



**SOUTHEAST ALASKA PILOTS' ASSOCIATION
TRAINING PROGRAM – VOLUME I
TRAINEE APPLICATION, EVALUATION AND SELECTION**

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Part I - Introduction and Authority

This training program, contained in two volumes, is intended to foster the highest quality of pilotage service in Southeast Alaska. Volume I addresses trainee application, evaluation, and selection. Volume II, Training and Continuing Education Requirements, applies to those who have been formally accepted as trainees.

The Southeast Alaska Pilots' Association ("Association" or "SEAPA") makes no commitment to any individual participating in the application, evaluation, or selection process. Costs associated with the application, evaluation, and selection process are the sole responsibility of the applicant.

Authority for the SEAPA training program is in Alaska Statute, Alaska Administrative Code, and the SEAPA bylaws. See AS 08.62.175(c)(5), 12 AAC 56.035, 12 AAC 310(c)(2) and Article VI of the bylaws.

PART II – Determination of Association Trainee Positions

In accordance with AS 08.62.175(c)(1), 12 AAC 56.310(c)(9) and Association bylaws, SEAPA members will periodically determine the number of pilots required to support safe, reliable and efficient pilotage services for the Southeast Alaska Region.

- (a) Training positions created by the Association will be designated by majority vote of the voting members as either:
 - 1. Deputy marine pilot trainee/deputy marine pilot apprentice trainee with no distinction made between those types, or;
 - 2. State of Alaska marine pilot cross-region transfer.
- (b) Designated trainee positions will be filled as follows:
 - 1. Deputy marine pilot trainees or deputy marine pilot apprentice trainees will be selected as described in Parts V through XIII.
 - 2. State of Alaska marine pilot cross-region transfers will be selected as described in Part XIV.
- (c) Applicants for deputy or apprentice trainee positions do not compete with potential cross-region transfers of existing Alaska marine pilots; these are separate processes.
- (d) Notice of SEAPA's intention to conduct a deputy/apprentice selection process will be advertised as directed by the Board of Directors (BOD).
- (e) The application period will close as directed by the BOD but not less than thirty days after final date of publication. All applications must be post-marked on or before the final date advertised for closure, as directed by the BOD. Applications post- marked after that date will not be considered. If an application is sent electronically, it must be sent on or before the final date advertised for closure as directed by the BOD.

Applicants are responsible for all individual costs associated with completion and submission of an application.

Part III - Minimum Eligibility Requirements for Application

Each applicant shall meet the following minimum eligibility requirements for an open trainee position:

- (a) Be a United States Citizen and hold a United States Coast Guard license as master of steam or motor vessels of not more than 1,600 gross tons (minimum). Additional requirements to qualify as a deputy trainee versus apprentice trainee are listed in AS 08.62.093 (b)(1)-(5).
- (b) Possess an unlimited radar endorsement.
- (c) Be eligible for First Class Pilotage in Southeast Alaska. Reference the Federal Pilotage Package published by the Captain of the Port, Southeast Alaska with particular attention to sea time and tonnage requirements. Applicants in any doubt about their eligibility should request an evaluation in writing from the USCG Regional Exam Center in Juneau.
- (d) Be of good mental and physical health and good moral character, including that within the five calendar years before the application, the applicant has not: been convicted of a felony; been convicted of any repeat misdemeanor offenses involving the illegal use of alcohol; been convicted for the possession, use or sale of drugs; had a marine or motor vehicle driver's license revoked, suspended, or limited in any jurisdiction; been subject to disciplinary proceeding by the U.S. Coast Guard; or abused drugs or alcohol.

Part IV – Application Submission and Initial Review

- (a) Applications will be accepted only on the SEAPA application form, including all required documentation and the application fee, and shall be postmarked within the published notice timeframe.
- (b) Each application shall be reviewed within sixty days after the application period closes. The review will include an investigation of applicant background history and a determination of minimum eligibility requirements.
- (c) Incomplete applications, or those where the applicant is determined to not meet the minimum eligibility criteria, will be returned to the applicant with a letter informing the applicant of the deficiency. The applicant will not be eligible to re-apply until the next selection process.
- (d) A trainee applicant shall become a trainee candidate after validation of a properly submitted application and a determination that the applicant has met the minimum eligibility requirements.

