

# OREGON BOARD OF MARITIME PILOTS

## **Columbia River Bar Pilot Trainee Application & Selection** **Instructions and Procedural Guidelines**

Columbia River Bar Pilots are state-licensed and regulated individuals who guide vessels inbound and outbound from the Port of Astoria to the sea. Qualified applicants are required to have at least one (1) year master's experience on an offshore merchant ship of 5,000 gross tons or more. The training program takes an average of four to six months or more for completion to become a licensed pilot.

***The training program is unfunded, and each trainee is responsible for meeting their own costs to complete the training requirements.***

**Applicants are responsible for all costs associated with the evaluation process.**

All requirements for applicants are contained in Oregon Administrative Rules 856-015-0020 Pilot Trainee Selection – Columbia River Bar Pilotage Ground. All individuals desiring to be selected for the Columbia River Bar Pilot trainee program must submit:

1. A completed application form;
2. A copy of the applicant's valid federal license issued by the U.S. Coast Guard as "Unlimited Master any oceans – any tonnage", endorsed for Radar Observer;
3. A copy of the applicant's Certificates of Discharge or Continuous Discharge Book, demonstrating the applicant has served at least one (1) year as Master of an offshore merchant ship of 5,000 International Gross Tons or more;
  - a. At least six (6) months of this experience must have been obtained no more than three (3) years prior to application.
4. A copy of page 9 of the applicant's most recent U.S. Coast Guard (719K) physical examination report form;
5. A copy of the applicant's U.S. Coast Guard Medical Certificate;
6. One of the following:
  - a. Employer's documentation that the applicant has been a participant in maritime employer's random drug testing program during the 90 days preceding the date of application. If the employer's documentation indicates a positive result on any of the random drug tests taken by the applicant, the Board may disqualify the applicant and deny the application for trainee licensure; or
  - b. Results of a test performed within the preceding 30 days for the presence in the applicant of cocaine, opiates, marijuana (THC or its metabolites), amphetamines and PCP (phencyclidine). Testing must be in accordance with the U.S. Coast Guard, Department of Homeland Security guidelines outlined in the Code of Federal Regulations. If the test results indicate the presence of any of the substances listed in this paragraph, the Board may disqualify the applicant and deny the application for trainee licensure.

7. A report prepared by the applicant that identifies the following:
  - a. Any positive results within the preceding 60 months of any tests for the presence in the applicant of cocaine, opiates, marijuana (THC or its metabolites), amphetamines or PCP (phencyclidine); and
  - b. Any conviction within the preceding 60 months for any alcohol-related motor vehicle infraction; and
  - c. A description of any maritime incidents occurring while the applicant was master, operator or otherwise directing the movement of a vessel, that resulted in either a disciplinary proceeding against the applicant's federal license or a civil penalty proceeding by the U.S. Coast Guard, and the final disposition of any such proceedings.
  - d. A description of any of the following maritime incidents that occurred while the applicant was master, operator or otherwise directing the movement of a vessel, but that did not result or have not yet resulted in a disciplinary proceeding against the applicant's federal license or a civil penalty proceeding by the U.S. Coast Guard:
    - i. An accidental grounding;
    - ii. An intentional grounding which creates a hazard to navigation, the environment or to the safety of the vessel;
    - iii. An unintended collision or allision with any object;
    - iv. Loss of life related to the operation of the vessel;
    - v. Serious physical injury related to the operation of the vessel; or
    - vi. Any occurrence resulting in damage to the vessel or other property which may reasonably be expected to be in excess of \$75,000, excluding the cost of salvage, cleaning, gas-freeing, drydocking or demurrage.

