



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS
441 G STREET, NW
WASHINGTON, DC 20314-1000

APR 14 2016

CECW-CO-D

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Standard Notification Procedures for Waterway and Navigation Structure Closures

1. References:

a. Engineering Regulation 1130-2-520, 29 November 1996, subject: Navigation and Dredging Operations and Maintenance Policies, Chapter 2 – Aids to Navigation, Navigation Charts, and Related Data.

b. Engineering Pamphlet 1130-2-520, 29 November 1996, subject: Navigation and Dredging Operations and Maintenance Guidance and Procedures, Chapter 2 – Aids to Navigation, Navigation Charts, and Related Data, and Appendix F, Sample Notice to Navigation Interests.

c. CECW-CO-D Memorandum, 22 April 2014, subject: Notice To Navigation Interests.

d. CEIWR-NDC Memorandum, 11 May 2015, subject: Notice To Navigation Interests.

2. The U.S. Army Corps of Engineers (USACE) Navigation Mission is to provide safe, reliable, efficient, effective and environmentally sustainable waterborne transportation systems for movement of commerce, national security needs, and recreation. This is accomplished through the Marine Transportation System (MTS). The MTS is vital to the sustainment and growth of the nation's economy, security, and quality of life.

3. It is crucial that USACE develops, supports, and maintains effective partnerships with Federal, state, and local agencies and offices, industry, and the general public to ensure proper communication and coordination of activities affecting the MTS, to include scheduled and unscheduled closures of waterways and/or navigation structures. References 1.a and 1.b establish the policy relating to the communication of navigation-related information of specific interest to the commercial marine industries, related governmental entities, recreational and other users.

4. References 1.c and 1.d provided information regarding the new USACE web based Notice to Navigation Interests (NTNI) System and requested each Major Subordinate Command (MSC) and District Navigation Business Line Manager use the NTNI System.

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This NTNI System is accessible to all districts with a standard format and placement of information on all notices; a central server that allows districts to maintain their own numbering system, distribution lists, and archive; a comprehensive User Guide and user support; a search feature to easily find notices by district, river, category; and a single point of web access for public and industry. MSC and district commanders shall use the NTNI System for all scheduled and unscheduled closures to a navigation project and in cases where Notices to Mariners or other publications may not be appropriate or adequate. The primary focus is information for industry/other-agency planning and operations management. While there may be cases where both USACE NTNI and U.S. Coast Guard (USCG) notices may be issued, NTNI notices do not replace USCG Notices to Mariners.

5. This memorandum provides additional guidance for standardizing notification procedures throughout USACE for both scheduled and unscheduled closures of waterways and/or navigation structures. Standard notification procedures for scheduled closures are as follows:

a. Districts should maintain a list of key commercial and governmental users, stakeholder groups, and points of contact for each major waterway.

b. During the planning phase, meetings or conference calls shall be conducted with commercial marine industries, users, and other related government entities as far in advance as possible to ensure the required work can be performed with minimal impacts to industry, users, and the Government. These meetings or conference calls shall be posted on the NTNI public webpage.

c. Annual routine closures should generally be scheduled for the same time each year. This will facilitate multi-year planning and scheduling by industry and users.

d. If multiple closures are planned within a waterway or waterways, ensure that these closures do not adversely affect or close alternate routes utilized by industry and users.

e. At the beginning of each calendar year, a consolidated NTNI for each waterway should be published on the NTNI webpage. This consolidated NTNI shall include the general policies applicable and the projected maintenance schedules for the waterways and navigation structures covered by the NTNI. A sample is provided in Appendix A. These NTNIs should be updated as soon as schedule changes are known.

f. Proposed closure schedules shall be provided to industry and users during regularly scheduled waterway stakeholder meetings (quarterly, semi-annual, annual, etc.).

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g. As scheduled closures approach, an event specific NTNI should be published on the NTNI public webpage. This NTNI should provide the scheduled dates for the closure and should also specify the impacts to industry and users (partial or total closure, tow restriction, etc.). A sample event specific NTNI is provided in Appendix B.

h. In addition to being published on the NTNI webpage, closure information may also be provided via calling trees, email, and public affairs office news releases. Public affairs news releases will be especially important for navigation waterways and structures that pass through a significant amount of recreational traffic.

i. In accordance with the requirements of the Energy and Water Development Appropriations Act, 2005, Congress shall be notified of any scheduled closures of the inland waterways system that extend beyond 24 hours in accordance with the following language:

"Not less than 180 days or as soon as practicable prior to any non-emergency scheduled Operation and Maintenance project navigation closure or outage, the Corps shall provide to the Inland Waterways Users Board, the Committees on Appropriations and Transportation and Infrastructure of the House of Representatives, and the Committees on Appropriations and Environment and Public Works of the Senate written notice of the location, approximate schedule, and expected impacts of the closure or outage."

Email notification will satisfy the requirement for written notice. A copy of the Congressional email notification shall also be provided to CECW-CO-D. Outlook distribution lists have been established to receive these notifications, as follows:

- 1) Congressional Committees: DLL-NTNI-Congressional-Committees
- 2) IWUB Members: DLL-NTNI-IWUB-Board-Members
- 3) CECW-CO-D: DLL-NTNI-HQ-Navigation

6. Standard notification procedures for unscheduled closures at Corps locks or along navigable waterways that will result in closure of the lock or waterway for 24 hours or more are as follows:

a. An event specific NTNI should be immediately published on the NTNI webpage. This NTNI should provide the scheduled dates for the closure and repairs, and should also specify the impacts to industry and users (partial or total closure, tow restriction, etc.). A sample event specific NTNI is provided in Appendix B.

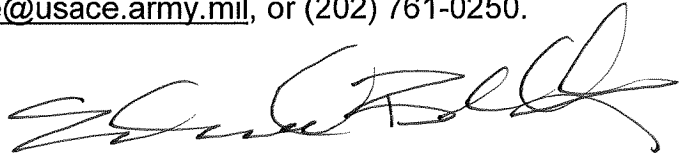
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b. Closure information should be provided via calling trees, email notifications, and public affairs office news releases. Public affairs news releases will be especially important for navigation structures that pass through a significant amount of recreational traffic.

c. Email notifications shall also be provided to the Inland Waterways Users Board Members and the CECW-CO-D distribution lists included under paragraph 5.i. Reporting of navigation incidents to CECW-CO-D is required even though situation reports and/or Commander's Critical Information Requirements (CCIRs) are being provided to the HQUSACE Operations Center (CE-UOC) during national disasters or more regional events. Timely reporting of navigation incidents to CECW-CO-D is necessary to ensure the incidents are reported in a consistent and timely manner to the senior leaders in the HQUSACE Directorate of Civil Works and the Operations and Regulatory Division.

7. The HQUSACE Point of Contact for this matter is Mr. Russ Tolle, Senior Program Manager for Inland Navigation, russ.tolle@usace.army.mil, or (202) 761-0250.



Encls

EDWARD E. BELK, JR., PE
Chief, Operations and Regulatory Division

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