

# **State of Alaska**

## **Board of Marine Pilots**



**January 29, 2025 - Board Meeting Call  
to Order: 9:00 am**

**Public Meeting Packet**

## Board of Marine Pilots

Name	Appointed	Reappointed	Expires
<b>Cronk, Les (Leslie)</b> (Ketchikan) Agent	3/1/2018	3/1/2022	3/1/2026
<b>Habeger, Don</b> (Juneau) Public	5/24/2024		3/1/2028
<b>Mew, Andrew</b> (Anchorage) Agent/Manager	3/9/2024		3/1/2028
<b>Tougas, Joe</b> (Seward) Public	3/1/2022		3/1/2026
<b>Cunningham, James</b> (Homer) Pilot	5/25/2022		3/1/2025
<b>Sinclair, Edward</b> (Juneau) Pilot	3/1/2019	03/10/2023	3/1/2027
<b>Thayer, Curtis</b> (Anchorage) Commissioner/DCCED/Designee — Chair	2/22/2010	4/11/2019	



## **Board of Marine Pilots, January 2025 Meeting**

Alaska Division of Corporations, Business and Professional Licensing

Wednesday, January 29, 2025 at 9:00 AM AKST to Wednesday, January 29, 2025 at 5:00 PM AKST

Alaska Energy Authority Building 813 W Northern Lights Blvd Anchorage, AK

### **Meeting Details:**

<https://us02web.zoom.us/j/84696728642?pwd=2JlXHbDVOaqyheiDmgXubyEuSS5brk.1>, (669)900-6833

**Meeting ID:** 846 9672 8642

**Passcode:** 850373

### **Agenda**

- 1. 9:00am - Roll Call/Call to Order**
- 2. 9:02am - Review/Approve Agenda**
- 3. 9:04am - Ethics Disclosures**
- 4. 9:05am - Public Comment**
- 5. 9:10am - Review/Approve Meeting Minutes**
  - A. October 2024 Special Meeting**
- 6. 9:15am - Association Amendments**
  - A. Southeast Alaska Pilots' Association**
    - i. Training Volume II Part VI**
  - B. Southwest Alaska Pilots Association**
    - i. Training Program**
    - ii. Bylaws**
    - iii. Proposed Regulations Amendment**
- 7. 9:30am - Board Business**
- 8. 9:45am - Division Update**
  - A. Fiscal Report: FY24 Q4/FY25 Q1**
- 9. 10:15am - Investigative Report**
- 10. 10:30am - Deputy Marine Pilot Candidate Interview(s) (executive session)**
- 11. 10:50am - Board Action**
  - A. Deputy Marine Pilot Candidates**
- 12. 11:00 am - Foreign Pleasure Craft**
  - A. Report of Exemptions Issued 2020 - 2024**

**B. Review of 2025 Navigation Packet**

**13. 11:15am - Schedule Future Meeting Date(s)**

**14. 11:30 am - NOAA; Office of Coast Survey (S-100 charts; new navigation tool)**

**15. 12:00am - Adjourn**

State of Alaska  
DEPARTMENT OF LAW

# ETHICS ACT PROCEDURES FOR BOARDS & COMMISSIONS

All board and commission members and staff should be familiar with the Executive Branch Ethics Act procedures outlined below.

## Who Is My Designated Ethics Supervisor (DES)?

Every board or commission subject to the Ethics Act<sup>1</sup> has several ethics supervisors designated by statute.

- The chair serves as DES for board or commission members.
- The chair serves as DES for the executive director.
- The executive director serves as DES for the staff.
- The governor is the DES for a chair.<sup>2</sup>

## What Do I Have To Disclose?

The Ethics Act requires members of boards and commissions to disclose:

- Any matter that is a potential conflict of interest with actions that the member may take when serving on the board or commission.
- Any circumstance that may result in a violation of the Ethics Act.
- Any personal or financial interest (or that of an immediate family member) in a state grant, contract, lease or loan that is awarded or administered by the member's board or commission.
- The receipt of certain gifts.

The executive director of the board or commission and its staff, as state employees, must also disclose:

- Compensated outside employment or services.
- Volunteer service, if any compensation, including travel and meals, is paid or there is a potential conflict with state duties.

- For more information regarding the types of matters that may result in violations of the Ethics Act, board or commission members should refer to the guide, *"Ethics Information for Members of Boards and Commissions."* The executive director and staff should refer to the guide, *Ethics Information for Public Employees.* Both guides and disclosure forms may be found on the [Department of Law's ethics website](#).

## How Do I Avoid Violations of the Ethics Act?

---

- Make timely disclosures!
- Follow required procedures!
- Provide all information necessary to a correct evaluation of the matter!<sup>3</sup>
- When in doubt, disclose and seek advice!
- Follow the advice of your DES!

## What Are The Disclosure Procedures for Board and Commission Members?

---

The procedural requirements for disclosures by members are set out in AS 39.52.220 and 9 AAC 52.120. One goal of these provisions is to help members avoid violations of the Ethics Act. The procedures provide the opportunity for members to seek review of matters in advance of taking action to ensure that actions taken will be consistent with the Act.

### Procedure for declaring actual or potential conflicts.

Members must declare potential conflicts and other matters that may violate the Ethics Act **on the public record and in writing to the chair**.

*Disclosure on the public record.* Members must identify actual and potential conflicts orally at the board or commission's public meeting **in advance** of participating in deliberations or taking any official action on the matter.

- A member must always declare a conflict and may choose to refrain from voting, deliberations or other participation regarding a matter.<sup>4</sup>
- If a member is uncertain whether participation would result in a violation of the Act, the member should disclose the circumstances and seek a determination from the chair.

*Disclosure in writing at a public meeting.* In addition to an oral disclosure at a board or commission meeting, members' disclosures must be made in writing.

- If the meeting is recorded, a tape or transcript of the meeting is preserved **and** there is a method for identifying the declaration in the record, an oral disclosure may serve as the written disclosure.
- Alternatively, the member must note the disclosure on the Notice of Potential Violation disclosure form and the chair must record the determination.

*Confidential disclosure in advance of public meeting.* Potential conflicts may be partially addressed in advance of a board or commission's public meeting based on the published meeting agenda or other board or commission activity.

- A member identifying a conflict or potential conflict submits a Notice of Potential Violation to the chair, as DES, in advance of the public meeting.
- This written disclosure is considered confidential.
- The chair may seek advice from the Attorney General.
- The chair makes a written determination, also confidential, whether the disclosed matter represents a conflict that will result in a violation of the Ethics Act if the member participates in official action addressing the matter.<sup>5</sup>
- If so, the chair directs the member to refrain from participating in the matter that is the subject of the disclosure.
- An oral report of the notice of potential violation and the determination that the member must refrain from participating is put on the record at a public meeting.<sup>6</sup>

*Determinations at the public meeting.* When a potential conflict is declared by a member for the public record, the following procedure must be followed:

- The chair states his or her determination regarding whether the member may participate.
- Any member may then object to the chair's determination.
- If an objection is made, the members present, excluding the member who made the disclosure, vote on the matter.
- *Exception:* A chair's determination that is made consistent with advice provided by the Attorney General may not be overruled.
- If the chair, or the members by majority vote, determines that a violation will exist if the disclosing member continues to participate, the member must refrain from voting, deliberating or participating in the matter.<sup>7</sup>

*If the chair identifies a potential conflict,* the same procedures are followed. If possible, the chair should forward a confidential written notice of potential violation to the Office of the Governor for a determination in advance of the board or commission meeting. If the declaration is first

made at the public meeting during which the matter will be addressed, the members present, except for the chair, vote on the matter. If a majority determines that a violation of the Ethics Act will occur if the chair continues to participate, the chair shall refrain from voting, deliberating or participating in the matter. A written disclosure or copy of the public record regarding the oral disclosure should be forwarded to the Office of the Governor for review by the chair's DES.

## Procedures for Other Member Disclosures

---

A member's interest in a state grant, contract, lease or loan and receipt of gifts are disclosed by filling out the appropriate disclosure form and submitting the form to the chair for approval. The disclosure forms are found on the [Department of Law's ethics website](#).

## What Are The Disclosure Procedures for Executive Directors and Staff?

---

Ethics disclosures of the executive director or staff are made in writing to the appropriate DES (chair for the executive director and the executive director for staff).

- Disclosure forms are found on the ethics website, noted above.

*Notices of Potential Violations.* Following receipt of a written notice of potential violation, the DES investigates, if necessary, and makes a written determination whether a violation of the Ethics Act could exist or will occur. A DES may seek advice from the Attorney General. If feasible, the DES shall reassign duties to cure a potential violation or direct divestiture or removal by the employee of the personal or financial interests giving rise to the potential violation.

- These disclosures are not required to be made part of the public record.
- A copy of a determination is provided to the employee.
- Both the notice and determination are confidential.

*Other Disclosures.* The DES also reviews other ethics disclosures and either approves them or determines what action must be taken to avoid a violation of the Act. In addition to the disclosures of certain gifts and interests in the listed state matters, state employees must disclose all outside employment or services for compensation.

- The DES must provide a copy of an approved disclosure or other determination the employee.

## How Are Third Party Reports of Potential Violations or Complaints Handled?

---



Any person may report a potential violation of the Ethics Act by a board or commission member or its staff to the appropriate DES or file a complaint alleging actual violations with the Attorney General.

- Notices of potential violations and complaints must be submitted in **writing** and **under oath**.
- Notices of potential violations are investigated by the appropriate DES who makes a written determination whether a violation may exist.<sup>8</sup>
- Complaints are addressed by the Attorney General under separate procedures outlined in the Ethics Act.
- **These matters are confidential**, unless the subject waives confidentiality or the matter results in a public accusation.

## What Are The Procedures for Quarterly Reports?

---

Designated ethics supervisors must submit copies of notices of potential violations received and the corresponding determinations to the Attorney General for review by the state ethics attorney as part of the quarterly report required by the Ethics Act.

- Reports are due in April, July, October and January for the preceding quarter.
- A sample report may be found on the Department of Law's ethics website.
- An executive director may file a quarterly report on behalf of the chair and combine it with his or her own report.
- If a board or commission does not meet during a quarter and there is no other reportable activity, the DES advises the Department of Law Ethics Attorney by e-mail at [ethicsreporting@alaska.gov](mailto:ethicsreporting@alaska.gov) and no other report is required.

If the state ethics attorney disagrees with a reported determination, the attorney will advise the DES of that finding. If the ethics attorney finds that there was a violation, the member who committed the violation is not liable if he or she fully disclosed all relevant facts reasonably necessary to the ethics supervisor's or commission's determination and acted consistent with the determination.

## How Does A DES or Board or Commission Get Ethics Advice?

---

A DES or board or commission may make a **written request** to the Attorney General for an opinion regarding the application of the Ethics Act. In practice, the Attorney General, through the state ethics attorney, also provides **advice by phone or e-mail** to designated ethics supervisors, especially when time constraints prevent the preparation of timely written opinions.

- A request for advice and the advisory opinion are confidential.
- The ethics attorney endeavors to provide prompt assistance, although that may not always be possible.
- The DES must make his or her determination addressing the potential violation based on the opinion provided.

It is the obligation of each board or commission member, as well as the staff, to ensure that the public's business is conducted in a manner that is consistent with the standards set out in the Ethics Act. We hope this summary assists you in ensuring that your obligations are met.

<sup>1</sup> The Act covers a board, commission, authority, or board of directors of a public or quasi-public corporation, established by statute in the executive branch of state government.

<sup>2</sup> The governor has delegated the DES responsibility to Guy Bell, Administrative Director of the Office of the Governor.

<sup>3</sup> You may supplement the disclosure form with other written explanation as necessary. Your signature on a disclosure certifies that, to the best of your knowledge, the statements made are true, correct and complete. False statements are punishable.

<sup>4</sup> In most, but not all, situations, refraining from participation ensures that a violation of the Ethics Act does not occur. Abstention does not cure a conflict with respect to a significant direct personal or financial interest in a state grant, contract, lease or loan because the Ethics Act prohibition applies whether or not the public officer actually takes official action.

<sup>5</sup> The chair must give a copy of the written determination to the disclosing member. There is a determination form available on the Department of Law's ethics web page. The ethics supervisor may also write a separate memorandum.

<sup>6</sup> In this manner, a member's detailed personal and financial information may be protected from public disclosure.

<sup>7</sup> When a matter of particular sensitivity is raised and the ramifications of continuing without an advisory opinion from the Attorney General may affect the validity of the board or commission's action, the members should consider tabling the matter so that an opinion may be obtained.

<sup>8</sup> The DES provides a copy of the notice to the employee who is the subject of the notice and may seek input from the employee, his or her supervisor and others. The DES may seek advice from the Attorney General. A copy of the DES' written determination is provided to the subject employee and the complaining party. The DES submits a copy of both the notice and the determination to the Attorney General for review as part of the DES' quarterly report. If feasible,

the DES shall reassign duties to cure a potential violation or direct divestiture or removal by the employee of the personal or financial interests giving rise to the potential violation.

6/14

---

The Attorney General and Department of Law staff may not provide legal advice to private citizens or organizations. Please contact an attorney if you need legal advice. The [Alaska Lawyer Referral Service](#) or your local bar association may be able to assist you in locating a lawyer.

Alaska Department of Law

1031 West 4th Avenue, Suite 200

Anchorage, AK 99501

[attorney.general@alaska.gov](mailto:attorney.general@alaska.gov)

Phone: (907) 269-5100 | Fax: (907) 276-3697

TTY: 907-258-9161

COPYRIGHT © [STATE OF ALASKA](#) · [DEPARTMENT OF LAW](#) · [EMAIL THE WEBMASTER](#)

## Ethics Disclosure Form

<p style="text-align: center;"><b>CONFIDENTIAL</b> <b>REQUEST FOR ETHICS DETERMINATION</b></p>
--

TO: \_\_\_\_\_, Designated Ethics Supervisor

\_\_\_\_\_  
*(Identify Your Department, Agency, Public Corporation, Board, Commission)*

I request advice regarding the application of the Executive Branch Ethics Act (AS 39.52.010 - .960) to my situation. The situation involves the following:

I have provided additional information in the attached document(s).

I believe the following provisions of the Ethics Act may apply to my situation:

- AS 39.52.120, Misuse of Official Position
- AS 39.52.130, Improper Gifts
- AS 39.52.140, Improper Use or Disclosure of Information
- AS 39.52.150, Improper Influence in State Grants, Contracts, Leases or Loans
- AS 39.52.160, Improper Representation
- AS 39.52.170, Outside Employment Restricted
- AS 39.52.180, Restrictions on Employment after Leaving State Service
- AS 39.52.190, Aiding a Violation Prohibited

**I understand that I should refrain from taking any official action relating to this matter until I receive your advice.** If the circumstances I described above may result in a violation of AS 39.52.110 - .190, I intend that this request serve as my disclosure of the matter in accordance with AS 39.52.210 or AS 39.52.220.

I certify to the best of my knowledge that my statement is true, correct, and complete. In addition to any other penalty or punishment that may apply, the submission of a false statement is punishable under AS 11.56.200 - AS 11.56.240.

\_\_\_\_\_  
*(Signature)*

\_\_\_\_\_  
*(Date)*

\_\_\_\_\_  
*(Printed Name)*

\_\_\_\_\_  
*(Division, Board, Commission)*

\_\_\_\_\_  
*(Position Title)*

\_\_\_\_\_  
*(Location)*

*Designated Ethics Supervisor: Provide a copy of your written determination to the employee advising whether action is necessary under AS 39.52.210 or AS 39.52.220, and send a copy of the determination and disclosure to the attorney general with your quarterly report.*

## Ethics Disclosure Form

### Receipt of Gift

TO: \_\_\_\_\_, Designated Ethics Supervisor, \_\_\_\_\_  
(Agency, Public Corporation, Board,  
Commission or Council)

This disclosure reports receipt of a gift with value in excess of \$150.00 by me or my immediate family member, as required by AS 39.52.130(b) or (f).

1. Is the gift connected to my position as a state officer, employee or member of a state board or commission?

Yes  No

2. Can I take or withhold official action that may affect the person or entity that gave me the gift?

Yes  No

*(If you answer "No" to both questions, you do not need to report this gift. If the answer to either question is "Yes," or if you are not sure, you must complete this form and provide it to your designated ethics supervisor.)*

The gift is \_\_\_\_\_

Identify gift giver by full name, title, and organization or relationship, if any:

Describe event or occasion when gift was received or other circumstance explaining the reason for the gift:

My estimate of its value is \$ \_\_\_\_\_ The date of receipt was \_\_\_\_\_

The gift was received by a member of my family. Who? \_\_\_\_\_

*If you checked "Yes" to question 2 above, explain the official action you may take that affects the giver (attach additional page, if necessary):*

I certify to the best of my knowledge that my statement is true, correct, and complete. In addition to any other penalty or punishment that may apply, the submission of a false statement is punishable under AS 11.56.200 - AS 11.56.240.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Division)

\_\_\_\_\_  
(Position Title)

\_\_\_\_\_  
(Location)

Ethics Supervisor Determination:  Approve  Disapproved

\_\_\_\_\_  
Designated Ethics Supervisor\*

\_\_\_\_\_  
(Date)

*\*Designated Ethics Supervisor: Provide a copy of the approval or disapproval to the employee. If action is necessary under AS 39.52.210 or AS 39.52.220, attach a determination stating the reasons and send a copy of the determination and disclosure to the attorney general with your quarterly report.*

**State of Alaska  
Department of Commerce, Community &  
Economic Development Division of Corporations,  
Business, and Professional Licensing  
Board of Marine Pilots**



**Public Comment**

The board chair shall open public comment. The time allotted for comment will be divided between all individuals signed in to give comment. The group will be told how much time each person will have to speak. Board staff will keep track of the time and notify the individual when they need to wrap up their comment(s).

This is not the time for the board to respond to the comments. The board can choose to respond to any comments at the end of the comment period, send a letter with their response(s) to the individual, or they can choose to not respond.

Please be mindful of the time limit so that all who choose to speak will be given the same opportunity.

STATE OF ALASKA  
DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT  
DIVISION OF CORPORATIONS, BUSINESS AND PROFESSIONAL LICENSING

## **BOARD OF MARINE PILOTS**

**CONDENSED MINUTES OF THE MEETING HELD OCTOBER 24, 2024**

***These draft minutes were prepared by staff of the Division of Corporations, Business and Professional Licensing. They have not been reviewed or approved by the Board.***

**By authority of AS 08.01.070(2) and in compliance with the provision of AS 44.62, Article 6, a scheduled meeting (teleconference) of the Board of Marine Pilots was held on October 24, 2024, at 333 Willoughby Avenue, 9<sup>th</sup> Floor, Juneau, AK.**

<b>Date:</b>	October 24, 2024
<b>Time:</b>	9:00 a.m.
<b>Location:</b>	Special online teleconference ran from 333 Willoughby Avenue, 9 <sup>th</sup> Floor, Juneau, AK
<b>Board Members Present:</b>	Chair Curtis Thayer, Captain Edward (Ed) Sinclair, Les Cronk, Andrew Mew, Joseph (Joe) Tougas, Don Habeger
<b>Board Members Absent:</b>	Captain James Cunningham
<b>Division/SOA Staff Present:</b>	Thomas Bay (Marine Pilot Coordinator), Glenn Saviers (Deputy Director)
<b>Present from the Public:</b>	Administrative Law Judge Christopher Kennedy

<b>1. Review Agenda</b>		
<b>Brief Discussion:</b>	There was no discussion to amend the agenda.	
<b>Motion:</b>	Move to accept the agenda as written (First: Habeger; Second: Mew).	
<b>Recorded Votes:</b>	Mew - Yes	Cronk - Yes
	Sinclair - Yes	Tougas - Yes
	Habeger - Yes	Thayer - Yes
<b>2. Ethics Disclosures</b>		
<b>Brief Discussion:</b>	Captain Sinclair requested recusal from the OAH discussion because he was recused when the board originally discussed the matter. Chairman Thayer approved his request to be recused.	

<b>3. OAH Proposed Decision</b>		
<b>Brief Discussion:</b>	Chairman Thayer asked Administrative Law Judge (ALJ) Christopher Kennedy if the discussion was preferred to be done in open discussion or executive session. ALJ Kennedy said that it was preferred to be done in deliberative session, a discussion in private with the board only. The board decided to move into deliberative session to discuss the OAH decision on Chad Clapp.	
<b>Motion:</b>	I, Don Habeger, move that the Alaska State Board of Marine Pilots enter into deliberative session in accordance with AS 44.62.310(c), and Alaska Constitutional Right to Privacy Provisions, for the purpose of discussing Chad Clapp. The board's Marine Pilot Coordinator, Thomas Bay, and board member, Captain Sinclair, will be excluded from the discussion (First: Habeger; Second: Mew).	
<b>Recorded Votes:</b>	Mew - Yes	Cronk - Yes
	Sinclair - Yes	Tougas - Yes
	Habeger - Yes	Thayer - Yes
<b>Off Record: 9:07 a.m.</b>		
<b>Brief Discussion:</b> <b>On Record: 9:32 a.m.</b>	No official action was taken during executive session. The board considered and adopted the OAH's proposed decision.	
<b>Motion:</b>	Move to adopt the proposed decision as the final agency decision in the matter of Chad Clapp (First: Cronk; Second: Mew).	
<b>4. MPC Position</b>		
<b>Discussion:</b>	Mr. Bay informed the board that the Executive Administrator position for his other boarded program, the Big Game Commercial Services Board, had been created and that he would be taking the position. He thanked the board for the opportunity to work with them and assured them that he would be available should his replacement need any assistance. Deputy Director Glenn Saviers introduced herself to the board and said that the change would benefit both boards, with both having a solely dedicated person working for them. She informed the board that the division proposes Renee Carabajal, the previous Marine Pilot Coordinator (MPC) and current Program Coordinator 2 within the division, as Mr. Bay's replacement. Deputy Director Saviers explained that the division expects a seamless transition by hiring an MPC who has past experience in the position and an existing working relationship with Mr. Bay. She asked if the board would be supportive and approve the position being offered to Ms. Carabajal. After discussion, the board approved to hire Renee Carabajal as the new Marine Pilot Coordinator.	
<b>Motion:</b>	Move to hire Renee Carabajal as the new Marine Pilot Coordinator (First: Mew; Second: Habeger).	
<b>Recorded Votes:</b>	Mew - Yes	Cronk - Yes
	Sinclair - Yes	Tougas - Yes
	Habeger - Yes	Thayer - Yes
<b>Adjourn:</b>	9:52 a.m.	



Date Final Minutes Approved by the Board:

Meeting     OnBoard

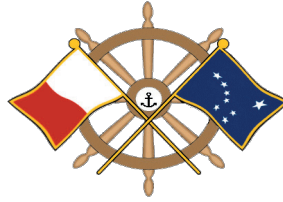
DRAFT

## SEAPA Training Program Volume II Part VI change approved:

Please note that membership has approved the following changes to Volume II of the training program:

Part VI, Section (e) now reads as follows:

- (e) Cargo ship maneuvers, in addition to those cargo requirements outlined in Part V:
  - a. The apprentice shall complete one (1) additional cargo ship docking and one (1) additional cargo ship undocking beyond the requirements of Part V (b)(2)(F).
  - b. Two (2) cargo ship transits to anchor including anchoring can be substituted for the one (1) cargo ship docking required in (a) above.
  - c. Two (2) cargo ship transits from anchor including weighing anchor can be substituted for the one (1) cargo ship undocking required in (a) above.



**VOLUME II**  
**SOUTHEAST ALASKA PILOTS' ASSOCIATION**  
**TRAINING PROGRAM**  
**TRAINING AND CONTINUING EDUCATION REQUIREMENTS FOR LICENSED**  
**PILOTS, TRAINING PILOTS AND TRAINEES**

TABLE OF CONTENTS:

	Page
Part I - Introduction and Authority .....	2
Part II – Training Program Organization and Overview .....	2
PART III – Requirements Applicable to All Trainees .....	2
PART IV - Marine Pilot Trainee Requirements .....	6
PART V – Requirements for Deputy Marine Pilot Trainees and Deputy Marine Pilot Apprentice Trainees.....	7
PART VI – Deputy Marine Pilot Apprenticeship, Additional Requirements .....	8
Part VII – Deputy Marine Pilot License Upgrades.....	9
PART VIII - Marine Pilot Continuing Education and Training Requirements .....	10
PART IX – Training Pilots .....	11
PART X - Misconduct, Violations, and Dismissal Procedures .....	11
PART XI – Amendments, Conflicts and Assent .....	12
PART XII – Appendices.....	12

## **Part I - Introduction and Authority**

This document, along with Volume I, establishes the training program for the Southeast Alaska Pilots Association. It applies to trainees formally accepted into the Association Training program and to general pilot members and pilot members of the Association.

Authority for this program is found in 12 AAC 56.035 and the SEAPA Bylaws.

Trainees and pilots are responsible for knowing the requirements of the Alaska Statute and Administrative Code ("Pilot Regulations"), the contents of the USCG Southeast Alaska Federal Pilotage package, the SEAPA Bylaws and Operating Rules, and a host of other Federal and State laws (for example the Marine Mammal Protection Act and Alaska Environmental regulations). In other words, this document does not purport to be a comprehensive reference for obtaining and continuing pilotage in Southeast Alaska.

Any apparent conflicts between this document and other references should be brought to the attention of the Training Chair. In the event of a conflict, Federal and State regulation, SEAPA Bylaws, and Operating Rules take precedence.

All costs associated with completion of training and continuing education requirements are the sole responsibility of the trainee or pilot.

## **Part II – Training Program Organization and Overview.**

The key parties involved in pilot training are the Training Committee, the Training Committee Chair ("Training Chair"), training pilots and trainees.

The Training Committee is comprised of at least seven Pilot Members appointed by the President. It supports the Training Chair in managing all aspects of the training program, under the direction of the SEAPA President and Board of Directors, and shall meet periodically to monitor the progress of all trainees. The Committee decides whether a trainee may advance to the next stage of training, and evaluates whether a trainee has completed the training program. The Committee evaluates and approves courses and facilities submitted by pilot members to qualify for credit as continuing education (see Part VIII).

The Association President (the "President") appoints the Training Committee Chair from among the members of the Training Committee to administer the Association's training program. The Training Chair is the point of contact for trainees and the coordinator of training activities, as well as the Association lead on all training issues. He or she has the authority to direct trainees to train or to refrain from training with specific pilots or on specific ships or classes of ships, or on specific waterways.

Training pilots, discussed in Part IX, are the individuals who impart to trainees the knowledge, skills and abilities required in piloting.

Each trainee is responsible for his or her own progression through the training process. This includes understanding and meeting the requirements and expectations of the Training Committee, the Training Chair and training pilots.

## **PART III – Requirements Applicable to All Trainees**

- (a) Upon acceptance into the Association training program each trainee will have an orientation session with the Training Chair or their designee(s). The parties will jointly develop a training plan to align expectations between the trainee and the Training Committee, identifying:
- The training category of the trainee (deputy, apprentice, or marine pilot transfer).
  - The amount of Federal Pilotage held, and projected dates to complete the routes specified in 12 AAC 56.026(2)(B), and the State marine pilot core exam.
  - Projected date to obtain all Southeast Alaska Federal pilotage.

- The projected date to complete the State supervised maneuvers.
- The projected date to take the State Regional Local Knowledge Examination and obtain initial license.
- This training plan will be part of the trainee’s file and may be updated as necessary.

Other elements of the orientation will be:

- Pilot ladder safety briefing including equipment and best practices. This briefing must take place before the trainee embarks on any training evolutions that involve pilot ladder use.
  - Master Pilot Exchange (MPX) and Master – Pilot relations/responsibilities.
  - Introductory review of the training program including this document, the state Pilot Regulations and 18 AAC 75, Oil and Other Hazardous Substances Pollution Control.
  - Discussion of expectations with regard to the trainee’s preparation for each voyage and passage planning.
- (b) Trainees will be enrolled in the SEAPA drug and alcohol testing program prior to embarking on any SEAPA-sponsored training activities.
- (c) Training evolutions. Trainees are responsible for planning training activities in accordance with their own schedule and training plan. Where vessels under State pilotage are concerned (cruise and cargo ships), requests for trips must be made through the Training Chair. Requests for observing trips aboard vessels of the Alaska Marine Highway may be made directly to the AMHS Port Captain. Additionally:
1. Trainees are responsible for making their own travel and lodging arrangements, except that trainees may travel on chartered transportation if space is available (check with the SEAPA office).
  2. Trainees are responsible for their own expenses incurred in the completion of the training program.
  3. Trainees should consult with other trainees and deputy marine pilots when strategizing and submitting for training opportunities.
  4. Trainees may not “self-authorize” for a training opportunity, i.e. may not embark on a vessel under State pilotage without prior authorization by the Training Chair or SEAPA administrative staff.
  5. Trainees are expected to present themselves professionally and maintain clean grooming at all times. Trainees shall wear coat, tie and slacks for cruise ships and yachts; button-down shirt and slacks for AMHS vessels; clean, functional clothing for cargo ships.
  6. A trainee authorized a trip is expected to complete it. If unable to do so, the trainee shall promptly notify the SEAPA office and Training Chair so that the vessel agent can be notified.
  7. Trainees should contact the training pilot(s) assigned to the vessel they desire to train on prior to the voyage.
  8. It is the trainee’s responsibility to get adequate rest and be fully able to participate in training opportunities, observing applicable Federal rest rules.
- (d) Observer Trip Requirements. Observer trips are required for both Federal and State pilotage.
1. Trainees are expected to prepare for observer trips as if they were assuming the conn under instruction.
  2. Observer trips for Federal pilotage shall be in accordance with the requirements of the USCG Southeast Alaska Federal pilot licensing requirements.
  3. As allowed in 12 AAC 56.068, this training program requires observation trips in addition to those required for Federal pilotage. These trips must be made after the trainee has been formally accepted into the Association training program. Unless otherwise specified, they must be obtained on vessels of at least 1,600 gross tons. Observation trips are required for:
    - A. Tracy Arm/Endicott Arm – two round trips in any combination.
    - B. Misty Fjords – two round trips.

- C. For all ports and waterways in the region, one observer trip before doing supervised maneuvers in that port or waterway.
  - 4. The observation trips required under this part shall be documented on the Training Record (TR).
  - 5. If a trainee finds that he or she is unable to complete the Misty Fjords observing requirement due to lack of tonnage traffic or berthing availability on such vessels, the trainee may request a waiver of the tonnage requirement from the Training Committee. If granted, the observing requirement may be met aboard any vessel equipped with working radar, fathometer, and compass.
- (e) Supervised Movement Training Requirements.
- 1. Supervised movements at the conn may begin only after:
    - A. Completion of the State Core Examination described at 12 AAC 56.070(e).
    - B. The trainee holds Federal First Class pilotage without tonnage restriction for the routes listed at 12 AAC 56.026(a)(2)(B), except that this does not apply to marine pilot trainees transferring from another Alaska region.
    - C. The trainee has license insurance and provided evidence to the Training Chair.
    - D. Deputy and Apprentice only: the trainee has completed the shiphandling class required at Part V(a)(2) of this document.
    - E. The trainee has notified the Training Chair in writing that they have met these requirements and provided a copy of all pages of their Merchant Mariner Credential showing pilotage and radar observer endorsements.
    - F. The Training Chair has notified the State Marine Pilot Coordinator in writing of acceptance to begin supervised training, and provided notification to training pilots.
  - 2. The trainee must have First Class Pilotage without tonnage restriction for any given waterway before they can perform work at the conn on that waterway.
  - 3. A Trainee requesting to assume the conn for a supervised transit or maneuver is expected to be on-the-bridge in sufficient time to thoroughly assess the navigational and maneuvering situation on the bridge, the status of pending bridge operations, brief the training pilot as required by 12 AAC 56.026(f), and assume the conn in sufficient time to make security calls consistent with the guidelines of the Southeast Alaska Voluntary Waterway Guide where applicable.
  - 4. Supervised training maneuvers may only be supervised and signed by a training pilot.
  - 5. All maneuvers must be performed on vessels subject to AS 08.62 with two exceptions:
    - A. If approved by the Training Committee due to a shortage of vessel training opportunities, not more than three dockings and three undockings at non-cruise ship ports, and three moorings and three unmoorings, may be performed using a simulator in accordance with 12 AAC 56.028(a)(1)(D) and (E). Maneuvers conducted on a simulator must be supervised and evaluated by a SEAPA training pilot as if the maneuver was real, performed in real time from port entry to berth, and performed in a Training Committee-approved simulator modelling Southeast Alaska ports.
    - B. Supervised maneuvers on vessels under enrollment of not less than 1,600 gross tons may count for up to 15% of the maneuvers. These evolutions require prior approval of the Training Committee.
  - 6. Of the maneuvers counting towards licensure:
    - A. No more than 40 percent may be made under the supervision of the same training pilot.
    - B. At least 15 percent must be performed with tug assistance.
  - 7. Supervised transits at the conn are required as per 12 AAC 56.028(3), with at least two transits in each waterway in each direction, except that for Favorite Channel the southbound transit may be replaced by four northbound trips. The waterways are:
    - Saginaw Channel, with one transit from False Pt. Retreat to Favorite Reef
    - Favorite Channel
    - Decision Passage
    - North Inian Passage

- Snow Passage
  - Revillagigedo Channel
  - Tongass Narrows East Channel
  - Disenchantment Bay
  - Glacier Bay, including from Young Island to Willoughby Island, Tarr Inlet, and John Hopkins Inlet to Jaw Point
  - Tracy Arm/Endicott Arm
  - Sitka from sea, one transit from The Eckholms to Eastern Anchorage and one transit from Bieli Rocks to Old Sitka Dock.
  - Gastineau Channel
8. Due to the difficulty of the routes, the following additional supervised transits at the conn are required:
- A. Snow Passage, on vessels over 40,000 GT:
- i. Two north bound transits from Key Reef to Point Colpoys.
  - ii. Five south bound transits from Point Colpoys to Key Reef.
- B. Supervised transits performed under ice conditions. The determination of whether conditions for a given maneuver qualify as “ice conditions” for this Part, is made by the training pilot:
- i. Four ice transits in Tracy Arm/Endicott Arm, or Disenchantment Bay, in 2-3 tenths “very open drift” ice conditions per the Observer Guide to Sea Ice from NOAA. May be combined with the bar transits of this paragraph.
  - ii. Tracy Arm Bar, on vessels over 40,000 GT:
    - a) Two inbound transits from two miles before Harbor Island to mile 12.
    - b) Two outbound transits from Mile 12 to west of Harbor Island.
    - c) The Training Committee may allow substitutions of Endicott Arm Bar for these Tracy Arm Bar transits, if there is insufficient traffic into Tracy Arm while a given trainee is doing maneuvers. At the discretion of the Training Committee, substitutions may be conditioned upon the trainee doing the Tracy Arm transits on a simulator.
  - iii. Yakutat Bay, on vessels over 40,000 GT:
    - a) One round trip from Yakutat Bay pilot station to Pt. Latouche.
    - b) One round trip in Disenchantment Bay north of Pt. Latouche.
  - iv. Glacier Bay: One round trip in Glacier Bay north of Russell Island.
9. The trainee should ensure that he or she fully understands what will be required to achieve a successful maneuver, prior to the commencement of the maneuver; trainee and training pilot alignment of expectations is critical. This is achieved during the pre-maneuver briefing required under 12 AAC 56.026(f).
10. The training pilot may prevent the maneuver before it begins, if the training pilot believes that the trainee has not sufficiently prepared to undertake the maneuver. Part IX provides additional guidance for training pilots.
- (f) Training Documentation. It is the trainee’s responsibility to ensure that their progress through the training program is being properly documented. Failure to manage their records as detailed below will be considered a violation of the training program.
1. The trainee shall document all supervised movements on the Training Record (TR) form provided in Appendix One. The training pilot shall include on the TR a written evaluation of the trainee's maneuver.
  2. The evaluation shall clearly state whether, in the judgment of the training pilot, the maneuver was satisfactory, and whether the maneuver counts towards the trainee’s State of Alaska licensing requirements.

