



SECDELBAYINST 5450.1B

SECTOR DELAWARE BAY INSTRUCTION 5450.1B

Subj: SECTOR DELAWARE BAY STANDARD OPERATING PROCEDURES (SOP)

- Ref:
- (a) Uniform Regulations, COMDTINST M1020.6 (series)
  - (b) CG Personnel Manual, COMDTINST M1000.6 (series)
  - (c) Coast Guard Correspondence Manual, COMDTINST M5216.4 (series)
  - (d) Medals and Awards Manual, COMDTINST M1650.25 (series)
  - (e) Coast Guard Regulations, COMDTINST M5000.3B
  - (f) Manual for Courts-Martial
  - (g) Military Justice Manual, COMDTINST M5810.1 (series)
  - (h) Administrative Investigations Manual, COMDTINST M5830.1
  - (i) Personnel and Pay Procedures Manual, PPCINST M1000.2
  - (j) Coast Guard Civil Rights Manual, COMDTINST M5350.4 (series)
  - (k) Simplified Acquisition Procedures Handbook, COMDTINST M4200.13 (series)
  - (l) Marine Corps Drill and Ceremonies Manual, COMDTINST 5060.11 (series)
  - (m) Health Promotion Manual, COMDTINST M6200.1
  - (n) Coast Guard Weight and Body Fat Standards Manual, COMDTINST M1020.8 (series)
  - (o) Mandatory Use of the Training Management Tool, COMDTINST 5270.2 (series)
  - (p) Training and Education Manual, COMDTINST M1500.10 (series)
  - (q) COMDT COGARD Washington DC 092157Z NOV 09
  - (r) COMDT COGARD Washington DC 170049Z NOV 09
  - (s) Sector Delaware Bay Organization Manual, SECDELBAYINST 5401.6A

1. PURPOSE. This instruction defines the Standard Operating Procedures for Sector Delaware Bay.
2. ACTION. Department Heads, supervisors, and CO/OINCs of subordinate units shall ensure compliance with the policies set forth in this instruction. All personnel reporting to Sector Delaware Bay shall be provided with a copy of this instruction.
3. DIRECTIVES AFFECTED. SECDELBAYINST 5450.1A and SECDELBAYINST 5402.1A are cancelled.

DISTRIBUTION – SDL No.

	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										1		1		1													
B																											
C									1												1		1		1		
D																											
E		1						1			1			1				1	1								
F																											
G																											
H																											

NON-STANDARD DISTRIBUTION:

#### 4. DISCUSSION.

##### a. Authorized Uniforms.

- (1) Seasonal authorized uniforms are to be worn in accordance with reference (a) except as noted below.
- (2) The below listed uniforms are authorized to be worn at and enroute to/from work:
  - (a) Service Dress Blue "B" (SDB)
  - (b) Tropical Blue
  - (c) Winter Dress Blue (long sleeve blue shirt w/ribbons)
  - (d) Operational Dress Uniform (ODU)
- (3) Coveralls may be worn off base for operational purposes only.
- (4) All uniforms shall be clean and presentable (i.e. no stains, paint, grease, torn, ripped, etc).
- (5) Full ODUs will be worn. Wearing a T-shirt without a blouse is only authorized when actively participating in a work detail.

##### b. Leave, Liberty and the Inbounds Policy.

- (1) The intent of this policy is to outline leave, liberty and the "inbounds" policy procedures in accordance with reference (b), and assure accurate contact information is available for members while on leave or liberty in case a recall becomes necessary to respond to an incident.
  - (a) In the event of an incident, Sector Delaware Bay must be capable of meeting those responsibilities of a first responder. The Incident Command System (ICS), a standardized, all hazard - all risk approach to managing crisis response operations, has been adopted and implemented by the USCG. This system allows for a scalable and measured approach to respond to any incident. In order to implement ICS during a response, key assignments must be filled in a timely manner, necessitating Department Heads to have an accurate accounting of their staffs and their ability to fill those roles as needed. In the event a recall is required, or if a member is unaccounted for following a leave or liberty period, an accurate telephone number and intended destination will assist the command in locating the individual.
- (2) The inbounds policy will be defined as the following:

