast Guard Auxiliary

SCF - SMALL-CRAFT FACILITY PROGRAM

Study Guide



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INTRODUCTION:

An important part of the Auxiliary AN Program is SCF-Small-Craft Facility updating. Through this program, U.S.C.G. Auxiliary members assist the National Oceanic and Atmospheric Administration (NOAA), National Ocean Service (NOS) in the accomplishment of this important mission. SCF activity involves the conducting of periodic visits to marine facilities, located within the geographic area covered by a SC-Small Craft Chart, for the purpose of updating the small-craft facility services listed on SC-Small Craft Charts and other related publications. SC-Small Craft charts and publications contain information that is important to small craft operators and recreational mariners.

OBJECTIVES

1. To acquire a general knowledge of the responsibilities of the U.S.C.G. Auxiliary in the conduct of Small-Craft Facility Chart Updating activity.
2. To become familiar with the procedure for performing Small-Craft Facility Chart Updating activity and preparing reports for NOAA.
3. To become familiar with the procedure for reporting SCF activity to AUXDATA.

INFORMATION ON THE SCF PROGRAM

The primary purpose for the Auxiliary's participation in the Small-Craft Facility Updating program is specifically to assist the NOS-National Ocean Service with the checking of charted accuracy and with the updating of other NOAA publications.

Note that every Small Craft Facility presents a potential chance for a **Chart Update** and a **Coast Pilot Update**. Review the chart for update opportunities. Is the facility charted correctly? Review the Coast Pilot for references to the small craft facility. Are the facility's services correctly stated?

NOS/NOAA charts are listed in the **Nautical Chart Catalog** which is available free from your local chart sales agent. Reference a link to this document on the National Navigation Systems Division Web Site. Among the charts listed in the National Chart catalogs are: Conventional Charts, Folio Small Craft Charts, Small-Craft (Pocket Fold) Charts, other Small-Craft Charts and Marine Facility Charts. Small Craft Charts are identified with (SC) after their chart number.

Small Craft Charts and Marine Facility Charts are specifically designed to provide detailed information for Small Craft operators. Additionally, some large-scale conventional charts list the locations of marine facilities along with the services these facilities provide for the small boat operator. In addition, much of the data received on a Small Craft Facility Update report are incorporated into ENC—Electronic Nautical Charts.

The term SCF-Small Craft Facilities refers to marinas, boat yards and those facilities that provide services for small-craft and are open to the public. These SCFs are normally found on NOS Small-Craft Charts for coastal waters / intracoastal waterways. However, other series of charts and documents show similar facilities including:

- 1) NOS Great Lake Charts (names only)
- 2) Coast Pilot

You should review the small-craft facilities found on all NOS charts in addition to those specifically mentioned above. While they may not qualify for a SCF Report, they may generate a NOAA Chart Update and/or a Coast Pilot updating opportunity.

VISITING SCF FACILITIES

The easiest report to submit is the one for the marina at which you keep your boat. Also, there are a fine opportunities to gather the information for marina that you stop at while you are cruising. Automobiles are frequently used to visit SCF facilities because the cost of using a boat solely for this purpose is often prohibitive. ***Do not interview Small Craft Facilities by telephone.*** An important part

of the SCF procedure and report is the physical inspection of the facility as a validation for the SCF report. A manager's business card or brochure is required as evidence of the existence of the facility.

CRITERIA FOR LISTING AND REPORTING A SMALL CRAFT FACILITY

Not all marine facilities will qualify as an official Small Craft Facility. Basic criteria have been established, without which a marine facility is ruled out, or if currently listed, can be disqualified and removed from Small Craft Facility lists. Note that information collected on marine facilities that do not meet the SCF criteria can still be reported as either a chart update or Coast Pilot update, or both.

Here are the basic qualifying criteria for a Small Craft Facility:

1. The Small Craft Facility must be located within the limits of a Small Craft Chart.

- If the facility is new or an update, the appropriate information will also be sent to the Coast Pilot staff. Do not report this same data as a Coast Pilot Update.
- If the facility does not plot on a Small Craft Chart, do not submit it as a SCF report, but do submit the information as a Coast Pilot Update.
- If the Small Craft Facility has been discontinued, report it as a SCF report only. Do not report the same data as a Coast Pilot Update. The Coast Pilot agency will be sent the appropriate information from NOAA and any information on this facility that is in the Coast Pilot will be removed.

