



**US Army Corps  
of Engineers**  
Huntington District

# Notice to Navigation Interests

Date: 10 JANUARY 2014

Notice Number: 14-05

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In Reply Refer to: CELRH-OR-TW 502 Eighth Street, Huntington, WV 25701-2070 Telephone: 304-399-5239

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## MAIL DELIVERY AND CREW CHANGE POLICIES FOR THE HUNTINGTON DISTRICT

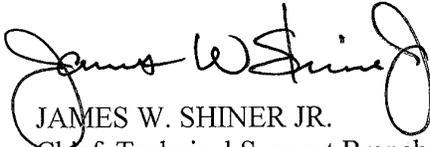
### AT NAVIGATION LOCKS FOR TOWBOAT PERSONNEL

The following policies are in effect for all navigation locks within the Huntington District. Crew changes will be allowed only when security levels warrant. The following procedures will be used for crew changes:

The towing companies must request permission from the Lockmaster or designee for crew changes at least two (2) hours prior to requested change. If given permission, the shift change will take place at high pool (when lock chamber is full). The crew change vehicle will remain outside the government facility gate until the motor vessel has arrived at the lock. All crew members must be in possession of a Transportation Worker Identification Credential (TWIC), with all other passengers 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. Crew change vehicle will not be left on the government facility or unattended. Once the crew change vehicle leaves, all personnel will leave with the vehicle and not stay on the government facility.

No mail and/or packages will be accepted for any non-government personnel at any navigation lock. Also, stamped mail from boat crews will not be accepted by lock personnel for postal pickup. Personally delivered mail and/or packages will not be accepted by the lock personnel, nor shall items be stored at the locks for later pickup by towboat personnel. The only mail that will be accepted by the project will be stamped mail addressed to the towing company.

If a motor vessel needs parts or service for breakdown maintenance, they must request permission to deliver them to the project two (2) hours in advance. If the Huntington District Repair Fleet is working at a project, there will be no crew changes.



JAMES W. SHINER JR.  
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