



## Policy for the Inland Marine Transportation System

### CREW CHANGES AND DELIVERY OF SUPPLIES AT DESIGNATED U.S. ARMY CORPS OF ENGINEERS (USACE) OWNED OR OPERATED LOCKS

1. **PURPOSE:** USACE policy is to allow crew changes and delivery of supplies at every lock facility that can accommodate these activities safely, within our security requirements and in a manner that will not unreasonably impact or impede navigation. The intent of this policy is not to remove the lockmaster's discretion to determine on a case-by-case basis whether circumstances at their lock facility will allow for crew changes.

2. **EFFECTIVE DATE:** 1 January 2010

3. **AREA OF RESPONSIBILITY:** All USACE lock facilities, personnel and higher headquarters

4. **APPLICABILITY:** Each lock facility must carry out this policy consistent with the existing regulations on lock operations found in 33 CFR Part 207 that apply to the particular lock facility.

#### 5. PROCEDURES

Lock operators will adhere to the following guidelines when addressing requests for commercial towboat crew changes and delivery of supplies and materials at USACE lock facilities where such actions are permitted. The ultimate discretion for allowing crew changes and delivery of supplies at a lock facility is the responsibility of the lockmaster or designee at that facility. The lockmaster or designee must take into account on a case-by-case basis the weather conditions, the conditions of the river or waterway, impacts to navigation, and other such factors to make the final decision on whether the safety and security requirements are met for making crew changes and delivery of supplies.

A. Locks will use the Department of Defense (DoD) Force Protection Condition threat levels (See paragraph 7 for definitions) to determine whether crew change and delivery of supplies will be allowed. This crew change policy is consistent with USACE Force Protection Policy.

- When the Force Protection Condition threat level is elevated above Bravo, no crew changes will be allowed.
- For Force Protection Condition threat levels Normal, Alpha and Bravo: the procedure described in paragraph 5.B, below will be followed.



B. The towing company must request permission from the lockmaster or designee for crew changes at least 2 hours prior to the requested change. If emergency or unusual conditions exist, crew changes will be allowed with less advance notice at the discretion of the lockmaster or designee. Although the intent of this policy is to provide a uniform and consistent procedure to the maximum extent possible, it is not possible at this time to implement a single method for contacting the lock to request a crew change (by FAX or by phone, etc). Instead, the method of making the request for a crew change shall be made in accordance with local district policy. The towing company will contact the lock staff for the method and the information to be provided. At least one member of the crew must be in possession of a Transportation Worker Identification Credential (TWIC), with all other crew-members having valid photo ID. A valid photo ID would be either a State-issued driver's license or a state- or federally-issued identification card.

- (1) Towing company (crew change) vehicles and crew members will remain outside the security fence (or Government perimeter) until the towboat arrives on the approach wall. Departing crew members will not be allowed to remain within Government perimeter after crew change is complete.
- (2) Delivery of groceries, supplies and materials are allowed if requests meet the requirements of local district policy and do not impede normal operations of the lock. The information provided for these deliveries will include the name of the delivery company, delivery person, and vehicle identification to include license plate numbers. Lock personnel will make all reasonable efforts to accommodate the delivery of properly screened packages according to local district policy to vessels but will not be responsible for loss of packages during exchange from Government employees to vessel crew.
- (3) The lockmaster or designee may direct that some crew changes and delivery of supplies take place at the lock facility but not necessarily in the lock chamber. All crew changes and delivery of supplies made in the lock chamber shall be conducted at high pool (when lock chamber is full).
- (4) A TWIC or valid photo ID is required for all delivery personnel.
- (5) Lock operators or Government employees will not run errands for commercial towboats transiting Corps locks for any reason.

6. IMPLEMENTATION: Districts shall review the existing Code of Federal Regulations (CFRs) that apply to the locks within their boundaries and follow the standard procedures for making changes to CFRs as necessary to comply with this policy. Implementation will be coordinated with the Inland Marine Transportation System (IMTS) Working Group. If there are programmatic circumstances that prevent a lock from being used for crew changes or supply delivery, districts will submit requests for



an exception to this policy to the IMTS Working Group. Upon receiving approval for an exception, districts will coordinate that information with towing companies.

## 7. REFERENCES

A description of the DoD Force protection condition levels can be found at this web site:

<http://www.acq.osd.mil/dpap/pacc/cc/jcchb/Contingency%20Model/Contract%20Actions/Culture%20Awareness/Threat%20Levels/DOD%20Terrorism%20Threat%20Levels.doc>