Salvage Response Plan

Charleston Captain of the Port Zone

Promulgated on 21July2014

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SECTOR CHARLESTON SALVAGE RESPONSE PLAN

REFERENCES

(a) Assessment of the U.S. Marine Transportation System: A Report to Congress, U.S. Department of Transportation, September 1999
(b) Security and Accountability for Every Port Act of 2006 (SAFE Port Act), Public Law 109-347
(c) Navigation and Navigable Waters, Maritime Security: Area Maritime Security, 33 CFR § 103.505
(d) Captain of the Port (COTP) Zone Charleston Area Maritime Security Plan (AMSP)
(e) National Response Framework, January 2008
(f) Strategy to Enhance International Supply Chain Security, Department of Homeland Security (DHS), July 2007
(g) Sector Charleston Area Contingency Plan (ACP)
(h) Recovery of Marine Transportation System for Resumption of Commerce, COMDTINST 16000.28 (series)
(i) U.S. Coast Guard Incident Management Handbook (IMH), COMDTPUB P3120.17(series)
(j) Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. § 5121 et. seq., as amended
(k) Abandoned Vessels, COMDTINST M16465.43 (series)
(l) Navigation and Navigable Waters, Department of the Army, Corps of Engineers, Removal of Wrecks and Other Obstructions, 33 CFR Part 245
(m) Navigation and Navigable Waters, Marking of Structures, Sunken Vessels and Other Obstructions, 33 CFR Part 64
(n) Navigation and Navigable Waters, Jurisdiction, 33 CFR § 2.36
(o) Interagency Agreement (IAA) between the United States Navy and the United States Coast Guard for Cooperation in Oil Spill Clean-up Operations and Salvage Operations dated 15 SEP 1980
(p) Memorandum of Agreement (MOA) between the Department of the Army and U.S. Coast Guard, October 1985

SITUATION

(U) This plan provides a framework for planning and coordinating the post-Transportation Security Incident (TSI) salvage response activities needed to facilitate the recovery of the Marine Transportation System (MTS). As described by Reference (a), and in accordance with References (b) and (c), this plan supports the clearing of port waterways to enable the resumption of maritime commerce in the Captain of the Port (COTP) Zone Charleston. These references do not create new authorities or funding sources, and this plan was developed within the constraints of existing laws and policies.

a. (U) Pursuant to References (b) and (c), this plan identifies and relies on existing authorities, procedures, policies, funding mechanisms, and sources of technical expertise and salvage resources for incident management activities and operations needed to coordinate resumption of maritime commerce following a TSI or threat of a TSI during the short-term recovery phase of incident management. This plan serves as an Annex to the COTP Zone Charleston Area Maritime Security Plan (AMSP), Reference (d).

b. (U) This plan aligns with and supports Reference (e) and Emergency Support Function (ESF) 1 (Transportation), ESF 3 (Public Works and Engineering), and ESF 10 (Oil and Hazardous Substances) with regard to salvage response activities.

c. (U) This plan serves concurrently as a salvage response framework in support of Reference (f) and it incorporates relevant information from Reference (g) for response to oil spills or hazardous materials releases resulting from a TSI.

d. (U) This plan anticipates the establishment of a Unified Command (UC) under the National Incident Management System (NIMS) protocols, and the use of a common salvage response coordination framework for all forms of transportation disruptions. This plan may be adapted and used for other transportation disruptions, consistent with the overarching responsibilities of the Charleston AMSP, to deter and mitigate the effects of a TSI.

e. (e)(U) This plan incorporates guidance concerning coordination between the Charleston and NCR Area Maritime Security Committees (AMSCs) and other advisory bodies (e.g., Area Committee for response to oil spills and hazardous materials releases affecting the marine environment) regarding salvage preparedness, response priorities, and other post-incident aspects of response to inform development of the UC's Incident Action Plan (IAP).

1000 (U) SALVAGE RESPONSE PLAN (SRP)

(U) This SRP provides a framework for salvage response planning, coordination and support during the short-term recovery phase of incident management following a TSI. The SRP applies to vessels, wrecks, obstructions, and marine debris that are a physical impediment to the port navigation system within the waterway and are thereby impeding the flow of maritime commerce.

1100 (U) Area of Responsibility

(U) The land, waters, and air space of the Charleston COTP Zone, as defined in 33 Code of Federal Regulations (CFR) 3.25-15. See Figure 1.

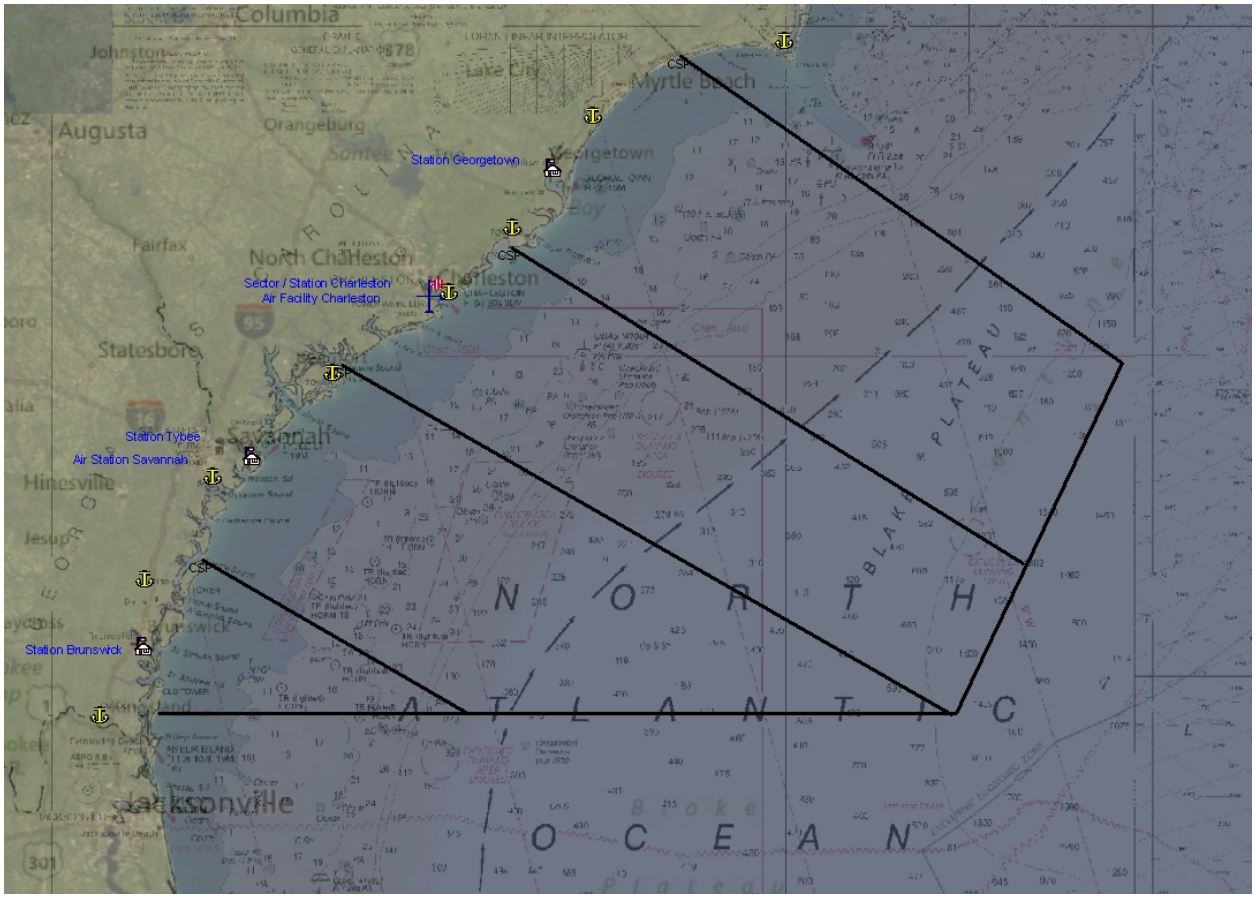


Figure 1. Sector Charleston Area of Responsibility.

1200 (U) Pre-Incident Conditions/Preparedness

a. (U) Preparedness. The following pre-incident preparations and actions will be implemented to support salvage response planning and activities during incident management.

(1) (U) Identify coordinating procedures for obtaining salvage subject matter expertise and information. Coordinate salvage Subject Matter Expert (SME), information, and staffing support needs with existing bodies including Area Committees, Harbor Safety Committees, Port Readiness Committees (PRC), and AMSCs.

(a) (U) Specifically, the Charleston AMSC will discuss relevant MTS issues such as waterways actions, port disruption planning, and pre-incident coordination and concerns.

(b) (U) Organizations represented on the local committees and other stakeholders will be provided the opportunity to provide advisory salvage subject matter expertise in support Marine Transportation System Recovery Unit (MTSRU).

(2) (U) The AMSC will coordinate supporting relationships with other relevant committees.

(3) (U) Establish location of salvage response "planning functions" for incident management. The salvage response planning functions may be assigned to a MTSRU established per References (d), (f), (h) and (i) or, if an MTSRU is not implemented, placed within the Planning Section within a Unified Command structure as appropriate.

(4) (U) Develop and populate salvage-specific Essential Elements of Information (EEI) in order to provide baseline salvage response information needed to initiate salvage planning during incident management. At a minimum, the EEI shall include the salvage capability information required by Reference (b). The EEI should identify infrastructure at potential choke points for maritime traffic (e.g. bridges, pipeline crossings), their owners and operators, and associated contact information. They should also support EEI requirements of Reference (h). EEIs should be reviewed annually by Sector Charleston and/or the Charleston and NCR AMSCs .

(5) (U) Identify communications systems and capabilities that are available to coordinate salvage response planning operations, to include the Coast Guard's Homeport portal, video/teleconference capabilities, advisory group meetings, and other methods as appropriate. Specific communication information can be found in Section 3400 (Communications) of the Charleston AMSP.

(6) (U) Identify procedural framework for prioritizing salvage, wreck and debris removal in consultation with existing advisory bodies including Area Committees, AMSCs, PRCs, and Harbor Safety Committees.

(7) (U) Describe procedures for coordinating salvage response at all MARSEC Levels.

(a) (U) Salvage Response activities during MARSEC Levels 2 and 3 may be restricted, delayed, or interrupted due to specific security procedures implemented by Reference (d). Specific procedures to facilitate salvage recovery during these periods will be coordinated by the Incident Command / Unified Command. These activities may include:

- (U) Restricted Vessel Movement on the Waterways
- (U) Restricted Access to Facilities

- (U) Additional Security Screening for Personnel
- (U) Restricted Vessel Entry / Egress from the Port
- (U) Additional Security Procedures as may be implemented

b. (U) Salvage operations during periods of heightened security (MARSEC 2 and MARSEC 3) will require additional security and operational controls. Specific directions and procedures must be addressed in all salvage plans during heightened security operations.

c. (U) Prioritization of waterways for the removal of wrecks, obstructions, and marine debris removal activities will be accomplished in accordance with Reference (b).

2000 (U) ROLES AND RESPONSIBILITIES

2100 (U) General Roles and Responsibilities.

a. (U) Roles and responsibilities for salvage response will depend upon the circumstances of the incident.

b. (U) Primary Responsibility.

(1) (U) If the US Army Corps of Engineers (USACE) and the Coast Guard jointly determine that a sunken or grounded vessel or wreck is a hazard to navigation, it must be removed as expeditiously as possible by the Responsible Party.

(2) (U) Normally, primary responsibility for taking or arranging action to resolve an obstruction or other impediment to navigation is the identified Responsible Party of a sunken or grounded vessel or wreck; or, the Responsible Party of other obstructions in the waterway such as structures, train cars, and vehicles. Where a discharge of oil, hazardous substance release or threat thereof is involved, primary responsibility belongs to the Responsible Party as defined by the Oil Pollution Act of 1990.

2200 (U) Federal Government

(U)The following summary identifies general institutional roles and responsibilities. More detailed information about Federal agency roles and responsibilities is provided in Tab B.

a. (U) U.S. Coast Guard (USCG). The Coast Guard works closely with the US Army Corps of Engineers (USACE) to ensure a coordinated approach to maintaining safety and the functionality of the port navigation system in U.S. ports and waterways. The Coast Guard serves as the federal government's lead agency for responding to threatened or actual pollution incidents in the coastal zone. The Coast Guard is one of two primary agencies for ESF 10 (Oil & Hazardous Materials Response), which includes mission-specific salvage response. The Coast Guard, upon the request of FEMA, may provide management and contract administration for certain Mission Assignments (MAs) under the authority and funding in accordance with Reference (j). The COTP, as FMSC, is responsible for maintaining and implementing this SRP. Immediately upon discovery of

an obstructing vessel or object, the Coast Guard has responsibilities for marking and notification as required by References (k), (l), (m) and (n). Coast Guard authority for vessel removal/destruction when no Responsible Party can be identified is described in COMDTINST 16465.5 (series), and COMDTINST M16465.43 (series).

b. (U) U.S. Army Corps of Engineers (USACE). The USACE serves as the Federal Government's lead agency for maintaining the navigability of federal channels in domestic ports and waterways. The USACE arranges for and conducts hydrographic surveys, assessments of navigation conditions, and dredging. The USACE also has authority that may be applicable for removing wrecks from federal navigable channels, and more limited authority to address obstructions that pose hazards to navigation as discussed in References (l), (m), and (n). The USACE is one of two primary agencies for ESF 3 (Public Works & Engineering), and may provide engineering management and contract administration, at the request of the FEMA, for salvage-related MAs under authority and funding discussed in Reference (j).

c. (U) U.S. Navy Director of Ocean Engineering, Supervisor of Salvage and Diving (SUPSALV). SUPSALV is the Department of Defense's principal source of salvage expertise. Upon request, SUPSALV may provide federal-to-federal support for salvage response. SUPSALV and the Coast Guard cooperate in oil spill clean-up and salvage operations in accordance with the provisions of Reference (o). SUPSALV can provide expertise and conduct/support specialized salvage/wreck removal operations. SUPSALV is able to quickly draw upon the extensive resources of the commercial salvage industry through its standing salvage support contracts. Additionally, SUPSALV maintains an extensive inventory of government owned assets that are pre-positioned for immediate deployment. SUPSALV can also access the Navy's hydrographic survey assets/ capabilities, and can provide in-office technical support. However, funds must be provided to access SUPSALV or their capabilities.

d. (U) National Oceanic and Atmospheric Administration (NOAA). An agency of the Department of Commerce, NOAA provides aerial and hydrographic survey support and expertise. NOAA also administers the Abandoned Vessel Program (AVP). The main objective of this program is to investigate problems posed by abandoned and derelict vessels in U.S. waters. The program maintains various information resources.

e. (U) Environmental Protection Agency (EPA). The EPA serves as the coordinator and is one of two primary agencies for ESF 10 (Oil & Hazardous Materials Response).

f. (U) Federal Emergency Management Agency (FEMA). FEMA is the federal lead for Mission Assignments (MAs) under Reference (i) authorities and funding. FEMA is one of two primary agencies for ESF 3 (Public Works & Engineering). FEMA also serves as the coordinator and primary agency for Infrastructure Systems Recovery Support Function (RSF) under the National Disaster Recovery Framework.

g. (U) U.S. Department of Transportation (DOT). DOT serves as coordinator and primary agency for ESF 1 (Transportation).

h. (U) National Transportation Safety Board (NTSB). The NTSB has authority and responsibility for investigation of major transportation incidents and may engage in preservation of evidence and safety investigation in conjunction with salvage operations that have not resulted from an act of terrorism.

i. (U) Federal Bureau of Investigation (FBI). The FBI has law enforcement investigation responsibility for acts of terrorism and may engage in preservation of evidence and law enforcement investigation in conjunction with salvage operations that are in response to acts of terrorism.

