U.S. Department of Homeland Security
United States Coast Guard

Commandant
United States Coast Guard

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COMDTCHANGENOTE 16721
NVIC 03-16

September 9, 2024

NAVIGATION AND VESSEL INSPECTION CIRCULAR NO. 03-16, CH-7
Subj: CHANGE 7 TO GUIDELINES FOR CREDENTIALING OFFICERS OF TOWING VESSELS, NVIC 03-16, COMDTPUB 16721

Ref: (a) Guidelines for Credentialing Officers of Towing Vessels, NVIC 03-16, COMDTPUB 16721

1. PURPOSE. This Commandant Change Notice publishes CH-7 to NVIC 03-16.

2. ACTION. The Coast Guard will use NVIC 03-16 and 46 CFR Part 11 to establish whether mariners are qualified to hold officer endorsements for service on towing vessels.

3. DIRECTIVES AFFECTED. With the release of this Commandant Change Notice, NVIC 03-16 is updated.

4. DISCUSSION. The Coast Guard has become aware that a portion of Enclosure (3), the Great Lakes & Inland Towing Officer Assessment Record (TOAR), was inadvertently omitted in past changes to NVIC 03-16. This Commandant Change Notice remedies that error and restores the omitted portions of the TOAR.

5. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a regulation. It is not intended to, nor does it impose legally-binding requirements on any party. It represents the Coast Guard's current thinking on this topic and is issued for guidance purposes to outline methods of best practice for compliance with applicable law. You can use an alternative approach if the approach satisfies the requirements of the applicable statutes and regulations.

DISTRIBUTION – SDL No. 170

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NON-STANDARD DISTRIBUTION:

6. MAJOR CHANGES. This Commandant Change Notice revises NVIC 03-16 to restore inadvertently omitted portions of Enclosure (3), the Great Lakes & Inland TOAR. The omitted portions being restored consist of one task for maneuvering a "light boat" (task number CE-D.1) and general guidance to Designated Examiners concerning part D of the TOAR.

7. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.

   a. The development of this Commandant Change Notice and the general policies contained within it have been thoroughly reviewed under Department of Homeland Security Directive 023-01, Rev.1, and Environmental Planning COMDTINST 5090.1 (series) office, and are categorically excluded (CE) from further environmental analysis under paragraph #A3 in Table 3-1 of U.S. Coast Guard Environmental Planning Implementing Procedures 5090.1. Because this Commandant Change Notice implements, without substantive change, the applicable Commandant Instruction or other federal agency regulations, procedures, manuals, and other guidance documents, Coast Guard categorical exclusion #A3 is appropriate.

   b. This Commandant Change Notice will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policies in this Commandant Change Notice must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates.

8. DISTRIBUTION. Notice. An electronic version of NVIC 03-16 as revised by this Commandant Change Notice will be located at https://www.dco.uscg.mil/Our-Organization/NVIC/.

9. PROCEDURE. Remove and insert the following pages:

Remove	Insert
Enclosure (3)	Enclosure (3) CH-7

10. RECORDS MANAGEMENT CONSIDERATONS. This Commandant Change Notice has been thoroughly reviewed during the directives clearance process, and it has been determined there are no further records scheduling requirements, in accordance with the Federal Records Act (44 U.S.C. 3101 et seq.), NARA requirements, and the Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not create significant or substantial change to existing records management requirements.

11. FORMS/REPORTS. None.

12. REQUEST FOR CHANGES. All requests for changes or questions regarding implementation of Reference (a) and this Commandant Change Notice should be directed to the Mariner Credentialing Program Policy Division (CG-MMC-2), at (202) 372-2357 or MMCPolicy@uscg.mil.

W. R. ARGUIN
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Assistant Commandant for Prevention Policy

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COMDTCHANGENOTE 16721
NVIC 03-16
December 15, 2023

NAVIGATION AND VESSEL INSPECTION CIRCULAR NO. 03-16, CH-6

Subj: CHANGE 6 TO GUIDELINES FOR CREDENTIALING OFFICERS OF TOWING VESSELS, NVIC 03-16, COMDTPUB 16721

Ref: (a) Guidelines for Credentialing Officers of Towing Vessels, NVIC 03-16, COMDTPUB 16721

1. PURPOSE. This Commandant Change Notice publishes CH-6 to NVIC 03-16.

2. ACTION. The Coast Guard will use NVIC 03-16 and 46 CFR Part 11 to establish whether mariners are qualified to hold officer endorsements for service on towing vessels.

3. DIRECTIVES AFFECTED. With the release of this Commandant Change Notice, NVIC 03-16 is updated.

4. DISCUSSION. The Coast Guard has become aware of confusion concerning the qualifications required for approval as a Designated Examiner (DE). This Commandant Change Notices revises NVIC 03-16 provide clarity on the qualifications necessary for approval as a DE.

5. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a regulation. It is not intended to, nor does it impose legally-binding requirements on any party. It represents the Coast Guard's current thinking on this topic and is issued for guidance purposes to outline methods of best practice for compliance with applicable law. You can use an alternative approach if the approach satisfies the requirements of the applicable statutes and regulations.

DISTRIBUTION – SDL No. 170

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NON-STANDARD DISTRIBUTION:

6. MAJOR CHANGES. This Commandant Change Notice revises NVIC 03-16 to provide clarification on the qualifications necessary to be approved as a Designated Examiner (DE). Specifically, this change notice:

   a. Revises paragraph 4.c to provide additional guidance on the qualifications for approval as a DE; and

   b. Adds a new Frequently Asked Question (FAQ) no. 3 in Enclosure (1), and renumbers the remaining FAQs.

7. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.

   a. The development of this Commandant Change Notice and the general policies contained within it have been thoroughly reviewed under Department of Homeland Security Directive 023-01, Rev.1, and Environmental Planning COMDTINST 5090.1 (series) office, and are categorically excluded (CE) from further environmental analysis under paragraph #A3 in Table 3-1 of U.S. Coast Guard Environmental Planning Implementing Procedures 5090.1. Because this Commandant Change Notice implements, without substantive change, the applicable Commandant Instruction or other federal agency regulations, procedures, manuals, and other guidance documents, Coast Guard categorical exclusion #A3 is appropriate.

   b. This Commandant Change Notice will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policies in this Commandant Change Notice must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates.

8. DISTRIBUTION. Notice. An electronic version of NVIC 03-16 as revised by this Commandant Change Notice will be located at https://www.dco.uscg.mil/Our-Organization/NVIC/.

9. PROCEDURE. Remove and insert the following pages:

Remove	Insert
Pages 3 to 5	Pages 3 to 6 CH-6
Enclosure (1) CH-5	Enclosure (1) CH-6

10. RECORDS MANAGEMENT CONSIDERATONS. This Commandant Change Notice has been thoroughly reviewed during the directives clearance process, and it has been determined there are no further records scheduling requirements, in accordance with the Federal Records Act (44 U.S.C. 3101 et seq.), NARA requirements, and the Information and Life Cycle

Management Manual, COMDTINST M5212.12 (series). This policy does not create significant or substantial change to existing records management requirements.

11. FORMS/REPORTS. None.

12. REQUEST FOR CHANGES. All requests for changes or questions regarding implementation of Reference (a) and this Commandant Change Notice should be directed to the Mariner Credentialing Program Policy Division (CG-MMC-2), at (202) 372-2357 or MMCPolicy@uscg.mil.

W. R. ARGUIN
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Assistant Commandant for Prevention Policy

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COMDTCHANGENOTE 16721
NVIC 03-16
February 2, 2023

NAVIGATION AND VESSEL INSPECTION CIRCULAR NO. 03-16, CH-5

Subj: CHANGE 5 TO GUIDELINES FOR CREDENTIALING OFFICERS OF TOWING VESSELS, NVIC 03-16, COMDTPUB 16721

Ref: (a) Guidelines for Credentialing Officers of Towing Vessels, NVIC 03-16, COMDTPUB 16721

1. PURPOSE. This Commandant Change Notice publishes CH-5 to NVIC 03-16.

2. ACTION. The Coast Guard will use NVIC 03-16 and 46 CFR Part 11 to establish whether mariners are qualified to hold officer endorsements for service on towing vessels.

3. DIRECTIVES AFFECTED. With the release of this Commandant Change Notice, NVIC 03-16 is updated.

4. DISCUSSION. This Commandant Change Notices revises NVIC 03-16 to remove transitional provisions that expired on March 24, 2019.

5. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a regulation. It is not intended to, nor does it impose legally-binding requirements on any party. It represents the Coast Guard's current thinking on this topic and is issued for guidance purposes to outline methods of best practice for compliance with applicable law. You can use an alternative approach if the approach satisfies the requirements of the applicable statutes and regulations.

6. MAJOR CHANGES. This Commandant Change Notice revises NVIC 03-16 to remove expired grandfathering provisions. Specifically, this change notice:

   a. Deletes Frequently Asked Questions (FAQs) nos. 10 and 11 from Enclosure (1), and renumbers the remaining FAQs; and

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NON-STANDARD DISTRIBUTION:

b. Removes Enclosure (6), concerning the transition from previous Towing Officer Assessment Records (TOARs).

7. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.

a. The development of this Commandant Change Notice and the general policies contained within it have been thoroughly reviewed under Department of Homeland Security Directive 023-01, Rev.1, and Environmental Planning COMDTINST 5090.1 (series) office, and are categorically excluded (CE) from further environmental analysis under paragraph #A3 in Table 3-1 of U.S. Coast Guard Environmental Planning Implementing Procedures 5090.1. Because this Commandant Change Notice implements, without substantive change, the applicable Commandant Instruction or other federal agency regulations, procedures, manuals, and other guidance documents, Coast Guard categorical exclusion #A3 is appropriate.

b. This Commandant Change Notice will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policies in this Commandant Change Notice must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates.

8. DISTRIBUTION. No paper distribution will be made of this Commandant Change Notice. An electronic version will be located at https://www.dco.uscg.mil/Our-Organization/NVIC/.

9. PROCEDURE. Remove and insert the following pages:

Remove	Insert
Enclosure (1)	Enclosure (1) CH-5
Enclosure (6)	There is no replacement for Enclosure (6)

10. RECORDS MANAGEMENT CONSIDERATONS. This Commandant Change Notice has been thoroughly reviewed during the directives clearance process, and it has been determined there are no further records scheduling requirements, in accordance with the Federal Records Act (44 U.S.C. 3101 et seq.), NARA requirements, and the Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not create significant or substantial change to existing records management requirements.

11. FORMS/REPORTS. None.

12. REQUEST FOR CHANGES. All requests for changes or questions regarding implementation of Reference (a) and this Commandant Change Notice should be directed to the Mariner Credentialing Program Policy Division (CG-MMC-2), at (202) 372-2357 or MMCPolicy@uscg.mil.

W. R. ARGUIN
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Assistant Commandant for Prevention Policy

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COMDTCHANGENOTE 16721
NVIC 03-16
October 28, 2021

NAVIGATION AND VESSEL INSPECTION CIRCULAR NO. 03-16, CH-4

Subj: CHANGE 4 TO GUIDELINES FOR CREDENTIALING OFFICERS OF TOWING VESSELS, NVIC 03-16, COMDTPUB 16721

Ref: (a) Guidelines for Credentialing Officers of Towing Vessels, NVIC 03-16, COMDTPUB 16721

1. PURPOSE. This Commandant Change Notice publishes CH-4 to NVIC 03-16.

2. ACTION. The Coast Guard will use NVIC 03-16 and 46 CFR Part 11 to establish whether mariners are qualified to hold officer endorsements for service on towing vessels.

3. DIRECTIVES AFFECTED. With the release of this Commandant Change Notice, NVIC 03-16 is updated.

4. DISCUSSION. The Coast Guard has become aware of errors in the guidance to Designated Examiners (DEs) concerning conducting the assessment of tasks in several of the Towing Officer Assessment Records (TOARs). The tasks relate to maneuvering with an empty tow, but the guidance to DEs indicates the candidate should maneuver a loaded tow. This Commandant Change Notice revises the DE guidance for that task to correct these errors.

5. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a regulation. It is not intended to, nor does it impose legally-binding requirements on any party. It represents the Coast Guard's current thinking on this topic and is issued for guidance purposes to outline methods of best practice for compliance with applicable law. You can use an alternative approach if the approach satisfies the requirements of the applicable statutes and regulations.

6. MAJOR CHANGES. This Commandant Change Notice revises the TOARs in Enclosures (3), (4) and (5) to correct an error in the guidance to DEs.

7. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.

   a. The development of this Commandant Change Notice and the general policies contained within it have been thoroughly reviewed under Department of Homeland Security Directive 023-01 and

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NON-STANDARD DISTRIBUTION:

Environmental Planning COMDTINST 5090.1 (series) by the originating office, and are categorically excluded (CE) from further environmental analysis under paragraph #A3 in Table 3-1 of U.S. Coast Guard Environmental Planning Implementing Procedures 5090.1. Because this Commandant Change Notice implements, without substantive change, the applicable Commandant Instruction or other Federal agency regulations, procedures, manuals, and other guidance documents, Coast Guard categorical exclusion #A3 is appropriate.

b. This Commandant Change Notice will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policies in this Commandant Change Notice must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates.

8. DISTRIBUTION. No paper distribution will be made of this Commandant Change Notice. An electronic version will be located at https://www.dco.uscg.mil/Our-Organization/NVIC/.

9. PROCEDURE. Remove and insert the following pages of NVIC 03-16:

Remove	Insert
Enclosure (3), Page 11	Enclosure (3), Page 11 CH-4
Enclosure (4), Page 11	Enclosure (4), Page 11 CH-4
Enclosure (5), Page 12	Enclosure (5), Page 12 CH-4

10. RECORDS MANAGEMENT CONSIDERATIONS. This Commandant Change Notice has been thoroughly reviewed during the directives clearance process, and it has been determined there are no further records scheduling requirements, in accordance with the Federal Records Act (44 U.S.C. 3101 et seq.), NARA requirements, and the Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not create significant or substantial change to existing records management requirements.

11. FORMS/REPORTS. None.

12. REQUEST FOR CHANGES. All requests for changes or questions regarding implementation of Reference (a) and this Commandant Change Notice should be directed to the Mariner Credentialing Program Policy Division (CG-MMC-2), at (202) 372-2357 or MMCPolicy@uscg.mil. To obtain approval for a course or training program, contact the NMC at (888) 427-5662 or IAskNMC@uscg.mil.

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Rear Admiral, U. S. Coast Guard
Assistant Commandant for Prevention Policy

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COMDTCHANGENOTE 16721
NVIC 03-16
September 9, 2020

NAVIGATION AND VESSEL INSPECTION CIRCULAR NO. 03-16, CH-3

Subj: CHANGE 3 TO GUIDELINES FOR CREDENTIALING OFFICERS OF TOWING VESSELS, NVIC 03-16, COMDTPUB 16721

Ref: (a) Guidelines for Credentialing Officers of Towing Vessels, NVIC 03-16, COMDTPUB 16721

1. PURPOSE. This Commandant Change Notice publishes CH-3 to NVIC 03-16.

2. ACTION. The Coast Guard will use NVIC 03-16 and 46 CFR Part 11 to establish whether mariners are qualified to hold officer endorsements for service on towing vessels.

3. DIRECTIVES AFFECTED. With the release of this Commandant Change Notice, NVIC 03-16 is updated.

4. DISCUSSION.

   a. The Coast Guard has become aware of confusion over the guidance to Designated Examiners (DEs) concerning conducting the assessment of one of the "common element" tasks in the Towing Officer Assessment Records (TOARs). The DE guidance indicates the DE should designate a section of river to perform the assessment. Some of the routes covered by the TOARs may not include rivers. This Commandant Change Notices revises the DE guidance for that task to make it applicable to all routes.

   b. The Coast Guard has also become aware of confusion with regard to grandfathering for Basic Firefighting training for mariners holding an endorsement as Master of Towing Vessels (Limited). This change notice revises Enclosure (10) of NVIC 03-16 to clarify that these mariners do not need to complete firefighting training when renewing their endorsement or for a raise in grade to Mate (Pilot) of Towing Vessels.

   c. NVIC 03-16 included grandfathering provisions that expired on March 24, 2019. This change notice removes those expired provisions.

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NON-STANDARD DISTRIBUTION:

5. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a regulation. It is not intended to, nor does it impose legally-binding requirements on any party. It represents the Coast Guard's current thinking on this topic and is issued for guidance purposes to outline methods of best practice for compliance with applicable law. You can use an alternative approach if the approach satisfies the requirements of the applicable statutes and regulations.

6. MAJOR CHANGES. This Commandant Change Notice:

   a. Revises the TOARs in Enclosures 2 through 5 to make the DE Guidance for the common element task no. CE-C.2 applicable to all routes.

   b. Clarifies that mariners holding an endorsement as Master of Towing Vessels (Limited) will not be required to complete Basic Firefighting when renewing their endorsement or when raising the grade of their endorsement to Mate (Pilot) or Master of Towing Vessels; and

   c. Removes grandfathering provisions that expired on March 24, 2019.

7. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.

   a. The development of this Commandant Change Notice and the general policies contained within it have been thoroughly reviewed under Department of Homeland Security Directive 023-01 and Environmental Planning COMDTINST 5090.1 (series) by the originating office, and are categorically excluded (CE) from further environmental analysis under paragraph #A3 in Table 3-1 of U.S. Coast Guard Environmental Planning Implementing Procedures 5090.1. Because this Commandant Change Notice implements, without substantive change, the applicable Commandant Instruction or other federal agency regulations, procedures, manuals, and other guidance documents, Coast Guard categorical exclusion #A3 is appropriate.

   b. This Commandant Change Notice will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policies in this Commandant Change Notice must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates.

8. DISTRIBUTION. No paper distribution will be made of this Commandant Change Notice. An electronic version will be located at https://www.dco.uscg.mil/Our-Organization/NVIC/.

9. PROCEDURE. Remove and insert the following pages of NVIC 03-16:

Remove	Insert
Enclosure (2), Page 10	Enclosure (2), Page 10 CH-3
Enclosure (3), Page 9	Enclosure (3), Page 9 CH-3
Enclosure (4), Page 9	Enclosure (4), Page 9 CH-3
Enclosure (5), Page 8	Enclosure (5), Page 8 CH-3
Enclosure (10)	Enclosure (10) CH-3

10. RECORDS MANAGEMENT CONSIDERATIONS. This Commandant Change Notice has been thoroughly reviewed during the directives clearance process, and it has been determined there are no further records scheduling requirements, in accordance with the Federal Records Act (44 U.S.C. 3101 et seq.), NARA requirements, and the Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not create significant or substantial change to existing records management requirements.

11. FORMS/REPORTS. None.

12. REQUEST FOR CHANGES. All requests for changes or questions regarding implementation of Reference (a) and this Commandant Change Notice should be directed to the Mariner Credentialing Program Policy Division (CG-MMC-2), at (202) 372-2357 or MMCPolicy@uscg.mil. To obtain approval for a course or training program, contact the NMC at (888) 427-5662 or IAskNMC@uscg.mil.

/s/
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Assistant Commandant for Prevention Policy

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United States Coast Guard

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COMDTCHANGENOTE 16721
NVIC 03-16
April 18, 2019

NAVIGATION AND VESSEL INSPECTION CIRCULAR NO. 03-16, CH-2

Subj: CH-2 TO GUIDELINES FOR CREDENTIALING OFFICERS OF TOWING VESSELS, NVIC 03-16, COMDTPUB 16721

Ref: (a) Guidelines for Credentialing Officers of Towing Vessels, NVIC 03-16, COMDTPUB 16721

1. PURPOSE. This Commandant Change Notice publishes CH-2 to NVIC 03-16.

2. ACTION. The Coast Guard will use NVIC 03-16, 46 CFR 11.463, 11.464, 11.465, and 11.466 to establish whether mariners are qualified to hold officer endorsements for service on towing vessels. Officers in Charge, Marine Inspection (OCMIs) should bring this notice to the attention of the maritime industry within their zones of responsibility.

3. DIRECTIVES AFFECTED. With the release of this Commandant Change Notice, NVIC 03-16 is updated.

4. DISCUSSION. NVIC 03-16 included grandfathering provisions for mariners to qualify for towing vessel endorsements based on service in the oil and mineral industry before October 15, 2010. Those grandfathering provisions expired on December 24, 2018, and this change notice removes the expired provisions. This change notice also adds explanations on the continued use of Towing Officer Assessment Records (TOARs) from previous policy.

5. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a regulation. It is not intended to, nor does it impose legally-binding requirements on any party. It represents the Coast Guard's current thinking on this topic and is issued for guidance purposes to outline methods of best practice for compliance with applicable law. You can use an alternative approach if the approach satisfies the requirements of the applicable statutes and regulations.

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NON-STANDARD DISTRIBUTION:

6. MAJOR CHANGES. This Commandant Change Notice revises the guidance NVIC 03-16 as follows:

   a. Enclosure (1) is revised to add two "frequently asked questions" concerning the use of TOARs from previous policy after March 24, 2019; and

   b. Enclosure (10) is revised to remove expired grandfathering provisions; clarify what firefighting training is required to increase the scope of a towing vessel endorsement to oceans; and to add information concerning the use of TOARs from previous policy after March 24, 2019.

7. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.

   a. The development of this Commandant Change Notice and the general policies contained within it have been thoroughly reviewed by the originating office, and are categorically excluded (CE) under current CE #A3 from further environmental analysis, in accordance with Section 2.B.2 and Appendix A, DHS Instruction Manual 023-01-001-01, Revision 01, Implementation of the National Environmental Policy Act (NEPA). Because this NVIC implements, without substantive change, the applicable Commandant Instruction or other federal agency regulations, procedures, manuals, and other guidance documents, Coast Guard categorical exclusion #A3 is appropriate.

   b. This Commandant Change Notice will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policies in this NVIC must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates.

8. DISTRIBUTION. No paper distribution will be made of this Commandant Change Notice. An electronic version will be located at http://www.uscg.mil/hq/cg5/nvic.

9. PROCEDURE. Remove and insert the following pages of Reference (a):

Remove	Insert
Page 5	Page 5 CH-2
Enclosure (1) Page 6	Enclosure (1) Page 6 CH-2
Enclosure (10)	Enclosure (10) CH-2

10. RECORDS MANAGEMENT CONSIDERATIONS. This Commandant Change Notice has been thoroughly reviewed during the directives clearance process, and it has been determined there are no further records scheduling requirements, in accordance with the Federal Records Act (44 U.S.C. 3101 et seq.), NARA requirements, and the Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not create significant or substantial change to existing records management requirements.

11. FORMS/REPORTS. None.

12. REQUEST FOR CHANGES. All requests for changes or questions regarding implementation of Reference (a) and this Commandant Change Notice should be directed to the Mariner Credentialing Program Policy Division (CG-MMC-2), at (202) 372-2357 or MMCPolicy@uscg.mil.

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Assistant Commandant for Prevention Policy

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COMDTCHANGENOTE 16721
NVIC 03-16
September 28, 2017

NAVIGATION AND VESSEL INSPECTION CIRCULAR NO. 03-16, CH 1

Subj: CH-1 TO GUIDELINES FOR CREDENTIALING OFFICERS OF TOWING VESSELS, NVIC 03-16, COMDTPUB 16721

Ref: (a) Guidelines for Credentialing Officers of Towing Vessels, NVIC 03-16, COMDTPUB 16721

1. PURPOSE. This Commandant Change Notice publishes CH-1 to reference (a).

2. ACTION. The Coast Guard will use reference (a) and 46 CFR 11.463, 11.464, 11.465, and 11.466 to establish whether candidates are qualified to hold officer endorsements for service on towing vessels. Officers in Charge, Marine Inspection (OCMIs) should also bring this notice to the attention of the maritime industry within their zones of responsibility.