All costs incurred in the trainee candidate evaluation and selection process will be borne by the candidates.

Part V – Evaluation Process Overview

The Association's goal is to select qualified candidates in a uniform and non-discriminatory manner. The selection process components are:

- (a) Maritime experience evaluation.
- (b) Ketchikan site visit (optional).
- (c) Pass/fail physical agility work-test.
- (d) Pass/fail multiple choice examination.
- (e) Bridge simulator exercise.
- (f) Debrief.

Each step must be passed in order to move to the next step. Candidates are responsible for their share of the testing facility's cost in administering the exam, including proctors, simulator time, post-exam evaluation and scoring. An estimate of the individual applicant's cost share will be available at the time of application.

Part VI – Maritime Experience Evaluation

For minimum qualifications, refer to Part III, above. For additional points, the applications of candidates will be evaluated against Table VI-1, using documentation submitted with the application. The documentation must be consistent with USCG standards (e.g. discharge certificates, sea time letters).

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TABLE VI-1: SOUTHEAST ALASKA PILOT'S ASSOCIATION TRAINEE CANDIDATE MARITIME EXPERIENCE EVALUATION – TOTAL MAXIMUM POINTS 115 ¹			
<p>PILOTING EXPERIENCE (not to exceed a maximum of 30 pts)</p> <p>Served as fully licensed pilot in the United States or its territories, not a member of the crew, directing and controlling the movement of vessels of not less than 1600 gross tons (minimum one hundred movements) in waters in which a pilot is required by state or federal law.</p>	<p>100 to 200 movements</p> <p>10 pts</p>	<p>201 to 500 movements</p> <p>+10 pts</p>	<p>Over 500 movements</p> <p>+10 pts</p>
<p>DEEP DRAFT EXPERIENCE (not to exceed a maximum of 25 pts)</p> <p>Master/Command Experience on self-propelled vessels not less than 1,600 GRT or 3,000 ITC or U.S. commissioned vessels not less than 200 feet length over all.</p> <p>Chief Mate/Staff Captain/Executive Officer Experience (while holding a USCG license of at least Master ngt 1600 GT) on self-propelled vessels not less than 1,600 GRT or 3,000 ITC or U.S. commissioned vessels not less than 200 feet length over all.</p> <p>Any Master/Command Experience on self-propelled vessels nlt 10,000 GRT (minimum one year, not included with any other experience).</p>	<p>1 to 2 years</p> <p>5 pts</p> <p>0 pts</p> <p>5 pts</p>	<p>Over 2 up to 5 years</p> <p>+5 pts</p> <p>+5 pts</p>	<p>Over 5 years</p> <p>+5 pts</p> <p>no additional points</p>
<p>TUG & TOW VESSEL EXPERIENCE (not to exceed maximum 25 pts)</p> <p>Master/Command Experience on Tugs conducting ship assist work.</p> <p>Master/Command Experience on Tugs with Tows combined tonnage greater than 1,600 GRT (minimum one year not included with any other experience).</p> <p>Chief Mate/Second-in-Command Experience on Tugs with Tows combined tonnage greater than 1,600 GRT (minimum one year not included with any other experience).</p>	<p>1 to 2 years</p> <p>0 pts</p> <p>5 pts</p> <p>0 pts</p>	<p>Over 2 up to 5 years</p> <p>+5 pts</p> <p>+5 pts</p> <p>+5 pts</p>	<p>Over 5 years</p> <p>no additional points</p> <p>+5 pts</p> <p>no additional points</p>
<p>ALASKA EXPERIENCE (not to exceed a maximum of 20 pts)</p> <p>Master/Command Experience in Alaska (minimum one year)</p> <p>Endorsement of First-Class pilotage without tonnage restrictions for Southeast Alaska</p>	<p>1-5 years</p> <p>5 pts</p> <p>Any SEAK Federal Pilotage</p> <p>2 pts</p>	<p>Over 5 years</p> <p>+5 pts</p> <p>Full Core SEAK Federal Pilotage</p> <p>+8 pts</p>	
<p>REGENCY OF EXPERIENCE (not to exceed a maximum of 15 points)</p> <p>Any of the above experience that is within the 7 years immediately preceding the application (differing experience w/in the allowable timeframe is cumulative)</p>	<p>1 to 2 yrs w/in the previous 7 years</p> <p>5 pts</p>	<p>Over 2 to 4 years within the previous 7 years</p> <p>+5 pts</p>	<p>Over 4 yrs w/in the previous 7 years</p> <p>+5 pts</p>

¹ Points are cumulative, from any applicable blocks.

