**To all Navigation Systems Aids Verifiers. 5/26/2018**

This Newsletter is intended to provide guidance, given our revised mandate from the CG.

Effective immediately, all on water verification work, both Bridge and PATON, MUST be performed under CG orders.

Conforming to the following instructions will ensure that you receive full credit for your activity.

AUXDATA will continue to maintain all of your ‘Discrepant’ and ‘Watching Properly’ reports.

In this way, every reported Aid will count toward your ‘Currency’ and Awards.

**PATON Patrol (Mission 31)**

Upon completion, the Coxswain completes the Order Management report. This enters the hours for the Coxswain and all of the Crew.

The Aids Verifier (AV) enters the verification observations into the **Harbormaster** Database. This notifies the CG, and the Owner, of the observations.

The AV also submits a ‘7030 Unit/Individual’ (**Mission 31**) to his/her IS Officer with the number of ‘Discrepancies’ and ‘Watching Properly’. Only one AV name is entered on this form. This information updates AUXDATA. Since the ‘7030 Unit/Individual’ requires time, only 15 minutes should be reported. (The actual time is reported by the Coxswain, in Order Management). This information updates AUXDATA.

The AV should also submit a ‘7030 Unit/Individual’ (**Mission 07D**), (Operations Support) for hours spent pre-planning for the patrol and for post-patrol data entry.

**Bridge Patrol (Mission 32)**

Upon completion, the Coxswain completes the Order Management report. This enters the hours for the Coxswain and all of the Crew.

The Aids Verifier (AV) enters the verification observations into the **Bridge** Database. This notifies the CG of the observations. The CG determines if the owner should be notified. If notification is in order, the CG sends a Certified Letter to the Owner.

The AV also submits a ‘7030 Unit/Individual’ (**Mission 32**) to his/her IS Officer with the number of ‘Discrepancies’ and ‘Watching Properly’. This information updates AUXDATA. Since the ‘7030 Unit/Individual’ requires time, only 15 minutes should be reported. (The actual time is reported by the Coxswain, in Order Management). This information updates AUXDATA.

The AV should also submit a ‘7030 Unit/Individual’ (**Mission 07D**), (Operations Support) for hours spent pre-planning for the patrol and for post-patrol data entry.

**Revised procedure – while not under orders**

Every mariner should report Discrepant Aids to the CG. For most mariners, this means Radio or Phone. As Auxiliarist’s, we can enter our observations into the appropriate Database.

CG orders are not required to report Discrepancies, EVERY mariner should do it.

**Discrepant PATON**

If, during your travels, you come upon a Discrepant PATON, report it.

The Aids Verifier (AV) enters the verification observations into the **Harbormaster** Database. This notifies the CG, and the Owner, of the observations.

The AV reports his/her hours on form 7029 **Mission 99B** (RBS).

The AV also submits a ‘7030 Unit/Individual’ (**Mission 31)** to his/her IS Officer with the number of ‘Discrepant’ Aids. Only one AV name is entered on this form. This information updates AUXDATA. Since the ‘7030 Unit/Individual’ requires time, only 15 minutes should be reported. (The actual time is reported on the 7029). This information updates AUXDATA.

**Discrepant Bridge**

If, during your travels, you come upon a Discrepant Bridge, report it.

The Aids Verifier (AV) enters the verification observations into the Bridge Database. This notifies the CG, and the Owner, of the observations.

The AV reports his/her hours on form 7029 **Mission 99B** (RBS).

The AV also submits a ‘7030 Unit/Individual’ (**Mission 32)** to his/her IS Officer with the number of ‘Discrepant’ Bridges. Only one AV name is entered on this form. This information updates AUXDATA. Since the ‘7030 Unit/Individual’ requires time, only 15 minutes should be reported. (The actual time is reported on the 7029). This information updates AUXDATA.

**Discrepant ATON (Federal Aid)**

If, during your travels, you come upon a Discrepant ATON, report the Discrepancy to the CG via Radio or Phone.

The AV reports his/her hours on form 7029 **Mission 99B** (RBS).

The AV also submits a ‘7030 Unit/Individual’ (**Mission 30)** to his/her IS Officer with the number of ‘Discrepant’ Aids. Only one AV name is entered on this form. This information updates AUXDATA. Since the ‘7030 Unit/Individual’ requires time, only 15 minutes should be reported. (The actual time is reported on the 7029). This information updates AUXDATA.