

ENCLOSURE (1) TO NVIC 9-02 CHANGE 4

GUIDANCE FOR DEVELOPMENT AND MANAGEMENT OF
AREA MARITIME SECURITY COMMITTEES (AMSC)

GUIDANCE FOR DEVELOPMENT AND MAINTENANCE OF AREA MARITIME SECURITY COMMITTEES (AMSC)

1. PURPOSE.

This enclosure provides information on the purpose, structure, and conduct of AMSCs. It is intended to assist each Captain of the Port (COTP), serving as Federal Maritime Security Coordinator (FMSC), in establishing, maintaining, and directing the AMSCs per [33 CFR § 101.105](#) and [33 CFR § 103.300](#).

2. BACKGROUND.

- a. Coast Guard COTPs have established a broad spectrum of port committees, including Port Readiness Committees, Harbor Safety Committees, Area Committees for Oil and Hazardous Substances Response, Heavy Weather Committees, and other Federal, State, and Local committees, to facilitate coordinated response to specific incidents within the maritime domain.
- b. In December 2001 the Commandant of the Coast Guard directed COTPs to establish Port Security Committees (PSCs) in support of the Coast Guard's Homeland Security mission. [The Maritime Transportation Security Act of 2002 \(MTSA\) \(P.L. 107-295\)](#) authorized the Secretary of the department in which the Coast Guard is operating to establish Area Maritime Security Advisory Committees. Pursuant to MTSA authority, the Coast Guard issued regulations for Area Maritime Security in [33 CFR Part 103](#). The regulations also implemented a change in terminology from "Port Security" to "Area Maritime Security" for both plans and committees, and defined Area Maritime Security Committee (AMSC) to mean the committee established pursuant to 46 USC § 70112(a)(2)(A).
- c. MTSA specifically waives the application of the Federal Advisory Committee Act (FACA), 5 USC App. Sec. 14, for AMSCs. Each AMSC is required to conform to certain provisions in MTSA, and the procedures established in 33 CFR § 103.300. In particular, MTSA establishes minimum requirements for committee composition, member experience, solicitation of nominations, and provides authority for passing a security background examination prior to appointment as member. Additionally, 33 CFR § 103.300 mandates a written charter for the formation of AMSCs.

3. DISCUSSION.

- a. Establishment of AMSCs. The AMS program supports the Coast Guard's Ports, Waterways and Coastal Security (PWCS) mission through interagency, intergovernmental, and public/private sector cooperative efforts. As the Lead Federal Agency for Maritime Security, the Coast Guard will accomplish the

PWCS mission, in part, through AMSCs that provide a framework to identify risks to the port, communicate information regarding threats to port stakeholders, and determine mitigation strategies and implementation methods.

b. Purpose and Responsibilities of the AMSCs.

- (1) The purpose of the AMSC as specified by 33 CFR § 103.300 is to assist and advise the COTP regarding the development, review, and updating of an Area Maritime Security Plan (AMSP) for its Area of Responsibility (AOR) that addresses attacks upon the particular infrastructure within each COTP Zone that would most likely create a Transportation Security Incident (TSI). In doing so, the AMSC should consider the Marine Transportation System (MTS) infrastructure defined in “An Assessment of the U. S. Marine Transportation System,” (U.S. DOT, 1999).
 - (a) The AMSCs support development of the AMSP and maritime security preparedness by serving as a link for security awareness, ensuring that an AMS Assessment and written report of AMS Assessment are completed as required by 33 CFR § 103.400, and participating in the exercising of AMSP elements. They assist the COTP in correlating AMS activities and maritime security preparedness with Presidential Policy Directive 8 (PPD-8), National Preparedness, and its protection, mitigation, and response frameworks.
 - (b) The AMSCs support implementation of the AMSP by serving as a link for communicating threats and changes in MARSEC Levels.
 - (c) The AMSCs provide technical support for evaluation of port security grant proposals in support of AMSPs.
- (2) The AMSCs support the information-sharing framework consistent with Homeland Security requirements and direction, including in part, the [National Infrastructure Protection Plan \(NIPP\)](#). AMSCs should use [HOMEPORT](#), the Coast Guard’s public internet portal, to improve communication and information sharing. They should encourage the use of similar programs to raise the security awareness of port community stakeholders and encourage threat reporting through America’s Waterway Watch (AWW). [33 CFR § 103.310](#) directs the AMSCs to act as a link in communicating threats to maritime security to stakeholders, and changes in MARSEC levels. This regulation was designed to address concerns voiced by industry and the boating public regarding the communication of threat information and protection of propriety or other private information. The Communications Section of the AMSP Template in Enclosure (2) to NVIC 9-02 (series) is intended to serve as a guide to the COTPs/FMSCs in the development of communications plans that address those concerns, and in identifying the role of the AMSC in the communications process.