2. A small craft facility must be public (not private) and have, at a minimum, the following services:

Fuel sales to the public--Gasoline and / or Diesel.

A pump-out facility, or has access locally to a municipal or community pump-out facility. A municipally-managed pump-out facility located at a reasonable distance from the Small Craft Facility fulfills this requirement. Indicate the location (LAT/LON) of the municipal pump-out facility in the comments section of your report.

Transient berths and/or moorings. Transient means always available for a mariner who is traveling or making temporary stopovers.

3. The small craft facility must also have:

An *approach depth*. This means a navigable channel leading to the facility for a boat to approach the facility.

An *alongside depth*. This means that there is sufficient water at the small craft facility's dock or floats.

If the small craft facility fails to meet the above criteria, you may still report it:

- If it is currently listed on a small craft chart, report it as a discontinuance.
- If it does not plot on a Small Craft Chart, submit the information as a Coast Pilot addition or update. Reference the section of Coast Pilot Reporting for the reporting procedure.
- Note, you may also survey the facility and report the details as a Chart Update.

NO	LOCATION	TIDES	DEPTH	SERVICES										SUPPLIES									
		MEAN RANGE-FT	DIFF (HRS) BOSTON	APPROACH-Feet (REPORTED)	ALONGSIDE-Feet (REPORTED)	RAMP SURFACED-NATURAL (TRANSIENT)	REPAIRS	MARINE HULL-MOTOR-RADIO	LIFT CAPACITY-Feet	BOAT RENTAL	CANOE-ROW-MOTOR	FOOD-LOGGING-CAMPING	TOILETS-SHOWERS-LAUNDRY	PUMP-OUT STATION	WINTER STORAGE	NAUTICAL CHART SALES	GROCERIES-HARDWARE	BAIT-TACKLE	DIESEL OIL-GASOLINE				
1	BELLE ISLE INLET		9.5	+1	2	1	S	HM	30	10								D					
5	WINTHROP		9.5	+1	8	8	S			40			FL	T L	WD		WI	GH	BT				
6	BEACHMONT		9.2	0	12	8	B E	M	20		RM			T	WD		W	H	T	G			
8	PINES RIVER		9.2	0	4	4	M S	M					F	T			C	WI	H	BT	G		
10	PINES RIVER		9.2	0	12	5	B E	HMR		12							WD	C	WI	H	G		
11	SAUGUS RIVER		9.2	0	10	8	B E S	HMR		10				T	D	C	WI	H	BT	G			
13	LYNN HARBOR		9.2	0	20	20	B S						C	F	TSL		WI	G	BT	G			
15	LYNN HARBOR		9.2	0	10	10	S		40					TS P	D		W	G					
18	NAHANT HARBOR		9.0	0	6	5	E S						F		D		W	H					
19	MARBLEHEAD HARBOR		9.1	0	6	2	E	H	7								W	H					
23	MARBLEHEAD HARBOR		9.1	0	30	15	BME	HMR	6								C	WI	H		DG		
25	MARBLEHEAD HARBOR		9.1	0	20	10	BME	HMR			R	S	F		D		WI				DG		
26	MARBLEHEAD HARBOR		9.1	0	3	6		HMR		40					D								
27	MARBLEHEAD HARBOR		9.1	0	6	6		HM	75	40				F			D	W					
29	SALEM HARBOR		9.0	+1	7	7	BME	HMR	100	50					D		WI	GH		DG			
32	SALEM HARBOR		9.0	0	0	10	BME S	HM	55	8					D		W	H					
34	BEVERLY HARBOR		9.0	0	10	4	M	N						T			WI			G			
35	MANCHESTER HARBOR		8.8	0	6	6	BME	HM	50	8				T	WD		W	H					
