

**OREGON BOARD OF MARITIME PILOTS
COLUMBIA RIVER BAR PILOT TRAINEE
APPLICATION & SELECTION
POLICIES 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 two years' master's experience on an offshore merchant ship of 5,000 gross tons or more. The training program takes an average of three to six months for completion to become a fully licensed pilot. *The training program is unfunded, and each trainee is responsible for meeting their own costs in order to complete the training requirements.*

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 page 9 of the applicant's most recent U.S. Coast Guard (719K) physical examination report form;
3. A copy of the applicant's U.S. Coast Guard Medical Certificate;
4. One of the following:
 - Proof the applicant has been a participant in maritime employer's random drug testing program during the 90 days preceding the date of application; or
 - Negative 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. A positive drug test must be reported to the Board.
5. A statement prepared by the applicant that identifies the following:
 - 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).
 - Any conviction within the preceding 60 months for any alcohol-related motor vehicle infraction.
 - 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.

The application and evaluation process is made up of five components:

- (1) Maritime Experience
- (2) Physical Agility Test
- (3) Bridge Simulation
- (4) Astoria Visit
- (5) Interview Examination

Applicants are ranked by the following point system:

- (1) Federal license as Master, Oceans, any gross tons and two years experience – 25 points
- (2) Signed certification of a 3-day familiarization visit to Astoria – 10 points
- (3) Interview Examination: Each applicant shall be offered the opportunity to participate in periodic interviews conducted by the Board. Each person interviewed shall be assigned from 0 to 25 points based upon objective scoring guidelines published by the Board.

The Board conducts periodic interviews and produces a ranked list of candidates from which to draw trainees when vacancies need to be filled.

EVALUATION PROCESS

Maritime Experience. A primary requirement for selection into the Columbia River Bar Pilot Trainee program is that all applicants must have served at least two years as Master of an offshore merchant ship of 5,000 gross tons or more. Documentation to this effect, certified by Certificates of Discharge or Continuous Discharge Book, must be submitted with your application. Also include a copy of your U.S. Coast Guard license.

Physical Agility Test. Each candidate shall first be required to successfully complete a physical agility work-test at an independent, certified facility designated by the Board.

Bridge Simulation. Each candidate will be required to complete a bridge simulator exercise administered by a nationally recognized, independent, marine education and training facility designated by the Board.

Interview Examination. The Board conducts periodic interview examinations of all qualified candidates who have successfully completed the application and evaluation process.

EVALUATION CRITERIA

Physical Agility Evaluation

- (1) Each applicant will be required to complete a physical agility work-test at a nationally recognized, independent, certified facility designated by the Board. During the work-test, applicants will perform work tasks including:
 - (a) Climbing a pilot ladder;
 - (b) Opening and closing a watertight door;
 - (c) Donning a survival suit;
 - (d) Climbing stairs;
 - (e) Balance and coordination activities
 - (f) 50 pound floor to waist lifting; and
 - (g) Other activities as directed by the testing facility.

- (2) Applicants are responsible for the costs of completing the physical agility work-test and for all costs associated with continuing the evaluation process.
- (3) The evaluation is pass/fail.

Simulator Evaluation

- (1) Candidates will be required to complete a bridge simulator exercise, administered by a nationally recognized, independent, marine education and training facility designated by the Board. Local knowledge will not be tested or required. The bridge simulator exercise will evaluate the following elements:
 - (a) Fundamental piloting and shiphandling ability;
 - (b) Ability to assimilate and prioritize all data while maintaining situational awareness;
 - (c) Ability to respond appropriately in routine situations;
 - (d) Ability to respond appropriately in emergency or non-routine situations;
 - (e) Ability to communicate well and project proper bridge presence;
 - (f) Demonstrate understanding of Bridge Resource Management; and
 - (g) Demonstrate understanding of and command of the International and Inland Rules of the Road.
- (2) Candidates are responsible for all the costs associated with the simulator evaluation process.
- (3) The evaluation is pass/fail.

INTERVIEW

- (1) The Board conducts interviews on a periodic basis. The interviews are conducted by three members of the Board of Maritime pilots: a public member, the bar pilot member, and an industry member. A few Columbia River Bar pilots may attend the interviews to observe.
- (2) Interview scoring is based on the following guidelines:
 - (a) Potential as an asset to the pilotage system;
 - (b) Stress/environment (Simulator);
 - (c) Personal relations;
 - (d) Experience; and
 - (e) Other factors deemed relevant by the Board.
- (3) As part of the interview, applicants will be asked to provide a self-assessment of their bridge simulation experience.
- (4) Candidates are responsible for any and all travel costs to attend the interview.

FAMILIARIZATION VISIT

- (1) Candidates can accrue additional points by making a three-day familiarization visit to Astoria. The Board encourages all candidates to make this visit. To qualify for these points, a check-off list is provided below to provide certification of a visit to Astoria.
- (2) The Columbia River Bar Pilot's office is located at 100 – 16th 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 Chris Farrell, 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 _____
- (6) Capt. Chris Farrell can be contacted at 503-338-8387, 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.

**TRAINING PROGRAM AND
ORIGINAL LICENSING REQUIREMENTS**

Candidates selected to train for licensure must have successfully completed the following requirements to receive an original pilot license:

- (1) Obtain a federal pilot's endorsement for the Columbia River bar pilotage ground, after which a minimum of one hundred (100) crossings of the Columbia River bar shall be made under the supervision of an unlimited state-licensed Pilot, and make crossings with at least five unlimited state-licensed Columbia River bar pilots;
- (2) Be on Board a minimum of ten ships docking or undocking from the Astoria Port Docks, Tongue Point, and other facilities;
- (3) Make approximately twenty-five percent (25%) of the crossings of the Columbia River bar during the hours of darkness.
- (4) Present an application in writing to the administrator of the Board on the form provided by the Board for the pilotage ground for which the applicant intends to become licensed.
- (5) Accompany the application with a photocopy of a U.S. Coast Guard physical examination report and signed by an Oregon or Washington licensed physician verifying that the applicant meets the physical, medical and mental criteria required to qualify for a federal pilot's license.
- (6) Successfully complete an examination to test for skill and knowledge. The examination will be scored by the Board member from the pilotage ground for which the applicant is seeking a license. Up to two additional pilots may participate with the Board member in grading the exam. The examination will be pass/fail.