2300 (U) State, Local, Tribal, and Territorial Governments

a. (U) State, local, tribal, and territorial governments have an important role in determining priorities and developing a rational approach to coordinating efforts to accomplish rapid marine survey, salvage, and wreck/debris removal in (or adjacent to) their jurisdictions.

b. (U) State, local, tribal, and territorial government agencies have certain responsibilities for removal of obstructions and debris that are outside of defined federal navigable waters and do not create hazards to navigation.

c. (U) Some states have established abandoned and derelict vessel programs for their waters to address removal of abandoned vessels that do not pose a risk that would trigger removal actions by federal agencies. (See Review of State Abandoned Derelict Vessel Programs (NOAA, 2006)). The NOAA document cites that South Carolina has a well-organized system for addressing the issue of abandoned vessels.

d. (U) In the event of a vessel sinking that results in, or the potential for, an oil spill or hazardous substance release the South Carolina Department of Health and Environmental Control (SCDHEC) would be part of the Unified Command assisting with the response management, including salvage of the vessel.

e. (U) South Carolina Emergency Management Division may participate in the salvage operation planning phase, the assumption being that circumstances will vary for each project using the all-hazard concept (e.g., such as marine casualty, TSI, heavy weather, etc.) of incident emergency management. The State's Emergency Operations Plan (EOP), Mutual Aid Agreements, Governor's Executive Order or direction from the Federal Emergency Management Agency (FEMA) and other Federal agencies may be made and placed in effect.

f. (U) South Carolina Department of Transportation (SCDOT) will participate in any salvage operation that includes elements of bridge / infrastructure damage under their direct jurisdiction or to facilitate any MTS Recovery elements.

2400 (U) Industry

a. (U) National Salvage Capabilities. American Salvage Association (ASA), formed by

leading U. S. salvors in response to the need for providing an identity and assisting in the professionalizing of the U. S. marine salvage and firefighting response, the intention of the ASA is to professionalize and improve marine casualty response in U.S. coastal and inland waters. The American Salvage Association meets with various federal and state agencies to exchange views on the improvement of salvage and firefighting response in the U.S.

b. (U) Local and Regional Salvage Capabilities. The Charleston COTP Zone has several local salvage companies. Refer to Tab H for salvage, diver, and marine construction equipment and capabilities.

c. (U) Vessel and Cargo Owners/Operators and Insurers.

(1) (U) For vessels and cargos, the owners/operators (and also those that underwrite their property) retain the primary responsibility for obtaining salvage assistance when needed. Under References (l) and (m), the Responsible Party retains responsibility for marking and removal of their vessel and or cargo even if it has no remaining value. In addition, some tank vessels are required by 33 CFR § 155.4030 to include/ identify salvage and marine firefighting capabilities within their respective Vessel Response Plans (VRPs). COTPs must give the Responsible Party reasonable opportunity to comply with appropriate legal requirements while protecting the value of their property.

(2) (U) The COTP must balance the ability of the Responsible Party (RP) to take appropriate action in a timely fashion. Delay in salvage or inappropriate initial action may worsen the situation, increasing impact on the transportation system, the environment, and/or overall cost. The COTP should not hesitate, if in doubt, to seek advice from the organizations listed in Tab B.

3000 (U) ASSUMPTIONS

(U) This document shall be used as a tool to carry out necessary salvage functions in the event of a TSI. The originator and those involved in its inception have no control over an actual incident and therefore, are not bound to any legal confines. If a discrepancy is found within the plan or found to be ill-fitting, it will be re-analyzed and changed accordingly to facilitate any future MTS incidents.

a. (U) Reconstitution. Functional capabilities and resources sufficient to support salvage response will be sufficiently restored before salvage response operations commence.

b. (U) Salvage during Environmental Response. Salvage, when conducted in conjunction with oil spills or hazardous substance releases will be initiated during the response phase under the Sector Charleston Area Contingency Plan (ACP) to prevent or mitigate environmental consequences.

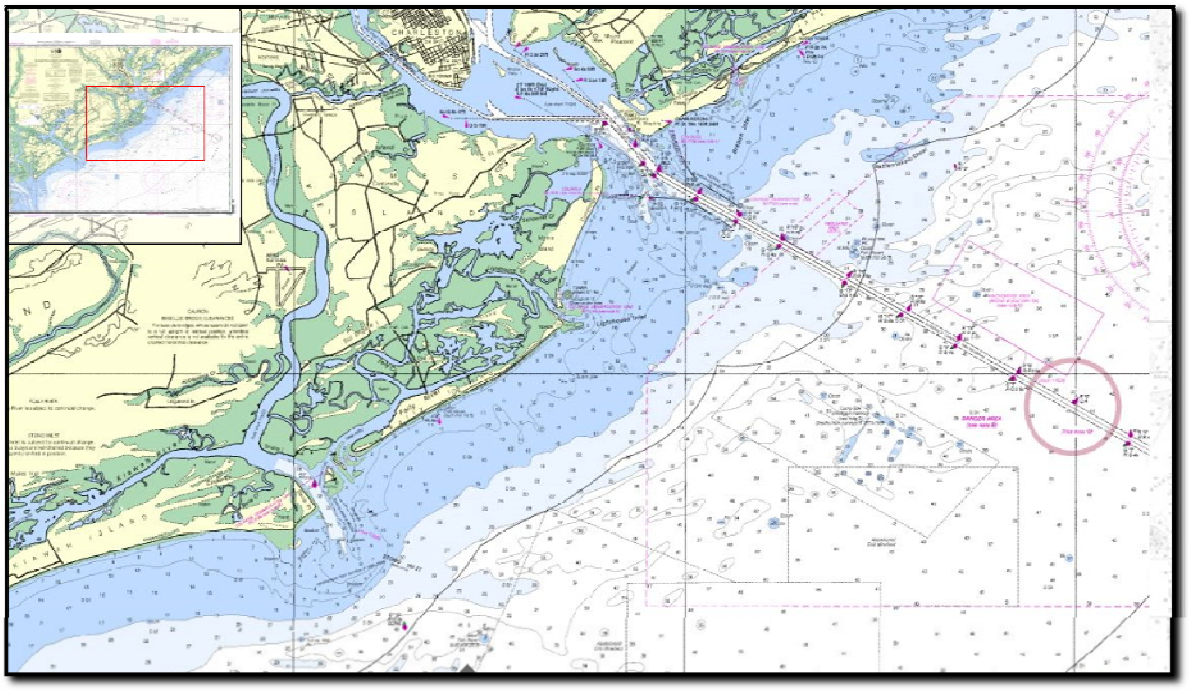
c. (U) Initiation of Salvage Response. Deployment of salvage response resources to assist in reopening waterways to commerce will occur as soon as possible following an incident.

d. (U) Local Assumptions.

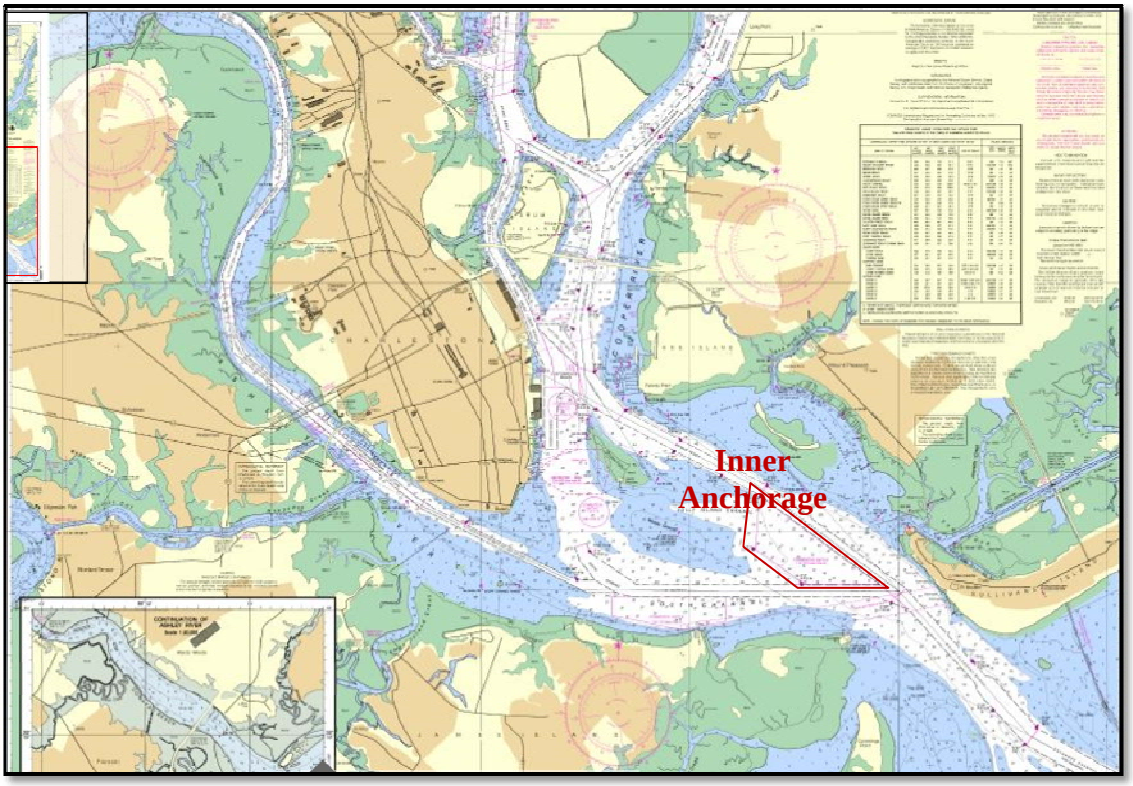
(1) (U) Intentional Grounding or Sinking a Vessel: **CAUTION**: This action must be approved by the COTP in accordance with the Potential Places of Safe Refuge (PPOR) guidelines listed in the Sector Charleston ACP and COMDTINST 16451.9. A decision to ground a vessel may be needed during a response. In choosing a site, several factors must be considered. The possibility of a vessel sinking, becoming derelict or a persistent pollution problem should be considered. Other factors to be considered:

- (U) Bottom material: soft enough so that the vessel's hull will not be ruptured.
- (U) Water depth: shallow enough so that the vessel will not sink below the main. deck, yet deep enough so that response vessels can approach.
- (U) Weather: areas not known to have strong winds or currents, which could hamper marine salvage efforts.
- (U) Economic impact based on close proximity to navigable channels or commercial waterways.
- (U) When a vessel and cargo is deemed a constructive total loss, it may be best to sink it in an area where environmental damage is minimized (40 CFR Part 300.322). These areas will be selected in consultation with the Regional Response Team (RRT) with approval by the Commandant. The COTP will request this team be convened when intentional sinking of a vessel is considered.

(2) (U) The primary pre-selected anchorage for a vessel arriving to the Port of Charleston is in the vicinity of the Outer Anchorage as shown on NOAA chart number 11524.



(3) The secondary pre-selected anchorage for a vessel within the Port of Charleston is in the vicinity of the Inner Anchorage as shown below. The Inner Anchorage is an area that could be used in an emergency, such as a vessel fire, to intentionally ground a vessel in an effort to save it. This anchorage is no longer in use and has silted in to a depth of approximately twenty feet, making this area an ideal location for intentional grounding.



4000 (U) LEGAL CONSIDERATIONS

a. (U) This SRP does not in any way modify existing laws, policies, regulations or agreements regarding salvage, wreck and debris removal. Nothing in this SRP alters the rights of Responsible Parties (RPs) from recovering their property expeditiously.

b. (U) This SRP does not provide authority to contract for or conduct salvage operations nor does it provide a coordination and procedural framework for access to salvage resources, consistent with existing authorities, policy and funding.

c. (U) This SRP identifies and relies on existing salvage authorities and funding mechanisms of Federal agencies and stakeholders with a salvage nexus for salvage response tactical planning and operations.

d. (U) Tab B includes a listing of relevant Memorandums of Agreement (MOA) and Memorandums of Understanding (MOU).

e. (U) Tab C lists principal federal authorities that pertain to salvage response. Tab D describes the funding considerations related to salvage response.

f. (U) If the IC/UC has any questions or doubts regarding salvage response authorities or contracting salvage resources, the IC/UC should work through the applicable Coast Guard legal and/or CG Headquarters chain-of-command.

5000 (U) DEFINITIONS

(U) Definitions used in this plan are included as Tab A. The definitions are general guides, and are not substitutes for definitions contained in law, regulation, or official Coast Guard policy.

6000 (U) EXECUTION

6100 (U) Concept of Operations

a. (U) Incident Commander's Intent.

(1) (U) To support short-term MTS recovery by implementing a flexible framework to plan and coordinate employment of marine salvage response capabilities (within existing authorities, policy and funding constraints), to clear the navigable waterways sufficiently for resumption of maritime commerce.

(2) (U) Initiate salvage response assessments, planning, and coordination with pertinent stakeholders and salvage response providers, as soon as possible following an incident.

(3) (U) Determine appropriate uses of authorities, funding, and resources to conduct salvage response to reopen channels and waterways.