3. Any unsatisfactory evaluation shall have a detailed explanation as to why it was unsatisfactory. Any trainee who has received an unsatisfactory mark on an evaluation for a maneuver shall provide the Training Chair with a copy of the evaluation within five days of the maneuver.
  4. Trainees shall submit all TRs (successful and unsuccessful) to the Training Chair within one month of completion of the maneuver, and upload the TR to the trainee's Cloud folder. The Training Committee will review all TRs submitted for completeness and compliance with the training program, track the trainee's progress towards completion, and forward the TRs to the Marine Pilot Coordinator (MPC).
  5. Unacceptable TRs will be addressed by the Training Chair as appropriate.
- (g) The Pilot Regulations, beginning at 12 AAC 56.028(e), allow a petition to the MPC by a trainee who believes that vessel traffic has been insufficient to meet a specific regional vessel movement requirement. Any trainee considering such a petition should request a review by the Training Committee, in writing, before approaching the MPC.
- (h) To become a state licensed deputy marine pilot in Region One, a trainee must hold a valid U.S. Coast Guard license with endorsements for radar observer and first class pilotage without tonnage restrictions for the entire Southeastern Alaska Region. However, with fluctuating marine traffic patterns Federal Pilotage route(s) may be unobtainable from time to time due to lack of observing opportunities. An omission of one or more Region One routes on a trainee's Federal license may be accepted by the Training Committee only upon a showing of good cause by the trainee. Reference 12AAC 56.028(a).
- (i) When the trainee believes that they have met all of the applicable requirements of the training program, he or she shall request, by letter to the Training Chair, the endorsement of the Association to sit for the regional local knowledge exam. The Training Committee will review the trainee's file, and if they concur the Training Chair will provide a letter to the MPC stating that the trainee has completed the Association's training program.

#### **PART IV - Marine Pilot Trainee Requirements**

- (a) A marine pilot trainee is a pilot transferring from another pilotage region in Alaska. Therefore, the trainee has previously completed the State Core Examination, and a training program approved by the State (albeit for another region), and successfully served as a marine pilot in Alaska, prior to acceptance into the Association's training program.
- (b) In order to be licensed as a marine pilot in Region One, a pilot seeking to transfer must possess a valid U.S. Coast Guard license with radar endorsement and an endorsement for First Class Pilotage without tonnage restrictions for the entire Southeastern Alaska Region.
- (c) A marine pilot trainee shall be authorized to commence supervised training in accordance with this Part, for all areas within Region One for which the trainee has first class pilotage, without tonnage restrictions, and for those areas where no specific Federal pilotage requirement exists. A marine pilot trainee shall have at least one endorsement of first class pilotage in Region One, before commencing any supervised training. Marine pilot trainees shall comply with the notification requirements of Part III (e)(1)(E) prior to commencement of supervised maneuvers.
- (d) The regional requirements for a marine pilot trainee are:
1. Eighteen supervised dockings and eighteen supervised undockings, at least 50% of which shall be on vessels over 60,000 gross tons. Completion of supervised movements must be performed on vessels subject to AS 08.62, or other vessels of at least 1,600 gross tons as follows:
    - A. Ketchikan: Six dockings and six undockings at cruise ship berths.
    - B. Juneau: Six dockings and six undockings. One of the undockings shall be performed at night.
    - C. Skagway: Six dockings and six undockings.



2. Five supervised dockings and five supervised undockings performed in any combination of ports in the region not identified in 12 AAC 56.028(a)(1)(A)-(C). No more than two dockings and two undockings may be performed at any one port.
3. Three supervised moorings at buoys and three supervised buoy unmoorings performed in any of the ports listed in the region. No more than two moorings and two unmoorings may be performed at the same location.
4. Four anchorings with at least one in each of the ports listed in 12 AAC 56.028(a)(1)(F).

## **PART V – Requirements for Deputy Marine Pilot Trainees and Deputy Marine Pilot Apprentice Trainees**

The following requirements, in addition to the requirements of Part III, apply to both Deputy and Apprentice Marine Pilot Trainees:

### (a) Required courses.

1. Bridge Resource Management for Pilots (16 hours minimum).
2. A bridge simulator course that is region specific or emphasizes a pilot’s proficiency; OR a manned model course. Reference 12 AAC 56.028(a)(4).
3. A bridge simulator class using the ports of Southeast Alaska, minimum of 16 hours, intended to provide practice on the most challenging docking and undocking scenarios in the region. The course must be approved by the Training Committee and supervised by a SEAPA training pilot. This is the training called out in 12 AAC 56.028(a)(5), *and this course will also meet the ship handling requirement, item (2) above, if not otherwise met.*
4. The above courses must be taken within three years of applying for a deputy marine pilot license. (To avoid confusion, note that an additional manned model or simulator ship handling class is also required within three years of applying for an unlimited marine pilot license.)
5. An Automated Radar Plotting Aid (ARPA) class if the trainee does not already have this endorsement on their Merchant Mariner Credential (MMC).

### (b) Supervised maneuvers.

1. Trainee supervised movements are divided into two phases. The Training Committee will approve a trainee’s progression from “coaching” to “assessment”.
  - A. Coaching Phase. Maneuvers in this phase, in order to count towards licensure, should be completed with minimal assistance from the training pilot. The supervised maneuvers in this phase comprise the bulk of the training process.
  - B. Assessment Phase. Prior to moving to the assessment phase, the trainee shall stand the full watch of one training pilot, for a dispatch of not less than four of the transits designated in 12 AAC 56.028(3). All maneuvers in this phase must be completed without any assistance from the training pilot. The minimum required assessments are:
    - i. Two cruise vessel dockings;
    - ii. One cruise vessel undocking;
    - iii. Two cargo vessels dockings;
    - iv. One cargo vessel undocking;
    - v. One round-trip transit on a cruise vessel in ice conditions in Disenchantment Bay, or Tracy Arm, or Endicott Arm; and
    - vi. No more than two assessments may be supervised by the same training pilot.
2. Maneuver requirements:
  - A. Twenty-four dockings and twenty-four undockings performed on vessels subject to AS 08.62 or other vessels of at least 1,600 gross tons as follows:
    - i. Ketchikan: eight dockings and eight undockings at cruise ship berths;
    - ii. Skagway: eight dockings and eight undockings;

- iii. Juneau Harbor: eight dockings and eight undockings; three of the undockings must be performed at night;
  - B. Ten dockings and ten undockings performed in any combination of ports in the region not identified in 12 AAC 56.028(a)(1)(A)-(C); No more than four dockings and four undockings may be performed at any one port.
  - C. Four moorings at buoys and four buoy unmoorings performed in any of the ports in the region, with at least one maneuver in each active mooring port. The Training Committee will resolve any questions about whether a cargo port is considered active.
  - D. Six anchorings with at least one at each of the following ports: Ketchikan; Juneau, and Sitka Eastern Anchorage.
  - E. Two weighing anchor at any port(s).
  - F. Cargo ship maneuvers: at least one cargo ship docking and one cargo ship undocking in each active cargo port in the region and a total of no less than 2 cargo ship dockings and 2 cargo ship undockings overall. An active cargo port is one that has a minimum of eight ship visits in a twelve-month period. The Training Committee will resolve any questions about whether a cargo port is considered active.
- (c) Deputy marine pilot trainees must complete all required maneuvers within three years of entry into the training program. Deputy trainees shall notify the Training Chair in writing if they are unable to comply with this requirement. Extensions to this time period may be allowed as provided for in 12 AAC 56.026(e). The three year clock begins once the trainee has met the requirements of 12 AAC 56.026 (a)(1)-(3).
  - (d) Trainees shall log training activity (either supervised maneuver or observing trip) in each and every calendar quarter, and are expected to take full advantage of all training opportunities that are made available by the Training Committee.
  - (e) See 12 AAC 56.025 for the application requirements for initial licensure.
  - (f) All maneuvers required for licensing must have been completed within three years of the date of application for licensure.

## **PART VI – Deputy Marine Pilot Apprenticeship, Additional Requirements**

- (a) The deputy marine pilot apprenticeship program provides a path to a deputy marine pilot’s license for mariners who are otherwise qualified but who do not meet the requirements of AS 08.62.093(b)(1) through (5). The program is a minimum of four years in length.
- (b) As noted above, trainees must perform training activity at least quarterly. Leaves of absence will only be granted to apprentices for exceptional circumstances. The maximum leave of absence will be six months and will not count towards the minimum four-year training requirement. A leave of absence must be requested by the apprentice in writing to the Training Chair and approved by the Training Committee.
- (c) In addition to the observing requirements listed elsewhere, and the trip requirements for Federal pilotage, the apprentice must observe:
  - 1. One ship assist maneuver from a ship assist tug.
  - 2. Two dockings and two undockings on cargo ships. This may be completed concurrent with Federal observer trip requirements.
- (d) In addition to the requirements of Part III, the apprentice trainee shall complete the following supervised transits under ice conditions:
  - 1. One round trip of Disenchantment Bay north of Pt. Latouche,
  - 2. One round trip in Glacier Bay north of Russell Island.
  - 3. One round trip in Tracy Arm/Endicott Arm.
- (e) Cargo ship maneuvers, in addition to those cargo requirements outlined in Part V:
  - a. The apprentice shall complete one (1) additional cargo ship docking and one (1) additional cargo ship undocking beyond the requirements of Part V (b)(2)(F).

- b. Two (2) cargo ship transits to anchor including anchoring can be substituted for the one (1) cargo ship docking required in (a) above.
  - c. Two (2) cargo ship transits from anchor including weighing anchor can be substituted for the one (1) cargo ship undocking required in (a) above.
- (f) An apprentice trainee may convert to a deputy marine pilot trainee upon meeting the United States Coast Guard license level and sea time requirements of AS 08.62.093. Such conversion must be requested in writing to the Association and include an estimated timetable for completion of the training program as a deputy trainee.

## **Part VII – Deputy Marine Pilot License Upgrades**

- (a) Deputy marine pilot license endorsement upgrade requirements.
1. For a not more than (nmt) 95,000 gross tons endorsement: At the initial license level complete at least 30 days of vessel movements on vessels requiring a state licensed marine pilot. Additionally, complete the following assessed supervised maneuvers: five dockings, five undockings, and five transits at the conn through waterways listed in Part III (e)(7) with no more than one transit through any one waterway. One docking and one undocking must be on vessels greater than 50,000 gross tons.
  2. For a nmt 110,000 gross tons endorsement: At the nmt 95,000 gross ton license level complete at least 60 days of vessel movements on vessels requiring a state licensed marine pilot and hold a deputy marine pilot license for at least one year. Additionally, complete the following assessed supervised maneuvers: three dockings, three undockings, and at least three transits at the conn through waterways listed in Part III(e)(7) with no more than one transit through any one waterway and a minimum of one transit under ice conditions and one southbound transit of Snow Passage. One docking and one undocking must be on vessels greater than 95,000 gross tons.
  3. All assessed movements for the above upgrades shall be completed on vessels of 25,000 GT or greater and no more than 40 percent of the dockings and undockings may be performed under the supervision of the same training pilot.
- (b) Qualifications for a marine pilot license (12 AAC 56.029 and 12 AAC 56.031):
1. Hold a deputy marine pilot license for at least three years.
  2. While holding a deputy marine pilot license for nmt 110,000 gross tons,
    - A. Complete at least 60 days of vessel movements on vessels requiring a state licensed marine pilot, and
    - B. Complete the following assessed supervised movements: three dockings, three undockings, one southbound transit of Snow Passage, one transit of Tracy Arm Bar/Endicott Arm Bar, and one additional transit at the conn through a waterway listed in Part III(e)(7). These maneuvers shall be completed on vessels of 60,000 GT or greater. No more than two of the dockings and undockings may be performed under the supervision of the same training pilot; one docking and one undocking must be on vessels greater than 110,000 gross tons.
  3. An applicant for a marine pilot license shall have no geographical exclusions within Southeast Alaska.
  4. Each deputy marine pilot shall complete a manned ship model course or a simulator course approved by the Board of Marine Pilots within three years of application for a marine pilot license, per 12 AAC 56.029(5).
- (c) Deputy marine pilots are encouraged to seek, and shall be responsible for requesting, additional training in any area (type of ship or port/waterway) for which they perceive themselves to be deficient or not fully prepared.
- (d) Deputy marine pilots seeking upgrade to marine pilot must meet the piloting sea time (day count) requirements for biennial license renewal without the use of familiarization trips. See 12 AAC 56.029(2).

- (e) Deputy marine pilots shall comply with the continuing education requirements for marine pilots described in Part VIII.

## **PART VIII - Marine Pilot Continuing Education and Training Requirements**

- (a) Marine pilots are expected and required to keep abreast of technical, procedural and regulatory changes that affect their practice, and to maintain their skills. Each pilot applying for license renewal shall document that he or she has satisfactorily completed three continuing education credits within the three biennial license periods immediately preceding the license period for which renewal is sought. One of those courses must be a Board of Marine Pilots approved simulator or manned model course (12 AAC 56.083). A manned model course counts for two continuing education credits.
- (b) Additional course requirements:
1. Must be conducted at an accredited college, maritime academy, U.S. Coast Guard approved training facility, or conducted by an expert in their specific field.
  2. Must be documented by a completion certificate and course description or outline.
- (c) Continuing education course credits shall be accrued on the basis of one credit for each course completion certificate except that a manned model course will count for two credits.
- (d) Individual courses will be approved by the Training Committee, and a list of previously approved courses will be maintained on the SEAPA website. The following list of possible subjects is provided for guidance:
- Shiphandling for Pilots, Emergency Shiphandling, Shiphandling Operations with Tugs, Pilot boats and Line Boats, and Shiphandling in Ice.
  - Advanced/Pilot Navigation, including Piloting Techniques, Coastal and Restricted Waters Navigation, and Electronic Navigation Systems and Technology
  - Operational Decision-Making: Decision-making under Stress, Effects of Fatigue, Medications, Illness, Health Practices and the Environment on Decision-Making, and Crisis Management.
  - Communications: Bridge Resource Management, Awareness of Cultural and Language Differences in Communications, and Media Communications.
  - Rules, Laws and Regulations Affecting Pilots, including: Maritime law for Pilots, Environmental laws and Regulations for Pilots, Marine Mammal Protection Act and Endangered Species Act, Rules of the Nautical Road/COLREGS, Safety laws and Regulations for Pilots, and Maritime Security and Maritime Domain Awareness.
  - Pilot Training including: Train the Assessor, Train the Trainer, Development of training courses approved by the Training Committee, and Instructor of a course approved by the Training Committee.
- (e) One continuing education credit for each license renewal will be given for a regional waterway observer trip. Waterway observer trips must be at least one round trip aboard a vessel equipped with working radar, fathometer and compass. These trips shall be documented on the Training Record and signed by the vessel master. Authorized for credit are:
- Wrangell Narrows
  - Peril Strait, Neva Strait and Olga Strait from Povorotni island to Dog Point
  - West Coast of Prince of Wales, including Warren Channel, Bocas de Finas Channel, San Christoval Channel, San Alberto Bay, Ulloa Channel, Tlevak Narrows and Tlevak Strait from Warren Island to Shoe island
- (f) Each pilot is responsible for arranging and funding their training activities, and documenting the completion to the Training Committee Chair.
- (g) Pilots are encouraged to seek out additional training and education relating to the profession. Any certificates earned should be copied to the Training Chair.

## **PART IX – Training Pilots**

- (a) A training pilot is a licensed marine pilot who has qualified for and sought a training pilot endorsement under 12 AAC 56.016. The Training Chair will submit the letter of recommendation required at 12 AAC 56.016.
- (b) The functions of the training pilot are to (1) impart to trainees the knowledge and skills required of the job and (2) evaluate whether the trainee's or deputy marine pilot's performance is satisfactory and counts towards the requirements of licensure.
- (c) Training pilots are encouraged to refresh themselves on the provisions of this training program as it applies to the trainees and deputy marine pilots who they are supervising.
- (d) It is in the best interests of the trainee and SEAPA, that the training pilot take the time to carefully complete, with comments, the training form presented by the trainee.
- (e) Training pilots have no obligation to share living accommodations or expenses with a trainee.
- (f) Per 12 AAC 56.016(b), a training pilot is not required to accept a trainee, but is required to notify the MPC of non-acceptance of a trainee. Valid reasons for non-acceptance of a trainee include (but are not limited to) the following types of concerns:
  - 1. Unauthorized presence of a trainee. If the training pilot determines that the trainee is presenting himself for training without proper authorization from the Training Chair, the training pilot may choose to not accept the trainee.
  - 2. Trainee not in a suitable condition for training. If the training pilot reasonably suspects a trainee is impaired for any reason, or that the trainee does not present him/herself for training in a professional manner, and/or the trainee is not properly rested and therefore not properly prepared for the training opportunity, the training pilot may decline acceptance of the trainee.
  - 3. Lack of preparation for a training opportunity. If the trainee presents himself for the training opportunity with a substantive lack of preparation for the training opportunity, the training pilot may decline acceptance of the trainee.
- (g) Non-acceptance of a trainee should not be confused with denying a trainee the opportunity for supervised work based on the training conditions and environment that exist at the moment of training. It is always the training pilot's judgment call as to whether an evolution can be safely and productively accomplished via a trainee. Factors include the performance and training status of a trainee, combined with the onsite navigational, maneuvering and environmental challenges of the specific situation. Denying a trainee a specific training opportunity due to on-site conditions and through no fault of the trainee is not considered "non-acceptance" of a trainee for the purposes of this part, and accordingly no reporting requirement exists.
- (h) A trainee MAY NOT be allowed to assume the conn under instruction for any purpose, until the Training Chair has notified the State Marine Pilot Coordinator of a trainee's acceptance to begin supervised training in accordance with Part III. An otherwise qualified trainee MAY NOT be allowed to assume the conn without the presence of a training pilot on the bridge with the trainee.
- (i) Training pilots are encouraged to submit to the Training Committee written comments regarding a trainee's skill, performance and progress.

## **PART X - Misconduct, Violations, and Dismissal Procedures**

- (a) Trainees are subject to possible dismissal from the SEAPA training program for violating the Conduct Policies for Trainees (Appendix Two), for failing to follow the requirements of this training manual, for violating any applicable law or regulations, or for failing to make satisfactory progress. The Training Committee is charged with resolving all such matters involving trainees.
- (b) If the Training Committee determines that a trainee is not progressing in a satisfactory manner relative to their individual training plan, the Committee will provide the trainee with a written explanation of the deficiencies including specific suggestions on how to improve. The Marine Pilot Coordinator will be copied on this correspondence.

- (c) If the Training Committee has reason to believe that a trainee has violated the Conduct Policies, violated any applicable State or Federal Law, falsified records, or failed to adhere to the requirements of the training program, the Committee will as soon as possible notify the trainee of the concern, providing thirty days' notice prior to convening a hearing. The trainee may attend the hearing, and is encouraged to do so.
- (d) Possible actions by the Training Committee include dismissal of the charge or complaint, issuing a written warning, and dismissal of the trainee from the training program.
- (e) A decision to dismiss a trainee from the training program must be ratified by a majority vote of the Association's pilot membership in accordance with Article VI of the bylaws.
- (f) The Association will notify the Board of Marine Pilots within thirty days if any trainee is dismissed from the Association's training program.
- (g) Appendix Two describes the process for trainees who believe they have been subject to harassment or illegal discrimination.

## **PART XI – Amendments, Conflicts and Assent**

- (a) The Training Committee may make minor and/or clarifying amendments to, or changes of, the Training Program as provided in the Association's Bylaws. Any amendments must pass by a two-thirds majority vote of the Training Committee and shall take effect upon posting notice of the amendments in the Association's office. The Training Chair shall submit all amendments to the membership for review and approval at the next meeting of the membership. The Association will then submit the amended Training Program to the BMP for final approval.
- (b) Trainees and pilots subject to this training program shall agree to adhere to, and be bound by, the Association's bylaws, operating rules, and this training manual including appendices.

## **PART XII – Appendices**

The appendices are available for download on the SEAPA website.

Appendix One, Training Record form.

Appendix Two, Conduct Policies for Trainees and Observers.

**MEMORANDUM**

From: \_\_\_\_\_ (Print Trainee Name)

To: Chair, Southeast Alaska Pilots' Association Training Committee

Subj: SOUTHEAST ALASKA PILOTS' ASSOCIATION TRAINING PROGRAM  
ACKNOWLEDGEMENT

1. I hereby acknowledge receipt of a copy of the Southeast Alaska Pilots' Association Training program dated xxxxxx and agree to comply with the provisions contained therein.
2. The original of this signed agreement will be maintained by the Training Committee Chair and a copy shall be placed in the individual Trainee's file.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ (Trainee)

Submitted: \_\_\_\_\_ Date: \_\_\_\_\_ Chair, Training Committee

Reviewed: \_\_\_\_\_ Date: \_\_\_\_\_ President



**VOLUME II**  
**SOUTHEAST ALASKA PILOTS' ASSOCIATION**  
**TRAINING PROGRAM**  
**TRAINING AND CONTINUING EDUCATION REQUIREMENTS FOR LICENSED**  
**PILOTS, TRAINING PILOTS AND TRAINEES**

TABLE OF CONTENTS:

	Page
Part I - Introduction and Authority .....	2
Part II – Training Program Organization and Overview .....	2
PART III – Requirements Applicable to All Trainees .....	2
PART IV - Marine Pilot Trainee Requirements .....	6
PART V – Requirements for Deputy Marine Pilot Trainees and Deputy Marine Pilot Apprentice Trainees.....	7
PART VI – Deputy Marine Pilot Apprenticeship, Additional Requirements .....	8
Part VII – Deputy Marine Pilot License Upgrades.....	9
PART VIII - Marine Pilot Continuing Education and Training Requirements .....	10
PART IX – Training Pilots .....	11
PART X - Misconduct, Violations, and Dismissal Procedures .....	11
PART XI – Amendments, Conflicts and Assent .....	12
PART XII – Appendices.....	12



## **Part I - Introduction and Authority**

This document, along with Volume I, establishes the training program for the Southeast Alaska Pilots Association. It applies to trainees formally accepted into the Association Training program and to general pilot members and pilot members of the Association.

Authority for this program is found in 12 AAC 56.035 and the SEAPA Bylaws.

Trainees and pilots are responsible for knowing the requirements of the Alaska Statute and Administrative Code ("Pilot Regulations"), the contents of the USCG Southeast Alaska Federal Pilotage package, the SEAPA Bylaws and Operating Rules, and a host of other Federal and State laws (for example the Marine Mammal Protection Act and Alaska Environmental regulations). In other words, this document does not purport to be a comprehensive reference for obtaining and continuing pilotage in Southeast Alaska.

Any apparent conflicts between this document and other references should be brought to the attention of the Training Chair. In the event of a conflict, Federal and State regulation, SEAPA Bylaws, and Operating Rules take precedence.

All costs associated with completion of training and continuing education requirements are the sole responsibility of the trainee or pilot.

## **Part II – Training Program Organization and Overview.**

The key parties involved in pilot training are the Training Committee, the Training Committee Chair ("Training Chair"), training pilots and trainees.

The Training Committee is comprised of at least seven Pilot Members appointed by the President. It supports the Training Chair in managing all aspects of the training program, under the direction of the SEAPA President and Board of Directors, and shall meet periodically to monitor the progress of all trainees. The Committee decides whether a trainee may advance to the next stage of training, and evaluates whether a trainee has completed the training program. The Committee evaluates and approves courses and facilities submitted by pilot members to qualify for credit as continuing education (see Part VIII).

The Association President (the "President") appoints the Training Committee Chair from among the members of the Training Committee to administer the Association's training program. The Training Chair is the point of contact for trainees and the coordinator of training activities, as well as the Association lead on all training issues. He or she has the authority to direct trainees to train or to refrain from training with specific pilots or on specific ships or classes of ships, or on specific waterways.

Training pilots, discussed in Part IX, are the individuals who impart to trainees the knowledge, skills and abilities required in piloting.

Each trainee is responsible for his or her own progression through the training process. This includes understanding and meeting the requirements and expectations of the Training Committee, the Training Chair and training pilots.

## **PART III – Requirements Applicable to All Trainees**

- (a) Upon acceptance into the Association training program each trainee will have an orientation session with the Training Chair or their designee(s). The parties will jointly develop a training plan to align expectations between the trainee and the Training Committee, identifying:
- The training category of the trainee (deputy, apprentice, or marine pilot transfer).
  - The amount of Federal Pilotage held, and projected dates to complete the routes specified in 12 AAC 56.026(2)(B), and the State marine pilot core exam.
  - Projected date to obtain all Southeast Alaska Federal pilotage.

- The projected date to complete the State supervised maneuvers.
- The projected date to take the State Regional Local Knowledge Examination and obtain initial license.
- This training plan will be part of the trainee’s file and may be updated as necessary.

Other elements of the orientation will be:

- Pilot ladder safety briefing including equipment and best practices. This briefing must take place before the trainee embarks on any training evolutions that involve pilot ladder use.
  - Master Pilot Exchange (MPX) and Master – Pilot relations/responsibilities.
  - Introductory review of the training program including this document, the state Pilot Regulations and 18 AAC 75, Oil and Other Hazardous Substances Pollution Control.
  - Discussion of expectations with regard to the trainee’s preparation for each voyage and passage planning.
- (b) Trainees will be enrolled in the SEAPA drug and alcohol testing program prior to embarking on any SEAPA-sponsored training activities.
- (c) Training evolutions. Trainees are responsible for planning training activities in accordance with their own schedule and training plan. Where vessels under State pilotage are concerned (cruise and cargo ships), requests for trips must be made through the Training Chair. Requests for observing trips aboard vessels of the Alaska Marine Highway may be made directly to the AMHS Port Captain. Additionally:
1. Trainees are responsible for making their own travel and lodging arrangements, except that trainees may travel on chartered transportation if space is available (check with the SEAPA office).
  2. Trainees are responsible for their own expenses incurred in the completion of the training program.
  3. Trainees should consult with other trainees and deputy marine pilots when strategizing and submitting for training opportunities.
  4. Trainees may not “self-authorize” for a training opportunity, i.e. may not embark on a vessel under State pilotage without prior authorization by the Training Chair or SEAPA administrative staff.
  5. Trainees are expected to present themselves professionally and maintain clean grooming at all times. Trainees shall wear coat, tie and slacks for cruise ships and yachts; button-down shirt and slacks for AMHS vessels; clean, functional clothing for cargo ships.
  6. A trainee authorized a trip is expected to complete it. If unable to do so, the trainee shall promptly notify the SEAPA office and Training Chair so that the vessel agent can be notified.
  7. Trainees should contact the training pilot(s) assigned to the vessel they desire to train on prior to the voyage.
  8. It is the trainee’s responsibility to get adequate rest and be fully able to participate in training opportunities, observing applicable Federal rest rules.
- (d) Observer Trip Requirements. Observer trips are required for both Federal and State pilotage.
1. Trainees are expected to prepare for observer trips as if they were assuming the conn under instruction.
  2. Observer trips for Federal pilotage shall be in accordance with the requirements of the USCG Southeast Alaska Federal pilot licensing requirements.
  3. As allowed in 12 AAC 56.068, this training program requires observation trips in addition to those required for Federal pilotage. These trips must be made after the trainee has been formally accepted into the Association training program. Unless otherwise specified, they must be obtained on vessels of at least 1,600 gross tons. Observation trips are required for:
    - A. Tracy Arm/Endicott Arm – two round trips in any combination.
    - B. Misty Fjords – two round trips.

- C. For all ports and waterways in the region, one observer trip before doing supervised maneuvers in that port or waterway.
  - 4. The observation trips required under this part shall be documented on the Training Record (TR).
  - 5. If a trainee finds that he or she is unable to complete the Misty Fjords observing requirement due to lack of tonnage traffic or berthing availability on such vessels, the trainee may request a waiver of the tonnage requirement from the Training Committee. If granted, the observing requirement may be met aboard any vessel equipped with working radar, fathometer, and compass.
- (e) Supervised Movement Training Requirements.
- 1. Supervised movements at the conn may begin only after:
    - A. Completion of the State Core Examination described at 12 AAC 56.070(e).
    - B. The trainee holds Federal First Class pilotage without tonnage restriction for the routes listed at 12 AAC 56.026(a)(2)(B), except that this does not apply to marine pilot trainees transferring from another Alaska region.
    - C. The trainee has license insurance and provided evidence to the Training Chair.
    - D. Deputy and Apprentice only: the trainee has completed the shiphandling class required at Part V(a)(2) of this document.
    - E. The trainee has notified the Training Chair in writing that they have met these requirements and provided a copy of all pages of their Merchant Mariner Credential showing pilotage and radar observer endorsements.
    - F. The Training Chair has notified the State Marine Pilot Coordinator in writing of acceptance to begin supervised training, and provided notification to training pilots.
  - 2. The trainee must have First Class Pilotage without tonnage restriction for any given waterway before they can perform work at the conn on that waterway.
  - 3. A Trainee requesting to assume the conn for a supervised transit or maneuver is expected to be on-the-bridge in sufficient time to thoroughly assess the navigational and maneuvering situation on the bridge, the status of pending bridge operations, brief the training pilot as required by 12 AAC 56.026(f), and assume the conn in sufficient time to make security calls consistent with the guidelines of the Southeast Alaska Voluntary Waterway Guide where applicable.
  - 4. Supervised training maneuvers may only be supervised and signed by a training pilot.
  - 5. All maneuvers must be performed on vessels subject to AS 08.62 with two exceptions:
    - A. If approved by the Training Committee due to a shortage of vessel training opportunities, not more than three dockings and three undockings at non-cruise ship ports, and three moorings and three unmoorings, may be performed using a simulator in accordance with 12 AAC 56.028(a)(1)(D) and (E). Maneuvers conducted on a simulator must be supervised and evaluated by a SEAPA training pilot as if the maneuver was real, performed in real time from port entry to berth, and performed in a Training Committee-approved simulator modelling Southeast Alaska ports.
    - B. Supervised maneuvers on vessels under enrollment of not less than 1,600 gross tons may count for up to 15% of the maneuvers. These evolutions require prior approval of the Training Committee.
  - 6. Of the maneuvers counting towards licensure:
    - A. No more than 40 percent may be made under the supervision of the same training pilot.
    - B. At least 15 percent must be performed with tug assistance.
  - 7. Supervised transits at the conn are required as per 12 AAC 56.028(3), with at least two transits in each waterway in each direction, except that for Favorite Channel the southbound transit may be replaced by four northbound trips. The waterways are:
    - Saginaw Channel, with one transit from False Pt. Retreat to Favorite Reef
    - Favorite Channel
    - Decision Passage
    - North Inian Passage

- Snow Passage
  - Revillagigedo Channel
  - Tongass Narrows East Channel
  - Disenchantment Bay
  - Glacier Bay, including from Young Island to Willoughby Island, Tarr Inlet, and John Hopkins Inlet to Jaw Point
  - Tracy Arm/Endicott Arm
  - Sitka from sea, one transit from The Eckholms to Eastern Anchorage and one transit from Bieli Rocks to Old Sitka Dock.
  - Gastineau Channel
8. Due to the difficulty of the routes, the following additional supervised transits at the conn are required:
- A. Snow Passage, on vessels over 40,000 GT:
- i. Two north bound transits from Key Reef to Point Colpoys.
  - ii. Five south bound transits from Point Colpoys to Key Reef.
- B. Supervised transits performed under ice conditions. The determination of whether conditions for a given maneuver qualify as “ice conditions” for this Part, is made by the training pilot:
- i. Four ice transits in Tracy Arm/Endicott Arm, or Disenchantment Bay, in 2-3 tenths “very open drift” ice conditions per the Observer Guide to Sea Ice from NOAA. May be combined with the bar transits of this paragraph.
  - ii. Tracy Arm Bar, on vessels over 40,000 GT:
    - a) Two inbound transits from two miles before Harbor Island to mile 12.
    - b) Two outbound transits from Mile 12 to west of Harbor Island.
    - c) The Training Committee may allow substitutions of Endicott Arm Bar for these Tracy Arm Bar transits, if there is insufficient traffic into Tracy Arm while a given trainee is doing maneuvers. At the discretion of the Training Committee, substitutions may be conditioned upon the trainee doing the Tracy Arm transits on a simulator.
  - iii. Yakutat Bay, on vessels over 40,000 GT:
    - a) One round trip from Yakutat Bay pilot station to Pt. Latouche.
    - b) One round trip in Disenchantment Bay north of Pt. Latouche.
  - iv. Glacier Bay: One round trip in Glacier Bay north of Russell Island.
9. The trainee should ensure that he or she fully understands what will be required to achieve a successful maneuver, prior to the commencement of the maneuver; trainee and training pilot alignment of expectations is critical. This is achieved during the pre-maneuver briefing required under 12 AAC 56.026(f).
10. The training pilot may prevent the maneuver before it begins, if the training pilot believes that the trainee has not sufficiently prepared to undertake the maneuver. Part IX provides additional guidance for training pilots.
- (f) Training Documentation. It is the trainee’s responsibility to ensure that their progress through the training program is being properly documented. Failure to manage their records as detailed below will be considered a violation of the training program.
1. The trainee shall document all supervised movements on the Training Record (TR) form provided in Appendix One. The training pilot shall include on the TR a written evaluation of the trainee's maneuver.
  2. The evaluation shall clearly state whether, in the judgment of the training pilot, the maneuver was satisfactory, and whether the maneuver counts towards the trainee’s State of Alaska licensing requirements.

