

FROM: Frank Wilson, DSO-NS

DATE: April 20, 2011

TO: All NS Staff Officers

SUBJECT: Procedures for Annual Verification and Discrepancy Reporting

We will continue to perform annual verifications of PATONs. All PATONs that are on the *Light List* and that are in our AOR should be verified each year. Procedures for carrying out the inspection are unchanged. Only certified Aid Verifiers may perform annual verifications. Form ANSC 7054 should be used to report annual verifications of PATONs. The previously used worksheets will no longer be available, but the Work Lists will continue to be available for download. On the 7054, the "Verification" box should be checked, and "ANNUAL VERIFICATION" should be entered in the Comments area before any other entry. Reports should be sent to the Sector ATON Officer by email, which is preferred, or by postal mail. Critical and urgent discrepancies that are not already in the *Local Notice to Mariners* should, in addition, be reported to the Sector Command Center by telephone or radio. The addresses to which the reports should be submitted are:

[justin.s.coder@uscg.mil](mailto:justin.s.coder@uscg.mil)

SECTOR UPPER MISSISSIPPI RIVER

ATTN: ATON OFFICER

1222 SPRUCE STREET, SUITE 7.103

ST LOUIS, MO 63103-2846

Command Center Phone: 866-360-3386

[David.M.Bear@uscg.mil](mailto:David.M.Bear@uscg.mil)

SECTOR LOWER MISSISSIPPI RIVER

ATTN: ATON OFFICER

2 A.W. WILLIS AVENUE

MEMPHIS, TN 38105-1502

Command Center Phone: 866-777-2784

Procedures and forms for bridge annual verifications are unchanged in Sector Lower Mississippi River. The Annual Verification Worksheets that are available at <http://www.trlmo.com/cgau8wr/aton/avwrkdoc.htm>, as well as bridge discrepancy reports, will continue to be submitted to the Eighth District Bridge Administrator, and, in addition, critical and urgent discrepancies should be reported to the Sector Command Center by telephone or radio. In Sector Upper Mississippi River, bridge annual verifications and discrepancy reports should be sent to the Sector ATON Officer at the address above instead of the Bridge Administrator.

Flow sheets showing how to report properly are attached.

The procedures for reporting activity are unchanged. In addition to the reports to the Coast Guard, ALL of our NS activity should be reported to the appropriate IS Officer on form ANSC 7030 so that it can be entered into AuxData and the member and the Auxiliary can receive credit for it. Detailed instructions for this can be found here: [http://www.trlmo.com/cgau8wr/aton/Word/bpr\\_aton\\_actv.pdf](http://www.trlmo.com/cgau8wr/aton/Word/bpr_aton_actv.pdf). Annual verifications of bridges and PATONs should be reported by SO-NSs to Jerry Domann, DSO-CS, [jdomann@centurytel.net](mailto:jdomann@centurytel.net), using the attached Excel spreadsheet template; the email should be copied to me and the concerned ADSO-NS. The reason for this report is to get the activity reported on the 8WR NS Web site.

As always, all PATONs, federal aids, and bridges should be checked as often as possible, and all observed discrepancies that are not already in the *Local Notice to Mariners* reported on form ANSC 7054 and by telephone or radio to the Sector Command Center if critical or urgent. The one change is that all reports of discrepancies of PATONs or federal aids are to be sent to the Sector ATON Officers, not to the cutter as in the past. Discrepancies observed at any time can, and should, be reported. It is not necessary to be on patrol, under orders, or on the water.