3. DIRECTIVES AFFECTED. With the release of this Commandant Change Notice, reference (a) is updated.

4. DISCUSSION.

   a. After publication of reference (a), the Coast Guard became aware of errors in Enclosures (1), (4), and (6) of reference (a).

   b. In Enclosure (1), FAQ nos. 10 and 11 stated that in order to continue to use the older TOARs, mariners must have begun their service or training before January 1, 2016. This CH-1 will allow mariners to use the old TOARs until March 24, 2019, without reagard to when their service or training began.

   c. In Enclosure (4), the Towing Officer Assessment Record (TOAR) for Western Rivers, there was an error in the "common element" tasks for maneuvering a towing vessel. Common element task CE-D.3 repeated task CE-D.2, task CE-D.6 was omitted, and tasks CE-D.3 through CE-D.5 were numbered incorrectly. This CH-1 corrects those errors.

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NON-STANDARD DISTRIBUTION:

d. In Enclosure (6), the transition scheme for mariners to transition from use of the TOARS in the cancelled NVIC 4-01 stated that in order to continue to use the older TOARs, mariners must have begun their service or training before January 1, 2016. Although NVIC 02-14 specifies that mariners must have began service training before March 24, 2014, in order to qualify for an endorsement under previous regulations and policy, the Coast Guard will allow all mariners to use the previous TOARs until March 24, 2019. The Coast Guard believes this is a reasonable accommodation considering that the new TOARs in this NVIC were not published until June 23, 2016.

5. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a regulation. It is not intended to, nor does it impose legally binding requirements on any party. It represents the Coast Guard's current thinking on this topic and is issued for guidance purposes to outline methods of best practice for compliance with applicable law. You can use an alternative approach if the approach satisfies the requirements of the applicable statutes and regulations.

6. MAJOR CHANGES. This Commandant Change Notice corrects the guidance found in reference (a) concerning the TOAR for Western Rivers and the transition scheme for use of the TOARs from NVIC 4-01.

7. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.

   a. The development of this NVIC and the general policies contained within it have been thoroughly reviewed by the originating office, and are categorically excluded (CE) under current USCG CE # 33 from further environmental analysis, in accordance with Section 2.B.2. and Figure 2-1 of the National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series). Because this NVIC implements, without substantive change, the applicable Commandant Instruction or other federal agency regulations, procedures, manuals, and other guidance documents, Coast Guard categorical exclusion #33 is appropriate

   b. This NVIC will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policies in this NVIC must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates.

8. DISTRIBUTION. No paper distribution will be made of this Commandant Change Notice. An electronic version will be located at http://www.uscg.mil/hq/cg5/nvic.

9. PROCEDURE. Remove and insert the following pages:

Remove	Insert
Enclosure (1), Page 2	Enclosure (1), Page 2 CH-1
Enclosure (4), Page 10	Enclosure (4), Page 10 CH-1
Enclosure (6), Page 1	Enclosure (6), Page 1 CH-1

10. RECORDS MANAGEMENT CONSIDERATIONS. This NVIC has been thoroughly reviewed during the directives clearance process, and it has been determined there are no further records scheduling requirements, in accordance with the Federal Records Act (44 U.S.C. 3101 et seq.), NARA requirements, and the Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not create significant or substantial change to existing records management requirements.

11. FORMS/REPORTS. None.

12. REQUEST FOR CHANGES. All requests for changes or questions regarding implementation of Reference (a) and this Commandant Change Notice should be directed to the Mariner Credentialing Program Policy Division (CG-MMC-2), at (202) 372-2357 or MMCPolicy@uscg.mil. To obtain approval for a course or training program, contact the NMC at (888) 427-5662 or IAskNMC@uscg.mil.

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COMDTPUB P16721
NVIC 03-16
June 23, 2016

NAVIGATION AND VESSEL INSPECTION CIRCULAR NO. 03-16

Subj: GUIDELINES FOR CREDENTIALING OFFICERS OF TOWING VESSELS

Ref: (a) Title 46 Code of Federal Regulations (CFR), Sections 11.463, 11.464, 11.465, and 11.466

1. PURPOSE. This Navigation and Vessel Inspection Circular (NVIC) clarifies and provides guidance for the evaluation of merchant mariners for qualification for and revalidation of endorsements for officers of towing vessels.

2. ACTION. The Coast Guard will use this NVIC and 46 CFR 11.463, 11.464, 11.465, and 11.466 to establish whether candidates are qualified to hold officer endorsements for service on towing vessels. Officers in Charge, Marine Inspection (OCMIs) should bring this NVIC to the attention of the maritime industry within their zones of responsibility. This NVIC is available on the World Wide Web at http://www.uscg.mil/hq/cg5/nvic/. The Coast Guard will distribute it by electronic means only.

3. DIRECTIVES AFFECTED. This NVIC supersedes NVIC 04-01, *Licensing and Manning for Officers of Towing Vessels*, and National Maritime Center (NMC) Policy Letter 04-03, *Acceptance of STCW Assessments of Skills to Qualify for Near Coastal and Oceans Towing Vessel Licenses and Endorsements*.

4. BACKGROUND. The Coast Guard published a final rule on December 24, 2013, (78 FR 77796) that includes changes to the regulations for credentialing officers of towing vessels. This rule became effective on March 24, 2014. The Coast Guard is publishing this NVIC to provide guidance on complying with the new regulations and is cancelling previous policy. Accordingly, this NVIC supersedes NVIC 04-01.

DISTRIBUTION – SDL No. 167

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NON-STANDARD DISTRIBUTION

5. DISCUSSION.

a. Regulation for Towing Vessel (T/V) Endorsements.

Title 46 CFR, Part 11 provides the standards regarding credentialing of towing vessel officers. This NVIC provides additional guidance and clarification of those regulations. Enclosure (1) contains a number of frequently asked questions (FAQ) and responses to those FAQs.

b. Towing Officer Assessment Record (TOAR).

1) Candidates for officer endorsements valid for towing vessels must demonstrate their practical ability to carry out certain professional duties and tasks. These demonstrations are to be performed before a Coast Guard approved Designated Examiner (DE) and are to be recorded in a TOAR. The Towing Safety Advisory Committee (TSAC) has developed model guidance for DEs on the manner in which the TOAR task demonstrations should be conducted.. That guidance has been incorporated into the TOARs in Enclosures 2 through 5.

2) Enclosures (2) through (5) are TOARs that meet the applicable regulatory requirements and may be used by: 1) mariners seeking a towing endorsement, and 2) DEs assessing candidates for towing vessel endorsements. These enclosures are the most recent updates to the TOARs and supersede previous versions. DEs should assess candidates for towing endorsements using the enclosed TOARs and by following the guidance contained in the TOAR. DEs wishing to conduct assessments using alternative tasks and/or criteria to assess candidates must obtain prior written approval from the NMC for the proposed tasks and assessment criteria. Information concerning the use of previous versions, and transition to these new TOARs, is provided in Enclosure (6).

3) The Limited TOAR in Enclosure (5) is intended for use for an endorsement that will be restricted to a Limited Local Area (LLA) within the Western Rivers or on Inland waters. The specified tasks represent the minimum that should be included for any LLA. The actual TOAR that should be used will be based upon the unique operating conditions present in the LLA. Additional tasks may be added. For example, if the LLA includes bridges across the waterway, a task requiring the mariner to safely navigate through a bridge should be included.

4) Mariners serving on vessels with operations that do not normally include all of the tasks in the TOAR may omit specific tasks and qualify for an endorsement with a restriction to Integrated Tug Barge (ITB) and Articulated Tug Barge (ATB), Harbor-Assist vessels, and vessels that operate on Inland waters or areas of the Western Rivers that do not have locks. 46 CFR 11.463(g). Guidance on these restricted endorsements is provided in Enclosure (7).

5) Many mariners required to complete the Near Coastal/Oceans TOAR for service on a towing vessel may also be required to hold an STCW endorsement. In an effort to ease the burden on mariners completing both a TOAR and STCW assessments for an endorsement as Officer in Charge of a Navigational Watch (OICNW), mariners who are assessed for an OICNW endorsement valid for service on vessels of 500 GT or more need not complete those portions of the Near Coastal/Oceans TOAR that duplicate STCW assessments. Enclosure (8) indicates which STCW assessments will be accepted for towing vessel credentials and endorsements, and the equivalent portions of the TOAR. When more than one STCW assessment is listed for a single TOAR task, the mariner must complete all of the specified STCW assessments to have them accepted in lieu of the TOAR task. As the assessment guidelines and requirements for the conduct of assessments under STCW are more stringent than those for TOAR assessments, successful completion of a TOAR may not be used in lieu of STCW assessments.

c. Designated Examiners.

1) A TOAR may only be signed by DEs approved by the Coast Guard to conduct assessments and sign TOARs for the specific task(s) and upon the specific route(s). A TOAR signed by someone not approved as a DE, or by a DE who does not hold approval for the task/route, will not be accepted. Mariners may check the approval status of a DE from the NMC website at http://www.uscg.mil/nmc.

2) The standard to be used to determine an individual's qualification for designated examiner (DE) is established in 46 CFR 10.405(b). There are three requirements, as specified in paragraphs (i) to (iii) below:

i) The applicant must establish that they have either "experience, training, or instruction in assessment techniques on towing vessels." 46 CFR 10.405(b)(1). Section 10.405(c) describes some of the documentary evidence that is acceptable. This is not an exclusive list; other evidence may be accepted.

A) Experience must include evaluating competence or effectiveness of training. This may include documentation showing:

1) Work as an instructor or assessor, in any field;

2) Supervising onboard training or drills; or

3) Experience assessing apprentice mates or mate pilots as part of a program run by a company for training apprentice mates, or as part of a safety management system. This experience may also include conducting STCW assessments.

The documentation to be submitted to fulfill the above three options may be letters from the company, evidence of employment as an instructor, assessor, evidence of signing a completed TOAR as a designated examiner, or other documentation provided by the company.

B) Training or instruction must include some form of education in evaluating competence, through formal training or informal training. This may include documentary evidence of:

1) Company training in assessment techniques. This may be training in conducting performance evaluations; or

2) Successful completion of an "assessor training" course or a "train the trainer" course, which includes formal instruction in techniques of observation and assessment.

There is no need to provide specific contents of the training in evaluation of competence submitted to fulfill the above two options.

ii) That a mariner has "qualifications on towing vessels in the task for which the assessment is being conducted." 46 CFR 10.405(b)(2). The following will be considered qualified to conduct assessments for endorsements for the route(s) held by the applicant for designated examiner:

A) Holding a master of towing vessel endorsement;

B) Holding a mate (pilot) of towing vessel endorsement, with at least 12 months of service on towing vessels; or

C) Holding a master of self-propelled vessels of more than 200 GRT while holding a completed TOAR, with at least 12 months of service on towing vessels.

A mariner who has held one of the endorsements listed above will be considered qualified as a Designated Examiner if their MMC has been expired no more than 5 years.

iii) That the applicant possesses a "level of endorsement on towing vessels, or other professional credential, which provides proof that he or she has attained a level of qualification equal or superior to the relevant level of knowledge, skills, and abilities described in the training objective." 46 CFR 10.405(b)(3). This requirement is met by an applicant holding one of the merchant mariner credentials listed in paragraph (ii) above.

3) Mariners who wish to serve as a DE may request approval by sending a written request to the NMC. The request should include a resume or similar description of the candidate's towing vessel experience including dates, positions worked, route(s) of the vessel, and types of towing. In addition, the request should describe the candidate's experience training, or instruction conducting training and performing assessments of practical skill. The request may be sent by the mariner, or on the mariner's behalf by his/her employer. The request may be sent by e-mail to NMCCourses@uscg.mil or to:

USCG National Maritime Center (NMC-2)
100 Forbes Drive
Martinsburg, WV 25404

4) Approved DEs may conduct assessments for the specific route(s) noted in their approval letter from the NMC. The DE's approval may be restricted based on the DE's qualifying experience. Such a restriction will be noted in the DE's approval. A sample of a Designated Examiner approval letter is attached as Enclosure (9).

5) Designated Examiner approvals are granted for a period of 5 years. The approval may be renewed by request to the NMC. In order to renew his or her qualifications, a DE should have either experience, training, or evidence of instruction in effective assessment within the past 5 years (46 CFR 10.405(d)). DEs should also have experience operating towing vessels, or closely related service relevant to the operation of towing vessels.

6) If a mariner is disqualified from holding a credential, the NMC may withdraw a Designated Examiner approval after a review of the mariner's situation. A mariner who is disqualified from holding a mariner credential for medical reasons may still be capable of competently serving as a DE. However, if the reason the mariner does not hold a valid towing endorsement is due to administrative action under 46 CFR Part 5, the incident(s) giving rise to the suspension or revocation may be sufficient reason to withdraw a DE approval. A DE approval may also be withdrawn if a mariner who does not hold an active credential commits an offense that would be subject to administrative action under 46 CFR Part 5 if they held an active credential. A mariner whose DE qualification is withdrawn may appeal that decision in accordance with 46 CFR 1.03-40.

7) By signing off a task in the TOAR, the DE certifies that he/she has observed an individual performing an activity and, in their professional judgment, has determined that the candidate demonstrated competency in performing the described task(s). Since it is unlikely that all the proficiencies required by the TOAR can be demonstrated in a short period of time, this determination is typically made after a period of observation and training. Therefore, "sign offs" should represent the culmination of a period of observation. Note that the observation during this period may or may not be done by the DE; the candidate may be part of a Steersman program where he/she is trained and observed by a Master or Mate (Pilot) who is not a DE. Once the training officer is satisfied that the candidate has demonstrated proficiency in one or more of the TOAR skills, a DE then assesses the candidate's proficiency by having him/her demonstrate the skill. If successful, the DE initials and dates the TOAR next to the appropriate task. The DE then documents the appropriate information in the TOAR. Under this scenario, it is conceivable that the DE might sign off a number of TOAR proficiencies in a single day. It is also conceivable that a DE who is also the training officer, might sign off on every item on the same day, at the end of the training. In this case, the DE might have observed each task many times and decided to wait to sign off after he/she felt the trainee completed all of the items on the TOAR satisfactorily.

6. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a regulation. It is not intended to nor does it impose legally-binding requirements on any party. It represents the Coast Guard's current thinking on this topic and is issued for guidance purposes to outline methods of best practice for compliance with applicable law. You can use an alternative approach if the approach satisfies the requirements of the applicable statutes and regulations.

7. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.

   a. The development of this NVIC and the general policies contained within it have been thoroughly reviewed by the originating office, and are categorically excluded (CE) under current USCG CE # 33 from further environmental analysis, in accordance with Section 2.B.2. and Figure 2-1 of the National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series). Because this NVIC implements, without substantive change, the applicable Commandant Instruction or other federal agency regulations, procedures, manuals, and other guidance documents, Coast Guard categorical exclusion #33 is appropriate.

   b. This NVIC will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policies in this NVIC must be individually evaluated for

compliance with the National Environmental Policy Act (NEPA), DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates.

8. RECORDS MANAGEMENT CONSIDERATIONS. This NVIC has been thoroughly reviewed during the directives clearance process, and it has been determined there are no further records scheduling requirements, in accordance with the Federal Records Act (44 U.S.C. 3101 et seq.), NARA requirements, and the Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not create significant or substantial change to existing records management requirements.

9. REQUEST FOR CHANGES. All requests for changes and questions regarding implementation of this Circular should be directed to the Mariner Credentialing Program Policy Division (CG-CVC-4) at (202) 372-2357 or MMCPolicy@uscg.mil. To obtain approval to use an alternative TOAR, contact the NMC as described in paragraph 4.c.4.

P. F. THOMAS
Rear Admiral, U. S. Coast Guard
Assistant Commandant for Prevention Policy

Encl: (1) Frequently Asked Questions
(2) Towing Officer Assessment Record – Near-Coastal/Oceans
(3) Towing Officer Assessment Record – Great Lakes & Inland
(4) Towing Officer Assessment Record – Western Rivers
(5) Towing Officer Assessment Record – Limited
(6) Transition from Previous TOARs
(7) Restrictions to Towing Vessel Endorsements
(8) TOAR Tasks Satisfied by STCW Assessments
(9) Sample Designated Examiner Approval Letter
(10) Towing Vessel Endorsement Grandfathering

FREQUENTLY ASKED QUESTIONS

1. *What is the difference between "Mate" and "Pilot" or "Apprentice Mate" and "Steersman" of towing vessels?*

   In practice, there is no difference. The terms are interchangeable but their use may vary by regional practices. An endorsement under 46 CFR 11.465 will be issued as "Mate (Pilot) of Towing Vessels" and an endorsement per 46 CFR 11.466 will be issued as "Apprentice Mate (Steersman) of Towing Vessels."

2. *How can I become a Designated Examiner (DE)?*

   You must send a written request to the National Maritime Center (NMC) as discussed in paragraph 5.c. of this Navigation and Vessel Inspection Circular (NVIC).

3. *What qualifications are necessary in order to be approved as a Designated Examiner?*

   The standard to be used to determine whether an individual is qualified for designated examiner (DE) is found at 46 CFR 10.405(b). There are three requirements; Experience, training or instruction in assessment techniques on towing vessels; Qualifications on towing vessels in the task for which the assessment is being conducted; and Possession of the level of endorsement on towing vessels or other professional credential equal or superior to the relevant level of knowledge skills and abilities being described in the objectives.

   Additional guidance on the qualifications of Designated Examiners is found in section 5.c. of this NVIC.

4. *I am a Coast Guard approved Designated Examiner. The operations of my vessel do not normally involve some of the tasks in the TOAR. May I note "Not Applicable" or "N/A" for these tasks?*

   No. If a DE does not observe a candidate performing a specific task and cannot form a credible opinion as to the candidate's competence to perform the task, the DE should simply leave the task blank. Although it may be possible to qualify for a towing endorsement without performing all of the tasks in the TOAR (with an appropriate restriction), the decision of whether a mariner may qualify for a towing vessel endorsement without having demonstrated competence in any of the tasks noted in a TOAR is to be made by the Coast Guard. Designated Examiners should make no notation in the TOAR if the candidate is unable to demonstrate their ability to perform the task. In addition, leaving the task blank allows another DE to sign off the task at a later date if the opportunity to perform the task arises.

5. *Does the person who signs the tasks in my TOAR have to be an approved Designated Examiner?*

   Yes. Mariners should ensure that the assessor who will sign their TOAR has been approved by the National Maritime Center to sign the specific task(s) they will assess.

6. *For which TOAR tasks can a Designated Examiner sign?*

   The scope of a DE's approval will be noted in their approval letter from the NMC. A sample approval letter is provided as enclosure (9).

7. *Can a Designated Examiner sign off for tasks in the TOAR for a route on which the Designated Examiner did not personally observe the candidate?*

   Generally, no. The DE must observe the candidate performing the task on the specific route. The only exception is for "common element" tasks described below.

8. *What is a "common element" task?*

   A common element is a task that is found in each of the TOARs. The TOARs included in this NVIC note the tasks that are common elements; these common element tasks have task numbers that begin with "CE." Mariners need not demonstrate common element tasks upon each route for which they will qualify; demonstration on one route will suffice. Similarly, mariners seeking to add additional routes to an existing endorsement need not complete the common element tasks if they were completed previously.

9. *My company's vessels do not perform all of the tasks in the TOAR. Is it necessary for my personnel to complete the entire TOAR before they qualify for an endorsement as Mate (Pilot) of Towing Vessels?*

   Mariners who are unable to perform certain parts of the TOAR due to the operations of the vessels on which they work may receive an officer endorsement with a restriction corresponding to the parts of the TOAR they were unable to complete. 46 CFR 11.463(g). For example, mariners who work on vessels engaged in harbor assist operations, and are unable to perform tasks not associated with these operations, may receive an endorsement that is restricted to harbor-assist operations. To remove the restriction, the mariner must demonstrate the ability to perform the outstanding TOAR tasks. More information on these restrictions is found in Enclosure (7).

10. *Does a Designated Examiner have to use the model TOARs and national assessment guidelines in this NVIC?*

    No. DEs may use alternative TOARs and/or alternative means of assessment with prior approval from the National Maritime Center. No approval is needed to use the TOARs and assessment guidelines included in this NVIC.

11. *I wish to qualify for an endorsement as Master of towing vessels (limited) for service in a specific limited local area (LLA). Can I use the Limited TOAR in Enclosure (5)?*

    Possibly. The specific TOAR for any given LLA will be determined by the Coast Guard as part of the process authorizing a specific route restriction. The Limited TOAR in Enclosure (5) is provided as guidance on the minimum tasks that should be part of a TOAR for a specific LLA. Additional tasks may be required based on the conditions in the specific LLA. For example, if the LLA includes locks, tasks requiring the mariner to safely navigate in and out of locks may be required.

12. *I received my officer endorsement as Master of Towing Vessels by "grandfathering" based on experience I obtained prior to 2001. My endorsement has a restriction to towing vessels not more than 100 gross registered tons (GRT). How can I remove this tonnage restriction?*

    You may remove the tonnage restriction by completing the Apprentice Mate (Steersman) exam for each route (tonnage restricted) for which your towing endorsement is valid. In lieu of completing the examinations at a Coast Guard Regional Examination Center (REC), you may complete a course approved by the Coast Guard to substitute for the exam.

13. *Is a Designated Examiner required to hold a valid towing vessel endorsement?*

    No. Qualification as a DE is separate from having the appropriate credentials to operate a towing vessel. A mariner may not have a current towing endorsement for a variety of reasons that are unrelated to having the experience and other qualifications needed to serve as a DE. For example, a mariner who is disqualified from holding a mariner credential for medical reasons may still be capable of competently serving as a DE. However, if the reason the mariner does not hold a valid towing endorsement is due to its suspension or revocation, the incident(s) giving rise to the suspension or revocation may also be sufficient reason to deny or withdraw a DE approval. Also, a DE approval may be denied if the mariner does not have recent experience on towing vessels.

14. *How can I renew my approval as a Designated Examiner?*

    To renew an approval as a DE, you should submit a request to the National Maritime Center (NMC) for renewal of your approval. To renew your approval, you should have either experience, training, or evidence of instruction in effective assessment within the past 5 years (46 CFR 10.405(d)). If you have not conducted training or assessment in the previous five years, you should provide evidence of having received training in assessment techniques within the previous five years.

15. *I was involved in a marine accident in the past. Can I still serve as a Designated Examiner?*

    You may serve as a DE within the scope of your approval unless you have been notified by the NMC that your approval is no longer valid. The NMC may withdraw a DE's approval if the DE was involved in an incident involving professional negligence or misconduct that reflects negatively on the DE's veracity or professional competence.

16. *Can the company I work for request approval for me to serve as a Designated Examiner on my behalf?*

    Yes. Vessel operators may request approval of their captains as DEs. However, the Coast Guard grants approval to the individual captain and not to the company. Upon approval, the company should give the DE approval letter to each captain.

17. *I no longer work for the company that requested I be approved as a Designated Examiner. Is my approval still valid?*

    Yes. The qualification and approval is given to the individual DE and is not contingent on the individual continuing to work for the same company.

18. *Can service on military towing vessels be used to qualify for a towing vessel endorsement or for approval as a Designated Examiner?*

    Yes. The DE approval may contain a restriction if the military experience did not include all of the tasks in the relevant TOAR.

19. *Do I need to hold a towing vessel endorsement if the vessel is running "light boat" and not towing or pushing a barge?*

    Yes. All mariners operating towing vessels must be qualified as Mate (Pilot) or Master of Towing Vessels regardless of whether or not the vessel is engaged in towing or pushing. See definition of "towing vessel" in 46 U.S.C. 2101(40).

20. *I hold a towing endorsement that has been expired for more than a year. What must I do to renew it?*

    In addition to the general requirements applicable to all officer endorsements that have been expired for more than the 1-year "grace period," you must complete a practical demonstration of maneuvering and handling a towing vessel before an approved DE. 46 CFR 10.227(i)(3).

21. *I am renewing my Merchant Mariner Credential (MMC) but do not have recent experience on a towing vessel. Can I still renew my officer endorsement for towing vessels?*

    Yes. However, you will need to provide evidence of either a successful demonstration of maneuvering and handling of a towing vessel before an approved DE, or on-going participation in training and drills during the valid period of the endorsement being renewed. 46 CFR 10.227(e)(6).