3. Any unsatisfactory evaluation shall have a detailed explanation as to why it was unsatisfactory. Any trainee who has received an unsatisfactory mark on an evaluation for a maneuver shall provide the Training Chair with a copy of the evaluation within five days of the maneuver.
  4. Trainees shall submit all TRs (successful and unsuccessful) to the Training Chair within one month of completion of the maneuver, and upload the TR to the trainee's Cloud folder. The Training Committee will review all TRs submitted for completeness and compliance with the training program, track the trainee's progress towards completion, and forward the TRs to the Marine Pilot Coordinator (MPC).
  5. Unacceptable TRs will be addressed by the Training Chair as appropriate.
- (g) The Pilot Regulations, beginning at 12 AAC 56.028(e), allow a petition to the MPC by a trainee who believes that vessel traffic has been insufficient to meet a specific regional vessel movement requirement. Any trainee considering such a petition should request a review by the Training Committee, in writing, before approaching the MPC.
- (h) To become a state licensed deputy marine pilot in Region One, a trainee must hold a valid U.S. Coast Guard license with endorsements for radar observer and first class pilotage without tonnage restrictions for the entire Southeastern Alaska Region. However, with fluctuating marine traffic patterns Federal Pilotage route(s) may be unobtainable from time to time due to lack of observing opportunities. An omission of one or more Region One routes on a trainee's Federal license may be accepted by the Training Committee only upon a showing of good cause by the trainee. Reference 12AAC 56.028(a).
- (i) When the trainee believes that they have met all of the applicable requirements of the training program, he or she shall request, by letter to the Training Chair, the endorsement of the Association to sit for the regional local knowledge exam. The Training Committee will review the trainee's file, and if they concur the Training Chair will provide a letter to the MPC stating that the trainee has completed the Association's training program.

#### **PART IV - Marine Pilot Trainee Requirements**

- (a) A marine pilot trainee is a pilot transferring from another pilotage region in Alaska. Therefore, the trainee has previously completed the State Core Examination, and a training program approved by the State (albeit for another region), and successfully served as a marine pilot in Alaska, prior to acceptance into the Association's training program.
- (b) In order to be licensed as a marine pilot in Region One, a pilot seeking to transfer must possess a valid U.S. Coast Guard license with radar endorsement and an endorsement for First Class Pilotage without tonnage restrictions for the entire Southeastern Alaska Region.
- (c) A marine pilot trainee shall be authorized to commence supervised training in accordance with this Part, for all areas within Region One for which the trainee has first class pilotage, without tonnage restrictions, and for those areas where no specific Federal pilotage requirement exists. A marine pilot trainee shall have at least one endorsement of first class pilotage in Region One, before commencing any supervised training. Marine pilot trainees shall comply with the notification requirements of Part III (e)(1)(E) prior to commencement of supervised maneuvers.
- (d) The regional requirements for a marine pilot trainee are:
1. Eighteen supervised dockings and eighteen supervised undockings, at least 50% of which shall be on vessels over 60,000 gross tons. Completion of supervised movements must be performed on vessels subject to AS 08.62, or other vessels of at least 1,600 gross tons as follows:
    - A. Ketchikan: Six dockings and six undockings at cruise ship berths.
    - B. Juneau: Six dockings and six undockings. One of the undockings shall be performed at night.
    - C. Skagway: Six dockings and six undockings.

2. Five supervised dockings and five supervised undockings performed in any combination of ports in the region not identified in 12 AAC 56.028(a)(1)(A)-(C). No more than two dockings and two undockings may be performed at any one port.
3. Three supervised moorings at buoys and three supervised buoy unmoorings performed in any of the ports listed in the region. No more than two moorings and two unmoorings may be performed at the same location.
4. Four anchorings with at least one in each of the ports listed in 12 AAC 56.028(a)(1)(F).

## **PART V – Requirements for Deputy Marine Pilot Trainees and Deputy Marine Pilot Apprentice Trainees**

The following requirements, in addition to the requirements of Part III, apply to both Deputy and Apprentice Marine Pilot Trainees:

### (a) Required courses.

1. Bridge Resource Management for Pilots (16 hours minimum).
2. A bridge simulator course that is region specific or emphasizes a pilot’s proficiency; OR a manned model course. Reference 12 AAC 56.028(a)(4).
3. A bridge simulator class using the ports of Southeast Alaska, minimum of 16 hours, intended to provide practice on the most challenging docking and undocking scenarios in the region. The course must be approved by the Training Committee and supervised by a SEAPA training pilot. This is the training called out in 12 AAC 56.028(a)(5), *and this course will also meet the ship handling requirement, item (2) above, if not otherwise met.*
4. The above courses must be taken within three years of applying for a deputy marine pilot license. (To avoid confusion, note that an additional manned model or simulator ship handling class is also required within three years of applying for an unlimited marine pilot license.)
5. An Automated Radar Plotting Aid (ARPA) class if the trainee does not already have this endorsement on their Merchant Mariner Credential (MMC).

### (b) Supervised maneuvers.

1. Trainee supervised movements are divided into two phases. The Training Committee will approve a trainee’s progression from “coaching” to “assessment”.
  - A. Coaching Phase. Maneuvers in this phase, in order to count towards licensure, should be completed with minimal assistance from the training pilot. The supervised maneuvers in this phase comprise the bulk of the training process.
  - B. Assessment Phase. Prior to moving to the assessment phase, the trainee shall stand the full watch of one training pilot, for a dispatch of not less than four of the transits designated in 12 AAC 56.028(3). All maneuvers in this phase must be completed without any assistance from the training pilot. The minimum required assessments are:
    - i. Two cruise vessel dockings;
    - ii. One cruise vessel undocking;
    - iii. Two cargo vessels dockings;
    - iv. One cargo vessel undocking;
    - v. One round-trip transit on a cruise vessel in ice conditions in Disenchantment Bay, or Tracy Arm, or Endicott Arm; and
    - vi. No more than two assessments may be supervised by the same training pilot.
2. Maneuver requirements:
  - A. Twenty-four dockings and twenty-four undockings performed on vessels subject to AS 08.62 or other vessels of at least 1,600 gross tons as follows:
    - i. Ketchikan: eight dockings and eight undockings at cruise ship berths;
    - ii. Skagway: eight dockings and eight undockings;

- iii. Juneau Harbor: eight dockings and eight undockings; three of the undockings must be performed at night;
  - B. Ten dockings and ten undockings performed in any combination of ports in the region not identified in 12 AAC 56.028(a)(1)(A)-(C); No more than four dockings and four undockings may be performed at any one port.
  - C. Four moorings at buoys and four buoy unmoorings performed in any of the ports in the region, with at least one maneuver in each active mooring port. The Training Committee will resolve any questions about whether a cargo port is considered active.
  - D. Six anchorings with at least one at each of the following ports: Ketchikan; Juneau, and Sitka Eastern Anchorage.
  - E. Two weighing anchor at any port(s).
  - F. Cargo ship maneuvers: at least one cargo ship docking and one cargo ship undocking in each active cargo port in the region and a total of no less than 2 cargo ship dockings and 2 cargo ship undockings overall. An active cargo port is one that has a minimum of eight ship visits in a twelve-month period. The Training Committee will resolve any questions about whether a cargo port is considered active.
- (c) Deputy marine pilot trainees must complete all required maneuvers within three years of entry into the training program. Deputy trainees shall notify the Training Chair in writing if they are unable to comply with this requirement. Extensions to this time period may be allowed as provided for in 12 AAC 56.026(e). The three year clock begins once the trainee has met the requirements of 12 AAC 56.026 (a)(1)-(3).
  - (d) Trainees shall log training activity (either supervised maneuver or observing trip) in each and every calendar quarter, and are expected to take full advantage of all training opportunities that are made available by the Training Committee.
  - (e) See 12 AAC 56.025 for the application requirements for initial licensure.
  - (f) All maneuvers required for licensing must have been completed within three years of the date of application for licensure.

## **PART VI – Deputy Marine Pilot Apprenticeship, Additional Requirements**

- (a) The deputy marine pilot apprenticeship program provides a path to a deputy marine pilot’s license for mariners who are otherwise qualified but who do not meet the requirements of AS 08.62.093(b)(1) through (5). The program is a minimum of four years in length.
- (b) As noted above, trainees must perform training activity at least quarterly. Leaves of absence will only be granted to apprentices for exceptional circumstances. The maximum leave of absence will be six months and will not count towards the minimum four-year training requirement. A leave of absence must be requested by the apprentice in writing to the Training Chair and approved by the Training Committee.
- (c) In addition to the observing requirements listed elsewhere, and the trip requirements for Federal pilotage, the apprentice must observe:
  - 1. One ship assist maneuver from a ship assist tug.
  - 2. Two dockings and two undockings on cargo ships. This may be completed concurrent with Federal observer trip requirements.
- (d) In addition to the requirements of Part III, the apprentice trainee shall complete the following supervised transits under ice conditions:
  - 1. One round trip of Disenchantment Bay north of Pt. Latouche,
  - 2. One round trip in Glacier Bay north of Russell Island.
  - 3. One round trip in Tracy Arm/Endicott Arm.
- (e) **Cargo ship maneuvers, in addition to those cargo requirements outlined in Part V:**
  - a. **The apprentice shall complete one (1) additional cargo ship docking and one (1) additional cargo ship undocking beyond the requirements of Part V (b)(2)(F).**

- b. Two (2) cargo ship transits to anchor including anchoring can be substituted for the one (1) cargo ship docking required in (a) above.
  - c. Two (2) cargo ship transits from anchor including weighing anchor can be substituted for the one (1) cargo ship undocking required in (a) above.
- (f) An apprentice trainee may convert to a deputy marine pilot trainee upon meeting the United States Coast Guard license level and sea time requirements of AS 08.62.093. Such conversion must be requested in writing to the Association and include an estimated timetable for completion of the training program as a deputy trainee.

## Part VII – Deputy Marine Pilot License Upgrades

- (a) Deputy marine pilot license endorsement upgrade requirements.
1. For a not more than (nmt) 95,000 gross tons endorsement: At the initial license level complete at least 30 days of vessel movements on vessels requiring a state licensed marine pilot. Additionally, complete the following assessed supervised maneuvers: five dockings, five undockings, and five transits at the conn through waterways listed in Part III (e)(7) with no more than one transit through any one waterway. One docking and one undocking must be on vessels greater than 50,000 gross tons.
  2. For a nmt 110,000 gross tons endorsement: At the nmt 95,000 gross ton license level complete at least 60 days of vessel movements on vessels requiring a state licensed marine pilot and hold a deputy marine pilot license for at least one year. Additionally, complete the following assessed supervised maneuvers: three dockings, three undockings, and at least three transits at the conn through waterways listed in Part III(e)(7) with no more than one transit through any one waterway and a minimum of one transit under ice conditions and one southbound transit of Snow Passage. One docking and one undocking must be on vessels greater than 95,000 gross tons.
  3. All assessed movements for the above upgrades shall be completed on vessels of 25,000 GT or greater and no more than 40 percent of the dockings and undockings may be performed under the supervision of the same training pilot.
- (b) Qualifications for a marine pilot license (12 AAC 56.029 and 12 AAC 56.031):
1. Hold a deputy marine pilot license for at least three years.
  2. While holding a deputy marine pilot license for nmt 110,000 gross tons,
    - A. Complete at least 60 days of vessel movements on vessels requiring a state licensed marine pilot, and
    - B. Complete the following assessed supervised movements: three dockings, three undockings, one southbound transit of Snow Passage, one transit of Tracy Arm Bar/Endicott Arm Bar, and one additional transit at the conn through a waterway listed in Part III(e)(7). These maneuvers shall be completed on vessels of 60,000 GT or greater. No more than two of the dockings and undockings may be performed under the supervision of the same training pilot; one docking and one undocking must be on vessels greater than 110,000 gross tons.
  3. An applicant for a marine pilot license shall have no geographical exclusions within Southeast Alaska.
  4. Each deputy marine pilot shall complete a manned ship model course or a simulator course approved by the Board of Marine Pilots within three years of application for a marine pilot license, per 12 AAC 56.029(5).
- (c) Deputy marine pilots are encouraged to seek, and shall be responsible for requesting, additional training in any area (type of ship or port/waterway) for which they perceive themselves to be deficient or not fully prepared.
- (d) Deputy marine pilots seeking upgrade to marine pilot must meet the piloting sea time (day count) requirements for biennial license renewal without the use of familiarization trips. See 12 AAC 56.029(2).



- (e) Deputy marine pilots shall comply with the continuing education requirements for marine pilots described in Part VIII.

## **PART VIII - Marine Pilot Continuing Education and Training Requirements**

- (a) Marine pilots are expected and required to keep abreast of technical, procedural and regulatory changes that affect their practice, and to maintain their skills. Each pilot applying for license renewal shall document that he or she has satisfactorily completed three continuing education credits within the three biennial license periods immediately preceding the license period for which renewal is sought. One of those courses must be a Board of Marine Pilots approved simulator or manned model course (12 AAC 56.083). A manned model course counts for two continuing education credits.
- (b) Additional course requirements:
1. Must be conducted at an accredited college, maritime academy, U.S. Coast Guard approved training facility, or conducted by an expert in their specific field.
  2. Must be documented by a completion certificate and course description or outline.
- (c) Continuing education course credits shall be accrued on the basis of one credit for each course completion certificate except that a manned model course will count for two credits.
- (d) Individual courses will be approved by the Training Committee, and a list of previously approved courses will be maintained on the SEAPA website. The following list of possible subjects is provided for guidance:
- Shiphandling for Pilots, Emergency Shiphandling, Shiphandling Operations with Tugs, Pilot boats and Line Boats, and Shiphandling in Ice.
  - Advanced/Pilot Navigation, including Piloting Techniques, Coastal and Restricted Waters Navigation, and Electronic Navigation Systems and Technology
  - Operational Decision-Making: Decision-making under Stress, Effects of Fatigue, Medications, Illness, Health Practices and the Environment on Decision-Making, and Crisis Management.
  - Communications: Bridge Resource Management, Awareness of Cultural and Language Differences in Communications, and Media Communications.
  - Rules, Laws and Regulations Affecting Pilots, including: Maritime law for Pilots, Environmental laws and Regulations for Pilots, Marine Mammal Protection Act and Endangered Species Act, Rules of the Nautical Road/COLREGS, Safety laws and Regulations for Pilots, and Maritime Security and Maritime Domain Awareness.
  - Pilot Training including: Train the Assessor, Train the Trainer, Development of training courses approved by the Training Committee, and Instructor of a course approved by the Training Committee.
- (e) One continuing education credit for each license renewal will be given for a regional waterway observer trip. Waterway observer trips must be at least one round trip aboard a vessel equipped with working radar, fathometer and compass. These trips shall be documented on the Training Record and signed by the vessel master. Authorized for credit are:
- Wrangell Narrows
  - Peril Strait, Neva Strait and Olga Strait from Povorotni island to Dog Point
  - West Coast of Prince of Wales, including Warren Channel, Bocas de Finas Channel, San Christoval Channel, San Alberto Bay, Ulloa Channel, Tlevak Narrows and Tlevak Strait from Warren Island to Shoe island
- (f) Each pilot is responsible for arranging and funding their training activities, and documenting the completion to the Training Committee Chair.
- (g) Pilots are encouraged to seek out additional training and education relating to the profession. Any certificates earned should be copied to the Training Chair.

## **PART IX – Training Pilots**

- (a) A training pilot is a licensed marine pilot who has qualified for and sought a training pilot endorsement under 12 AAC 56.016. The Training Chair will submit the letter of recommendation required at 12 AAC 56.016.
- (b) The functions of the training pilot are to (1) impart to trainees the knowledge and skills required of the job and (2) evaluate whether the trainee's or deputy marine pilot's performance is satisfactory and counts towards the requirements of licensure.
- (c) Training pilots are encouraged to refresh themselves on the provisions of this training program as it applies to the trainees and deputy marine pilots who they are supervising.
- (d) It is in the best interests of the trainee and SEAPA, that the training pilot take the time to carefully complete, with comments, the training form presented by the trainee.
- (e) Training pilots have no obligation to share living accommodations or expenses with a trainee.
- (f) Per 12 AAC 56.016(b), a training pilot is not required to accept a trainee, but is required to notify the MPC of non-acceptance of a trainee. Valid reasons for non-acceptance of a trainee include (but are not limited to) the following types of concerns:
  - 1. Unauthorized presence of a trainee. If the training pilot determines that the trainee is presenting himself for training without proper authorization from the Training Chair, the training pilot may choose to not accept the trainee.
  - 2. Trainee not in a suitable condition for training. If the training pilot reasonably suspects a trainee is impaired for any reason, or that the trainee does not present him/herself for training in a professional manner, and/or the trainee is not properly rested and therefore not properly prepared for the training opportunity, the training pilot may decline acceptance of the trainee.
  - 3. Lack of preparation for a training opportunity. If the trainee presents himself for the training opportunity with a substantive lack of preparation for the training opportunity, the training pilot may decline acceptance of the trainee.
- (g) Non-acceptance of a trainee should not be confused with denying a trainee the opportunity for supervised work based on the training conditions and environment that exist at the moment of training. It is always the training pilot's judgment call as to whether an evolution can be safely and productively accomplished via a trainee. Factors include the performance and training status of a trainee, combined with the onsite navigational, maneuvering and environmental challenges of the specific situation. Denying a trainee a specific training opportunity due to on-site conditions and through no fault of the trainee is not considered "non-acceptance" of a trainee for the purposes of this part, and accordingly no reporting requirement exists.
- (h) A trainee MAY NOT be allowed to assume the conn under instruction for any purpose, until the Training Chair has notified the State Marine Pilot Coordinator of a trainee's acceptance to begin supervised training in accordance with Part III. An otherwise qualified trainee MAY NOT be allowed to assume the conn without the presence of a training pilot on the bridge with the trainee.
- (i) Training pilots are encouraged to submit to the Training Committee written comments regarding a trainee's skill, performance and progress.

## **PART X - Misconduct, Violations, and Dismissal Procedures**

- (a) Trainees are subject to possible dismissal from the SEAPA training program for violating the Conduct Policies for Trainees (Appendix Two), for failing to follow the requirements of this training manual, for violating any applicable law or regulations, or for failing to make satisfactory progress. The Training Committee is charged with resolving all such matters involving trainees.
- (b) If the Training Committee determines that a trainee is not progressing in a satisfactory manner relative to their individual training plan, the Committee will provide the trainee with a written explanation of the deficiencies including specific suggestions on how to improve. The Marine Pilot Coordinator will be copied on this correspondence.

- (c) If the Training Committee has reason to believe that a trainee has violated the Conduct Policies, violated any applicable State or Federal Law, falsified records, or failed to adhere to the requirements of the training program, the Committee will as soon as possible notify the trainee of the concern, providing thirty days' notice prior to convening a hearing. The trainee may attend the hearing, and is encouraged to do so.
- (d) Possible actions by the Training Committee include dismissal of the charge or complaint, issuing a written warning, and dismissal of the trainee from the training program.
- (e) A decision to dismiss a trainee from the training program must be ratified by a majority vote of the Association's pilot membership in accordance with Article VI of the bylaws.
- (f) The Association will notify the Board of Marine Pilots within thirty days if any trainee is dismissed from the Association's training program.
- (g) Appendix Two describes the process for trainees who believe they have been subject to harassment or illegal discrimination.

## **PART XI – Amendments, Conflicts and Assent**

- (a) The Training Committee may make minor and/or clarifying amendments to, or changes of, the Training Program as provided in the Association's Bylaws. Any amendments must pass by a two-thirds majority vote of the Training Committee and shall take effect upon posting notice of the amendments in the Association's office. The Training Chair shall submit all amendments to the membership for review and approval at the next meeting of the membership. The Association will then submit the amended Training Program to the BMP for final approval.
- (b) Trainees and pilots subject to this training program shall agree to adhere to, and be bound by, the Association's bylaws, operating rules, and this training manual including appendices.

## **PART XII – Appendices**

The appendices are available for download on the SEAPA website.

Appendix One, Training Record form.

Appendix Two, Conduct Policies for Trainees and Observers.

**MEMORANDUM**

From: \_\_\_\_\_ (Print Trainee Name)

To: Chair, Southeast Alaska Pilots' Association Training Committee

Subj: SOUTHEAST ALASKA PILOTS' ASSOCIATION TRAINING PROGRAM  
ACKNOWLEDGEMENT

1. I hereby acknowledge receipt of a copy of the Southeast Alaska Pilots' Association Training program dated xxxxxx and agree to comply with the provisions contained therein.
2. The original of this signed agreement will be maintained by the Training Committee Chair and a copy shall be placed in the individual Trainee's file.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ (Trainee)

Submitted: \_\_\_\_\_ Date: \_\_\_\_\_ Chair, Training Committee

Reviewed: \_\_\_\_\_ Date: \_\_\_\_\_ President

# SOUTHWEST ALASKA PILOTS ASSOCIATION

P.O. Box 977  
Homer, Alaska 99603

Tel: (907) 235-8783  
Fax: (907) 235-6119

December 6, 2024

Mr. Thomas Bay  
Alaska Board of Marine Pilots  
P.O. Box 110806  
Juneau, Alaska 99811-0806  
Attn: Marine Pilot Coordinator

Dear Mr. Bay,

SWAPA would like to revise the current Board Approved Training Program. Language to be added in the attached document is in **blue font** and any language to be deleted is **struck-through-and-in-red-font**.

The complete training program, including the revisions, is attached to this letter and we would be grateful if the Board of Marine Pilots would approve these amendments as submitted.

## REVISIONS ARE AS FOLLOWS:

### DEPUTY MARINE PILOT TRAINING PROGRAM

#### Kachemak Bay

- Requires a minimum of 4 anchoring maneuvers in Kachemak Bay under the supervision of at least two different training pilots

### SWAPA IN-HOUSE CLEARANCES AND RESTRICTIONS FOR DEPUTY PILOTS

#### LICENSE 95,000 Gross Tons:

Step 2. After successfully completing 2 supervised dockings and undockings on vessels of over 40,000 gross tons and 2 supervised anchorings on vessels in excess of 60,000 gross tons, the Deputy's in-house clearance will be raised to 95,000 gross tons, with the same restrictions as in Step 1 above.

Formatting of the document may change with these amendments and this is accounted for in the 'clean copy' also attached.

Best regards,

Capt. Joshua S. Weston  
by JS

Capt. Joshua S. Weston  
President

Enc: SWAPA Training Program w/revisions marked  
SWAPA Training Program (clean version including revisions)

# TRAINING PROGRAM

## SOUTHWEST ALASKA PILOTS ASSOCIATION

### DEPUTY MARINE PILOT TRAINING PROGRAM (continued)

#### Seward/Resurrection Bay

- Requires a minimum of 6 dockings and 6 undockings under the supervision of at least two different training pilots.
- At least 2 dockings and 2 undockings on vessels in excess of 10,000 gross tons.

#### Nikiski

- Requires a minimum of 18 dockings and 18 undockings under the supervision of at least 3 different training pilots.
- 4 dockings and 4 undockings must be performed under ice conditions; a board approved ice simulator training course for this port may be substituted for 2 dockings and 2 undockings.
- 4 dockings must be performed while dredging an anchor.
- 4 dockings and 4 undockings must be performed within the period October 1 to April 1.

#### Port of Alaska, Anchorage

- Requires a minimum of 12 dockings and 12 undockings under the supervision of at least 2 different training pilots.
- 2 dockings and 2 undockings must be performed under ice conditions.
- 2 dockings and 2 undockings must be performed on vessels in excess of 10,000 gross tons.
- 2 dockings and 2 undockings must be performed with tug assistance.
- 1 docking must involve a cow turn. A simulator training course for this port may be substituted for this maneuver.

#### Kachemak Bay

- Requires a minimum of 4 anchoring maneuvers in Kachemak Bay under the supervision of at least two different training pilots

#### College Fjord, Prince William Sound

- 4 round trips as a pilot observer under the supervision of at least 2 different training pilots on cruise ships of over 10,000 gross tons. 4 transits at the conn under the supervision of at least 2 different training pilots.

#### Western Entrances to Prince William Sound

- (a) 4 round trips as a pilot observer under the supervision of at least 2 different training pilots on cruise ships of over 10,000 gross tons, including 4 round trips as a pilot observer through Knight Island Passage.

Or



# **TRAINING PROGRAM**

## **SOUTHWEST ALASKA PILOTS ASSOCIATION**

Step 2. After completing 3 round trips in Cook Inlet to either Nikiski or the Port of Alaska, the Deputy will be cleared to bring tankers to and from anchor in Kachemak Bay. The following restrictions shall apply:

- Kodiak Island- No unsupervised docking/undocking of tank vessels at Womens Bay.
- Prince William Sound- No docking/undocking of tank vessels in TAPS Trade.

### **SWAPA IN-HOUSE CLEARANCES AND RESTRICTIONS** **FOR DEPUTY PILOTS (continued)**

#### **LICENSE 95,000 Gross Tons:**

Step 1. Upon receiving a 95,000 gross ton endorsement, the Deputy's in-house clearance will be raised to 40,000 gross tons, with the following restrictions:

- Kodiak Island- No unsupervised docking/undocking of tank vessels at Womens Bay.
- Prince William Sound- No docking/undocking of tank vessels in TAPS Trade.

Step 2. After successfully completing 2 supervised dockings and undockings on vessels of over 40,000 gross tons and 2 supervised anchorings on vessels in excess of 60,000 gross tons, the Deputy's in-house clearance will be raised to 95,000 gross tons, with the same restrictions as in Step 1 above.

#### **LICENSE 110,000 Gross Tons:**

Step 1. Upon receiving a 110,000 gross ton endorsement, the Deputy's in-house clearance will be 110,000 gross tons, with the following restrictions:

- Kodiak Island- No unsupervised dockings/undockings of tank vessels at Womens Bay.
- Prince William Sound- No docking/undocking of tank vessels in the TAPS trade.

Step 2. After completion of the following requirements, the Deputy is eligible to begin supervised dockings/undockings at the Trans-Alaska Pipeline Terminal berths at Valdez:

- (a) 12 hours observation at the VTS Traffic Center in Valdez;
- (b) Observe at least six transits inbound from the Pilot Station and six transits outbound to the pilot station on VLCC TAPS vessels.

### **MARINE PILOT LICENSE**

Approved by Board of Marine Pilots: ~~April 24, 2024~~ Draft: December 6, 2024





# TRAINING PROGRAM

## SOUTHWEST ALASKA PILOTS ASSOCIATION

### PREFACE

The State of Alaska requires the pilot associations it recognizes to operate and maintain training programs for persons who are seeking deputy marine pilots licenses, pilots who are transferring from one state region to another, and continuing education for licensed pilots. Therefore, in order to provide the citizens of Alaska, and particularly of Pilotage Region II, the highest quality marine pilotage service, the Southwest Alaska Pilots Association establishes and maintains a professional training program for all marine pilot members of the Association, marine pilot trainees, deputy marine pilot trainees, and apprentices. This program is created and operated by the Association under the authority of the State of Alaska Marine Pilot Statutes and Regulations and the Association's Articles and Bylaws.

This document is intended to serve as a one-source guide to all training required by the State of Alaska and the Association for marine pilots, deputy marine pilots, trainees, and apprentices. It also seeks to clearly explain the processes for the training and the Alaska Pilots License to which that training leads.

It is expected that this document will be amended from time to time as shipping patterns change, state regulations are enacted or amended, technology advances, or experience indicates changes are necessary to best address training needs.

**NOTE: Trainees are responsible for being thoroughly familiar with the Statutes and Regulations for Marine Pilots which take precedence over the information contained in this training program.**

# TRAINING PROGRAM

## SOUTHWEST ALASKA PILOTS ASSOCIATION

### INTRODUCTION

Pilots generally come to the profession after many years of education, training and sea-going experience where they have held high level positions on merchant or military vessels. They become licensed and eventually gain membership in SWAPA through training in one of several ways. In addition, the State requires continuing education for pilots already licensed. The SWAPA training program, then, is designed to address these various categories of training as follows:

1. **Pilot Observer program** for those who have little or none of the federal pilotage endorsements required for Region II. This leads to the Training program where hands on docking and undocking training takes place according to a schedule of required maneuvers at various ports.
2. **Training program** for those who have a federal endorsement of pilotage for at least one area within region 2, have passed the core exam and have been accepted into the program by a majority vote of the membership. Hands on docking and undocking training can only take place in ports for which the trainee has federal pilotage. Training takes place according to a schedule of required maneuvers at various ports and at the direction of the training committee which will consult closely with the trainee to determine which maneuvers will benefit him/her the most, given the individual trainee's strengths and weaknesses.
3. **Training program for experienced pilots transferring from another region.** Transferring pilots are well experienced in shiphandling, therefore docking and undocking training criteria are different for this category of trainee. It consists mainly of obtaining the federal pilotage for the entire region and a total of 50 dockings/undockings at the direction of the training committee.
4. **Apprenticeship program** for those mariners who are otherwise qualified but who have not had the employment opportunities required to qualify for entry under AS 08.62.093 (b) (1through 5).
5. **Continuing professional education for licensed pilots and deputies.** This program assures that SWAPA pilots and deputies continue to meet the high professional standards expected of us.

*During all phases of observing and training, situational awareness will be emphasized, observed, and graded. Situational awareness is essential to successful piloting and cannot be overemphasized.*

# **TRAINING PROGRAM SOUTHWEST ALASKA PILOTS ASSOCIATION**

## **THE TRAINING COMMITTEE**

The SWAPA Training Committee is composed of at least 2 veteran training pilots and the SWAPA President. The Committee will supervise and direct all aspects of the training program, as described in this document, under the direction of the SWAPA membership and Board of Directors.

To ensure the most complete training experience and to avoid any hint of favoritism during the training process, the Training Committee may direct trainees to train with particular pilots or on particular ships or classes of ships, or on particular routes or waterways. The Committee may also instruct trainees to refrain from further training with pilots whom, in the judgment of the training committee, they have made an excessive number of training trips.

Training progress assessment: A Deputy Marine Pilot (DMP) trainee shall meet with the training committee, or a member thereof, in person or by telephone, after every 10 maneuvers for a discussion and assessment of his or her training progress. The committee may then direct the trainee to the training assignments that will best improve the trainee's experience and skills.

Final training assessment: Upon completion of the SWAPA training program and the state licensing requirements for DMP, the trainee shall meet with the training committee for a full assessment of his or her training evaluations.

If the committee is satisfied that the training requirements have been met, and that the trainee is in fact ready to begin work as a DMP, the SWAPA President and Board of Directors will be informed, and a letter issued to the BOMP stating this fact.

If, during the training process, it becomes evident to the committee that the trainee does not possess the necessary aptitude to successfully complete the program because of lack of situational awareness, failed maneuvers, a general lack of progress, or for other reasons, the trainee shall be so informed as early in the process as practicable in order to avoid wasted time and expense on the part of the trainee and the Association.

Failure to comply with the Training Committee's directions may constitute grounds for dismissal from the training program. Dismissal shall be determined by a majority of the membership.

## **PREREQUISITE REQUIREMENTS AND SELECTION**

To obtain a pilot's license in Alaska (AS08.62.093) applicants must have a minimum license and experience level. Therefore, SWAPA cannot accept applications which do not meet the State's minimum criteria for licensure as listed below:

- Be a U.S. citizen

Approved by Board of Marine Pilots: ~~April 24, 2024~~ Draft: December 6, 2024

# **TRAINING PROGRAM**

## **SOUTHWEST ALASKA PILOTS ASSOCIATION**

### **PREREQUISITE REQUIREMENTS AND SELECTION (continued)**

- Minimum of one year as master on ocean or coastwise vessels while holding unlimited ocean masters license-or-
- Two years' service as master on United States Coast Guard inspected vessels of not less than 1000 gross tons or tug and tow of at least 1600 combined gross tons while holding a 1600 gross ton masters license-or-
- Two years of service as chief mate on ocean or coastwise vessels while holding unlimited ocean masters license-or-
- Two years of service as commanding officer of U.S. Commissioned vessels (Navy, Coast Guard, NOAA) of not less than 1600 gross tons while holding unlimited ocean masters license-or-
- Three years of experience as a member of a professional pilots association-or-
- Four years of experience in an approved apprenticeship program.

If applicants possess one or more of the above listed experience and license qualifications, the Association will accept the application. The SWAPA training committee maintains an applicant file and generally, but not always, the membership will vote in the spring whether or not to bring one or more applicants into the Association pilot observer/apprentice programs. All qualified applicants whose applications are current (within 1 year) are listed on the ballot, in alphabetical order, with the following information provided for each applicant: Name, Age, Residence, Present Employment, Maritime Academy Education/ College Degree, Federal License, Federal pilotage endorsements held or pending for Region 2, Experience which qualifies under 08.62.093 (above).

Entry into the SWAPA pilot observer/training/apprenticeship programs is a membership decision based upon the needs of the Association in fulfilling its State mandated obligation to promote a safe and reliable system of marine pilotage for Region II. Most successful applicants will enter the Association Pilot Observer Program, except licensed marine pilots transferring from another region who will enter the Association Training Program.

### **DRUG TESTING PROGRAM**

All pilot observers, trainees and apprentices shall be enrolled in a board approved random drug testing program.

### **PILOT OBSERVER PROGRAM**

Participants in the SWAPA Pilot Observer program receive assistance from the Association in obtaining observer trips for the purpose of gaining federal pilotage endorsements in Region II. Region II includes Icy Bay, Prince William Sound, Seward/Resurrection Bay, Cook Inlet, the Kodiak Archipelago and the south side of the Alaska Peninsula to 156 degrees west longitude.

*Approved by Board of Marine Pilots: ~~April 24, 2024~~ [Draft: December 6, 2024](#)*

# TRAINING PROGRAM

## SOUTHWEST ALASKA PILOTS ASSOCIATION

### PILOT OBSERVER PROGRAM (continued)

While in the Pilot Observer program, Observers will accompany a number of association pilots on pilotage assignments to various ships, waterways and ports. Members evaluate the observer's professional demeanor and appearance, attitude, preparation, situational awareness, and aptitude for the work of a pilot. Observers are expected to show good progress in obtaining the federal endorsements required. If they do not, they may be dropped from the program. Similarly, if an observer shows poor attitude, poor aptitude, or unprofessional behavior then he or she may be dropped from the program. It is the observer's responsibility to furnish the pilot with a "Pilot Observer Evaluation Form" for completion. This completed form shall be returned to the office and placed in the observer's file for periodic review by the Training Committee.

