



COMDTINST 16500.18
2 APR 2013

COMMANDANT INSTRUCTION 16500.18

Subj: COAST GUARD PARTICIPATION IN IALA MEETINGS AND OTHER EVENTS

1. PURPOSE. This Instruction establishes Coast Guard roles and responsibilities with regard to participation in meetings and other events of the International Association of Marine Aids to Navigation and Lighthouse Authorities (IALA).
2. ACTION. All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, and chiefs of headquarters staff elements shall comply with the provisions of this Instruction. Internet release is authorized.
3. DIRECTIVES AFFECTED. None.
4. THE ROLE OF IALA. The International Association of Marine Aids to Navigation and Lighthouse Authorities (IALA) is the preeminent international forum at which aids to navigation and marine transportation system authorities meet and discuss items of common interest. IALA is a consultative body to the International Maritime Organization (IMO) and the International Hydrographic Organization (IHO), and is the source for a wide variety of best practices and standards for aids to navigation and safety of navigation. Coast Guard participation in IALA is important to meet the Coast Guard’s strategic international goals: #1 “Build and leverage force-multiplying partnerships” and #3 “Shape international regulations and standards.”
5. US IALA COUNCILLOR. The Association’s governing body is the IALA Council, which is elected at the quadrennial IALA Conference. The Coast Guard is the National Member of IALA and the Director of Marine Transportation Systems (CG-5PW) is the US IALA Councillor.
6. ROLES AND RESPONSIBILITIES. All US Government participation in regularly scheduled IALA meetings and events is at the discretion of the IALA Councillor. IALA is organized around Committees, Panels, and Forums. A list of these groups, their regular meeting frequency, and current authorized Coast Guard staff representatives is found at Table (1).

DISTRIBUTION – SDL No. 162

	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
A																										
B	X		X		X	X			X		X	X	X		X	X	X					X				X
C											X	X														X
D				X							X															X
E																										
F																										
G																										
H																										

NON-STANDARD DISTRIBUTION

IALA Committee/Forum	Frequency	USCG Staff
Governing Council	Semiannual	COMDT (CG-5PW)
Policy Advisory Panel (PAP)	Semiannual	Committee chairs
Aids to Navigation Management (ANM)	Semiannual	COMDT (CG-NAV-1)
Vessel Traffic Services (VTS)	Semiannual	COMDT (CG-NAV-2) COMDT (CG-7413)
e- Navigation (e-NAV)	Semiannual	COMDT (CG-NAV-2) COMDT (CG-652) COMDT (CG-NAV-1)
Engineering, Environmental, and Preservation (EEP)	Semiannual	COMDT (CG-432)
Competent Pilotage Authority Forum (CPAF)	Ad hoc	COMDT (CG-WWM)
Legal Advisory Panel (LAP)	Ad hoc	COMDT (CG-0941)
IALA-Net	Ad hoc	COMDT (CG-NAV)

Table 1: Recurring events and designated staffs representing the Coast Guard at International Association of Marine Aids to Navigation and Lighthouse Authorities (IALA)

7. IALA TRAVEL. In accordance with DCO travel guidance, the purpose of travel to semi-annual IALA Committee meetings is considered “international technical negotiations.” However, travel is expensive and disruptive to work schedules. IALA participants are encouraged to leverage technology (e.g., GoToMeeting off the CGDN, VTC) in lieu of travel whenever possible.
8. AUTHORITY TO PARTICIPATE. Individuals authorized to participate in the routine, scheduled IALA events listed in Table (1) will be designated annually in a memo from the Councillor. Coast Guard members / employees wishing to participate in IALA-sponsored workshops, intersessional meetings, etc. that are not provided for in Paragraph (6) above, shall obtain the Councillor’s concurrence via the US IALA Executive Secretary in Commandant (CG-NAV-2).

The master copy of the annual memo can be found on the CG Portal at:

<https://cgportal2.uscg.mil/units/cg5pw/Shared%20Documents/Participation%20in%20IALA%20meetings%20DG%2023%20Nov2011,1.PDF>.

9. US IALA EXECUTIVE SECRETARY ROLES AND RESPONSIBILITIES. The US IALA Executive Secretary will maintain a current roster and post associated IALA documentation to the public folder. The Executive Secretary will also coordinate briefings to the Councillor by IALA Committee representatives in preparation for the semi-annual meetings of the IALA Council.

10. RESPONSIBILITY FOR POLICY CHANGES. This Instruction will be updated as necessary. Commandant (CG-5PW) will coordinate the promulgation of time-sensitive amendments when needed. Recommendations for improvement or corrections shall be submitted directly to Commandant (CG-NAV).
11. DISCLAIMER. This document is intended to provide operational requirements for Coast Guard personnel and is not intended to, nor does it impose legally-binding requirements on any party outside the Coast Guard.
12. DISTRIBUTION. No paper distribution will be made of this instruction. Official distribution will be via the Coast Guard Directive (CGDS) DVD. An electronic version will be located on the following Commandant (CG-612) web sites. Intranet: <http://cgweb.comdt.uscg.mil/CGDirectives/Welcome.htm>, Internet: <http://www.uscg.mil/directives/>, and CGPortal: <https://cgportal2.uscg.mil/library/SitePages/Home.aspx>.
13. RECORDS MANAGEMENT CONSIDERATIONS. This Instruction has been thoroughly reviewed during the directives clearance process, and it has been determined there are records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. 3101 et seq., National Archives and Records Administration (NARA) requirements, and the Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy requires substantial change to existing records management requirements.
14. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.
 - a. The development of this directive and the general policies contained within it have been thoroughly reviewed by the originating office and are categorically excluded under current USCG categorical exclusion (CE) #33 from further environmental analysis, in accordance with Section 2.B.2. and Figure 2-1 of the National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series).
 - b. This directive will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policies in this Instruction must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), Council on Environmental Policy NEPA regulations at 40 CFR Parts 1500-1508, DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates.” Environmental considerations under the National Environmental Policy Act (NEPA) were examined in the development of this Instruction. This Instruction included preparation of guidance documents that implement, without substantive change, the applicable Commandant Instruction or other Federal agency regulations, procedures, manuals, and other guidance documents. It is categorically excluded from further NEPA analysis and documentation requirements under Categorical Exclusion #33 as published in the National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series), Figure 2-1. An Environmental Checklist and Categorical Exclusion Determination (CED) are not required.

15. FORMS/REPORTS. None.

Dana A. Goward /s/
U.S. Coast Guard
Director, Marine Transportation Systems