- (3) The PWCS mission encompasses national security objectives pertaining to the MTS, including the need to support military operations conducted in port areas by the Department of Defense (DoD). The AMSC advises the COTP on the development of security plans and procedures for the COTP zone. Although the AMSC is not a response entity for the purposes of crisis management, it may be asked to provide subject matter expertise to advise the COTP/FMSC. The links between the AMSC and response organizations such as DoD, Area Committees for Oil and Hazardous Substances Response and other existing port committees are crucial to improving overall preparedness and resiliency. Just as jurisdictions in the ports are overlapping, some committee responsibilities may overlap. The need for coordination in the designated Strategic Commercial and Strategic Military Seaports has been directly addressed by the Port Readiness Committees (PRCs) and the National Port Readiness Network (NPRN).
- c. AMSC Area of Responsibility (AOR). The AMS program standard is one AMSC (and one AMSP) for each COTP Zone. The AMSC serves under the direction of the respective COTP/FMSC within each respective COTP Zone as summarized below. Specific details are found in Enclosure (2) to NVIC 9-02 (series).
- (1) Subject to Coast Guard Area Commander approval, the geographic area within a COTP Zone may be subdivided to facilitate program administration and AMSP development (e.g., Guam and Commonwealth of Northern Marianas). An AMSC (and AMSP) will be established for each such AMS area.
 - (2) For COTP Zones that cover large geographical areas (e.g. Western Rivers COTP Zones), the COTP/FMSC may establish AMSC regional sub-committees to facilitate stakeholder engagement for those sub-regions and identified in the respective AMSP. The AMSC regional sub-committees must be provided for, and operate under, the structures and procedures content of the written charter for the parent AMSC. The procedures may include a subordinate written charter for regional subcommittees with content comparable to the AMSC written charter. The AMSP should be used to document the use of regional sub-committees within a COTP Zone, and include a geographical AMSP Annex to address AMS measures where established for those port areas with AMSC regional subcommittees.
- d. Committee Composition Requirements.
- (1) Pursuant to MTSA, an AMSC must consist of not less than seven members, each of whom must have at least five years of practical experience in maritime security operations. Pursuant to the Coast Guard Authorization Act of 2010, AMSC composition must include individuals who represent the interests of

the port industry, terminal, operators, port labor organizations, and other users of port areas.

- (2) [33 CFR § 103.305](#) specifies that AMSC membership will consist of persons who have an interest in the security of the area, and may be selected from a broad cross section of stakeholder categories. These categories provide balance and depth of coverage for essential expertise consistent with AMSC enabling authorities.
- (3) Pursuant to MTSA and the Coast Guard Authorization Act of 2010, appointed members serve as individuals and represent the interests of their stakeholder segment in performing official AMSC duties.

e. Organization of AMSCs.

- (1) Committee Organization. When soliciting individuals to serve as appointed AMSC members, the COTPs/FMSCs will take into account all aspects of the MTS in each port area and its adjacent waterways, coastal/shore-side areas and river systems that are under Coast Guard jurisdiction, in order to minimize maritime security risks to each COTP Zone.
 - (a) Broad representation is necessary to encourage and provide for the AMS Area-wide public-private maritime security partnership envisioned by MTSA. In order to achieve this objective without imposing excessive burden on available Coast Guard and stakeholder resources, AMSCs may be organized to include appointed members, designated federal agency observers pursuant to MTSA, and other participants serving in ex-officio capacity authorized by the COTP.
 - (b) The official AMSC roles and responsibilities for AMSC members are specified by [33 CFR § 101](#) et. seq., and are vested exclusively in, and remain the responsibility of, the appointed AMSC members.
 - (c) Administratively, an AMSC may be organized into a steering body (e.g., Steering Committee, Managing Board) and a stakeholder-supplemented committee, which accommodates other participants authorized by the COTP.
- (2) AMSC Membership. AMSCs consist of members appointed under 33 CFR § 103.305. The COTP may allow participation in the AMSC and its activities by observers from other government agencies, and by other authorized participants, consistent with provisions of each specific AMSC's written charter. These other participants may be referred to as "associate" members, or alternately, as "at-large" or "general" members per existing practice in some AMSCs.