22. *What is "on-going participation" and does it need to be on towing vessels?*

    On-going participation in training and drills is considered to be service on a vessel that regularly conducts fire and emergency drills. This does not have to be on towing vessels. Mariners may demonstrate this requirement by either providing evidence that the vessels they served on are required by law or regulation to conduct these drills or, if the vessels are not required to hold drills, that the vessels did in fact hold drills on an on-going, regular basis. 46 CFR 10.227(e)(6)(ii).

23. *My towing vessel will be on a voyage of more than 600 miles and will need to add an additional mate. Does this mate need to hold a towing endorsement? What if they will only stand watches at sea in open waters?*

    Yes. All mariners operating towing vessels must be qualified as Mate (Pilot) or Master of Towing Vessels.

24. *I hold an officer endorsement as Master of Towing Vessels upon Great Lakes & Inland Waters. Can I work on a towing vessel on the Western Rivers?*

    No. To operate a towing vessel on Western Rivers, the mariner must hold a towing endorsement specifically endorsed for Western Rivers. The concept of the "superior" credential route does not apply to towing vessels on Western Rivers.

25. *What tonnage vessels may I serve on with my officer endorsement as Mate (Pilot) or Master of Towing Vessels?*

    You may operate a towing vessel of any tonnage upon Great Lakes, Inland, or Western Rivers route with an officer endorsement as Mate (Pilot) or Master of Towing Vessels. For domestic voyages beyond the boundary line, you may operate towing vessels up to 300 GRT. For voyages beyond the boundary line on vessels over 300 GRT, you must also hold a credential as Mate or Master appropriate for the tonnage of the vessel. For international voyages other than to Canada, you must also hold an appropriate STCW endorsement.

26. *I hold a towing vessel officer endorsement. Do I also need to hold an STCW endorsement for a voyage to Canada or a domestic voyage that transits Canadian waters (e.g., the inside passage)?*

    No. Transport Canada and the U.S. Coast Guard have executed a memorandum of understanding (MOU) for the mutual recognition of personnel licensure and certification applicable to each nation's trading vessels while trading in the domestic waters of either the United States or Canada.

27. *How can I add a new route to my endorsement as Master of Towing Vessels?*

    If you hold an endorsement as Master of Towing Vessels, you may obtain an endorsement as Mate (Pilot) of Towing Vessels for a route superior to your current route on which you do not have operating experience by passing an examination for that additional route. After you obtain 90 days of experience and complete a Towing Officer Assessment Record (TOAR) on that route, the Coast Guard will add it to the your endorsement as Master of Towing Vessels and remove the endorsement for Mate (Pilot) of Towing Vessels (46 CFR 11.464).

28. *I completed the "old" TOAR before March 24, 2019, and will apply for a towing vessel endorsement after that date. May I use the "old" TOAR, or do I need to complete another using the TOARs in this NVIC?*

    You do not need to complete a new TOAR if all of the tasks in your "old" TOAR were signed by a Coast Guard approved Designated Examiner during training and observation on towing vessels completed before March 24, 2019. This TOAR will be acceptable regardless of when you apply for a towing vessel endorsement.

29. *I hold an endorsement as Mate (or Master) for greater than 200 GRT, but do not hold a towing vessel endorsement. I completed the "old" TOAR before March 24, 2019, and I am using this TOAR and evidence of service on a towing vessel under observation and training to establish my authority to serve on a towing vessel without holding a towing vessel endorsement. Do I need to complete a new TOAR?*

    You do not need to complete a new TOAR to maintain your authority to serve on a towing vessel under 46 CFR 15.805(a)(5)(i) and 15.810(d)(2)(i). Your previously completed TOAR remains valid for this purpose.

TOWING OFFICER ASSESSMENT RECORD

NEAR COASTAL / OCEANS

Towing Officer Assessment Record (Near Coastal/Oceans)

DESIGNATED EXAMINER INFORMATION

All Designated Examiners (DEs) "signing off" successful completion of practical assessments should provide the information requested below. Assessments may only be conducted by individuals that have been approved as DEs by the U.S. Coast Guard National Maritime Center acting within the scope of their approval. Assessments conducted by individuals who were not approved as DEs will not be accepted.

The U. S. Coast Guard is placing a great deal of trust in the professional competence, judgment and behavior of DEs. In performing your function as a DE, you may use your signature or initials to indicate only that you have personally witnessed the demonstration of a skill or ability by the person being assessed and have found that individual, in your professional judgment, to be competent under the criteria contained herein.

The U. S. Coast Guard greatly appreciates the efforts of DE. Their role is critical to maintaining high professional standards among U. S. mariners.

Each DE that attests to a demonstration of skill or ability shall complete one of blocks below. By using their initials to indicate successful demonstration of skill or ability, DEs are representing that they are a qualified DE and the Coast Guard has not suspended or withdrawn their qualification as a DE.

DEs who will sign off for any of the tasks in this TOAR should provide information concerning their qualifications as a DE and the vessel(s) upon which the tasks were observed in the spaces below.

1. DESIGNATED EXAMINER

Name and job title (Print)	DE ID No.
Vessel Name	
Signature	Initials (Signed)

2. DESIGNATED EXAMINER

Name and job title (Print)	DE ID No.
Vessel Name	
Signature	Initials (Signed)

Mariner Name *Mariner Reference No.*

Towing Officer Assessment Record (Near Coastal/Oceans)

3. DESIGNATED EXAMINER

Name and job title (Print) _____ DE ID No. _____

Vessel Name _____

Signature _____ Initials (Signed) _____

4. DESIGNATED EXAMINER

Name and job title (Print) _____ DE ID No. _____

Vessel Name _____

Signature _____ Initials (Signed) _____

5. DESIGNATED EXAMINER

Name and job title (Print) _____ DE ID No. _____

Vessel Name _____

Signature _____ Initials (Signed) _____

6. DESIGNATED EXAMINER

Name and job title (Print) _____ DE ID No. _____

Vessel Name _____

Signature _____ Initials (Signed) _____

7. DESIGNATED EXAMINER

Name and job title (Print) _____ DE ID No. _____

Vessel Name _____

Signature _____ Initials (Signed) _____

Mariner Name _____ *Mariner Reference No.* _____

Towing Officer Assessment Record (Near Coastal/Oceans)

8. DESIGNATED EXAMINER

Name and job title (Print) | DE ID No.

Vessel Name

Signature | Initials (Signed)

9. DESIGNATED EXAMINER

Name and job title (Print) | DE ID No.

Vessel Name

Signature | Initials (Signed)

10. DESIGNATED EXAMINER

Name and job title (Print) | DE ID No.

Vessel Name

Signature | Initials (Signed)

11. DESIGNATED EXAMINER

Name and job title (Print) | DE ID No.

Vessel Name

Signature | Initials (Signed)

12. DESIGNATED EXAMINER

Name and job title (Print) | DE ID No.

Vessel Name

Signature | Initials (Signed)

Mariner Name | *Mariner Reference No.*

Towing Officer Assessment Record (Near Coastal/Oceans)

PERFORMANCE ASSESSMENT GUIDANCE

This assessment guidance is designed to be used in conjunction with the Towing Officer Assessment Record (TOAR) (Near Coastal/Oceans). It is intended to facilitate the assessment process by providing the Designated Examiner (DE) and the candidate mariner with a clear and simple explanation of the tasks that must be performed and the standards that must be met to demonstrate the mariner's competency in the subjects covered by the TOAR. The purpose of the assessment process is to provide verification by a qualified, knowledgeable observer that the mariner has demonstrated the competency to perform key functions and responsibilities of a towing vessel officer. This guidance is intended solely as a guide to the assessment process and does not impose upon the DE, the mariner being assessed, or the company employing the mariner or operating a vessel on which the assessment is conducted, any requirements beyond those established by Coast Guard regulations for licensing and manning of towing vessel officers (46 CFR Parts 11 and 15). Assessments may be conducted either on board a towing vessel, in a simulator, or by a combination of the two. The DE should have the mariner conduct some of the tasks at night to verify that the mariner can safely operate a towing vessel in both daytime and nighttime conditions.

All DEs must be approved by the National Maritime Center. Prior to conducting an assessment, the DE should ensure that he or she is thoroughly familiar with this guidance and has considered its applicability to the circumstances under which the assessment will be conducted (e.g., vessel characteristics, equipment, and manning; area of operation; company policies and procedures; onboard vs. simulator assessment, etc.). The DE should use his or her professional judgment in adapting this guidance to fit the circumstances of the assessment. For example, when a towing vessel will be operated only in pushing ahead mode, the DE should not expect the mariner to demonstrate the ability to maneuver the vessel while towing astern, and the DE should not sign off any tasks that call for towing astern. Similarly, if a vessel is equipped with a compass but not a swing meter, the DE should assess the mariner's competency in use of the compass only. The DE should also ensure that he or she is familiar with and has access to applicable Coast Guard regulations, including the Inland and/or International Rules of the Road, because compliance with those regulations is necessary in order to demonstrate competency in the specified task.

In conducting the assessment, the DE should clearly communicate to the candidate/trainee the purpose of the task being assessed and the actions that must be taken to successfully demonstrate competency. The DE should remind the candidate that throughout the assessment process, the mariner is expected to act with consideration for the safety of the crew, the vessel, its cargo, and the environment, and that he or she should not take any action or neglect any responsibilities that would cause personal injury, equipment damage, or pollution. The DE should advise the mariner that if a collision, allision, injury, or pollution incident occurs in the course of assessing a given task, the DE will not consider the mariner to have demonstrated competency in that task.

If a particular task is not part of a vessel's operations, the DE should leave the task blank. The DE should not mark the task as "N/A," "not applicable," or make any similar notation.

Towing Officer Assessment Record (Near Coastal/Oceans)

COMMON ELEMENT TASKS

Certain tasks in this TOAR are designated as being "common elements." The numbers for these tasks are prefaced with "CE" and have a check mark (✓) in the column titled "Common Element." These tasks are common to all TOARs, and a mariner who has completed a TOAR for another route and/or is adding a new route to an existing endorsement as Mate or Master of towing vessels need not complete these common element tasks to add authority to serve on a towing vessel on near coastal and/or oceans routes.

TASK NO.	COMMON ELEMENT	TASK & ASSESSMENT GUIDANCE	DE INITIALS	DATE
A. Vessel Familiarization				
CE-A.1	✓	**Locate and demonstrate use of firefighting equipment** DE: Have the mariner draw a diagram locating all firefighting equipment aboard the vessel or conduct a tour indicating its location. Have the mariner briefly describe this equipment and its proper use.		
CE-A.2	✓	**Locate and demonstrate use of life-saving equipment** DE: Have the mariner draw a diagram locating all life-saving equipment aboard the vessel or conduct a tour indicating its location. Have the mariner briefly describe this equipment and its proper use.		
CE-A.3	✓	**Identify and describe propulsion system** DE: Have the mariner provide a brief description of this system, including the make and manufacturer of the main engine, horsepower, type of control system with any delays, number of wheels, number of rudders or alternate propulsion, and procedure to switch stations, if applicable.		
CE-A.4	✓	**Identify and describe steering system** DE: Have the mariner provide a brief description of this system, including the type of system (electric, hydraulic, mechanical, etc.), types of steering controls (follow-up, non-follow-up, auto pilot), time from hard-over to hard-over, and emergency back-up systems. Have the mariner demonstrate the ability to switch modes and stations, if applicable.		
CE-A.5	✓	**Identify and describe auxiliary systems** DE: Have the mariner provide a brief description of the electrical generating system (including emergency power sources), compressed air and hydraulic systems, if applicable. Have the mariner describe the safe and practical use of these systems as prescribed by the company's operating procedures.		

Mariner Name *Mariner Reference No.*

Towing Officer Assessment Record (Near Coastal/Oceans)

TASK NO.	COMMON ELEMENT	TASK & ASSESSMENT GUIDANCE	DE INITIALS	DATE
CE-A.6	✓	**Describe and follow vessel fuel transfer procedures** DE: Have the mariner locate the transfer procedures and describe the responsibilities of the watch officer as prescribed by the vessel-specific procedures. Have the mariner participate in a fuel transfer following the transfer procedures.		
CE-A.7	✓	**Identify physical characteristics of vessel and tow** DE: Have the mariner provide a brief description, including the length, breadth, draft, and highest fixed point of vessel and tow; describe the tow configuration and cargoes; and identify the location of any hazardous cargo in the tow.		
CE-A.8	✓	**Conduct safety orientations for new crewmembers** DE: Have the mariner conduct a safety orientation as prescribed by company policy or the vessel captain. Have the mariner identify firefighting and emergency equipment and points of egress.		
CE-A.9	✓	**Use vessel's internal communications system or equipment** DE: Have the mariner identify and use all internal communications equipment aboard the vessel.		
NCO-A.10		**Ensure watertight integrity** DE: Have the mariner secure doors, hatches, and any other openings that would adversely affect the watertight integrity of the vessel and tow.		
NCO-A.11		**Stowing the deck gear** DE: Have the mariner secure the deck gear on the vessel and tow, including lines, wires, shackles, anchoring gear, safety gear, and any loose items.		
NCO-A.12		**Operate towing gear** DE: Have the mariner describe every component of the towing gear and its step-by-step operation. Have the mariner demonstrate the safe and proper use of this equipment in connecting and letting go.		
NCO-A.13		**Inspect towing gear** DE: Have the mariner inspect the towing gear on the vessel and tow and document the inspection according to 33 CFR 164.74.		
NCO-A.14		**Describe the procedures for maintaining the towing gear** DE: Have the mariner describe the procedures for preventative maintenance, repair and replacement of every component of the towing gear used aboard the vessel and tow.		

Mariner Name *Mariner Reference No.*

Towing Officer Assessment Record (Near Coastal/Oceans)

TASK NO.	COMMON ELEMENT	TASK & ASSESSMENT GUIDANCE	DE INITIALS	DATE
B. Navigation and Piloting				
CE-B.1	✓	**Describe the effects of tide or current on vessel's position**		
CE-B.2	✓	**Allow for draft and clearances in navigation of vessel** DE: Have the mariner identify draft and calculate vertical clearance for a given overhead obstruction using required charts and publications. Have the mariner determine as accurately as possible underkeel clearance based on draft and information from all available sources (such as charts, maps, Notice to Mariners, local knowledge, etc.).		
CE-B.3	✓	**Conduct pre-voyage tests and inspections** DE: Have the mariner conduct pre-voyage tests and inspections according to 33 CFR 164.80 and company guidelines.		
CE-B.4	✓	**Describe and comply with VTS reporting requirements** DE: Have the mariner locate information on VTS systems using publications and charts aboard the vessel and describe the use and function of VTS systems. Observe the mariner's use of VTS systems during vessel operations, if applicable. [33 CFR 161; 33 CFR 163]		
CE-B.5	✓	**Communicate using VHF radio** DE: Have the mariner conduct VHF communications in the course of vessel operations. Have the mariner demonstrate the operation of the radios and describe the use, etiquette, and monitoring of the required channels for the vessel's area of operation.		
CE-B.6	✓	**Provide radio/whistle notice of getting underway** DE: Prior to getting underway, have the mariner make a security call and any other required radio calls to traffic or VTS, as well as any whistle signals required by the Rules of the Road.		
CE-B.7	✓	**Make security calls** DE: For a prescribed route, have the mariner describe situations in which security calls are needed and make required security calls.		
CE-B.8	✓	**Initiate appropriate actions in reduced visibility** DE: Have the mariner explain the regulatory requirements and company practices for operating in reduced visibility. Have the mariner demonstrate the actions necessary to ensure the safe operation of the vessel (e.g., light and sound signals, speed, notifications, lookouts, traffic, anchoring or stopping).		

Mariner Name *Mariner Reference No.*

Towing Officer Assessment Record (Near Coastal/Oceans)

TASK NO.	COMMON ELEMENT	TASK & ASSESSMENT GUIDANCE	DE INITIALS	DATE
NCO-B.9		**Identify and maintain required charts and publications** DE: Have the mariner identify and maintain charts or maps and publications in accordance with 33 CFR 164.72, extract relevant information from publications, and make corrective changes to required charts or maps to incorporate the latest information on the area of operation.		
NCO-B.10		**Use required charts and publications** DE: Have the mariner extract and apply during a voyage relevant information from various sources such as tide and tidal current tables, Light List, U.S. Coast Pilot, charts and Notices to Mariners and/or Local Notice to Mariners (LNM), and Army Corps of Engineer Navigation Bulletins (as applicable).		
NCO-B.11		**Determine vessel's position on chart** DE: Have the mariner accurately plot the vessel's position on a chart using the vessel's electronic position indicating equipment.		
NCO-B.12		**Voyage Plan per 33 CFR 164.80** DE: Have the mariner plan the route for a given voyage, taking into account required publications, prevailing conditions, bar crossings, and vessel and tow characteristics.		
NCO-B.13		**Incorporate information on forecast weather and sea conditions in route planning** DE: Have the mariner acquire weather, sea, and current condition forecasts for the planned route using all available resources.		
NCO-B.14		**Maintain track by plotting with electronic aids** DE: Observe the corrections the mariner applies while underway to maintain the designated route using available electronic aids. Have the mariner calculate set and drift and apply the appropriate course changes.		
NCO-B.15		**Maintain a heading using magnetic compass and gyro, if equipped** DE: Using a magnetic compass, have the mariner maintain a prescribed heading within +/- 5 degrees, with minimum rudder corrections, for at least 1 mile. Have the mariner do the same using a gyrocompass if the vessel is so equipped.		

Mariner Name *Mariner Reference No.*

Towing Officer Assessment Record (Near Coastal/Oceans)

TASK NO.	COMMON ELEMENT	TASK & ASSESSMENT GUIDANCE	DE INITIALS	DATE
C. Watchstanding				
CE-C.1	✓	**Operate and use all electronic navigation equipment in pilothouse** DE: Have the mariner give a brief description of the use and operation of all electronic navigation equipment installed aboard the vessel and demonstrate how to use the equipment.		
CE-C.2	✓	**Use a compass or swing meter (as applicable)** DE: For the compass, give the mariner a true course to steer. Have the mariner apply variation and deviation to find the magnetic course to steer. For the swing meter, have the mariner maintain the sailing line for 2 miles.		
CE-C.3	✓	**Make appropriate entries in vessel's log** DE: Have the mariner describe and make log entries required by regulation and company policies.		
CE-C.4	✓	**Maintain proper lookout** DE: Observe the mariner while on watch to ensure that he/she maintains high situational awareness by staying focused, avoiding distractions, and effectively using all available resources (which may include an additional person given the conditions) to maintain a vigilant lookout.		
CE-C.5	✓	Communicate navigation and vessel status information to the relieving watch officer DE: Have the mariner conduct a change of watch and communicate specific information relevant to vessel position, equipment readiness, weather, traffic, tow changes, navigational hazards, river or sea conditions, and crew readiness.		
NCO-C.6	✓	**Follow standing orders and/or Master's instructions on watch** DE: Have the mariner describe the process for the transfer of information through the use of standing orders or Master's instructions (written or verbal). Observe the information exchange and ensure that the mariner applies standing orders or Master's instructions during the navigation watch.		

Mariner Name *Mariner Reference No.*

Towing Officer Assessment Record (Near Coastal/Oceans)

TASK NO.	COMMON ELEMENT	TASK & ASSESSMENT GUIDANCE	DE INITIALS	DATE
NCO-C.7		**Monitor traffic using visual, audio, and electronic aids (e.g., binoculars, VHF, sound signals, and radar)** DE: Have the mariner describe the available means of detecting, tracking and monitoring traffic in the vicinity of the vessel and tow. While standing a navigational watch, ensure that the mariner uses the described methods and takes appropriate actions to ensure the safe navigation of the vessel and tow.		
NCO-C.8		**Monitor movement, ride and stability of tug** DE: Have the mariner describe the factors that affect the ride and stability of the tug, taking into account trim, heel, towline length, wind, sea conditions, and familiarity with vessels stability letter. Observe the mariner's responses to these conditions to ensure safe navigation of the tug.		
NCO-C.9		**Monitor movement, ride and stability of the tow** DE: Have the mariner describe the factors that affect the ride and stability of the tow, taking into account wind and sea conditions, load condition, and pitch, heel or yaw. Observe the mariner's responses to these conditions to ensure safe navigation of the tow.		
NCO-C.10		**Monitor status of the towing gear, including catenary** DE: Have the mariner describe catenary and how it affects vessel operations in relation to water depth, weather conditions, proximity to hazards, and handling characteristics. Observe the mariner's response to these conditions to ensure safe navigation of the vessel and tow.		
NCO-C.11		**Monitor status of the towing gear, including chafing of tow wire or hawser** DE: Have the mariner describe the methods to protect the tow wire/hawser from chafing. While underway, ensure that the mariner takes appropriate actions to minimize chafing.		
NCO-C.12		**Monitor status of the towing gear, including pushing gear** DE: Have the mariner describe the pushing gear and how it is deployed. During operations, have the mariner deploy, retrieve, monitor and inspect the pushing gear.		
NCO-C.13		**Take appropriate action in response to changing weather and sea conditions** DE: Have the mariner describe the actions to be taken in changing weather and sea conditions. While underway, ensure that the mariner makes the necessary adjustments to the vessel's course, speed, and tow wire/hawser to ensure the safe operation of the vessel and tow.		

Mariner Name *Mariner Reference No.*

Towing Officer Assessment Record (Near Coastal/Oceans)

TASK NO.	COMMON ELEMENT	TASK & ASSESSMENT GUIDANCE	DE INITIALS	DATE
NCO-C.14		**Standing a Navigational Watch** DE: Have the mariner demonstrate standing a navigation watch per the regulatory requirements of 33 CFR 164.78.		
D. MANEUVERING DE: Assessment of the maneuvering tasks listed below should be conducted under prevailing circumstances and conditions. The DE should have the mariner conduct some of the tasks at night to verify that the mariner can safely operate a towing vessel in both daytime and nighttime conditions. In order to receive credit for satisfactory completion of a maneuvering task, the mariner must: 1) meet the guidance specified below for that task; 2) perform the maneuver in accordance with the applicable Rules of the Road; and 3) ensure that the maneuver creates no negative effect on the vessel, the tow, the cargo, the environment, adjacent structures or other vessels. The DE will not give credit for a maneuver that does not meet these three criteria.				
CE-D.1	✓	**Maneuver light boat - maneuvering ahead** DE: Have the mariner demonstrate the ability to safely maneuver the vessel while operating on a prescribed route, at a designated speed, between two points.		
CE-D.2	✓	**Maneuver light boat - maneuvering astern** DE: Have the mariner demonstrate the ability to safely maneuver the vessel astern for a prescribed distance or time sufficient to demonstrate his/her ability to maintain control of the vessel.		
CE-D.3	✓	**Maneuver light boat - reverse heading or direction** DE: Have the mariner demonstrate the ability to safely slow the vessel to a safe speed, reverse direction within two boat lengths, and establish a reciprocal heading or direction.		
CE-D.4	✓	**Maneuver light boat - maneuvering with and against the current** DE: Have the mariner demonstrate the ability to safely maneuver the vessel around a designated point with and against the current. Have the mariner point out the actions he/she is taking to account for the effects of current on the vessel.		
CE-D.5	✓	**Maneuver light boat - landing** DE: Have the mariner demonstrate the ability to land safely on a vessel and dock, both with and against the current. Ensure that the mariner maintains a safe speed with no headway or excess momentum at the moment of contact.		

Mariner Name *Mariner Reference No.*

Towing Officer Assessment Record (Near Coastal/Oceans)

TASK NO.	COMMON ELEMENT	TASK & ASSESSMENT GUIDANCE	DE INITIALS	DATE
CE-D.6	✓	**Maneuver tow in high wind** DE: Have the mariner describe the effects of a crosswind on the vessel and tow and explain how to compensate for these effects in maneuvering the vessel. Have the mariner maintain a steady course and speed for at least 1 mile with a tow, in a crosswind of sufficient strength to affect the safe operation of the vessel.		
CE-D.7	✓	**Make tow**		
CE-D.8	✓	**Break tow**		
NCO-D.9		**Dock and undock light boat**		
NCO-D.10		**Dock and sail the tow as directed by the Master** DE: Have the mariner describe his/her responsibilities for docking and undocking the vessel and tow according to the Master's orders and/or company policy. Observe the mariner carrying out these duties during docking and undocking maneuvers per the Master's orders.		
NCO-D.11		**Maneuver a tow underway – in port** DE: Have the mariner describe the operation of the vessel and tow while operating in confined waters. Observe the mariner safely operating and maneuvering the vessel and tow while towing astern, towing alongside, and pushing ahead (as applicable), taking into account prevailing conditions such as air and water draft limitations, traffic, VTS, weather, restricted visibility, and darkness.		
NCO-D.12		**Maneuver a tow underway – at sea** DE. Have the mariner describe the operation of the vessel and tow at sea while pushing ahead and towing astern (as applicable). Observe the mariner safely operating and maneuvering the vessel and tow, taking into account prevailing conditions such as changing weather and sea conditions, traffic, restricted visibility, draft limitations, and tow wire/hawser length.		