*OAR 856-015-0005 provides grounds for disqualifying applicants and denying applications for positive drug test results or failure to provide a truthful report.*

*OAR 856-015-0020 provides grounds for denying incomplete applications or unqualified applicants.*

The application and evaluation process is made up of the following components:

1. Maritime Experience: Applicants with at least one (1) year as Master of an offshore merchant ship of 5,000 International Gross Tons or more are qualified to continue in the selection process. At least six months of this experience must have been obtained within the three years prior to application. An applicant is required to maintain this recency throughout the process.
2. Astoria Site Visit: Applicants must complete a 3-day site familiarization visit to Astoria. The visit must be completed no sooner than one year prior to the expiration date of the current Roll of Candidates, and no later than six months after the applicant has been ranked by the Board.
3. Physical Agility Test: Applicants completing initial application requirements under the first two components must then pass a physical agility test at an independent, certified facility designated by the Board. Participation in all further evaluation processes is predicated on passing this test, which is pass/fail.
4. Bridge Simulation: Applicants who pass the physical agility test must pass a bridge simulator test administered by a nationally recognized, independent, marine education

and training facility designated by the Board. Part one of the test consists of the bridge simulation exercise. Part two is an evaluation of the simulation exercise, which is scored by the marine education and training facility. Applicant participation in all further evaluation processes is predicated on passing the bridge simulator test.

5. Interview Examination – Fundamental of State Pilotage: This is an oral examination administered by the Board. This examination is conducted by the Columbia River Bar Pilot board member, public board member, and industry board member. The interview examination may also include an examiner from the bridge simulator test or another license pilot from the Columbia River Bar. Each applicant examined shall be assigned a score from 0 to 100 points based upon the following guidelines:
  - ability to use experience for the benefit of the system;
  - understanding of the state pilotage system;
  - identification of elements of state pilotage efficiency;
  - familiarity with Columbia River Bar pilot pilotage grounds, operations, equipment, facilities, and locale; and
  - other factors deemed relevant by the Board.
6. Maritime Industry References (OPTIONAL): Must have knowledge of applicant's professional skills and abilities to be a state licensed pilot within the past six (6) years. The verifications shall be provided on the form provided by the Board and must be submitted directly to the Board by the reference, not the applicant.
7. Establish Roll of Candidates from which to select trainees. The Board will rank applicants from highest to lowest based on their combined points from the bridge simulation and interview examination. Applicants who have not completed the familiarization visit or accumulated two years' sea time as Master will not be included on the Roll of Candidates until they provide documentation of completing these requirements.



# OREGON BOARD OF MARITIME PILOTS

800 NE Oregon Street # 507  
Portland, Oregon 97232  
Telephone: 971-673-1530

## Application for Columbia River Bar Pilot Trainee Selection

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### PERSONAL INFORMATION

Name \_\_\_\_\_

Full Address \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

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### EXPERIENCE

How many months can you document, by USCG Certificates of Discharge or Continuous Discharge Book, service as Master of an offshore merchant ship of 5,000 International Gross Tons or more?

At least one year

Two years or more

Has at least 6 months of this experience been obtained within the last 3 years prior to application?

Yes

No

Please provide all seagoing and relevant non-seagoing employment history starting with most recent (alternatively, you may attach a resume)

Company	Position	Type of Work	Length of Employment
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Previous Piloting Experience \_\_\_\_\_

USCG License (Please provide copy) \_\_\_\_\_

License Number \_\_\_\_\_ Issue Number \_\_\_\_\_

Pilotage Endorsements \_\_\_\_\_

Has your license ever been suspended or revoked?      Yes      No

If yes, please explain \_\_\_\_\_

Have you ever served in the U.S. Armed Forces?      Yes      No

If yes, what Branch? \_\_\_\_\_ Date Entered \_\_\_\_\_ Date Discharged \_\_\_\_\_

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### REFERENCES

You may submit three maritime industry references that have knowledge of your professional skills and abilities to be a state licensed pilot.

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You are encouraged to provide separately any additional information such as special skills, certifications, training, management experience, equipment operation, or qualifications you feel will be helpful to us in considering your application.