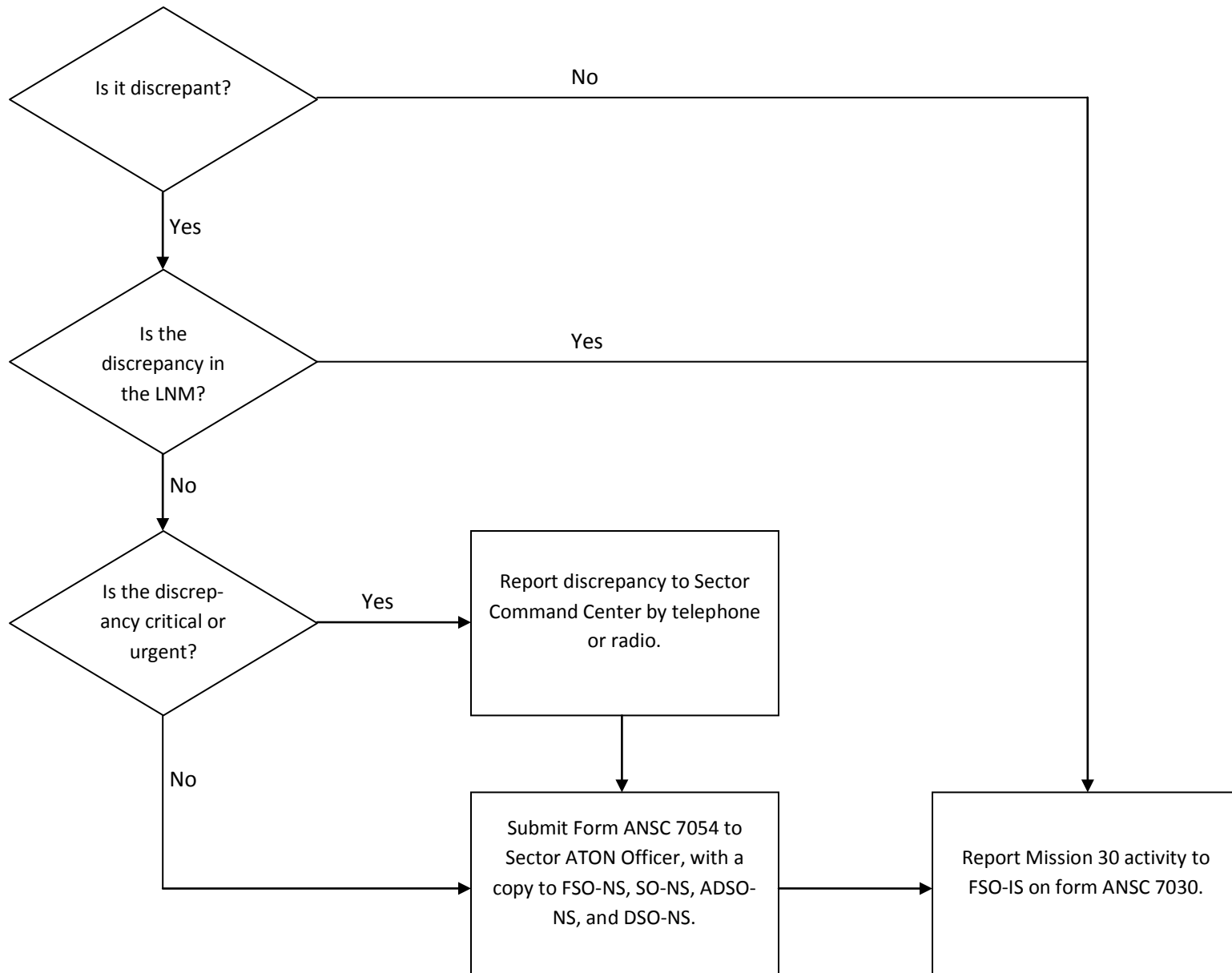
Copies of all bridge annual verification worksheets and ANSC 7054s should be sent to the concerned FSO-NS, SO-NS, ADSO-NS, and me.

The changes will be incorporated into the next edition of the *Eighth Western Rivers Region Aid Verifier Guide*.

FSO-NSs, please make sure that all AVs receive this.