Completion of the pilot observer program is the path to the deputy marine pilot training program. Once observers obtain federal pilotage for one or more areas in Region II they are eligible to take the state "core exam" (56.026).

Prior to taking the core exam, the Training Committee will review the observer's "Pilot Observer Evaluation Forms" and other feedback from pilots whom the Observer has accompanied on pilot jobs. The Training Committee will then give an assessment and recommendation to the SWAPA membership. The membership will then vote on whether or not to accept the observer into the SWAPA training program. Upon an affirmative majority vote of the membership, The Board of Marine Pilots will be informed in writing that the applicant is qualified and recommend that he/she be administered the core exam. Upon successful completion of the core exam the observer will be accepted into the SWAPA training program and begin supervised ship handling at only those ports for which they are federally licensed. The Alaska Board of Marine Pilots will be informed in writing that such training will begin. (56.026(3b)).

### DEPUTY MARINE PILOT TRAINING PROGRAM

Our training process requires at least 100 supervised movements, performed throughout the region, with training in all currently active ports within the region, including;

#### Kodiak Island Group and Prince William Sound

- Requires a minimum of 15 dockings or moorings and 15 undockings or unmoorings to take place in Prince William Sound and Kodiak Island Group.
- At least one docking or mooring and one undocking or unmooring must be performed within the period October 1 to April 1.
- 2 of the dockings/moorings and 2 undockings/unmoorings, including transit to the pilot station, must be performed at night.
- No fewer than 3 of the dockings/moorings and undockings/unmoorings must take place in Prince William Sound.

Approved by Board of Marine Pilots: ~~April 24, 2024~~ Draft: December 6, 2024

# TRAINING PROGRAM

## SOUTHWEST ALASKA PILOTS ASSOCIATION

### DEPUTY MARINE PILOT TRAINING PROGRAM (continued)

#### Seward/Resurrection Bay

- Requires a minimum of 6 dockings and 6 undockings under the supervision of at least two different training pilots.
- At least 2 dockings and 2 undockings on vessels in excess of 10,000 gross tons.

#### Nikiski

- Requires a minimum of 18 dockings and 18 undockings under the supervision of at least 3 different training pilots.
- 4 dockings and 4 undockings must be performed under ice conditions; a board approved ice simulator training course for this port may be substituted for 2 dockings and 2 undockings.
- 4 dockings must be performed while dredging an anchor.
- 4 dockings and 4 undockings must be performed within the period October 1 to April 1.

#### Port of Alaska, Anchorage

- Requires a minimum of 12 dockings and 12 undockings under the supervision of at least 2 different training pilots.
- 2 dockings and 2 undockings must be performed under ice conditions.
- 2 dockings and 2 undockings must be performed on vessels in excess of 10,000 gross tons.
- 2 dockings and 2 undockings must be performed with tug assistance.
- 1 docking must involve a cow turn. A simulator training course for this port may be substituted for this maneuver.

#### Kachemak Bay

- [Requires a minimum of 4 anchoring maneuvers in Kachemak Bay under the supervision of at least two different training pilots](#)

#### College Fjord, Prince William Sound

- 4 round trips as a pilot observer under the supervision of at least 2 different training pilots on cruise ships of over 10,000 gross tons. 4 transits at the conn under the supervision of at least 2 different training pilots.

#### Western Entrances to Prince William Sound

- (a) 4 round trips as a pilot observer under the supervision of at least 2 different training pilots on cruise ships of over 10,000 gross tons, including 4 round trips as a pilot observer through Knight Island Passage.

Or

# **TRAINING PROGRAM**

## **SOUTHWEST ALASKA PILOTS ASSOCIATION**

(b) 4 dockings and undockings on cruise ships over 10,000 gross tons, under the supervision of 2 different training pilots, in Prince William Sound.

A combination of (a) and (b) shall also be acceptable.

- 2 round trips as a pilot observer through Elrington Passage.
- 4 round trips as a pilot observer through Hinchinbrook Entrance.

### **DEPUTY MARINE PILOT TRAINING PROGRAM (continued)**

Each maneuver will be briefed, observed, and graded by the training pilot. In order to pass, each maneuver must be safe and unassisted by the pilot. It is the trainee's responsibility to furnish the pilot with a "Trainee Evaluation Form" for completion. The completed form shall be returned to the SWAPA accounting office and placed in the trainee's file for periodic review by the Training Committee and quarterly submission to the Marine Pilot Coordinator.

### **Course Work**

The deputy marine pilot training program requires, within 5 years prior to application for licensing, the successful completion of:

1. An American Pilots Association approved Bridge Resource Management course of at least 16 hours.
2. A bridge simulator course which is Region II specific, or which emphasizes a pilot's proficiency, or,
3. A manned model course.

Trainees have a maximum of 3 years to complete training (56.026(e)).

When trainees have successfully completed the docking/undocking training, course work, and obtained full federal pilotage without tonnage restrictions for the Kodiak Island Group ports of Kodiak/St. Paul Harbor and Womens Bay, and the entire Southcentral Alaska Region outside of the Kodiak Island Group, except Icy Bay, SWAPA will notify the marine pilot coordinator. Trainees are then eligible to sit for the local knowledge portion of the state exam. Finally, trainees take the oral exam in front of the Board of Marine Pilots. If successful in both exams the trainee is granted a Deputy Marine Pilot License (56.027).

### **COMPENSATION**

Pay commences when the deputy begins piloting under the authority of his or her deputy marine pilot license and is graduated depending on the tonnage and endorsements on the license. See SWAPA Bylaws for a table of pay gradations.

### **TRAINING STIPENDS**

SWAPA will issue a monthly stipend of \$75.00 per day to pilot trainees who have passed their Deputy Marine Pilot Core exam, are available and actively training, as directed by the training committee.



# **TRAINING PROGRAM**

## **SOUTHWEST ALASKA PILOTS ASSOCIATION**

SWAPA will reimburse the actual travel expenses of trainees who are performing state required dockings/undockings. In order to be compensated for these expenses, trainees must abide by these guidelines:

- Submit the SWAPA trainee expense reimbursement form along with actual receipts documenting expenditures. No receipts, no reimbursement.

### **TRAINING STIPENDS (continued)**

- Take the most economical form of transportation available.
- Trainees are not permitted to charter airplanes or boats for reimbursement by SWAPA. If the trainee feels such arrangements are necessary then contact the training chairman who, if he/she agrees, will attempt to clear the expense with the SWAPA President.

The total of stipends and travel expenses together shall not exceed 1% of the previous year's gross annual revenue of SWAPA. Stipends may be adjusted accordingly.

### **DEPUTY MARINE PILOT TONNAGE UPGRADES**

Deputy Marine Pilots must hold a deputy marine pilots license for 3 years before being granted a full marine pilots license. During this 3-year period tonnage is limited as follows: (56.018 & 019)

- **Step one**-----50,000 gross tons. To upgrade to step two, the deputy pilot must perform vessel movements during at least 30 days as a deputy marine pilot on vessels requiring a state licensed marine pilot and is then cleared for docking and undocking tankers within their tonnage in Cook Inlet.
- **Step two**-----95,000 gross tons. To upgrade to step three, the deputy marine pilot must have held an endorsement as a deputy marine pilot for a period of at least one year, and while holding a deputy marine pilot license of not more than 95,000 gross tons, have performed at least 60 days of vessel movements onboard vessels requiring a state licensed marine pilot.
- **Step three**-----110,000 gross tons. To upgrade see Marine Pilot License section below.

### **SWAPA IN-HOUSE CLEARANCES AND RESTRICTIONS** **FOR DEPUTY PILOTS**

#### **LICENSE 50,000 Gross Tons:**

Step 1. Upon receiving a 50,000 gross ton endorsement, the deputy's in-house clearance will be limited to 30,000 Gross Tons, with the following restrictions:

- Kodiak Island- No unsupervised dockings/undockings of tank vessels.
- Cook Inlet- No docking/undocking of tank vessels. May go as second pilot
- Prince William Sound- No docking/undocking of tank vessels.



# **TRAINING PROGRAM**

## **SOUTHWEST ALASKA PILOTS ASSOCIATION**

Step 2. After completing 3 round trips in Cook Inlet to either Nikiski or the Port of Alaska, the Deputy will be cleared to bring tankers to and from anchor in Kachemak Bay. The following restrictions shall apply:

- Kodiak Island- No unsupervised docking/undocking of tank vessels at Womens Bay.
- Prince William Sound- No docking/undocking of tank vessels in TAPS Trade.

### **SWAPA IN-HOUSE CLEARANCES AND RESTRICTIONS** **FOR DEPUTY PILOTS (continued)**

#### **LICENSE 95,000 Gross Tons:**

Step 1. Upon receiving a 95,000 gross ton endorsement, the Deputy's in-house clearance will be raised to 40,000 gross tons, with the following restrictions:

- Kodiak Island- No unsupervised docking/undocking of tank vessels at Womens Bay.
- Prince William Sound- No docking/undocking of tank vessels in TAPS Trade.

Step 2. After successfully completing 2 supervised dockings and undockings on vessels of over 40,000 gross tons [and 2 supervised anchorings on vessels in excess of 60,000 gross tons](#), the Deputy's in-house clearance will be raised to 95,000 gross tons, with the same restrictions as in Step 1 above.

#### **LICENSE 110,000 Gross Tons:**

Step 1. Upon receiving a 110,000 gross ton endorsement, the Deputy's in-house clearance will be 110,000 gross tons, with the following restrictions:

- Kodiak Island- No unsupervised dockings/undockings of tank vessels at Womens Bay.
- Prince William Sound- No docking/undocking of tank vessels in the TAPS trade.

Step 2. After completion of the following requirements, the Deputy is eligible to begin supervised dockings/undockings at the Trans-Alaska Pipeline Terminal berths at Valdez:

- (a) 12 hours observation at the VTS Traffic Center in Valdez;
- (b) Observe at least six transits inbound from the Pilot Station and six transits outbound to the pilot station on VLCC TAPS vessels.

### **MARINE PILOT LICENSE**

Approved by Board of Marine Pilots: ~~April 24, 2024~~ [Draft: December 6, 2024](#)

# TRAINING PROGRAM

## SOUTHWEST ALASKA PILOTS ASSOCIATION

Before deputy pilots can hold a Marine Pilots License, they must:

1. Complete the 3-year period during which they operate under the authority of their deputy license at the tonnage limitations specified.
2. Have held a valid deputy marine pilot license endorsement to pilot vessels of not more than 110,000 gross tons for at least one year.
3. Complete all Federal pilotage endorsements for Region II. Complete a manned model shiphandling course or a simulator course within the previous 3 years, as approved by the Training Committee.

### MARINE PILOT LICENSE (continued)

4. For Kodiak Island Group have completed at least two round trip pilotage assignments.
5. For Cook Inlet have completed:
  - At least 10 dockings and 10 undockings during pilotage assignments on vessels of over 25,000 gross tons. Dockings at Homer, Seldovia, or Port Graham do not satisfy this requirement.
  - At least 3 dockings and 3 undockings under ice conditions.
6. For Valdez Trans-Alaska Pipeline System complete a total of at least 20 supervised dockings and 20 supervised undockings at the Trans Alaska Pipeline Terminal operational berths. At least 4 of these dockings and undockings must occur at night and at least half must have been performed between the period October 1 to April 1.

### SPECIAL CLEARANCES

Ice Clearance: After 1 supervised docking/undocking at Nikiski and 1 supervised docking/undocking at Anchorage, performed under full ice conditions, while a Deputy, Deputy will be cleared to dock/undock under ice conditions at these ports.

Womens Bay Tanker Clearance: Must be a full Marine Pilot before doing unsupervised work on tankers in this port. A simulator training course for this port may be substituted for one supervised docking/undocking.

OTHER SPECIAL CASES: The Training Committee may require special and/or additional and/or remedial training for individual Deputies at the Committee's discretion.

#### NOTES:

Deputy pilots are encouraged to seek, and shall be responsible for requesting, additional training in any area for which they perceive themselves to be deficient or not fully prepared.

**Deputy pilots will not be dispatched to ports where they have not had at least 3 round trips as a pilot observer and/or one satisfactory supervised maneuver. Deputy pilots shall be responsible for acquiring this experience at their earliest opportunity.**

# TRAINING PROGRAM SOUTHWEST ALASKA PILOTS ASSOCIATION

## COMPANY AND DOCK CLEARANCES

### LNG Ship Clearance

Must be a full Marine Pilot and have a minimum of three years as a TAPS qualified, VLCC pilot before doing unsupervised work.

## TRANSFERRING MARINE PILOT TRAINING PROGRAM

Pilots transferring from other regions are almost always experienced, veteran pilots. The SWAPA training program seeks to familiarize them with Region II and to improve and refine their ship handling skills. Marine pilots transferring to Region II from other piloting regions in the state must satisfy certain state requirements as well as complete the training requirements for Region II. These requirements are (56.034):

1. Possess a Coast Guard license with pilotage endorsements of unlimited tonnage for Region II. The Regulations imply full pilotage for Region II.
2. Possess a valid marine pilot license from another region.
3. Complete the training program for Region II.
4. Pass the local knowledge exam for Region II.
5. Submit a letter from SWAPA that the applicant has completed the Region II training program.

The SWAPA training requirement for transferring pilots is as follows:

A marine pilot transferring to Alaska Pilotage Region II shall successfully complete 50 supervised dockings and/or undockings, moorings and/or unmoorings, and/or cruise ship route transits while at the conn at ports and waterways throughout the region, as specified by the SWAPA Training Committee. During this process, the Training Committee will periodically review the transferee's progress and may require additional training if, in the opinion of the training committee, this is required.

## DEPUTY MARINE PILOT APPRENTICESHIP PROGRAM

The Marine Pilot Statutes, 08.62.093(b)(6), provide for pilot associations to conduct an apprentice training program for those individuals who may not otherwise meet the criteria for licensure. The statute and regulations give associations broad latitude in accepting individuals into apprentice programs and require those individuals to apprentice for a period of 4 years unless granted credit for one year's experience by completing 125% of supervised movements required in Region 2 in accordance with 12 AAC 56.028 (j). Otherwise, the training requirements differ little from those undertaken by Pilot Observers and Trainees.

# **TRAINING PROGRAM**

## **SOUTHWEST ALASKA PILOTS ASSOCIATION**

SWAPA will accept applications for entry into the SWAPA apprenticeship program from individuals who are otherwise highly qualified, but due to the nature of their experience in the maritime community, may not qualify under AS08.62.093. Specifically, SWAPA will accept applications from individuals with appropriate maritime experience, which includes the handling of vessels and holding a Master's license of not less than 1600 gross tons.

### **DEPUTY MARINE PILOT APPRENTICESHIP PROGRAM (continued)**

1. The Board of Marine Pilots will be notified when an individual is accepted into the Deputy Marine Pilot Apprenticeship Program. No training of any kind can take place until such notice is tendered.
2. The apprentice is required by the regulations to undergo not less than 4 years of training unless granted credit for one year's experience by completing 125% of supervised movements required in Region 2 in accordance with 12 AAC 56.028 (j). SWAPA requests apprentices to reside in Region II and be available for training at least six (6) months during any consecutive twelve (12) month period.
3. The first year of the apprenticeship program typically consists of comprehensive pilot development through a program of intensive observation and instruction under a variety of marine pilots and deputy marine pilots. At the discretion of the Training Committee and based on an apprentice's experience and federal pilotage endorsements held for the region, apprentices may be expected to accompany working pilots on an increased number of assignments, which may exceed the minimum observations required for Coast Guard pilotage endorsements. This will promote familiarization with not only navigation and piloting but, also, bridge procedures and processes on merchant vessels. Four years of training as an apprentice is required unless an apprentice is granted credit for one year's experience by completing 125% of supervised movements required in Region 2 in accordance with 12 AAC 56.028 (j). Supervised vessel maneuvers cannot take place until the apprentice has passed the State core exam.
4. Upon completion of twelve (12) months training and passing the State core exam, the apprentice will follow the same training path as other trainees in pursuit of a deputy marine pilot license.

### **CONTINUED PROFESSIONAL EDUCATION AND TRAINING** **FOR MARINE PILOTS AND DEPUTY MARINE PILOTS**

1. Each marine pilot and deputy marine pilot shall complete at least one training course within the biennial license period immediately preceding the license period for which renewal is sought; or 2 training courses at any time within the 2 biennial license periods immediately preceding the license period for which renewal is sought; or 3 training

Approved by Board of Marine Pilots: ~~April 24, 2024~~ Draft: December 6, 2024

# **TRAINING PROGRAM**

## **SOUTHWEST ALASKA PILOTS ASSOCIATION**

courses at any time within the 3 biennial license periods immediately preceding the license period for which renewal is sought.

Compliance with this requirement is the responsibility of the individual pilot. The Training Committee will assist, if needed, in making arrangements for courses.

The courses shall include, but not be limited to, the following:

### **CONTINUED PROFESSIONAL EDUCATION AND TRAINING** **FOR MARINE PILOTS AND DEPUTY MARINE PILOTS (continued)**

- a. Manned Model
- b. Ship Handling Simulator
- c. Bridge Resource Management for Pilots
- d. Train the Trainer
- e. Automatic Identification System (AIS)
- f. Electronic Chart and Display Information System (ECDIS)
- g. Automatic Radar Plotting Aids (ARPA)
- h. RADAR
- i. Maritime Law
- j. Rules of the Road
- k. Fatigue, Sleep and Medications for Pilots
- l. Legal Aspects for Pilotage including State Statutes and Regulations for Pilots
- m. Maritime Domain Awareness and Security for Pilots
- n. Crisis Management and Media Response
- o. Environmental Awareness for Pilots including Marine Mammal Protection Act (MMPA) and Endangered Species Act (ESA)
- p. Basic Safety Training, including Personal Pilot Safety
- q. Emergency Medical Response and Survival Techniques
- r. Ice Training for Pilots
- s. Nautical Institute Pilotage and Shiphandling Scheme

Other courses meeting the standards of the training program may be substituted for the above upon review and approval of the Training Committee. Such courses shall be related to the field of marine pilotage, be courses for which a certificate can be issued and be “of substance.”

2. Marine pilots holding VLCC endorsements shall document the satisfactory completion of a manned model course during one of the three biennial license periods immediately preceding the license period for which renewal is sought (56.083(b)). Compliance with this requirement is the responsibility of the individual pilot.
3. Marine pilots or deputy marine pilots shall document the satisfactory completion of a board approved simulator or manned model course at a board approved facility within

# **TRAINING PROGRAM**

## **SOUTHWEST ALASKA PILOTS ASSOCIATION**

one of the three biennial license periods immediately preceding the license period for which renewal is sought.

4. The U.S. Coast Guard requires certain periodic training in order to renew federal licenses and STCW endorsements. Since a federal license is a prerequisite for holding a State Pilot License, compliance with Coast Guard training requirements is the responsibility of the individual pilot.

### **TRAINING PILOTS**

To be designated a training pilot, pilots must comply with applicable state regulations, 56.016. Briefly, a training endorsement requires:

1. Applicable, unlimited, federal pilotage endorsements for the waters for which the training endorsement is sought.
2. Compliance with the state recency requirements (60 days piloting per year).
3. At least three (3) consecutive years of experience as a marine pilot in the region.
4. A recommendation to the BOMP from SWAPA.
5. Approval by the BOMP

Regulations allow a training pilot to refuse to accept a trainee. However, if a trainee is refused, then the training pilot must notify the Marine Pilot Coordinator of this non-acceptance. (56.016 (b)).

### **MISCONDUCT, DISMISSAL AND GRIEVANCE PROCEDURES**

SWAPA and the other pilot associations in the state have a large responsibility to the citizens of Alaska and to the traditions of professional pilotage to pass through their training programs only those trainees who can meet high standards and demonstrate their proficiency at the craft of piloting. SWAPA endeavors to pick applicants who are experienced and well qualified. Generally, these prospective pilots proceed through the observer/training program with little difficulty and become good pilots. In certain cases, however, the observer/trainee/apprentice may fail to meet professional standards which may include, but are not limited to:

- Poor attitude.
- Failure to accept constructive criticism.
- Unprofessional appearance or conduct.
- Repeated tardiness or failure to arrive for scheduled training.
- Lack of situational awareness.
- Repeated failure to complete required maneuvers satisfactorily.
- Dishonesty.
- Conviction of a crime.

# **TRAINING PROGRAM**

## **SOUTHWEST ALASKA PILOTS ASSOCIATION**

- Failure to progress through the training program in a timely manner

In cases where the training committee determines the observer/trainee/apprentice is having difficulty and may have to be dismissed if the problem(s) persist, the following procedure will take place:

1. The Training Committee will notify the observer/trainee, in writing, of the problem(s) and will schedule a meeting with the observer/trainee. Copy of this letter to SWAPA membership and the MPC.

### **MISCONDUCT, DISMISSAL AND GRIEVANCE PROCEDURES (continued)**

2. At a meeting with the observer/trainee the training committee will describe the problem(s) with the observer/trainee. The Observer/Trainee will then have the opportunity to question the allegations or otherwise present his or her side of the story. At the conclusion of this meeting a plan of action for improvement may be put in place.
3. In cases where the observer/trainee/apprentice either refuses to comply or cannot comply with the training committee requirements, then the training committee may recommend dismissal of the observer/trainee/apprentice from the observer or training program. This recommendation will be in writing to the SWAPA President.
4. The SWAPA President, upon receiving a recommendation for dismissal from the training committee, will schedule a special SWAPA meeting, or include the matter on the agenda of the next scheduled SWAPA membership meeting, to address the dismissal. At this meeting the observer/trainee in question will have the opportunity to address the membership and appeal the decision of the training committee.
5. After following the above procedure, a majority affirmative vote of the SWAPA membership is required to dismiss an observer/trainee.
6. Dismissal of an observer/trainee/apprentice requires notification to the Board of Marine Pilots through the Marine Pilot Coordinator (56.032).

### **MANDATORY REPORTS TO BOARD OF MARINE PILOTS**

1. 56.025(j)(4) and 56.034(b)  
Requires a letter stating applicants for Deputy Marine Pilot License and Marine Pilot License (transferring pilots) have completed the Association training program.
2. 56.026(g)  
Requires trainee to submit quarterly training evaluations to marine pilot coordinator.
3. 56.026(h)

Approved by Board of Marine Pilots: *April 24, 2024* *Draft: December 6, 2024*



# TRAINING PROGRAM

## SOUTHWEST ALASKA PILOTS ASSOCIATION

Requires a letter to trainees (copy to pilot board) explaining deficiencies and/or unsatisfactory progress of trainee.

4. 56.026(j)

Requires notification of the BOMP when a candidate is accepted as a pilot observer for familiarization trips for federal pilotage.

5. 56.032

Requires notification to the BOMP within 30 days of the dismissal of a trainee from the training program.

### MANDATORY REPORTS TO BOARD OF MARINE PILOTS (continued)

6. 56.026 (3)(b)

Requires notification to the BOMP when a candidate is accepted for training before that trainee may begin supervised dockings, undockings, moorings, unmoorings and transits of specific waterways.

7. 56.033(d)

Requires notification to the BOMP when an individual is accepted into a deputy marine pilot apprenticeship program.

8. 56.033(e)

Requires notification to apprentices of deficiencies with copies to apprentice's file and the MPC.

9. 56.016 (b)

Requires training pilots to notify the MPC if the training pilot refuses to accept a trainee.

### DEFINITIONS

**Docking:** Means the evolution of maneuvers made to approach and secure a vessel at a berth, beginning with the briefing of the maneuver to the training pilot and ending when the last line is secure at the berth, and includes the transit from the pilot station to the dock.

**Undocking:** Means the evolution of maneuvers made to depart a berth, beginning with the briefing of the maneuver to the training pilot and ending when the vessel is clear to navigate and includes the transit from the dock to the pilot station.

**Night:** Means the period of time between the end of civil twilight when the sun is six degrees below the horizon after sunset and the start of civil twilight when the sun is six degrees below the horizon before sunrise.



# TRAINING PROGRAM

## SOUTHWEST ALASKA PILOTS ASSOCIATION

**Ice Conditions:** Means the conditions that exist in Cook Inlet during the time the Captain of the Port, Anchorage, declares “Ice Navigation Guidelines” to be in effect.

**Pilot Observer:** Means a prospective trainee who has been voted into the SWAPA Pilot Observer program for the purpose of obtaining observer trips to gain federal pilotage endorsements in Region II. A Pilot Observer is not a “trainee.”

**Trainee:** Means an individual who has passed the State core examination and been formally accepted into the SWAPA training program as described in this document.

**Apprentice:** Means an individual accepted into the SWAPA Marine Pilot Apprenticeship Program as described in this document.

**BOMP:** Means the Alaska Board of Marine Pilots

**MPC:** Means the Marine Pilot Coordinator

**SWAPA:** Means Southwest Alaska Pilots Association

**DMP:** Means deputy marine pilot

**NOTE: Trainees are advised to thoroughly familiarize themselves with the DEFINITIONS contained in the Statutes and Regulations for Marine Pilots**



# TRAINING PROGRAM

## SOUTHWEST ALASKA PILOTS ASSOCIATION

### PREFACE

The State of Alaska requires the pilot associations it recognizes to operate and maintain training programs for persons who are seeking deputy marine pilots licenses, pilots who are transferring from one state region to another, and continuing education for licensed pilots. Therefore, in order to provide the citizens of Alaska, and particularly of Pilotage Region II, the highest quality marine pilotage service, the Southwest Alaska Pilots Association establishes and maintains a professional training program for all marine pilot members of the Association, marine pilot trainees, deputy marine pilot trainees, and apprentices. This program is created and operated by the Association under the authority of the State of Alaska Marine Pilot Statutes and Regulations and the Association's Articles and Bylaws.

This document is intended to serve as a one-source guide to all training required by the State of Alaska and the Association for marine pilots, deputy marine pilots, trainees, and apprentices. It also seeks to clearly explain the processes for the training and the Alaska Pilots License to which that training leads.

It is expected that this document will be amended from time to time as shipping patterns change, state regulations are enacted or amended, technology advances, or experience indicates changes are necessary to best address training needs.

**NOTE: Trainees are responsible for being thoroughly familiar with the Statutes and Regulations for Marine Pilots which take precedence over the information contained in this training program.**

# TRAINING PROGRAM

## SOUTHWEST ALASKA PILOTS ASSOCIATION

### INTRODUCTION

Pilots generally come to the profession after many years of education, training and sea-going experience where they have held high level positions on merchant or military vessels. They become licensed and eventually gain membership in SWAPA through training in one of several ways. In addition, the State requires continuing education for pilots already licensed. The SWAPA training program, then, is designed to address these various categories of training as follows:

1. **Pilot Observer program** for those who have little or none of the federal pilotage endorsements required for Region II. This leads to the Training program where hands on docking and undocking training takes place according to a schedule of required maneuvers at various ports.
2. **Training program** for those who have a federal endorsement of pilotage for at least one area within region 2, have passed the core exam and have been accepted into the program by a majority vote of the membership. Hands on docking and undocking training can only take place in ports for which the trainee has federal pilotage. Training takes place according to a schedule of required maneuvers at various ports and at the direction of the training committee which will consult closely with the trainee to determine which maneuvers will benefit him/her the most, given the individual trainee's strengths and weaknesses.
3. **Training program for experienced pilots transferring from another region.** Transferring pilots are well experienced in shiphandling, therefore docking and undocking training criteria are different for this category of trainee. It consists mainly of obtaining the federal pilotage for the entire region and a total of 50 dockings/undockings at the direction of the training committee.
4. **Apprenticeship program** for those mariners who are otherwise qualified but who have not had the employment opportunities required to qualify for entry under AS 08.62.093 (b) (1through 5).
5. **Continuing professional education for licensed pilots and deputies.** This program assures that SWAPA pilots and deputies continue to meet the high professional standards expected of us.

*During all phases of observing and training, situational awareness will be emphasized, observed, and graded. Situational awareness is essential to successful piloting and cannot be overemphasized.*

# **TRAINING PROGRAM SOUTHWEST ALASKA PILOTS ASSOCIATION**

## **THE TRAINING COMMITTEE**

The SWAPA Training Committee is composed of at least 2 veteran training pilots and the SWAPA President. The Committee will supervise and direct all aspects of the training program, as described in this document, under the direction of the SWAPA membership and Board of Directors.

To ensure the most complete training experience and to avoid any hint of favoritism during the training process, the Training Committee may direct trainees to train with particular pilots or on particular ships or classes of ships, or on particular routes or waterways. The Committee may also instruct trainees to refrain from further training with pilots whom, in the judgment of the training committee, they have made an excessive number of training trips.

Training progress assessment: A Deputy Marine Pilot (DMP) trainee shall meet with the training committee, or a member thereof, in person or by telephone, after every 10 maneuvers for a discussion and assessment of his or her training progress. The committee may then direct the trainee to the training assignments that will best improve the trainee's experience and skills.

Final training assessment: Upon completion of the SWAPA training program and the state licensing requirements for DMP, the trainee shall meet with the training committee for a full assessment of his or her training evaluations.

If the committee is satisfied that the training requirements have been met, and that the trainee is in fact ready to begin work as a DMP, the SWAPA President and Board of Directors will be informed, and a letter issued to the BOMP stating this fact.

If, during the training process, it becomes evident to the committee that the trainee does not possess the necessary aptitude to successfully complete the program because of lack of situational awareness, failed maneuvers, a general lack of progress, or for other reasons, the trainee shall be so informed as early in the process as practicable in order to avoid wasted time and expense on the part of the trainee and the Association.

Failure to comply with the Training Committee's directions may constitute grounds for dismissal from the training program. Dismissal shall be determined by a majority of the membership.

## **PREREQUISITE REQUIREMENTS AND SELECTION**

To obtain a pilot's license in Alaska (AS08.62.093) applicants must have a minimum license and experience level. Therefore, SWAPA cannot accept applications which do not meet the State's minimum criteria for licensure as listed below:

- Be a U.S. citizen

*Approved by Board of Marine Pilots: Draft: December 6, 2024*

# **TRAINING PROGRAM**

## **SOUTHWEST ALASKA PILOTS ASSOCIATION**

### **PREREQUISITE REQUIREMENTS AND SELECTION (continued)**

- Minimum of one year as master on ocean or coastwise vessels while holding unlimited ocean masters license-or-
- Two years' service as master on United States Coast Guard inspected vessels of not less than 1000 gross tons or tug and tow of at least 1600 combined gross tons while holding a 1600 gross ton masters license-or-
- Two years of service as chief mate on ocean or coastwise vessels while holding unlimited ocean masters license-or-
- Two years of service as commanding officer of U.S. Commissioned vessels (Navy, Coast Guard, NOAA) of not less than 1600 gross tons while holding unlimited ocean masters license-or-
- Three years of experience as a member of a professional pilots association-or-
- Four years of experience in an approved apprenticeship program.

If applicants possess one or more of the above listed experience and license qualifications, the Association will accept the application. The SWAPA training committee maintains an applicant file and generally, but not always, the membership will vote in the spring whether or not to bring one or more applicants into the Association pilot observer/apprentice programs. All qualified applicants whose applications are current (within 1 year) are listed on the ballot, in alphabetical order, with the following information provided for each applicant: Name, Age, Residence, Present Employment, Maritime Academy Education/ College Degree, Federal License, Federal pilotage endorsements held or pending for Region 2, Experience which qualifies under 08.62.093 (above).

Entry into the SWAPA pilot observer/training/apprenticeship programs is a membership decision based upon the needs of the Association in fulfilling its State mandated obligation to promote a safe and reliable system of marine pilotage for Region II. Most successful applicants will enter the Association Pilot Observer Program, except licensed marine pilots transferring from another region who will enter the Association Training Program.

### **DRUG TESTING PROGRAM**

All pilot observers, trainees and apprentices shall be enrolled in a board approved random drug testing program.

### **PILOT OBSERVER PROGRAM**

Participants in the SWAPA Pilot Observer program receive assistance from the Association in obtaining observer trips for the purpose of gaining federal pilotage endorsements in Region II. Region II includes Icy Bay, Prince William Sound, Seward/Resurrection Bay, Cook Inlet, the Kodiak Archipelago and the south side of the Alaska Peninsula to 156 degrees west longitude.

*Approved by Board of Marine Pilots: Draft: December 6, 2024*

# **TRAINING PROGRAM SOUTHWEST ALASKA PILOTS ASSOCIATION**

## **PILOT OBSERVER PROGRAM (continued)**

While in the Pilot Observer program, Observers will accompany a number of association pilots on pilotage assignments to various ships, waterways and ports. Members evaluate the observer's professional demeanor and appearance, attitude, preparation, situational awareness, and aptitude for the work of a pilot. Observers are expected to show good progress in obtaining the federal endorsements required. If they do not, they may be dropped from the program. Similarly, if an observer shows poor attitude, poor aptitude, or unprofessional behavior then he or she may be dropped from the program. It is the observer's responsibility to furnish the pilot with a "Pilot Observer Evaluation Form" for completion. This completed form shall be returned to the office and placed in the observer's file for periodic review by the Training Committee.

Completion of the pilot observer program is the path to the deputy marine pilot training program. Once observers obtain federal pilotage for one or more areas in Region II they are eligible to take the state "core exam" (56.026).

Prior to taking the core exam, the Training Committee will review the observer's "Pilot Observer Evaluation Forms" and other feedback from pilots whom the Observer has accompanied on pilot jobs. The Training Committee will then give an assessment and recommendation to the SWAPA membership. The membership will then vote on whether or not to accept the observer into the SWAPA training program. Upon an affirmative majority vote of the membership, The Board of Marine Pilots will be informed in writing that the applicant is qualified and recommend that he/she be administered the core exam. Upon successful completion of the core exam the observer will be accepted into the SWAPA training program and begin supervised ship handling at only those ports for which they are federally licensed. The Alaska Board of Marine Pilots will be informed in writing that such training will begin. (56.026(3b)).

## **DEPUTY MARINE PILOT TRAINING PROGRAM**

Our training process requires at least 100 supervised movements, performed throughout the region, with training in all currently active ports within the region, including;

### **Kodiak Island Group and Prince William Sound**

- Requires a minimum of 15 dockings or moorings and 15 undockings or unmoorings to take place in Prince William Sound and Kodiak Island Group.
- At least one docking or mooring and one undocking or unmooring must be performed within the period October 1 to April 1.
- 2 of the dockings/moorings and 2 undockings/unmoorings, including transit to the pilot station, must be performed at night.
- No fewer than 3 of the dockings/moorings and undockings/unmoorings must take place in Prince William Sound.