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### APPLICANT'S AGREEMENT AND CERTIFICATION

*I understand that information which comes into the possession of the Oregon Board of Maritime Pilots may be subject to disclosure under Oregon's public records law (ORS Chapter 192). I hereby request that personal information contained in this application be kept confidential and exempted from public records disclosure in accordance with ORS 192.355(2).*

*I understand that nothing contained in this application or in the granting of an examination constitutes a promise or guarantee of acceptance as a bar pilot trainee.*

*I understand that this application will be kept on active file for five (5) years from the date completed, after which time I may need to resubmit an updated application.*

Signature \_\_\_\_\_

Date \_\_\_\_\_

#### AFFIRMATIVE ACTION - NONDISCRIMINATION

*Your answers are strictly voluntary and will help in carrying out a statewide affirmative action program.  
Your answers will not be used in considering the merits of your application.*

**African American**  
**Asian**  
**Caucasian**

**Hispanic**  
**Native American**  
**Other**

**Male**  
**Female**



# OREGON BOARD OF MARITIME PILOTS

## Astoria Familiarization Visit

1. Qualified applicants must make a three-day familiarization visit to Astoria. A check-off list is provided below to provide certification of the visit to Astoria.
2. The Columbia River Bar Pilot's office is located at 100 – 16<sup>th</sup> Street in Astoria. Candidates should introduce themselves to the Bar Pilot dispatcher on duty (0800-1700 hours daily), who will be familiar with the visit process and will, along with Columbia River Bar Pilot Board member Capt. Derek Hill, be the point of contact for the visit. The dispatcher on duty will sign off on most items on the check-off list.
3. The purpose of the visit, as stated, is familiarization – familiarization of living and working conditions, rules and expectations, organizational structure, financial information, and regulatory environment. While there, candidates should take the opportunity to meet as many pilots as possible while in the office to talk with them as they come and go.
4. Check-off List:

Day 1 (date and hours) \_\_\_\_\_

Signature of dispatcher \_\_\_\_\_

Day 2 (date and hours) \_\_\_\_\_

Signature of dispatcher \_\_\_\_\_

Day 3 (date and hours) \_\_\_\_\_

Signature of dispatcher \_\_\_\_\_

Visit to Helicopter base, including riding on a job, if available

Date and times \_\_\_\_\_

Signature of accompanying pilot or dispatcher \_\_\_\_\_

Visit to Skipanon boat base, including riding on a job, if available

Date and times \_\_\_\_\_

Signature of accompanying pilot or dispatcher \_\_\_\_\_

5. Capt. Derek Hill can be contacted at (206) 755-6911 or [ddh2m@msn.com](mailto:ddh2m@msn.com) with any questions or concerns before the familiarization visit.
6. Return the completed form to the Board's Administrator for inclusion in the candidate's application file: Board of Maritime Pilots, 800 N.E. Oregon St. #507, Portland, OR 97232.



# OREGON BOARD OF MARITIME PILOTS

## Employer's Reference Pilot Applicant

Send completed reference to: Oregon Board of Maritime Pilots, 800 N.E. Oregon St. #507,  
Portland OR 97232

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### COMPETENCY & FITNESS VERIFICATION FOR PILOT TRAINEE LICENSURE

Date: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Reference Name: \_\_\_\_\_

Business/Employer: \_\_\_\_\_

Contact Info: \_\_\_\_\_

*Providing this reference is optional, but the Board will keep your individual responses confidential if you request confidentiality. Check the box on this form if you wish for your individual responses to be confidential.*

I request confidentiality for my responses below ☐

1. Describe your business or place of employment and the nature of the professional relationship you had with the applicant.

2. During what time period did you work with the applicant?

Start MM/YYYY: \_\_\_\_\_ End MM/YYYY \_\_\_\_\_

3. Please rate the applicant based on your knowledge on the following:

	Needs Improvement	Meets	Exceeds	Not Observed
Shiphandling skills				
Decision Making and Response During an Emergency				
Professional judgment				
Ability to Lead a Bridge Team				
Communication with others				
Ability to make good risk assessments				
Potential to serve as a state-licensed maritime pilot				
Effectiveness in a leadership position				
Ability to serve in a position of trust based on applicant's professional skills				
Ability to learn from mistakes, apply lessons learned to increase safety and improve as a mariner				

To the best of your knowledge:	Yes* *Please add a narrative	No
Was the applicant ever disciplined professionally, including performance or personnel warnings?		
Was the applicant ever placed on probation?		
Was the applicant responsible for a marine casualty?		

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_