36	MANCHESTER HARBOR		8.8	0	9	9	B E	HMR	75	37				T			WI	H		DG			
37	MANCHESTER HARBOR		8.8	0	9	9	B E S	HM						T			W	H		G			
38	BLYNMAN CANAL		---	---			B E S	HMR	50	25	C	FL	TSL	WD	C	WI	GH	BT	DG				
39	ANNISQUAM RIVER		---	---	11	11	B E	HM		15				TS	D		WI		B				
40	ANNISQUAM RIVER		---	---	4 1/2	5	B	N						T			I			G			
41	ANNISQUAM RIVER		---	---			S	H	30														
43	GLOUCESTER		8.7	0	6	6	E S	HMR	50		C		TS	WD		WI	H			DG			
45	GLOUCESTER		8.7	0	14	14	B E	HMR	70	12		F	TS	D	C	WI				G			
46	GLOUCESTER		8.7	0	20	10	B E	HM	40	20			T	D		WI				DG			
47	EAST GLOUCESTER		8.7	0	20	8	B E	H	38	15			T	WD	C	WI	H			DG			
49	ROCKPORT		8.6	0	13	6				5	C		TS			C	WI						
51	ANNISQUAM RIVER		8.7	-1/2	10	10	BME	MR			M	C	FL	TS		C	WI	GH	BT	DG			
52	ANNISQUAM RIVER		---	---	6	0		HM	50	10					D			H					
53	ESSEX		---	---	3	3	S	M	35	12			T	D		W				G			
54	ESSEX		---	---	5	12	B S	M		16			FL	T	D		WI	GH		G			
55	ESSEX		---	---	6	9		N HM	40	12					D								
56	ESSEX		---	---	2	6	B S	M						TS L P	D		WI		BT				
57	PLUM ISLAND SD				5	6	M						F	TS			WI			DG			
59	PARKER RIVER		8.8	+1	3	3	M S	M											H				
60	PARKER RIVER		8.8	+1	4	10	BME	HMR		10				F		D	WI	H	BT	G			
61	NEWBURYPORT		7.8	+2									C	F			I		BT	D			
62	PLUM ISLAND POINT		6.3	+1	8	5							C										
64	NEWBURYPORT				12	15	BM	SN HM	50		M	C S	FL	T L	D	C	WI	GH	BT	DG			
65	NEWBURYPORT		7.8	+2	10	7	S	HM						T		D	C	WI	H	BT			
66	NEWBURYPORT		7.8	+2	10	8							C	F	T		WI		BT	DG			
68A	SALISBURY		7.8	+2	18	18	BME			50			C	FLC	T	D	C	WI	GH	BT	DG		
68B	SALISBURY		7.8	+2	12	12	BME S	HM	55				C		TS	W		WI	H				
69	NEWBURYPORT		7.8	+2	55	18	BME S	HMR		25			F	TS	D	C	WI	GH	B	DG			
69A	NEWBURYPORT		7.8	+2	35	25	BM S	M			M				D		WI		BT				
70	NEWBURYPORT		7.8	+2	30	17	BME S	HM	70	50				T									
72A	MERRIMACK RIVER		---	---	8	8	BME										W			G			
74	MERRIMACKPORT		---	---	12	6	B	N HM							D			H					
75	MERRIMACKPORT		---	---	5	5	B E S	HM	40	5									H				
76	HAVERHILL		---	---	6	8	BME S							T			WI	GH					
76A	MERRIMACK RIVER		---	---	4	10	BME SN	HM	140	20			F	T P	D		WI	GH		DG			
77	HAMPTON HARBOR		8.3	+2	6	6	S						F	T			WI	GH	BT				
79	HAMPTON HARBOR		8.3	+2	4	6					R	C	F	T			WI		BT				
80	HAMPTON HARBOR		8.3	+2	3 1/2	6	M S								TS	D	C	WI	G	DG			

(+) DENOTES HOURS LATER (-) DENOTES HOURS EARLIER

THE LOCATIONS OF THE ABOVE PUBLIC MARINE FACILITIES ARE SHOWN ON THE CHART BY LARGE PURPLE NUMBERS.

THE TABULATED "APPROACH-Feet (REPORTED)" IS THE DEPTH AVAILABLE FROM THE NEAREST NATURAL OR DREDGED CHANNEL TO THE FACILITY.

THE TABULATED "PUMPING STATION" IS DEFINED AS FACILITIES AVAILABLE FOR PUMPING OUT BOAT HOLDING TANKS.

(H) RESCUE SERVICE. ALSO SEA PLANE BASE. CAUTION.

THIS TABULATION WAS PRODUCED USING COMPUTER ASSISTED METHODS.