(4) (U) Identify salvage needs for MTS infrastructure which are beyond the scope of this SRP, and provide input for development of FEMA MAs or other long-term recovery support through ESF 1, ESF 3 and/or ESF 10, as appropriate.

(5) (U) Support marine salvage operations through the IC/UC structure.

b. (U) Concept of Salvage Response Planning and Operations.

(1) (U) The procedures in this SRP cover salvage preparedness planning up to the point at which incident-specific salvage response planning and operations are initiated. The plan also provides information on salvage resources that could be employed in responses.

(2) (U) Initial environmental response, MTS recovery actions, and identification of prospective salvage response needs will be undertaken by stakeholders using their existing operations protocols and contingency plans (e.g., existing Vessel Response Plans). Salvage issues identified will be referred to the COTP, who will communicate them as necessary to the IC/UC.

(3) (U) Upon establishment of an IC/UC, the SRP becomes a supporting plan to the Incident Action Plan (IAP) and informs salvage response planning by the MTSRU, and salvage subject matter experts during incident management. Activities of the MTSRU will be guided by the MTS Recovery Plan for the Charleston COTP Zone. Figure 2 illustrates the response organizational structure.

(4) (U) Salvage issues beyond the scope of the SRP will be addressed by the appropriate ESF(s) through the IC/UC for consideration.

(5) (U) Feedback about implementation of salvage response measures and resulting effects on performance and functionality of the port navigation system will be considered in forming MTS recovery and salvage response recommendations.

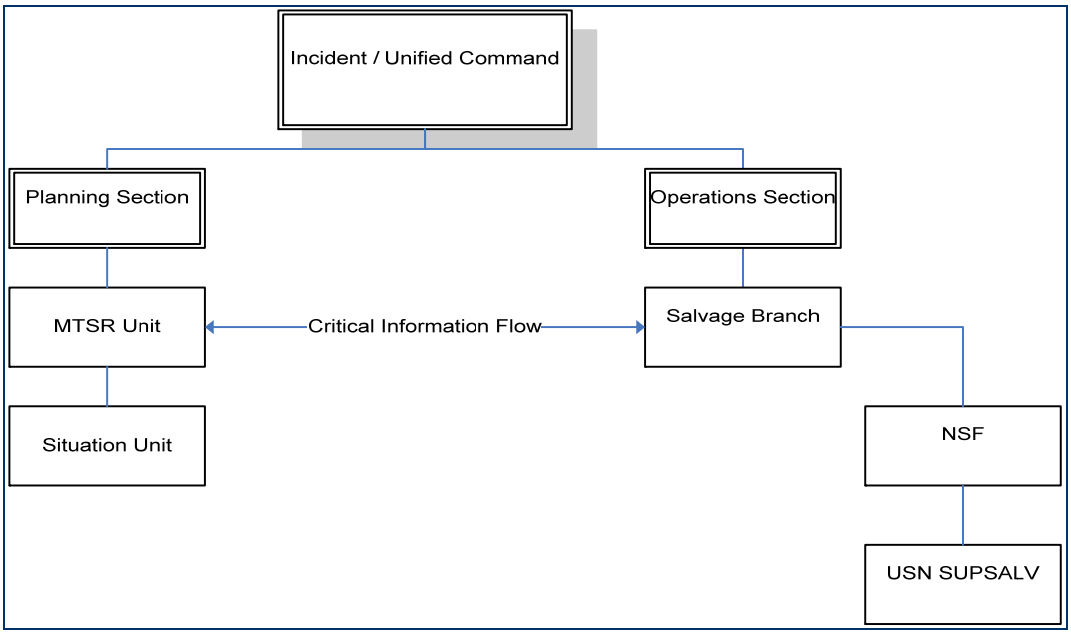


Figure 2. A notional response structure with a MTSRU and Salvage Branch.

6200 (U) Deployment

a. (U) All salvage response operations will be conducted by individual organizations consistent with their jurisdiction, authorities, capabilities, and funding availability.

b. (U) Salvage equipment and resources based within the Charleston COTP Zone which are capable of being used to restore the MTS may not be available. Likewise, national and/or regional salvage capabilities identified in this plan may not be available.

c. (U) Local salvage resources and capabilities can be found in Tab H to this annex. The Sector Charleston Marine Firefighting Plan also contains marine firefighting resources.

6300 (U) Employment

a. (U) Salvage Operations. A salvage response team may be needed to execute salvage operations during an incident. Members assigned to the salvage response team would be responsible for developing an incident-specific salvage response plan for assigned salvage work. Therefore, salvage operations will be included as an element of the Incident Action Plan (IAP). This SRP is a supporting plan to those incident-specific response efforts.

b. (U) Safety. A site safety plan must be developed and approved by the UC as part of the Incident Action Plan. Operations conducted in accordance with the plan under the supervision of a qualified safety officer with expertise in vessel construction, marine salvage, or commercial diving. Only personnel who are properly equipped and trained should be allowed to participate in salvage operations. Each responder and/or worker must read, understand and acknowledge receipt of the site safety plan (e.g. signing the worker/responder acknowledgement form).

c. (U) Demobilization. Salvage response resources will be released as soon as possible. For planning purposes, once clearing of appropriate navigable waterways enables the resumption of the flow of maritime commerce, salvage response activities will transition from short-term recovery to long-term recovery. The MTSRU will assist with the salvage-related transition. As part of its demobilization (DEMOB) report to the IC/UC, the MTSRU will prepare a list of unresolved salvage response and marine debris issues. An ICS Planning Section-Demobilization Unit Leader (DMOB), if designated, should be the lead in preparing an overall demobilization plan as well as any checklists and check-out procedures. No response resources or personnel may leave an incident without being properly demobilized and checked-out for the safety of the response and the demobilized resource.

d. (U) Security and Force Protection. Certain salvage responses in the wake of a TSI other incident or heighten security postures may preclude a response unless security or force protection measures are in place. Each organization is responsible for security of its own recovery resources (e.g. pre-staged equipment, food, emergency potable water, portable generators, medical supplies). Security needs that exceed capabilities will be brought to the attention of the UC. Each participating organization is responsible for determining and implementing appropriate force protection measures. Force protection will be coordinated through the UC, when required.

e. (U) Self-Preservation and Life-Saving. All salvage response forces will act to ensure the survivability and protection of their own assets, personnel and continuity of operations consistent with prevailing conditions. Safety of life takes precedence over salvage response. Salvage response operations will be suspended as necessary if life saving operations becomes necessary at or in proximity to the salvage site.

6400 (U) Tasks

a. (U) During the incident response phase, the identification of measures needed to set the stage for salvage response, as a supporting activity of MTS recovery, should be initiated. Development of salvage and MTS recovery-specific tasks should be done as part of the IAP planning process in accordance with NIMS ICS protocols. Sample objective include, but not limited to (see Figure 3 for an alternative table layout):

(1) (U) Initial response activities will be in accordance with standing Sector Charleston Standard Operating Procedures and/or Quick Response Cards (as per Sector Charleston Command Center). This plan does not establish separate guidance for first responders, boat forces, MHLS Operations, or safety procedures. All resources used during initial response and assessment will be identified on the ICS-201 Incident Briefing and establish the baseline for the Logistics Section (if established) for resource management and support.

(2) (U) Initial reports from first-responders and/or vessel crew should contain sufficient information to help determine the scope of the incident and develop initial COAs to reduce any associated risk. Initial reports should include all available such as:

- VIN (Vessel Identification Number)
- Name of Vessel
- Owner/Operator of vessel, including all personal info (if on-scene)
- Actual or approximate size of vessel
- Type of Vessel
- Body of water in which it is located
- Amount of fuel onboard vessel
- Any other known hazardous materials
- GPS Location of incident/vessel
- Any structures affected (bridges, tunnels, etc)
- Debris; what kind & color
- Any apparent Aids to Navigation discrepancies
- Gather pictures of incident and data on witnesses
- Any other pertinent details

(3) (U) Refer to Tab I for initial reporting information for vessels.

(4) (U) Initial reports may elicit areas for additional focus / investigation. These reports may originate from the vessel crew/master; first responders; pollution assessment teams; and other waterway users (pilots/tug operators). Information obtained during the initial incident assessment and briefing should be used to develop the ICS-201 and set the initial incident objectives for the incident response phase.

(5) (U) The Response and Prevention Departments will ensure initial reports are obtained and distributed to the appropriate stakeholders. Salvage reports and initial assessment information will be transmitted via e-mail/fax to the U. S. Coast Guard Marine Safety Center (MSC) Salvage Engineering Response Team (SERT). The initial report / assessment transmitted to the MSC will include Sector Charleston's initial response structure and point of contact for salvage response elements. Updates to Coast Guard Seventh District will be made regularly through either submission of the IAP, Senior Leadership Bullets or another method. Other information regarding the incident shall be communicated by the IC/UC to the public as needed (and through the incident Public Affairs Officer).

(6) (U) Sector Charleston's Prevention Department will coordinate investigation activities with the appropriate Federal and State agencies to determine any RPs for vessels, wrecks, or obstructions that represent a significant threat to the public health, safety, welfare, and the U.S. navigable waterways.

SAR	Response	Assessment	Reporting	Initial Strategies
Crew Evacuation and Safety	Control of Vessel	Structural Assessment	Vessel Info to MSC SERT	Contain / Control Flooding
Ensure Safety of First Responders	Fire / Flooding Control	Stability	Notify all Appropriate Fed, State, and Local agencies	Address Sustained Firefighting & Dewatering
		Cargo Safety	Notify Flag State / Class Society	Stabilize Vessel
		Pollution Assessment	Additional Critical Incident Reporting Guidelines	Appropriate Salvage Contractor Identified
		ID Potential MTSR Impacts		Initiate Pollution Response IAW ACP
		ID Potential Resources Needs (Towing, Equipment, Lightering Barges, FF Equip)		IC/UC Possible Supporting Forces (SUPSALV / NSF / USACOE)

Figure 3. A notional response structure with a MTSRU and Salvage Branch.

b. (U) Determine needs, arrange for, and coordinate provision of salvage response using this plan for the Charleston COTP Zone and Sector Charleston ACP salvage provisions, as appropriate. Figure 3. Example Initial Operational Objectives.

(1) (U) Assess the scope of the salvage response needed, including aerial surveys to assist in identifying salvage issues and hydrographic survey of critical waterways/channels. Tab E provides guidance to assess salvage response needs.

(2) (U) Use the SRP as a coordination and procedural plan to support identification and application of existing salvage authorities and funding mechanisms when salvage response becomes necessary. Tab F provides general SRP considerations. Tab G provides SRP-related acronyms.

(3) (U) Use the Sector Charleston ACP to guide salvage operations conducted during oil and hazardous substance environmental response activities.

(4) (U) Identify the RP to determine their intentions for developing and executing a removal/salvage plan.

(5) (U) Assess and recommend priorities for salvage response needed to reopen the navigable waterways.

(6) (U) Coordinate with the Infrastructure Liaison Officer (ILO) at the Joint Field Office (JFO) (if established) for recovery support, including identification of recovery issues under Stafford Act disaster declarations.

(7) (U) Coordinate with the USACE in accordance with Reference (p) for removal of hazards to navigation by the RP when ownership of the hazard cannot be determined, or if removal of the hazard by the RP cannot be accomplished in a timely manner.

(8) (U) Coordinate with ESF1, ESF 3, and ESF 10, coordinating primary and supporting agencies through the JFO (when established) to arrange for salvage response services.

(9) (U) Consistent with Reference (m), identify and coordinate the marking of obstructions and hazards to navigation by the RP, or if they fail to act in a timely manner, the Coast Guard and USACE.

(10)(U) Coordinate the establishment of an IC/UC salvage response function with subject matter expertise to conduct site-specific assessments of obstructions to navigation and salvage needs and to develop and implement salvage plans to address the obstruction(s) to navigation.

(11)(U) Identify available public and commercial salvage assets when the RP cannot be identified or respond in a timely manner.

(12)(U) Monitor impact of salvage recommendations on MTS Recovery.

(13)(U) Document salvage response activities and operations.

7000 (U) ADMINISTRATION AND LOGISTICS

(U) Refer to References (g) and (r).

7100 (U) Concept of Support

a. (U) All providers are responsible for determining and establishing the adequacy and appropriateness of the authorities and funding under which they will provide salvage response.

b. (U) All government and private industry organizations participating in salvage response are responsible for coordinating their own administration and logistics until unified coordination of administration and logistics is implemented by the IC/UC

c. (U) Participating organizations should report essential needs that exceed their organic capabilities to the IC/UC.

7200 (U) Logistics

(U) Logistics for a salvage-related incident depends on the type, nature of incident and location. Sector Charleston Logistics should stand ready as an incident or other contingency continues to evolve into a short-term or long-term recovery as part of the UC.

7300 (U) Personnel

(U) Personnel augmentation and/or staffing needs for a salvage-related incident depend on the type, nature of incident and location. Although it is expected that Active Duty personnel of Sector Charleston will coordinate most of a typical salvage incident, LOG-ADMIN staff may also contact assigned area Reservists for voluntarily and/or involuntary recall. Sector should request any additional forces through Seventh District (Dx) in a Request for Forces message (RFF).

7400 (U) Funding

(U) All available federal, state and local alternate funding resources will be requested for expenses related to responding and recovering from a TSI. Refer to Tab D for funding considerations related to salvage response.

7500 (U) Public Affairs

(U) All salvage recovery response personnel will forward all public affairs needs to the Public Affairs Staff currently located at Sector Charleston during normal operating conditions. As an incident or other contingency continues to evolve into a short-term or long-term recovery as part of the UC, the Planning Section Chief and the Unified Command Public Information Officer, with the recommendation from the MTSRU will determine the boundaries of its communications with the public as the MTSRU carries out its responsibilities to gather information and project future information

7600 (U) Civil Affairs

(U) For the purposes of this plan, Civil Affairs may be defined as incident or event relationships to support recovery operations. Liaison Officers attached to state, local and industry is critical to fostering support. The UC should carefully address outreach support by assigned qualified members to act as CG Liaison Officers to provide an effectively network and conduit of information—both up the chain and across the port stakeholder network.