- (a) Members shall stay within a 300 mile radius of Philadelphia, PA on normal weekend liberty, as well as all government holidays. If members wish to go outside of that 300 mile radius, then they must request leave.
  - (3) Members shall ensure the command has accurate, up to date contact information at all times.
  - (4) Department Heads shall use sound judgment when approving or disapproving member leave. More restrictive requirements may be necessary based on department needs and mission accomplishment.
  - (5) Special Liberty (i.e. holiday routine) may have additional restrictions and/or requirements mandated by the Sector Commander.
- c. Written Correspondence.
- (1) Members shall prepare written correspondence in accordance with reference (c), and ensure that all correspondence is submitted through the appropriate levels of the chain of command.
    - (a) All departmental correspondence for the Deputy Sector Commander's (DSC) or Sector Commander's (SC) signature shall be routed through the applicable Department Head.
    - (b) All collateral duty correspondence for the DSC's or SC's signature shall be routed through the member's supervisor and the Logistics Department Head.
  - (2) All correspondence for the DSC or SC shall be given to the command suite Command Assistant. The Command Assistant is responsible for verifying format and grammar on all correspondence. If the submitted correspondence is not properly formatted or contains grammar issues, it will be returned to the originator for correction. All correspondence MUST comply with the requirements of the Coast Guard Correspondence Manual (ref c).
  - (3) Once the Command Assistant has verified the correspondence is accurate, it will be submitted to the DSC and/or SC for signature. If the DSC and/or SC return the correspondence to the Command Assistant for correction, the originator will be contacted via email. If the DSC and/or SC sign the document, the Command Assistant shall ensure a copy of the correspondence is placed in the command suite SSIC files; and inform the originator, via email, that the correspondence is available for collection.
  - (4) Any correspondence that is signed by an authority at a lower level than the SC or DSC, MUST have a copy routed to ADMIN for inclusion in the unit files. The originator is responsible for ensuring this process is followed.
- d. Commanding Officer of Military Personnel Request and Complaint Mast.
- (1) Although the Commanding Officer of Military Personnel has an "open door" policy regarding unofficial type matters, personnel desiring an appointment for a Request and Complaint Mast

must submit a request through the normal chain of command.

- (2) For requests and complaints involving issues outside the typical departmental chain of command (ie. facility conditions, galley service, or other logistical support functions), an open Request and Complaint Mast will be convened on a periodic basis.

e. Awards Writing & Routing.

- (1) The procedure for routing awards is as follows:

- (a) Award submissions must contain the award citation and a CG-1650.
- (b) Award citations are to be written in MS Word using the correct format specific to the award being submitted, as defined in reference (d).
- (c) The award citation and CG-1650 must be routed through the Department Head of the member being recognized. The Department Head will sign the CG-1650, review the award citation, and will make necessary edits or re-writes.
- (d) The Department Head will forward the award citation and CG-1650 to the Sector Commander's Administrative Assistant for distribution to the Awards Board.
- (e) Once approved, the award will be routed to the Sector Commander for approval/signature.
- (f) The Administration division will prepare the citation for presentation and will coordinate the presentation date and location with a department representative.

f. Reporting of Arrests by Civil Authorities.

- (1) The Sector has a legitimate interest in knowing when members have been arrested. For example, it may affect the member's suitability for a security clearance, driving privileges, the ability to be present for military duty (due to court appearances and/or confinement), etc. In addition, the arrest may alert the command to a member's need for help.
- (2) Coast Guard military members assigned to Sector Delaware Bay, or a subordinate unit, shall report any arrest by civil authorities to their supervisor or CO/OIC within 48 hours of arrest in accordance with reference (b). If a member is unable to report an arrest within 48 hours due to incarceration, the member shall report the arrest as soon as practicable, in no case later than within 24 hours after being released.
- (3) Failure to comply with this policy will result in administrative action.

g. Investigations.

- (1) The collection and preservation of important information by administrative investigations is vital and useful, and the Preliminary Inquiry Officer (PIO) and Command shall use references

(e), (f), (g), and (h) to ensure proper format and procedures are used when conducting an investigation.

- (2) An assignment list for investigations will be maintained by the Logistics Department, and PIOs will be designated in writing.
- (3) Once assigned to an investigation, a PIO will normally be given a period of 7 working days to submit a completed investigation. Exceptions to this rule will be approved on a case-by-case basis.
- (4) Members assigned to complete alleged offenses of the UCMJ are required to submit their report in the "Sample Report of Investigation" format found in Enclosure 12b of ref (g). In addition, the PIO shall familiarize themselves with the duties established in Chapter 1.B.4 of reference (g).
- (5) Investigations Conducted at Outlying Units: Outlying units are expected to complete investigations for situations occurring at their unit. However, there may be occasions when a Commanding Officer or Officer in Charge (CO/OINC) determines that the investigation can not, or should not, be conducted by unit personnel. In these cases, the CO/OINC should contact the Deputy Logistics Officer for assistance. The Logistics Department Head (E-6 and below) or the Sector Commander (E-7 and above) will normally have NJP authority over matters investigated by Sector personnel.

h. Non-Judicial Punishment (NJP).

