



**US Army Corps
of Engineers®**

HUNTINGTON DISTRICT

ATTN: CELRH-DE
502 8TH STREET
HUNTINGTON WV 25701-2070
[HTTP://WWW.LRH.USACE.ARMY.MIL/](http://www.lrh.usace.army.mil/)

DATE: 01/23/2020

POC: Kent C. Browning
Acting Chief,
Technical Support
Branch
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NOTICE NUMBER: 11334

LOCAL NUMBER: 20-04
WATERWAY: KANAWHA RIVER
OHIO RIVER

EFFECTIVE: 01/10/2020 07:00 thru 01/10/2021 23:59
EDT

CREW CHANGE AND MAIL DELIVERY POLICIES FOR LRH 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 Lockmaster or designee for crew changes at least two (2) hours prior to requested changes. 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) card, 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 Regional Repair Fleet is working at a project, there will be no crew changes.

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KENT C. BROWNING
Acting Chief, Technical Support Branch