7700 (U) Meteorological and Oceanographic Services

(U) Refer to Tab B, Paragraph 5 (NOAA). Additional weather support resources may be obtained from the NOAA National Weather Service Forecast Office Charleston at www.erh.noaa.gov/er/lwx,or by phone at (843) 744-1436

7800 (U) Administrative Reports

a. (U) Reports, Situation Reports or other information is required by individual organizations and as specified by the UC, when established

b. (U) Battle Rhythm and reports may be addressed during an initial UC Objectives Meeting (if UC is established) or as set by the Incident Commander and/or Sector Commander.

Other reports (e.g. MTSR Executive Summary) may also be utilized to report salvage and/or port recovery status.

8000 (U) INCIDENT MANAGEMENT

(U) Incident Command System(ICS). A standardized on-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. Refer to References (g), (i), and (r).

8100 (U) Command Structure Relationships/Organizational Relationships

a. (U) Incident Management Team. An Incident Commander and the appropriate Command and General Staff personnel assigned to an incident.

b. (U) Incident Commander(IC). Responsible for overall incident management.

(1) Deputy IC. Manage the Command and General Staff.

a. (U) Command Staff. Carry out staff functions needed to support the IC.

- Public Information Officer
- Safety Officer
- Liaison Officer
- Intelligence Officer

b. (U) General Staff. Responsible for the functional aspects of the incident.

- Operations Section Chief
- Planning Section Chief
- Finance/Admin Section Chief
- Logistics Section Chief

8200 (U) Incident Command Posts (ICPs) and Headquarters

a. The initial ICP will be located in the SeaHawk Interagency Operations Center (IOC) unless the location is deemed unsafe or unusable.

b. As the incident progresses and ICS organization grows, relocating the ICP to retain continuity of operations may be necessary. Sector Charleston may utilize any suitable alternate ICP location that is available. However, existing Emergency Operation Centers (EOCs) at state, county, and local levels that exist within or near Sector Charleston's AOR are the preferred alternate ICP locations.

8300 (U) Succession to Incident Commander

a. (U) IC. Sector Commander

b. (U) Deputy IC. Deputy Sector Commander

c. (U) Alternate IC. Contingency Planning/Force Readiness Division Chief, Prevention Department Chief, Response Department Chief, Logistics Department Chief.

8400 (U) Incident Command, Control, and Communications

(U) The dissemination of information to other Coast Guard units and agencies, port partners and the general public must be evaluated against communication and operational security requirements. While most communications related to salvage response are unclassified, there may be times classified, protected and/or sensitive but unclassified information may be passed. All information passed must be reviewed to ensure compliance with Information and Communication Security Policies. Methods of communications between the Coast Guard and other participating agencies will be via:

- Telephone
- E-mail
- CG Message Traffic
- Text Message
- Very High Frequency (VHF)
- High Frequency (HF) Radio
- Public Announcements
- Social Media

Tab A: (U) Salvage Response Plan Definitions

SALVAGE RESPONSE PLAN DEFINITIONS

1. (U) General. The definitions included in this Tab are general guides, and are not substitutes for definitions contained in law, regulation, or official Coast Guard policy. As informally used, the term "salvage" encompasses a broad range of topics including salvage, wreck, obstruction and debris removal, and aspects of spill response.

2. (U) Definitions.

   a. (U) Area of Responsibility: Federally constructed and/or maintained navigable waterways and anchorages located within the COTP/FMSC Zone and may include the transportation and/or utility structures above or below the water surface that cross or are adjacent to such channels and anchorages. Also included in the meaning of the port navigation system are the services aiding vessel navigation on the waterway such as pilotage, tug/towing services, navigation aids, harbormaster services, vessel traffic services, and police or fire services on the waterway.

   b. (U) Debris: The definition of debris in various forms (e.g. construction and demolition debris, general debris, marine debris, wet debris) may vary between jurisdictions and legal authorities. For the purposes of this plan, the applicable definition must be determined by the facts pertaining to each incident. When dealing with debris issues, the COTP and any other involved party must ensure they have the authority and funding to act in a specific instance. The following general definitions are included as information resources to support incident-specific determinations.

      (1) (U) Construction and Demolition Debris: Includes damaged components of buildings and structures such as lumber/wood, gypsum wallboard, glass, metal, roofing material, tile, carpeting and floor coverings, window coverings, pipe, concrete, fully cured asphalt, equipment, furnishing, and fixtures. (*Public Assistance: Debris Management Guide, FEMA-325*, July 2007.)

      (2) (U) Debris (Stafford Act): Items and materials broken, destroyed, or displaced by a natural or man-made (federally declared) disaster. Examples of debris include, but are not limited to, trees, construction and demolition material, and personal property. Materials classified as debris under the Stafford Act will vary by incident. (*Public Assistance: Debris Management Guide, FEMA-325, July 2007).*

      (3) (U) Marine Debris/Floatable Debris : There is no definition that can be universally applied. However, marine debris is typically characterized as trash consisting of floatable materials and saturated floatable materials that have become suspended or have sunk to the bottom. Marine debris may potentially include (1) floatable materials/floatable debris including trash (see subparagraph 2.b.(5) below), and (2) derelicts, which is lost, abandoned, or discarded property (e.g. abandoned sunken

vessels without salvage value, lost or abandoned fishing gear, abandoned submerged vehicles or equipment).

(4) (U) Post-Disaster Waterway/Marine Debris: Includes, but is not limited to, all manner of vegetation, building material, recreational and commercial vessels, and all manner of other items that threaten the environmental and navigation safety of the navigable waters. (*U.S. Navy Salvage Report Hurricanes Katrina and Rita, January 2007*).

(5) (U) Floatable Materials: The Beaches Environmental Assessment and Coastal Health (BEACH) Act (Public Law 106-284) defines floatable materials to mean any foreign matter that may float or remain suspended in the water column and includes plastic, aluminum cans, wood products, bottles, and paper products. (*Assessing and Monitoring Floatable Debris, EPA, August 2002*).

c. (U) Essential Elements of Information: Quantitative and objective information that will be used to complete Status Report templates. These templates are designed to facilitate the collection and dissemination of consistent information regarding the status of the MTS during and following an incident.

d. (U) Hazard to Navigation: An obstruction, usually sunken, that presents sufficient danger to navigation so as to require expeditious, affirmative action such as marking, removal, or redefinition of a designated waterway to provide for navigation safety (33 CFR Part 245).

e. (U) Marine Salvage: Service/assistance that is rendered voluntarily to a vessel and/or her cargo to save the vessel or cargo in whole, or in part, from impending marine or maritime peril, or in recovery such property from actual maritime peril or loss, with contribution to the success by the service that was rendered by the salvor. Marine peril typically increases with time.

f. (U) Marine Transportation System Recovery Unit: A unit of the Planning Section of the Incident Command System (ICS) established for every incident that significantly disrupts the MTS. This unit is primarily staffed by government personnel and is augmented by local marine industry expertise.

g. (U) Obstruction: Anything that restricts, endangers, or interferes with navigation as described in Reference (l). Obstructions can be authorized man-made structures such as bridges, pier heads, offshore towers, or unexpected interferences which must be assessed to determine their effect on navigation.

h. (U) Port Navigation System: Federally constructed and/or maintained channels and anchorages that are within the geographical limits of the port as defined by the COTP/FMSC (pursuant to 33 C.F.R. § 103.300 (b) (1), and may include the transportation and/or utility structures above or below the water surface that cross or are adjacent to such channels and anchorages. Also included in the meaning of the port navigation system are the services aiding vessel navigation on the waterway such as

pilotage, tug/towing services, navigation aids, harbormaster services, vessel traffic services, and police or fire services on the waterway.

i. (U) Responsible Party: Under the Oil Pollution Act of 1990, the term Responsible Party refers to the persons owning, operating, or chartering a vessel by demise; the owner or operator of a facility from which oil is discharged; owners and operators of pipelines; the licensees of deepwater ports; and the persons leasing, permittee of, or holder of a right to use or easement for an area in which an offshore facility is located. The Responsible Party is liable for the costs associated with the containment or cleanup of the spill and any damages resulting from the spill. The first priority of the EPA and Coast Guard is to ensure that responsible parties pay to clean up their own oil releases. However, when the responsible party is unknown or refuses to pay, funds from the Oil Spill Liability Trust Fund can be used to cover removal costs or damages resulting from discharges of oil or threat of a discharge of oil, subject to the rules and procedures that apply.

j. (U) Salvage Award: The reward or compensation allowed by maritime law for service rendered in saving maritime property, at risk or in distress, by those under no legal obligation to render it, which results in benefit to the property, if eventually saved.

k. (U) Towage/Towing Service: Towing service that is motivated for convenience, not safety, in the absence of peril. Rescue towing or other salvage towing service that is conducted in conjunction with marine salvage is not considered to be towage or towage service.

l. (U) Transportation Disruption: Any significant delay, interruption, or stoppage in the flow of trade caused by natural disaster, heightened threat level, an act of terrorism, or any Transportation Security Incident (SAFE Port Act of 2006, Public Law 109-347, Section 2).

m. (U) Transportation Security Incident: A security incident resulting in a significant loss of life, environmental damage, transportation system disruption, or economic disruption in a particular area (33 C.F.R. § 101.105).

n. (U) Wreck: A sunken or stranded ship, or any part thereof, or any object that is lost at sea from a ship that is stranded, sunken or adrift, or any of the above that may reasonably be expected to sink or strand where activity to assist the ship or property is not underway.

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Tab B: (U) Roles and Responsibilities

FEDERAL AGENCY SALVAGE-RELATED ROLES AND RESPONSIBILITIES

1. (U) General. This Tab provides additional detail about major federal organizations participating in salvage-related activities.

2. (U) United States Coast Guard.

   a. (U) National Strike Force (NSF).

      1. (U) The National Strike Force (NSF) was established in 1973 as a direct result of the Federal Water Pollution Control Act of 1972. The NSF's mission is to provide highly trained, experienced personnel and specialized equipment to Coast Guard and other federal agencies to facilitate preparedness and response to oil and hazardous substance pollution incidents in order to protect public health and the environment. The NSF's area of responsibility covers all Coast Guard Districts and Federal Response Regions. NSF Strike Teams provide rapid response support in incident management, site safety, contractor performance monitoring, resource documentation, response strategies, hazard assessment, oil spill dispersant and operational effectiveness monitoring, and high capacity lightering and offshore skimming capabilities

      2. The NSF may be able to assist the Sector Commander/Captain of the Port (COTP) in the below listed areas. Current NSF doctrine and policy should be consulted for available support and equipment:

         - Perform site characterization, damage assessment, take samples and mitigate release.
         - Develop safety plan for salvage operations.
         - Review commercial dive plans and monitor commercial dive operations.
         - Develop/review salvage plans.
         - Conduct vessel damage assessments.
         - Develop transfer plan, including termination plans for use in final product removal.
         - Perform basic damage control.
         - Monitor/conduct dewatering, de-ballasting, and lightering operations.
         - Assist in development/review of dewatering, de-ballasting, and lightering plans.

3. (U) NSF Equipment.

- Salvage Assessment Kit. Designed for determining fluid levels of watertight compartments. The kit may also help distinguish separate fluid levels within a tank or vessel such as water in petroleum products.

- Enhanced Viscous Oil Pumping System. Designed to be incorporated into, and enhance an existing offloading pumping system. It is designed to be used when the oil characteristics to be pumped create higher frictional hose resistance than either the pump or the hose system can handle in the form of discharge pressure. Innovative manifold design enables pumping system to be used as a standard pump, cold water injected pump for viscous oils or hot water injected pump for extremely viscous products up to 200 centistokes.

- Large Pumping System. The large pumping system is designed for lightering oil tankers and cargo vessels. The pumps incorporated in the ready load (submersible and non-submersible), are capable of pumping a wide range of petroleum products, mild acids, corrosives, and water. The pumping system is pre-staged on a trailer and palletized into four segments, ready for rapid deployment by aircraft or tractor trailer.

4. (U) NSF Assistance. Coast Guard Sector Commander/COTPs should call the Atlantic Strike Team at (609) 556-9376 or the NSF Coordination Center duty officer at (252) 331-6000.

5. (U) NSF Additional Information. (252) 331-6000 or at http://www.uscg.mil/hq/nsfweb/.

b. (U) Marine Safety Center (MSC).

(1) (U) The MSC is an engineering technical office located in Washington, D.C. The MSC works directly with the marine industry, Coast Guard Headquarters staffs, and Coast Guard field units in the evaluation and approval of commercial vessel designs, development of safety standards and policies, and oversight of delegated third parties in support of the Coast Guard's marine safety and environmental protection programs.

(2) (U) The MSC created the Salvage Engineering Response Team (SERT) in 1990 to support Coast Guard efforts with several major marine casualties and is comprised of 8-10 staff engineers who are on call 24 hours a day, 7 days a week to provide immediate salvage engineering support to the COTP FOSC in response to a variety of vessel casualties. Specifically, SERT can assist the COTP and FOSC manage and minimize the risk to people, the environment, and property when responding to vessels that have experienced a grounding, allision, collision, capsizing, or structural damage. SERT provides this assistance by performing numerous technical evaluations including: assessment and analysis of intact and damaged stability, hull

stress and strength, grounding and freeing forces, prediction of oil/hazardous substance outlflow, expertise on passenger vessel construction, fire protection, and safety, and assist the with the review of a salvage plan

SERT has mobile computing capability for on-scene deployment. The MSC maintains a database containing over 5,000 hull files that can be used to generate computer models of vessels used in salvage engineering. External relationships with organizations like the Navy Supervisor of Salvage (SUPSALV), Coast Guard Intel Coordination Center, and the Office of Naval Intelligence (ONI), as well as all major class societies, also enable the salvage team to quickly locate and transfer information about a damaged vessel that would otherwise be difficult to access

(3) (U) MSC Assistance. For SERT assistance Coast Guard Sector Commander/COTPs should complete, Appendix 5, the Rapid Salvage Survey Form and email the completed form the duty officer at SERT.Duty@uscg.mil, and follow-up with a phone call to the SERT Duty Officer at (202) 327-3985. (This document can also be found by searching for "Salvage Engineering" on the Coast Guard Homeport site at: http://homeport.uscg.mil)

(4) (U) MSC Additional Information. (202) 475-3401 or at http://www.uscg.mil/hq/msc/ or by searching for "Marine Safety Center" at http://homeport.uscg.mil.