- (a) **Appointed Members.** The official AMSC for fulfillment of regulatory duties consists of members who are appointed by the COTP/FMSC. AMSC appointed members serve their AMSC regulatory duties as individuals representing their area of expertise or maritime industry segment. Appointed members may distinguish between their AMSC regulatory responsibilities and an entity with which they are affiliated, and separately represent the views of the latter.
 - (b) **Federal Agency Observers.** The COTP is authorized and encouraged to invite participation in AMSC activities by observers from other Federal agencies to represent each agency's maritime security interests. In this regard, the Coast Guard works closely with the U.S. Army Corps of Engineers (USACE) to ensure a coordinated approach to maintaining the functionality and safety of the nation's ports and waterways navigation systems. The COTP will work closely with USACE Districts to encourage an appropriate level of participation in AMSC activities to enable USACE connectivity and involvement for pre-planning and integration during all-hazards responses.
 - (c) **Other Authorized Participants.** The COTP, in consultation with appointed AMSC members, is authorized to supplement the committee by offering participation to stakeholder representatives that qualify for access to sensitive but unclassified maritime security information and activities. Other authorized participant access and participation must be provided for in the AMSC's written charter and conform to all applicable requirements, procedures and protocols for AMSC activities. Other authorized participants may assist the AMSC individually or as a representative of the organization with which they are affiliated, and may include, but are not limited to, subject matter experts whose input is necessary in the development of the AMSP and other activities. At the discretion of the COTP, these individuals may participate in the activities of the AMSC, sub-committees, and/or working groups.
- (3) Partner and Stakeholder Representation. The AMSCs should be representative of federal, state, tribal, territorial and local agencies; marine industry; and other port stakeholders. Representatives for each aspect of the MTS and those charged with its regulation or enforcement should be encouraged to participate. For example, AMSC appointed membership, agency observers, and other authorized participants could include, but should not be limited to, representatives from the following:

(a) Federal Agencies:

- US Coast Guard in addition to Sector (e.g., Vessel Traffic Service, Maritime Safety and Security Teams, Coast Guard Auxiliary);
- Department of Defense (DoD);
- Nuclear Regulatory Commission (NRC);
- US Department of Agriculture (USDA);
- Environmental Protection Agency (EPA);
- Occupational Safety and Health Administration (OSHA);
- Federal Bureau of Investigation (FBI);
- Federal Emergency Management Agency (FEMA);
- Bureau of Customs and Border Protection (CBP);
- Bureau of Immigration and Customs Enforcement (ICE);
- Transportation Security Administration (TSA);
- U.S. Army Corps of Engineers (USACE);
- U.S. Transportation Command (TRANSCOM);
- Military Sealift Command (MSC);
- Military Surface Deployment and Distribution Command (SDDC);
- Animal and Plant Health Inspection Service (APHIS);
- Maritime Administration (MARAD);
- Research and Special Programs Administration (RSPA);
- Federal Railway Administration (FRA);
- Federal Highway Administration (FHWA);
- Federal Transit Administration (FTA);
- Other government representatives, where appropriate.

(b) State and Local Agencies:

- National Guard;
- Police;
- Fire Departments;
- Civil Defense;
- Transportation agencies;
- Fish and wildlife marine units;
- Health agencies;
- Occupational safety agencies;
- Terminal/facility security forces;
- Other state and local government representatives;
- State and local environmental agencies and marine units;
- Regional development agencies/metropolitan planning organizations.

(c) Tribal Governments:

(d) Territorial Governments:

(e) Industry-related Components:

- Vessel Agents;
- Cargo Owners;
- Facility owners/operators;
- Terminal owners/operators;
- Trade organizations;
- Railroad companies;
- Trucking companies;
- Shipyards;
- Towing vessel operators;
- Marine exchanges;
- Industry organizations;
- Marine Pilots;
- Organized labor;
- Commercial fishing industry;
- Waterborne vendors & service providers (harbor tugs, launch services, linehandlers, small ferry operators, water taxis).