- (1) For Sector active duty members assigned to Sector Delaware Bay, NJP proceedings will normally be held in the wardroom, presided over by the Logistics Department Head, for E-6 and below, and the Sector Commander, for E-7 and above. NJP proceedings shall be open unless a closed mast has been requested by the member, and approved by the masting authority.
- (2) NJP at Outlying Units: Outlying Sector units are expected to handle disciplinary matters for their assigned personnel. However, there may be occasions when a Commanding Officer or Officer in Charge desires that the Logistics Department Head or Sector Commander mast a member due the seriousness of the offense. In these cases, the CG-4910 (completed through the section entitled "Action of Executive Officer"), and the Preliminary Investigating Officer's report shall be forwarded to the Deputy Logistics Officer for review.

i. Line Handlers Guidelines.

- (1) The Sector is tasked with providing line handlers for CGC WILLIAM TATE, CGC CAPSTAN, CGC CLEAT and for visiting cutters and ships. Line handling is the responsibility of the MAA duty section. The OOD will muster the duty section at the prescribed time and ensure members are properly outfitted, including PFDs and hard hats. There must be at least two personnel to handle lines. All line handling issues shall be

addressed to the OOD.

j. Support of Family Members and Indebtedness.

- (1) Reference (b) states the Commandant's policy on indebtedness. All personnel have a military duty to meet their financial obligations and cannot use military status to avoid such obligations. The member's commanding officer or officer-in-charge is neither obligated nor authorized to adjudicate disputed cases. However, careful consideration should be given to all the facts involved and the commanding officer or officer-in-charge is authorized to temporarily postpone initiation of adverse or disciplinary action.
- (2) The following information should be taken under advisement by all military personnel at Sector Delaware Bay and its outlying units:
  - (a) Prior to acceptance of any credit plan, members should evaluate their financial capabilities and establish a budget.
  - (b) When contemplating large purchases on credit, or when encountering difficulty with existing debts, personnel should consult with a legal assistance officer.
  - (c) Be wary of high-pressure salesmen, think carefully before signing any agreement or contract. Never sign a blank contract and always determine the total payment in installment sales. Note particularly the penalty clauses.
  - (d) Bankruptcy is not an easy way out of indebtedness. If it appears that the offense of dishonorable failure to pay just debts has occurred prior to filing bankruptcy, action may be taken under the UCMJ even if the debt is discharged by the bankruptcy.
  - (e) Failure to pay just debts or repeatedly incurring debts beyond a member's ability to pay is evidence of irresponsibility and may jeopardize the member's security clearance, advancement, duty assignment, qualification for reenlistment or extension of enlistment, and may become grounds for disciplinary action or administrative discharge.
- (3) Coast Guard personnel acquire both moral and legal liabilities through marriage and parenthood. Section 8-M of reference (b) cautions military personnel that the Coast Guard will not be a haven or refuge for personnel who disregard or evade their obligations to their families. Failure to comply with the orders, decrees, or judgments of a civil court concerning support of dependents may lead to the member's separation from the service. Personnel who find themselves in a dispute over this issue should review the above references for more information and seek the assistance of their administration office on proper compliance procedures.
- (4) Cases which may preclude a delay in payment of a debt should be processed in a timely manner IAW reference (i) using CG-5489 Waiver/Remission Application.

k. Civil Rights.

- (1) Equal opportunity and the elimination of discrimination are fundamental to mission accomplishment in the Coast Guard, and are essential to achieving a high state of morale and effectiveness within the service. It is mandatory that we take prompt and effective action to counter discrimination whenever and wherever it occurs.
- (2) Discrimination on the basis of race, color, religion, national origin and sex is unacceptable and is contrary to the principles of sound leadership.
- (3) Any form of discrimination will not be tolerated. Persons who engage in this practice violate basic tenets of professionalism and human dignity, and diminish mission effectiveness. All Sector men and women are responsible for taking steps to discourage discrimination in any form.
- (4) Individual complaints can be filed with the Sector's Civil Rights Service Provider or the Zone 3 Civil Rights Service Provider (<http://www.uscg.mil/hq/cg00/cg00h/ServiceProviders.asp>) in accordance with reference (j).
- (5) Most breaches of Military Civil Rights can be resolved by direct confrontation. However, some people are uncomfortable with confrontation. In that case, the chain-of-command, talking to a civil rights counselor or the civil rights officer remains the most effective means of resolving problems.
- (6) Sector Delaware Bay's Human Relation Council meets on a quarterly basis to discuss and improve the climate of respect and professionalism throughout the AOR.

l. Daily Routine.