*Approved by Board of Marine Pilots: Draft: December 6, 2024*

# TRAINING PROGRAM

## SOUTHWEST ALASKA PILOTS ASSOCIATION

### DEPUTY MARINE PILOT TRAINING PROGRAM (continued)

#### Seward/Resurrection Bay

- Requires a minimum of 6 dockings and 6 undockings under the supervision of at least two different training pilots.
- At least 2 dockings and 2 undockings on vessels in excess of 10,000 gross tons.

#### Nikiski

- Requires a minimum of 18 dockings and 18 undockings under the supervision of at least 3 different training pilots.
- 4 dockings and 4 undockings must be performed under ice conditions; a board approved ice simulator training course for this port may be substituted for 2 dockings and 2 undockings.
- 4 dockings must be performed while dredging an anchor.
- 4 dockings and 4 undockings must be performed within the period October 1 to April 1.

#### Port of Alaska, Anchorage

- Requires a minimum of 12 dockings and 12 undockings under the supervision of at least 2 different training pilots.
- 2 dockings and 2 undockings must be performed under ice conditions.
- 2 dockings and 2 undockings must be performed on vessels in excess of 10,000 gross tons.
- 2 dockings and 2 undockings must be performed with tug assistance.
- 1 docking must involve a cow turn. A simulator training course for this port may be substituted for this maneuver.

#### Kachemak Bay

- Requires a minimum of 4 anchoring maneuvers in Kachemak Bay under the supervision of at least two different training pilots

#### College Fjord, Prince William Sound

- 4 round trips as a pilot observer under the supervision of at least 2 different training pilots on cruise ships of over 10,000 gross tons. 4 transits at the conn under the supervision of at least 2 different training pilots.

#### Western Entrances to Prince William Sound

- (a) 4 round trips as a pilot observer under the supervision of at least 2 different training pilots on cruise ships of over 10,000 gross tons, including 4 round trips as a pilot observer through Knight Island Passage.

Or

- (b) 4 dockings and undockings on cruise ships over 10,000 gross tons, under the supervision of 2 different training pilots, in Prince William Sound.



# **TRAINING PROGRAM SOUTHWEST ALASKA PILOTS ASSOCIATION**

## **DEPUTY MARINE PILOT TRAINING PROGRAM (continued)**

A combination of (a) and (b) shall also be acceptable.

- 2 round trips as a pilot observer through Elrington Passage.
- 4 round trips as a pilot observer through Hinchinbrook Entrance.

Each maneuver will be briefed, observed, and graded by the training pilot. In order to pass, each maneuver must be safe and unassisted by the pilot. It is the trainee's responsibility to furnish the pilot with a "Trainee Evaluation Form" for completion. The completed form shall be returned to the SWAPA accounting office and placed in the trainee's file for periodic review by the Training Committee and quarterly submission to the Marine Pilot Coordinator.

### **Course Work**

The deputy marine pilot training program requires, within 5 years prior to application for licensing, the successful completion of:

1. An American Pilots Association approved Bridge Resource Management course of at least 16 hours.
2. A bridge simulator course which is Region II specific, or which emphasizes a pilot's proficiency, or,
3. A manned model course.

Trainees have a maximum of 3 years to complete training (56.026(e)).

When trainees have successfully completed the docking/undocking training, course work, and obtained full federal pilotage without tonnage restrictions for the Kodiak Island Group ports of Kodiak/St. Paul Harbor and Womens Bay, and the entire Southcentral Alaska Region outside of the Kodiak Island Group, except Icy Bay, SWAPA will notify the marine pilot coordinator. Trainees are then eligible to sit for the local knowledge portion of the state exam. Finally, trainees take the oral exam in front of the Board of Marine Pilots. If successful in both exams the trainee is granted a Deputy Marine Pilot License (56.027).

### **COMPENSATION**

Pay commences when the deputy begins piloting under the authority of his or her deputy marine pilot license and is graduated depending on the tonnage and endorsements on the license. See SWAPA Bylaws for a table of pay gradations.

### **TRAINING STIPENDS**

SWAPA will issue a monthly stipend of \$75.00 per day to pilot trainees who have passed their Deputy Marine Pilot Core exam, are available and actively training, as directed by the training committee.

# TRAINING PROGRAM

## SOUTHWEST ALASKA PILOTS ASSOCIATION

### TRAINING STIPENDS (continued)

SWAPA will reimburse the actual travel expenses of trainees who are performing state required dockings/undockings. In order to be compensated for these expenses, trainees must abide by these guidelines:

- Submit the SWAPA trainee expense reimbursement form along with actual receipts documenting expenditures. No receipts, no reimbursement.
- Take the most economical form of transportation available.
- Trainees are not permitted to charter airplanes or boats for reimbursement by SWAPA. If the trainee feels such arrangements are necessary then contact the training chairman who, if he/she agrees, will attempt to clear the expense with the SWAPA President.

The total of stipends and travel expenses together shall not exceed 1% of the previous year's gross annual revenue of SWAPA. Stipends may be adjusted accordingly.

### DEPUTY MARINE PILOT TONNAGE UPGRADES

Deputy Marine Pilots must hold a deputy marine pilots license for 3 years before being granted a full marine pilots license. During this 3-year period tonnage is limited as follows: (56.018 & 019)

- **Step one**-----50,000 gross tons. To upgrade to step two, the deputy pilot must perform vessel movements during at least 30 days as a deputy marine pilot on vessels requiring a state licensed marine pilot and is then cleared for docking and undocking tankers within their tonnage in Cook Inlet.
- **Step two**-----95,000 gross tons. To upgrade to step three, the deputy marine pilot must have held an endorsement as a deputy marine pilot for a period of at least one year, and while holding a deputy marine pilot license of not more than 95,000 gross tons, have performed at least 60 days of vessel movements onboard vessels requiring a state licensed marine pilot.
- **Step three**-----110,000 gross tons. To upgrade see Marine Pilot License section below.

### SWAPA IN-HOUSE CLEARANCES AND RESTRICTIONS FOR DEPUTY PILOTS

#### LICENSE 50,000 Gross Tons:

Step 1. Upon receiving a 50,000 gross ton endorsement, the deputy's in-house clearance will be limited to 30,000 Gross Tons, with the following restrictions:

- Kodiak Island- No unsupervised dockings/undockings of tank vessels.
- Cook Inlet- No docking/undocking of tank vessels. May go as second pilot
- Prince William Sound- No docking/undocking of tank vessels.

# **TRAINING PROGRAM SOUTHWEST ALASKA PILOTS ASSOCIATION**

## **SWAPA IN-HOUSE CLEARANCES AND RESTRICTIONS FOR DEPUTY PILOTS (continued)**

Step 2. After completing 3 round trips in Cook Inlet to either Nikiski or the Port of Alaska, the Deputy will be cleared to bring tankers to and from anchor in Kachemak Bay. The following restrictions shall apply:

- Kodiak Island- No unsupervised docking/undocking of tank vessels at Womens Bay.
- Prince William Sound- No docking/undocking of tank vessels in TAPS Trade.

### **LICENSE 95,000 Gross Tons:**

Step 1. Upon receiving a 95,000 gross ton endorsement, the Deputy's in-house clearance will be raised to 40,000 gross tons, with the following restrictions:

- Kodiak Island- No unsupervised docking/undocking of tank vessels at Womens Bay.
- Prince William Sound- No docking/undocking of tank vessels in TAPS Trade.

Step 2. After successfully completing 2 supervised dockings and undockings on vessels of over 40,000 gross tons and 2 supervised anchorings on vessels in excess of 60,000 gross tons, the Deputy's in-house clearance will be raised to 95,000 gross tons, with the same restrictions as in Step 1 above.

### **LICENSE 110,000 Gross Tons:**

Step 1. Upon receiving a 110,000 gross ton endorsement, the Deputy's in-house clearance will be 110,000 gross tons, with the following restrictions:

- Kodiak Island- No unsupervised dockings/undockings of tank vessels at Womens Bay.
- Prince William Sound- No docking/undocking of tank vessels in the TAPS trade.

Step 2. After completion of the following requirements, the Deputy is eligible to begin supervised dockings/undockings at the Trans-Alaska Pipeline Terminal berths at Valdez:

- (a) 12 hours observation at the VTS Traffic Center in Valdez;
- (b) Observe at least six transits inbound from the Pilot Station and six transits outbound to the pilot station on VLCC TAPS vessels.

## **MARINE PILOT LICENSE**

Before deputy pilots can hold a Marine Pilots License, they must:

*Approved by Board of Marine Pilots: Draft: December 6, 2024*

# TRAINING PROGRAM

## SOUTHWEST ALASKA PILOTS ASSOCIATION

### MARINE PILOT LICENSE (continued)

1. Complete the 3-year period during which they operate under the authority of their deputy license at the tonnage limitations specified.
2. Have held a valid deputy marine pilot license endorsement to pilot vessels of not more than 110,000 gross tons for at least one year.
3. Complete all Federal pilotage endorsements for Region II. Complete a manned model shiphandling course or a simulator course within the previous 3 years, as approved by the Training Committee.
4. For Kodiak Island Group have completed at least two round trip pilotage assignments.
5. For Cook Inlet have completed:
  - At least 10 dockings and 10 undockings during pilotage assignments on vessels of over 25,000 gross tons. Dockings at Homer, Seldovia, or Port Graham do not satisfy this requirement.
  - At least 3 dockings and 3 undockings under ice conditions.
6. For Valdez Trans-Alaska Pipeline System complete a total of at least 20 supervised dockings and 20 supervised undockings at the Trans Alaska Pipeline Terminal operational berths. At least 4 of these dockings and undockings must occur at night and at least half must have been performed between the period October 1 to April 1.

### SPECIAL CLEARANCES

Ice Clearance: After 1 supervised docking/undocking at Nikiski and 1 supervised docking/undocking at Anchorage, performed under full ice conditions, while a Deputy, Deputy will be cleared to dock/undock under ice conditions at these ports.

Womens Bay Tanker Clearance: Must be a full Marine Pilot before doing unsupervised work on tankers in this port. A simulator training course for this port may be substituted for one supervised docking/undocking.

OTHER SPECIAL CASES: The Training Committee may require special and/or additional and/or remedial training for individual Deputies at the Committee's discretion.

#### NOTES:

Deputy pilots are encouraged to seek, and shall be responsible for requesting, additional training in any area for which they perceive themselves to be deficient or not fully prepared.

**Deputy pilots will not be dispatched to ports where they have not had at least 3 round trips as a pilot observer and/or one satisfactory supervised maneuver. Deputy pilots shall be responsible for acquiring this experience at their earliest opportunity.**

# **TRAINING PROGRAM SOUTHWEST ALASKA PILOTS ASSOCIATION**

## **COMPANY AND DOCK CLEARANCES**

### **LNG Ship Clearance**

Must be a full Marine Pilot and have a minimum of three years as a TAPS qualified, VLCC pilot before doing unsupervised work.

## **TRANSFERRING MARINE PILOT TRAINING PROGRAM**

Pilots transferring from other regions are almost always experienced, veteran pilots. The SWAPA training program seeks to familiarize them with Region II and to improve and refine their ship handling skills. Marine pilots transferring to Region II from other piloting regions in the state must satisfy certain state requirements as well as complete the training requirements for Region II. These requirements are (56.034):

1. Possess a Coast Guard license with pilotage endorsements of unlimited tonnage for Region II. The Regulations imply full pilotage for Region II.
2. Possess a valid marine pilot license from another region.
3. Complete the training program for Region II.
4. Pass the local knowledge exam for Region II.
5. Submit a letter from SWAPA that the applicant has completed the Region II training program.

The SWAPA training requirement for transferring pilots is as follows:

A marine pilot transferring to Alaska Pilotage Region II shall successfully complete 50 supervised dockings and/or undockings, moorings and/or unmoorings, and/or cruise ship route transits while at the conn at ports and waterways throughout the region, as specified by the SWAPA Training Committee. During this process, the Training Committee will periodically review the transferee's progress and may require additional training if, in the opinion of the training committee, this is required.

## **DEPUTY MARINE PILOT APPRENTICESHIP PROGRAM**

The Marine Pilot Statutes, 08.62.093(b)(6), provide for pilot associations to conduct an apprentice training program for those individuals who may not otherwise meet the criteria for licensure. The statute and regulations give associations broad latitude in accepting individuals into apprentice programs and require those individuals to apprentice for a period of 4 years unless granted credit for one year's experience by completing 125% of supervised movements

# **TRAINING PROGRAM SOUTHWEST ALASKA PILOTS ASSOCIATION**

## **DEPUTY MARINE PILOT APPRENTICESHIP PROGRAM (continued)**

required in Region 2 in accordance with 12 AAC 56.028 (j). Otherwise, the training requirements differ little from those undertaken by Pilot Observers and Trainees.

SWAPA will accept applications for entry into the SWAPA apprenticeship program from individuals who are otherwise highly qualified, but due to the nature of their experience in the maritime community, may not qualify under AS08.62.093. Specifically, SWAPA will accept applications from individuals with appropriate maritime experience, which includes the handling of vessels and holding a Master's license of not less than 1600 gross tons.

1. The Board of Marine Pilots will be notified when an individual is accepted into the Deputy Marine Pilot Apprenticeship Program. No training of any kind can take place until such notice is tendered.
2. The apprentice is required by the regulations to undergo not less than 4 years of training unless granted credit for one year's experience by completing 125% of supervised movements required in Region 2 in accordance with 12 AAC 56.028 (j). SWAPA requests apprentices to reside in Region II and be available for training at least six (6) months during any consecutive twelve (12) month period.
3. The first year of the apprenticeship program typically consists of comprehensive pilot development through a program of intensive observation and instruction under a variety of marine pilots and deputy marine pilots. At the discretion of the Training Committee and based on an apprentice's experience and federal pilotage endorsements held for the region, apprentices may be expected to accompany working pilots on an increased number of assignments, which may exceed the minimum observations required for Coast Guard pilotage endorsements. This will promote familiarization with not only navigation and piloting but, also, bridge procedures and processes on merchant vessels. Four years of training as an apprentice is required unless an apprentice is granted credit for one year's experience by completing 125% of supervised movements required in Region 2 in accordance with 12 AAC 56.028 (j). Supervised vessel maneuvers cannot take place until the apprentice has passed the State core exam.
4. Upon completion of twelve (12) months training and passing the State core exam, the apprentice will follow the same training path as other trainees in pursuit of a deputy marine pilot license.

## **CONTINUED PROFESSIONAL EDUCATION AND TRAINING FOR MARINE PILOTS AND DEPUTY MARINE PILOTS**

1. Each marine pilot and deputy marine pilot shall complete at least one training course within the biennial license period immediately preceding the license period for which renewal is sought; or 2 training courses at any time within the 2 biennial license periods immediately preceding the license period for which renewal is sought; or 3 training

*Approved by Board of Marine Pilots: Draft: December 6, 2024*

# TRAINING PROGRAM

## SOUTHWEST ALASKA PILOTS ASSOCIATION

### CONTINUED PROFESSIONAL EDUCATION AND TRAINING FOR MARINE PILOTS AND DEPUTY MARINE PILOTS (continued)

courses at any time within the 3 biennial license periods immediately preceding the license period for which renewal is sought.

Compliance with this requirement is the responsibility of the individual pilot. The Training Committee will assist, if needed, in making arrangements for courses.

The courses shall include, but not be limited to, the following:

- a. Manned Model
- b. Ship Handling Simulator
- c. Bridge Resource Management for Pilots
- d. Train the Trainer
- e. Automatic Identification System (AIS)
- f. Electronic Chart and Display Information System (ECDIS)
- g. Automatic Radar Plotting Aids (ARPA)
- h. RADAR
- i. Maritime Law
- j. Rules of the Road
- k. Fatigue, Sleep and Medications for Pilots
- l. Legal Aspects for Pilotage including State Statutes and Regulations for Pilots
- m. Maritime Domain Awareness and Security for Pilots
- n. Crisis Management and Media Response
- o. Environmental Awareness for Pilots including Marine Mammal Protection Act (MMPA) and Endangered Species Act (ESA)
- p. Basic Safety Training, including Personal Pilot Safety
- q. Emergency Medical Response and Survival Techniques
- r. Ice Training for Pilots
- s. Nautical Institute Pilotage and Shiphandling Scheme

Other courses meeting the standards of the training program may be substituted for the above upon review and approval of the Training Committee. Such courses shall be related to the field of marine pilotage, be courses for which a certificate can be issued and be “of substance.”

2. Marine pilots holding VLCC endorsements shall document the satisfactory completion of a manned model course during one of the three biennial license periods immediately preceding the license period for which renewal is sought (56.083(b)). Compliance with this requirement is the responsibility of the individual pilot.
3. Marine pilots or deputy marine pilots shall document the satisfactory completion of a board approved simulator or manned model course at a board approved facility within one of the three biennial license periods immediately preceding the license period for which renewal is sought.

# **TRAINING PROGRAM**

## **SOUTHWEST ALASKA PILOTS ASSOCIATION**

### **CONTINUED PROFESSIONAL EDUCATION AND TRAINING FOR MARINE PILOTS AND DEPUTY MARINE PILOTS (continued)**

4. The U.S. Coast Guard requires certain periodic training in order to renew federal licenses and STCW endorsements. Since a federal license is a prerequisite for holding a State Pilot License, compliance with Coast Guard training requirements is the responsibility of the individual pilot.

### **TRAINING PILOTS**

To be designated a training pilot, pilots must comply with applicable state regulations, 56.016. Briefly, a training endorsement requires:

1. Applicable, unlimited, federal pilotage endorsements for the waters for which the training endorsement is sought.
2. Compliance with the state recency requirements (60 days piloting per year).
3. At least three (3) consecutive years of experience as a marine pilot in the region.
4. A recommendation to the BOMP from SWAPA.
5. Approval by the BOMP

Regulations allow a training pilot to refuse to accept a trainee. However, if a trainee is refused, then the training pilot must notify the Marine Pilot Coordinator of this non-acceptance. (56.016 (b)).

### **MISCONDUCT, DISMISSAL AND GRIEVANCE PROCEDURES**

SWAPA and the other pilot associations in the state have a large responsibility to the citizens of Alaska and to the traditions of professional pilotage to pass through their training programs only those trainees who can meet high standards and demonstrate their proficiency at the craft of piloting. SWAPA endeavors to pick applicants who are experienced and well qualified. Generally, these prospective pilots proceed through the observer/training program with little difficulty and become good pilots. In certain cases, however, the observer/trainee/apprentice may fail to meet professional standards which may include, but are not limited to:

- Poor attitude.
- Failure to accept constructive criticism.
- Unprofessional appearance or conduct.
- Repeated tardiness or failure to arrive for scheduled training.
- Lack of situational awareness.
- Repeated failure to complete required maneuvers satisfactorily.
- Dishonesty.
- Conviction of a crime.
- Failure to progress through the training program in a timely manner



# **TRAINING PROGRAM SOUTHWEST ALASKA PILOTS ASSOCIATION**

## **MISCONDUCT, DISMISSAL AND GRIEVANCE PROCEDURES (continued)**

In cases where the training committee determines the observer/trainee/apprentice is having difficulty and may have to be dismissed if the problem(s) persist, the following procedure will take place:

1. The Training Committee will notify the observer/trainee, in writing, of the problem(s) and will schedule a meeting with the observer/trainee. Copy of this letter to SWAPA membership and the MPC.
2. At a meeting with the observer/trainee the training committee will describe the problem(s) with the observer/trainee. The Observer/Trainee will then have the opportunity to question the allegations or otherwise present his or her side of the story. At the conclusion of this meeting a plan of action for improvement may be put in place.
3. In cases where the observer/trainee/apprentice either refuses to comply or cannot comply with the training committee requirements, then the training committee may recommend dismissal of the observer/trainee/apprentice from the observer or training program. This recommendation will be in writing to the SWAPA President.
4. The SWAPA President, upon receiving a recommendation for dismissal from the training committee, will schedule a special SWAPA meeting, or include the matter on the agenda of the next scheduled SWAPA membership meeting, to address the dismissal. At this meeting the observer/trainee in question will have the opportunity to address the membership and appeal the decision of the training committee.
5. After following the above procedure, a majority affirmative vote of the SWAPA membership is required to dismiss an observer/trainee.
6. Dismissal of an observer/trainee/apprentice requires notification to the Board of Marine Pilots through the Marine Pilot Coordinator (56.032).

## **MANDATORY REPORTS TO BOARD OF MARINE PILOTS**

1. 56.025(j)(4) and 56.034(b)  
Requires a letter stating applicants for Deputy Marine Pilot License and Marine Pilot License (transferring pilots) have completed the Association training program.
2. 56.026(g)  
Requires trainee to submit quarterly training evaluations to marine pilot coordinator.
3. 56.026(h)

# TRAINING PROGRAM

## SOUTHWEST ALASKA PILOTS ASSOCIATION

### MANDATORY REPORTS TO BOARD OF MARINE PILOTS (continued)

Requires a letter to trainees (copy to pilot board) explaining deficiencies and/or unsatisfactory progress of trainee.

4. 56.026(j)

Requires notification of the BOMP when a candidate is accepted as a pilot observer for familiarization trips for federal pilotage.

5. 56.032

Requires notification to the BOMP within 30 days of the dismissal of a trainee from the training program.

6. 56.026 (3)(b)

Requires notification to the BOMP when a candidate is accepted for training before that trainee may begin supervised dockings, undockings, moorings, unmoorings and transits of specific waterways.

7. 56.033(d)

Requires notification to the BOMP when an individual is accepted into a deputy marine pilot apprenticeship program.

8. 56.033(e)

Requires notification to apprentices of deficiencies with copies to apprentice's file and the MPC.

9. 56.016 (b)

Requires training pilots to notify the MPC if the training pilot refuses to accept a trainee.

### DEFINITIONS

**Docking:** Means the evolution of maneuvers made to approach and secure a vessel at a berth, beginning with the briefing of the maneuver to the training pilot and ending when the last line is secure at the berth, and includes the transit from the pilot station to the dock.

**Undocking:** Means the evolution of maneuvers made to depart a berth, beginning with the briefing of the maneuver to the training pilot and ending when the vessel is clear to navigate and includes the transit from the dock to the pilot station.

**Night:** Means the period of time between the end of civil twilight when the sun is six degrees below the horizon after sunset and the start of civil twilight when the sun is six degrees below the horizon before sunrise.

**Ice Conditions:** Means the conditions that exist in Cook Inlet during the time the Captain of the Port, Anchorage, declares "Ice Navigation Guidelines" to be in effect.

*Approved by Board of Marine Pilots: Draft: December 6, 2024*

# TRAINING PROGRAM

## SOUTHWEST ALASKA PILOTS ASSOCIATION

### DEFINITIONS (continued)

**Pilot Observer:** Means a prospective trainee who has been voted into the SWAPA Pilot Observer program for the purpose of obtaining observer trips to gain federal pilotage endorsements in Region II. A Pilot Observer is not a “trainee.”

**Trainee:** Means an individual who has passed the State core examination and been formally accepted into the SWAPA training program as described in this document.

**Apprentice:** Means an individual accepted into the SWAPA Marine Pilot Apprenticeship Program as described in this document.

**BOMP:** Means the Alaska Board of Marine Pilots

**MPC:** Means the Marine Pilot Coordinator

**SWAPA:** Means Southwest Alaska Pilots Association

**DMP:** Means deputy marine pilot

**NOTE: Trainees are advised to thoroughly familiarize themselves with the DEFINITIONS contained in the Statutes and Regulations for Marine Pilots**

**BYLAWS  
OF  
SOUTHWEST ALASKA PILOTS ASSOCIATION**

TABLE OF CONTENTS

ARTICLE I - <u>IDENTIFICATION</u> -----	2
ARTICLE II - <u>MEMBERSHIP</u> -----	2
ARTICLE III - <u>MEMBERSHIP FEES AND CHARGES</u> -----	3
ARTICLE IV - <u>MEETING AND VOTING</u> -----	4
ARTICLE V - <u>BOARD OF DIRECTORS</u> -----	4
ARTICLE VI - <u>OFFICERS</u> -----	6
ARTICLE VII - <u>TERMINATION OF MEMBERSHIP</u> -----	7
ARTICLE VIII - <u>DIVISION AND DISTRIBUTION OF INCOME</u> -----	8
ARTICLE IX - <u>NOTICE OF MEETINGS AND BALLOTING PROCEDURES</u>	10
ARTICLE X - <u>AMENDMENTS</u> -----	11
ARTICLE XI - <u>DISCIPLINARY ACTION AND GRIEVANCES</u> -----	11
AMENDMENTS TO THE BYLAWS-----	12

**BYLAWS  
OF  
SOUTHWEST ALASKA PILOTS ASSOCIATION**

Note: Throughout this document, all gender-specific terms are to be considered to refer to both the feminine and the masculine form.

**ARTICLE I**

IDENTIFICATION

Section 1. Name. The name of the Association is Southwest Alaska Pilots Association.

Section 2. Principal Office. The principal office of the Association shall be in Homer, Alaska:

Post Office Box 977  
Homer, Alaska 99603

The Association may have such other offices as from time to time are designated by its members or by the Board of Directors.

Section 3. Fiscal Year. The fiscal year of the Association will begin on the 1st day of January of each year, and end on the 31st day of December in the same year.

**ARTICLE II**

MEMBERSHIP

Section 1. Limitation. Membership will be limited as set forth in Article V of the Articles of Association. Membership is further defined in Article VIII, Section 10. The term “member” shall refer to both full member pilots and deputy member pilots.

Section 2. Voting. Voting procedures on applications for membership will be established so as to preserve the secrecy of the ballot.

Section 3. Definition of Affirmative Vote. A two-thirds (2/3) affirmative vote of the voting membership means a total of two-thirds of the total number of eligible members voting in favor of the proposition in question. An affirmative vote of a voting member means a vote in favor of the proposition in question whether at a meeting, by proxy or by mail or email vote.

Section 4. Condition of Membership. All pilots licensed under the Marine Pilot Act to pilot vessels in the region are eligible for membership. There are two levels of membership defined in Article VIII, Section 10. Further, membership shall be conditioned upon the applicant and, as to the corporate applicants, the owner thereof, signing a statement of agreement to abide by the Articles and Bylaws of the Association. The President or his designee may furnish each new member with a letter outlining the procedures to be followed in the conduct of the Association's business. The new member, and, as to corporate members, the owner thereof, shall read, sign one copy and return the signed copy to the Association. The President or his designee will give instructions regarding acceptable personal conduct aboard ship, and diplomacy to be used in membership dealings with shipboard personnel, save that such instruction may not include personal direction over the manner in which the member performs his independent contractual duties as a pilot.

Section 5. Admission. Immediately upon admission to membership, the new member will be entitled to the rights and privileges of Association membership as stated in the Articles and Bylaws of the Association.

Section 6. Membership Status. Members of the Association, and as to the corporate members, the owner thereof through said corporation, shall be obligated to accept pilotage contracts from the ships offered through the Association as required throughout the year. Such pilotage contract and dispatch shall be assigned uniformly to each member in the class of other members with the same license, endorsements, and in-house clearances. A member will be

entitled to vote, pursuant to Article IV, Section 4. A full member will be obligated to pay a full membership fee and associated charges, pursuant to Article III. Members shall be entitled to receive distributions of income pursuant to Article VIII. All members shall be required to maintain their relevant membership status per the terms and conditions of the Bylaws.

Section 7. Filing Requirements Corporate Members. The Secretary of the Association shall be entitled at any time to demand and receive from the corporate member updated documentation with regard to the member's Articles, Bylaws and Certificate of Good Standing.

Section 8. Conversion to Corporate Membership. Any individual member of the Association will be entitled to convert his individual membership to a corporate membership so long as the corporation meets the eligibility requirements of Article V, Section b of the Articles and by filing with the Secretary of the Association a certified copy of its Articles of Incorporation certified as being true and correct by the Commission or Commerce for the State of Alaska, a current certificate of Good Standing for said corporation issued by said Commissioner, and a copy of its bylaws certified as being true and correct and in full force and effect by the Secretary of said Corporation. Upon any such conversion the Board of Directors shall direct the transfer of the individual member's capital account to the substituted corporate member, and the individual full member shall be entitled either to transfer any ownership interests he may hold in Middle Rock Incorporated, Alaska Nautical Services LLC, Berth II, Incorporated or Happy Face LLC to the substitute corporate full member or to retain the same in his individual ownership.

Section 9. Conversion to Individual Membership. Any corporation member of the Association shall be entitled to convert its corporate membership to an individual membership in the name of the one hundred percent (100%) owner of said corporation, so long as said corporation's membership is in good standing and the owner thereof meets the qualifications set forth in Article V h, of the Articles of Association at the time the request to so convert is made to the Board of Directors.

Section 10. Other Transfer of Membership. Except as otherwise stated in Sections 8 and 9 of this Article, membership in the Association is nontransferable by act of the member, operation of law, or otherwise.

Section 11. The Association and its Members and Trainees to Participate in Drug and Alcohol Testing Program. The Association and its members and trainees will participate in a board (Alaska Board of Marine Pilots) approved random drug or alcohol testing program.

### ARTICLE III

#### FULL MEMBERSHIP FEES AND CHARGES

The membership fee for those who qualify as a full member shall be ten thousand dollars (10,000) which amount will be credited to the full member's investment account, from the full member's individual capital account. The full membership fee may be increased by two-thirds (2/3) affirmative vote of the voting membership. All full members terminating their full membership will have an amount equal to the current full membership fee paid to them in addition to all monies credited to their individual capital account.

As an additional full membership charge, each full member shall be obligated to purchase and own one (1) share in Middle Rock, Inc. together with one (1) share in Berth II, Inc. together with one (1) share in Alaska Nautical Services LLC and one (1) share in Happy Face LLC. Only full members will be authorized and eligible to own these shares. The Board of Directors shall, prior to authorizing a ballot for full membership, enter into a purchase agreement with each prospective full member. Such agreement shall include, but not be limited to, (1) a time limit as defined by the respective entities' Bylaws or Operating Agreement, (2) a specific method by which the above equities shall be purchased, and (3) consent to the non-purchase provision stated below.

Any full member not meeting the terms of their purchasing agreement shall be subject to deductions from the full member's capital account in an amount up to, but not exceeding, the total current value of the non-purchased shares required as a condition of full membership. All deductions are to be made from the full member's semi-monthly draws in the amount of 35% of each draw until such time the original terms of the purchase agreement are met. All full members shall be required to maintain their membership status per the terms and conditions of the Bylaws.

All deductions are to be deposited in an escrow account until such time that the escrow account balance equals the purchase price of any outstanding share required for full membership.

The Officers and/or Directors of Southwest Alaska Pilots Association shall then authorize distribution of the escrow funds in payment for the required shares to fulfill the requirements of full membership.

All full members terminating their membership will sell their shares in Middle Rock, Inc., Berth II, Inc., Alaska Nautical Services LLC and Happy Face LLC back to the respective corporations. The buy-back price will be the then current share value for their shares.

## ARTICLE IV

### MEETINGS OF THE MEMBERSHIP: MEETINGS AND VOTING

Section 1. Place of Meeting. The meetings of the membership of the Association will be held at the principal office of the Association.

Section 2. Meetings. The Association shall hold at least three regularly scheduled meetings each year. These shall typically be held in the spring, fall and winter. Failure to hold at least three meetings shall not work a forfeiture or dissolution of the Association.

Section 3. Special Meetings. Special meetings of the Association may be called by the President, the Board of Directors, or by any three (3) voting members requesting a special meeting in writing.

Section 4. Voting.

(a) Voting Rights and Voting Members. Each full member will be entitled to one vote. Each full member on the Transitional Retirement Program will have one half (½) vote. Each deputy member shall have one half (½) vote in Southwest Alaska Pilots Association only, until they satisfy the requirements for full membership under Article III.

A corporate voting member may only exercise its voting rights through the owner thereof. At each election of Directors each voting member shall have the right to vote, in person, by proxy, by mail or email for as many persons as there are Directors to be elected.

(b) Quorum. A majority of the voting membership (51% or more), represented in person, by teleconference, or by proxy, shall constitute a quorum at a meeting of the membership. If there is not a quorum by voting members in attendance at a meeting in person, by teleconference or by proxy, no business may be conducted.

(c) Proxies. A voting member may vote either in person or by proxy executed in writing, electronically or telephonically by the voting member, or by his duly authorized Attorney in Fact. Proxy voting shall be limited to those matters submitted to the tentative agenda. The proxy must be received by the President or his designee or the person presiding at the meeting at or before the time of convening the meeting; however, a voting member present at a meeting who was called out by assignment or by other business prior to a vote, will be entitled to have a proxy with another voting member. A proxy may state the agent member's vote on one (1) or more issues, and such proxy shall be valid for one (1) meeting only, and the power to vote a proxy may be revoked by the person giving the proxy at any time prior to actual voting.

(d) Voting Procedure. Voting procedure shall conform to Roberts' Rules of Order, as revised, provided they are consistent with the Articles and Bylaws of this Association.

## ARTICLE V

### THE BOARD OF DIRECTORS

Section 1. Number and Qualification. The business and affairs of the Association will be managed by a Board of seven (7) Directors who must be full members of the Association, and/or, as to a corporate full member, the owner thereof acting on behalf of the Corporation, and who must be residents of the State of Alaska, and/or, as to the corporate full members, organized and existing under the laws of Alaska.

Section 2. Election. In October of each year, a ballot for electing the Association Board of Directors, which lists all Association full members, will be mailed or sent electronically to all Association voting members. Each Association voting member shall vote for seven (7) full members. Ballots shall be returned to the Association office or

*DRAFT: Approved by Board of Marine Pilots: December 20, 2024*

electronic voting portal to be counted. The seven Association full members who receive the most votes shall serve as the Board of Directors for the ensuing year.

Directors thus elected at such annual membership meeting shall hold office on January 1 and hold office until December 31. Each Director shall hold office for the term for which he is elected, and until his successor shall be elected and qualified. In November of each year, a ballot for electing the Association officers, which lists the Association Board of Directors, shall be mailed or sent electronically to all Association voting members. Each Association voting member shall vote for a President, Vice President, and a Secretary/Treasurer. Ballots will be returned to the Association office or electronic voting portal to be counted. The members of the Board of Directors who receive the most votes shall serve as the President, Vice President, and Secretary/Treasurer.