(f) Other Port and Marine Partners:

- Recreational boating organizations (yacht clubs, rowing clubs); and
- Associations representing maritime interests, including, but not limited to, National Association of State Boating Law Administrator (NASBLA) members.
- Private and commercial sportfishing groups.

f. AMSC Appointment Process. Appointment of an individual to serve on the AMSC first requires publication of a notice in the Federal Register soliciting nominations for membership.

(1) MTSA, at [46 USCA § 70112\(b\)\(3\)](#), requires that a notice soliciting nominations for AMSC membership will be published in the Federal Register before appointing a member to an AMSC. The COTP is likely to be the first to know of pending local AMSC vacancies. Experience has shown that vacancies will likely occur more frequently than every 3, 4, or 5 years. Accordingly, a more practical approach to managing AMSC vacancies is for each COTP/FMSC to promulgate solicitations for AMSC membership when needed, rather than Coast Guard Headquarters promulgating a consolidated notice. A template Federal Register Notice for use by the COTP/FMSC in promulgating a solicitation notice is included as Tab A of this Enclosure.

- (2) Subsequent to the solicitation/application process, a COTP/FMSC may become aware of other individuals or sectors of the port industry or other stakeholders that he/she believes should be represented in the AMSC. The COTP/FMSC may solicit representation from those individuals or sectors. This may be done without any further requirement to publish a notice in the Federal Register. For example, it may be appropriate for the FMSC to solicit Federal Agency representatives as observers or other authorized participants outside the Federal Register process to ensure strong agency representation on an AMSC. Also, for those members who may have already been designated in writing by the COTP/FMSC as appointed members of an AMSC, it is not necessary for these members to reapply for their positions.
- (3) 33 CFR § 103.305(b) requires that at least seven of the members of each AMSC have five years of experience related to maritime or port security operations within the area. The COTP/FMSC will use his/her best judgment in selecting individuals that are best suited as members of the AMSC, and in determining if each member's qualifications meet the intent of the regulations.
- (4) In accordance with 33 CFR § 103.305, each member of the AMSC will be appointed for a term of not more than five years. The COTP/FMSC will designate membership terms to ensure that all the terms of appointed members do not expire within the same year. As such, when establishing an AMSC, some members may be designated for only three years, vice five, to provide for continuity of AMSC service and support. Appointment as an AMSC member will be made in a formal written document. The COTP may reappoint AMSC members for additional terms. Sample Invitation, Appointment and Acceptance letters are provided as Tabs B, C, and D.
- (5) At the discretion of the COTP/FMSC, non-U.S. citizens may serve as AMSC members or participate as observers or subject matter experts if they are representatives of foreign governments or lawful permanent residents of the United States. All foreign disclosure restrictions on the sharing of classified information and Sensitive Security Information (SSI), including the TSA terrorist screening check described in paragraph 3(i) of this section apply.
- (6) Each AMSC will elect one of its members as the Chairperson and one of its members as the Vice Chairperson. The Vice Chairperson will act as Chairperson in the absence or incapacity of the Chairperson, or in the event of a vacancy in the office of the Chairperson. Because the AMSC is established and maintained under the COTP's direction, the COTP/FMSC may chair the AMSC. Nevertheless, some ports may find that under their existing committee structure it is more effective for industry representatives to chair the AMSC. Either method of chairing the AMSC is acceptable under the provisions of 33 CFR Part 103.

- (7) The COTP/FMSC will designate a member of his/her staff as the Executive Secretary of the AMSC. The Executive Secretary will be responsible for the administrative duties of the AMSC, such as maintaining current designation letters, publishing meeting agendas, recording meeting minutes, and maintaining current editions of the AMSP, including digital versions. It is also the responsibility of the Executive Secretary to ensure that all committee records are properly safeguarded and maintained in accordance with the Classified Information Management Program, COMDTINST M5510.23 (series) and designated as SSI where appropriate. It is also the responsibility of the Executive Secretary to ensure that all committee records are properly safeguarded and maintained in accordance with the Information and Life Cycle Management manual, COMDTINST M5212.12 (series).

g. AMSC Compensation.

