

INSTRUCTIONS FOR PREPARATION AND SUBMITTAL OF NOAA FORM 77-5
FOR USCGAUX/NOS COOPERATIVE CHARTING PROGRAM

USE OF THIS FORM

1. **PROCEDURES:** The reporting Auxiliarist should upon discovering a discrepancy or change, complete this form as soon as possible. Only ball - point pen or typewriter can be used. ALL FOUR COPIES should be forwarded to the FSO-AN. The FSO-AN should immediately review the form, correct any obvious mistakes, retain COPY 4 and forward the remaining pages to the DSO-AN. The DSO-AN should retain COPY 3 and forward the remaining pages to the National Ocean Service (NOS). Chart updating accomplishments will be reported into AUXMIS by NOS on a monthly basis.

2. **ADDITIONAL OBSERVERS:** If more than one Auxiliarist is to receive credit for this report, enter the requested information on the BACK OF NOS COPY 1. Be sure to indicate the percentage of credit to be awarded to each member.

3. **ACKNOWLEDGEMENT:** To obtain an acknowledgement from NOS that

SUGGESTED ITEMS TO REPORT *

1. **SUBMERGED OBJECTS:** Report uncharted rocks, submerged obstructions, unmarked or shifted shoals, wrecks, underwater cables and pipelines. Report even the simple fact that you know or think there has been a change.

2. **OBSTRUCTIONS:** Report pilings, weirs, overhead cables, piers, new or misrepresented bridges. Include a sketch if you cannot explain it properly. When reporting the nonexistence of an obstruction, state when and by whom it was removed, if known.

3. **CHANNELS:** Report new channels and changes to existing channels by local interests. Include controlling depths, widths, and location of channel markers. (This information is usually obtainable from the party who contracted for the new dredging.) Try to obtain a copy of the "After Dredge" survey.

4. **LANDMARKS:** (Objects sufficiently prominent to be of help to the navigator.) Report tall, distinctive smokestacks, towers, spires, tanks. Also, you may report an isolated building on a hill or promontory, a distinctive clump of woods or outcropping of rock, an isolated strip of sandy beach or other easily distinguishing

1. **REPORTING DEPTHS:** Use the most accurate means available to you (Lead Line, setting pole, depth sounder). Always include the exact time and date of the sounding so that it can be corrected for lake stage, tide level, effect of current, etc. Do not try to correct it yourself. When using a depth sounder, be sure to make the proper allowance for the distance between the transducer and the water line. State on the report that you have done this. Report the fact that object may be visible at low water but submerged at high water.

2. **LOCATING AND REPORTING POSITIONS:** Accuracy in reporting positions is vital. Use the best method available to you. If you need help locating a position, check with your FSO-AN. When plotting positions based on bearings, state clearly whether they are True or Magnetic, allowing for deviation, if Magnetic, or deviation and variation, if True. Locations determined by crossed bearings are good. Sextant bearings are best of all. A combination of bearings and distances (even if the distances are estimated) can be used. Always show your method of obtaining the position on your report.

this report has been received, enter your complete name and address in the appropriate place on the BACK OF COPY 2. Forward ALL COPIES to your FSO-AN. NOS will acknowledge COPY 2 and return it to you. (If you DO NOT want an acknowledgement, retain COPY 2 for your records.)

4. **SMALL-CRAFT FACILITY REPORTS:** Use this form to submit Small-Craft Facility Reports. This form will replace NOAA form 77-3. (NOAA form 77-3 can be used until the supply is exhausted.)

5. **SUPPORTING INFORMATION:** Any supporting documentation you can supply to verify your report should be submitted along with this form and will result in additional credit for you. Such documentation could include photographs, newspaper articles, Corps of Engineers surveys, engineering drawings, etc. If you send a section from the current edition of the affected chart with the correction noted, a replacement chart will be returned to you free of charge.

hable feature. Less prominent landmarks may be reported around small unbuoyed or poorly buoyed harbors and anchorages. Include sketches if possible. It is equally important to report charted landmarks that no longer exist!

5. **MARINE FACILITIES:** Report new facilities not on current small-craft charts, also discontinued facilities that are on the charts. Report any glaring discrepancies in those facilities listed.

6. **AIDS TO NAVIGATION:** If you observe a discrepancy or problem with an aid to navigation, report this immediately to the nearest U.S. Coast Guard facility. Then, send a copy of your report to NOS, through your FSO-AN, to receive credit toward cooperative charting awards. Be sure to indicate on your report form that USCG was notified.

7. **ERRORS IN COAST PILOTS:** Report errors and inconsistencies in latest issues of NOS Coast Pilots. Critical changes will be published in Notices to Mariners.

*Consult "Shirt Pocket Guide" for detailed list.

HOW TO REPORT

3. **PLOTTING POSITIONS:** Plot your information on the largest scale chart of the area. Where possible, cut out the pertinent section of the chart letter size (8½ x 11), or fold it accordingly. Include the chart number, edition, and correction date. Plot your changes clearly and accurately. Show all bearing lines and plotting information. Place explanatory notes or sketches in unused areas of the chart.

IMPORTANT REMINDER

UP-TO-DATE CHARTS: An up-to-date NOS chart essential to safe navigation and chart updating activities. Be sure that you are using the latest edition of the chart and that you have applied the Local Notices to Mariners that were issued subsequent to the edition date of the chart.

2ND OBSERVER'S IDENTIFICATION DATA										
MEMBER NUMBER					LAST NAME			FIRST NAME AND INITIAL		
NUMBER AND STREET					CITY			STATE	ZIP CODE	TELEPHONE NUMBER
SHARE OF CREDITS _____ EQUAL _____ X										
3RD OBSERVER'S IDENTIFICATION DATA										
MEMBER NUMBER					LAST NAME			FIRST NAME AND INITIAL		
NUMBER AND STREET					CITY			STATE	ZIP CODE	TELEPHONE NUMBER
SHARE OF CREDITS _____ EQUAL _____ X										
4TH OBSERVER'S IDENTIFICATION DATA										
MEMBER NUMBER					LAST NAME			FIRST NAME AND INITIAL		
NUMBER AND STREET					CITY			STATE	ZIP CODE	TELEPHONE NUMBER
SHARE OF CREDITS _____ EQUAL _____ X										
5TH OBSERVER'S IDENTIFICATION DATA										
MEMBER NUMBER					LAST NAME			FIRST NAME AND INITIAL		
NUMBER AND STREET					CITY			STATE	ZIP CODE	TELEPHONE NUMBER
SHARE OF CREDITS _____ EQUAL _____ X										
6TH OBSERVER'S IDENTIFICATION DATA										
MEMBER NUMBER					LAST NAME			FIRST NAME AND INITIAL		
NUMBER AND STREET					CITY			STATE	ZIP CODE	TELEPHONE NUMBER
SHARE OF CREDITS _____ EQUAL _____ X										