Section 3. Nominating and Balloting. There shall be no nominations for elections to the Board of Directors. Each voting member will be entitled to vote for seven (7) full members, or as to corporate full members, the individual owners thereof acting on behalf of their respective corporation and the seven (7) full members receiving the highest number of votes in said election will be elected to the Board of Directors. In case of a tie vote for any position, another paper or electronic ballot, limited to the full members tied in the previous ballot, will be immediately submitted to the voting membership for another vote.

Section 4. Term of Office. The term of office of the members of the Board of Directors will be from the 1st day of January immediately following their election until the 31st day of December in the same year, or until their successors are elected and qualified.

Section 5. Vacancies. Any vacancy occurring on the Board of Directors will be filled by two-thirds (2/3) affirmative vote of the voting membership on paper or electronic ballot listing all eligible full members for the vacancy. The full member receiving the highest number of votes will be elected to complete the unexpired term of his predecessor in office.

Section 6. Place of Meetings. Meetings of the Board of Directors of the Association, annual, regular or special, shall be held at the principal office of the Association, or telephonically, or at another such place as may be designated by a majority of the Board of Directors.

Section 7. Meetings. The Board of Directors shall meet as soon as practicable after the scheduled winter meeting of the membership, at the place where such meeting of the membership has been held or telephonically, for the purpose of organization, and consideration of any other business that may properly be brought before the Association.

The Board of Directors shall also meet as required and shall, among other things, review the actions of the President, Vice President, and Secretary taken on behalf of the Association, prepare a report to the membership, as necessary, covering those actions considered by the Board to be of significance to the membership, and determine whether or not any pending or prospective matters of business should then be submitted to the voting membership for determination by ballot, and upon any such determination, make such a submission within such period of times as will enable the Board to have the results of the ballot available at the next regular meeting.

Section 8. Quorum. A majority of the number of Directors fixed by the Code of Bylaws will constitute a quorum for the transaction of business. The act of the majority of the Directors present at a meeting in which a quorum is present will be the act of the Board of Directors.

Section 9. Removal. The entire Board of Directors, or any individual Director, may be removed from office without assigning any cause, by a two-thirds (2/3) affirmative vote of the voting membership at any regular or special meeting of the voting membership. Such removal of one (1) or more of the Directors will be deemed to create a vacancy or vacancies in the Board of Directors.

Section 10. Compensation. Members of the Board of Directors shall serve without compensation.

Section 11. Limitation on Authority. Authority to make major decisions affecting welfare and business of the Association is reserved by the voting membership. A majority vote of the voting membership may annul, amend, or supersede any action of the Board of Directors. The Board of Directors will submit to the voting membership by paper or electronic ballot any issue of major importance, policy, or expenditure that in the exercise of good judgment may be considered a major policy decision affecting the welfare or business of the Association. A two-thirds (2/3) affirmative vote of the voting membership shall decide the issue.

Section 12. Duties. It shall be the duty of the Board of Directors to:



- (a) Call special membership meetings pursuant to Article IV, Section 3 of the Bylaws;
  - (b) Ensure the official count of all ballots and post notices thereof in the principal office;
  - (c) Approve for payment all non-routine statements and accounts of the Association which are in excess of Five Thousand Dollars (\$5,000.);
  - (d) Retain a certified public accountant to audit books and accounts of the Association and advise regarding fiscal matters, assist in coordinating the work of the Office Manager or Business Manager and office clerk(s);
  - (e) Obtain legal counsel for advice regarding legal matters;
  - (f) Employ and discharge, set the salary of, determine the amount of vacation of, and regulate the working hours and working conditions of all employees, subject to the concurrence of the voting membership and in accordance with the Southwest Alaska Pilots Association Policy and Procedure Manual;
  - (g) Investigate all notices of misconduct by or barring of a member, and if deemed necessary, submit the facts to the voting membership;
  - (h) Authorize the President or his designee, subject to the concurrence of the voting membership, to sign leases, charters, mortgages, notes, contracts, or other legal documents that may be necessary in the conduct of the business of the Association;
  - (i) Maintain one or more bank accounts in the conduct of the business of the Association;
  - (j) Tender to the membership the annual fiscal statement prepared by the certified public accountant;
  - (k) Supervise, through the President or his designee, the maintenance of equipment, supplies, property, and the maintenance of full and complete files of the business activity of the Association;
- and
- (l) Meet as required under Article V, Section 7 of these Bylaws to conduct the business affairs of the Association, as enumerated above, or in its sound discretion on all other matters properly coming to its attention concerning the welfare of the Association.

## **ARTICLE VI**

### **THE OFFICERS**

Section 1. Officers. The officers of the Association shall consist of a President, Vice President and Secretary-Treasurer. No two (2) or more offices may be held by the same person.

Section 2. Election. Officers of the Association will be elected by the voting members of the Association, from among the Board of Directors, by mail or electronic ballot in November of each year. In the case of a tie vote for any position, another ballot confined to the full members tied in the previous ballot will be immediately submitted to the voting membership for a vote. The President of the Board of Directors shall be the Director receiving at least 50% of the votes from the returned ballots.

Section 3. Term of Office. The term of office of each officer will be one (1) year, and all commence on the 1st day of January immediately following elections, and continue until the 31st day of December of the same year, or until their successors are elected and qualified.

Section 4. Removal. Any officer may be removed from his office by a two-thirds (2/3) affirmative vote of the voting membership at any regular or special meeting.

Section 5. Vacancies. Whenever any vacancies occur in any office by death, resignation or otherwise, the same will be filled by two-thirds (2/3) affirmative vote of the voting membership, pursuant to the procedures stated in Section 2 above, and the officer so elected will hold office until a successor is chosen and qualified.

Section 6. Compensation. Officers of the Association will serve without compensation.

Section 7. Duties of the President. The President shall call a meeting of the Board of Directors when he deems necessary. The President will be an ex officio member of all committees. The President or his designee will preside at all meetings of the membership and the Board of Directors. He or his designee shall, unless the Board of Directors otherwise directs, act as spokesman for the Association in discussions or dealings to which the Association is a party. He will work with the Office Manager or Business Manager to supervise the operation of the pilot office and check all correspondence, both incoming and outgoing. He or his designee will attend, when possible, the conventions or meetings of the American Pilots Association. The President will have the authority to nominate an assistant to perform special duties or to act in his place in the event of his absence. The President or his designee will sign all correspondence dealing with Association policy. The President or his designee will supervise the office staff in operating the dispatch schedule.

Section 8. Duties of the Vice President. In the event of the President's death or inability, the Vice President will perform the duties of the President until the succeeding President is elected, and while so acting, will have all of the powers of and be subject to all the restrictions upon the President. The Vice President will perform all of such other duties as from time to time may be assigned to him by the Board of Directors. In addition, the Vice President will attend all meetings of the membership and of the Board of Directors.

Section 9. Duties of the Secretary-Treasurer. The Secretary-Treasurer will perform other duties as from time to time may be assigned to him by the Board of Directors. In addition, the Secretary-Treasurer will attend all meetings of the membership and of the Board of Directors. He or his designee will keep the minutes of all meetings of the Board of Directors and all general membership and special meetings. The Secretary will assist the President and Office Manager or Business Manager in the efficient operation of the office. The Secretary or his designee will maintain a reading file with a copy of all letters sent and received under the name of Southwest Alaska Pilots Association. The Secretary-Treasurer or his designee will be responsible for the keeping of all financial statements, books, files and maintenance of the Association website. He or his designee shall also be responsible for the signing of all outgoing bills and checks. He shall assist the President and Office Manager or Business Manager in the supervision and operation of the pilot office and be responsible for Association correspondence, ensuring that letters and inquiries are answered in timely fashion.

Section 10. Office Manager or Business Manager. An Office Manager or Business Manager may be hired by the Board of Directors of the Association with two-thirds (2/3) affirmative vote of the voting membership. The Office Manager or Business Manager shall not be a member of the Association. The Office Manager or Business Manager shall work directly under the President, Vice President and Secretary-Treasurer. The Office Manager or Business Manager shall supervise office and accounting, make up the bills, maintain a correspondence file, keep basic financial statements, run an efficient office, and perform any other duties as directed by the President or his designee. The salary of the Office Manager or Business Manager shall be set by the Board of Directors, subject to the concurrence of the voting membership.

## ARTICLE VII

### TERMINATION OF MEMBERSHIP

Section 1. Any member shall, upon retirement or termination of membership by death or expulsion (and/or as to corporate members, upon retirement of the owner thereof from his corporation, or upon termination of the corporate membership by death of the owner thereof, or by expulsion for misconduct of the owner thereof, or by failure of the Corporation to maintain its eligibility for corporate membership), be entitled to receive funds equivalent to this account payable (see Article VIII, Section 5). The amount of the account payable available for such return will be reduced by the amount of any outstanding balance owned by the member under Article VIII of the Bylaws. This right to the account payable shall inure to the benefit of the heirs, successors and assigns of the member. The Association shall cause the payment to be made in one lump sum within thirty (30) days of the date of the retirement or termination of membership, except that if the Association Pool lacks funds in the amount required to be paid, the Association shall be entitled to make the payment in installments of not less than One Thousand Dollars (\$1,000) per month, without interest; the first such payment to commence thirty (30) days from the date of the retirement or termination of membership. If not paid in full within ninety (90) days, interest shall accrue at the current prime rate until fully paid.

Section 2. When all the monies due the terminating member or his or its heirs, successors or assigns have been paid in full, the recipient of such funds shall sign the release described in Section 3 of this Article. However, a

terminating member who has accrued pro rata or personal expenses shall have that amount deducted prior to the amount herein referred to.

Section 3. The release required under Section 2 of this Article shall be in the following form:

"In consideration of the sum of \$ \_\_\_\_\_, in hand paid, the undersigned retiring Southwest Alaska Pilots Association member (or his heirs in the case of the death of an individual member) does hereby release or forever discharge the Southwest Alaska Pilots Association, its successors or assigns, from all future claims and demands whatsoever arising out of or in connection with my (or his or its) membership with Southwest Alaska Pilots Association."

## ARTICLE VIII

### DIVISION AND DISTRIBUTION OF INCOME

The income earned by the members of the Association will be divided and distributed pursuant to the following procedure effective January 1, 1993.

Section 1. Monthly Total Gross Income. Each month, the total gross income produced by members of the Association will be determined.

Section 2. Recurring Expenses. Recurring expenses are subtracted from the total gross income.

Section 3. Total Net Income. The result of Sections 1 and 2 above produces total net income.

Section 4. Determination of Member Shares. The formula for determination of member shares shown below applies to all members and is dependent on their membership status as described in Article VIII, Section 10. Incumbent in receiving the following share percentages is the actual ability to pilot in those areas. If a member loses clearance in one or more areas, or if a customer refuses to accept the services of an individual member, the Board of Directors may in its discretion decrease the share percentage of the subject member as set forth in the following table. A member whose share percentage is decreased may have it restored to its former level after removing all limitations. The steps to determine Share percentage under this formula are as follows:

65% share for members holding a 50,000 gross ton license.

70% share for members holding a 95,000 gross ton license.

75% share for members holding a 110,000 gross ton license.

80% share for members holding an unlimited gross ton license, without a VLCC Endorsement and without In-House TAPS clearance.

100% share for full members holding an unlimited tonnage license and a VLCC Endorsement and In-House clearance.

The percentages shown above may vary from year to year and may be amended from time to time by a two-thirds (2/3) affirmative vote of the voting membership.

Section 5. Accounts Payable and Distributions: Each member has an accounts payable which is credited with such member's monthly share as described above. Draws will be made semi-monthly throughout the year. Draws will not be allowed to reduce the Association's general bank account below \$50,000 at any time, nor may they exceed the balance due in such member's account.

Section 6. Non-recurring Expenses. Non-recurring expenses in amounts greater than one thousand dollars, as determined by the Board of Directors, are allocated equally among all members. Non-recurring expenses are expenses which are incurred only once. Expenses which are incurred every year or more than once are considered recurring expenses and will be paid accordingly.

Section 7. Certain Transportation Credits. The membership may agree that certain transportation credits that are not part of the authorized tariff or other special expenses shall be credited to the account of the members.

Section 8. Personal Expenses of Members. The following expense items are personal expenses which may apply to each member and which will be paid by the Southwest Alaska Pilots Association, and then deducted from the accounts of the respective members.

(a) American Pilots Association dues;

*DRAFT: Approved by Board of Marine Pilots: December 20, 2024*

- (b) Dues to Master, Mates and Pilots, Pilot Division;
- (c) Personal hospitalization and major medical insurance premiums;
- (d) License insurance;
- (e) Insurance premiums for civil suit defense policies;
- (f) Disability insurance; and,
- (g) Public Information Officer dues

Each member shall provide the bookkeeping personnel of Southwest Alaska Pilots Association with the specific information for payment of the member's individual insurance plans as outlined in paragraphs (c), (d), (e) and (f) above if applicable.

Section 9. Expenses for Association Business. Members will be entitled to reimbursement for expenses incurred on Association business which have prior approval of the Board of Directors. Travel and per diem expenses will be reimbursed at the same rate as published in the State Pilotage Regulations. Any additional expense must be supported by receipts. However, the Board of Directors may disallow any unreasonable expenditures.

Section 10. Definitions.

I: "Membership" refers to full members and deputy members.

(a) Full Member. A full member of the Association who is licensed by the U.S. Coast Guard and the State of Alaska to pilot in all areas and on vessels of all tonnages in the region in which the Association is recognized by the Alaska Board of Marine Pilots. A full member will have the voting rights specified in Article IV. All full members of the Association as of the date of the adoption of these bylaws will continue to be full members after adoption of these bylaws.

(b) Deputy Member. A member pilot who has a deputy marine pilot license, completing the state approved Southwest Alaska Pilots Association training program to qualify for a marine pilot license.

The term "member" as used in the Bylaws refers to both full and deputy members. The terms in (a) or (b) above may be used specifically as required.

II: OTHER

(a) Contract Pilot. A Pilot who may provide services on an agreed-upon and temporary basis for the Association and who is not a member and has work. A Contract Pilot shall be required to hold the necessary USCG and/or State of Alaska licenses and endorsements required to fulfill any duties required and/or requested of them by the Association in the region in which the Association is recognized by the Alaska Board of Marine Pilots.

(b) Trainee. A pilot who is licensed under the Marine Pilot Act 08.62.093 and is in the process of completing the state approved Southwest Alaska Pilots Association training program to qualify for a marine pilot license.

Section 11. Transitional Retirement Program.

(a) Upon reaching 59-1/2 years of age and ten (10) years as a full member of Southwest Alaska Pilots Association, or a full member upon reaching 59-1/2 years of age with a 2/3 majority vote of the voting membership, or twenty (20) years as a full member of Southwest Alaska Pilots Association, it becomes the pilot's option to work less than six (6) months a year. A transitionally retired pilot on dispatch for six (6) months or more a year will be classified as a full pilot.

(b) The pilot(s) participating in the Transitional Retirement Program shall; work as needed in Valdez and pay only shared expenses while on dispatch.

(c) The pilot's capital account shall remain at \$10,000 minimum to pay for personal expenses including

but not limited to; dues, medical, disability and license insurance. Should the \$10,000 minimum be exhausted, the pilot will receive a bill from Southwest Alaska Pilots Association for the deficiency.

(d) A transitionally retired pilot may work any or all of the period between May 1 and September 30 of any calendar year and/or during Winter Ice Guidelines (when Lower Cook Inlet B Condition [LCIBC] is in effect) and be on regular dispatch for this period; not to exceed 153 days. During periods outside the above, dispatch for a transitionally retired pilot shall be at the discretion of Southwest Alaska Pilots Association. A pilot may extend this work schedule for the purpose of accruing sixty (60) shipboard days in a year.

(e) Should a transitional pilot decide to return to full pilot status and be on normal rotation, the returning pilot must pay back shared expenses incurred by member pilots during his absence.

(f) The maximum length of time a pilot can be transitionally retired shall be limited to two (2) biennial license renewal periods (maximum of four (4) calendar years). The voting membership may extend this period for one or more years on an individual pilot basis by a 2/3 affirmative ballot vote.

#### Section 12. Shared Expenses for Member On Qualified Disability Status.

A member who is unable to work due to medical reasons and has either filed and is claiming disability insurance or would otherwise be eligible to claim disability insurance per the terms of the policy held by the Association (disability status) will not be required to pay shared expenses for the period they qualify for disability status. The Board of Directors shall be entitled at any time, before or during a pilot disability period, to request information from member's physician(s) and/or require that the member on disability status be examined or re-examined by a medical doctor of its choosing and, upon the doctor's certification of fitness for duty and/or termination of claim with insurance company, remove the member from disability status. Any member on disability status shall be required to be under the regular care of a physician and shall be required to submit regular proof of continuing disability to be exempt from paying shared expenses.

### ARTICLE IX

#### NOTICE OF MEETING AND BALLOTING PROCEDURES

##### Section 1. Notice of Meeting.

(a) Membership Meetings. The President of the Association will cause a written or printed notice, stating the place, date and hour of the meetings of the membership, to be noticed on the daily dispatch sheet or mailed or emailed to each member not less than seven (7) days prior to the date of the meeting. A tentative agenda shall be forwarded at least four (4) days prior to the meeting. Cut-off time for adding items to the agenda shall be by 1600 hours two days prior to meeting. Special meetings may be held upon call of the President upon notice given by word of mouth, telephone, or email not later than twelve (12) hours before the time set for said meeting. Written or email notices shall be deemed to be delivered when deposited in the United States mail, addressed or emailed to the member at his mail or email address as it appears in the membership books of the Association. Waiver by a member in writing of notice of a membership meeting, signed by him whether before or after the time of such meeting, shall be equivalent to the giving of such notice. Attendance by a member, whether in person or by proxy, of a membership meeting, shall constitute a waiver of notice of such meeting, of which he has not had notice, unless he causes an objection to be recorded with the Secretary at the time of this attendance in person, or within ten (10) days of his attendance of such meeting by proxy.

(b) Board of Directors Meeting. Meetings may be held upon call of the President upon notice given by word of mouth, telephone or email not later than twelve (12) hours before the time set for said meeting. Notice of meetings of the Board of Directors may be waived in writing signed by the person or persons entitled to such notice, whether before or after notice. Attendance of a Director at a meeting shall constitute a waiver of notice of such meeting, except where a Director attends a meeting for the express purpose of objecting to the transaction of any business because such meeting is not lawfully convened. Neither the business to be transacted at, nor the purpose of, any meeting of the Board of Directors need be specified in the waiver of notice of any such meeting.

Section 2. Paper or Electronic Ballot. Paper or electronic ballot, where required under these Bylaws, will be conducted as follows:

(a) The ballot will be secret;

(b) The ballot will be mailed or sent electronically to each voting member of the Association, addressed to the voting member at his mailing address or email address as it appears in the membership books of the Association; save that if direct hand delivery to the voting member or delivery to the voting member's mail distribution receptacle in the main office of the Association would be more expeditious than the U.S. mail, such ballots will be so delivered; and

(c) Paper Ballot: The paper ballot will be returned to the principal office of the Association not more than twenty (20) days following the date of its mailing/email dissemination to each voting member. Ballots not returned within this period of time will be considered invalid and will not be counted. A paper ballot will only be valid if at least two-thirds (2/3) of the total voting membership cast ballots.

(d) Electronic Ballot: The electronic ballot will be specifically conducted via an online voting portal and shall be returned to the relevant voting portal not more than fourteen (14) days following the date of its dissemination to each voting member. Ballots not returned within this period of time will be considered invalid and will not be counted. An electronic ballot will only be valid if at least two-thirds (2/3) of the total voting membership cast ballots.

(e) It will be at the discretion of the Board of Directors whether they choose to submit a ballot via (c) or (d) above and the voting members shall be apprised of the decision prior to the distribution of the ballot.

## ARTICLE X

### AMENDMENTS

The power to alter, amend or repeal the Bylaws, or to adopt a new Code of Bylaws, so long as any such alteration, amendment, repeat or adoption of a new code is not in conflict with the Articles of Association, is reserved to the voting membership of the Association. The two-thirds (2/3) affirmative vote of the voting membership is necessary to exercise such reserved power. Any such change to these Bylaws will be subject to approval by the Alaska Board of Marine Pilots.

## ARTICLE XI

### DISCIPLINARY ACTIONS AND GRIEVANCES

Section 1. The Board of Directors will hear all signed and written (a) requests from a master or owner of a vessel showing cause to not dispatch a particular pilot to a particular vessel and (b) complaints directed at an individual member of alleged misconduct that affects his continued service as a Southwest Alaska Pilots Association member, or as a business associate, and will likewise hear all signed and written complaints directed at a corporate member for alleged misconduct of its owner that affects its continued service as a Southwest Alaska Pilots Association member, or as a business associate. The accused member (or, as to a corporate member, the owner thereof) shall be entitled to defend himself before the Board of Directors against any charges. The charged member shall be entitled to select an active member of the Association to assist in the defense before the Board.

The Board of Directors has the authority to (a) make a finding of cause to not dispatch a particular pilot to a particular vessel and (b) suspend a member for a period not to exceed thirty (30) days upon the two-thirds (2/3) affirmative vote of the entire Board of Directors for: Violation by the individual member, or as to a corporate member, by the owner thereof of the Bylaws, Articles or Dispatch Policy. However, the Board may elect to refer suspension in question to the voting membership for the final vote, either by paper or electronic ballot or by voting in any regular or special meeting of the voting membership, in which case a two-thirds (2/3) affirmative vote of the voting membership is necessary to suspend a member. In all cases where the disciplinary action recommended by the Board of Directors exceeds a thirty (30) days' suspension, such action must be submitted to the voting membership necessary to invoke the suspension. In all cases, the member charged with misconduct has the right to appeal the suspension by the Board within five (5) days, any penalty imposed shall be held in abeyance until the matter is determined by the voting membership. An appeal from a decision of the Board shall be decided in full or in part by a two-thirds (2/3) affirmative vote of the voting membership. The member charged does not have the right to vote on his own appeal. The individual or corporate member aggrieved by the appellate decision of the voting membership has the right within thirty (30) days after notice of the voting membership's appellate decision to seek arbitration of the issues on appeal. The Association and aggrieved member will be bound by the arbitration decision.

Section 2. In any disciplinary action taken under this Article wherein the final decision rests with the voting membership, the voting membership shall be fully apprised of all pertinent facts by a written report of the findings by the Board of Directors. However, before findings and recommendations of the Board are submitted to the voting

membership, the same will be served on the person charged. The person charged will have twenty (20) days to prepare a written rebuttal if he desires, which will be transmitted with the findings and the recommendations of the Board.

Section 3. In order to expel a member from this Association, a two-thirds (2/3) affirmative vote of the voting membership is necessary. The decision of the voting membership will be final in all cases of expulsion or suspension, and no further charges may be brought against the member for the same incident complained of originally.

Section 4. Any member of the Association (or, as to a corporate member, the owner or any subcontractor, agent or employee thereof) who pilots any vessel subject to the pilotage laws of the United States or of the State of Alaska in Southwest Alaska without being dispatched by the Association will be subject to the disciplinary provisions of these Bylaws.

The foregoing Bylaws of Southwest Alaska Pilots Association was duly approved by two-thirds (2/3) affirmative vote of the voting membership of the Association on the ninth day of August, 2007 and duly amended in accordance with the dated catalogue of revisions attached to these Bylaws .

President

Secretary/Treasurer

**AMENDMENTS TO THE SOUTHWEST ALASKA PILOTS ASSOCIATION BYLAWS PASSED BY TWO-THIRDS (2/3) MAJORITY VOTE:**

AMENDMENT I 3/18/93: ARTICLE IV, SECTION 4, (a) Voting Rights.

AMENDMENT II 3/18/93: ARTICLE VIII, SECTION 4, Determination of Member Shares. (Grandfather current members)

AMENDMENT III 8/16/93: ARTICLE VIII, SECTION 11, Transitional Retirement Program.

AMENDMENT IV 6/7/94: ARTICLE VIII, SECTION 4, Determination of Member Shares. (Allocation of pay distribution for training pilots)

AMENDMENT V 10/17/95: ARTICLE VIII, SECTION 4, Determination of Member Shares. (Multi-factor for deputy pilots)

AMENDMENT VI 11/28/95: ARTICLE III, MEMBERSHIP FEES AND CHARGES. (Addition of Berth II, Incorporated)

AMENDMENT VII 6/2/98: ARTICLE V, SECTION 12, BOARD OF DIRECTORS DUTIES. (Spending limit)

AMENDMENT VIII 10/12/98: ARTICLE III, MEMBERSHIP FEES AND CHARGES. (Addition of Alaska Nautical Services LLC)

AMENDMENT IX 4/30/99: ARTICLE VIII, DIVISION AND DISTRIBUTION OF INCOME, Section 4. (Replace “Any Gross Tons” with “60,000 ton license”.)

AMENDMENT X 1/25/00: ARTICLE VIII, SECTION 11, TRANSITIONAL RETIREMENT PROGRAM. (Add sentence for pilot deciding to return to full pilot status after being on the program.)

AMENDMENT XI 7/26/00: ARTICLE VIII, SECTION 11, (d), TRANSITIONAL RETIREMENT PROGRAM. (Defines months to be on dispatch.)

AMENDMENT XII 11/6/00: ARTICLE VIII, SECTION 11, (d), TRANSITIONAL RETIREMENT PROGRAM. (Extension of time on dispatch for the purpose of accruing 60 shipboard days in a year.)

AMENDMENT XIII 11/2/01: ARTICLE IV, Section 4, Voting Rights. (Changes voting rights from time on dispatch in previous year to ½ vote for participants of the Transitional Retirement Program.)

AMENDMENT XIV 5/7/02: ARTICLE VIII, Section 4, Determination of Member Shares. (Changes percentages for tonnages.)

AMENDMENT XV 9/30/03: ARTICLE VIII, Section 4, Determination of Member Shares. (Change to give Board of Directors authority to decrease share percentage for pilot or deputy pilot should he lose clearance in one or more areas.)

AMENDMENT XVI 4/9/04: ARTICLE VIII, Section 11, Transitional Retirement Program. (Change to add a maximum length of time a pilot can be on the Program.)

AMENDMENT XVII 7/29/04: ARTICLE VIII, Section 11, (a), Transitional Retirement Program. (Change to add participation in the program upon reaching 59-1/2 with 2/3 majority vote of the membership.)

AMENDMENT XVIII 5/11/05: ARTICLE VII, add Section 4, mandatory retirement age.

AMENDMENT XIX 5/11/05: ARTICLE II, add Section 12, the Association adopts the Alaska Marine Pilots Retirement Program.

AMENDMENT XX 6/26/06: ARTICLE VII, Section 4, the Association voted to strike the 70 year mandatory retirement clause.

AMENDMENT XXI 6/26/06: ARTICLE VIII, Section 11, add paragraph (g) to give the board authority to extend the period for one or more years.

AMENDMENT XXII 8/21/06: ARTICLE VI, Officers, Section 2 adding that the President shall be the Director receiving at least 50% of the votes.

AMENDMENT XXIII 8/21/06: ARTICLE VIII, Section 11 (f) amended to read that the membership, by 2/3 affirmative vote, may extend the transitional retirement period for one or more years.

AMENDMENT XXIV 11/2/06: ARTICLE VIII, Section 4. Determination of Member Shares to increase share percentages for Deputy Pilots.

AMENDMENT XXV 8/9/07: ARTICLE II, Section 12. Delete entire section to remove reference to the Alaska Marine Pilots Retirement Program.

AMENDMENT XXVI 02/25/09: ARTICLE VIII, Section 4. Change 60,000 gross ton license and 80,000 gross ton license to 65,000 and 90,000 gross tons in order to reflect changes to 12 AAC 56.011 sections (3), (7), (8c) and (8d) - tonnage increases implemented by BOMP - January 29, 2009.

AMENDMENT XXVII 06/11/12: ARTICLE VIII Section 11(d). Allow a transitionally retired pilot to work the May 1 to Sept 30 period AND/OR during Winter Ice Guidelines when Lower Cook Inlet B conditions (LCIBC) are in effect (not to exceed 153 days).

AMENDMENT XXVIII 09/20/12: ARTICLE X Section 2(c). Period of time to return a ballot is changed from thirty



(30) days to twenty (20) days.

AMENDMENT XXIX 03/31/18: ARTICLE VIII Section 4. 65% share for members and deputies holding a 25,000 ton license is changed to a 50,000 ton license in order to reflect changes to 12 AAC 56.011 (a) (1) - tonnage increase implemented by BOMP – to take effect April 14, 2018.

AMENDMENT XXX 10/04/19: ARTICLE VIII Section 12. Member on qualified disability status is not required to pay shared expenses for the period they qualify for disability status.

AMENDMENT XXXI 11/13/19: ARTICLE IV, Section 2. Amend wording to clarify requirements for membership meetings.

AMENDMENT XXXII 11/13/19: ARTICLE V, Section 12 (c). Increase approval for payment of all non-routine statements and accounts to \$5,000.00.

AMENDMENT XXXIII 11/14/19. ARTICLE VIII, Section 11 (f). Clarification of maximum time a pilot may be transitionally retired.

AMENDMENT XXXIV 11/14/19. ARTICLE V, Section 3. To allow a non-full-time full member (transitional pilot) to serve on the SWAPA Board of Directors.

AMENDMENT XXXV 11/14/19. ARTICLE II, Section 6 and ARTICLE III. Requirement for a full member to maintain their relevant status.

AMENDMENT XXXVI 11/15/19. ARTICLE VIII, Section 10, sub-section I and Section 10, sub-section II. To both clarify and add definitions for members, contract pilots and trainees.

AMENDMENT XXXVII 11/15/19. ARTICLE II, Sections 4 and 5, ARTICLE V, Section 12 (1) and removal of ARTICLE IX. Removal of references to Operating Rules as not legally required for an Association operating under Bylaws and Articles of Association.

AMENDMENT XXXVIII 01/07/20. VARIOUS. General cleanup of language and terminology in the SWAPA Bylaws to endeavor to ensure consistency and clarity throughout document.

AMENDMENT XXXIX 09/15/20. ARTICLES V, IX AND XI. Amendment to balloting procedures to allow for electronic balloting process in addition to paper ballots.

AMENDMENT XL 09/15/20. ARTICLE VIII Section 4. 70% share for members and deputies holding a 65,000 ton license is changed to a 95,000 ton license and 75% share for members and deputies holding a 90,000 ton license is changed to a 110,000 ton license in order to reflect changes to 12 AAC 56.011 (a) (3) and (a) (7) - tonnage increase implemented by BOMP – to take effect September 19, 2020.

AMENDMENT XLI 05/07/21: ARTICLE III. Amendment to time limit for full membership purchase agreements.

AMENDMENT XLII 12/02/21: ARTICLE IV Section 4 (a). One half (1/2) vote for deputy members in SWAPA only, until deputy member satisfies the requirements for full membership under Article III.

AMENDMENT XLIII 12/20/24: ARTICLE II, CONVERSION TO CORPORATE MEMBERSHIP, Section 8 and ARTICLE III, FULL MEMBERSHIP FEES AND CHARGES. (Addition of Happy Face LLC).

**BYLAWS  
OF  
SOUTHWEST ALASKA PILOTS ASSOCIATION**

TABLE OF CONTENTS

ARTICLE I - <u>IDENTIFICATION</u> -----	2
ARTICLE II - <u>MEMBERSHIP</u> -----	2
ARTICLE III - <u>MEMBERSHIP FEES AND CHARGES</u> -----	3
ARTICLE IV - <u>MEETING AND VOTING</u> -----	4
ARTICLE V - <u>BOARD OF DIRECTORS</u> -----	4
ARTICLE VI - <u>OFFICERS</u> -----	6
ARTICLE VII - <u>TERMINATION OF MEMBERSHIP</u> -----	7
ARTICLE VIII - <u>DIVISION AND DISTRIBUTION OF INCOME</u> -----	8
ARTICLE IX - <u>NOTICE OF MEETINGS AND BALLOTING PROCEDURES</u>	10
ARTICLE X - <u>AMENDMENTS</u> -----	11
ARTICLE XI - <u>DISCIPLINARY ACTION AND GRIEVANCES</u> -----	11
AMENDMENTS TO THE BYLAWS-----	12

**BYLAWS  
OF  
SOUTHWEST ALASKA PILOTS ASSOCIATION**

Note: Throughout this document, all gender-specific terms are to be considered to refer to both the feminine and the masculine form.

**ARTICLE I**

IDENTIFICATION

Section 1. Name. The name of the Association is Southwest Alaska Pilots Association.

Section 2. Principal Office. The principal office of the Association shall be in Homer, Alaska:

Post Office Box 977  
Homer, Alaska 99603

The Association may have such other offices as from time to time are designated by its members or by the Board of Directors.

Section 3. Fiscal Year. The fiscal year of the Association will begin on the 1st day of January of each year, and end on the 31st day of December in the same year.

**ARTICLE II**

MEMBERSHIP

Section 1. Limitation. Membership will be limited as set forth in Article V of the Articles of Association. Membership is further defined in Article VIII, Section 10. The term “member” shall refer to both full member pilots and deputy member pilots.

Section 2. Voting. Voting procedures on applications for membership will be established so as to preserve the secrecy of the ballot.

Section 3. Definition of Affirmative Vote. A two-thirds (2/3) affirmative vote of the voting membership means a total of two-thirds of the total number of eligible members voting in favor of the proposition in question. An affirmative vote of a voting member means a vote in favor of the proposition in question whether at a meeting, by proxy or by mail or email vote.

Section 4. Condition of Membership. All pilots licensed under the Marine Pilot Act to pilot vessels in the region are eligible for membership. There are two levels of membership defined in Article VIII, Section 10. Further, membership shall be conditioned upon the applicant and, as to the corporate applicants, the owner thereof, signing a statement of agreement to abide by the Articles and Bylaws of the Association. The President or his designee may furnish each new member with a letter outlining the procedures to be followed in the conduct of the Association's business. The new member, and, as to corporate members, the owner thereof, shall read, sign one copy and return the signed copy to the Association. The President or his designee will give instructions regarding acceptable personal conduct aboard ship, and diplomacy to be used in membership dealings with shipboard personnel, save that such instruction may not include personal direction over the manner in which the member performs his independent contractual duties as a pilot.

Section 5. Admission. Immediately upon admission to membership, the new member will be entitled to the rights and privileges of Association membership as stated in the Articles and Bylaws of the Association.

Section 6. Membership Status. Members of the Association, and as to the corporate members, the owner thereof through said corporation, shall be obligated to accept pilotage contracts from the ships offered through the Association as required throughout the year. Such pilotage contract and dispatch shall be assigned uniformly to each

member in the class of other members with the same license, endorsements, and in-house clearances. A member will be entitled to vote, pursuant to Article IV, Section 4. A full member will be obligated to pay a full membership fee and associated charges, pursuant to Article III. Members shall be entitled to receive distributions of income pursuant to Article VIII. All members shall be required to maintain their relevant membership status per the terms and conditions of the Bylaws.