Small Craft Facility Listing from a Small Craft Chart

GUIDELINES FOR PLANNING A DIVISION OR FLOTILLA SMALL CRAFT FACILITY PROGRAM

1. Establish a SCF-Small Craft Facility Planning Team within your Flotilla or Division.
2. Survey all of the potential marine facilities within the chart and have them listed on the “**Small Craft Facility Database**.”
 - Don’t miss any facilities. Make your list as complete as possible.
 - This can be accomplished off-season using local almanacs and copies of Small Craft Charts and standard charts. Once you have identified a potential facility, search it out on the Internet for address and communication data.
3. **Review the Small Craft Facilities** listed on the SC Chart and enter their **official SCF number** on their record in the database.
 - You now have identified the scope of your project.
 - Keep in mind that all of the facilities will not end up as official SCF reports. There are the potential for Chart Updates reports, Coast Pilot Updates, and SCF reports.
4. **Review the list of Auxiliary volunteers** that you have trained to perform SCF Reports and assign them various facilities by entering their name in the SCF Database.
5. **Schedule SCF Update events**. Provide extra copies of the “SCF03 - Small Craft Facility Worksheet” to the participants. Updates can be performed by teams. If a chart update of the marine facility is appropriate, schedule extra time at the facility. You may want to put a Chart Updating Team into the facility as a separate event. Plan the activity around an Auxiliary fellowship event.
6. After the field work is completed, the Division Chart Updating Team can reconvene and review the results.
 - Decisions are made by the Team to finalize the appropriate reports for NOAA.
 - The member who performs the on-scene interview or chart update should be listed on the “SCF03 - Small Craft Facility Worksheet” as the reporter.
7. Forward the completed reports to the DSO-AN with the required attachments for final review and submission to NOAA.
8. Report time on an “ANSC 7030 Activity Report Mission – Individual” (Mission code 41) to AUXDATA via the IS Staff Officer. Do not report time if the activity was performed as part of an authorized AN Patrol. Your time underway will be reported by the Coxswain via POMS.
9. Publish the results of your SCF program updates in your monthly reports and newsletters. This should create interest in your program and add additional members to your team.

GUIDELINES FOR VISITS TO A SMALL CRAFT FACILITY

Small-Craft Facility activity may be performed using an operational facility as part of an ATON patrol or, on foot, as an Operational Support Mission (Mission Code 41). Generally, Auxiliary members prefer to conduct Small-Craft Facility activities as an ashore mission, using their privately owned vehicle or other conveyance. Auxiliary members residing within close proximity of the marine facilities usually volunteer for these missions. Also, there is a natural tie in to the Auxiliary PV Program. Work with your FSO-PV or your SO-PV to become qualified.

PLEASE ONLY REPORT ON A SMALL CRAFT FACILITY ONCE A YEAR AND ONLY IF THERE HAVE BEEN CHANGES TO THE INITIAL SCF REPORT.

NOTE: When not operating under Coast Guard orders, such as, traveling by private vehicle, you must notify your VFC or FC prior to starting out on your mission to insure that you have CG liability coverage.

Performing a SCF visit is considered a public appearance as a representative of the Coast Guard Auxiliary. Therefore, an Auxiliary member must be in proper uniform and must always act in a professional manner and be knowledgeable about the procedure for verifying a Small Craft Facility.

1. **Make the owner/manager of the marine facility the focus of your visit.**
2. **Introduce yourself and provide a clear explanation of the purpose of the visit.**
3. **Explain that you are participating in an Auxiliary program to update the Small Craft Marine Facility information in support of NOS/NOAA charts and other publications.**
4. **Demonstrate to the owner/manager how the information about marine facilities is presented to the general boating public on NOS/NOAA charts, Coast Pilots, ENC and other publications.**
 - Show the Small Craft listings in the Small Craft Chart for the area.
 - Show the references made in the Coast Pilot regarding small craft facilities.
 - Indicate that other almanacs pick up information from government publications for their own publications.
 - Review the criteria necessary to become and retain official Small Craft Facility status.
 - Practice prudence in answering any technical questions regarding Aids to Navigation and Chart Updating subjects not covered within the report form.
 - Auxiliaries are not allowed to perform measurements or other technical activity regarding the data that is reported. Simply record the information that you receive as you receive it from the facility manager or POC—Person of Contact.
5. ***If you cannot answer a technical or procedural question, discreetly refer the owner/operator to the nearest Coast Guard unit for an answer.***
 - If the question involves Small Craft Facility verifications, refer the question to your AN staff officer.
 - Communicate back with the Small Craft Facility manager or person of contact (POC) when you obtain an answer to their question(s).
 - AN staff officers should send copies of all questions to their DSO-AN who will prepare a “FAQ” publication that will become part of this procedure.
6. **Provide a close out summary of the visit to the facility manager / POC.**
 - Review the information that you received and recorded on the SCF Form.
 - Express appreciation for the level of cooperation that was provided.