Mariner Name *Mariner Reference No.*

Towing Officer Assessment Record (Near Coastal/Oceans)

TASK NO.	COMMON ELEMENT	TASK & ASSESSMENT GUIDANCE	DE INITIALS	DATE
NCO-D.13		**Maneuver a tow underway – entering/exiting port** DE: Have the mariner explain the critical operational procedures required for entering and exiting port while towing, especially those necessary in difficult weather conditions. Have the mariner explain how speed, tow wire length, wind, tide, current, and sea conditions affect the transit. This explanation should include consideration of whether additional manpower is needed (e.g., to man the winch brake) and how underkeel clearance estimates in prevailing conditions might restrict the transit. Observe the mariner safely entering and exiting port taking into account these elements.		
NCO-D.14		**Transition to/ from towing, pushing, and alongside modes** DE: Have the mariner describe the procedure for transitioning from one towing mode to another. Have the mariner carry out his/her responsibilities while transitioning from towing astern to towing alongside or pushing ahead, and from towing alongside or pushing ahead to towing astern.		
NCO-D.15		**Anchor the tow (if applicable)** DE: Have the mariner describe the procedures for anchoring the vessel and tow, taking into account prevailing conditions such as water depth, type of bottom, bottom contours, speed of current, tides, type of anchoring equipment, condition of tow (light or loaded), and scope of chain or wire. Have the mariner safely anchor the vessel per the Master's orders.		
NCO-D.16		**Maneuver through bridge** DE: Have the mariner maneuver a tow through a bridge or series of bridges, ensuring that enough time is given for proper alignment and taking into consideration horizontal and vertical clearance and the effects of current on the tow.		
E. RULES OF THE ROAD				
CE-E.1	✓	**Meeting while towing** DE: Have the mariner explain the Rules of the Road for a meeting situation, including pertinent sound and light signals and radio communications. In an actual meeting situation, confirm that the mariner has complied with the Rules of the Road in a timely manner, taking into account prevailing circumstances and conditions.		

Mariner Name *Mariner Reference No.*

Towing Officer Assessment Record (Near Coastal/Oceans)

TASK NO.	COMMON ELEMENT	TASK & ASSESSMENT GUIDANCE	DE INITIALS	DATE
CE-E.2	✓	**Crossing while towing** DE: Have the mariner explain the Rules of the Road for a crossing situation, including pertinent sound and light signals and voice communications. In an actual crossing situation, confirm that the mariner has complied with the Rules of the Road in a timely manner, taking into account prevailing circumstances and conditions.		
CE-E.3	✓	**Overtaking another vessel while towing** DE: Have the mariner explain the Rules of the Road for an overtaking situation, including pertinent sound and light signals and radio communications. In an actual overtaking situation, confirm that the mariner has complied with the Rules of the Road in a timely manner, taking into account prevailing circumstances and conditions.		
CE-E.4	✓	**Being stand-on vessel** DE: Have the mariner explain the responsibility of being a stand-on vessel in a crossing or overtaking situation. Observe the mariner's ability to operate the vessel so as not to hinder or confuse the operation of the give-way vessel.		
CE-E.5	✓	**Being give-way vessel** DE: Have the mariner explain the responsibility of being a give-way vessel in a crossing or overtaking situation. Observe the mariner's ability to operate the vessels so as not to hinder or confuse the operation of the stand-on vessel.		
CE-E.6	✓	**Operating in restricted visibility** DE: Have the mariner describe the Rules of the Road as they apply to operating in restricted visibility. This description should include the proper use of lights, sound signals, speed, lookouts, and radar.		
CE-E.7	✓	**Properly lighting towing vessel and tow for different towing modes** DE: Have the mariner describe the Rules of the Road for lighting in different modes of towing (towing while pushing ahead, towing astern, and towing alongside), as applicable to the vessel's operation. Have the mariner set the running lights for the towing configuration being observed.		
CE-E.8	✓	**Provide proper sound and light signals** DE: Have the mariner describe the Rules of the Road as they apply to sound and light signals for danger, blind bends, and operating astern propulsion.		

Mariner Name *Mariner Reference No.*

Towing Officer Assessment Record (Near Coastal/Oceans)

TASK NO.	COMMON ELEMENT	TASK & ASSESSMENT GUIDANCE	DE INITIALS	DATE
NCO-E.9		**Recognize and use lights and shapes** DE: Have the mariner describe the proper lights and shapes for the types of vessels and scenarios likely to be encountered while underway. In the course of a navigation watch, have the mariner distinguish the lights and shapes of vessels encountered and take appropriate action.		
NCO-E.10		**Transition from International (COLREGS) to Inland Rules of the Road (and vice versa)** DE: Have the mariner explain the differences between International and Inland Rules with respect to lights and sound signals. Ensure that the mariner makes the necessary changes when crossing the Line of Demarcation.		
F. Safety and Emergency Response				
CE-F.1	✓	**Describe procedures to be followed in response to steering failure** DE: Have the mariner describe the actions to be taken in the event of a steering failure. The actions should follow regulatory requirements for casualty reporting, company policies or practices, captain's standing orders, and/or the mariner's training and experience. Have the mariner demonstrate these actions during a simulated steering failure.		
CE-F.2	✓	**Describe procedures to be followed in response to loss of electrical power** DE: Have the mariner describe the actions to be taken in the event of the loss of electrical power. The actions should follow regulatory requirements for casualty reporting, company policies or practices, and/or the mariner's training and experience. Have the mariner demonstrate these actions during a simulated loss of electrical power.		
CE-F.3	✓	**Describe procedures to be followed in response to loss of propulsion** DE: Have the mariner describe the actions to be taken in the event of the loss of propulsion. The actions should follow regulatory requirements for casualty reporting, company policies or practices, and/or the mariner's training and experience. Have the mariner demonstrate these actions during a simulated loss of propulsion.		

Mariner Name *Mariner Reference No.*

Towing Officer Assessment Record (Near Coastal/Oceans)

TASK NO.	COMMON ELEMENT	TASK & ASSESSMENT GUIDANCE	DE INITIALS	DATE
CE-F.4	✓	**Describe procedures to be followed in response to collision/allision** DE: Have the mariner describe action that could be taken to mitigate a collision or allision in the following situations: meeting, crossing, overtaking, bridge strikes, and dock strikes. The actions taken should be consistent with the vessel's operating characteristics, regulatory requirements for casualty reporting and applicable Rules of the Road, and company policies or practices.		
CE-F.5	✓	**Describe procedures to be followed in response to grounding** DE: Have the mariner describe the actions to be taken in the event of a grounding. The actions should follow regulatory requirements for casualty reporting, company policies or practices, and/or standing orders. Have the mariner demonstrate these actions during a simulated grounding.		
CE-F.6	✓	**Describe procedures to be followed in response to personnel injury** DE: Have the mariner describe the actions to be taken in the event of a personnel injury. The actions should follow company policies or practices, standing orders, and regulatory requirements for casualty reporting. Have the mariner demonstrate these actions during a simulated personnel injury.		
CE-F.7	✓	**Describe procedures to be followed in response to oil or hazardous substance spill** DE: Have the mariner locate the vessel response plan or company procedures for response to an oil or hazardous substance spill. Have the mariner describe the regulatory requirements and company polices for reporting a spill and his/her responsibilities under the plan.		
CE-F.8	✓	**Describe procedures to be followed in response to man overboard** DE: Have the mariner describe the actions to be taken in the event of a man overboard situation. The actions should follow company policies or practices, and/or standing orders. Have the mariner demonstrate these actions during a simulated man overboard situation.		
CE-F.9	✓	**Conduct fire drill and instruction per 46 CFR 27.209** DE: Have the mariner describe the actions to be taken in the event of a fire. The actions should follow company policies or practices, standing orders, and regulatory requirements for casualty reporting. Have the mariner conduct a fire drill and provide instruction per 46 CFR 27.209.		

Mariner Name *Mariner Reference No.*

Towing Officer Assessment Record (Near Coastal/Oceans)

TASK NO.	COMMON ELEMENT	TASK & ASSESSMENT GUIDANCE	DE INITIALS	DATE
CE-F.10	✓	**Describe procedures for abandoning ship** DE: Have the mariner describe vessel procedures for abandoning ship. Have the mariner demonstrate these actions in a simulated scenario (e.g., flooding/sinking, fire, etc.).		
CE-F.11	✓	**Describe procedures for use of general alarm** DE: Have the mariner locate the general alarm and describe procedures for use and testing of the general alarm per 46 CFR 27.205.		
CE-F.12	✓	**Describe procedures for use of all onboard safety equipment** DE: Have the mariner draw a diagram locating all safety equipment aboard the vessel (e.g., personal protective equipment, first-aid or trauma kits, etc.) or conduct a tour indicating its location. Have the mariner briefly describe this equipment and its proper use.		
NCO-F.13		**Tripping/Girding** DE: Have the mariner describe the condition of tripping/girding and the actions to be taken to avoid or respond to such a situation. The mariner should give a thorough explanation of the dynamics involved, especially in adverse weather conditions. The mariner should describe the different handling characteristics of a loaded tow vs. light tow, the effect of trim, and how tow wire length affects control. In the case of tripping/girding at sea, the mariner should explain how direction and speed could alleviate the situation.		
NCO-F.14		**Conduct barge retrieval drill per 33 CFR 155.230 (b)(2)(iv) (if applicable)** DE: Have the mariner describe the actions to be taken in the event of a barge adrift. The actions should follow regulatory requirements for casualty reporting, company policies or practices, captain's standing orders, and/or the mariner's training and experience. Have the mariner demonstrate these actions during a simulated barge adrift situation.		
NCO-F.15		**Conduct actual anchoring or drill per 33 CFR 155.230 (b)(1)(iii) (if applicable)**		

Mariner Name *Mariner Reference No.*

Towing Officer Assessment Record (Near Coastal/Oceans)

TASK NO.	COMMON ELEMENT	TASK & ASSESSMENT GUIDANCE	DE INITIALS	DATE
G. Environmental Protection				
CE-G.1	✓	**Garbage** DE: Have the mariner describe the regulatory requirements for disposal of garbage in the vessel's area of operation.		
CE-G.2	✓	**Sewage/Marine Sanitation Device (MSD)** DE: Have the mariner identify the type of marine sanitation device on board the vessel and describe its proper operation to ensure compliance with regulatory requirements.		
CE-G.3	✓	**Bilge slops** DE: Have the mariner describe the regulatory requirements and company policies or practices for disposal of oily bilges and documentation of such disposal.		
CE-G.4	✓	**Regulated waste** DE: Have the mariner describe vessel procedures/practices for disposal of oily waste, used oil filters, and paint.		
CE-G.5	✓	**Discharges Incidental to Normal Operations – NPDES** DE: Have the mariner describe vessel procedures/practices to minimize discharges incidental to normal operations.		

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Towing Officer Assessment Record (Near Coastal/Oceans)

TOWING VESSEL SERVICE RECORD

Note your service on towing vessels in the space provided below. This is for information only. When applying for your towing vessel license or endorsement, it will still be necessary to provide company service letters or other acceptable documentation of your service.

Vessel			Official No.
From (Date)	To (Date)	Gross Tons	Horsepower

Vessel			Official No.
From (Date)	To (Date)	Gross Tons	Horsepower

Vessel			Official No.
From (Date)	To (Date)	Gross Tons	Horsepower

Vessel			Official No.
From (Date)	To (Date)	Gross Tons	Horsepower

Vessel			Official No.
From (Date)	To (Date)	Gross Tons	Horsepower

Mariner Name	Reference No.

Towing Officer Assessment Record (Near Coastal/Oceans)

TOWING VESSEL SERVICE RECORD

Vessel			Official No.
From (Date)	To (Date)	Gross Tons	Horsepower

Vessel			Official No.
From (Date)	To (Date)	Gross Tons	Horsepower

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From (Date)	To (Date)	Gross Tons	Horsepower

Vessel			Official No.
From (Date)	To (Date)	Gross Tons	Horsepower

Vessel			Official No.
From (Date)	To (Date)	Gross Tons	Horsepower

Mariner Name	Reference No.

TOWING OFFICER ASSESSMENT RECORD

GREAT LAKES & INLAND

Towing Officer Assessment Record (Great Lakes & Inland)

DESIGNATED EXAMINER INFORMATION

All Designated Examiners "signing off" successful completion of practical assessments should provide the information requested below. Assessments may only be conducted by individuals that have been approved as DEs by the U.S. Coast Guard National Maritime Center acting within the scope of their approval. Assessments conducted by individuals who were not approved as DEs will not be accepted.

The U. S. Coast Guard is placing a great deal of trust in the professional competence, judgment and behavior of DEs. In performing your function as a DE, you may use your signature or initials to indicate only that you have personally witnessed the demonstration of a skill or ability by the person being assessed and have found that individual, in your professional judgment, to be competent under the criteria contained herein.

The U. S. Coast Guard greatly appreciates the efforts of DEs. Their role is critical to maintaining high professional standards among U. S. mariners.

Each DE that attests to a demonstration of skill or ability shall complete one of blocks below. By using their initials to indicate successful demonstration of skill or ability, DEs are representing that they are a qualified DE and the Coast Guard has not suspended or withdrawn their qualification as a DE.

DEs who will sign off for any of the tasks in this TOAR should provide information concerning their qualifications as a DE and the vessel(s) upon which the tasks were observed in the spaces below.

1. DESIGNATED EXAMINER

Name and job title (Print)	DE ID No.
Vessel Name	
Signature	Initials (Signed)

2. DESIGNATED EXAMINER

Name and job title (Print)	DE ID No.
Vessel Name	
Signature	Initials (Signed)

Mariner Name	*Mariner Reference No.*

Towing Officer Assessment Record (Great Lakes & Inland)

3. DESIGNATED EXAMINER

Name and job title (Print)	DE ID No.
Vessel Name	
Signature	Initials (Signed)

4. DESIGNATED EXAMINER

Name and job title (Print)	DE ID No.
Vessel Name	
Signature	Initials (Signed)

5. DESIGNATED EXAMINER

Name and job title (Print)	DE ID No.
Vessel Name	
Signature	Initials (Signed)

6. DESIGNATED EXAMINER

Name and job title (Print)	DE ID No.
Vessel Name	
Signature	Initials (Signed)

Mariner Name	*Mariner Reference No.*

Towing Officer Assessment Record (Great Lakes & Inland)

PERFORMANCE ASSESSMENT GUIDANCE

This assessment guidance is designed to be used in conjunction with the Towing Officer Assessment Record (TOAR) (Great Lakes-Inland). It is intended to facilitate the assessment process by providing the Designated Examiner (DE) and the candidate mariner with a clear and simple explanation of the tasks that must be performed and the standards that must be met to demonstrate the mariner's competency in the subjects covered by the TOAR. The purpose of the assessment process is to provide verification by a qualified, knowledgeable observer that the mariner has demonstrated the competency to perform key functions and responsibilities of a towing vessel officer. This guidance is intended solely as a guide to the assessment process and does not impose upon the DE, the mariner being assessed, or the company employing the mariner or operating a vessel on which the assessment is conducted any requirements beyond those established by Coast Guard regulations for licensing and manning of towing vessel officers (46 CFR Parts 11 and 15). Assessments may be conducted either on board a towing vessel, in a simulator, or by a combination of the two. The DE should have the mariner conduct some of the tasks at night to verify that the mariner can safely operate a towing vessel in both daytime and nighttime conditions.

All DEs must be approved by the National Maritime Center. Prior to conducting an assessment, the DE should ensure that he or she is thoroughly familiar with this guidance and has considered its applicability to the circumstances under which the assessment will be conducted (e.g., vessel characteristics, equipment, and manning; area of operation; company policies and procedures; onboard vs. simulator assessment, etc.). The DE should use his or her professional judgment in adapting this guidance to fit the circumstances of the assessment. For example, when a towing vessel will be operated only in pushing ahead mode, the DE should not expect the mariner to demonstrate the ability to maneuver the vessel while towing astern, and the DE should not sign off any tasks that call for towing astern. Similarly, if a vessel is equipped with a compass but not a swing meter, the DE should assess the mariner's competency in use of the compass only. The DE should also ensure that he or she is familiar with and has access to applicable Coast Guard regulations, including the Inland and/or International Rules of the Road, because compliance with those regulations is necessary in order to demonstrate competency in the specified task.

In conducting the assessment, the DE should clearly communicate to the candidate/trainee the purpose of the task being assessed and the actions that must be taken to successfully demonstrate competency. The DE should remind the candidate that throughout the assessment process, the mariner is expected to act with consideration for the safety of the crew, the vessel, its cargo, and the environment, and that he or she should not take any action or neglect any responsibilities that would cause personal injury, equipment damage, or pollution. The DE should advise the mariner that if a collision, allision, injury, or pollution incident occurs in the course of assessing a given task, the DE will not consider the mariner to have demonstrated competency in that task.

If a particular task is not part of a vessel's operations, the DE should leave the task blank. The DE should not mark the task as "N/A," "not applicable," or make any similar notation.

Mariner Name *Mariner Reference No.*

Towing Officer Assessment Record (Great Lakes & Inland)

COMMON ELEMENT TASKS

Certain tasks in this TOAR are designated as being "common elements." The numbers for these tasks are prefaced with "CE" and have a check mark (✓) in the column titled "Common Element." These tasks are common to all TOARs, and a mariner who has completed a TOAR for another route and/or is adding a new route to an existing endorsement as Mate or Master of towing vessels need not complete these common element tasks to add authority to serve on a towing vessel on Great Lakes and/or Inland routes.

TASK NO.	COMMON ELEMENT	TASK & ASSESSMENT GUIDANCE	DE INITIALS	DATE
A. Vessel Familiarization				
CE-A.1	✓	**Locate and demonstrate use of firefighting equipment** DE: Have the mariner draw a diagram locating all firefighting equipment aboard the vessel or conduct a tour indicating its location. Have the mariner briefly describe this equipment and its proper use.		
CE-A.2	✓	**Locate and demonstrate use of life-saving equipment** DE: Have the mariner draw a diagram locating all life-saving equipment aboard the vessel or conduct a tour indicating its location. Have the mariner briefly describe this equipment and its proper use.		
CE-A.3	✓	**Identify and describe propulsion system** DE: Have the mariner provide a brief description of this system, including the make and manufacturer of the main engine, horsepower, type of control system with any delays, number of wheels, number of rudders or alternate propulsion, and procedure to switch stations, if applicable.		
CE-A.4	✓	**Identify and describe steering system** DE: Have the mariner provide a brief description of this system, including the type of system (electric, hydraulic, mechanical, etc.), types of steering controls (follow-up, non-follow-up, autopilot), time from hard-over to hard-over, and emergency back-up systems. Have the mariner demonstrate the ability to switch modes and stations, if applicable.		
CE-A.5	✓	**Identify and describe auxiliary systems** DE: Have the mariner provide a brief description of the electrical generating system (including emergency power sources), compressed air and hydraulic systems, if applicable. Have the mariner describe the safe and practical use of these systems as prescribed by the company's operating procedures.		
CE-A.6	✓	**Describe and follow vessel fuel transfer procedures** DE: Have the mariner locate the transfer procedures and describe the responsibilities of the watch officer as prescribed by the vessel-specific procedures. Have the mariner participate in a fuel transfer following the transfer procedures.		

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Towing Officer Assessment Record (Great Lakes & Inland)

TASK NO.	COMMON ELEMENT	TASK & ASSESSMENT GUIDANCE	DE INITIALS	DATE
CE-A.7	✓	**Identify physical characteristics of vessel and tow** DE: Have the mariner provide a brief description, including the length, breadth, draft, and highest fixed point of vessel and tow; describe the tow configuration and cargoes; and identify the location of any hazardous cargo in the tow.		
CE-A.8	✓	**Conduct safety orientations for new crewmembers** DE: Have the mariner conduct a safety orientation as prescribed by company policy or the vessel captain. Have the mariner identify firefighting and emergency equipment and points of egress.		
CE-A.9	✓	**Use vessel's internal communications system or equipment** DE: Have the mariner identify and use all internal communications equipment aboard the vessel.		
B. Navigation and Piloting				
CE-B.1	✓	**Describe the effects of tide or current on vessel's position**		
CE-B.2	✓	**Allow for draft and clearances in navigation of vessel** DE: Have the mariner identify draft and calculate vertical clearance for a given overhead obstruction using required charts and publications. Have the mariner determine as accurately as possible under keel clearance based on draft and information from all available sources (such as charts, maps, Notice to Mariners, local knowledge, etc.).		
CE-B.3	✓	**Conduct pre-voyage tests and inspections per 33 CFR 164.80** DE: Have the mariner conduct pre-voyage tests and inspections according to 33 CFR 164.80 and company guidelines.		
CE-B.4	✓	**Describe and comply with VTS reporting requirements** DE: Have the mariner locate information on VTS systems using publications and charts aboard the vessel and describe the use and function of VTS systems. Observe the mariner's use of VTS systems during vessel operations, if applicable. [33 CFR 161; 33 CFR 163]		
CE-B.5	✓	**Communicate using VHF radio** DE: Have the mariner conduct VHF communications in the course of vessel operations. Have the mariner demonstrate the operation of the radios and describe the use, etiquette, and monitoring of the required channels for the vessel's area of operation.		

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Towing Officer Assessment Record (Great Lakes & Inland)

TASK NO.	COMMON ELEMENT	TASK & ASSESSMENT GUIDANCE	DE INITIALS	DATE
CE-B.6	✓	**Provide radio/whistle notice of getting underway** DE: Prior to getting underway, have the mariner make a security call and any other required radio calls to traffic or VTS, as well as any whistle signals required by the Rules of the Road.		
CE-B.7	✓	**Make security calls** DE: For a prescribed route, have the mariner describe situations in which security calls are needed and make required security calls.		
CE-B.8	✓	**Initiate appropriate actions in reduced visibility** DE: Have the mariner explain the regulatory requirements and company practices for operating in reduced visibility. Have the mariner demonstrate the actions necessary to ensure the safe operation of the vessel (e.g., light and sound signals, speed, notifications, lookouts, traffic, anchoring or stopping).		
GLI-B.9		**Identify and maintain required charts and publications** DE: Have the mariner identify and maintain charts or maps and publications in accordance with 33 CFR 164.72, extract relevant information from publications, and make corrective changes to required charts or maps to incorporate the latest information on the area of operation.		
GLI-B.10		**Use required charts and publications** DE: Have the mariner extract and apply during a voyage relevant information from tide and tidal current tables, Light List, U.S. Coast Pilot, charts and Notices to Mariners and/or Local Notice to Mariners (LNM), and Army Corps of Engineer Navigation Bulletins (as applicable).		
GLI-B.11		**Determine vessel's position on chart or map** DE: Have the mariner accurately plot the vessel's position on a chart using onboard electronic equipment and visual references.		
GLI-B.12		**Maintain heading using magnetic compass** DE: Have the mariner maintain a prescribed heading within +/- 5 degrees, with minimum rudder corrections, for at least 1 mile.		
GLI-B.13		**Incorporate information on forecast weather in route planning** DE: Have the mariner acquire weather and sea condition forecasts for the planned route using all available resources.		