- (1) [46 USC § 70112\(f\)](#) states that a member of a Committee established under this section, when attending meetings of the Committee or when otherwise engaged in the business of the Committee (including AMSCs and the National Maritime Security Advisory Committee, NMSAC) is entitled to receive compensation and travel or transportation expenses. The USC section does not authorize compensation and travel or transportation expenses for other authorized participants.
- (2) The Commandant has determined that compensation for participation on AMSCs will be set at \$0. For travel and transportation costs, the Coast Guard has determined that a rate of \$1 will apply to appointed members of AMSCs because the AMSCs will meet locally. The COTP may include a statement in the AMSC charter stating that members will forego reimbursement for transportation, travel and compensation expenses costs associated with participation on the AMSC, and require all members to sign the charter to acknowledge the waiver of travel fees and compensation.
- (3) If the COTP/FMSC determines that, due to unusual circumstances, it is necessary to pay travel for designated AMSC members, the COTP/FMSC may authorize travel expenses from within the COTP's operating budget.

h. AMSC Meeting Frequency.

- (1) Each AMSC will meet at least once during a calendar year, or when requested by a majority of the AMSC members in accordance with 33 CFR § 103.300(b)(4). More frequent meetings are encouraged (e.g., quarterly meetings) in support of maritime domain awareness, and to maintain currency of points of contact and coordinating relationships.
- (2) COTPs should take advantage of telephone and video conferencing when in-person meetings are impractical.

i. Information Security.

(1) Sensitive Security Information.

- (a) Much of the work of the AMSC will involve handling Sensitive Security Information (SSI). Once developed, the AMSP will contain SSI material and will be marked and handled in accordance with Guidelines for Handling Sensitive Security Information ([NVIC 10-04](#)).
- (b) The COTP/FMSC, in conjunction with the AMSC, is responsible for developing procedures to protect both SSI and classified information that is developed and used by the Committee. Once portions of the AMSP or its annexes are designated as SSI, each paragraph will be marked according to the type of information contained therein (e.g., U, SSI, or FOUO). These paragraph markings will aid the COTP/FMSC should it become necessary to redact SSI information to broadly share with the port community those portions of the AMSP that are not SSI. If the COTP/FMSC needs to release safeguarded (i.e., non-SSI or FOUO) portions of the AMSP, the COTP/FMSC will ensure that the redacted AMSP information is marked as having been redacted following procedures provided in NVIC 10-04.
- (c) 33 CFR § 103.305(c) grants the Coast Guard authority to request a TSA name-based terrorist check on all AMSC members if it is determined by the COTP that they will need access to SSI. FMSCs will provide the information required for name based terrorist checks to TSA via Coast Guard Headquarters. The TSA name-based terrorist check is required unless the member possesses a federally issued security clearance, is a credentialed federal, state, tribal, territorial, or local official, holds a valid Transportation Worker Identification Credential (TWIC), or has passed a comparable security threat assessment. All new AMSC members needing a name-based terrorist check will be screened against the terrorist watch list prior to having access to SSI. All AMSC members currently having access to SSI will continue to have access while the name-based terrorist check is being performed. If a COTP has not received written notification that an AMSC member is barred from access to SSI after 30 days from submitting their name, the COTP may assume that any name submitted was cleared and is acceptable for the purposes of access to SSI. In addition, the COTP must determine that, prior to discussing or distributing SSI with AMSC members, those members are “Covered Persons” with a “need to know,” and have signed a Non-Disclosure Agreement (NDA) as described in NVIC 10-04. The AMSC Executive Secretary will retain the original, signed NDA until the information requiring the execution of the NDA is no longer considered SSI.