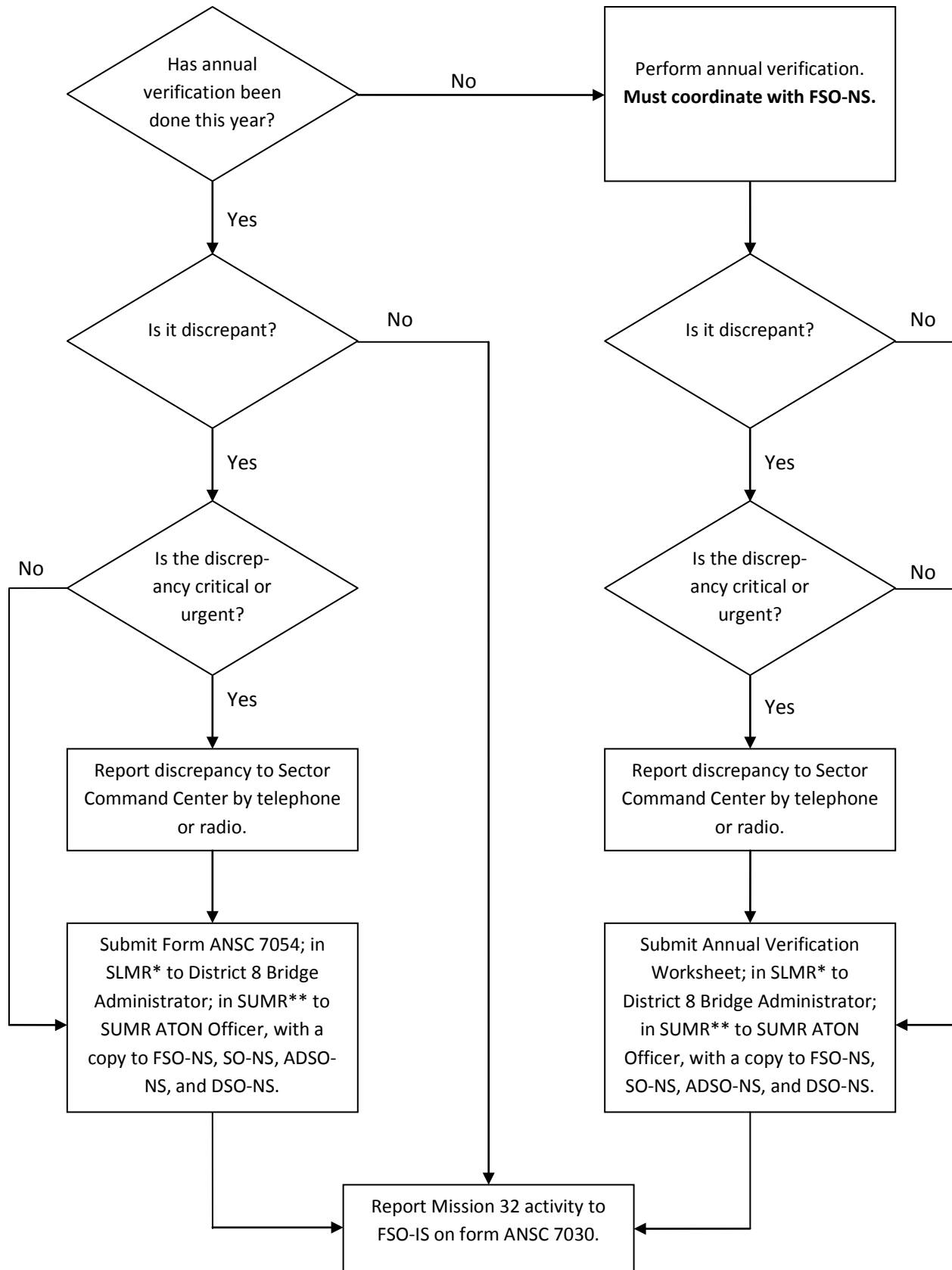
Frank Wilson  
DSO-NS

# How to Report Federal Aids (ATONs)



Sector Lower Mississippi River Command Center phone: 866-777-2784.  
Sector Upper Mississippi River Command Center phone: 866-360-3386.