- (1) The following schedule identifies the normal working day routine for Sector Delaware Bay:

Sunrise	Raise pennants
0630	Breakfast
0715	Galley secured
0730*	Liberty expires, turn to Sector work Duty section relief on the Quarterdeck
0755	First call to morning colors
0800	Morning colors
1130	Lunch
1230	Galley secured, turn to Sector work
1600*	Secure from Sector work, liberty call
1700	Evening meal
1730	Galley secured Five minutes before sunset - first call to evening colors Evening Colors (time of sunset, as designated)

\*These are the normal workday hours; however, "flex hours" are authorized at Department Head's discretion.

(2) The following schedule identifies the weekend and holiday routine for Sector Delaware Bay:

Sunrise	Raise pennants
0700	Breakfast
0730	Duty section relief on the Quarterdeck
0745	Galley secured
0755	First call to morning colors
0800	Morning colors
1130	Lunch
1230	Galley secured
1700	Evening meal
1730	Galley secured
	Five minutes before sunset - first call to evening colors
	Evening Colors (time of sunset, as designated)

m. Chief Petty Officer Academy (CPOA) Attendance.

(1) Upon advancement to E-7/CPO, it is the Sector Commander's expectation that the member will submit a Training Request, routed and approved by their respective Department Head to attend the CPOA within 6 months of advancement. Exceptions will be considered on a case-by-case basis.

n. Simplified Acquisition Procedures and Ramifications of Unauthorized Procurements.

- (1) All purchases and procurements within Sector Delaware shall be conducted in accordance with reference (k). Any requests for deviation will be in accordance with reference (k) and must be authorized by the Warranted Contracting Officer exercising his/her Warrant for Sector Delaware Bay.
- (2) Purchases conducted in violation of Simplified Acquisition Procedures Handbook, with the exception of extraordinary cases that were approved by the Sector Supply Officer, will result in the purchaser being made personally liable for the amount of the purchase.
- (3) Any questions concerning the interpretation of reference (k) shall be directed to the Sector Supply Officer for clarification.
- (4) Only those personnel with designated procurement authority (Warranted Contracting Officers, U. S. Government Purchase Card Holders) are authorized to enter into contracts or make purchases for the government. Any member who without proper authority commits the government to a procurement action will be required to follow the ratification procedures outlined in Chapter 12 of reference (k) and may be personally liable for payment.

- (5) Unauthorized commitments of government funds for purchases (ratifications) are considered by the Chief Finance Officer of the Coast Guard to be serious breaches of discipline and will be dealt with accordingly.

o. Storage of Personally Owned Weapons.

- (1) No individual shall bring a weapon or weapon paraphernalia on board Sector Delaware Bay or Sector Field Office Atlantic City without prior approval from the Weapons Officer and the Sector Commander.
- (2) The Sector Delaware Bay armory does not store personally owned weapons or weapons paraphernalia, except in emergency situations.
- (3) In the case of an emergency situation, the Sector Weapons Officer shall be contacted immediately.
- (4) Failure to comply with this policy will result in administrative action.

p. Civilian Employment During Off-Duty Hours.

- (1) Coast Guard personnel on active duty are in 24-hour duty status, and their military duties shall take precedence on their time, talents, and attention. However, personnel are not prohibited from engaging in legitimate and ethical enterprise or employment during their off-duty hours. Personnel who accept off-duty employment must realize that even though they are on leave or liberty they are subject to recall and duty at any time.
- (2) Any member who desires to seek off-duty employment shall route a special request chit through their chain of command for final approval by their Division Supervisor. The chit shall include a description of the specific responsibilities of the position and an estimate of the number of hours per week required for employment.
- (3) Additional Coast Guard policy information on off-duty employment can be found in Chapter 16, Section E of reference (b).

q. Dependents Cruises.

- (1) The Commanding Officers (COs) and Officers in Charge (OIC) of Sector Delaware Bay subunits may conduct dependents cruises in accordance with reference (e).
- (2) COs/OICs shall request permission from the Response Department Head and Sector Commander.

(3) Once the request is approved by the Sector Commander the CO/OIC shall submit a message request to District 5 (Arec). All requests must be made to D5 (Arec) at least 2 weeks prior to the date of the cruise.