- (d) The MTSA explicitly states in 46 USC § 70103 (d) that, “notwithstanding any other provision of law, information developed under this chapter is not required to be disclosed to the public, including (1) facility security plans, vessel security plans, and port vulnerability assessments; and (2) other information related to security plans, procedures, or programs for vessels or facilities authorized under this chapter.” Therefore, facility and vessel security plans developed under 33 CFR Parts 104, 105, and 106 for COTP Zones that are under the control of the COTP are designated as SSI, and restricted from public access.
 - (e) General information dealing with the port or infrastructure topics should be made available to all members of the AMSC with a “need to know.” However, COTPs are instructed to discuss proprietary information, and other sensitive information, such as vulnerabilities and protective strategies included in security assessments and plans, only with designated law enforcement, AMSC Subcommittees or select AMSC members so as to ensure proper safeguarding of the information, and to instill confidence in maritime stakeholders that sensitive information relating to their individual facilities will be afforded the utmost protection from unnecessary disclosure.
 - (f) AMSC meeting minutes and records that are not designated as SSI may be made available to the public pursuant to the Freedom of Information Act. However, COTPs will ensure that all material designated as SSI, and all records of discussions of material designated as SSI, are protected from disclosure to the public, in accordance with NVIC 10-04.
- (2) Classified Information.
- (a) It is not anticipated that AMSCs or AMSPs will regularly discuss or contain classified information. Classified materials incorporated into the AMSP should be prepared as separate documents, referenced in the unclassified plan, and handled and stored in accordance with proper security procedures outlined in the Classified Information Management Program, COMDTINST M5510.23 (series).
 - (b) However, if the need arises to discuss classified information with members of the AMSC, the COTP may request security clearances for those AMSC members with whom the COTP intends to share the information. The Coast Guard is permitted to sponsor and grant clearances for a select number of AMSC members. Specific procedures are found in Chapter 6 of the Personnel Security and Suitability Program Manual (COMDTINST M5520.12 (series)).

- j. Templates. Tabs (A) through (D) of this Enclosure contain templates for Federal Register Notices and letters required as part of the process to appoint persons to AMSCs.

TAB A: Federal Register Notice Template

FEDERAL REGISTER NOTICE

DEPARTMENT OF HOMELAND SECURITY

4910-15-U

Coast Guard

[Insert district docket number]

Area Maritime Security Advisory Committee (AMSC) [insert name of port, or other geographic qualifier]

AGENCY: Coast Guard, DHS.

ACTION: Solicitation for Membership.

SUMMARY: This notice requests individuals interested in serving on the AMSC

(AMSC) [**insert name of port**] submit their applications for membership to the Captain of the Port (COTP) [**insert name of port**].

DATES: Requests for membership should reach the U.S. Coast Guard COTP [**insert name of port**] [insert date at least 30 days after date of publication in the Federal Register].

ADDRESSES: Applications for membership should be submitted to the Captain of the Port at the following address: [**insert address**].

FOR FURTHER INFORMATION CONTACT: For questions about submitting an application or about the AMSC in general, contact [**insert the name of a person with their phone number**].

SUPPLEMENTARY INFORMATION:

Authority

Section 102 of the Maritime Transportation Security Act (MTSA) of 2002 (Pub. L. 107-295) added section 70112 to Title 46 of the U.S. Code, and authorized the Secretary of the Department in which the Coast Guard is operating to establish Area Maritime Security Advisory Committees for any port area of the United States. (See 33 USC 1226; 46 USC; 33 CFR § 1.05-1, 6.01; Department of Homeland Security Delegation No. 0170.1). The MTSA includes a provision exempting these AMSCs from the Federal Advisory Committee Act (FACA), Public Law 92-436, 86 Stat. 470(5 USC App.2). The AMSCs shall assist the Captain of the Port in the development, review, update, and exercising of the AMS Plan for their area of responsibility. Such matters may include, but are not limited to: Identifying critical port infrastructure and operations; Identifying risks (threats, vulnerabilities, and consequences); Determining mitigation strategies and implementation methods; Developing strategies to facilitate the recovery of the MTS after a Transportation Security Incident; Developing and describing the process to continually evaluate overall port security by considering consequences and vulnerabilities, how they may change over time, and what additional mitigation strategies can be applied; and Providing advice to, and assisting the Captain of the Port in developing and maintaining the Area Maritime Security Plan.

AMSC Membership:

Members of the AMSC should have at least five years of experience related to maritime or port security operations. The **[insert name of port]** AMSC has **[insert number]** members. We are seeking to fill **[insert number of vacancies]** with this solicitation. Applicants may be required to pass an appropriate security background check prior to appointment to the committee. Members' terms of office will be for five years; however,

a member is eligible to serve additional terms of office. Members will not receive any salary or other compensation for their service on an AMSC. In support of the USCG policy on gender and ethnic diversity, we encourage qualified women and members of minority groups to apply.

Request for Applications:

Those seeking membership are not required to submit formal applications to the local Captain of the Port, however, because we do have an obligation to ensure that a specific number of members have the prerequisite maritime security experience, we encourage the submission of resumes highlighting experience in the maritime and security industries.

Dated: *[insert date]*.