SCF03 - SMALL CRAFT FACILITY WORKSHEET INSTRUCTIONS

The SCF Worksheet is available on the SCF Web Page on the National Navigation Systems Division Web Site.

REPORTING HEADING DATA

District – Select your three-digit District number from the drop-down menu.

Division - Enter your two-digit Division Number. (i.e., Division 3 would be shown as 03.)

Flotilla - Enter your two-digit Flotilla Number. (i.e., Flotilla 4 would be shown as 04).

Report Number - Enter the year and the number for the report being submitted. Number your SCF reports so that NOAA can tell whether they missed a report. Your first report for 2007 would appear as “2007 001”

Member ID No. - Enter your Auxiliary ID Number.

Last Name - Enter your first name.

First name and Initial - Enter your first name and initial.

Street Address - Enter your full address as specified.

E-Mail Address - Enter your E-Mail address.

Telephone Number - Home number – enter the telephone number where you can be reached during normal business hours. Also, enter your business phone number.

REPORTING CHART INFO

SC Chart Number - Enter the official number for the SC Chart as referenced in the chart's General Information Box. Usually, chart numbers are referenced at the bottom left-hand corner of the chart.

SC Chart Name – Enter the official name for the chart you are reporting.

Horizontal Datum – Enter the horizontal datum from the chart that you use. This reference must be either NAD83 or WGS84. Charts with any other Horizontal DATUM may not be used for the Chart Updating program.

Date - Enter the Date of the chart. Normally, this data is listed at the bottom left-hand corner on the chart.

Edition - Enter the Edition of the chart. Normally, this data is listed at the bottom left-hand corner on the chart.

REPORTING THE LOCATION of the SC Facility

Geographical Location of the SC Facility – Enter charted name of the location where the SCF is located.

Latitude - Enter the latitude taken at the facility in **dd-mm-ss.ss N** format.

Longitude - Enter the longitude taken at the facility in **ddd-mm-ss.ss W** format. Plot the LAT/LON on the chartlet that you attach to your report. This assists the NOAA cartographer to quickly ascertain the location of the facility.

Locating Method Used - Indicate whether you used a GPS/WAAS or a DGPS to determine the FIX.

EPE/HDOP – Indicate the type of quality control—either EPE-Estimated Position Error or HDOP-Horizontal Dilution of Position.

QC Reading – Record the Quality Control reading from your GPS Set.

TIME and DATE – Record the time and date of every FIX that you take.

Date of Investigation - Enter the date when the facility owner (POC) was interviewed.

Time of Investigation - Enter the time of day when the facility owner (POC) was interviewed.

REPORTING FACILITY Availability

Access to the Facility via land - Show any nearby major Federal or State Routes used to gain access to this facility by land vehicle.

Facility Availability - Show a general expression as to the availability of the facility, such as, Open all year or Seasonal.

Opens on: - If seasonal, show the month and date when the facility opens each year.

Closes on: - If seasonal, show the month and date when the facility closes each year.

Hours of Operation: - When open, indicate the hours when the facility is open for business, such as, 24 hrs, 0700 to 1100, etc. Use the 24 Hour Clock for time.

Days of Operation: - When open, indicate the days of the week when the facility is open for business, such as, 7 days, M thru F, etc.

COMMENTS

Enter any comments necessary to clarify your entries above. This is an optional field. Many fields call for additional data. This is the location where that data should be reported. Always reference the field name for which the data is being provided.

REPORTING FACILITY DATA

SC Facility Name and Number - This field is required on Facility Update and Discontinue a Facility reports. Take the number from the SC Chart. Take the facility name from the SC Chart. If a new report, use the corporate name for the facility.

Facility Address - Required field. Enter the official mailing address for the facility and the City, State, and Zip Code. Enter the address data as specified.

Business Phone - Required field. Enter the phone number that is covered during normal business hours.

Person of Contact-POC - Required field. Report the owner or the manager. This is a good time to ask for a business card or SCF brochure.