Part VII – Ketchikan Site Visit

Potential applicants are encouraged to make a three-day visit to the Association office in Ketchikan for the purpose of information exchange and to become better acquainted with the working and living conditions of the Southeast Alaska Pilots. Five points are added to an applicant's score for making the visit. Interested persons should contact the SEAPA Training Chair for scheduling.

Part VIII – Physical Agility Evaluation

To be further evaluated, each candidate must complete a physical agility test at an independent facility designated by the Association. During the test, candidates will perform tasks including:

- Climbing a pilot ladder
- Opening and closing a watertight door
- Donning a survival suit
- Climbing stairs
- Balance and coordination activities
- 50 pound floor to waist lifting
- Other activities as directed by the testing facility.

Candidates are responsible for the cost of the physical agility test.

Part IX – Written Examination

Candidates who pass the agility test will take a multiple choice examination, administered by an independent marine training facility designated by the Association. Local knowledge is not tested. The exam is pass/fail and covers the following subjects:

(a) Seamanship and Ship handling including:

- Ship control forces (use of rudders, engines, thrusters)
- Use of anchors
- Use of tugs
- Pivot point and directional stability principles
- Shallow water and narrow channel maneuvering
- Procedures for docking, undocking, anchoring, and mooring and unmooring to buoys
- Effects of wind, current, vessel draft, trim and other characteristics
- Emergency procedures (loss of propulsion, steering casualties)

(b) Human Factors including:

- The Master – Pilot relationship
- Duties of a Pilot
- Fatigue and decision making
- Bridge Resource Management

- Communications.

(c) Environmental Factors including:

- Tides
- Currents
- Weather
- Wind
- Pollution responsibilities
- Marine mammal protection

(d) Navigation Factors including:

- Nautical chart use
- Nautical chart symbols and datum
- Aids to Navigation
- International Rules of the Road

(e) Pilot Personal Safety

The minimum passing score for the written exam is established by the designated testing facility.

Part X – Simulator Evaluation

Candidates who pass the written examination will perform a bridge simulator exercise administered by an independent marine training facility designated by the Association. The minimum passing score will be determined by the designated testing facility. Local knowledge will not be required or tested. Evaluation points include:

- Piloting and ship handling skill
- Ability to assimilate and prioritize all data necessary to safely maneuver the ship
- Ability to respond appropriately in routine and emergency situations
- Communication skills and bridge presence
- Demonstrated understanding of Bridge Resource Management
- Demonstrated understanding of the International Rules of the Road.

Part XI – Debrief

In the final step, passing candidates meet with members of the Association or its designees. The candidate will be asked to critique their performance during the simulation exercise, and will also have an opportunity to share information about their work and other related experience. A candidate's simulator score may be adjusted after the debrief, according to criteria vetted in advance by the Association.

Part XII – Candidate Ranking

(a) Successful candidates will be ranked using the following formula:

- 5% Optional Ketchikan site visit (all points given, not evaluated)
- 25% Maritime experience score
- 70% Simulator and debrief score

Part XIII – Notice of Selection or Non-Selection

- (a) Successful candidates will be placed on a rank-ordered list and notified of their position on the list within twenty days after the final evaluation is complete. Training positions will be offered to the top candidates according to the number of positions authorized by Association membership. Candidates on the list who are not immediately offered training positions (“unselected candidates”) will be maintained on the list, and may be offered a training position at a later time if the Association opens additional positions. The Association makes no commitment to unselected candidates on the list.
- (b) Candidates who are offered a training position will have 30 days after receiving such notice to accept the position. A candidate may decline the first offer and maintain their position on the list until the next opening. If a candidate declines a second offer they will be removed from the list.
- (c) The Association may conduct a new candidate selection process regardless of the existence of candidates still on the list from a previous selection process. Any existing candidate list shall expire upon the Association conducting an additional candidate selection.

