



United States Coast Guard Auxiliary **FIRST NORTHERN AIDS TO NAVIGATION TEAM** **2012 NS Activity Calendar**

JANUARY

Navigation Systems Staff Officers should plan to attend the NS Staff Training Workshop at the January District Training Conference.

If you are a newly appointed NS Staff Officer at any level, you should have received all the records and materials of your new office by now. If not, make arrangements with your predecessor and get the records transferred to you as soon as possible.

Referencing the District Goals and Objectives, all FSO-NSs, SO-NSs, and ADSO-NSs must establish their Division or Flotilla Navigation System Program Goals for 2012. Contact your ADSO or SO-NS for details. Your NS Program should include:

- Federal Aid (ATON) Checking Program.
- Private Aid (PATON) Verification Program (Must be AV-qualified to participate)
- Bridge (BP) Safety Equipment/Lighting Checking Program.
- Small Craft Facility (SCF) Reporting Program.
- Chart Updating Program.
- AUXDATA updating procedure.

Secure a copy of the list of the current AV-Aid Verifiers in your area. Remind them to check whether their E-mail addresses are correct in AUXDATA. Send the corrections to your SO/IS. Also, please send any e-mail address corrections to the DSO-NS at FrankJLarkin@verizon.net so that they will

receive the NS Monthly Newsletters and other important NS communications.

Familiarize yourself with the First Northern NS Web Site at www.uscgaaan.com.

Remind your NS Team of the many year round activities available with Navigation Systems, such as:

- [Annual designated PATONs.](#)
- [Federal ATONs – Aids to Navigation.](#)
- [Bridges,](#)
- [Chart Updating](#)
- [Small Craft Facility Updating.](#)

Survey the members in your Flotilla and Division for candidates for Aid Verifier training,

Review the contents of the January NS Newsletter and pass the information along to your members.

Make a NS Report at your Monthly Meeting. Pass a copy of your report up the chain – FSO to SO, SO to ADSO, ADSO to DSO.

Advise your members of the availability of scheduled WebEX Training opportunities.

FEBRUARY

Start compiling a list of your AV volunteers and Operation Facilities (**OPFACs**) that will be available for NS patrols during 2012 in your AOR.

Review your AV-qualified list and encourage these members to attend the annual NS Workshop(s).

Advise your AVCs- Aid Verifier Candidates to download the AV-PQS from the NS Web Site and to start the required readings and study in preparation for the qualification testing that will be available at the April Conference.

Advise your AV Qualified volunteers of the necessity of attending a PATON workshop this year to get updated to the new PATON System requirements.

Let everyone know that Light Lists, LNM, Coast Pilots are now available on the Internet. Check the District Web Site for links. Advise them to print out only the pages that they need.

Finalize and publish your 2012 Navigation Systems Plan.

Review the contents of the February NS Newsletter and pass the information along to your members.

Make a NS Report at your Monthly Meeting. Pass a copy of your report up the chain – FSO to SO, SO to ADSO, ADSO to DSO.

Report your ATON, PATON, Bridge Checking program, Chart Updating, and Small Craft Facility program results in your Monthly Report.

Provide a brief ATON Program training session at your Monthly Meeting for the benefit of the BC members as part of your 2012 ATON Program

Advise your members of the availability of scheduled WebEX Training opportunities.

MARCH

Make plans to attend the AV-PQS training Workshop at the April Awards Conference.

Encourage each AVC to continue their preparation study and readings for the check off session at the April Conference, including:

- Required ICS Training and qualifications.
- Required TCT Training and qualification.

- Required Boat Crew Task qualifications.
- On-Line PATON system operation training.

Check on the date scheduled for the AV Qualification Workshop in your AOR. Your ADSO-AN or SO-AN should have this information

Working with the ADSO-NS in your AOR, introduce yourself to the local CG ANT.

If you plan to work with the CG ANT, you will need to get approved for a PATON System Access Code.

Start preparing a list of potential Chart and Small Craft Facility update opportunities for your AOR.

Review the contents of the March NS Newsletter and pass the information along to your members.

Make a NS Report at your Monthly Meeting. Pass a copy of your report up the chain – FSO to SO, SO to ADSO, ADSO to DSO.

Report your ATON, PATON, Bridge Checking program, Chart Updating, and Small Craft Facility program results in your Monthly Report.

Provide a brief ATON Program training session at your Monthly Meeting for the benefit of the BC members as part of your 2012 ATON Program

Advise your members of the availability of scheduled WebEX Training opportunities.

APRIL

Each AVC-Aid Verifier Candidates should plan to attend the AV-PQS Training Session at the April Awards Conference this month.

Participants in the New Web-Based Private Aid System are able to print out the One Page Verification Report from their home PC for their assigned PATONs.

All AVs who plan to participate in the 2012 PATON program should have attended a PATON Workshop or have participated in the WebEX PATON Training.

AVs that plan to participate should check whether their PATON logon still works.

Any problems should be communicated with the DSO-NS at FrankJLarkin@verizon.net.

Advise AVS to be sure to check the PATON's set dates on all seasonal designated PATONs before verifying and reporting them.

All AVS who plan to participate in the 2012 PATON Verification Program should have attended a PATON Workshop by the end of this month. This workshop is also available by WebEX.