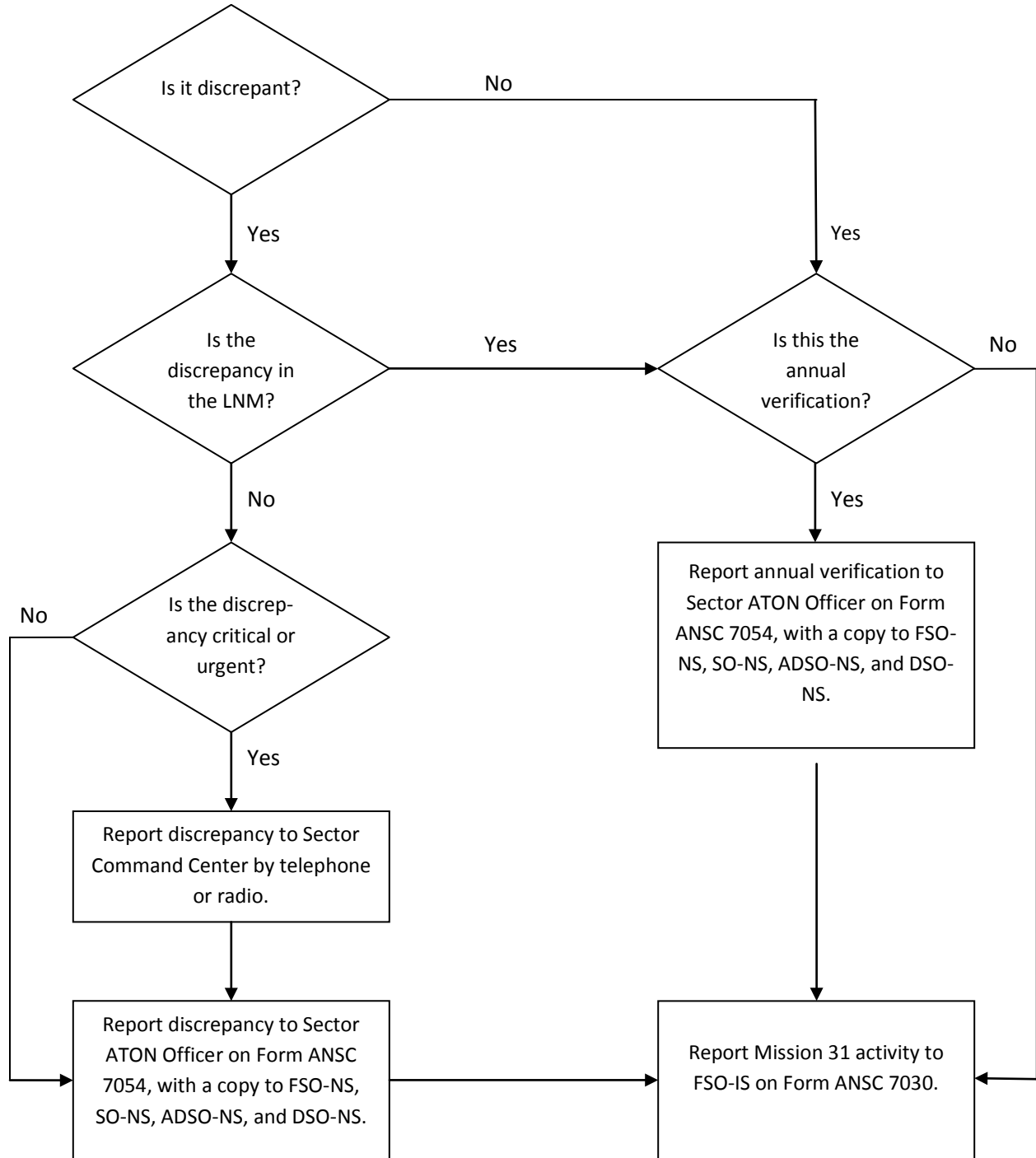
# How to Report Bridges



\*SLMR=Sector Lower Mississippi River. Command Center phone: 866-777-2784.

\*\*SUMR=Sector Upper Mississippi River. Command Center phone: 866-360-3386.

# How to Report PATONs



Sector Lower Mississippi River Command Center phone: 866-777-2784.  
Sector Upper Mississippi River Command Center phone: 866-360-3386.