3. (U) U.S. Army Corps of Engineers (USACE).

a. (U) The USACE works with the COTP on a routine basis. The USACE has District offices that are assigned to all major ports and Federal channel projects. The following are USACE Points of Contacts (POCs) for the Charleston District. The following are USACE Points of Contacts (POCs):

- (U) District Emergency Operations Center: (843) 329-8104
- (U) District Commander & General Information: (843) 329-8000
- (U) Operations Division Chief: (843) 329-8104
- (U) Chief of Navigation: (843) 329-8142
- (U) Programs & Project Management: (843) 329-8165
- (U) Public Affairs Office: (843) 329-8123

b. (U) Each District office will have capabilities in place as required for their specific mission. Each District can provide the information about the following capabilities:

- Surveys
- Emergency dredging
- Contracts for vessel and obstruction removal
- Spill kits

c. (U) Navigation Charts. The USACE publishes paper navigation charts and Inland Electronic Navigation Charts (INEC) that contain information about structure and utility

crossings of navigable waterways. This information may be useful in itemizing pertinent information about these structures and utilities in relation to prospective salvage operations.

d. (U) Funding. For large-scale disasters, natural or man-made, some of the funding for USACE activities including salvage response and debris removal operations is typically provided through supplemental appropriations.

e. (U) For contact and other information about USACE, visit:

- www.usace.army.mil/
- www.englink.usace.army.mil
- www.usace.army.mil/cw
- www.usace.army.mil/public.html
- www.nab.usace.army.mil (Charleston District)

4. (U) U.S. Navy Director of Ocean Engineering, Supervisor of Salvage and Diving (SUPSALV).

a. (U) Located at the Navy Yard in Washington, DC, the Office of the Director of Ocean Engineering, Supervisor of Salvage and Diving (SUPSALV), is a component of the Naval Sea Systems Command (NAVSEA). SUPSALV's mission, is to provide technical, operational, and emergency support to the Navy, DoD, and other Federal agencies, in the ocean engineering disciplines of marine salvage, towing, pollution abatement, diving, diving system certification, and underwater ship husbandry. SUPSALV regularly works with the Coast Guard SERT Team to assist with Program of Ship Salvage Engineering (POSSE) consultations and operational support.

b. (U) SUPSALV is recognized as the U.S. Government's national resource for salvage and oil spill response in part from operations in support of events such as the Exxon Valdez clean-up and the F/V Ehime Maru recovery.

c. (U) SUPSALV is a lean organization, leveraging response through contractor support and using commercial assets through standing, open, and competitively bid salvage contracts and while providing efficient on-site project management capabilities. SUPSALV maintains the Emergency Ship Salvage Material (ESSM) System which is a managed network of facilities and emergency response equipment pre-positioned to support and augment capabilities in the areas of salvage, diving, pollution response, and underwater ship husbandry. They also own, maintain, and operate a large number of deep ocean search and recovery systems, with depth capabilities up to 20,000 feet. SUPSALV is listed as a support agency within the National Response Framework under ESF 3 and 10.

d. (U) Additional Information: For additional information, including SUPSALV points of contact, capabilities and equipment, visit www.supsalv.org. The SUPSALV main telephone line is (202) 781-1731. The NAVSEA Duty Officer, who will contact key SUPSALV team members, is (202) 781-3889.

5. (U) National Oceanographic and Atmospheric Administration (NOAA)

a. (U) Office of Coast Survey

(1) (U) Navigation Response Teams (NRT)

(a) (U) In any given year, a variety of man-made and natural events affect U.S. waterways, ports and harbors. These changes require rapid investigation to keep maritime vessel traffic navigating safely for the nation's economic welfare.

(b) (U) NOAA's NRTs are mobile emergency response teams equipped and trained to survey ports and near-shore waterways immediately following incidents such as a maritime accident, or a major storm that causes the sea bottom or submerged obstructions to shift. NRTs have the ability to be transported by trailer over land from one location to another for quick response and have become a crucial part of reopening ports and shipping lanes after a hurricane.

(c) (U) Examples of NRT Responses:

- NRTs from across the country responded to the catastrophic impact caused by Hurricanes Katrina and Rita. Within a matter of days, shipping channels were able to be reopened with confidence that all obstructions had been identified and located due in part to NRT work.

- In 2004, Athos-I Tanker grounded and spilled oil in Delaware Bay. An NRT was called in to assist in the investigation and search for obstructions.

- An NRT surveyed to clear the waterway after the South Padre Island Bridge in Texas was struck by a tow in 2001, causing large quantities of debris to fall into the channel.

- NRTs have responded to clear affected ports after many hurricanes including Hurricanes George, Frances, and Ivan.

(d) (U) When not responding to emergencies, the NRTs check the accuracy of nautical charts and help address priority needs of mariners. Up-to-date nautical products reduce risk in transits and increase economic benefits to ports and the commercial vessel traffic that transport billions of dollars of goods and energy products into and out of the country. NRT surveys allow pilots to transit areas in varying weather and sea conditions with confidence that the charted positions of features critical to safe navigation are highly accurate.

(e) (U) In order to locate hazardous submerged obstructions, NRTs are equipped with state of the art hydrographic equipment. Every team has side scan sonar to provide photograph-like imagery of the entire seafloor and half the teams have

multi-beam sonar to generate a three dimensional view of what lies below the surface.

(a) (U) NRT Resources. NOAA maintains six teams – two each on the East/West Coasts, one on the Gulf Coast and one in the Great Lakes.

(2) (U) Navigation Managers.

(a) (U) The Office of Coast Survey's representatives in the field help decide its future activities. They serve as ambassadors to the maritime community. Maintaining a distributed presence for its customers, Coast Surveys Navigation Managers help identify the challenges facing marine transportation in general, directly supporting the NOAA strategic goal to "promote safe navigation." These agents assist the Coast Survey in overseeing the National Oceanic and Atmospheric Administration's nautical chart data collection and information programs, helping to meet constituent needs.

(b) (U) Coast Survey programs provide coastal navigation services and new electronic technologies to help mariners and pilots significantly reduce the risk of accidents and spills. In general, these representatives focus primarily on resolving charting and navigation questions, educating constituents on emerging charting technologies and their uses, and soliciting feedback on NOAA's navigation products and services from the commercial maritime industry.

(c) (U) Activities include:

- Meeting with local port authorities and harbormasters.
- Meeting with local marine pilots.
- Identifying locations requiring priority hydrographic surveys.
- Providing liaison on other issues such as predicted tides/currents.
- Addressing geographic information system needs.
- Providing outreach activities with the maritime community.
- Maintaining dialogue with oil companies, fishermen, commercial shippers and other commercial mariners.
- Improving and customizing nautical charts to satisfy specific regional needs.
- Providing expert advice to resolve local navigation safety issues that affect multiple agencies.

- Collaborating with local maritime professionals for updating the Coast Pilot.

- Working with regional constituents to define new navigation products such as the electronic nautical chart, raster nautical chart and "print on demand" charts.

(3) (U) For contact and other information about NOAA, visit:

- www.nauticalcharts.noaa.gov
- www.response.restoration.noaa.gov
- www.noaa.gov/wx.html

6. (U) Federal Emergency Management Agency (FEMA)

a. (U) ESF 3 (Public Works and Engineering), and ESF 10 (Oil and Hazardous Material Response) are categories under which debris-related activities are conducted during FEMA Mission Assignments. USACE is the lead agency for ESF 3. EPA is the lead agency for ESF 10.

b. (U) Technical Assistance Mission Assignments are available when the state, tribal, or local community lacks technical knowledge or expertise to accomplish an eligible task. Technical assistance may be authorized in anticipation of a declaration of a major disaster or emergency. Technical Assistance is usually fully funded by the federal government in accordance with provisions of the Stafford Act, which is subject to the procedures for determining eligibility administered by FEMA.

c. (U) Direct Federal Assistance Mission Assignments allow a federal agency to perform debris removal activities on behalf of the state or applicant. Direct Federal Assistance Mission Assignments apply only to Emergency Work (debris removal and emergency protective measures) and must meet the general FEMA eligibility criteria for Emergency Work. Federal agencies must comply with all applicable regulations, laws, policies, requirements, and procedures. For further guidance on FEMA debris removal policy, see Debris Removal for Waterways, FEMA Recovery Policy RP9523.5 (series).

7. (U) National Transportation Safety Board (NTSB)

(U) A TSI may involve circumstances that would result in on-site safety investigation by the NTSB to identify causal factors and systemic safety issues. Salvage response may therefore need to be coordinated with NTSB investigations to ensure that evidence is preserved if possible, consistent with prevailing conditions, safety, and other pertinent factors.

8. (U) Interagency Agreements (IAA), Memorandum of Agreement (MOA)/Memorandum of Understanding (MOU)

a. (U) Memorandum of Agreement between the Department of the Army and U.S. Coast Guard (October 1985). The MOA defines each agency's respective authorities for the

marking and removal of sunken vessels and other obstructions to navigation. The MOA provides procedures to determine whether an obstruction is a hazard to navigation and procedures to determine the appropriate corrective actions to be taken by both parties.

b. (U) Interagency Agreement (IAA) Between the United States Navy and the United States Coast Guard for Cooperation in Oil Spill Clean-Up Operations and Salvage Operations, 1980. The IAA established procedures for requesting and providing assistance between the two agencies and established reimbursement procedures and policies. SUPSALV is the Navy's designated point of contact for other agencies concerning salvage in U.S. waters (see paragraph 4 of this Tab).

c. (U) Memorandum of Understanding between the American Salvage Association and U.S. Coast Guard Executing Marine Salvage and Firefighting Partnership, June, 2007. The purpose of the partnership is to strengthen the communication and working relationship between the Coast Guard and the marine and firefighting industry in part to enhance national maritime security preparedness and response and to promote timely, responsible and professional salvage response to marine casualties. The parties agreed to promote the partnership within their respective organizations and, as may seem best, involve their representatives at all levels in steps to be taken at the national, regional, or local levels. The parties agreed to interpret and implement the MOU in a manner that supplements (and not adversely affect) regulatory relationships.

Tab C: (U) Authorities

FEDERAL AUTHORITIES RELATED TO SALVAGE

1. (U) General. This Tab summarizes salvage-related authorities of some Federal organizations, but should not be considered a complete list. Authorities shown are subject to change and interpretation. Consultation through the pertinent ICS structures and participating agencies may be necessary to determine which authorities are applicable for the circumstances associated with the incident.

2. (U) U.S. Army Corps of Engineers (USACE).

   - USACE is authorized by Section 202 of Water Resources Development Act (WRDA) of 1976 (Public Law 94-587) to develop projects for the collection and removal of drift and debris from publicly maintained commercial boat harbors and from land and water areas immediately adjacent thereto.

   - The WRDA provides general authority for development of drift and debris removal projects. The Department of the Army does not currently support authorization of or budgeting for such projects.

   - Specific and limited local programs for continuing debris collection and disposal have been authorized by Congress for New York, Charleston, and Norfolk Harbors; Potomac and Anacostia Rivers in the Washington, D.C. Metropolitan area; and San Francisco Harbor and Bay, California. These authorizations are on an individual basis, and the work is carried out as authorized at each locality as a separate, distinct project.

   - Sections 15, 19, and 20 of the River and Harbor Act of 1899 (as amended) authorize the USACE to remove sunken vessels or similar obstructions from navigable waterways. A navigable waterway is one that has been authorized by Congress and which the USACE operates and maintains for general (including commercial and recreational) navigation.

   - The Flood Control and Coastal Emergency Act (Public Law 84-99) authorizes USACE to provide assistance for debris removal from flood control works (structures designed and constructed to have appreciable and dependable effects in preventing damage by irregular and unusual rises in water level). Applicants for assistance must be an active participant in USACE's Rehabilitation and Inspection Program (RIP) prior to the flood event to be eligible for assistance.

   - USACE, under the National Response Framework, is designated the lead coordinator for ESF 3 (Public Works and Engineering). Under ESF 3, FEMA tasks the USACE to perform debris removal operations at the request of a state. This can include debris in the water outside the federally-maintained channel if FEMA declares the situation to be eligible for assistance.

3. (U) U.S. Navy Director of Ocean Engineering and Supervisor of Salvage (SUPSALV).

- The Salvage Facilities Act (10 USC 7361 *et seq.*) gives the Navy broad discretion to provide necessary salvage support for both public and private vessels. This authorizes the provision of salvage facilities and services directly by Navy or via lease, sale or other contractual arrangement, which implies a standing role for SUPSALV as the "national salvage advisor."

- SUPSALV works on a reimbursable basis and is postured to accept all forms of government funding.

4. (U) Federal Emergency Management Agency (FEMA).

- FEMA is authorized in Sections 403, 407 and 502 of Reference (j) to provide assistance to eligible applicants to remove debris from public and private property or waters following a Presidential disaster declaration, when in the public interest.

- Removal must be necessary to eliminate immediate threats to lives, public health and safety; eliminate immediate threats of significant damage to improved public or private property or waters; or ensure the economic recovery of the affected community. The debris must be the direct result of the disaster and located in the disaster area, and the applicant must have the legal responsibility to remove the debris.

Tab D: (U) Funding Considerations

FUNDING CONSIDERATIONS RELATED TO SALVAGE RESPONSE

1. (U) General. This Tab gives some funding considerations for salvage-related activities.

2. (U) U.S. Army Corps of Engineers (USACE).

   - Funding for operation and maintenance of these federally maintained navigable channels and waterways through USACE's Operations and Maintenance General Appropriation each year.

3. (U) Federal Emergency Management Agency (FEMA).

   - FEMA is authorized to; (1) reimburse applicants to remove eligible debris, or (2) through a Mission Assignment (MA) to another Federal agency (or upon request of the State) provide direct federal assistance or technical assistance when it has been demonstrated that state and local government lack the capability to perform or contract for the requested work.

   - Assistance provided by FEMA will be on a cost-share basis (at no less than 75% federal and 25% non-federal). In extreme circumstances FEMA may provide up to 100% funding for a limited period of time.

4. (U)U.S. Coast Guard (USCG)

   a. (U) Funding is only available for a limited range of scenarios. Coast Guard units should ensure that the responsible party or vessel owner assumes responsibility for salvage costs when appropriate. Large commercial vessels and barges typically have Protection and Indemnity (P&I) Insurance to cover instances that result in salvage. This insurance provides coverage to ship owners and charterers against third-party liabilities encountered in their commercial operations. Death, injury or illness of passengers or crew, pollution, pollution, damage to cargo, and damage to docks and other installations are examples of incidents typically covered by P & I insurance. However, there are times when the CG must take responsibility to rectify a waterway. In such instances, possible sources of funding include:

      (1) The National Oil and Hazardous Substance Contingency Plan (NCP) includes TSIs with intentional oil spill and/or hazardous material release, resulting in an overlap of pollution response and maritime security.