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Towing Officer Assessment Record (Great Lakes & Inland)

TASK NO.	COMMON ELEMENT	TASK & ASSESSMENT GUIDANCE	DE INITIALS	DATE
C. Watchstanding				
CE-C.1	✓	**Operate and use all electronic navigation equipment in pilothouse** DE: Have the mariner give a brief description of the use and operation of all electronic navigation equipment installed aboard the vessel and demonstrate how to use the equipment.		
CE-C.2	✓	**Use a compass or swing meter (as applicable)** DE: For the compass, give the mariner a true course to steer. Have the mariner apply variation and deviation to find the magnetic course to steer. For the swing meter, specify a section of river and have the mariner maintain the sailing line for two miles.		
CE-C.3	✓	**Make appropriate entries in vessel's log** DE: Have the mariner describe and make log entries required by regulation and company policies.		
CE-C.4	✓	**Maintain proper lookout** DE: Observe the mariner while on watch to ensure that he/she maintains high situational awareness by staying focused, avoiding distractions, and effectively using all available resources (which may include an additional person given the conditions) to maintain a vigilant lookout.		
CE-C.5	✓	**Communicate navigation and vessel status information to the relieving watch officer** DE: Have the mariner conduct a change of watch and communicate specific information relevant to vessel position, equipment readiness, weather, traffic, tow changes, navigational hazards, river or sea conditions, and crew readiness.		
D. MANEUVERING DE: Assessment of the maneuvering tasks listed below should be conducted under prevailing circumstances and conditions. The DE should have the mariner conduct some of the tasks at night to verify that the mariner can safely operate a towing vessel in both daytime and nighttime conditions. In order to receive credit for satisfactory completion of a maneuvering task, the mariner must: 1) meet the guidance specified below for that task; 2) perform the maneuver in accordance with the applicable Rules of the Road; and 3) ensure that the maneuver creates no negative effect on the vessel, the tow, the cargo, the environment, adjacent structures or other vessels. The DE will not give credit for a maneuver that does not meet these three criteria.				
CE-D.1	✓	**Maneuver light boat – maneuvering ahead** DE: Have the mariner demonstrate the ability to safely maneuver the vessel while operating on a prescribed route, at a designated speed, between two points.		

Mariner Name *Mariner Reference No.*

Towing Officer Assessment Record (Great Lakes & Inland)

TASK NO.	COMMON ELEMENT	TASK & ASSESSMENT GUIDANCE	DE INITIALS	DATE
CE-D.2	✓	**Maneuver light boat – maneuvering astern** DE: Have the mariner demonstrate the ability to safely maneuver the vessel astern for a prescribed distance or time sufficient to demonstrate his/her ability to maintain control of the vessel.		
CE-D.3	✓	**Maneuver light boat – reverse heading or direction** DE: Have the mariner demonstrate the ability to safely slow the vessel to a safe speed, reverse direction within two boat lengths, and establish a reciprocal heading or direction.		
CE-D.4	✓	**Maneuver light boat – maneuvering with and against the current** DE: Have the mariner demonstrate the ability to safely maneuver the vessel around a designated point with and against the current. Have the mariner point out the actions he/she is taking to account for the effects of current on the vessel.		
CE-D.5	✓	**Maneuver light boat – landing** DE: Have the mariner demonstrate the ability to safely land safely on a vessel and dock, both with and against the current. Ensure that the mariner maintains a safe speed with no headway or excess momentum at the moment of contact.		
CE-D.6	✓	**Maneuver tow in high wind** DE: Have the mariner describe the effects of a crosswind on the vessel and tow and explain how to compensate for these effects in maneuvering the vessel. Have the mariner maintain a steady course and speed for at least 1 mile with at least one barge in tow, in a crosswind of sufficient strength to affect the safe operation of the vessel.		
CE-D.7	✓	**Make tow**		
CE-D.8	✓	**Break tow**		
GLI-D.9		**Get underway, pushing ahead** DE: Have the mariner make the appropriate security checks, sound the required whistle signals, and get underway with a tow. Have the mariner sustain a predetermined course for at least one-half mile or until clear of the mooring facility and moving within a defined channel. Ensure that the mariner monitors wheel-wash and dock clearance.		

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Towing Officer Assessment Record (Great Lakes & Inland)

TASK NO.	COMMON ELEMENT	TASK & ASSESSMENT GUIDANCE	DE INITIALS	DATE
GLI-D.10		**Get underway, towing alongside** DE: Have the mariner make the appropriate security checks, sound the required whistle signals, and get underway towing alongside. Have the mariner sustain a predetermined course for at least one-half mile or until clear of the mooring facility and moving within a defined channel. Ensure that the mariner monitors wheel-wash and dock clearance.		
GLI-D.11		**Maneuver loaded tow in narrow defined channels** DE: Have the mariner maneuver a loaded tow with minimum rudder correction over a predetermined course that includes straight stretches and bends to port and starboard, for a minimum of 10 miles or 3 hours.		
GLI-D.12		**Maneuver empty tow in narrow defined channels** DE: Have the mariner maneuver an empty tow with minimum rudder correction over a predetermined course that includes straight stretches and bends to port and starboard, for a minimum of 10 miles or 3 hours.		
GLI-D.13		**Maneuver loaded tow around sharp bends and turns** DE: Have the mariner maneuver a loaded tow around sharp bends or turns over a predetermined course, using minimum rudder movement and, if required, throttle control while maintaining the described sailing line based on all available navigational information.		
GLI-D.14		**Maneuver empty tow around sharp bends and turns** DE: Have the mariner maneuver an empty tow around sharp bends or turns over a predetermined course, using minimum rudder movement and, if required, throttle control while maintaining the described sailing line based on all available navigational information.		
GLI-D.15		**Maneuver tow with following current** DE: Have the mariner maneuver a loaded tow with a following current over a prescribed course, using minimum rudder movement and, if required, throttle control, while maintaining the prescribed sailing line based on all available navigational information.		
GLI-D.16		**Maneuver tow against current** DE: Have the mariner maneuver a tow against the current over a prescribed course, using minimum rudder movement and, if required, throttle control, while maintaining the prescribed sailing line based on all available navigational information.		

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TASK NO.	COMMON ELEMENT	TASK & ASSESSMENT GUIDANCE	DE INITIALS	DATE
GLI-D.17		**Maneuver in channel with deep-draft traffic** DE: Have the mariner describe the effects of interaction with deep-draft traffic on the vessel and tow. Observe the mariner maneuvering in close proximity to deep-draft traffic and ensure that he/she makes the necessary course and speed changes to compensate for these effects.		
GLI-D.18		**Maneuver through bridge** DE: Have the mariner maneuver a tow through a bridge or series of bridges, ensuring that enough time is given for proper alignment and taking into consideration horizontal and vertical clearance and the effects of current on the tow.		
GLI-D.19		**Land with following current** DE: Have the mariner describe the effects of landing with a following current. Observe the mariner safely land a tow downstream on a piling, cell, or dock, landing the stern of the tow at a predetermined point. Ensure that the mariner approaches at a gradual angle, with speed and forward movement diminished to zero at the point of contact.		
GLI-D.20		**Land against current** DE: Have the mariner describe the effects of landing against the current. Observe the mariner safely land a tow upstream on a piling, cell, or dock, landing the head of the tow at a predetermined point. Ensure that the mariner approaches at a gradual angle, with speed and forward movement diminished to zero at point of contact.		
GLI-D.21		**Moor to piling, cell or dock** DE: Have the mariner moor a tow to a piling, cell, or dock by operating engines and steering gear in conjunction with mooring lines.		
GLI-D.22		**Down streaming** DE: Have the mariner explain the down streaming maneuver in detail, including how the maneuver is done, when it is appropriate, the hazards associated with the maneuver and any current company policy relating to the maneuver.		
GLI-D.23		**Enter lock with upstream approach** DE: Have the mariner enter a lock from an upstream approach following published Corps of Engineers locking procedures for the area of operations.		

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TASK NO.	COMMON ELEMENT	TASK & ASSESSMENT GUIDANCE	DE INITIALS	DATE
GLI-D.24		**Enter lock with downstream approach** DE: Have the mariner enter a lock from a downstream approach following published Corps of Engineers locking procedures for the area of operations.		
GLI-D.25		**Leave lock with upstream departure** DE: Have the mariner depart a lock upstream following published Corps of Engineers locking procedures for the area of operations.		
GLI-D.26		**Leave lock with downstream departure** DE: Have the mariner depart a lock downstream following published Corps of Engineers locking procedures for the area of operations.		
E. RULES OF THE ROAD				
CE-E.1	✓	**Meeting while towing** DE: Have the mariner explain the Rules of the Road for a meeting situation, including pertinent sound and light signals and radio communications. In an actual meeting situation, confirm that the mariner has complied with the Rules of the Road in a timely manner, taking into account prevailing circumstances and conditions.		
CE-E.2	✓	**Crossing while towing** DE: Have the mariner explain the Rules of the Road for a crossing situation, including pertinent sound and light signals and voice communications. In an actual crossing situation, confirm that the mariner has complied with the Rules of the Road in a timely manner, taking into account prevailing circumstances and conditions.		
CE-E.3	✓	**Overtaking another vessel while towing** DE: Have the mariner explain the Rules of the Road for an overtaking situation, including pertinent sound and light signals and radio communications. In an actual overtaking situation, confirm that the mariner has complied with the Rules of the Road in a timely manner, taking into account prevailing circumstances and conditions.		
CE-E.4	✓	**Being stand-on vessel** DE: Have the mariner explain the responsibility of being a stand-on vessel in a crossing or overtaking situation. Observe the mariner's ability to operate the vessel so as not to hinder or confuse the operation of the give-way vessel.		

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Towing Officer Assessment Record (Great Lakes & Inland)

TASK NO.	COMMON ELEMENT	TASK & ASSESSMENT GUIDANCE	DE INITIALS	DATE
CE-E.5	✓	**Being give-way vessel** DE: Have the mariner explain the responsibility of being a give-way vessel in a crossing or overtaking situation. Observe the mariner's ability to operate the vessels so as not to hinder or confuse the operation of the stand-on vessel.		
CE-E.6	✓	**Operating in restricted visibility** DE: Have the mariner describe the Rules of the Road as they apply to operating in restricted visibility. This description should include the proper use of lights, sound signals, speed, lookouts, and radar.		
CE-E.7	✓	**Properly lighting towing vessel and tow for different towing modes** DE: Have the mariner describe the Rules of the Road for lighting in different modes of towing (towing while pushing ahead, towing astern, and towing alongside), as applicable to the vessel's operation. Have the mariner set the running lights for the towing configuration being observed.		
CE-E.8	✓	**Provide proper sound and light signals** DE: Have the mariner describe the Rules of the Road as they apply to sound and light signals for danger, blind bends, and operating astern propulsion.		
F. Safety and Emergency Response				
CE-F.1	✓	**Describe procedures to be followed in response to steering failure** DE: Have the mariner describe the actions to be taken in the event of a steering failure. The actions should follow regulatory requirements for casualty reporting, company policies or practices, captain's standing orders, and/or the mariner's training and experience. Have the mariner demonstrate these actions during a simulated steering failure.		
CE-F.2	✓	**Describe procedures to be followed in response to loss of electrical power** DE: Have the mariner describe the actions to be taken in the event of the loss of electrical power. The actions should follow regulatory requirements for casualty reporting, company policies or practices, and/or the mariner's training and experience. Have the mariner demonstrate these actions during a simulated loss of electrical power.		

Mariner Name *Mariner Reference No.*

Towing Officer Assessment Record (Great Lakes & Inland)

TASK NO.	COMMON ELEMENT	TASK & ASSESSMENT GUIDANCE	DE INITIALS	DATE
CE-F.3	✓	**Describe procedures to be followed in response to loss of propulsion** DE: Have the mariner describe the actions to be taken in the event of the loss of propulsion. The actions should follow regulatory requirements for casualty reporting, company policies or practices, and/or the mariner's training and experience. Have the mariner demonstrate these actions during a simulated loss of propulsion.		
CE-F.4	✓	**Describe procedures to be followed in response to collision/allision** DE: Have the mariner describe action that could be taken to mitigate a collision or allision in the following situations: meeting, crossing, overtaking, bridge strikes, and dock strikes. The actions taken should be consistent with the vessel's operating characteristics, regulatory requirements for casualty reporting and applicable Rules of the Road, and company policies or practices.		
CE-F.5	✓	**Describe procedures to be followed in response to grounding** DE: Have the mariner describe the actions to be taken in the event of a grounding. The actions should follow regulatory requirements for casualty reporting, company policies or practices, and/or standing orders. Have the mariner demonstrate these actions during a simulated grounding.		
CE-F.6	✓	**Describe procedures to be followed in response to personnel injury** DE: Have the mariner describe the actions to be taken in the event of a personnel injury. The actions should follow company policies or practices, standing orders, and regulatory requirements for casualty reporting. Have the mariner demonstrate these actions during a simulated personnel injury.		
CE-F.7	✓	**Describe procedures to be followed in response to oil or hazardous substance spill** DE: Have the mariner locate the vessel response plan or company procedures for response to an oil or hazardous substance spill. Have the mariner describe the regulatory requirements and company polices for reporting a spill and his/her responsibilities under the plan.		

Mariner Name *Mariner Reference No.*

Towing Officer Assessment Record (Great Lakes & Inland)

TASK NO.	COMMON ELEMENT	TASK & ASSESSMENT GUIDANCE	DE INITIALS	DATE
CE-F.8	✓	**Describe procedures to be followed in response to man overboard** DE: Have the mariner describe the actions to be taken in the event of a man overboard situation. The actions should follow company policies or practices, and/or standing orders. Have the mariner demonstrate these actions during a simulated man overboard situation.		
CE-F.9	✓	**Conduct fire drill and instruction per 46 CFR 27.209** DE: Have the mariner describe the actions to be taken in the event of a fire. The actions should follow company policies or practices, standing orders, and regulatory requirements for casualty reporting. Have the mariner conduct a fire drill and provide instruction per 46 CFR 27.209.		
CE-F.10	✓	**Describe procedures for abandoning ship** DE: Have the mariner describe vessel procedures for abandoning ship. Have the mariner demonstrate these actions in a simulated scenario (e.g., flooding/sinking, fire, etc.).		
CE-F.11	✓	**Describe procedures for use of general alarm** DE: Have the mariner locate the general alarm and describe procedures for use and testing of the general alarm per 46 CFR 27.201.		
CE-F.12	✓	**Describe procedures for use of all onboard safety equipment** DE: Have the mariner draw a diagram locating all safety equipment aboard the vessel (e.g., personal protective equipment, first-aid or trauma kits, etc.) or conduct a tour indicating its location. Have the mariner briefly describe this equipment and its proper use.		
G. Environmental Protection				
CE-G.1.	✓	**Garbage** DE: Have the mariner describe the regulatory requirements for disposal of garbage in the vessel's area of operation.		
CE-G.2	✓	**Sewage/Marine Sanitation Device (MSD)** DE: Have the mariner identify the type of marine sanitation device on board the vessel and describe its proper operation to ensure compliance with regulatory requirements.		
CE-G.3	✓	**Bilge slops** DE: Have the mariner describe the regulatory requirements and company policies or practices for disposal of oily bilges and documentation of such disposal.		

Mariner Name *Mariner Reference No.*

Towing Officer Assessment Record (Great Lakes & Inland)

TASK NO.	COMMON ELEMENT	TASK & ASSESSMENT GUIDANCE	DE INITIALS	DATE
CE-G.4	✓	**Regulated waste** DE: Have the mariner describe vessel procedures/practices for disposal of oily waste, used oil filters, and paint.		
CE-G.5	✓	**Discharges incidental to normal operations (NPDES)** DE: Have the mariner describe vessel procedures/practices to minimize discharges incidental to normal operations.		

Mariner Name *Mariner Reference No.*

Towing Officer Assessment Record (Great Lakes & Inland)

TOWING VESSEL SERVICE RECORD

Note your service on towing vessels in the space provided below. This is for information only. When applying for your towing vessel license or endorsement, it will still be necessary to provide company service letters or other acceptable documentation of your service.

Vessel			Official No.
From (Date)	To (Date)	Gross Tons	Horsepower

Vessel			Official No.
From (Date)	To (Date)	Gross Tons	Horsepower

Vessel			Official No.
From (Date)	To (Date)	Gross Tons	Horsepower

Vessel			Official No.
From (Date)	To (Date)	Gross Tons	Horsepower

Vessel			Official No.
From (Date)	To (Date)	Gross Tons	Horsepower

Mariner Name		*Mariner Reference No.*

Towing Officer Assessment Record (Great Lakes & Inland)

TOWING VESSEL SERVICE RECORD

Vessel			Official No.
From (Date)	To (Date)	Gross Tons	Horsepower

Vessel			Official No.
From (Date)	To (Date)	Gross Tons	Horsepower

Vessel			Official No.
From (Date)	To (Date)	Gross Tons	Horsepower

Vessel			Official No.
From (Date)	To (Date)	Gross Tons	Horsepower

Vessel			Official No.
From (Date)	To (Date)	Gross Tons	Horsepower

Mariner Name		*Mariner Reference No.*

TOWING OFFICER ASSESSMENT RECORD

WESTERN RIVERS

Towing Officer Assessment Record (Western Rivers)

Designated Examiner Information

All Designated Examiners "signing off" successful completion of practical assessments should provide the information requested below. Assessments may only be conducted by individuals that have been approved as DEs by the U.S. Coast Guard National Maritime Center acting within the scope of their approval. Assessments conducted by individuals who were not approved as DEs will not be accepted.

The U. S. Coast Guard is placing a great deal of trust in the professional competence, judgment and behavior of DEs. In performing your function as a DE, you may use your signature or initials to indicate only that you have personally witnessed the demonstration of a skill or ability by the person being assessed and have found that individual, in your professional judgment, to be competent under the criteria contained herein.

The U. S. Coast Guard greatly appreciates the efforts of DEs. Their role is critical to maintaining high professional standards among U. S. mariners.

Each DE that attests to a demonstration of skill or ability shall complete one of blocks below. By using their initials to indicate successful demonstration of skill or ability, DEs are representing that they are a qualified DE and the Coast Guard has not suspended or withdrawn their qualification as a DE.

DEs who will sign off for any of the tasks in this TOAR should provide information concerning their qualifications as a DE and the vessel(s) upon which the tasks were observed in the spaces below.

1. DESIGNATED EXAMINER

Name and job title (Print)	DE ID No.
Vessel Name	
Signature	Initials (Signed)

2. DESIGNATED EXAMINER

Name and job title (Print)	DE ID No.
Vessel Name	
Signature	Initials (Signed)

3. DESIGNATED EXAMINER

Name and job title (Print)	DE ID No.
Vessel Name	
Signature	Initials (Signed)

Mariner Name *Mariner Reference No.*

Towing Officer Assessment Record (Western Rivers)

4. DESIGNATED EXAMINER

Name and job title (Print) _____ DE ID No. _____

Vessel Name _____

Signature _____ Initials (Signed) _____

5. DESIGNATED EXAMINER

Name and job title (Print) _____ DE ID No. _____

Vessel Name _____

Signature _____ Initials (Signed) _____

6. DESIGNATED EXAMINER

Name and job title (Print) _____ DE ID No. _____

Vessel Name _____

Signature _____ Initials (Signed) _____

7. DESIGNATED EXAMINER

Name and job title (Print) _____ DE ID No. _____

Vessel Name _____

Signature _____ Initials (Signed) _____

8. DESIGNATED EXAMINER

Name and job title (Print) _____ DE ID No. _____

Vessel Name _____

Signature _____ Initials (Signed) _____

Mariner Name _____ *Mariner Reference No.* _____

Towing Officer Assessment Record (Western Rivers)

9. DESIGNATED EXAMINER

Name and job title (Print)	DE ID No.
Vessel Name	
Signature	Initials (Signed)

10. DESIGNATED EXAMINER

Name and job title (Print)	DE ID No.
Vessel Name	
Signature	Initials (Signed)

11. DESIGNATED EXAMINER

Name and job title (Print)	DE ID No.
Vessel Name	
Signature	Initials (Signed)

12. DESIGNATED EXAMINER

Name and job title (Print)	DE ID No.
Vessel Name	
Signature	Initials (Signed)

Towing Officer Assessment Record (Western Rivers)

Performance Assessment Guidance

This assessment guidance is designed to be used in conjunction with the Towing Officer Assessment Record (TOAR) (Western Rivers). It is intended to facilitate the assessment process by providing the Designated Examiner (DE) and the candidate mariner with a clear and simple explanation of the tasks that must be performed and the standards that must be met to demonstrate the mariner's competency in the subjects covered by the TOAR. The purpose of the assessment process is to provide verification by a qualified, knowledgeable observer that the mariner has demonstrated the competency to perform key functions and responsibilities of a towing vessel officer. This guidance is intended solely as a guide to the assessment process and does not impose upon the DE, the mariner being assessed, or the company employing the mariner or operating a vessel on which the assessment is conducted any requirements beyond those established by Coast Guard regulations for licensing and manning of towing vessel officers (46 CFR Parts 11 and 15). Assessments may be conducted either on board a towing vessel, in a simulator, or by a combination of the two. The DE should have the mariner conduct some of the tasks at night to verify that the mariner can safely operate a towing vessel in both daytime and nighttime conditions.

All DEs must be approved by the National Maritime Center. Prior to conducting an assessment, the DE should ensure that he or she is thoroughly familiar with this guidance and has considered its applicability to the circumstances under which the assessment will be conducted (e.g., vessel characteristics, equipment, and manning; area of operation; company policies and procedures; onboard vs. simulator assessment, etc.). The DE should use his or her professional judgment in adapting this guidance to fit the circumstances of the assessment. For example, when a towing vessel will be operated only in pushing ahead mode, the DE should not expect the mariner to demonstrate the ability to maneuver the vessel while towing astern, and the DE should not sign off any tasks that call for towing astern. Similarly, if a vessel is equipped with a compass but not a swing meter, the DE should assess the mariner's competency in use of the compass only. The DE should also ensure that he or she is familiar with and has access to applicable Coast Guard regulations, including the Inland and/or International Rules of the Road, because compliance with those regulations is necessary in order to demonstrate competency in the specified task.

In conducting the assessment, the DE should clearly communicate to the candidate/trainee the purpose of the task being assessed and the actions that must be taken to successfully demonstrate competency. The DE should remind the candidate that throughout the assessment process, the mariner is expected to act with consideration for the safety of the crew, the vessel, its cargo, and the environment, and that he or she should not take any action or neglect any responsibilities that would cause personal injury, equipment damage, or pollution. The DE should advise the mariner that if a collision, allision, injury, or pollution incident occurs in the course of assessing a given task, the DE will not consider the mariner to have demonstrated competency in that task.

If a particular task is not part of a vessel's operations, the DE should leave the task blank. The DE should not mark the task as "N/A", "not applicable", or make any similar notation.

Towing Officer Assessment Record (Western Rivers)

COMMON ELEMENT TASKS

Certain tasks in this TOAR are designated as being "common elements." The numbers for these tasks are prefaced with "CE" and have a check mark (✓) in the column titled "Common Element." These tasks are common to all TOARs, and a mariner who has completed a TOAR for another route and/or is adding a new route to an existing endorsement as Mate or Master of towing vessels need not complete these common element tasks to add authority to serve on a towing vessel on western rivers.

In addition, certain of the western rivers tasks in this TOAR are common to the Limited TOAR. These tasks are noted with an asterisk (*) in the Common Element column. Mariners who have previously completed a Limited TOAR and/or who hold an endorsement as master of towing vessel (limited) that is valid for a limited local area within the western rivers need not complete these tasks to add authority to serve on a towing vessel under western rivers.