[insert name]
Captain, U.S. Coast Guard, Captain of the Port/Federal Maritime Security Coordinator
[City]



Command
United States Coast Guard

2100 Second Street, S.W.
Washington, DC 20593-0001
Staff Symbol:
Phone: ()
Fax: ()

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Tab B: AMSC Invitation Letter Template

Dear _____:

It is a great pleasure to invite you to serve as an appointed member on the Area Maritime Security Committee (AMSC) for *[insert name of AMSC]* Committee. You were chosen based upon your skills, experience and expertise in the maritime field, and the vital service your participation will contribute to the safety and security of the Nation's ports and waterways. Your service will be performed as an individual representing your area of expertise or maritime industry segment when performing duties specified by regulation for appointed members, and that others may not be deputized to attend meetings in your place.

Although I hope you will consider it an honor to be chosen, the appointment will demand a significant commitment of your time. Furthermore, this appointment is not funded, and therefore, you will receive no monetary compensation for your participation. Before accepting, I encourage you to review the Code of Federal Regulations, Title 33, Part 103, particularly Sections 300, 305, and 310, which describe the establishment, composition, and responsibilities of all AMSCs, and which will provide the foundation for the *[name of AMSC]* upon which you will serve if you accept the appointment.

By accepting the appointment, you will be committee to abide by the rules in Title 33 of the Code of Federal Regulations, Parts 101 and 103, by the Committee's charter, and to act in good faith and to the best of your abilities in the application of the policies and procedures established by the *[name of AMSC]* Committee. If you choose to accept this invitation, your appointment to the _____ Committee will be for *[# of years]*.

To accept this appointment, please complete and return to me at your earliest convenience *[or some specific period of time]* the enclosed Acceptance of Appointment letter with your signature indicating that you understand and accept your commitment and responsibilities as a member of the *[name of AMSC]* Committee. Upon receipt of your acceptance letter, you will be sent a Letter of Appointment and further information regarding your future participation.

I look forward to hearing from you and serving with you on the Area Maritime Security Committee in the immediate future.

Sincerely,

Captain, U.S. Coast Guard
Captain of the Port, _____
Federal Maritime Security Coordinator

Enclosure: Acceptance of Appointment Letter

Encl (1) to NVIC 9-02 CH 4

Copy: *[Name of AMSC]* Committee
Commander, _____ Coast Guard District ()

[COTP]
United States Coast Guard

2100 Second Street, S.W.
Washington, DC 20593-0001
Staff Symbol:
Phone: ()
Fax: ()



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Tab C: AMSC Appointment Letter Template

Dear _____:

It is my pleasure to appoint you as a member of the Area Maritime Security Committee (AMSC) for *[insert name of AMSC]* Committee. This appointment is effective *[insert date]* and shall expire on *[insert date]*.

I have enclosed a copy of the *[name of AMSC]* Committee Charter. It describes in detail the Committee's purpose, membership rules, and other important information essential to your service on the Committee. Please contact _____ of my staff at your earliest convenience regarding the upcoming schedule of *[name of AMSC]* Committee meetings.

Thank you for your service to your community and the Nation. I look forward to seeing you at our next Committee meeting.

Sincerely,

Captain, U.S. Coast Guard
Captain of the Port, _____
Federal Maritime Security Coordinator

Enclosure: Committee Charter

Copy: *[Name of AMSC]* Committee Chair
Commander, _____ Coast Guard District ()

Tab D: Acceptance Letter Template

Acceptance of Appointment

to the

_____ Committee

I hereby accept an appointment to serve on the _____ Committee, for period to be designated by the Coast Guard Captain of the Port, as Federal Maritime Security Coordinator, and pledge to be bound by the Code of Federal Regulations, Title 33, Parts 101 and 103, and the _____ Committee Charter, and to act in good faith and to the best of my abilities in the application of the policies and procedures established by the _____ Committee in accordance with all applicable laws and regulations.

I understand that my service is as a representative of an area of expertise or maritime industry segment, and that I am not authorized to deputize others to attend meetings in my place. I further understand that the Coast Guard Captain of the Port may revoke my appointment at any time he or she determines it is necessary for the efficient and effective functioning of the Committee. By signing below, I further acknowledge that I will not be entitled to any compensation or reimbursement of expenses connected with my participation on the _____ Committee.

This _____ day of _____, 20__.

Appointee Name