         - The Oil Spill Liability Trust Fund (OSLTF), established by the Oil Pollution Act - for spills or threats of spills of oil or petroleum products.

         - The Superfund, established by the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) - for hazardous substance releases or

threats of release.

(2) National Response Framework (NRF) for incidents of national significance.

- Stafford Act - pursuant to a disaster declaration.

b. (U) In some instances, there may not be authority or funding for the Coast Guard to take action. In those cases, COTPs should make every effort to engage either private organizations or agencies that do have the authority and capability to act.

Tab E: (U) Salvage Assessments

GUIDANCE TO ASSESS SALVAGE RESPONSE NEEDS

1. (U) General. This Tab provides general guidance considerations for determining what is needed for response in a particular salvage situation. The authorities and responsibility for a given situation will be largely determined by answers to the following questions.

2. (U) Incident-Specific Planning. Incident-specific salvage response plans should, at a minimum, address the following issues/concerns:

   - **What**: Identify whether the object of the salvage is a vessel, debris, structure, or other. Identify the type of vessel/structure, whether there is dangerous cargo involved (e.g., CDCs, CBRNE, etc.), and the severity of the consequences of a discharge, explosion, etc.

   - **Where**: Identify the location, whether there is an impact on a federally maintained navigable channel, whether a hazard to navigation exists, whether the hazard causes a significant disruption to the MTS, and whether the salvage operation itself could cause a disruption of the MTS.

   - **When**: Several factors influence the timing and phasing of the salvage response, including; whether a Stafford Act declaration is in effect for the incident (affects funding), whether investigative bodies (e.g., NTSB, FBI/JTTF, state/ local agencies) require access to the scene (which would drive requirements for identifying, collecting, and preserving evidence, etc.).

   - **How**: The nature of the incident (e.g., structural collapse, explosion, collision/allision), possibilities of secondary hazards (e.g., explosions), weather, and other factors that may influence the timing and methods of response should be addressed in the plan.

   - **Who**: Identification of the Responsible Party of the vessel/cargo/structure that became a hazard, and whether a salvor or other interested party is attempting to salvage the property. Identification of the Responsible Party is usually required as part of the process of determining the responsibility for conducting/funding of salvage operations, and determining whether unknown hazards to salvage operations exist.

   - **Why**: An understanding of the reason(s) that the event occurred (e.g., terrorist attack or other), which can influence the timing and methods of salvage response, highlight the risk to salvors/responders (e.g., whether other explosive devices or chemical could present a hazard to salvage personnel), the need to collaborate with other agencies and organizations in the response (e.g., to collect and preserve evidence), etc.

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Tab F: (U) Salvage Response Framework

SALVAGE RESPONSE FRAMEWORK

1. (U) General. This Tab provides a salvage response framework for determining and developing site-specific salvage plans. This Tab covers only some of the possible salvage-related scenarios, and does not create new requirements or Coast Guard policy with respect to salvage. Each situation is different, and may or may not fall within the scope of this Tab. Further, each salvage response is unique and requires flexibility and good communication between all participants to ensure success.

2. (U) Framework. The narrative immediately below explains the diagram depicting salvage planning and response decision-making on the following page.

   a. (U) Any salvage response will be characterized by the type of incident that requires it. The framework assumes that ICS will be implemented for incident management as indicated in the diagram, and that salvage response needed to ensure that waterways can support maritime commerce is a post-incident activity after initial responses to the incident (e.g., SAR) have been completed. Salvage response operations for planning purposes are considered an element of the short-term recovery phase (3-90 days post-incident).

   b. (U) The following progression provides an orderly approach to salvage planning:

      (1) (U) Step 1. Perform an assessment to determine what occurred and what is needed (if anything) in terms of a salvage response.

      (2) (U) Step 2. Primary responsibility for salvage response belongs to the Responsible Party (RP), and their insurance underwriters (if any). Determine if there is a RP or not, and whether or not the RP is capable of performing the necessary salvage response within an acceptable period, as determined by applicable rules and regulations. If so, then determine oversight responsibility within the IC/UC established in response to the incident, and coordinate oversight and support as may be appropriate, consistent with applicable jurisdiction and authority. If the RP is not capable of or willing to perform salvage as required, or there is no RP, then proceed to Step 3.

      (3) (U) Step 3. Determine the appropriate combination of authority and funding sources that are available to perform essential salvage response. Determine federal lead and supporting roles, the appropriate mix of roles and responsibilities when multiple authorities and funding streams are needed to conduct the salvage operation, and the necessary coordination/transition mechanisms to be used during the operation. Once authority and funding are identified, a salvage plan specific to the incident should be developed (see Tabs B through E). The incident-specific salvage plan should be prepared by technical specialists with the subject matter expertise necessary to

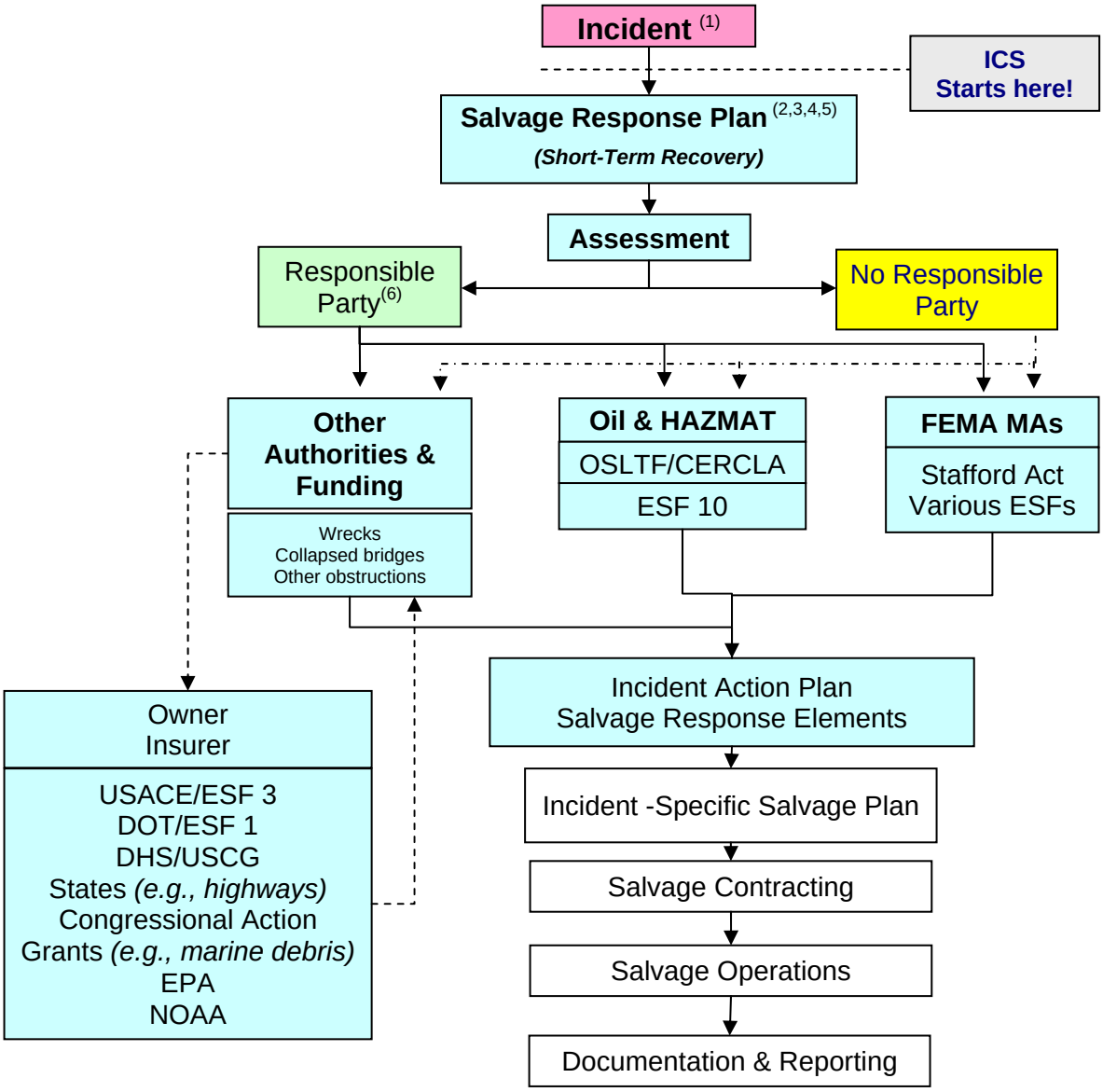
conduct site-specific salvage assessments and to develop and implement procedures to resolve the obstruction(s) to navigation.

(4) (U) Step 4. Arrange for salvage support directly from government sources if appropriate (e.g. for salvage of assets owned by federal agencies), for contracting of commercial salvors, or if appropriate other marine service providers (e.g., for removal of marine debris other operations when marine salvage protocols are not applicable).

(5) (U) Step 5. The salvor will mobilize salvage response operations and conduct necessary salvage operations. The UC's technical specialists will provide oversight of RP salvage activity or manage salvage operations as appropriate to the situation.

(6) (U) Step 6. Plan and conduct documentation activities to provide a record of salvage response, and to track and monitor costs incurred by the federal government. Periodic reporting will be required to keep the UC posted on developments, and will follow the reporting schedule and protocols established for the incident.

SALVAGE RESPONSE FRAMEWORK



Notes:

1. Transportation Security Incident/other Transportation Disruption (e.g., manmade event, natural disaster).
2. Supporting plan to MTS Recovery during short-term recovery phase.
3. Relies on existing authorities & funding.
4. Applies to removal of obstructions to navigation from federally defined navigable waters…. "To ensure that the waterways are cleared and the flow of commerce through the United States ports is reestablished as efficiently and quickly as possible after a maritime transportation security incident .." per the SAFE Port Act.
5. Will be structured for all-hazard and all transportation disruption compatibility.
6. For the purpose of this notional diagram, Responsible Party includes the responsible party as defined by the Oil Pollution Act of 1990; the identified owner, operator, or lessee of a sunken or grounded vessel or wreck; and, the owner, operator or lessee of other obstructions in the waterway such as structures, train cars, and vehicles.

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Tab G: (U) Glossary

GLOSSARY OF ACRONYMS

1. (U) This Tab lists SRP-related acronyms.

AC	Area Committee
ACP	Area Contingency Plan
AMS	Area Maritime Security
AMSC	Area Maritime Security Committee
AMSP	Area Maritime Security Plan
AOI	Area of Interest
AOR	Area of Responsibility
AVP	Abandoned Vessel Program
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act
CFR	Code of Federal Regulations
CG	Coast Guard
CI/KR	Critical Infrastructure/Key Resource
COTP	Captain of the Port
DHS	Department of Homeland Security
DOD	Department of Defense
DOT	Department of Transportation
EEI	Essential Element of Information
ESF	Emergency Support Function
ESSM	Emergency Ship Salvage Material
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency
FMSC	Federal Maritime Security Coordinator
IAA	Interagency Agreement
IAP	Incident Action Plan
IC	Incident Command
ICP	Incident Command Post
ICS	Incident Command System
ILO	Infrastructure Liaison Officer
IMH	Incident Management Handbook
JFO	Joint Field Office
JTTF	Joint Terrorism Task Force
MA	Mission Assignment
MSC	Marine Safety Center
MTS	Marine Transportation System
MTSRU	MTS Recovery Unit (Sector IC/UC)
NASA	National Aeronautics and Space Administration
NAVAIR	Naval Air Systems Command
NAVSEA	Naval Sea Systems Command
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration

NRF	National Response Framework
NTSB	National Transportation Safety Board
NSF	National Strike Force
NSFCC	National Strike Force Coordination Center
OPA 90	Oil Pollution Act of 1990
OSLTF	Oil Spill Liability Trust Fund
PEO	Program Executive Officer
POSSE	Program of Ship Salvage Engineering
PRC	Port Readiness Committee
RP	Responsible Party
SAFE Port Act	Security and Accountability for Every Port Act of 2006
SERT	Salvage Engineering Response Team
SME	Subject Matter Expert
SPAWAR	Space and Naval Warfare Command
SRP	Salvage Response Plan
SUPSALV	Supervisor of Salvage and Diving
TSI	Transportation Security Incident
UC	Unified Command
U.S.	United States
USACE	United States Army Corps of Engineers
USCG	United States Coast Guard

Tab H: (U) Local Marine Salvage Capabilities

LOCAL MARINE SALVAGE CAPABILITIES

1. (U) General. This tab identifies salvage equipment and services by functional categories for traditional marine salvage capabilities that are located or nominally based within the Charleston COTP Zone and identifies sources for the equipment and services. Also identified is other special equipment that potentially may be suitable for marine salvage. The following additional planning factors apply.

    a. (U) The information in this tab is a partial listing. The information should be validated at the time of a transportation disruption or incident that involves removing obstructions to navigation.

    c. (U) The salvage resources indicated may or may not be available for use or contracting for removing obstructions to navigation. Suitability, availability, and contracting requirements (as applicable) will need to be determined during salvage response planning.

    d. (U) This tab is an information resource and does not constitute an endorsement or capability assessment of any resource or source that is identified.

2. (U) National-Level Salvage Equipment. The U.S. Navy Supervisor of Salvage (SUPSALV) maintains a list of salvage contractors. SUPSALV will be consulted as necessary to identify national-level salvage resources that are potentially suitable for the incident. SUPSALV as well as the U. S. Coast Guard MSC SERT should be contacted if there is potential for the incident to become a larger port or regional issue. Contact info can be found in Tab B.

3. (U) Local Salvage Equipment.

    a. (U) Environmental Response Salvage Equipment. Refer to Reference (g) for marine salvage resources that are applicable for environmental response to oil and other hazardous material incidents.

    b. (U) Typical Salvage Equipment.

        (1) (U) Dewatering Pump.

        (2) (U) Marine Heavy Lifts.

        (3) (U) Lightering Capabilities.

        (4) (U) Rescue Towing.

        (5) (U) Diving.

(6) (U) Marine Firefighting.

(7) (U) Other. (specialized equipment such as hydrographic scanning equipment, side-scan sonar, remotely operated vehicles (ROV's) and digital underwater photography.