TASK NO.	COMMON ELEMENT	TASK & ASSESSMENT GUIDANCE	DE INITIALS	DATE
A. Vessel Familiarization				
CE-A.1	✓	**Locate and demonstrate use of firefighting equipment** DE: Have the mariner draw a diagram locating all firefighting equipment aboard the vessel or conduct a tour indicating its location. Have the mariner briefly describe this equipment and its proper use.		
CE-A.2	✓	**Locate and demonstrate use of life-saving equipment** DE: Have the mariner draw a diagram locating all life-saving equipment aboard the vessel or conduct a tour indicating its location. Have the mariner briefly describe this equipment and its proper use.		
CE-A.3	✓	**Identify and describe propulsion system** DE: Have the mariner provide a brief description of this system, including the make and manufacturer of the main engine, horsepower, type of control system with any delays, number of wheels, number of rudders or alternate propulsion, and procedure to switch stations, if applicable.		
CE-A.4	✓	**Identify and describe steering system** DE: Have the mariner provide a brief description of this system, including the type of system (electric, hydraulic, mechanical, etc.), types of steering controls (follow-up, non-follow-up, autopilot), time from hard-over to hard-over, and emergency back-up systems. Have the mariner demonstrate the ability to switch modes and stations, if applicable.		
CE-A.5	✓	**Identify and describe auxiliary systems** DE: Have the mariner provide a brief description of the electrical generating system (including emergency power sources), compressed air and hydraulic systems, if applicable. Have the mariner describe the safe and practical use of these systems as prescribed by the company's operating procedures.		

Towing Officer Assessment Record (Western Rivers)

TASK NO.	COMMON ELEMENT	TASK & ASSESSMENT GUIDANCE	DE INITIALS	DATE
CE-A.6	✓	**Describe and follow vessel fuel transfer procedures** DE: Have the mariner locate the transfer procedures and describe the responsibilities of the watch officer as prescribed by the vessel-specific procedures. Have the mariner participate in a fuel transfer following the transfer procedures.		
CE-A.7	✓	**Identify physical characteristics of vessel and tow** DE: Have the mariner provide a brief description, including the length, breadth, draft, and highest fixed point of vessel and tow; describe the tow configuration and cargoes; and identify the location of any hazardous cargo in the tow.		
CE-A.8	✓	**Conduct safety orientations for new crewmembers** DE: Have the mariner conduct a safety orientation as prescribed by company policy or the vessel captain. Have the mariner identify firefighting and emergency equipment and points of egress.		
CE-A.9	✓	**Use vessel's internal communications system or equipment** DE: Have the mariner identify and use all internal communications equipment aboard the vessel.		
B. Navigation and Piloting				
CE-B.1	✓	**Describe the effects of tide or current on vessel's position**		
CE-B.2	✓	**Allow for draft and clearances in navigation of vessel** DE: Have the mariner identify draft and calculate vertical clearance for a given overhead obstruction using required charts and publications. Have the mariner determine as accurately as possible under keel clearance based on draft and information from all available sources (such as charts, maps, Notice to Mariners, local knowledge, etc.).		
CE-B.3	✓	**Conduct pre-voyage tests and inspections** DE: Have the mariner conduct pre-voyage tests and inspections according to 33 CFR 164.80 and company guidelines.		
CE-B.4	✓	**Describe and comply with VTS reporting requirements** DE: Have the mariner locate information on VTS systems using publications and charts aboard the vessel and describe the use and function of VTS systems. Observe the mariner's use of VTS systems during vessel operations, if applicable. [33 CFR 161; 33 CFR 163]		

Mariner Name *Mariner Reference No.*

Towing Officer Assessment Record (Western Rivers)

TASK NO.	COMMON ELEMENT	TASK & ASSESSMENT GUIDANCE	DE INITIALS	DATE
CE-B.5	✓	**Communicate using VHF radio** DE: Have the mariner conduct VHF communications in the course of vessel operations. Have the mariner demonstrate the operation of the radios and describe the use, etiquette, and monitoring of the required channels for the vessel's area of operation.		
CE-B.6	✓	**Provide radio/whistle notice of getting underway** DE: Prior to getting underway, have the mariner make a security call and any other required radio calls to traffic or VTS, as well as any whistle signals required by the Rules of the Road.		
CE-B.7	✓	**Make security calls** DE: For a prescribed route, have the mariner describe situations in which security calls are needed and make required security calls.		
CE-B.8	✓	**Initiate appropriate actions in reduced visibility** DE: Have the mariner explain the regulatory requirements and company practices for operating in reduced visibility. Have the mariner demonstrate the actions necessary to ensure the safe operation of the vessel (e.g., light and sound signals, speed, notifications, lookouts, traffic, anchoring or stopping).		
WR-B.9		**Identify and maintain required charts or maps and publications** DE: Have the mariner identify and maintain charts or maps and publications in accordance with 33 CFR 164.72, extract relevant information from publications, and make corrective changes to required charts or maps to incorporate the latest information on the area of operations.		
WR-B.10		**Use required charts or maps and publications** DE: Have the mariner extract and apply during a trip relevant information regarding position of vessel and other traffic, vertical and horizontal clearances, aids to navigation, docks, locks, bars, buoys, and changes in Notices to Mariners and/or Local Notice to Mariners (LNM), and Army Corps of Engineer Navigation Bulletins (as applicable).		
WR-B.11		**Determine vessel's position on chart or map** DE: Have the mariner accurately locate the vessel's position on a chart using required/applicable onboard electronic equipment and visual references.		

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Towing Officer Assessment Record (Western Rivers)

TASK NO.	COMMON ELEMENT	TASK & ASSESSMENT GUIDANCE	DE INITIALS	DATE
C. Watchstanding				
CE-C.1	✓	**Operate and use all electronic navigation equipment in pilothouse** DE: Have the mariner give a brief description of the use and operation of all electronic navigation equipment installed aboard the vessel and demonstrate how to use the equipment.		
CE-C.2	✓	**Use a compass or swing meter (as applicable)** DE: For the compass, give the mariner a true course to steer. Have the mariner apply variation and deviation to find the magnetic course to steer. For the swing meter, have the mariner maintain the sailing line for two miles.		
CE-C.3	✓	**Make appropriate entries in vessel's log** DE: Have the mariner describe and make log entries required by regulation and company policies.		
CE-C.4	✓	**Maintain proper lookout** DE: Observe the mariner while on watch to ensure that he/she maintains high situational awareness by staying focused, avoiding distractions, and effectively using all available resources (which may include an additional person given the conditions) to maintain a vigilant lookout.		
CE-C.5	✓	**Communicate navigation and vessel status information to the relieving watch officer** DE: Have the mariner conduct a change of watch and communicate specific information relevant to vessel position, equipment readiness, weather, traffic, tow changes, navigational hazards, river or sea conditions, and crew readiness.		
D. MANEUVERING DE: Assessment of the maneuvering tasks below should be conducted under prevailing circumstances and conditions. The DE should have the mariner conduct some of the tasks at night to verify that the mariner can safely operate a towing vessel in both daytime and nighttime conditions. In order to receive credit for satisfactory completion of a maneuvering task, the mariner must: 1) meet the guidance specified below for that task; 2) perform the maneuver in accordance with the applicable Rules of the Road; and 3) ensure that the maneuver creates no negative effect on the vessel, the tow, the cargo, the environment, adjacent structures or other vessels. The DE will not give credit for a maneuver that does not meet these three criteria.				
CE-D.1	✓	**Maneuver light boat – maneuvering ahead** DE: Have the mariner demonstrate the ability to safely maneuver the vessel while operating on a prescribed route, at a designated speed, between two points.		

Mariner Name *Mariner Reference No.*

Towing Officer Assessment Record (Western Rivers)

TASK NO.	COMMON ELEMENT	TASK & ASSESSMENT GUIDANCE	DE INITIALS	DATE
CE-D.2	✓	**Maneuver light boat - maneuvering astern** DE: Have the mariner demonstrate the ability to safely maneuver the vessel astern for a prescribed distance or time sufficient to demonstrate his/her ability to maintain control of the vessel.		
CE-D.3	✓	**Maneuver light boat – reverse heading or direction** DE: Have the mariner demonstrate the ability to safely slow the vessel to a safe speed, reverse direction within two boat lengths, and establish a reciprocal heading or direction.		
CE-D.4	✓	**Maneuver light boat – maneuvering with and against the current** DE: Have the mariner demonstrate the ability to safely maneuver the vessel around a designated point with and against the current. Have the mariner point out the actions he/she is taking to account for the effects of current on the vessel.		
CE-DE.5	✓	**Maneuver light boat – landing** DE: Have the mariner demonstrate the ability to safely land safely on a vessel and dock, both with and against the current. Ensure that the mariner maintains a safe speed with no headway or excess momentum at the moment of contact.		
CE-D.6	✓	**Maneuver tow in high wind** DE: Have the mariner describe the effects of a crosswind on the vessel and tow and explain how to compensate for these effects in maneuvering the vessel. Have the mariner maintain a steady course and speed for at least 1 mile with at least one barge in tow, in a crosswind of sufficient strength to affect the safe operation of the vessel.		
CE-D.7	✓	**Make tow**		
CE-D.8	✓	**Break tow**		
WR-D.9	*	**Get underway, pushing ahead** DE: Have the mariner make the appropriate security checks, sound the required whistle signals, and get underway with a tow. Have the mariner sustain a predetermined course for at least one-half mile or until clear of the mooring facility and moving within a defined channel. Ensure that the mariner monitors wheel-wash and dock clearance.		

Mariner Name *Mariner Reference No.*

Towing Officer Assessment Record (Western Rivers)

TASK NO.	COMMON ELEMENT	TASK & ASSESSMENT GUIDANCE	DE INITIALS	DATE
WR-D.10	*	**Get underway, towing alongside** DE: Have the mariner make the appropriate security checks, sound the required whistle signals, and get underway towing alongside. Have the mariner sustain a predetermined course for at least one-half mile or until clear of the mooring facility and moving within a defined channel. Ensure that the mariner monitors wheel-wash and dock clearance.		
WR-D.11		**Maneuver loaded tow in narrow defined channels** DE: Have the mariner maneuver a loaded tow with minimum rudder correction over a predetermined course that includes straight stretches and bends to port and starboard, for a minimum of 10 miles or 3 hours.		
WR-D.12		**Maneuver empty tow in narrow defined channels** DE: Have the mariner maneuver an empty tow with minimum rudder correction over a predetermined course that includes straight stretches and bends to port and starboard, for a minimum of 10 miles or 3 hours.		
WR-D.13		**Maneuver loaded tow around sharp bends and turns** DE: Have the mariner maneuver a loaded tow around sharp bends or turns over a predetermined course, using minimum rudder movement and, if required, throttle control while maintaining the described sailing line based on all available navigational information.		
WR-D.16		**Maneuver empty tow around sharp bends and turns** DE: Have the mariner maneuver an empty tow around sharp bends or turns over a predetermined course, using minimum rudder movement and, if required, throttle control while maintaining the described sailing line based on all available navigational information.		
WR-D.15	*	**Maneuver tow with following current** Have the mariner maneuver a loaded tow with a following current over a 10 mile course, using minimum rudder movement and, if required, throttle control, while maintaining the prescribed sailing line based on all available navigational information.		
WR-D.16	*	**Maneuver tow against current** DE: Have the mariner maneuver a tow against the current over a prescribed course, using minimum rudder movement and, if required, throttle control, while maintaining the prescribed sailing line based on all available navigational information.		

Mariner Name *Mariner Reference No.*

Towing Officer Assessment Record (Western Rivers)

TASK NO.	COMMON ELEMENT	TASK & ASSESSMENT GUIDANCE	DE INITIALS	DATE
WR-D.17		**Maneuver through bridge** DE: Have the mariner maneuver a tow through a bridge or series of bridges, ensuring that enough time is given for proper alignment and taking into consideration horizontal and vertical clearance and the effects of current on the tow.		
WR-D.18	*	**Maneuver in high water** DE: Have the mariner maneuver a tow in high water for a minimum of 3 hours (high water is defined as 50% of flood stage on the local gauge).		
WR-D.19	*	**Maneuver in low water** DE: Have the mariner maneuver a tow in low water for a minimum of 3 hours (low water is defined as at or below mean low water or normal pool on the local gauge).		
WR-D.20		**Flank** DE: Have the mariner flank a tow around a bend or turn or into a lock or dock. While flanking tow, ensure that the mariner takes into consideration the speed of current, distance from bank or buoy, angle of tow in relationship to current, rate of speed during the flank, and appropriate time to end the flank and begin throttling ahead.		
WR-D.21		**Enter lock with upstream approach** DE: Have the mariner enter a lock from an upstream approach following published Corps of Engineers locking procedures for the area of operations.		
WR-D.22		**Enter lock with downstream approach** DE: Have the mariner enter a lock from a downstream approach following published Corps of Engineers locking procedures for the area of operations.		
WR-D.23		**Leave lock with upstream departure** DE: Have the mariner depart a lock upstream following published Corps of Engineers locking procedures for the area of operations.		
WR-D.24		**Leave lock with downstream departure** DE: Have the mariner depart a lock downstream following published Corps of Engineers locking procedures for the area of operations.		

Mariner Name *Mariner Reference No.*

Towing Officer Assessment Record (Western Rivers)

TASK NO.	COMMON ELEMENT	TASK & ASSESSMENT GUIDANCE	DE INITIALS	DATE
WR-D.25		**Land against current** DE: Have the mariner describe the effects of landing upstream. Observe the mariner safely land a tow upstream on a piling, cell, or dock, landing the head of tow at a predetermined point. Ensure that the mariner approaches at a gradual angle, with speed and forward movement diminished to zero at the point of contact.		
WR-D.26		**Land with following current** DE: Have the mariner describe the effects of landing downstream. Observe the mariner safely land a tow downstream on a piling, cell, or dock, landing the stern of the tow at a predetermined point. Ensure that the mariner approaches at a gradual angle, with speed and forward movement diminished to zero at the point of contact.		
WR-D.27	*	**Moor to piling, cell or dock** DE: Have the mariner moor a tow to a piling, cell, or dock by operating engines and steering gear in conjunction with mooring lines.		
WR-D.28		**Down streaming** DE: Have the mariner explain the down streaming maneuver in detail, including how the maneuver is done, when it is appropriate, the hazards associated with the maneuver and any current company policy relating to the maneuver.		
E. RULES OF THE ROAD				
CE-E.1	✓	**Meeting while towing** DE: Have the mariner explain the Rules of the Road for a meeting situation, including pertinent sound and light signals and radio communications. In an actual meeting situation, confirm that the mariner has complied with the Rules of the Road in a timely manner, taking into account prevailing circumstances and conditions.		
CE-E.2	✓	**Crossing while towing** DE: Have the mariner explain the Rules of the Road for a crossing situation, including pertinent sound and light signals and radio communications. In an actual crossing situation, confirm that the mariner has complied with the Rules of the Road in a timely manner, taking into account prevailing circumstances and conditions.		

Towing Officer Assessment Record (Western Rivers)

TASK NO.	COMMON ELEMENT	TASK & ASSESSMENT GUIDANCE	DE INITIALS	DATE
CE-E.3	✓	**Overtaking another vessel while towing** DE: Have the mariner explain the Rules of the Road for an overtaking situation, including pertinent sound and light signals and voice communications. In an actual overtaking situation, confirm that the mariner has complied with the Rules of the Road in a timely manner, taking into account prevailing circumstances and conditions.		
CE-E.4	✓	**Being stand-on vessel** DE: Have the mariner explain the responsibility of being a stand-on vessel in a crossing or overtaking situation. Observe the mariner's ability to operate the vessel so as not to hinder or confuse the operation of the give-way vessel.		
CE-E.5	✓	**Being give-way vessel** DE: Have the mariner explain the responsibility of being a give-way vessel in a crossing or overtaking situation. Observe the mariner's ability to operate the vessels so as not to hinder or confuse the operation of the stand-on vessel.		
CE-E.6	✓	**Operating in restricted visibility** DE: Have the mariner describe the Rules of the Road as they apply to operating in restricted visibility. This description should include the proper use of lights, sound signals, speed, lookouts, and radar.		
CE-E.7	✓	**Properly lighting towing vessel and tow for different towing modes** DE: Have the mariner describe the Rules of the Road for lighting in different modes of towing (towing while pushing ahead, towing astern, and towing alongside), as applicable to the vessel's operation. Have the mariner set the running lights for the towing configuration being observed.		
CE-E.8	✓	**Provide proper sound and light signals** DE: Have the mariner describe the Rules of the Road as they apply to sound and light signals for danger, blind bends, and operating astern propulsion.		
WR-E.9		**Meeting or overtaking upbound or downbound traffic** DE: Have the mariner explain the Rules of the Road for meeting or overtaking upbound and downbound traffic. In an actual meeting or overtaking situation, confirm that the mariner has complied with Rule 9.		

Mariner Name *Mariner Reference No.*

Towing Officer Assessment Record (Western Rivers)

TASK NO.	COMMON ELEMENT	TASK & ASSESSMENT GUIDANCE	DE INITIALS	DATE
F. Safety and Emergency Response				
CE-F.1	✓	**Describe procedures to be followed in response to steering failure** DE: Have the mariner describe the actions to be taken in the event of a steering failure. The actions should follow regulatory requirements for casualty reporting, company policies or practices, captain's standing orders, and/or the mariner's training and experience. Have the mariner demonstrate these actions during a simulated steering failure.		
CE-F.2	✓	**Describe procedures to be followed in response to loss of electrical power** DE: Have the mariner describe the actions to be taken in the event of the loss of electrical power. The actions should follow regulatory requirements for casualty reporting, company policies or practices, and/or the mariner's training and experience. Have the mariner demonstrate these actions during a simulated loss of electrical power.		
CE-F.3	✓	**Describe procedures to be followed in response to loss of propulsion** DE: Have the mariner describe the actions to be taken in the event of the loss of propulsion. The actions should follow regulatory requirements for casualty reporting, company policies or practices, and/or the mariner's training and experience. Have the mariner demonstrate these actions during a simulated loss of propulsion.		
CE-F.4	✓	**Describe procedures to be followed in response to collision/Allision** DE: Have the mariner describe action that could be taken to mitigate a collision or allision in the following situations: meeting, crossing, overtaking, bridge strikes, and dock strikes. The actions taken should be consistent with the vessel's operating characteristics, regulatory requirements for casualty reporting and applicable Rules of the Road, and company policies or practices.		
CE-F.5	✓	**Describe procedures to be followed in response to grounding** DE: Have the mariner describe the actions to be taken in the event of a grounding. The actions should follow regulatory requirements for casualty reporting, company policies or practices, and/or standing orders. Have the mariner demonstrate these actions during a simulated grounding.		

Mariner Name *Mariner Reference No.*

Towing Officer Assessment Record (Western Rivers)

TASK NO.	COMMON ELEMENT	TASK & ASSESSMENT GUIDANCE	DE INITIALS	DATE
CE-F.6	✓	**Describe procedures to be followed in response to personnel injury** DE: Have the mariner describe the actions to be taken in the event of a personnel injury. The actions should follow company policies or practices, standing orders, and regulatory requirements for casualty reporting. Have the mariner demonstrate these actions during a simulated personnel injury.		
CE-F.7	✓	**Describe procedures to be followed in response to oil or hazardous substance spill** DE: Have the mariner locate the vessel response plan or company procedures for response to an oil or hazardous substance spill. Have the mariner describe the regulatory requirements and company polices for reporting a spill and his/her responsibilities under the plan.		
CE-F.8	✓	**Describe procedures to be followed in response to man overboard** DE: Have the mariner describe the actions to be taken in the event of a man overboard situation. The actions should follow company policies or practices, and/or standing orders. Have the mariner demonstrate these actions during a simulated man overboard situation.		
CE-F.9	✓	**Conduct fire drill and instruction per 46 CFR 27.209** DE: Have the mariner describe the actions to be taken in the event of a fire. The actions should follow company policies or practices, standing orders, and regulatory requirements for casualty reporting. Have the mariner conduct a fire drill and provide instruction per 46 CFR 27.209.		
CE-F.10	✓	**Describe procedures for abandoning ship** DE: Have the mariner describe vessel procedures for abandoning ship. Have the mariner demonstrate these actions in a simulated scenario (for example, flooding/sinking, fire, etc.).		
CE-F.11	✓	**Describe procedures for use of general alarm** DE: Have the mariner locate the general alarm and describe procedures for use and testing of the general alarm per 46 CFR 27.205.		
CE-F.12	✓	**Describe procedures for use of all on-board safety equipment** DE: Have the mariner draw a diagram locating all safety equipment aboard the vessel (for example, personal protective equipment, first-aid or trauma kits, etc.) or conduct a tour indicating its location. Have the mariner briefly describe this equipment and its proper use.		

Mariner Name *Mariner Reference No.*

Towing Officer Assessment Record (Western Rivers)

TASK NO.	COMMON ELEMENT	TASK & ASSESSMENT GUIDANCE	DE INITIALS	DATE
G. Environmental Protection				
CE-G.1	✓	**Garbage** DE: Have the mariner describe the regulatory requirements for disposal of garbage in the vessel's area of operation.		
CE-G.2	✓	**Sewage/ Marine Sanitation Device (MSD)** DE: Have the mariner identify the type of marine sanitation device on board the vessel and describe its proper operation to ensure compliance with regulatory requirements.		
CE-G.3	✓	**Bilge slops** DE: Have the mariner describe the regulatory requirements and company policies or practices for disposal of oily bilges and documentation of such disposal.		
CE-G.4	✓	**Regulated waste** DE: Have the mariner describe vessel procedures/practices for disposal of oily waste, used oil filters, and paint.		
CE-G.5	✓	**Discharges Incidental to Normal Operations – NPDES** DE: Have the mariner describe vessel procedures/practices to minimize discharges incidental to normal operations.		

TOWING VESSEL SERVICE RECORD

Note your service on towing vessels in the space provided below. This is for information only. When applying for your towing vessel license or endorsement it will still be necessary to provide company service letters or other acceptable documentation of your service.

Vessel			Official No.
From (Date)	To (Date)	Gross Tons	Horsepower

Vessel			Official No.
From (Date)	To (Date)	Gross Tons	Horsepower

Vessel			Official No.
From (Date)	To (Date)	Gross Tons	Horsepower

Vessel			Official No.
From (Date)	To (Date)	Gross Tons	Horsepower

Vessel			Official No.
From (Date)	To (Date)	Gross Tons	Horsepower

Vessel			Official No.
From (Date)	To (Date)	Gross Tons	Horsepower

Mariner Name *Mariner Reference No.*

TOWING VESSEL SERVICE RECORD

Vessel			Official No.
From (Date)	To (Date)	Gross Tons	Horsepower

Vessel			Official No.
From (Date)	To (Date)	Gross Tons	Horsepower

Vessel			Official No.
From (Date)	To (Date)	Gross Tons	Horsepower

Vessel			Official No.
From (Date)	To (Date)	Gross Tons	Horsepower

Vessel			Official No.
From (Date)	To (Date)	Gross Tons	Horsepower

Vessel			Official No.
From (Date)	To (Date)	Gross Tons	Horsepower

Mariner Name	*Mariner Reference No.*

LOCAL LIMITED AREA (LLA) TOAR

INSTRUCTIONS FOR USE

The following Towing Officer Assessment Record (TOAR) is intended as a model for endorsements as Limited Master of Towing Vessels, which will be restricted to service within a LLA upon Inland waters or the Western Rivers. The TOAR to be used for any given LLA is to be determined by the Coast Guard and will consider the unique operating environment of the LLA. This model TOAR will serve as guidance to the Coast Guard, industry, and mariners in developing and approving TOARs for a LLA.

The tasks noted in this TOAR include the minimum demonstrations of skill that should be included in all TOARs for an LLA, as well as additional demonstrations of skill found in the TOARs for Great Lakes & Inland and/or Western Rivers (Enclosures 3 and 4 to this NVIC) that may be necessary for a mariner to safely operate a towing vessel in the specific LLA. These additional tasks may be omitted if the described conditions are not present in the specific LLA the endorsement will be valid for.

The following is intended as guidance to assist in identifying tasks that may be omitted from the TOAR for an LLA. If the noted conditions are not present or the limited endorsement will not be valid to engage in the noted operation, the specified tasks should be considered for omission from the TOAR.