Part XIV – State of Alaska Marine Pilot Cross-Region Trainee Selection

- (a) Selection of individuals to fill authorized State of Alaska marine pilot cross-region transfer openings shall be based on a vote by secret ballot of all qualified applicants.
- (b) Applicants must receive a two-thirds affirmative vote from voting members for selection.
- (c) Ranking of applicants who receive the minimum two-thirds affirmative vote from the voting members is as follows: The applicant, or applicants, if there is more than one opening, with the highest number of votes will be selected to fill the opening or openings. In the event of a tie vote, the candidates receiving the highest number of votes will be re-balloted by secret vote until an applicant receives a higher number of votes.

PART XV - Appeal and Dismissal Procedures

- (a) Appeals must be made in writing and contain the specific basis for the appeal. Appeals must be post-marked within five business days of receipt of notification

of the selection results.

- (b) A determination by the Association on a candidate's application will not be set aside unless the candidate proves the decision was the result of fraud, coercion, or that other reasonable cause exists to overturn a decision by the Association for non-selection.
- (c) The Association Board of Directors shall consider all appeals of the application, evaluation and selection process and provide written notification of a decision within sixty days of receipt of the appeal.
- (d) Procedures for challenges to specific elements of the physical agility work-test, written examination, or simulator exercise will be provided at the time of the evaluations by the facility designated by the Association to conduct those evaluations.
- (e) If an applicant or candidate has been found to have cheated, deceived, or misrepresented themselves in any manner during the application, evaluation, or selection process, they will be immediately terminated from the process.
- (f) Falsification of an application, any record, or any part of the evaluation process, subsequent to selection into the Association training program, shall be considered grounds for immediate dismissal from the training program.
- (g) If, at any time during the application, evaluation, and selection process, a candidate subsequently does not meet the minimum eligibility requirements of Part III, the evaluation and selection process of that candidate will be terminated.
- (h) Subsequent to selection, any trainee who fails to advise the Association of changes to their qualifications with respect to minimum eligibility will be terminated from the training program.

PART XVI – Definitions

An "applicant" is an individual who has submitted a valid application for an advertised open training position and who has met the initial minimum eligibility requirements.

A "candidate" is an individual as defined in Part IV(d). A "candidate" will cease to be a "candidate" when notified, in writing by the Association, of either selection or non-selection as a trainee.

A "trainee" is an individual accepted into the Association training program regardless of categorization as a marine pilot trainee, deputy marine pilot trainee, or a deputy marine pilot apprentice trainee.

A "marine pilot trainee" is a marine pilot licensed by the State of Alaska in a pilotage region of Alaska, other than Region One, who desires to transfer to Region One and who has been accepted into the Association training program.

A “deputy marine pilot trainee” is an individual who has been accepted into the Association Training Program and who meets the eligibility requirements of AS 08.62.03(b)(1)-(5).

A “deputy marine pilot apprentice trainee” is an individual who has been accepted into the Association training program under AS 08.82.093(b)(6) and 12 AAC 56.033, and who meets the eligibility requirements in Part III above, but does not meet the eligibility requirements of AS 08.62.03(b)(1)-(5).

An “apprentice” is the same as “deputy marine pilot apprentice trainee”.

A “training position” is an opening in the Association training program authorized by the membership. A “training position” is independent of, and does not refer to, categorization as to marine pilot trainee, deputy marine pilot trainee or deputy marine pilot apprentice trainee.

A “year,” for the purposes of the assessing candidate experience, is 360 days of performing the duties of master, commanding officer, chief mate, staff captain, or executive officer.

An “unselected candidate” is an individual having passed the examination process and awaiting notification of acceptance for training from the Association.

PART XVII – Amendments, Conflicts and Assent

Changes to this document must be made in accordance with Article VI of the Association bylaws. If there is a conflict between Association bylaws and the training program, the bylaws shall apply.

Signatory and Acknowledgement

This document was approved by the Alaska Board of Marine Pilots on July 18, 2018.

A handwritten signature in blue ink that reads "John E. Herring". The signature is written in a cursive, flowing style.

Captain John Herring, SEAPA Training Chair