Check on the availability of Operational Facilities for your upcoming NS Patrols and start to schedule ATON/CU Patrols. Pass any problems up the chain of command.

Review the contents of the April NS Newsletter and pass the information along to your members.

Make a NS Report at your Monthly Meeting. Pass a copy of your report up the chain – FSO to SO, SO to ADSO, ADSO to DSO.

Provide a brief ATON Program training session at your Monthly Meeting for the benefit of the Boat Crew members as part of your 2012 ATON Program

Advise your members of the availability of scheduled WebEX Training opportunities.

MAY

Start your planned on-the-water Navigational Systems activities.

- You can begin this process as soon as the boats are in the water.
- You don't have to wait for the official SAR season to begin.

Review the status of your AVs training to insure that your AV volunteers are ready.

Check with each AV to insure that they have received their PATON assignments for 2012 and that they understand the assigned priorities for 2012.

Continue to encourage Boat Crew members to develop their Federal Aid Verification activity.

All sections of your NS Program should be operational at this point including the AUXDATA Activity reporting.

Make it a point to conduct one Chart Update or Small Craft Facility activity this month and submit a report to NOAA.

Review the contents of the May NS Newsletter and pass the information along to your members.

Make a NS Report at your Monthly Meeting. Pass a copy of your report up the chain – FSO to SO, SO to ADSO, ADSO to DSO.

Provide a brief ATON Program training session at your Monthly Meeting for the benefit of the BC members as part of your 2012 ATON Program

Advise your members of the availability of scheduled on-line WebEX Training opportunities.

JUNE

Your Navigation System Program plan should be in full operation at this time.

Note that there are many major Operational activities this year that can disrupt the availability of OPFACs and Coxswains. Plan to get your underway projects completed early – particularly for the PATON program.

Continue to encourage your AV volunteers to perform their assigned PATON and Bridge verifications.

Encourage your non-AV volunteers to perform Chart Updating and Small Craft Facility updating.

Get interested ATON volunteers underway on OPFACs for on-the-job training on Federal Aids and Bridges.

Review the contents of the June NS Newsletter and pass the information along to your members.

Make a NS Report at your Monthly Meeting. Pass a copy of your report up the chain – FSO to SO, SO to ADSO, ADSO to DSO.

Provide a brief ATON Program training session at your Monthly Meeting for the benefit of the BC members as part of your 2012 ATON Program

Advise your members of the availability of scheduled on-line WebEX Training opportunities.

JULY

Plan to complete the verification of all assigned floating lateral aids by July 15.

Review the status of the scheduled activity of every AV in your AOR to insure that your plans are being executed.

- Report any major problems up the chain.
- Immediately, start devising new plans to meet your assigned goals.

Continue to encourage your AV volunteers to perform their assigned PATON verifications and Bridge surveys,

Invite AV candidates out on the OPFACs to encourage them to become AV Qualified.

Continue to execute your Navigation Systems Plan for 2012.

Review the contents of the July NS Newsletter and pass the information along to your members.

Make a NS Report at your Monthly Meeting. Pass a copy of your report up the chain – FSO to SO, SO to ADSO, ADSO to DSO.

Provide a brief ATON Program training session at your Monthly Meeting for the benefit of the BC members as part of your 2012 ATON Program

Advise your members of the availability of scheduled on-line WebEX Training opportunities.

AUGUST – SEPTEMBER - OCTOBER

Your PATON plan should be winding down. Continue to monitor the AV performance to insure that nothing is missed, such as:

- All assigned PATONs have been verified. All assigned Bridges have been surveyed.

- Bridges with existing discrepancies have been rechecked on a monthly basis and any progress has been reported to the Coast Guard.

Continue encouraging your volunteers to wrap up their assigned PATON and Bridge verifications.

Contact those AV volunteers who have not yet reported their annual minimum requirement of two ATON, PATON or Bridge reports in order to maintain their AV qualifications.

Review the contents of the monthly NS Newsletters and pass the information along to your members.

Make a NS Report at your Monthly Meeting. Pass a copy of your report up the chain – FSO to SO, SO to ADSO, ADSO to DSO.

NOVEMBER

Evaluate the results of your Navigation Systems Program.

- Make a list of those items that worked great.
- Make a list of those items that need work.
- Contact your SO-NS, ADSO-NS or DSO-NS to discuss ideas for improving the 2013 program.

Continue to encourage your AV volunteers to continue working on Bridge Surveys, Small Craft Facility Updates and Chart Updating.

Check on your five-year 8-Hour TCT training requirement.

DECEMBER

Continue to encourage your AV volunteers to continue working on Bridge Checks, Small Craft Facility Updates and Chart Updating.

Advise your AV volunteers to verify whether all of their verification reports are entered into the PATON System and in AUXDATA.

Write up an **ANNUAL NS ACTIVITY REPORT** highlighting those items where you met or exceeded this year's goals.

Start setting new goals for 2013.

If you are being relieved of your NS Staff office, gather up your files for the new NS Staff Officer.

- Provide the new NS Staff Officer with a copy of your **ANNUAL NS REPORT**.
- Thank all of the people who made your job a success during the year.