1. LLA WITHIN INLAND WATERS

Limited Local Area Condition	Great Lakes & Inland TOAR Task	
If these conditions are not found in the LLA, or the endorsement will not be valid for the following operations,	*The following tasks may be omitted in the TOAR for the LLA*	
Narrow, defined channels	GLI-D.11	Maneuver loaded tow in narrow defined channels
	GLI-D.12	Maneuver empty tow in narrow defined channels
Sharp bends and turns	GLI-D.13	Maneuver loaded tow around sharp bends and turns
	GLI-D.14	Maneuver empty tow around sharp bends and turns
Substantial current	GLI-D.15	Maneuver tow with following current
	GLI-D.16	Maneuver tow against current
Deep-draft traffic	GLI-D.17	Maneuver in channel with deep-draft traffic
Bridges	GLI-D.18	Maneuver through bridge
Down streaming	GLI-D.22	Down streaming
Locks	GLI-D.23	Enter lock with upstream approach
	GLI-D.24	Enter lock with downstream approach
	GLI-D.25	Leave lock with upstream departure
	GLI-D.26	Leave lock with downstream departure

2. LLA WITHIN THE WESTERN RIVERS

Limited Local Area Condition	Western Rivers TOAR Task	
If these conditions are found in the LLA,	*The following tasks should be included in the TOAR for the LLA*	
Narrow, defined channels	WR-D.11	Maneuver loaded tow in narrow defined channels
	WR-D.12	Maneuver empty tow in narrow defined channels
Sharp bends and turns	WR-D.13	Maneuver loaded tow around sharp bends and turns
	WR-D.14	Maneuver empty tow around sharp bends and turns
Substantial current	WR-D.15	Maneuver tow with following current
	WR-D.16	Maneuver tow against following current
Bridges	WR-D.17	Maneuver through bridge
Fluctuation of river levels - high water	WR-D.18	Maneuver in high water (high water is 50% of flood stage on the local gauge)
Fluctuation of river levels - low water	WR-D.19	Maneuver in low water (low water is at or below mean low water or normal pool on the local gauge)
Locks	WR-D.21	Enter lock with upstream approach
	WR-D.22	Enter lock with downstream approach
	WR-D.23	Leave lock with upstream departure
	WR-D.24	Leave lock with downstream departure

TOWING OFFICER ASSESSMENT RECORD

LIMITED LOCAL AREA

Towing Officer Assessment Record (Limited Local Area)

Designated Examiner Information

All DEs "signing off" successful completion of practical assessments should provide the information requested below. Assessments may only be conducted by individuals that have been approved as DEs by the U.S. Coast Guard National Maritime Center acting within the scope of their approval. Assessments conducted by individuals who were not approved as DEs will not be accepted.

The U. S. Coast Guard is placing a great deal of trust in the professional competence, judgment and behavior of DEs. In performing your function as a DE, you may use your signature or initials to indicate only that you have personally witnessed the demonstration of a skill or ability by the person being assessed and have found that individual, in your professional judgment, to be competent under the criteria contained herein.

The U. S. Coast Guard greatly appreciates the efforts of DEs. Their role is critical to maintaining high professional standards among U. S. mariners.

Each DE that attests to a demonstration of skill or ability shall complete one of blocks below. By using their initials to indicate successful demonstration of skill or ability, DEs are representing that they are a qualified DE and the Coast Guard has not suspended or withdrawn their qualification as a DE.

DEs who will sign off for any of the tasks in this TOAR should provide information concerning their qualifications as a DE and the vessel(s) upon which the tasks were observed in the spaces below.

1. DESIGNATED EXAMINER

Name and job title (Print)	DE ID No.
Vessel Name	
Signature	Initials (Signed)

2. DESIGNATED EXAMINER

Name and job title (Print)	DE ID No.
Vessel Name	
Signature	Initials (Signed)

Towing Officer Assessment Record (Limited Local Area)

3. DESIGNATED EXAMINER

Name and job title (Print) | DE ID No.

Vessel Name

Signature | Initials (Signed)

4. DESIGNATED EXAMINER

Name and job title (Print) | DE ID No.

Vessel Name

Signature | Initials (Signed)

5. DESIGNATED EXAMINER

Name and job title (Print) | DE ID No.

Vessel Name

Signature | Initials (Signed)

6. DESIGNATED EXAMINER

Name and job title (Print) | DE ID No.

Vessel Name

Signature | Initials (Signed)

7. DESIGNATED EXAMINER

Name and job title (Print) | DE ID No.

Vessel Name

Signature | Initials (Signed)

Mariner Name | *Mariner Reference No.*

Towing Officer Assessment Record (Limited Local Area)

8. DESIGNATED EXAMINER

Name and job title (Print) | DE ID No.

Vessel Name

Signature | Initials (Signed)

9. DESIGNATED EXAMINER

Name and job title (Print) | DE ID No.

Vessel Name

Signature | Initials (Signed)

10. DESIGNATED EXAMINER

Name and job title (Print) | DE ID No.

Vessel Name

Signature | Initials (Signed)

11. DESIGNATED EXAMINER

Name and job title (Print) | DE ID No.

Vessel Name

Signature | Initials (Signed)

12. DESIGNATED EXAMINER

Name and job title (Print) | DE ID No.

Vessel Name

Signature | Initials (Signed)

Mariner Name | *Mariner Reference No.*

Towing Officer Assessment Record (Limited Local Area)

Performance Assessment Guidance

This assessment guidance is designed to be used in conjunction with the Towing Officer Assessment Record (TOAR) (Limited). It is intended to facilitate the assessment process by providing the Designated Examiner (DE) and the candidate mariner with a clear and simple explanation of the tasks that must be performed and the standards that must be met to demonstrate the mariner's competency in the subjects covered by the TOAR. The purpose of the assessment process is to provide verification by a qualified, knowledgeable observer that the mariner has demonstrated the competency to perform key functions and responsibilities of a towing vessel officer. This guidance is intended solely as a guide to the assessment process and does not impose upon the DE, the mariner being assessed, or the company employing the mariner or operating a vessel on which the assessment is conducted any requirements beyond those established by Coast Guard regulations for licensing and manning of towing vessel officers (46 CFR Parts 11 and 15). Assessments may be conducted either on board a towing vessel, in a simulator, or by a combination of the two. The DE should have the mariner conduct some of the tasks at night to verify that the mariner can safely operate a towing vessel in both daytime and nighttime conditions.

All DEs must be approved by the National Maritime Center. Prior to conducting an assessment, the DE should ensure that he or she is thoroughly familiar with this guidance and has considered its applicability to the circumstances under which the assessment will be conducted (e.g., vessel characteristics, equipment, and manning; area of operation; company policies and procedures; onboard vs. simulator assessment, etc.). The DE should use his or her professional judgment in adapting this guidance to fit the circumstances of the assessment. For example, when a towing vessel will be operated only in pushing ahead mode, the DE should not expect the mariner to demonstrate the ability to maneuver the vessel while towing astern, and the DE should not sign off any tasks that call for towing astern. Similarly, if a vessel is equipped with a compass but not a swing meter, the DE should assess the mariner's competency in use of the compass only. The DE should also ensure that he or she is familiar with and has access to applicable Coast Guard regulations, including the Inland and/or International Rules of the Road, because compliance with those regulations is necessary in order to demonstrate competency in the specified task.

In conducting the assessment, the DE should clearly communicate to the candidate/trainee the purpose of the task being assessed and the actions that must be taken to successfully demonstrate competency. The DE should remind the candidate that throughout the assessment process, the mariner is expected to act with consideration for the safety of the crew, the vessel, its cargo, and the environment, and that he or she should not take any action or neglect any responsibilities that would cause personal injury, equipment damage, or pollution. The DE should advise the mariner that if a collision, allision, injury, or pollution incident occurs in the course of assessing a given task, the DE will not consider the mariner to have demonstrated competency in that task.

If a particular task is not part of a vessel's operations, the DE should leave the task blank. The DE should not mark the task as "N/A," "not applicable," or make any similar notation.

Towing Officer Assessment Record (Limited Local Area)

Common Element Tasks

Certain tasks in this TOAR are designated as being "common elements." The numbers for these tasks are prefaced with "CE" and have a check mark (✓) in the column titled "Common Element." These tasks are common to all TOARs, and a mariner who has completed a TOAR for another route and/or is adding a new route to an existing endorsement as Mate or Master of towing vessels need not complete these common element tasks to add authority to serve on a towing vessel on another route.

Mariners who have completed a TOAR for the western rivers do not need to complete this TOAR when qualifying for an endorsement as master of towing vessel (limited) that will be valid for a limited local area within the western rivers.

TASK NO.	COMMON ELEMENT	TASK & ASSESSMENT GUIDANCE	DE INITIALS	DATE
A. Vessel Familiarization				
CE-A.1	✓	**Locate and demonstrate use of firefighting equipment** DE: Have the mariner draw a diagram locating all firefighting equipment aboard the vessel or conduct a tour indicating its location. Have the mariner briefly describe this equipment and its proper use.		
CE-A.2	✓	**Locate and demonstrate use of life-saving equipment** DE: Have the mariner draw a diagram locating all life-saving equipment aboard the vessel or conduct a tour indicating its location. Have the mariner briefly describe this equipment and its proper use.		
CE-A.3	✓	**Identify and describe Propulsion system** DE: Have the mariner provide a brief description of this system, including the make and manufacturer of the main engine, horsepower, type of control system with any delays, number of wheels, number of rudders or alternate propulsion, and procedure to switch stations, if applicable.		
CE-A.4	✓	**Identify and describe Steering system** DE: Have the mariner provide a brief description of this system, including the type of system (electric, hydraulic, mechanical, etc.), types of steering controls (follow-up, non-follow-up, autopilot), time from hard-over to hard-over, and emergency back-up systems. Have the mariner demonstrate the ability to switch modes and stations, if applicable.		
CE-A.5	✓	**Identify and describe Auxiliary systems** DE: Have the mariner provide a brief description of the electrical generating system (including emergency power sources), compressed air and hydraulic systems, if applicable. Have the mariner describe the safe and practical use of these systems as prescribed by the company's operating procedures.		

Mariner Name *Mariner Reference No.*

Towing Officer Assessment Record (Limited Local Area)

TASK NO.	COMMON ELEMENT	TASK & ASSESSMENT GUIDANCE	DE INITIALS	DATE
CE-A.6	✓	**Describe and follow vessel fuel transfer procedures** DE: Have the mariner locate the transfer procedures and describe the responsibilities of the watch officer as prescribed by the vessel-specific procedures. Have the mariner participate in a fuel transfer following the transfer procedures.		
CE-A.7	✓	**Identify physical characteristics of vessel and tow** DE: Have the mariner provide a brief description, including the length, breadth, draft, and highest fixed point of vessel and tow; describe the tow configuration and cargoes; and identify the location of any hazardous cargo in the tow.		
CE-A.8	✓	**Conduct safety orientations for new crewmembers** DE: Have the mariner conduct a safety orientation as prescribed by company policy or the vessel captain. Have the mariner identify firefighting and emergency equipment and points of egress.		
CE-A.9	✓	**Use vessel's internal communications system or equipment** DE: Have the mariner identify and use all internal communications equipment aboard the vessel.		
B. Navigation and Piloting				
CE-B.1	✓	**Describe the effects of tide or current on vessel's position**		
CE-B.2	✓	**Allow for draft and clearances in navigation of vessel** DE: Have the mariner identify draft and calculate vertical clearance for a given overhead obstruction using required charts and publications. Have the mariner determine as accurately as possible under keel clearance based on draft and information from all available sources (such as charts, maps, Notice to Mariners, local knowledge, etc.).		
CE-B.3	✓	**Conduct pre-voyage tests and inspections per 33 CFR 164.80** DE: Have the mariner conduct pre-voyage tests and inspections according to 33 CFR 164.80 and company guidelines.		
CE-B.4	✓	**Describe and comply with VTS reporting requirements** DE: Have the mariner locate information on VTS systems using publications and charts aboard the vessel and describe the use and function of VTS systems. Observe the mariner's use of VTS systems during vessel operations, if applicable. [33 CFR 161; 33 CFR 163]		

Mariner Name *Mariner Reference No.*

Towing Officer Assessment Record (Limited Local Area)

TASK NO.	COMMON ELEMENT	TASK & ASSESSMENT GUIDANCE	DE INITIALS	DATE
CE-B.5	✓	**Communicate using VHF radio** DE: Have the mariner conduct VHF communications in the course of vessel operations. Have the mariner demonstrate the operation of the radios and describe the use, etiquette, and monitoring of the required channels for the vessel's area of operation.		
CE-B.6	✓	**Provide radio/whistle notice of getting underway** DE: Prior to getting underway, have the mariner make a security call and any other required radio calls to traffic or VTS, as well as any whistle signals required by the Rules of the Road.		
CE-B.7	✓	**Make security calls** DE: For a prescribed route, have the mariner describe situations in which security calls are needed and make required security calls.		
CE-B.8	✓	**Initiate appropriate actions in reduced visibility** DE: Have the mariner explain the regulatory requirements and company practices for operating in reduced visibility. Have the mariner demonstrate the actions necessary to ensure the safe operation of the vessel (e.g., light and sound signals, speed, notifications, lookouts, traffic, anchoring or stopping).		
C. Watchstanding				
CE-C.1	✓	**Operate and use all electronic navigation equipment in pilothouse** DE: Have the mariner give a brief description of the use and operation of all electronic navigation equipment installed aboard the vessel and demonstrate how to use the equipment.		
CE-C.2	✓	**Use a compass or swing meter (as applicable)** DE: For the compass, give the mariner a true course to steer. Have the mariner apply variation and deviation to find the magnetic course to steer. For the swing meter, have the mariner maintain the sailing line for two miles.		
CE-C.3	✓	**Make appropriate entries in vessel's log** DE: Have the mariner describe and make log entries required by regulation and company policies.		

Mariner Name *Mariner Reference No.*

Towing Officer Assessment Record (Limited Local Area)

TASK NO.	COMMON ELEMENT	TASK & ASSESSMENT GUIDANCE	DE INITIALS	DATE
CE-C.4	✓	**Maintain proper lookout** DE: Observe the mariner while on watch to ensure that he/she maintains high situational awareness by staying focused, avoiding distractions, and effectively using all available resources (which may include an additional person given the conditions) to maintain a vigilant lookout.		
CE-C.5	✓	**Communicate navigation and vessel status information to the relieving watch officer** DE: Have the mariner conduct a change of watch and communicate specific information relevant to vessel position, equipment readiness, weather, traffic, tow changes, navigational hazards, river or sea conditions, and crew readiness.		
D. MANEUVERING DE: Assessment of the maneuvering tasks below should be conducted under prevailing circumstances and conditions. The DE should have the mariner conduct some of the tasks at night to verify that the mariner can safely operate a towing vessel in both daytime and nighttime conditions. In order to receive credit for satisfactory completion of a maneuvering task, the mariner must: 1) meet the guidance specified below for that task; 2) perform the maneuver in accordance with the applicable Rules of the Road; and 3) ensure that the maneuver creates no negative effect on the vessel, the tow, the cargo, the environment, adjacent structures or other vessels. The DE will not give credit for a maneuver that does not meet these three criteria.				
CE-D.1	✓	**Maneuver light boat – maneuvering ahead** DE: Have the mariner demonstrate the ability to safely maneuver the vessel while operating on a prescribed route, at a designated speed, between two points.		
CE-D.2	✓	**Maneuver light boat – maneuvering astern** DE: Have the mariner demonstrate the ability to safely maneuver the vessel astern for a prescribed distance or time sufficient to demonstrate his/her ability to maintain control of the vessel.		
CE-D.3	✓	**Maneuver light boat – reverse heading or direction** DE: Have the mariner demonstrate the ability to safely slow the vessel to a safe speed, reverse direction within two boat lengths, and establish a reciprocal heading or direction.		

Towing Officer Assessment Record (Limited Local Area)

TASK NO.	COMMON ELEMENT	TASK & ASSESSMENT GUIDANCE	DE INITIALS	DATE
CE-D.4	✓	**Maneuver light boat – maneuvering with and against the current** DE: Have the mariner demonstrate the ability to safely maneuver the vessel around a designated point with and against the current. Have the mariner point out the actions he/she is taking to account for the effects of current on the vessel.		
CE-D.5	✓	**Maneuver light boat – landing** DE: Have the mariner demonstrate the ability to safely land safely on a vessel and dock, both with and against the current. Ensure that the mariner maintains a safe speed with no headway or excess momentum at the moment of contact.		
CE-D.6	✓	**Maneuver tow in high wind** DE: Have the mariner describe the effects of a crosswind on the vessel and tow and explain how to compensate for these effects in maneuvering the vessel. Have the mariner maintain a steady course and speed for at least 1 mile with at least one barge in tow, in a crosswind of sufficient strength to affect the safe operation of the vessel.		
CE-D.7	✓	**Make Tow**		
CE-D.8	✓	**Break Tow**		
LTD-D.9		**Maneuver tug alongside assisted vessel while underway, making way** DE: Have the mariner maneuver the tug safely alongside in a controlled manner.		
LTD-D.10		**Make tug fast for vessel assist** DE: Have the mariner maneuver the tug and hold position while making fast to the vessel.		
LTD-D.11		**Disengage the tug** DE: Have the mariner maneuver the tug and hold position while disengaging from the vessel.		
LTD-D.12		**Get underway, pushing ahead** DE: Have the mariner make the appropriate security checks, sound the required whistle signals, and get underway with a tow. Have the mariner sustain a predetermined course for at least one-half mile or until clear of the mooring facility and moving within a defined channel. Ensure that the mariner monitors wheel-wash and dock clearance.		

Mariner Name *Mariner Reference No.*

Towing Officer Assessment Record (Limited Local Area)

TASK NO.	COMMON ELEMENT	TASK & ASSESSMENT GUIDANCE	DE INITIALS	DATE
LTD-D.13		**Get underway, towing alongside** DE: Have the mariner make the appropriate security checks, sound the required whistle signals, and get underway towing alongside. Have the mariner sustain a predetermined course for at least one-half mile or until clear of the mooring facility and moving within a defined channel. Ensure that the mariner monitors wheel-wash and dock clearance.		
LTD-D.14		**Maneuver tow with following current** DE: Have the mariner maneuver a loaded tow with a following current over a 10 mile course, using minimum rudder movement and, if required, throttle control, while maintaining the prescribed sailing line based on all available navigational information.		
LTD-D.15		**Maneuver tow against current** DE: Have the mariner maneuver a tow against the current over a prescribed course, using minimum rudder movement and, if required, throttle control, while maintaining the prescribed sailing line based on all available navigational information.		
LTD-D.16		**Maneuver in high water** DE: Have the mariner maneuver a tow in high water for a minimum of 3 hours (high water is defined as 50% of flood stage on the local gauge).		
LTD-D.17		**Maneuver in low water** DE: Have the mariner maneuver a tow in low water for a minimum of 3 hours (low water is defined as at or below mean low water or normal pool on the local gauge).		
LTD-D.18		**Land against current** DE: Have the mariner describe the effects of landing against the current. Observe the mariner land a tow upstream on a piling, cell, or dock, landing the head of tow at a predetermined point. Ensure that the mariner approaches at a gradual angle, with speed and forward movement diminished to zero at the point of contact.		
LTD-D.19		**Land with following current** DE: Have the mariner describe the effects of landing against the current. Observe the mariner land a tow downstream on a piling, cell, or dock, landing the stern of the tow at a predetermined point. Ensure that the mariner approaches at a gradual angle, with speed and forward movement diminished to zero at the point of contact.		

TASK NO.	COMMON ELEMENT	TASK & ASSESSMENT GUIDANCE	DE INITIALS	DATE
LTD-D.20		**Moor to piling, cell or dock** DE: Have the mariner moor a tow to a piling, cell, or dock by operating engines and steering gear in conjunction with mooring lines.		
The following additional tasks may be required for an endorsement for a Limited Local Area on Great Lakes and/or Inland Waters. Certain of these tasks may be omitted if the Coast Guard approval for the specific route indicates they are not required.				
GLI-D.11		**Maneuver loaded tow in narrow defined channels** DE: Have the mariner maneuver a loaded tow with minimum rudder correction over a predetermined course that includes straight stretches and bends to port and starboard, for a minimum of 10 miles or 3 hours.		
GLI-D.12		**Maneuver empty tow in narrow defined channels** DE: Have the mariner maneuver an empty tow with minimum rudder correction over a predetermined course that includes straight stretches and bends to port and starboard, for a minimum of 10 miles or 3 hours.		
GLI-D.13		**Maneuver loaded tow around sharp bends and turns** DE: Have the mariner maneuver a loaded tow around sharp bends or turns over a predetermined course, using minimum rudder movement and, if required, throttle control while maintaining the described sailing line based on all available navigational information.		
GLI-D.14		**Maneuver empty tow around sharp bends and turns** DE: Have the mariner maneuver an empty tow around sharp bends or turns over a predetermined course, using minimum rudder movement and, if required, throttle control while maintaining the described sailing line based on all available navigational information.		
GLI-D.15		**Maneuver tow with following current** DE: Have the mariner maneuver a loaded tow with a following current over a prescribed course, using minimum rudder movement and, if required, throttle control, while maintaining the prescribed sailing line based on all available navigational information.		
GLI-D.16		**Maneuver tow against the current** DE: Have the mariner maneuver a tow against the current over a prescribed course, using minimum rudder movement and, if required, throttle control, while maintaining the prescribed sailing line based on all available navigational information.		

Mariner Name *Mariner Reference No.*

Towing Officer Assessment Record (Limited Local Area)

TASK NO.	COMMON ELEMENT	TASK & ASSESSMENT GUIDANCE	DE INITIALS	DATE
GLI-D.17		**Maneuver in channel with deep-draft traffic** DE: Have the mariner describe the effects of interaction with deep-draft traffic on the vessel and tow. Observe the mariner maneuvering in close proximity to deep-draft traffic and ensure that he/she makes the necessary course and speed changes to compensate for these effects.		
GLI-D.18		**Maneuver through bridge** DE: Have the mariner maneuver a tow through a bridge or series of bridges, ensuring that enough time is given for proper alignment and taking into consideration horizontal and vertical clearance and the effects of current on the tow.		
GLI-D.22		**Down streaming** DE: Have the mariner explain the down streaming maneuver in detail, including how the maneuver is done, when it is appropriate, the hazards associated with the maneuver and any current company policy relating to the maneuver.		
GLI-D.23		**Enter lock with upstream approach** DE: Have the mariner enter a lock from an upstream approach following published Corps of Engineers locking procedures for the area of operations.		
GLI-D.24		**Enter lock with downstream approach** DE: Have the mariner enter a lock from a downstream approach following published Corps of Engineers locking procedures for the area of operations.		
GLI-D.25		**Leave lock with upstream departure** DE: Have the mariner depart a lock upstream following published Corps of Engineers locking procedures for the area of operations.		
GLI-D.26		**Leave lock with downstream departure** DE: Have the mariner depart a lock downstream following published Corps of Engineers locking procedures for the area of operations.		
The following additional tasks may be required for an endorsement for a Limited Local Area on Western Rivers. Certain of these tasks may be omitted if the Coast Guard approval for the specific route indicates they are not required.				
WR-D.11		**Maneuver loaded tow in narrow defined channels** DE: Have the mariner maneuver a loaded tow with minimum rudder correction over a predetermined course that includes straight stretches and bends to port and starboard, for a minimum of 10 miles or 3 hours.		

Mariner Name *Mariner Reference No.*

Towing Officer Assessment Record (Limited Local Area)

TASK NO.	COMMON ELEMENT	TASK & ASSESSMENT GUIDANCE	DE INITIALS	DATE
WR-D.12		**Maneuver empty tow in narrow defined channels** DE: Have the mariner maneuver a loaded tow with minimum rudder correction over a predetermined course that includes straight stretches and bends to port and starboard, for a minimum of 10 miles or 3 hours.		
WR-D.13		**Maneuver loaded tow around sharp bends and turns** DE: Have the mariner maneuver a loaded tow around sharp bends or turns over a predetermined course, using minimum rudder movement and, if required, throttle control while maintaining the described sailing line based on all available navigational information.		
WR-D.14		**Maneuver empty tow around sharp bends and turns** DE: Have the mariner maneuver an empty tow around sharp bends or turns over a predetermined course, using minimum rudder movement and, if required, throttle control while maintaining the described sailing line based on all available navigational information.		
WR-D.15		**Maneuver tow with following current** DE: Have the mariner maneuver a loaded tow with a following current over a 10 mile course, using minimum rudder movement and, if required, throttle control, while maintaining the prescribed sailing line based on all available navigational information.		
WR-D.16		**Maneuver tow against current** DE: Have the mariner maneuver a tow against the current over a prescribed course, using minimum rudder movement and, if required, throttle control, while maintaining the prescribed sailing line based on all available navigational information.		
WR-D.17		**Maneuver through bridge** DE: Have the mariner maneuver a tow through a bridge or series of bridges, ensuring that enough time is given for proper alignment and taking into consideration horizontal and vertical clearance and the effects of current on the tow.		
WR-D.18		**Maneuver in high water** DE: Have the mariner maneuver a tow in high water for a minimum of 3 hours (high water is defined as 50% of flood stage on the local gauge).		
WR-D.19		**Maneuver in low water** DE: Have the mariner maneuver a tow in low water for a minimum of 3 hours (low water is defined as at or below mean low water or normal pool on the local gauge).		