4. (U) Debris Removal Equipment.

a. (U) Contaminated Debris. Refer to Reference (g) for debris contaminated with oil and other hazardous material.

b. (U) Uncontaminated Debris.

1. (U) Marine Construction Equipment.

2. (U) Demolition, Construction, Earthmoving, and Landscaping Equipment.

- Cranes (tracked, wheeled, telescoping).
- Bulldozers.
- Excavators and Backhoes.
- Loaders.
- Specialized Attachments (grapples).
- Haulers (flatbed and dump with off road capabilities).
- Pumps (high volume, high pressure).

3. (U) Barges (crane, deck, hopper, tank).

5. (U) Special Capabilities.

a. (U) Amphibious Equipment. Amphibious equipment used by DoD partners may be accessible. Equipment includes various U.S. Army and Navy landing crafts (both personnel and heavy equipment) as well as potential use of air-cushioned landing craft. Such equipment was effectively used to connect parts of coastal Texas in the aftermath of Hurricane Ike in 2008.

b. (U) Low ground pressure equipment (low ground pressure bulldozers, marsh transport vehicles, air cushion transporters).

c. (U) Bucket Dredges (dredges with cranes used for bucket dredging).

d. (U) Draglines (cranes used for dragline excavations).

6. (U) Marine Salvage Resource Contact List.

MARINE SALVAGE CONTACTS

FEDERAL RESOURCE LIST		
AGENCY	**WEBSITE**	**CONTACT**
Coast Guard Marine Safety Center	www.uscg.mil/hq/msc/	(202) 327-3985
USN Supervisor of Salvage (SUPSALV)	www.supsalv.org	(202) 781-3889
Army Corps of Engineers	www.nao.usace.army.mil/	(843) 329-8123
National Strike Force Coordination Center	http://www.uscg.mil/hq/nsfweb/	(252) 331-6000
Coast Guard National Strike Team-Atlantic	www.uscg.mil/hq/nsfweb/AST/astdefault.asp	(609) 724-0008
NOAA – Navigation Managers	www.nauticalcharts.noaa.gov/nsd/reps.htm	(843) 740-1153
REGIONAL / NATIONAL COMMERICAL RESOURCE LIST		
CONTRACTOR	**WEBSITE**	**CONTACT**
American Marine Corporation (CA)	www.amarinecorp.com	(310) 547-0919
Associated Marine & Salvage (FL)	www.amsisalvage.com	(305) 644.9636
Bisso Marine Company(TX, LA)	www.bissomarine.com	(281) 897-1500
Braemar (NY)	www.bmtmarinerisk.com	(212) 587-9300
Donjon-Smit Salvage (VA)*	www.donjon-smit.com	(703) 299-0081
Donjon Marine	www.donjon.com	(908) 964-8812
Foss Maritime (WA)	www.foss.com	(206) 281-3800
Global (WA)	www.gdiving.com	(206) 623-0621
Marine Pollution Control (MI)	www.marinepollutioncontrol.com	(313) 849-2333
Resolve Marine Group (FL)*	www.resolvemarinegroup.com	(954) 764-8700
T & T Marine Salvage (TX)*	www.tandtmarine.com	(713) 534-0700
Weeks Marine (NJ)	www.weeksmarine.com	(908) 272-4010
Marine Response Alliance*	www.marineresponsealliance.com	(206) 332-8200
Svitzer*	www.svitzer.com	(786) 338-8836
*National Core Salvage Providers for VRP/NTVRP		
CHARLESTON AREA COMMERICAL RESOURCE LIST		
CONTRACTOR	**WEBSITE**	**CONTACT**
Charleston Heavy Lift	www.charlestonheavylift.com	(843) 889-2254
Moran Towing	www.morantug.com	(843) 529-3000
McAllister Towing	www.mcallistertowning.com	(843) 577-6449
Charleston Pilots	www.charlestonpilots.com	(843) 577-6695
Eason Diving	www.easondiving.com	(843) 747-0548
Stevens Towing	www.stevens-towing.com	(843) 889-2254
Sea Tow, Charleston	charleston@seatown.com	(843) 881-8949
Sea Tow, Myrtle Beach	myrtlebeach@seatow.com	(843) 361-4144
Sea Tow, Georgetown	Georgetown@seatow.com	(843) 527-4136
Towboat, Charleston	towboatcharleston@hotmail.com	(843) 745-5977
Towboat, Myrtle Beach	towboags@yahoo.com	(843) 249-0244
Towboat, Georgetown	No Email	(843) 833-1951

Tab I: (U) Guide to Vessel Salvage and Lightering

GUIDE TO VESSEL SALVAGE AND LIGHTERING

Table of Contents

GUIDE TO VESSEL SALVAGE AND LIGHTERING

(U) This Tab is a guide designed to work in concert with the Incident Command System Operational Period Planning Cycle and should be used as a reference before or during an incident in order to assist with initial actions when preparing an Incident Action Plan for salvage and/or lightering evolution. This document is *not* intended to be an all-inclusive technical guide to vessel salvage or lightering. For technical guidance, FOSCs should refer to resources and references covered in Sections 800 and 900.

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(U) Notification of marine casualties

a. (U) Requirements of 46 CFR 4. 46 Part 4.05 requires owners, agents, masters, operators, or persons in charge, immediately after addressing resultant safety concerns, to notify the nearest Sector Office whenever a vessel is involved in a marine casualty consisting in:

- An unintended grounding or an unintended strike, allusion, of a bridge;
- An intended grounding, or an intended strike of a bridge, that creates a hazard to navigation, the environment, or the safety of a vessel;
- A loss of main propulsion, primary steering, or any associated component or control system that reduces the maneuverability of the vessel;
- An occurrence adversely affecting the vessel's seaworthiness or fitness for service or route, including but not limited to fire, flooding, or failure of or damage to fixed fire-extinguishing systems, lifesaving equipment, auxiliary power-generating equipment, or bilge-pumping systems;
- A loss of life;
- An injury that requires professional medical treatment beyond first aid;
- Any occurrence resulting in more than $25,000 of property damage, but not including the cost of salvage.

b. (U) Requirements of 33 CFR 160. 33 Part 160.215 requires owners, agents, masters, operators, or persons in charge, of vessels carrying hazardous materials, to notify the nearest Sector Office whenever there is a hazardous condition either aboard a vessel or caused by a vessel or its operation.

(U) Responsibilities of the Responsible Party and FOSC

(U) In the case of an incident, the Responsible Party (RP) must take adequate measures to mitigate and/or remove damage, or risk of damage, caused by the vessel or the release of any materials from the vessel. The RP will pay for all legitimate response measures, up to their limit of liability. If an RP cannot be identified, or the acting RP fails to adequately respond, it is the responsibility of the Captain of the Port or FOSC to take over control of a particular aspect of, or the entire response. In this case, funding will be provided by the federal government until an RP is identified and charged for the response.

(U) Types of Marine Casualties

(U) The primary objective in any salvage scenario, whether a single event casualty or combination of casualties, is to minimize the risk to human health, the environment, and property. The following six types of casualties are listed in order of frequency:

a. (U) Hull or Machinery Damage. A vessel's hull or machinery may be damaged by shifting cargo, storm damage, or other causes, and may render a vessel unable to maneuver. The greatest threats to the vessel, cargo, and environment exist when loss of maneuverability happens close to shore or hazards to navigation. Use of anchors or towing vessels may be the best defense in slowing the unintended movement of a vessel drifting towards a hazard.

b. (U) Stranding or Grounding. Unintentional groundings may result from navigational error, anchor drag, loss of maneuverability, or for other reasons. Ground reaction, which is usually measured in long tons or metric tons, is the weight of the vessel that is being supported by the ocean bottom instead of the water. Ground reaction can cause a vessel to capsize, become holed, break apart, or become difficult to remove from ground. A salvor or naval architect can make a good estimate of ground reaction using the information gathered by the crew or response personnel including pre-casualty drafts, post-casualty drafts, tide cycle, location/depth of ground (usually determined with soundings), type of bottom and from underwater survey. Once ground reaction is determined, it is fairly simple to estimate the force-to-free, which is the measure of the force needed to pull the vessel off the ground. Force-to-free is usually listed in short tons, which is equivalent to tug bollard pull. In order to float a vessel free or pull it off with tugs/ground tackle, ground reaction must usually be reduced in a controlled manner by deballasting, lightering, and/or tidal lifting.

c. (U) Collision. The most common result of a collision at sea is hull damage and flooding. Collisions are sometimes accompanied by fire and explosions, as many ship's systems and/or cargo may be damaged upon impact. The general priorities after a collision usually include damage assessment, flooding control, and firefighting. Typically, a vessel is not well-equipped to handle rapid flooding, and, when left unchecked, can lead to capsizing and foundering. Often vessel crews are not well-versed in damage control, requiring a prompt response to ensure professional salvors and marine inspectors are on scene as soon as possible.

d. (U) Fire and Explosion. Fires of any size onboard a vessel should be treated with extreme caution as they may quickly turn into a conflagration. Most commercial vessels will be equipped with fixed fire fighting systems to contain fires started in the engine room (the most common source of shipboard fires). Large commercial vessel crews are generally trained to combat fires that originate in the engine room or accommodation spaces. Crews are generally not trained to fight fires originating in or spreading to the cargo. Most professional salvors offer shipboard firefighting capability - either with in-house resources or via subcontractor capabilities. Shore based fire fighters often do not have an appreciation for the special considerations for shipboard firefighting, especially

fixed fire fighting systems or vessel stability, and therefore should be monitored closely when employed to extinguish a fire in port. Reference Volume VI – Ports and Waterways Activities – Marine Safety Manual, COMDTINST M16000.11, Chapter 8, Coast Guard Fire Fighting Activities.

e. (U) Allision. Allisions occur when a vessel strikes a fixed object. Most of the considerations are the same as a collision, with the addition of assessing the damage sustained by the object, especially if the object was a bridge or critical piece of infrastructure. Immediate notification should be made to the Army Corp of Engineers and Federal and State Departments of Transportation. Appropriate actions should be taken to ensure the object does not pose a risk to future transportation onshore or to other vessels.

f. (U) Stress Fractures. Stress fractures are failures in the construction of the vessel and may be due to stresses imposed on a vessel because of a heavy seaway, improper loading or ballasting, or construction material fatigue. Cracks can lead to pollution or flooding incidents and, under extreme circumstances, total ship loss. Therefore, it is important to quickly assess the size, location, and orientation of the crack. Surveyors, shipyards, and Coast Guard Marine Inspectors are familiar with methods to arrest or repair cracks.

(U) Initial Response and Casualty Assessment

(U) Many casualties require a quick and substantial allotment of response resources. The Unified Command will set the objectives of a vessel casualty response. Early dissemination of an accurate assessment of the vessel's condition and deployment of appropriate response resources is essential.

g. (U) Actions to be taken by the Crew. A prudent vessel captain will take certain actions to mitigate the threat to the crew and vessel. Upon receiving notification of a marine casualty, the Incident Commander should verify that the vessel master, if possible and appropriate, has taken the following actions:

- Have ship's personnel report to emergency stations
- Secure watertight fittings
- Take appropriate fire fighting actions
- Notify the ship's operations controller
- Obtain an accurate cargo storage plan
- Request shore personnel request salvage assistance
- Display day shapes & sound appropriate signals

h. (U) Critical Information. There is certain information that is critical to planning a successful salvage operation. This information, essential to the response planning process, should be gathered from the vessel master or on-scene response personnel, as appropriate to the situation. For incidents involving a stranded vessel, information gathered should be used to determine the "window of opportunity" - i.e., when the most factors align for a successful operation. Appendix 1 is provided to assist responders in

basic calculations for determining if and when a towing vessel should be employed. Several major marine disasters over the past 30 years could have been avoided if owners or persons in authority to deploy assistance knew what assets were available and deployed them in time to be effective. A table for tracking the resources is provided in Appendix 3. Refer to Appendix 2, for additional incident specific critical information that should be gathered and shared with all interested parties.

i. (U) Identify Response and Salvage Assets. The RP should immediately contract and set into motion adequate response and salvage resources. Historically, there has been reluctance on behalf of the vessel's representatives to engage a professional salvor. A decision to attempt operations without a professional salvor should be examined critically by the FOSC. To assist the RP in contracting a professional salvor, the FOSC may share information of proven response and salvage resources. In addition to ensuring that the RP has contracted adequate response resources, the FOSC should identify and deploy appropriate Coast Guard resources to respond to the incident. These response teams should include unit Pollution Investigators, Casualty Investigators, and Vessel Inspectors. Furthermore, the SERT team at the Marine Safety Center should be engaged and, potentially, the Navy SUPSALV. Contact numbers for these assets may be found in Section 800.

(U) Setting the First Operational Objectives

(U) Once enough information has been gathered to proceed with a decisive action plan, the USCG Operational Commander, IC or UC will set forth the operational period objectives. These objectives may include but are not limited to:

- Evacuate crew
- Control vessel movement
- Get response personnel and equipment on-scene
- Extinguish shipboard fire
- Stop/slow flooding
- Stop/slow vessel movement toward potential hazards
- Contain pollution
- Identify suitable place of refuge
- Create a salvage plan
- Mitigate potential impacts of the casualty on other vessel traffic and port activities
- Evaluate risk to public- i.e., hazardous material release, air quality, etc.
- Prepare and approve press release
- Establish a safety zone
- Contact all appropriate Federal, State and local agencies, as well as foreign governments
- Evaluate/mitigate the environmental impacts of incident
- Identify an appropriate lightering vessel
- Develop/implement the vessel's security plan as appropriate

(U) Oil/Hazardous Material Release Mitigation and Lightering

(U) Oil spills or hazardous material releases are of the greatest potential during groundings and almost a certainty during a major collision or other event when there is a breach in the hull. There are several ways to establish if there is an oil spill or hazardous material release. The primary method may be observation of a sheen emanating from the damaged vessel. However, this method may be of limited usefulness at night and is not indicative of damages inboard of the hull structure. Bunker and cargo tanks should be immediately sounded and monitored closely for changes that would indicate a breach. Given the high correlation between major marine casualties and pollution incidents, it is prudent to provide, at a minimum, a containment boom to surround the vessel(s).

j. (U) Lightering. One of the most effective ways to mitigate or prevent an oil spill or hazardous material release is to remove or conduct internal transfer of cargo and unnecessary bunker fuel from the vessel. This is particularly useful when the risk of a hull breach is increasing due to changing environmental or physical conditions on the vessel. Vessels may be lightered to another vessel, or lightered to mobile facilities ashore. Choosing which is most appropriate will depend on the location of the vessel and availability of each. Whichever is chosen, it is important to ensure the receiving vessel or facility is qualified to handle the lightered material and that any cargo/residue in hoses and holding tanks are compatible with lightered material. Furthermore, the effects on the stability of the vessel should be taken into account when lightering a vessel. Whenever possible, lightering operations should be conducted when the vessel is in protected waters. While lightering may present benefits when attempting to re-float a vessel, it may also present additional structural stresses upon the vessel. It is important to work with naval architects as well as the person in charge of loading/offloading the vessel, who is frequently the Chief Officer or First Mate of the vessel.