Section 7. Filing Requirements Corporate Members. The Secretary of the Association shall be entitled at any time to demand and receive from the corporate member updated documentation with regard to the member's Articles, Bylaws and Certificate of Good Standing.

Section 8. Conversion to Corporate Membership. Any individual member of the Association will be entitled to convert his individual membership to a corporate membership so long as the corporation meets the eligibility requirements of Article V, Section b of the Articles and by filing with the Secretary of the Association a certified copy of its Articles of Incorporation certified as being true and correct by the Commission or Commerce for the State of Alaska, a current certificate of Good Standing for said corporation issued by said Commissioner, and a copy of its bylaws certified as being true and correct and in full force and effect by the Secretary of said Corporation. Upon any such conversion the Board of Directors shall direct the transfer of the individual member's capital account to the substituted corporate member, and the individual full member shall be entitled either to transfer any ownership interests he may hold in Middle Rock Incorporated, Alaska Nautical Services LLC, ~~or~~ Berth II, Incorporated or Happy Face LLC to the substitute corporate full member or to retain the same in his individual ownership.

Section 9. Conversion to Individual Membership. Any corporation member of the Association shall be entitled to convert its corporate membership to an individual membership in the name of the one hundred percent (100%) owner of said corporation, so long as said corporation's membership is in good standing and the owner thereof meets the qualifications set forth in Article V h, of the Articles of Association at the time the request to so convert is made to the Board of Directors.

Section 10. Other Transfer of Membership. Except as otherwise stated in Sections 8 and 9 of this Article, membership in the Association is nontransferable by act of the member, operation of law, or otherwise.

Section 11. The Association and its Members and Trainees to Participate in Drug and Alcohol Testing Program. The Association and its members and trainees will participate in a board (Alaska Board of Marine Pilots) approved random drug or alcohol testing program.

### ARTICLE III

#### FULL MEMBERSHIP FEES AND CHARGES

The membership fee for those who qualify as a full member shall be ten thousand dollars (10,000) which amount will be credited to the full member's investment account, from the full member's individual capital account. The full membership fee may be increased by two-thirds (2/3) affirmative vote of the voting membership. All full members terminating their full membership will have an amount equal to the current full membership fee paid to them in addition to all monies credited to their individual capital account.

As an additional full membership charge, each full member shall be obligated to purchase and own one (1) share in Middle Rock, Inc. together with one (1) share in Berth II, Inc. together with and one (1) share in Alaska Nautical Services LLC and one (1) share in Happy Face LLC. Only full members will be authorized and eligible to own these shares. The Board of Directors shall, prior to authorizing a ballot for full membership, enter into a purchase agreement with each prospective full member. Such agreement shall include, but not be limited to, (1) a time limit as defined by the respective entities' Bylaws or Operating Agreement, (2) a specific method by which the above equities shall be purchased, and (3) consent to the non-purchase provision stated below.

Any full member not meeting the terms of their purchasing agreement shall be subject to deductions from the full member's capital account in an amount up to, but not exceeding, the total current value of the non-purchased shares required as a condition of full membership. All deductions are to be made from the full member's semi-monthly draws in the amount of 35% of each draw until such time the original terms of the purchase agreement are met. All full members shall be required to maintain their membership status per the terms and conditions of the Bylaws.

All deductions are to be deposited in an escrow account until such time that the escrow account balance equals

the purchase price of any outstanding share required for full membership.

The Officers and/or Directors of Southwest Alaska Pilots Association shall then authorize distribution of the escrow funds in payment for the required shares to fulfill the requirements of full membership.

All full members terminating their membership will sell their shares in Middle Rock, Inc., Berth II, Inc., ~~and~~ Alaska Nautical Services LLC and Happy Face LLC back to the respective corporations. The buy-back price will be the then current share value for their shares.

## ARTICLE IV

### MEETINGS OF THE MEMBERSHIP: MEETINGS AND VOTING

Section 1. Place of Meeting. The meetings of the membership of the Association will be held at the principal office of the Association.

Section 2. Meetings. The Association shall hold at least three regularly scheduled meetings each year. These shall typically be held in the spring, fall and winter. Failure to hold at least three meetings shall not work a forfeiture or dissolution of the Association.

Section 3. Special Meetings. Special meetings of the Association may be called by the President, the Board of Directors, or by any three (3) voting members requesting a special meeting in writing.

Section 4. Voting.

(a) Voting Rights and Voting Members. Each full member will be entitled to one vote. Each full member on the Transitional Retirement Program will have one half (½) vote. Each deputy member shall have one half (½) vote in Southwest Alaska Pilots Association only, until they satisfy the requirements for full membership under Article III.

A corporate voting member may only exercise its voting rights through the owner thereof. At each election of Directors each voting member shall have the right to vote, in person, by proxy, by mail or email for as many persons as there are Directors to be elected.

(b) Quorum. A majority of the voting membership (51% or more), represented in person, by teleconference, or by proxy, shall constitute a quorum at a meeting of the membership. If there is not a quorum by voting members in attendance at a meeting in person, by teleconference or by proxy, no business may be conducted.

(c) Proxies. A voting member may vote either in person or by proxy executed in writing, electronically or telephonically by the voting member, or by his duly authorized Attorney in Fact. Proxy voting shall be limited to those matters submitted to the tentative agenda. The proxy must be received by the President or his designee or the person presiding at the meeting at or before the time of convening the meeting; however, a voting member present at a meeting who was called out by assignment or by other business prior to a vote, will be entitled to have a proxy with another voting member. A proxy may state the agent member's vote on one (1) or more issues, and such proxy shall be valid for one (1) meeting only, and the power to vote a proxy may be revoked by the person giving the proxy at any time prior to actual voting.

(d) Voting Procedure. Voting procedure shall conform to Roberts' Rules of Order, as revised, provided they are consistent with the Articles and Bylaws of this Association.

## ARTICLE V

### THE BOARD OF DIRECTORS

Section 1. Number and Qualification. The business and affairs of the Association will be managed by a Board of seven (7) Directors who must be full members of the Association, and/or, as to a corporate full member, the owner thereof acting on behalf of the Corporation, and who must be residents of the State of Alaska, and/or, as to the corporate full members, organized and existing under the laws of Alaska.

Section 2. Election. In October of each year, a ballot for electing the Association Board of Directors, which lists all Association full members, will be mailed or sent electronically to all Association voting members. Each Association voting member shall vote for seven (7) full members. Ballots shall be returned to the Association office or electronic voting portal to be counted. The seven Association full members who receive the most votes shall serve as the Board of Directors for the ensuing year.

Directors thus elected at such annual membership meeting shall hold office on January 1 and hold office until December 31. Each Director shall hold office for the term for which he is elected, and until his successor shall be elected and qualified. In November of each year, a ballot for electing the Association officers, which lists the Association Board of Directors, shall be mailed or sent electronically to all Association voting members. Each Association voting member shall vote for a President, Vice President, and a Secretary/Treasurer. Ballots will be returned to the Association office or electronic voting portal to be counted. The members of the Board of Directors who receive the most votes shall serve as the President, Vice President, and Secretary/Treasurer.

Section 3. Nominating and Balloting. There shall be no nominations for elections to the Board of Directors. Each voting member will be entitled to vote for seven (7) full members, or as to corporate full members, the individual owners thereof acting on behalf of their respective corporation and the seven (7) full members receiving the highest number of votes in said election will be elected to the Board of Directors. In case of a tie vote for any position, another paper or electronic ballot, limited to the full members tied in the previous ballot, will be immediately submitted to the voting membership for another vote.

Section 4. Term of Office. The term of office of the members of the Board of Directors will be from the 1st day of January immediately following their election until the 31st day of December in the same year, or until their successors are elected and qualified.

Section 5. Vacancies. Any vacancy occurring on the Board of Directors will be filled by two-thirds (2/3) affirmative vote of the voting membership on paper or electronic ballot listing all eligible full members for the vacancy. The full member receiving the highest number of votes will be elected to complete the unexpired term of his predecessor in office.

Section 6. Place of Meetings. Meetings of the Board of Directors of the Association, annual, regular or special, shall be held at the principal office of the Association, or telephonically, or at another such place as may be designated by a majority of the Board of Directors.

Section 7. Meetings. The Board of Directors shall meet as soon as practicable after the scheduled winter meeting of the membership, at the place where such meeting of the membership has been held or telephonically, for the purpose of organization, and consideration of any other business that may properly be brought before the Association.

The Board of Directors shall also meet as required and shall, among other things, review the actions of the President, Vice President, and Secretary taken on behalf of the Association, prepare a report to the membership, as necessary, covering those actions considered by the Board to be of significance to the membership, and determine whether or not any pending or prospective matters of business should then be submitted to the voting membership for determination by ballot, and upon any such determination, make such a submission within such period of times as will enable the Board to have the results of the ballot available at the next regular meeting.

Section 8. Quorum. A majority of the number of Directors fixed by the Code of Bylaws will constitute a quorum for the transaction of business. The act of the majority of the Directors present at a meeting in which a quorum is present will be the act of the Board of Directors.

Section 9. Removal. The entire Board of Directors, or any individual Director, may be removed from office without assigning any cause, by a two-thirds (2/3) affirmative vote of the voting membership at any regular or special meeting of the voting membership. Such removal of one (1) or more of the Directors will be deemed to create a vacancy or vacancies in the Board of Directors.

Section 10. Compensation. Members of the Board of Directors shall serve without compensation.

Section 11. Limitation on Authority. Authority to make major decisions affecting welfare and business of the Association is reserved by the voting membership. A majority vote of the voting membership may annul, amend, or supersede any action of the Board of Directors. The Board of Directors will submit to the voting membership by paper or electronic ballot any issue of major importance, policy, or expenditure that in the exercise of good judgment may be

considered a major policy decision affecting the welfare or business of the Association. A two-thirds (2/3) affirmative vote of the voting membership shall decide the issue.

Section 12. Duties. It shall be the duty of the Board of Directors to:

- (a) Call special membership meetings pursuant to Article IV, Section 3 of the Bylaws;
  - (b) Ensure the official count of all ballots and post notices thereof in the principal office;
  - (c) Approve for payment all non-routine statements and accounts of the Association which are in excess of Five Thousand Dollars (\$5,000.);
  - (d) Retain a certified public accountant to audit books and accounts of the Association and advise regarding fiscal matters, assist in coordinating the work of the Office Manager or Business Manager and office clerk(s);
  - (e) Obtain legal counsel for advice regarding legal matters;
  - (f) Employ and discharge, set the salary of, determine the amount of vacation of, and regulate the working hours and working conditions of all employees, subject to the concurrence of the voting membership and in accordance with the Southwest Alaska Pilots Association Policy and Procedure Manual;
  - (g) Investigate all notices of misconduct by or barring of a member, and if deemed necessary, submit the facts to the voting membership;
  - (h) Authorize the President or his designee, subject to the concurrence of the voting membership, to sign leases, charters, mortgages, notes, contracts, or other legal documents that may be necessary in the conduct of the business of the Association;
  - (i) Maintain one or more bank accounts in the conduct of the business of the Association;
  - (j) Tender to the membership the annual fiscal statement prepared by the certified public accountant;
  - (k) Supervise, through the President or his designee, the maintenance of equipment, supplies, property, and the maintenance of full and complete files of the business activity of the Association;
- and
- (l) Meet as required under Article V, Section 7 of these Bylaws to conduct the business affairs of the Association, as enumerated above, or in its sound discretion on all other matters properly coming to its attention concerning the welfare of the Association.

## ARTICLE VI

### THE OFFICERS

Section 1. Officers. The officers of the Association shall consist of a President, Vice President and Secretary-Treasurer. No two (2) or more offices may be held by the same person.

Section 2. Election. Officers of the Association will be elected by the voting members of the Association, from among the Board of Directors, by mail or electronic ballot in November of each year. In the case of a tie vote for any position, another ballot confined to the full members tied in the previous ballot will be immediately submitted to the voting membership for a vote. The President of the Board of Directors shall be the Director receiving at least 50% of the votes from the returned ballots.

Section 3. Term of Office. The term of office of each officer will be one (1) year, and all commence on the 1st day of January immediately following elections, and continue until the 31st day of December of the same year, or until their successors are elected and qualified.

Section 4. Removal. Any officer may be removed from his office by a two-thirds (2/3) affirmative vote of the



voting membership at any regular or special meeting.

Section 5. Vacancies. Whenever any vacancies occur in any office by death, resignation or otherwise, the same will be filled by two-thirds (2/3) affirmative vote of the voting membership, pursuant to the procedures stated in Section 2 above, and the officer so elected will hold office until a successor is chosen and qualified.

Section 6. Compensation. Officers of the Association will serve without compensation.

Section 7. Duties of the President. The President shall call a meeting of the Board of Directors when he deems necessary. The President will be an ex officio member of all committees. The President or his designee will preside at all meetings of the membership and the Board of Directors. He or his designee shall, unless the Board of Directors otherwise directs, act as spokesman for the Association in discussions or dealings to which the Association is a party. He will work with the Office Manager or Business Manager to supervise the operation of the pilot office and check all correspondence, both incoming and outgoing. He or his designee will attend, when possible, the conventions or meetings of the American Pilots Association. The President will have the authority to nominate an assistant to perform special duties or to act in his place in the event of his absence. The President or his designee will sign all correspondence dealing with Association policy. The President or his designee will supervise the office staff in operating the dispatch schedule.

Section 8. Duties of the Vice President. In the event of the President's death or inability, the Vice President will perform the duties of the President until the succeeding President is elected, and while so acting, will have all of the powers of and be subject to all the restrictions upon the President. The Vice President will perform all of such other duties as from time to time may be assigned to him by the Board of Directors. In addition, the Vice President will attend all meetings of the membership and of the Board of Directors.

Section 9. Duties of the Secretary-Treasurer. The Secretary-Treasurer will perform other duties as from time to time may be assigned to him by the Board of Directors. In addition, the Secretary-Treasurer will attend all meetings of the membership and of the Board of Directors. He or his designee will keep the minutes of all meetings of the Board of Directors and all general membership and special meetings. The Secretary will assist the President and Office Manager or Business Manager in the efficient operation of the office. The Secretary or his designee will maintain a reading file with a copy of all letters sent and received under the name of Southwest Alaska Pilots Association. The Secretary-Treasurer or his designee will be responsible for the keeping of all financial statements, books, files and maintenance of the Association website. He or his designee shall also be responsible for the signing of all outgoing bills and checks. He shall assist the President and Office Manager or Business Manager in the supervision and operation of the pilot office and be responsible for Association correspondence, ensuring that letters and inquiries are answered in timely fashion.

Section 10. Office Manager or Business Manager. An Office Manager or Business Manager may be hired by the Board of Directors of the Association with two-thirds (2/3) affirmative vote of the voting membership. The Office Manager or Business Manager shall not be a member of the Association. The Office Manager or Business Manager shall work directly under the President, Vice President and Secretary-Treasurer. The Office Manager or Business Manager shall supervise office and accounting, make up the bills, maintain a correspondence file, keep basic financial statements, run an efficient office, and perform any other duties as directed by the President or his designee. The salary of the Office Manager or Business Manager shall be set by the Board of Directors, subject to the concurrence of the voting membership.

## ARTICLE VII

### TERMINATION OF MEMBERSHIP

Section 1. Any member shall, upon retirement or termination of membership by death or expulsion (and/or as to corporate members, upon retirement of the owner thereof from his corporation, or upon termination of the corporate membership by death of the owner thereof, or by expulsion for misconduct of the owner thereof, or by failure of the Corporation to maintain its eligibility for corporate membership), be entitled to receive funds equivalent to this account payable (see Article VIII, Section 5). The amount of the account payable available for such return will be reduced by the amount of any outstanding balance owned by the member under Article VIII of the Bylaws. This right to the account payable shall inure to the benefit of the heirs, successors and assigns of the member. The Association shall cause the payment to be made in one lump sum within thirty (30) days of the date of the retirement or termination of membership, except that if the Association Pool lacks funds in the amount required to be paid, the Association shall be entitled to make the payment in installments of not less than One Thousand Dollars (\$1,000) per



month, without interest; the first such payment to commence thirty (30) days from the date of the retirement or termination of membership. If not paid in full within ninety (90) days, interest shall accrue at the current prime rate until fully paid.

Section 2. When all the monies due the terminating member or his or its heirs, successors or assigns have been paid in full, the recipient of such funds shall sign the release described in Section 3 of this Article. However, a terminating member who has accrued pro rata or personal expenses shall have that amount deducted prior to the amount herein referred to.

Section 3. The release required under Section 2 of this Article shall be in the following form:

"In consideration of the sum of \$ \_\_\_\_\_, in hand paid, the undersigned retiring Southwest Alaska Pilots Association member (or his heirs in the case of the death of an individual member) does hereby release or forever discharge the Southwest Alaska Pilots Association, its successors or assigns, from all future claims and demands whatsoever arising out of or in connection with my (or his or its) membership with Southwest Alaska Pilots Association."

## ARTICLE VIII

### DIVISION AND DISTRIBUTION OF INCOME

The income earned by the members of the Association will be divided and distributed pursuant to the following procedure effective January 1, 1993.

Section 1. Monthly Total Gross Income. Each month, the total gross income produced by members of the Association will be determined.

Section 2. Recurring Expenses. Recurring expenses are subtracted from the total gross income.

Section 3. Total Net Income. The result of Sections 1 and 2 above produces total net income.

Section 4. Determination of Member Shares. The formula for determination of member shares shown below applies to all members and is dependent on their membership status as described in Article VIII, Section 10. Incumbent in receiving the following share percentages is the actual ability to pilot in those areas. If a member loses clearance in one or more areas, or if a customer refuses to accept the services of an individual member, the Board of Directors may in its discretion decrease the share percentage of the subject member as set forth in the following table. A member whose share percentage is decreased may have it restored to its former level after removing all limitations. The steps to determine Share percentage under this formula are as follows:

65% share for members holding a 50,000 gross ton license.

70% share for members holding a 95,000 gross ton license.

75% share for members holding a 110,000 gross ton license.

80% share for members holding an unlimited gross ton license, without a VLCC Endorsement and without In-House TAPS clearance.

100% share for full members holding an unlimited tonnage license and a VLCC Endorsement and In-House clearance.

The percentages shown above may vary from year to year and may be amended from time to time by a two-thirds (2/3) affirmative vote of the voting membership.

Section 5. Accounts Payable and Distributions: Each member has an accounts payable which is credited with such member's monthly share as described above. Draws will be made semi-monthly throughout the year. Draws will not be allowed to reduce the Association's general bank account below \$50,000 at any time, nor may they exceed the balance due in such member's account.

Section 6. Non-recurring Expenses. Non-recurring expenses in amounts greater than one thousand dollars, as determined by the Board of Directors, are allocated equally among all members. Non-recurring expenses are expenses which are incurred only once. Expenses which are incurred every year or more than once are considered recurring expenses and will be paid accordingly.

Section 7. Certain Transportation Credits. The membership may agree that certain transportation credits that are not part of the authorized tariff or other special expenses shall be credited to the account of the members.

Section 8. Personal Expenses of Members. The following expense items are personal expenses which may apply to each member and which will be paid by the Southwest Alaska Pilots Association, and then deducted from the accounts of the respective members.

- (a) American Pilots Association dues;
- (b) Dues to Master, Mates and Pilots, Pilot Division;
- (c) Personal hospitalization and major medical insurance premiums;
- (d) License insurance;
- (e) Insurance premiums for civil suit defense policies;
- (f) Disability insurance; and,
- (g) Public Information Officer dues

Each member shall provide the bookkeeping personnel of Southwest Alaska Pilots Association with the specific information for payment of the member's individual insurance plans as outlined in paragraphs (c), (d), (e) and (f) above if applicable.

Section 9. Expenses for Association Business. Members will be entitled to reimbursement for expenses incurred on Association business which have prior approval of the Board of Directors. Travel and per diem expenses will be reimbursed at the same rate as published in the State Pilotage Regulations. Any additional expense must be supported by receipts. However, the Board of Directors may disallow any unreasonable expenditures.

Section 10. Definitions.

I: "Membership" refers to full members and deputy members.

(a) Full Member. A full member of the Association who is licensed by the U.S. Coast Guard and the State of Alaska to pilot in all areas and on vessels of all tonnages in the region in which the Association is recognized by the Alaska Board of Marine Pilots. A full member will have the voting rights specified in Article IV. All full members of the Association as of the date of the adoption of these bylaws will continue to be full members after adoption of these bylaws.

(b) Deputy Member. A member pilot who has a deputy marine pilot license, completing the state approved Southwest Alaska Pilots Association training program to qualify for a marine pilot license.

The term "member" as used in the Bylaws refers to both full and deputy members. The terms in (a) or (b) above may be used specifically as required.

II: OTHER

(a) Contract Pilot. A Pilot who may provide services on an agreed-upon and temporary basis for the Association and who is not a member and has work. A Contract Pilot shall be required to hold the necessary USCG and/or State of Alaska licenses and endorsements required to fulfill any duties required and/or requested of them by the Association in the region in which the Association is recognized by the Alaska Board of Marine Pilots.

(b) Trainee. A pilot who is licensed under the Marine Pilot Act 08.62.093 and is in the process of completing the state approved Southwest Alaska Pilots Association training program to qualify for a marine pilot license.

Section 11. Transitional Retirement Program.

(a) Upon reaching 59-1/2 years of age and ten (10) years as a full member of Southwest Alaska Pilots Association, or a full member upon reaching 59-1/2 years of age with a 2/3 majority vote of the voting membership, or DRAFT: Approved by Board of Marine Pilots: ~~March 8, 2022~~ NovDecember 20, 2024

twenty (20) years as a full member of Southwest Alaska Pilots Association, it becomes the pilot's option to work less than six (6) months a year. A transitionally retired pilot on dispatch for six (6) months or more a year will be classified as a full pilot.

(b) The pilot(s) participating in the Transitional Retirement Program shall; work as needed in Valdez and pay only shared expenses while on dispatch.

(c) The pilot's capital account shall remain at \$10,000 minimum to pay for personal expenses including but not limited to; dues, medical, disability and license insurance. Should the \$10,000 minimum be exhausted, the pilot will receive a bill from Southwest Alaska Pilots Association for the deficiency.

(d) A transitionally retired pilot may work any or all of the period between May 1 and September 30 of any calendar year and/or during Winter Ice Guidelines (when Lower Cook Inlet B Condition [LCIBC] is in effect) and be on regular dispatch for this period; not to exceed 153 days. During periods outside the above, dispatch for a transitionally retired pilot shall be at the discretion of Southwest Alaska Pilots Association. A pilot may extend this work schedule for the purpose of accruing sixty (60) shipboard days in a year.

(e) Should a transitional pilot decide to return to full pilot status and be on normal rotation, the returning pilot must pay back shared expenses incurred by member pilots during his absence.

(f) The maximum length of time a pilot can be transitionally retired shall be limited to two (2) biennial license renewal periods (maximum of four (4) calendar years). The voting membership may extend this period for one or more years on an individual pilot basis by a 2/3 affirmative ballot vote.

#### Section 12. Shared Expenses for Member On Qualified Disability Status.

A member who is unable to work due to medical reasons and has either filed and is claiming disability insurance or would otherwise be eligible to claim disability insurance per the terms of the policy held by the Association (disability status) will not be required to pay shared expenses for the period they qualify for disability status. The Board of Directors shall be entitled at any time, before or during a pilot disability period, to request information from member's physician(s) and/or require that the member on disability status be examined or re-examined by a medical doctor of its choosing and, upon the doctor's certification of fitness for duty and/or termination of claim with insurance company, remove the member from disability status. Any member on disability status shall be required to be under the regular care of a physician and shall be required to submit regular proof of continuing disability to be exempt from paying shared expenses.

### ARTICLE IX

#### NOTICE OF MEETING AND BALLOTING PROCEDURES

##### Section 1. Notice of Meeting.

(a) Membership Meetings. The President of the Association will cause a written or printed notice, stating the place, date and hour of the meetings of the membership, to be noticed on the daily dispatch sheet or mailed or emailed to each member not less than seven (7) days prior to the date of the meeting. A tentative agenda shall be forwarded at least four (4) days prior to the meeting. Cut-off time for adding items to the agenda shall be by 1600 hours two days prior to meeting. Special meetings may be held upon call of the President upon notice given by word of mouth, telephone, or email not later than twelve (12) hours before the time set for said meeting. Written or email notices shall be deemed to be delivered when deposited in the United States mail, addressed or emailed to the member at his mail or email address as it appears in the membership books of the Association. Waiver by a member in writing of notice of a membership meeting, signed by him whether before or after the time of such meeting, shall be equivalent to the giving of such notice. Attendance by a member, whether in person or by proxy, of a membership meeting, shall constitute a waiver of notice of such meeting, of which he has not had notice, unless he causes an objection to be recorded with the Secretary at the time of this attendance in person, or within ten (10) days of his attendance of such meeting by proxy.

(b) Board of Directors Meeting. Meetings may be held upon call of the President upon notice given by word of mouth, telephone or email not later than twelve (12) hours before the time set for said meeting. Notice of meetings of the Board of Directors may be waived in writing signed by the person or persons entitled to such notice, whether before or after notice. Attendance of a Director at a meeting shall constitute a waiver of notice of such meeting, except where a

Director attends a meeting for the express purpose of objecting to the transaction of any business because such meeting is not lawfully convened. Neither the business to be transacted at, nor the purpose of, any meeting of the Board of Directors need be specified in the waiver of notice of any such meeting.

Section 2. Paper or Electronic Ballot. Paper or electronic ballot, where required under these Bylaws, will be conducted as follows:

- (a) The ballot will be secret;
- (b) The ballot will be mailed or sent electronically to each voting member of the Association, addressed to the voting member at his mailing address or email address as it appears in the membership books of the Association; save that if direct hand delivery to the voting member or delivery to the voting member's mail distribution receptacle in the main office of the Association would be more expeditious than the U.S. mail, such ballots will be so delivered; and
- (c) Paper Ballot: The paper ballot will be returned to the principal office of the Association not more than twenty (20) days following the date of its mailing/email dissemination to each voting member. Ballots not returned within this period of time will be considered invalid and will not be counted. A paper ballot will only be valid if at least two-thirds (2/3) of the total voting membership cast ballots.
- (d) Electronic Ballot: The electronic ballot will be specifically conducted via an online voting portal and shall be returned to the relevant voting portal not more than fourteen (14) days following the date of its dissemination to each voting member. Ballots not returned within this period of time will be considered invalid and will not be counted. An electronic ballot will only be valid if at least two-thirds (2/3) of the total voting membership cast ballots.
- (e) It will be at the discretion of the Board of Directors whether they choose to submit a ballot via (c) or (d) above and the voting members shall be apprised of the decision prior to the distribution of the ballot.

## **ARTICLE X**

### AMENDMENTS

The power to alter, amend or repeal the Bylaws, or to adopt a new Code of Bylaws, so long as any such alteration, amendment, repeal or adoption of a new code is not in conflict with the Articles of Association, is reserved to the voting membership of the Association. The two-thirds (2/3) affirmative vote of the voting membership is necessary to exercise such reserved power. Any such change to these Bylaws will be subject to approval by the Alaska Board of Marine Pilots.

## **ARTICLE XI**

### DISCIPLINARY ACTIONS AND GRIEVANCES

Section 1. The Board of Directors will hear all signed and written (a) requests from a master or owner of a vessel showing cause to not dispatch a particular pilot to a particular vessel and (b) complaints directed at an individual member of alleged misconduct that affects his continued service as a Southwest Alaska Pilots Association member, or as a business associate, and will likewise hear all signed and written complaints directed at a corporate member for alleged misconduct of its owner that affects its continued service as a Southwest Alaska Pilots Association member, or as a business associate. The accused member (or, as to a corporate member, the owner thereof) shall be entitled to defend himself before the Board of Directors against any charges. The charged member shall be entitled to select an active member of the Association to assist in the defense before the Board.

The Board of Directors has the authority to (a) make a finding of cause to not dispatch a particular pilot to a particular vessel and (b) suspend a member for a period not to exceed thirty (30) days upon the two-thirds (2/3) affirmative vote of the entire Board of Directors for: Violation by the individual member, or as to a corporate member, by the owner thereof of the Bylaws, Articles or Dispatch Policy. However, the Board may elect to refer suspension in question to the voting membership for the final vote, either by paper or electronic ballot or by voting in any regular or special meeting of the voting membership, in which case a two-thirds (2/3) affirmative vote of the voting membership is necessary to suspend a member. In all cases where the disciplinary action recommended by the Board of Directors exceeds a thirty (30) days' suspension, such action must be submitted to the voting membership necessary to invoke the suspension. In all cases, the member charged with misconduct has the right to appeal the suspension by the Board within five (5) days, any

penalty imposed shall be held in abeyance until the matter is determined by the voting membership. An appeal from a decision of the Board shall be decided in full or in part by a two-thirds (2/3) affirmative vote of the voting membership. The member charged does not have the right to vote on his own appeal. The individual or corporate member aggrieved by the appellate decision of the voting membership has the right within thirty (30) days after notice of the voting membership's appellate decision to seek arbitration of the issues on appeal. The Association and aggrieved member will be bound by the arbitration decision.

Section 2. In any disciplinary action taken under this Article wherein the final decision rests with the voting membership, the voting membership shall be fully apprised of all pertinent facts by a written report of the findings by the Board of Directors. However, before findings and recommendations of the Board are submitted to the voting membership, the same will be served on the person charged. The person charged will have twenty (20) days to prepare a written rebuttal if he desires, which will be transmitted with the findings and the recommendations of the Board.

Section 3. In order to expel a member from this Association, a two-thirds (2/3) affirmative vote of the voting membership is necessary. The decision of the voting membership will be final in all cases of expulsion or suspension, and no further charges may be brought against the member for the same incident complained of originally.

Section 4. Any member of the Association (or, as to a corporate member, the owner or any subcontractor, agent or employee thereof) who pilots any vessel subject to the pilotage laws of the United States or of the State of Alaska in Southwest Alaska without being dispatched by the Association will be subject to the disciplinary provisions of these Bylaws.

The foregoing Bylaws of Southwest Alaska Pilots Association was duly approved by two-thirds (2/3) affirmative vote of the voting membership of the Association on the ninth day of August, 2007 and duly amended in accordance with the dated catalogue of revisions attached to these Bylaws .

President

Secretary/Treasurer

**AMENDMENTS TO THE SOUTHWEST ALASKA PILOTS ASSOCIATION BYLAWS PASSED BY TWO-THIRDS (2/3) MAJORITY VOTE:**

AMENDMENT I 3/18/93: ARTICLE IV, SECTION 4, (a) Voting Rights.

AMENDMENT II 3/18/93: ARTICLE VIII, SECTION 4, Determination of Member Shares. (Grandfather current members)

AMENDMENT III 8/16/93: ARTICLE VIII, SECTION 11, Transitional Retirement Program.

AMENDMENT IV 6/7/94: ARTICLE VIII, SECTION 4, Determination of Member Shares. (Allocation of pay distribution for training pilots)

AMENDMENT V 10/17/95: ARTICLE VIII, SECTION 4, Determination of Member Shares. (Multi-factor for

*DRAFT: Approved by Board of Marine Pilots: ~~March 8, 2022~~ November 20, 2024*

deputy pilots)

AMENDMENT VI 11/28/95: ARTICLE III, MEMBERSHIP FEES AND CHARGES. (Addition of Berth II, Incorporated)

AMENDMENT VII 6/2/98: ARTICLE V, SECTION 12, BOARD OF DIRECTORS DUTIES. (Spending limit)

AMENDMENT VIII 10/12/98: ARTICLE III, MEMBERSHIP FEES AND CHARGES. (Addition of Alaska Nautical Services LLC)

AMENDMENT IX 4/30/99: ARTICLE VIII, DIVISION AND DISTRIBUTION OF INCOME, Section 4. (Replace “Any Gross Tons” with “60,000 ton license”.)

AMENDMENT X 1/25/00: ARTICLE VIII, SECTION 11, TRANSITIONAL RETIRMENT PROGRAM. (Add sentence for pilot deciding to return to full pilot status after being on the program.)

AMENDMENT XI 7/26/00: ARTICLE VIII, SECTION 11, (d), TRANSITIONAL RETIREMENT PROGRAM. (Defines months to be on dispatch.)

AMENDMENT XII 11/6/00: ARTICLE VIII, SECTION 11, (d), TRANSITIONAL RETIREMENT PROGRAM. (Extension of time on dispatch for the purpose of accruing 60 shipboard days in a year.)

AMENDMENT XIII 11/2/01: ARTICLE IV, Section 4, Voting Rights. (Changes voting rights from time on dispatch in previous year to ½ vote for participants of the Transitional Retirement Program.)

AMENDMENT XIV 5/7/02: ARTICLE VIII, Section 4, Determination of Member Shares. (Changes percentages for tonnages.)

AMENDMENT XV 9/30/03: ARTICLE VIII, Section 4, Determination of Member Shares. (Change to give Board of Directors authority to decrease share percentage for pilot or deputy pilot should he loose clearance in one or more areas.)

AMENDMENT XVI 4/9/04: ARTICLE VIII, Section 11, Transitional Retirement Program. (Change to add a maximum length of time a pilot can be on the Program.)

AMENDMENT XVII 7/29/04: ARTICLE VIII, Section 11, (a), Transitional Retirement Program. (Change to add participation in the program upon reaching 59-1/2 with 2/3 majority vote of the membership.)

AMENDMENT XVIII 5/11/05: ARTICLE VII, add Section 4, mandatory retirement age.

AMENDMENT XIX 5/11/05: ARTICLE II, add Section 12, the Association adopts the Alaska Marine Pilots Retirement Program.

AMENDMENT XX 6/26/06: ARTICLE VII, Section 4, the Association voted to strike the 70 year mandatory retirement clause.

AMENDMENT XXI 6/26/06: ARTICLE VIII, Section 11, add paragraph (g) to give the board authority to extend the period for one or more years.

AMENDMENT XXII 8/21/06: ARTICLE VI, Officers, Section 2 adding that the President shall be the Director receiving at least 50% of the votes.

AMENDMENT XXIII 8/21/06: ARTICLE VIII, Section 11 (f) amended to read that the membership, by 2/3 affirmative vote, may extend the transitional retirement period for one or more years.

AMENDMENT XXIV 11/2/06: ARTICLE VIII, Section 4. Determination of Member Shares to increase share percentages for Deputy Pilots.