E-Mail Address - Enter the E-mail address for the POC.

FAX Number - Enter the FAX Number in the Comments section, if available.

Web Site - Enter the SCF's web site address in the Comments section, if available.

REPORTING FACILITY SPECIFICATIONS

Action - Check one box to define whether this report is a:

New – Facility is not currently listed on a Small Craft Chart.

Update – Facility is currently listed on a SC Chart and has an assigned SCF reference number.

Discontinue – Facility is currently listed on a SC Chart but does not meet the criteria for a SCF.

SCF is a public facility. - **Required/Criteria Field.** YES / NO. If NO is selected, this facility cannot become a SCF. If it currently exists on a SC Chart, change the Action Code to “Discontinue.”

Approach Depth at DATUM - **Required/Criteria Field.** YES / NO. If NO is selected, this facility cannot become a SCF. If the facility currently exists on a SC Chart, change the report's Action to “Discontinue.” Depth should be obtained from the POC-Person of Contact. Do not attempt to measure and report this depth on your own. Depth should be corrected to local chart's vertical Datum. This depth figure should represent the **controlling depth** for the dredged channel to the facility.

Alongside Depth at Datum - **Required/Criteria Field.** YES / NO. If NO is selected, this facility cannot become a SCF. If the facility currently exists on a SC Chart, change the Action Code to “Discontinue.” Depth should be obtained from the POC. Do not attempt to measure and report this depth on your own. Depth should be corrected to local chart's vertical Datum.

Berths – transient - **Required/Criteria Field.** YES / NO. If NO is selected and “Moorings – transient” is also answered with a “NO,” this facility cannot become a SCF. Transient berths are rented on a day-to-day basis. List the number of transient berths available.

Moorings – transient - **Required/Criteria Field.** YES / NO. If NO is selected and “Berths – transient” is also answered with a “NO,” this facility cannot become a SCF. Transient moorings are rented on a day-to-day basis. List only the number of transient berths available.

Electricity - Required Field. YES / NO. If YES, indicate the amperage available in the comments section of this report.

Launching Ramp - Required Fields. YES / NO. Show whether the ramp surface is natural or surfaced.

Repairs - Required Fields. YES / NO. Show the type of repairs performed at this facility—Hull, Engine, and/or Radio, etc.

Lift Capacity - Required Field. YES / NO. Show the lift capacity in Tons. Indicate the type of lift in the comments section of this report. If a major lift, submit photos with your report.

Boat Rental - Required Fields. YES / NO. Show the type of boat rental that is available—Canoe, Row, Motor, Charter, House, and/or Sail. Attach a copy of the rental company's brochure as evidence.

Food - Required Field. YES / NO. If the store is not on the premises, indicate the distance in the comments section of this report. If a restaurant, try to attach a copy of the restaurant's brochure as evidence.

Lodging - Required Field. YES / NO. If the hotel or inn is not on the premises, indicate the distance to it in the comments section of this report. Try to obtain a brochure from the lodging as evidence.

Camping - Required Field. YES / NO. If the camp site is not on the premises, indicate the distance to it in the comments section of this report. Try to get a brochure from the camp facility as evidence.

Toilets - Required Field. YES / NO.

Showers - Required Field. YES / NO.

Laundry - Required Field. YES / NO. If the laundry is not on the premises, indicate the distance to it in the comments section of this report.

Pump Out Station - **Required/Criteria Field**. YES / NO. If NO is selected, this facility cannot become a SCF. If the facility currently exists on a SC Chart, change the Action Code to discontinue. SCF must have a pump-out facility or have access to a municipality or community facility. Show the latitude and longitude of the pump out facility if not at the SCF location. If the pump out service is provided by boat, indicate the phone number or radio channel that the service monitors in the comments section.

Winter Boat Storage – Wet – Dry – Inside - Required Field. YES / NO.

Wet storage is in the water. Dry storage is not in the water. Inside storage is in a building, out of the weather. Try to obtain a document that explains the storage availability as evidence.

Nautical Chart Sales - Required Field. YES / NO.

Water - Required Field. YES / NO. Is fresh water available for transient slips or to the public?

Ice - Required Field. YES / NO. Available for sale to transient mariners.

Groceries - Required Field. YES / NO. Available for sale. If the groceries are not sold on the premises, indicate the distance to the store in the comments section of this report.