(U) Vessel/Cargo Salvage Plan Review

(U) A plan is essential to any successful salvage operation. Depending on the urgency and complexity of the operation, the quality of the plan may vary from a bound document approved by engineers to a sketch on a cocktail napkin. All involved parties must ensure that the plan provided is appropriate given the constraints of the operation. Given optimal conditions as well as time and resources available, a complete salvage plan will include the elements listed in Appendix 3. When evaluating a salvage plan, it is essential to rely upon the resources available to an IC or UC for these particular incidents. The two major public resources are the Coast Guard's SERT and the Navy's SUPSALV. Information on these resources and their contact information are provided in Section 800.

(U) Resources

(U) In addition to mobilizing unit investigators, inspectors, and responders, the first calls of a response should include contact with these resources. The missions of these resources are explicitly to assist Incident Commanders and on-scene response personnel in addressing matters of vessel salvage. In the table provided below, a number one indicates the best suited

resource, while a two indicates a capable, though secondary resource. It is important to note that employing either a commercial salvor or Navy SUPSALV will require a funding source.

a. **Marine Safety Center (MSC) Salvage Emergency Response Team (SERT)**. Duty officer contact #: (202) 327-3985 Email: SERT.Duty@uscg.mil Internet: http://www.uscg.mil/hq/msc/. To request SERT assistance complete Appendix 5, the Rapid Salvage Survey Form and email the completed form the duty officer. (This document can also be found by searching for "Salvage Engineering" on the Coast Guard Homeport site at: http://homeport.uscg.mil). Refer to Tab B for additional information.

b. **National Strike Force (NSF)**. Duty officer contact #: Atlantic Strike Team (609) 556-9376 or NSF Coordination Center (252) 331-6000 Internet: http://www.uscg.mil/hq/nsfweb/. Refer to Tab B for additional information.

c. **Navy Supervisor of Salvage and Diving (SUPSALV).** Duty officer contact #: (202) 781-3889 (24 hours) Internet: www.supsalv.org. To request SUPSALV assistance follow the sample message format of Appendix 6. Refer to Tab B for additional information.

d. **American Salvage Association**. Commercial contact #: (703) 373-2267 Internet: www.americansalvage.org.

	Commercial Salvor	MSC SERT	NSF Strike Team	Navy SUPSALV
• Vessel Assessment	1	2		2
• Pollution Assessment	2		1	
• Salvor Equipment	1		2	1
• Salvage Plan Assessment		1		2

References

- American Salvage Association (ASA) Safety Standards, April 2010.
- George, W. E., 1983. Stability and Trim for the Ship's Officer. Cornell Maritime Press, Centreville, MD
- Milwee, W. I., 1996. Modern Marine Salvage. Cornell Maritime Press, Centreville, MD
- NAVSEA Instruction 4740.8 (series), Salvage, Recovery and Open Sea Spill Response Programs.
- OPNAV Instruction 4740.2 (series), Salvage and Recovery Program.
- 40 CFR Part 300 National Oil and Hazardous Substances Pollution Contingency Plan
- International Maritime Organization Resolution A.949(23) Guidelines on Places of Refuge for Ships in Need of Assistance dtd 5 March 2004

Appendix 1: (U) Stranded Vessel Quick Response Card

(U) Establishing a quick and effective towing arrangement on a stranded vessel or one that has simply lost its ability to maneuver may mean the difference between a simple maneuvering evolution and disaster. The following QRC is provided to ensure that RPs are taking appropriate and adequate actions to mitigate risk to the vessel and further impact of the casualty.

Vessels Adrift – Risk identification

Vessel position		*°Latitude*	*°Longitude*
Current vessel set and drift		*degrees True*	*knots*
Predicted set and drift due to weather/tide/current*		*degrees True*	*knots*
Nearest shoal, hazard, or shipping lane			*identification*
Distance to nearest shoal, hazard or shipping lane			*nautical mile (nm)*
Time to reach nearest shoal, hazard or shipping lane (*nm/knots of drift)* / Estimated time	**	*hours*	*hh:mm*

*Vessels adrift may slow their set and drift with the use of a drogue or by lowering their ground tackle, even if it does not reach the sea floor. Slowing set and drift increases critical available response time.

Towing Vessels – Time to rig tow

Time to recall vessel crew / Estimated time		*hours*	*hh:mm*
Time to get towing vessel underway en route to stranded vessel position / Estimated time		*hours*	*hh:mm*
Distance from towing vessel to stranded vessel			*nm*
Cruising speed of towing vessel			*knots*
Time til towing vessel on scene (*nm/knots)* / Estimated time		*hours*	*hh:mm*
Time to rig tow / Estimated time		*hours*	*hh:mm*
Time to re-setup for tow if first attempt fails			*hours*
Total time to take control of vessel *(hours til on scene + hours to rig tow)*/ Estimated time	**	*hours*	*hh:mm*

** Time to take control of vessel must not exceed the time to reach the nearest shoal or hazard. Towing assets should be called upon in the following priority while ensuring adequate response time: (1) Commercial towing vessels (2) U.S. Coast Guard assets (3) DOD assets (4) U.S. vessels in the vicinity (5) Foreign vessels in the vicinity.

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Appendix 2: (U) Incident Specific Critical Information

(U) Following the report of an incident, certain initial information must be gained to mount a successful response and salvage operation. This list is not all-inclusive, but may be used to ensure certain critical information is gathered from on-scene personnel as well as from response resources. Many of the ship design particulars may be retrieved from the vessel's Shipboard Oil Pollution Emergency Plan (SOPEP) and Vessel Response Plan (VRP).

All Incidents:

- Safety status of crew
- Proximity to navigation hazard
- On-scene weather conditions
- Forecasted weather conditions
- Contracted resources
- Potential damage / breaches in hull
- Potential for spill or plume
- Status of ground tackle
- Communications nature and schedule
- Quantity/nature of cargo/fuel/ballast
- Status of propulsion & steering

Grounding:

- Pre-casualty drafts
- Post-casualty drafts
- Tide height at grounding
- Location/depth of soundings
- Time/Height of next high tide
- Tank soundings
- Availability of salvage resources
- Bottom type

Fire:

- Status of shipboard fire pumps
- Status of fixed firefighting systems
- Risk of further damage to vessel
- Status of emergency electrical systems
- Availability of fire fighting resources

Collision/Allision/Flooding:

- Relative stability of each vessel
- Status of ships dewatering systems
- DOT, ACOE, State notified (allisions)

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Appendix 3: (U) Elements of a Salvage Plan

All Incidents:

- Pre-incident drafts fore and aft
- Cargo listing / volume
- Fuel volume
- Status of vessel propulsion and steering systems
- Post casualty drafts
- Contingency planning identifying possible failure points
- Lightering considerations
- Clear understanding or contractual agreement of responsibility for control of vessel
- Strength of hull girder, damaged areas, attachment points, and rigging
- Booming considerations
- Means for controlling interference between pollution response and salvage efforts
- Potential pollution risks and precautions to avoid or minimize impact
- Communications plan
- Anticipated start time and predicted tides, currents, weather

Grounding:

- Post casualty drafts/locations/soundings
- Bottom type
- Estimated ground reaction
- Force-to-free
- Towing assets available/utilized and horse power of each
- Predicted stability when re-floated
- A summary of the engineering rationale for retraction & refloating techniques
- Tow/rigging plan including attachment points

Lightering:

- Volume of cargo/fuel to be lightered
- Type of cargo to be lightered
- Identification of compatible receiving facilities
- Special procedures to handle hazardous cargo/materials

Flooding:

- Identification and listing of all dewatering systems to be employed
- Order of dewatering to ensure satisfactory stability of vessel
- Transit Plan
- Identification of transit route and final destination
- Means for controlling the vessel as it is freed
- Route identified, with special attention to increased draft and beaching areas
- Vessel escorts, if any, to be employed and horse power of each
- Any preparation of vessel necessary to gain permission for entry into destination

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Appendix 5: (U) Rapid Salvage survey

Rapid Salvage Survey

Fill this sheet out as completely as possible, when seeking salvage engineering assistance, and contact the SERT duty member using the contact information listed on page 2 of this document. All fields marked with an "*" are necessary for increased accuracy of salvage calculations. This document can be found by searching for "Salvage Engineering" on the Coast Guard Homeport site at http://homeport.uscg.mil.

Vessel Name: _____ O.N. / Class ID: _____

Dimensions: *Length:_____ *Beam:_____ *Depth:_____ (keel to deck)

Vessel Specifics: *Full Load Draft:_____ *Service Speed:_____

*Vessel Type:
- ☐ Barge Carrier
- ☐ Barge w/o rake
- ☐ Barge w/rake
- ☐ Tank Ship
- ☐ Bulk Carrier
- ☐ Break Bulk
- ☐ Containership
- ☐ RO/RO
- ☐ LPG/LNG Carrier
- ☐ OBO
- ☐ Other: _____

Type of Casualty: *(Check all that apply)*

- ☐ Fire
- ☐ Explosion
- ☐ Grounding
- ☐ Collision/Allision
- ☐ Flooding
- ☐ Sinking
- ☐ Capsizing
- ☐ Oil/HAZMAT spill
- ☐ Structural Damage
- ☐ Other:_____

Date/Time of Casualty:_____ Position: Lat._____ Long._____

*Drafts

Pre-Casualty Date/Time Taken: _____			**Post-Casualty Date/Time Taken: _____**	
Port	**Starboard**		**Port**	**Starboard**
		Forward		
		Midships		
		Aft		

*Bottom Type

☐ Silt/mud ☐ Sand ☐ Coral ☐ Rock ☐ N/A

*Water Depth Information (Tide changes, River heights, Lake levels)

Provide water depth information as applicable:_____

_____

At Time Of Incident:_____ High:_____ Low:_____ Exp. Total Change:_____

Reported Damage/Pollution

_____

_____

Description of Vessel Cargo

_____

_____

Aim/Intent of Salvage Operation: *(Check all that apply)*

□ Lighter/Transfer □ Dewatering □ Lifting □ Towing
□ Patching □ Beach Gear □ Other:_____

Technical Assistance Requested: *(Check all that apply)*

□ Salvage Plan Review □ Oil Outflow Analysis □ Ground Reaction
□ Force to Free □ Structural Analysis □ Stability Analysis
□ Review Lightering Plan □ Other: _____

Salvage Information Available: *(Check all that apply)*

□ Gen. Arrangement Plan □ Loading Plan □ Trim & Stability Book
□ Section Modulus □ Midship Section
□ Computer Model (HECSALV, GHS, SCHP, Etc.) □ Other_____

Your Contact Information

1

CG Contact: _____ (name) _____ (phone)

_____ (e-mail) _____ (fax)

SERT Contact Information

Contact Info (24/7):

Duty Member Cell: (202) 327-3985
Flag Plot 1-800-323-7233

Please save completed form, then e-mail as attachment to: sert.duty@uscg.mil

Appendix 6: (U) Sample SUPSALV Request Message

P _____Z _____ ___
FM COMCOGARD SECTOR CHARLESTON
TO CNO WASHINGTON DC//N3N5/N30N//
INFO CCGDFIVE PORTSMOUTH VA//DRM//
COMLANTAREA COGARD PORTSMOUTH VA//
COMDT COGARD WASHINGTON DC//3RPP/3RPF//
JCS NMCC WASHINGTON DC
JOINT STAFF WASHINGTON DC//J3/DDATHD/JDOMS//
COMNAVSEASYSCOM WASHINGTON DC//00C//
USNORTHCOM PETERSON AFB CO
BT
UNCLAS
SUBJ: **REQ FOR USN SUPSALV ASSIST ISO RESPONSE TO** *{VESSEL, LOCATION, AND NATURE OF SALVAGE OR POLLUTION EMERGENCY}*
REF/A/IAA/USCG-USN/15SEP1980//
REF/B//40 CFR PART 300//
NARR/REF A IS USN/USCG INTER-AGENCY AGREEMENT FOR POLLUTION CLEAN-UP AND SALVAGE OPS. REF B, NATIONAL OIL AND HAZARDOUS SUBSTANCES POLLUTION CONTINGENCY PLAN, ARE THE FEDERAL REGULATIONS PROVIDING FOR INTER-AGENCY POLLUTION RESPONSE COORDINATION.//

1. **IAW REFS A AND B, COAST GUARD FEDERAL ON-SCENE COORDINATOR (OSC),** USCG SECTOR CHARLESTON**, REQUESTS IMMED NAVSEA-00C, USN SUPERVISOR OF SALVAGE (SUPSALV), SUPPORT IN RESPONSE TO** *{SINKING GROUNDING, COLLISION, ECT.} OF {VESSEL}* ON *{BODY OF WATER AND NEAREST GEOGRAPHIC REFERENCE POINT}*. SINKING HAS CAUSED *{IMPACT OF CASUALTY}* DUE TO NAVIGATION HAZARDS AND OIL SPILL CLEAN-UP OPS. **REQ SUPPORT IN FOLLOWING AREAS: SALVAGE, DIVING, OIL SPILL CONTROL CONSULTATION, EVALUATION, PLANNING, AND OPERATIONAL SVCS. SPECIALIZED SALVAGE AND OIL SPILL CONTROL EQUIPMENT MAY BE REQUESTED AT LATER DATE. ANTICIPATED DUR OF DEPLOYMENT IS 14 DAYS. FUNDING WILL BE UNDER THE OIL SPILL LIABILITY TRUST FUND, FPN _____ APPLIES.**

2. POC IS CAPT _____, USCG: ____-____-_____.
BT

Notes: Modify above sample message to meet your particular needs/situation. Be careful when modifying highlighted addressees and language, because most of that is necessary to satisfy DoD requirements for timely action on the request.