Mariner Name *Mariner Reference No.*

Towing Officer Assessment Record (Limited Local Area)

TASK NO.	COMMON ELEMENT	TASK & ASSESSMENT GUIDANCE	DE INITIALS	DATE
WR-D.21		**Enter lock with upstream approach** DE: Have the mariner enter a lock from an upstream approach following published Corps of Engineers locking procedures for the area of operations.		
WR-D.22		**Enter lock with downstream approach** DE: Have the mariner enter a lock from a downstream approach following published Corps of Engineers locking procedures for the area of operations.		
WR-D.23		**Leave lock with upstream departure** DE: Have the mariner depart a lock upstream following published Corps of Engineers locking procedures for the area of operations.		
WR-D.24		**Leave lock with downstream departure** DE: Have the mariner depart a lock downstream following published Corps of Engineers locking procedures for the area of operations.		
E. RULES OF THE ROAD				
CE-E.1	✓	**Meeting while towing** DE: Have the mariner explain the Rules of the Road for a meeting situation, including pertinent sound and light signals and radio communications. In an actual meeting situation, confirm that the mariner has complied with the Rules of the Road in a timely manner, taking into account prevailing circumstances and conditions.		
CE-E.2	✓	**Crossing while towing** DE: Have the mariner explain the Rules of the Road for a crossing situation, including pertinent sound and light signals and voice communications. In an actual crossing situation, confirm that the mariner has complied with the Rules of the Road in a timely manner, taking into account prevailing circumstances and conditions.		
CE-E.3	✓	**Overtaking another vessel while towing** DE: Have the mariner explain the Rules of the Road for an overtaking situation, including pertinent sound and light signals and radio communications. In an actual overtaking situation, confirm that the mariner has complied with the Rules of the Road in a timely manner, taking into account prevailing circumstances and conditions.		

Towing Officer Assessment Record (Limited Local Area)

TASK NO.	COMMON ELEMENT	TASK & ASSESSMENT GUIDANCE	DE INITIALS	DATE
CE-E.4	✓	**Being stand-on vessel** DE: Have the mariner explain the responsibility of being a stand-on vessel in a crossing or overtaking situation. Observe the mariner's ability to operate the vessel so as not to hinder or confuse the operation of the give-way vessel.		
CE-E.5	✓	**Being give-way vessel** DE: Have the mariner explain the responsibility of being a give-way vessel in a crossing or overtaking situation. Observe the mariner's ability to operate the vessels so as not to hinder or confuse the operation of the stand-on vessel.		
CE-E.6	✓	**Operating in restricted visibility** DE: Have the mariner describe the Rules of the Road as they apply to operating in restricted visibility. This description should include the proper use of lights, sound signals, speed, lookouts, and radar.		
CE-E.7	✓	**Properly lighting towing vessel and tow for different towing modes** DE: Have the mariner describe the Rules of the Road for lighting in different modes of towing (towing while pushing ahead, towing astern, and towing alongside), as applicable to the vessel's operation. Have the mariner set the running lights for the towing configuration being observed.		
CE-E.8	✓	**Provide proper sound and light signals** DE: Have the mariner describe the Rules of the Road as they apply to sound and light signals for danger, blind bends, and operating astern propulsion.		
LTD-E.9		**Meeting or overtaking upbound or downbound traffic** DE: Have the mariner explain the Rules of the Road for meeting or overtaking upbound and downbound traffic. In an actual meeting or overtaking situation, confirm that the mariner has complied with Rule 9.		
F. Safety and Emergency Response				
CE-F.1	✓	**Describe procedures to be followed in response to steering failure** DE: Have the mariner describe the actions to be taken in the event of a steering failure. The actions should follow regulatory requirements for casualty reporting, company policies or practices, captain's standing orders, and/or the mariner's training and experience. Have the mariner demonstrate these actions during a simulated steering failure.		

Mariner Name *Mariner Reference No.*

Towing Officer Assessment Record (Limited Local Area)

TASK NO.	COMMON ELEMENT	TASK & ASSESSMENT GUIDANCE	DE INITIALS	DATE
CE-F.2	✓	**Describe procedures to be followed in response to loss of electrical power** DE: Have the mariner describe the actions to be taken in the event of the loss of electrical power. The actions should follow regulatory requirements for casualty reporting, company policies or practices, and/or the mariner's training and experience. Have the mariner demonstrate these actions during a simulated loss of electrical power.		
CE-F.3	✓	**Describe procedures to be followed in response to loss of propulsion** DE: Have the mariner describe the actions to be taken in the event of the loss of propulsion. The actions should follow regulatory requirements for casualty reporting, company policies or practices, and/or the mariner's training and experience. Have the mariner demonstrate these actions during a simulated loss of propulsion.		
CE-F.4	✓	**Describe procedures to be followed in response to collision/allision** DE: Have the mariner describe action that could be taken to mitigate a collision or allision in the following situations: meeting, crossing, overtaking, bridge strikes, and dock strikes. The actions taken should be consistent with the vessel's operating characteristics, regulatory requirements for casualty reporting and applicable Rules of the Road, and company policies or practices.		
CE-F.5	✓	**Describe procedures to be followed in response to grounding** DE: Have the mariner describe the actions to be taken in the event of a grounding. The actions should follow regulatory requirements for casualty reporting, company policies or practices, and/or standing orders. Have the mariner demonstrate these actions during a simulated grounding.		
CE-F.6	✓	**Describe procedures to be followed in response to personnel injury** DE: Have the mariner describe the actions to be taken in the event of a personnel injury. The actions should follow company policies or practices, standing orders, and regulatory requirements for casualty reporting. Have the mariner demonstrate these actions during a simulated personnel injury.		

Mariner Name *Mariner Reference No.*

Towing Officer Assessment Record (Limited Local Area)

TASK NO.	COMMON ELEMENT	TASK & ASSESSMENT GUIDANCE	DE INITIALS	DATE
CE-F.7	✓	**Describe procedures to be followed in response to oil or hazardous substance spill** DE: Have the mariner locate the vessel response plan or company procedures for response to an oil or hazardous substance spill. Have the mariner describe the regulatory requirements and company polices for reporting a spill and his/her responsibilities under the plan.		
CE-F.8	✓	**Describe procedures to be followed in response to man overboard** DE: Have the mariner describe the actions to be taken in the event of a man overboard situation. The actions should follow company policies or practices, and/or standing orders. Have the mariner demonstrate these actions during a simulated man overboard situation.		
CE-F.9	✓	**Conduct fire drill and instruction per 46 CFR 27.209** DE: Have the mariner describe the actions to be taken in the event of a fire. The actions should follow company policies or practices, standing orders, and regulatory requirements for casualty reporting. Have the mariner conduct a fire drill and provide instruction per 46 CFR 27.209.		
CE-F.10	✓	**Describe procedures for abandoning ship** DE: Have the mariner describe vessel procedures for abandoning ship. Have the mariner demonstrate these actions in a simulated scenario (e.g., flooding/sinking, fire, etc.).		
CE-F.11	✓	**Describe procedures for use of general alarm** DE: Have the mariner locate the general alarm and describe procedures for use and testing of the general alarm per 46 CFR 27.201.		
CE-F.12	✓	**Describe procedures for use of all on-board safety equipment** DE: Have the mariner draw a diagram locating all safety equipment aboard the vessel (e.g., personal protective equipment, first-aid or trauma kits, etc.) or conduct a tour indicating its location. Have the mariner briefly describe this equipment and its proper use.		
G. Environmental Protection				
CE-G.1	✓	**Garbage** DE: Have the mariner describe the regulatory requirements for disposal of garbage in the vessel's area of operation.		

Mariner Name *Mariner Reference No.*

Towing Officer Assessment Record (Limited Local Area)

TASK NO.	COMMON ELEMENT	TASK & ASSESSMENT GUIDANCE	DE INITIALS	DATE
CE-G.2	✓	**Sewage/Marine Sanitation Device (MSD)** DE: Have the mariner identify the type of marine sanitation device on board the vessel and describe its proper operation to ensure compliance with regulatory requirements.		
CE-G.3	✓	**Bilge slops** DE: Have the mariner describe the regulatory requirements and company policies or practices for disposal of oily bilges and documentation of such disposal.		
CE-G.4	✓	**Regulated waste** DE: Have the mariner describe vessel procedures/practices for disposal of oily waste, used oil filters, and paint.		
CE-G.5	✓	**Discharges Incidental to Normal Operations (NPDES)** DE: Have the mariner describe vessel procedures/practices to minimize discharges incidental to normal operations.		

Mariner Name *Mariner Reference No.*

Towing Officer Assessment Record (Limited Local Area)

Note your service on towing vessels in the space provided below. This is for information only. When applying for your towing vessel license or endorsement it will still be necessary to provide company service letters or other acceptable documentation of your service.

Vessel			Official No.
From (Date)	To (Date)	Gross Tons	Horsepower

Vessel			Official No.
From (Date)	To (Date)	Gross Tons	Horsepower

Vessel			Official No.
From (Date)	To (Date)	Gross Tons	Horsepower

Vessel			Official No.
From (Date)	To (Date)	Gross Tons	Horsepower

Vessel			Official No.
From (Date)	To (Date)	Gross Tons	Horsepower

Mariner Name *Mariner Reference No.*

Towing Officer Assessment Record (Limited Local Area)

Vessel			Official No.
From (Date)	To (Date)	Gross Tons	Horsepower

Vessel			Official No.
From (Date)	To (Date)	Gross Tons	Horsepower

Vessel			Official No.
From (Date)	To (Date)	Gross Tons	Horsepower

Vessel			Official No.
From (Date)	To (Date)	Gross Tons	Horsepower

Vessel			Official No.
From (Date)	To (Date)	Gross Tons	Horsepower

Mariner Name *Mariner Reference No.*

ENCLOSURE (6) HAS BEEN REMOVED FROM THIS NVIC

RESTRICTIONS TO TOWING VESSEL ENDORSEMENTS

Mariners who serve on vessels that do not routinely perform some of the operations in the applicable Towing Officer Assessment Records (TOARs) may qualify for an endorsement as Mate or Master of towing vessels with a restriction to specific operations, vessels, and/or companies.

The following tables list the descriptions of specific operations and the relevant TOAR tasks that are not routinely performed by articulated tug barge (ATB) or integrated tug barge (ITB) vessels, vessels that engage exclusively in harbor-assist operations, and vessels that do not transit locks. Mariners may qualify for a restricted endorsement if they are unable to perform the specified tasks without further approval. In order to remove the restriction, mariners must successfully perform the omitted tasks before an approved Designated Examiner.

In addition to the operations and restrictions below, the Coast Guard will consider approval of alternative or modified TOARs for specific operations or vessels. Vessel operators wishing approval for a modified or alternative TOAR may request approval from the National Maritime Center.

Mariners may qualify for the restricted endorsements below without completing the tasks indicated. However, Designated Examiners should consider whether a candidate for a towing endorsement should demonstrate their competence to perform tasks not specified in the TOAR that are part of normal operations.

1. ATB or ITB Vessels

   Mariners may qualify for an endorsement as Mate (Pilot) or Master of towing vessels restricted to service on ATB or ITB vessels without completing the following tasks:

   a. Near Coastal / Oceans

Task No.	Task
NCO-A.12	Operate towing gear
NCO-A.13	Inspect towing gear
NCO-A.14	Maintaining towing gear
NCO-C.9	Monitor movement, ride and stability of the tow
NCO-C.10	Monitor status of the towing gear, including catenary
NCO-C.11	Monitor status of the towing gear, including chafing of hawser
CE-D.7	Make tow
CE-D.8	Break tow
NCO-D.10	Dock and sail the tow
NCO-D.11	Maneuver a tow underway – in port
NCO-D.12	Maneuver a tow underway – at sea
NCO-D.13	Maneuver a tow underway – entering/exiting port
NCO-D.14	Transition from/to towing, pushing, and alongside modes
NCO-D.15	Anchor the tow

b. Great Lakes & Inland

Task No.	Task
CE-D.7	Make tow
CE-D.8	Break tow
GLI-D.10	Get underway, towing alongside
GLI-D.11	Maneuver loaded tow in narrow defined channels
GLI-D.12	Maneuver empty tow in narrow defined channels
GLI-D.13	Maneuver loaded tow around sharp bends and turns
GLI-D.14	Maneuver empty tow around sharp bends and turns
GLI-D.15	Maneuver tow with following current
GLI-D.16	Maneuver tow against current
GLI-D.19	Land with following current
GLI-D.20	Land against current
GLI-D.21	Moor to piling, cell or dock
GLI-D.22	Down streaming

2. Harbor-Assist Vessels

Mariners may qualify for an endorsement as Mate (Pilot) or Master of towing vessels restricted to harbor-assist vessels without completing the TOAR tasks noted below. Harbor-assist is defined in 46 CFR 10.107 as the use of a towing vessel during maneuvers to dock, undock, moor, or unmoor a vessel, or to escort a vessel with limited maneuverability.

a. Near Coastal / Oceans

Task No.	Task
NCO-C.9	Monitor movement, ride and stability of the tow
NCO-C.10	Monitor status of the towing gear, including catenary
NCO-C.11	Monitor status of the towing gear, including chafing of hawser
CE-D.7	Make tow
CE-D.8	Break tow
NCO-D.10	Dock and sail the tow
NCO-D.11	Maneuver a tow underway – in port
NCO-D.12	Maneuver a tow underway – at sea
NCO-D.13	Maneuver a tow underway – entering/exiting port
NCO-D.14	Transition from/to towing, pushing, and alongside modes
NCO-D.15	Anchor the tow

b. Great Lakes & Inland

Task No.	Task
CE-D.7	Make tow
CE-D.8	Break tow
GLI-D.9	Get underway, pushing ahead
GLI-D.10	Get underway, towing alongside
GLI-D.11	Maneuver loaded tow in narrow defined channels
GLI-D.12	Maneuver empty tow in narrow defined channels
GLI-D.13	Maneuver loaded tow around sharp bends and turns
GLI-D.14	Maneuver empty tow around sharp bends and turns
GLI-D.15	Maneuver tow with following current
GLI-D.16	Maneuver tow against current
GLI-D.19	Land with following current
GLI-D.20	Land against current
GLI-D.21	Moor to piling, cell, or dock
GLI-D.22	Down streaming

c. Western Rivers

Task No.	Task
CE-D.7	Make tow
CE-D.8	Break tow
WR-D.11	Maneuver loaded tow in narrow defined channels
WR-D.12	Maneuver empty tow in narrow defined channels
WR-D.13	Maneuver loaded tow around sharp bends and turns
WR-D.14	Maneuver empty tow around sharp bends and turns
WR-D.15	Maneuver tow with following current
WR-D.16	Maneuver tow against current
WR-D.18	Maneuver in high water
WR-D.19	Maneuver in low water
WR-D.20	Flank
WR-D.21	Enter lock with upstream approach
WR-D.22	Enter lock with downstream approach
WR-D.23	Leave lock with upstream departure
WR-D.24	Leave lock with downstream departure
WR-D.25	Land against current
WR-D.26	Land with following current
WR-D.27	Moor to piling, cell, or dock
WR-D.28	Down streaming

3. Locks

Mariners may qualify for an endorsement as Mate (Pilot) or Master of towing vessels restricted to waters that do not have locks without completing the TOAR tasks noted below. If the mariner does not perform the noted tasks, the endorsement will have a restriction that the endorsement is not valid for transiting locks.

a. Great Lakes & Inland

Task No.	Task
GLI-D.23	Enter lock with upstream approach
GLI-D.24	Enter lock with downstream approach
GLI-D.25	Leave lock with upstream departure
GLI-D.26	Leave lock with downstream departure

b. Western Rivers

Task No.	Task
WR-D.21	Enter lock with upstream approach
WR-D.22	Enter lock with downstream approach
WR-D.23	Leave lock with upstream departure
WR-D.24	Leave lock with downstream departure

NEAR COASTAL/OCEANS TOAR TASKS SATISFIED BY STCW ASSESSMENTS

Many mariners who hold or will seek an endorsement for service on near coastal or oceans towing vessels will also hold or seek an STCW endorsement as Officer in Charge of a Navigational Watch (OICNW). Considering that an OICNW endorsement requires a demonstration of some of the same competencies and tasks that are required for a near coastal or oceans towing vessel endorsement, the Coast Guard will accept successful completion of the tasks for OICNW as successful completion of a similar task in the near coastal/oceans Towing Officer Assessment Record (TOAR), as indicated below.

Mariners who hold or qualify for an STCW endorsement as OICNW will not need to complete the following tasks in the near coastal/oceans TOAR:

NEAR COASTAL/OCEANS TOAR	
Task No.	**Task Name**
Section B. Navigation & Piloting	
CE-B.4	Describe and comply with VTS reporting requirements
CE-B.5	Communicate using VHF radio
CE-B.7	Make security calls
CE-B.8	Initiate appropriate actions in reduced visibility
NCO-B.9	Identify and maintain required charts and publications
NCO-B.10	Use required charts and publications
NCO-B.11	Determine vessel's position on chart
NCO-B.12	Plan a route on a paper chart
NCO-B.13	Incorporate forecast weather and sea conditions in route planning
NCO-B.14	Maintain track by plotting with electronic aids
Section C. Watchstanding	
CE-C.1	Operate and use all electronic navigation equipment in pilothouse
CE-C.3	Make appropriate entries in logbook
CE-C.4	Maintain proper lookout
CE-C.5	Communicate navigation / vessel status to relieving watch officer
NCO-C.6	Follow standing orders or Master's instructions on watch
NCO-C.7	Monitor traffic using visual, audio, and electronic aids (e.g., binoculars, VHF, sound signals, and radar)

NEAR COASTAL/OCEANS TOAR	
Task No.	**Task Name**
Section E. Rules of the Road	
CE-E.1	Meeting while towing
CE-E.2	Crossing while towing
CE-E.3	Overtaking another vessel while towing
CE-E.4	Being stand-on vessel
CE-E.5	Being give-way vessel
CE-E.6	Operating in restricted visibility
CE-E.8	Provide proper sound / light signals
NCO-E.9	Recognize and use lights and shapes
Section G. Environmental Protection	
CE-G.1	Garbage
CE-G.2	Sewage
CE-G.3	Bilge slops
CE-G.4	Regulated Waste

U.S. Department of Homeland Security
United States Coast Guard

Commanding Officer
United States Coast Guard
National Maritime Center

100 Forbes Drive
Martinsburg, WV 25404
Staff Symbol: NMC-2
Phone: (304) 433-3720
FAX: (304) 433-3408

16721
DE ID: 98765

D.E. Title/Name
Company Name
Street Address
City, State ZIP Code

Dear *D.E. Title/Name*:

Your credentials have been evaluated and the Coast Guard has determined that you are qualified for continued recognition as a "Designated Examiner" for assessment of competence of candidates for towing vessel officer endorsements.

You are approved to conduct assessments of competence and to sign a candidate's Towing Officer Assessment Record (TOAR) for the following routes and "common element" tasks:

- Near Coastal / Oceans
- Great Lakes & Inland

In performing your function as a designated examiner, you may only use your signature or initials to indicate you have personally witnessed the demonstration of a skill or ability by the person being assessed and have found that individual, in your professional judgment, to be competent under the relevant criteria. This letter will be revoked if you sign or initial a statement attesting to an individual's competence without having personally witnessed a practical demonstration of the individual's skill or ability, which in your professional judgment, meets an acceptable level of performance.

This approval is effective December 1, 2015, and expires on December 31, 2020. At the time of renewal, you should be prepared to submit evidence of your continued ability to assess the competence of towing vessel personnel.

The U. S. Coast Guard is placing a great deal of trust in your professional competence, judgment, veracity, and behavior, and we greatly appreciate your willingness to serve as a Designated Examiner. This role is critical to maintaining a high professional standard among U. S. mariners.

Sincerely,

J. P. NOVOTNY
Captain, U.S. Coast Guard

SAMPLE

TOWING VESSEL ENDORSEMENT GRANDFATHERING

Mariners may qualify for grandfathering for endorsements as Mate (Pilot) or Master of towing vessels based on previous experience on towing vessels. Mariners may qualify as follows:

1. Service on towing vessels before May 21, 2001.

   As specified in 46 Code of Federal Regulations (CFR) 11.463(d), mariners who met the training and service requirements for towing vessels before May 21, 2001, and have maintained a valid Coast Guard-issued credential may obtain a towing vessel endorsement if they meet the following:

   a. Provide evidence of at least 90 days of service on towing vessels as Mate, Pilot, Master, or Operator before May 21, 2001;

   b. Have continuously maintained a valid officer endorsement (license) since May 21, 2001;

   c. Provide evidence of successfully completing the appropriate Apprentice Mate (Steersman) exam, its predecessor exam, or a superior exam. A mariner will be considered to meet this requirement if they hold or have previously held an endorsement for Mate or Master Not More Than 200 Gross Registered Tons (GRT) or higher, or as Operator of Uninspected Towing Vessels (OUTV); and

   d. Meet the requirements to renew a towing vessel endorsement in 46 CFR 10.227 (e)(6)(i). This may be satisfied by completing the maneuvering and handling section ("Part D") of the applicable Towing Officer Assessment Record (TOAR).

2. Removal of tonnage limits.

   Mariners previously grandfathered to the towing vessel endorsements based on towing vessel service prior to May 21, 2001, may have been issued an endorsement with a restriction to towing vessels of not more than 100 GRT. To remove the tonnage restriction, mariners must have a currently valid towing vessel endorsement and successfully complete the appropriate Apprentice Mate (Steersman) exam.

3. Firefighting Training.

   Regulations published on December 24, 2013, added a requirement in 46 CFR 11.201(h)(3)(ii) for applicants seeking original officer endorsements as Mate (Pilot), Master (Limited), or Master of Towing Vessels valid for routes other than oceans to complete Basic Firefighting training. Mariners are grandfathered to this new requirement as follows:

   a. Mariners holding endorsements as Master of Towing Vessels issued before March 24, 2019, are not required to complete Basic Firefighting training to renew their endorsements.

   b. Mariners holding endorsements as Mate (Pilot) of Towing Vessels or Master of Towing Vessels (Limited) issued before March 24, 2019, are not required to complete Basic Firefighting training to renew their endorsements. In addition, they will not be required to

complete Basic Firefighting training when raising the grade of their endorsement to Master of Towing Vessels.

c. Mariners increasing the scope of an endorsement to oceans must provide evidence of Advanced Firefighting completed within the previous 5 years, unless it was previously completed for another endorsement.

d. Mariners holding a license or MMC endorsement as a mate of inspected, self-propelled vessels of more than 200 GRT who are seeking an endorsement as Mate (Pilot) or Master of Towing Vessels as specified in 46 CFR 11.464(g) or 11.465(d) are not required to complete additional firefighting training as their current endorsements required them to complete firefighting training.

4. Towing Officer Assessment Record (TOAR). TOARs that were completed prior to March 24, 2019, will be valid indefinitely for all purposes. This includes application for towing vessel endorsements, and for establishing authority to serve on a towing vessel under 46 CFR 15.805(a)(5)(i) and 15.810(d)(2)(i). A completed TOAR is one in which all tasks were completed and signed by a Coast Guard approved Designated Examiner before March 24, 2019.