AMENDMENT XXV 8/9/07: ARTICLE II, Section 12. Delete entire section to remove reference to the Alaska Marine



Pilots Retirement Program.

AMENDMENT XXVI 02/25/09: ARTICLE VIII, Section 4. Change 60,000 gross ton license and 80,000 gross ton license to 65,000 and 90,000 gross tons in order to reflect changes to 12 AAC 56.011 sections (3), (7), (8c) and (8d) - tonnage increases implemented by BOMP - January 29, 2009.

AMENDMENT XXVII 06/11/12: ARTICLE VIII Section 11(d). Allow a transitionally retired pilot to work the May 1 to Sept 30 period AND/OR during Winter Ice Guidelines when Lower Cook Inlet B conditions (LCIBC) are in effect (not to exceed 153 days).

AMENDMENT XXVIII 09/20/12: ARTICLE X Section 2(c). Period of time to return a ballot is changed from thirty (30) days to twenty (20) days.

AMENDMENT XXIX 03/31/18: ARTICLE VIII Section 4. 65% share for members and deputies holding a 25,000 ton license is changed to a 50,000 ton license in order to reflect changes to 12 AAC 56.011 (a) (1) - tonnage increase implemented by BOMP – to take effect April 14, 2018.

AMENDMENT XXX 10/04/19: ARTICLE VIII Section 12. Member on qualified disability status is not required to pay shared expenses for the period they qualify for disability status.

AMENDMENT XXXI 11/13/19: ARTICLE IV, Section 2. Amend wording to clarify requirements for membership meetings.

AMENDMENT XXXII 11/13/19: ARTICLE V, Section 12 (c). Increase approval for payment of all non-routine statements and accounts to \$5,000.00.

AMENDMENT XXXIII 11/14/19. ARTICLE VIII, Section 11 (f). Clarification of maximum time a pilot may be transitionally retired.

AMENDMENT XXXIV 11/14/19. ARTICLE V, Section 3. To allow a non-full-time full member (transitional pilot) to serve on the SWAPA Board of Directors.

AMENDMENT XXXV 11/14/19. ARTICLE II, Section 6 and ARTICLE III. Requirement for a full member to maintain their relevant status.

AMENDMENT XXXVI 11/15/19. ARTICLE VIII, Section 10, sub-section I and Section 10, sub-section II. To both clarify and add definitions for members, contract pilots and trainees.

AMENDMENT XXXVII 11/15/19. ARTICLE II, Sections 4 and 5, ARTICLE V, Section 12 (1) and removal of ARTICLE IX. Removal of references to Operating Rules as not legally required for an Association operating under Bylaws and Articles of Association.

AMENDMENT XXXVIII 01/07/20. VARIOUS. General cleanup of language and terminology in the SWAPA Bylaws to endeavor to ensure consistency and clarity throughout document.

AMENDMENT XXXIX 09/15/20. ARTICLES V, IX AND XI. Amendment to balloting procedures to allow for electronic balloting process in addition to paper ballots.

AMENDMENT XL 09/15/20. ARTICLE VIII Section 4. 70% share for members and deputies holding a 65,000 ton license is changed to a 95,000 ton license and 75% share for members and deputies holding a 90,000 ton license is changed to a 110,000 ton license in order to reflect changes to 12 AAC 56.011 (a) (3) and (a) (7) - tonnage increase implemented by BOMP – to take effect September 19, 2020.

AMENDMENT XLI 05/07/21: ARTICLE III. Amendment to time limit for full membership purchase agreements.

DRAFT: Approved by Board of Marine Pilots: ~~March 8, 2022~~ November 20, 2024

AMENDMENT XLII 12/02/21: ARTICLE IV Section 4 (a). One half (1/2) vote for deputy members in SWAPA only, until deputy member satisfies the requirements for full membership under Article III.

AMENDMENT XLIII 12/20/24: ARTICLE II, CONVERSION TO CORPORATE MEMBERSHIP, Section 8 and ARTICLE III, FULL MEMBERSHIP FEES AND CHARGES. (Addition of Happy Face LLC).

---



# SOUTHWEST ALASKA PILOTS ASSOCIATION

P.O. Box 977  
Homer, Alaska 99603

Tel: (907) 235-8783  
Fax: (907) 235-6119

December 6, 2024

Mr. Thomas Bay  
Marine Pilot Coordinator  
Alaska Board of Marine Pilots  
P.O. Box 110806  
Juneau, Alaska 99811-0806

Dear Mr. Bay,

**Re: Proposed Regulation Amendment - 12 AAC 56.500 (a)**

Southwest Alaska Pilots Association (SWAPA) proposes the following change to Statutes and Regulations for Marine Pilots. Language to be added is in bold, blue, underlined font and language to be removed is in red font and is struck-through:

*12 AAC 56.500. VLCC ENDORSEMENT REQUIRED. (a) Due to the great mass, windage, and ship-handling peculiarities of very large crude carrier (VLCC) class vessels, only pilots holding a VLCC endorsement may ~~pilot~~ dock/undock those vessels in waters covered by this chapter.*

We respectfully request that the Board review this proposal and thank you for your attention to this matter.

Sincerely,

*Capt. Joshua S. Weston*  
by JS

Capt. Joshua S. Weston  
President

Department of Commerce Community, and Economic Development  
Corporations, Business and Professional Licensing

Summary of All Professional Licensing  
Schedule of Revenues and Expenditures

<b>Board of Marine Pilots and Foreign Pleasure Craft</b>	<b>FY 18</b>	<b>FY 19</b>	<b>Biennium</b>	<b>FY 20</b>	<b>FY 21</b>	<b>Biennium</b>	<b>FY 22</b>	<b>FY 23</b>	<b>Biennium</b>	<b>FY 24</b>
<b>Revenue</b>										
Revenue from License Fees	\$ 91,150	\$ 206,450	\$ 297,600	\$ 86,250	\$ 201,210	\$ 287,460	\$ 112,933	\$ 134,600	\$ 247,533	\$ 53,590
General Fund Received	-	-	-	\$ -	\$ -	-	\$ 2,763	\$ 1,126	3,889	\$ 742
Allowable Third Party Reimbursements	-	-	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -
<b>TOTAL REVENUE</b>	<b>\$ 91,150</b>	<b>\$ 206,450</b>	<b>\$ 297,600</b>	<b>\$ 86,250</b>	<b>\$ 201,210</b>	<b>\$ 287,460</b>	<b>\$ 115,696</b>	<b>\$ 135,726</b>	<b>\$ 251,422</b>	<b>\$ 54,332</b>
<b>Expenditures</b>										
Non Investigation Expenditures										
1000 - Personal Services	83,020	78,538	161,558	70,082	52,807	122,889	32,141	59,404	91,545	41,348
2000 - Travel	14,158	8,709	22,867	7,442	-	7,442	2,323	14,074	16,397	14,012
3000 - Services	3,398	4,919	8,317	3,687	6,437	10,124	10,038	5,655	15,693	19,161
4000 - Commodities	195	702	897	1,805	-	1,805	1,543	191	1,734	1,575
5000 - Capital Outlay	-	-	-	-	-	-	-	-	-	-
Total Non-Investigation Expenditures	100,771	92,868	193,639	83,016	59,244	142,260	46,045	79,324	125,369	76,096
Investigation Expenditures										
1000-Personal Services	9,360	14,528	23,888	295	552	847	3,253	8,669	11,922	8,954
2000 - Travel	-	1,341	1,341	-	-	-	-	-	-	-
3023 - Expert Witness	-	200	200	-	454	454	-	-	-	-
3088 - Inter-Agency Legal	795	33	828	-	457	457	-	341	341	341
3094 - Inter-Agency Hearing/Mediation	-	87	87	-	-	-	-	410	410	-
3000 - Services other	-	5	5	-	15	15	7	16	23	-
4000 - Commodities	-	-	-	-	-	-	-	-	-	-
Total Investigation Expenditures	10,155	16,194	26,349	295	1,478	1,773	3,260	9,436	12,696	9,295
<b>Total Direct Expenditures</b>	<b>110,926</b>	<b>109,062</b>	<b>219,988</b>	<b>83,311</b>	<b>60,722</b>	<b>144,033</b>	<b>49,305</b>	<b>88,760</b>	<b>138,065</b>	<b>85,391</b>
Indirect Expenditures										
Internal Administrative Costs	13,970	13,964	27,934	9,457	7,152	16,609	6,190	11,005	17,195	7,367
Departmental Costs	14,865	16,624	31,489	8,659	7,511	16,170	6,403	8,068	14,471	8,384
Statewide Costs	10,324	9,685	20,009	9,272	7,323	16,595	4,448	7,403	11,851	4,869
<b>Total Indirect Expenditures</b>	<b>39,159</b>	<b>40,273</b>	<b>79,432</b>	<b>27,388</b>	<b>21,986</b>	<b>49,374</b>	<b>17,041</b>	<b>26,476</b>	<b>43,517</b>	<b>20,620</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 150,085</b>	<b>\$ 149,335</b>	<b>\$ 299,420</b>	<b>\$ 110,699</b>	<b>\$ 82,708</b>	<b>\$ 193,407</b>	<b>\$ 66,346</b>	<b>\$ 115,236</b>	<b>\$ 181,582</b>	<b>\$ 106,011</b>
<b>Cumulative Surplus (Deficit)</b>										
Beginning Cumulative Surplus (Deficit)	\$ 305,082	\$ 246,147		\$ 303,262	\$ 278,813		\$ 397,315	\$ 446,665		\$ 467,155
Annual Increase/(Decrease)	(58,935)	57,115		(24,449)	118,502		49,350	20,490		(51,679)
Ending Cumulative Surplus (Deficit)	\$ 246,147	303,262		\$ 278,813	\$ 397,315		\$ 446,665	\$ 467,155		\$ 415,476
<b>Statistical Information</b>										
Number of Licenses for Indirect calculation	152	132		124	138		146	163		135
<b>Additional information:</b>										
<ul style="list-style-type: none"> <li>• General fund dollars were received in FY21-FY23 to offset increases in personal services and help prevent programs from going into deficit or increase fees.</li> <li>• Most recent fee change: Fee reduction FY23</li> <li>• Annual license fee analysis will include consideration of other factors such as board and licensee input, potential investigation load, court cases, multiple license and fee types under one program, and program changes per AS 08.01.065.</li> </ul>										

Department of Commerce Community, and Economic Development  
Corporations, Business and Professional Licensing

Summary of All Professional Licensing

Appropriation Name (Ex)	(All)	and Expenditures
Sub Unit	(All)	
PL Task Code	MAR1	

Sum of Budgetary Expenditures Object Name (Ex)	Object Type Name (Ex)				Grand Total
	1000 - Personal Services	2000 - Travel	3000 - Services	4000 - Commodities	
1011 - Regular Compensation	26,577.27				26,577.27
1014 - Overtime	28.50				28.50
1021 - Allowances to Employees	130.72				130.72
1023 - Leave Taken	3,575.86				3,575.86
1028 - Alaska Supplemental Benefit	1,850.91				1,850.91
1029 - Public Employee's Retirement System Defined Benefits	13.42				13.42
1030 - Public Employee's Retirement System Defined Contribution	1,596.80				1,596.80
1034 - Public Employee's Retirement System Defined Cont Health Reim	909.83				909.83
1035 - Public Employee's Retirement Sys Defined Cont Retiree Medical	303.22				303.22
1037 - Public Employee's Retirement Sys Defined Benefit Unfnd Liab	4,751.35				4,751.35
1040 - Group Health Insurance	8,646.18				8,646.18
1041 - Basic Life and Travel	2.92				2.92
1042 - Worker's Compensation Insurance	163.98				163.98
1047 - Leave Cash In Employer Charge	696.53				696.53
1048 - Terminal Leave Employer Charge	482.39				482.39
1053 - Medicare Tax	423.87				423.87
1077 - ASEA Legal Trust	8.61				8.61
1079 - ASEA Injury Leave Usage	0.32				0.32
1080 - SU Legal Trst	2.91				2.91
1970 - Personal Services Transfer	136.64				136.64
2000 - In-State Employee Airfare			1,438.33		1,438.33
2002 - In-State Employee Lodging			583.16		583.16
2003 - In-State Employee Meals and Incidentals			401.40		401.40
2005 - In-State Non-Employee Airfare			3,596.46		3,596.46
2007 - In-State Non-Employee Lodging			1,131.38		1,131.38
2008 - In-State Non-Employee Meals and Incidentals			1,620.00		1,620.00
2009 - In-State Non-Employee Taxable Per Diem			64.00		64.00
2010 - In-State Non-Employee Non-Taxable Reimbursement			5,177.71		5,177.71
3046 - Advertising				1,158.16	1,158.16
3055 - Inspections/Testing				5,750.00	5,750.00
3085 - Inter-Agency Mail				55.97	55.97
3088 - Inter-Agency Legal				10,107.90	10,107.90
3094 - Inter-Agency Hearing/Mediation				2,429.70	2,429.70
3970 - Contractual Transfer				-	-
4002 - Business Supplies				1,575.40	1,575.40
<b>Grand Total</b>	<b>50,302.23</b>	<b>14,012.44</b>	<b>19,501.73</b>	<b>1,575.40</b>	<b>85,391.80</b>

# FY 2024 CBPL COST ALLOCATIONS

Name	Task Code	Direct Revenues	General Fund Received	3rd Party Reimbursement	Total Revenues	Direct Expense	Percentage of board licenses/total licenses:	Department certified transactions % by Fiscal Revenue \$	Indirect Expense (Total Non-PCN Allocated)	Percentage of program direct Personal Services:	Total Indirect Expenses	Total Expenses	2024 Annual Surplus (Deficit)
Acupuncture	ACU1	\$ 5,359		\$ -	\$ 5,359	\$ 6,651	\$ 2,954	\$ 416	\$ 3,370	1,864	\$ 5,234	\$ 11,885	\$ (6,526)
Architects, Engineer	AEL1	\$ 971,065	\$ 466	\$ 4,427	\$ 975,958	\$ 337,247	202,200	\$ 3,681	205,881	84,564	290,445	627,692	348,266
Athletic Trainers	ATH1	\$ 5,900		\$ -	\$ 5,900	\$ 1,642	1,840	\$ 261	2,101	437	2,538	4,180	1,720
Audiology and Speech Pathologists	AUD1	\$ 55,607		\$ -	\$ 55,607	\$ 41,069	26,976	\$ 1,880	28,856	12,458	41,314	82,383	(26,776)
Barbers & Hairdressers	BAH1	\$ 1,146,245	\$ 958	\$ -	\$ 1,147,203	\$ 364,706	195,618	\$ 4,252	199,870	99,546	299,416	664,122	483,081
Behavior Analysts	BEV1	\$ 4,892		\$ -	\$ 4,892	\$ 8,861	3,161	\$ 799	3,960	2,422	6,382	15,243	(10,351)
Chiropractors	CHI1	\$ 22,988	\$ 4,957	\$ -	\$ 27,945	\$ 194,286	8,500	\$ 970	9,470	37,466	46,936	241,222	(213,277)
Collection Agencies	COA1	\$ 48,065		\$ -	\$ 48,065	\$ 11,743	18,476	\$ 1,072	19,548	3,347	22,895	34,638	13,427
Concert Promoters	CPR1	\$ 2,513		\$ -	\$ 2,513	\$ 44	622	\$ 139	761	13	774	818	1,695
Construction Contractors	CON1	\$ 413,740	\$ 255	\$ -	\$ 413,995	\$ 607,170	228,891	\$ 4,012	232,903	101,040	333,943	941,113	(527,118)
Home Inspectors	HIN1	\$ 20,180		\$ -	\$ 20,180	\$ 19,253	3,006	\$ 840	3,846	5,846	9,692	28,945	(8,765)
Dental	DEN1	\$ 206,952	\$ 2,075	\$ -	\$ 209,027	\$ 350,066	60,378	\$ 3,946	64,324	92,699	157,023	507,089	(298,062)
Dietitians/Nutritionists	DTN1	\$ 28,075		\$ -	\$ 28,075	\$ 24,885	12,283	\$ 1,301	13,584	7,561	21,145	46,030	(17,955)
Direct Entry Midwife	MID1	\$ 12,949	\$ 914	\$ -	\$ 13,863	\$ 24,961	1,140	\$ 546	1,686	1,582	3,268	28,229	(14,366)
Dispensing Opticians	DOP1	\$ 9,500		\$ -	\$ 9,500	\$ 24,239	4,353	\$ 958	5,311	7,361	12,672	36,911	(27,411)
Electrical Administrator	EAD1	\$ 164,215		\$ -	\$ 164,215	\$ 96,254	25,058	\$ 2,202	27,260	18,821	46,081	142,335	21,880
Euthanasia Services	EUT1	\$ 300		\$ -	\$ 300	\$ 488	363	\$ 37	400	148	548	1,036	(736)
Geologists	GEO1	\$ 350		\$ -	\$ 350	\$ 991	285	\$ 342	627	298	925	1,916	(1,566)
Guardians/Conservators	GCO1	\$ 4,977		\$ -	\$ 4,977	\$ 6,758	622	\$ 326	948	1,933	2,881	9,639	(4,662)
Guide-Outfitters	GUI1	\$ 1,097,850	\$ 800	\$ -	\$ 1,098,650	\$ 434,101	45,244	\$ 3,449	48,693	117,814	166,507	600,608	498,042
Marine Pilots	MAR1	\$ 30,150	\$ 742	\$ -	\$ 30,892	\$ 85,392	3,498	\$ 1,500	4,998	15,288	20,286	105,678	(74,786)
Foreign Pleasure Craft	FPC1	\$ 23,440		\$ -	\$ 23,440		-	\$ 334	334		334	334	23,106
Marital & Family Therapy	MFT1	\$ 33,128		\$ -	\$ 33,128	\$ 29,916	4,250	\$ 758	5,008	8,621	13,629	43,545	(10,417)
Massage Therapists	MAS1	\$ 353,315	\$ 1,021	\$ 178	\$ 354,514	\$ 225,078	35,967	\$ 2,503	38,470	57,185	95,655	320,733	33,781
Mechanical Administrator	MEC1	\$ 109,585		\$ -	\$ 109,585	\$ 95,639	15,729	\$ 1,362	17,091	15,341	32,432	128,071	(18,486)
Medical	MED1	\$ 852,030	\$ 40,368	\$ 1,071	\$ 893,469	\$ 1,707,753	198,909	\$ 4,436	203,345	279,194	482,539	2,190,292	(1,296,823)
Mortuary Science	MOR1	\$ 2,905		\$ -	\$ 2,905	\$ 8,230	3,680	\$ 424	4,104	2,420	6,524	14,754	(11,849)
Naturopaths	NAT1	\$ 66,660		\$ -	\$ 66,660	\$ 4,147	1,322	\$ 228	1,550	1,194	2,744	6,891	59,769
Nurse Aides	NUA1	\$ 359,415	\$ 421	\$ 205	\$ 360,041	\$ 101,931	87,975	\$ 2,842	90,817	19,838	110,655	212,586	147,455
Nursing	NUR1	\$ 1,810,803	\$ 9,233	\$ 4,083	\$ 1,824,119	\$ 1,843,890	696,235	\$ 4,599	700,834	444,309	1,145,143	2,989,033	(1,164,914)
Nursing Home Administrators	NHA1	\$ 3,145		\$ -	\$ 3,145	\$ 2,044	1,399	\$ 163	1,562	13	1,575	3,619	(474)
Optometry	OPT1	\$ 26,892	\$ 15	\$ 1,500	\$ 28,407	\$ 41,753	6,452	\$ 1,272	7,724	11,689	19,413	61,166	(32,759)
Pawnbrokers	PAW1	\$ 3,350		\$ -	\$ 3,350	\$ 4,222	544	\$ 208	752	1,283	2,035	6,257	(2,907)
Pharmacy	PHA1	\$ 1,256,105	\$ 120,240	\$ 1,588	\$ 1,377,933	\$ 658,578	177,660	\$ 4,664	182,324	182,464	364,788	1,023,366	354,567
Physical/Occupational Therapy	PHY1	\$ 487,089	\$ 71	\$ 264	\$ 487,424	\$ 185,128	69,007	\$ 3,054	72,061	52,302	124,363	309,491	177,933
Prescription Drug Monitoring Program	PDMP	\$ 20		\$ 2,976	\$ 2,996	\$ 1,721	-	\$ -	-	-	-	1,721	1,275
Professional Counselors	PCO1	\$ 294,869	\$ 326	\$ -	\$ 295,195	\$ 204,504	31,536	\$ 2,988	34,524	57,157	91,681	296,185	(990)
Psychology	PSY1	\$ 33,220	\$ 553	\$ -	\$ 33,773	\$ 173,098	9,381	\$ 1,614	10,995	48,200	59,195	232,293	(198,520)
Public Accountancy	CPA1	\$ 600,898	\$ 1,154	\$ 8,980	\$ 611,032	\$ 318,407	45,711	\$ 1,953	47,664	82,926	130,590	448,997	162,035
Real Estate	REC1	\$ 639,645	\$ 4,859	\$ -	\$ 644,504	\$ 391,392	107,928	\$ 1,985	109,913	81,767	191,680	583,072	61,432
Real Estate Appraisers	APR1	\$ 75,640	\$ 111	\$ -	\$ 75,751	\$ 104,135	10,598	\$ 1,171	11,769	27,534	39,303	143,438	(67,687)
Social Workers	CSW1	\$ 428,284	\$ 413	\$ 568	\$ 429,265	\$ 197,753	37,030	\$ 3,184	40,214	57,580	97,794	295,547	133,718
Storage Tank Workers	UST1	\$ 7,730		\$ -	\$ 7,730	\$ 11,150	1,788	\$ 514	2,302	3,389	5,691	16,841	(9,111)
Veterinary	VET1	\$ 56,611	\$ 157	\$ 1,037	\$ 57,805	\$ 147,383	22,467	\$ 1,712	24,179	42,878	67,057	214,440	(156,635)
No longer existent board/commission (ie Athletic)		\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	-	-	-	-	-
<b>Totals All Boards</b>		<b>\$ 11,776,651</b>	<b>\$ 190,109</b>	<b>\$ 26,877</b>	<b>\$ 11,993,637</b>	<b>\$ 9,098,659</b>	<b>\$ 2,411,036</b>	<b>\$ 74,897</b>	<b>\$ 2,485,933</b>	<b>\$ 2,089,792</b>	<b>\$ 4,575,725</b>	<b>\$ 13,674,384</b>	<b>\$ (1,680,747)</b>

ABL & Corporations	DA0801005	\$ 4,372,277	\$ -	\$ -	\$ 4,372,277	\$ 405,904	\$ 1,249,390	\$ 10,213	\$ 1,259,603	\$ 238,098	\$ 1,497,701	\$ 1,903,605	
--------------------	-----------	--------------	------	------	--------------	------------	--------------	-----------	--------------	------------	--------------	--------------	--

<b>DIVISION INDIRECT EXPENSES</b>	<b>Total</b>	<b>Prof Lic</b>	<b>Corp &amp; Bus Lic</b>
<b>Percentage of program direct Personal Services:</b>			
Business Supplies	25,873	25,788	85
Office Equipment	57,608	55,009	2,599
State Vehicles	5,220	4,594	626
Storage and Archives	16,130	13,559	2,571
Legal Support	49,391	49,391	-
Central Mail Services Postage	48,961	23,719	25,242
Software Licensing and Maintenance	117,711	117,711	-
Division Administrative Expenses - all other	311,628	307,788	3,840
Division allocated by percentage of direct personal services:	632,522	597,559	34,963
<b>Percentage of board licenses/total licensees:</b>			
Investigations indirect Personal Services	437,677	409,626	28,051
Division Administration Personal Services	2,828,868	1,654,796	1,174,073
Division allocated by percentage of board licenses/total licensees:	3,266,545	2,064,422	1,202,124
<b>Total Division Indirect Expenses</b>	<b>3,899,067</b>	<b>2,661,981</b>	<b>1,237,087</b>
<b>DEPARTMENT INDIRECT EXPENSES</b>	<b>Total</b>	<b>Prof Lic</b>	<b>Corp &amp; Bus Lic</b>
<b>Percentage of program direct Personal Services:</b>			
Commissioner's Office	289,356	254,633	34,723
Administrative Services - Director's Office	73,527	64,704	8,823
Administrative Services - Human Resources	71,235	62,687	8,548
Administrative Services - Fiscal	102,783	90,449	12,334
Administrative Services - Budget	66,633	58,637	7,996
Administrative Services - Information Technology	322,717	283,991	38,726
Administrative Services - Information Technology - Network & Database	-	-	-
Administrative Services - Mail	13,230	11,642	1,588
Administrative Services - Facilities - Maintenance	-	-	-
Department allocated by percentage of direct personal services:	939,481	826,743	112,738
<b>Percentage of board licenses/total licensees:</b>			
Department administrative services support: Fiscal, IT, Procurement	393,880	346,614	47,266
<b>Receipting transaction % by Personal Services:</b>			
Department certified transactions % by Fiscal Revenue \$	85,110	74,897	10,213
<b>Total DEPARTMENT INDIRECT EXPENSES</b>	<b>1,418,471</b>	<b>1,248,254</b>	<b>170,217</b>
<b>STATEWIDE INDIRECT EXPENSES</b>	<b>Total</b>	<b>Prof Lic</b>	<b>Corp &amp; Bus Lic</b>
<b>Percentage of program direct Personal Services:</b>			
Accounting and Payroll Systems	81,101	71,369	9,732
State Owned Building Rental (Building Leases)	258,230	227,242	30,988
State OIT Server Hosting & Storage	7,792	6,857	935
State OIT SQL	6,958	6,432	526
State Software Licensing	-	-	-
Human Resources	69,278	60,965	8,313
IT Non-Telecommunications (Core Cost)	297,578	261,869	35,709
IT Telecommunications	32,270	28,398	3,872
Risk Management	2,680	2,358	322
Statewide allocated by percentage of direct personal services:	755,887	665,490	90,397
<b>FY24 TOTALS BY METHODOLOGY</b>	<b>Total</b>	<b>Prof Lic</b>	<b>Corp &amp; Bus Lic</b>
Percentage of program direct Personal Services:	2,327,890	2,089,792	238,098
Percentage of board licenses/total licensees:	3,660,426	2,411,036	1,249,390
Receipting transaction % by Personal Services:	85,110	74,897	10,213
<b>Grand Total</b>	<b>6,073,426</b>	<b>4,575,725</b>	<b>1,497,701</b>





Appropriation Name (Ex)	(All)
Sub Unit	(All)
PL Task Code	MAR1

Sum of Budgetary Expenditures Object Name (Ex)	Object Type Name (Ex)			Grand Total
	1000 - Personal Services	3000 - Services	4000 - Commodities	
1011 - Regular Compensation	6,493.70			6,493.70
1021 - Allowances to Employees	26.42			26.42
1023 - Leave Taken	355.56			355.56
1028 - Alaska Supplemental Benefit	420.04			420.04
1030 - Public Employee's Retirement System Defined Contribution	359.11			359.11
1034 - Public Employee's Retirement System Defined Cont Health Reim	195.31			195.31
1035 - Public Employee's Retirement Sys Defined Cont Retiree Medical	56.81			56.81
1037 - Public Employee's Retirement Sys Defined Benefit Unfnd Liab	1,221.69			1,221.69
1040 - Group Health Insurance	1,654.17			1,654.17
1042 - Worker's Compensation Insurance	35.15			35.15
1047 - Leave Cash In Employer Charge	158.38			158.38
1048 - Terminal Leave Employer Charge	109.44			109.44
1053 - Medicare Tax	96.91			96.91
1077 - ASEA Legal Trust	0.95			0.95
1079 - ASEA Injury Leave Usage	0.51			0.51
1080 - SU Legal Trst	0.35			0.35
3055 - Inspections/Testing		5,750.00		5,750.00
4002 - Business Supplies			-	-
<b>Grand Total</b>	<b>11,184.50</b>	<b>5,750.00</b>	<b>-</b>	<b>16,934.50</b>



THE STATE  
of **ALASKA**  
GOVERNOR MIKE DUNLEAVY

## Department of Commerce, Community, and Economic Development

BOARD OF MARINE PILOTS

P.O. Box 110806  
Juneau, Alaska 99811-0806  
Main: 907.465.2525  
Fax: 907.465.2974

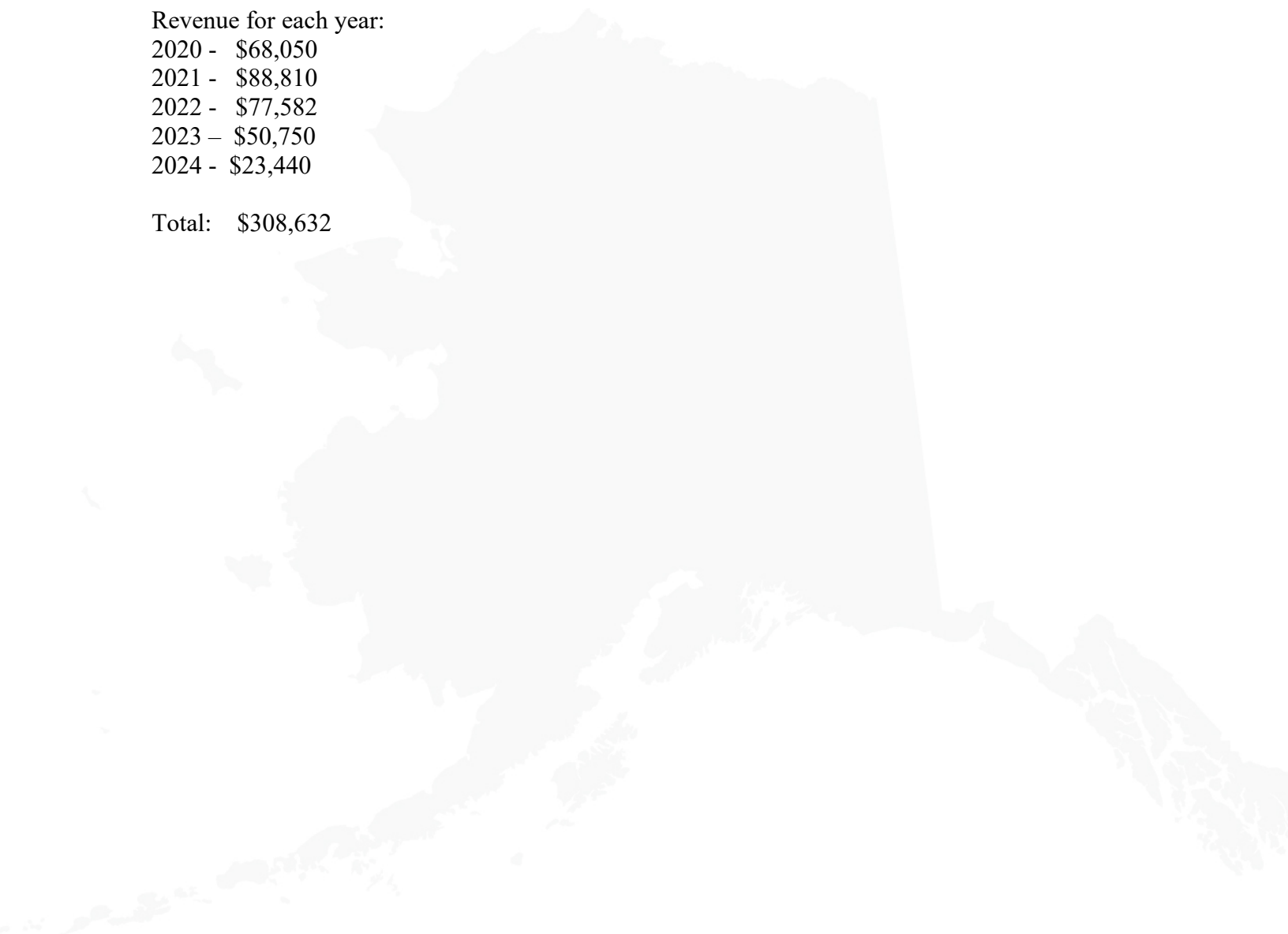
### Foreign Pleasure Craft Exemptions Issued by year:

2020 – 16  
2021 – 27  
2022 – 23  
2023 – 15  
2024 - 15  
**Total = 96**

### Revenue for each year:

2020 - \$68,050  
2021 - \$88,810  
2022 - \$77,582  
2023 – \$50,750  
2024 - \$23,440

Total: \$308,632





### Current Publication Dates – FPC Packet Review

- Coast Pilot 8 – **2025 (new) – Updated 01/12/2025**
- Coast Pilot 9 – **2025 (new) – Updated 01/19/2025**
- Current Tide Table(s) – **2025**
- Current Tidal Current Table(s) – **2025**

The following will be uploaded to the board’s “Exemption” webpage:

- Resurrection Bay Supplemental (Alaska Boater’s Handbook) – **2012**
- Tongass Narrows Users Guide- **2012**
- Prince William Sound Supplemental (Alaska Boater’s Handbook) – **2016**
- VTS Regulations for Prince William Sound & Valdez – **2017**
- Alaska Boater’s Handbook – **2021**
- Cold Water Survival Guide – **2021**
- Kodiak Island Airport Corridor Guide – **2019**
- Pre-departure Check list (Alaska Boater’s Handbook) – **2021**
- Southeast Alaska Voluntary Waterway Guide – **2024**
- Wilderness Best Management Practices for Tracy Arm-Fords Terror Wilderness (Holkham Bay, Tracy Arm, Endicott Arm, and Ford’s Terror) – **2019**
- Lower Cook Inlet-Kachemak Bay Supplemental (Alaska Boater’s Handbook) – **2021**
- Alaska Marine Mammal and Harbor Seal Information – **2022**

# State of Alaska

## 2025 HOLIDAY CALENDAR

### State Holidays

Date	Holiday
01/01/2025	New Year's Day
01/20/2025	MLK Jr.'s Birthday
02/17/2025	Presidents' Day
03/31/2025	Seward's Day
05/26/2025	Memorial Day
06/19/2025	Juneteenth Day
07/04/2025	Independence Day
09/01/2025	Labor Day
10/18/2025	Alaska Day (observed 10/17/2025)
11/11/2025	Veterans' Day
11/27/2025	Thanksgiving Day
12/25/2025	Christmas Day

Please refer to appropriate collective bargaining unit agreement for more information regarding holidays.

  Holiday



### JANUARY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### JULY

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### FEBRUARY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

### AUGUST

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### MARCH

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### SEPTEMBER

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

### APRIL

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

### OCTOBER

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### MAY

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### NOVEMBER

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

### JUNE

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

### DECEMBER

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			