Hardware - Required Field. YES / NO. Available for sale. If the hardware is not sold on the premises, indicate the distance to the hardware store in the comments section of this report.

Bait - Required Field. YES / NO. Available for sale. If the bait is not sold on the premises, indicate the distance to the bait store in the comments section of this report.

Tackle - Required Field. YES / NO. Available for sale. If the tackle is not sold on the premises, indicate the distance to the tackle store in the comments section of this report.

Diesel Oil - **Required/Criteria Field**. YES / NO. If NO is selected and if "Gasoline" below is also answered with a "NO," this facility cannot become a SCF. If the facility currently exists on a SC Chart, change the Action Code to discontinue. SCF must have a fuel capability of Diesel or Gasoline.

Gasoline - **Required/Criteria Field**. YES / NO. If NO is selected and "Diesel Oil" above is also answered with a "NO," this facility cannot become a SCF. If the facility currently exists on a SC Chart, change the Action Code to discontinue. SCF must have a fuel capability of Diesel or Gasoline.

VHF Channel monitored. - Required Field. YES / NO. If YES, indicate the specific VHF channel that is monitored by this facility.

Towing - Required Field. YES / NO. If YES, provide instructions in the Comments section for getting in touch with the available towing. Include a brochure from the towing company if available.

ATTACHMENTS TO YOUR SCF REPORT

Note that some of these attachments are **required**. SCF reports submitted without them will be rejected back to the reporting Auxiliarist and not be forwarded to NOAA.

- **Business Card** - Attach a business card from the facility owner or POC. This adds credibility to your report. Indicate the number of cards attached on your SCF Report. **This is a required attachment.** If a business card is not available, a copy of the business letterhead or a brochure will suffice. This is added evidence of the existence of the facility.
- **Brochure for facility** - If available, attach a brochure for the facility or for any of the special facilities at or near the facility. Indicate the number of brochures that you attach to your report. This is a desirable attachment but not required.
- **Chartlet** - Attach a chartlet showing the location of the facility. You can also submit a layout of the facility with LAT/LON as a Chart Update. **This is a required attachment.** The SCF's location (FIX) should be plotted on the chartlet. Photo copies of the section of the chart with the plotted facility are acceptable. The chartlet must be taken from the Nautical Chart number and version for the Nautical Chart that is entered in the heading section of your report.
- **Photographs** - Indicate the number of photos attached to this report. Photos are highly desirable but are not usually needed unless you are trying to show a special feature of the facility.

SCF03 - SCF WORKSHEET MAILING INSTRUCTIONS:

Staple all of the required attachments at the top left-hand corner of the USCGAUX SCF Worksheet in the following order:

- a. **Business card(s).**
- b. **Brochure(s)** of the SC Facility and/or nearby facilities.
- c. **Chartlet(s).**
- d. Data from the Internet about the SCF.
- e. **Photographs.**
- f. **Other attachments.**

and mail to your:

DSO-AN or District SCF Program designate.

Always keep a copy for your own records.

NOAA CHART ORDERING RULES

A copy of the NOAA Chart may be ordered on the SCF form when the following conditions exist:

- A section or copy of a SC nautical chart and other required attachments are included with the SCF Report.
- The SCF-Small Craft Facility meets all of the criteria for a legitimate Small Craft Facility.
- The SCF report is professionally prepared, complete and acceptable to NOAA.

AUX / NOAA SCF REPORT QUALITY CHECK AND REJECTION PROCESS

The DSO-AN or designate will review all Small Craft Facility Report submissions. Incomplete reports and reports submitted without the proper attachments will be returned to the reporter for correction and resubmission. Or, you may receive an e-mail requesting additional data.

In addition, NOAA will return all the copies of rejected SCF Reports to the DSO-AN who will notify the Auxiliarist reporter of the problems noted by NOAA.

This activity is not meant to be punitive but more in the spirit of a learning exercise so that the Auxiliary observer/reporter will learn to submit correct reports in the future.

AUXDATA Reporting

When Small Craft Facility reporting is performed as part of an authorized operational patrol, your time for the SCF activity is reported as part of the patrol. No additional reports are made to AUXDATA.

When Small Craft Facility reporting is performed without formal orders, report your time as a Mission Code 41 on an "ANSC 7030 Activity Report Mission – Individual." Includes your time to prepare the SCF Worksheet.

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