(4) Sample Message:

P XXXXXXXZ MAR 05  
FM USCGC \_\_\_\_\_  
TO CCGDFIVE PORTSMOUTH VA//DRE/DRMC//  
INFO COMCOGARD SECTOR DELAWARE BAY//SR/SRE/SCC// BT UNCLAS  
//N04000//  
SUBJ: DEPENDENT'S CRUISE  
A. COMDTINST M5000.3B, CG REGULATIONS, CHAPTER 4 (4-2-11)  
B. PHONCON BMCS \_\_\_\_\_ (CUTTER)/LCDR GORDON (AREC) OF DDMMYY.  
1. IN ACCORDANCE WITH REFERENCE (A) AND (B), REQUEST AUTHORIZATION TO CONDUCT A DEPENDENT'S CRUISE FROM 0800R TO 1700R ON DDMMYY.  
GENERAL AREA OF CRUISE: \_\_\_\_\_.  
2. WE ANTICIPATE APPROXIMATELY XX GUESTS INCLUDING APPROXIMATELY XX CHILDREN (X INFANT). A SAFETY BRIEF WILL BE CONDUCTED PRIOR TO SAILING TO ENSURE ALL GUESTS ARE AWARE OF EMERGENCY PROCEDURES.  
3. FORECASTED WEATHER: SEAS \_\_\_\_\_ FT/SWELL \_\_\_\_\_ FT; VISIBILITY 10NM; WIND: 10 KTS OR LESS; NO RAIN.  
4. HELICOPTER OPERATIONS NOT ANTICIPATED. HOWEVER, A FLY-OVER WITH RESCUE SWIMMER DEMONSTRATION HAS BEEN REQUESTED (OPERATIONS PERMITTING).  
5. ALL CHILDREN UNDER THE AGE OF 12 WILL BE ACCOMPANIED BY AN ADULT AT ALL TIMES AND WILL WEAR A PFD WHEN ON WEATHER DECKS.  
6. POC: BMC \_\_\_\_\_, (XXX) XXX-XXXX.  
BT

r. Rating Chain.

(1) The Sector Delaware Bay Rating Chains can be found on the S: drive Logistics Department → Admin-Public → Rating Chain.

s. Enlisted Evaluations Submission.

(1) The following is the submission schedule for active & reserve enlisted members IAW reference (b):

<u>Pay Grade</u>	<u>Deadline / Due The Last Day Of:</u>
E-1	January (active/reserve) & July (active only)
E-2	January (active/reserve) & July (active only)
E-3	February (active/reserve) & August (active only)

E-4	March (active/reserve) &	September (active only)
E-5	April (active/reserve) &	October (active only)
E-6	May (active/reserve) &	November (active only)
E-7	September (active/reserve)	
E-8	November (active/reserve)	
E-9	June (active/reserve)	

- (2) Regular enlisted evaluations for active and reserve members are required to be submitted by the above deadlines. This submission schedule allows for sufficient time for processing and completing the final multiple for Servicewide Examinations and the Warrant Officer process.
- (3) Regular evaluations may not be delayed. The rating chain is responsible for ensuring complete evaluations are acknowledged by the member and completed within Direct Access no later than 30 days after the evaluations period end date.
- (4) Process for completing Enlisted Evaluations:
- (a) For the purposes of this policy the supervisor is the direct supervisor of the member being marked, the marking/reporting official is the second tier in the member's chain of command, and the approving official is the individual designated on the Sector Delaware Bay Rating Chain. The rating chain can be found on the S: drive through the following process: Logistics Department → Admin-Public → Rating Chain.
  - (b) The supervisor reminds the member to submit a list of significant achievements/comments (E-1 to E-5 support forms are at the supervisor's discretion; for E-6 and above, a support form is required) to the supervisor (no later than 14 days before the end of period).
  - (c) The supervisor logs into Direct Access (Develop Workforce>Plan Careers>Use>Employee Reviews), and enters the member's Employee ID (EMPLID). Specific direction on completing an Employee Review can be found at <http://www.uscg.mil/ppc/ps/index.htm>. Once the Employee Review is completed by the supervisor, it is forwarded to the marking/reporting official (no later than 9 days before the end of period).
  - (d) Upon the marking/reporting official's completion, the Electronic Employee Review is forwarded to the approving official (no later than 5 days after the end of period). When a member is "Not Recommended" for advancement the Employee Review must be approved by the Department Head.
  - (e) The approving official will approve the Employee Review, and forward back to the supervisor. The approving official DOES NOT mark the evaluations as FINAL. The supervisor is responsible for printing the counseling report, ensuring the member is properly counseled (no later than 21 days after the end of period), and marking the evaluations as FINAL.\*\*Once an evaluation is marked as FINAL, it cannot be changed

by anyone other than CGPPC- So it is recommended that the member be counseled and the 15 day appeal period has passed prior to the supervisor marking evaluations as FINAL.\*\* Signed member counseling reports should be retained by the member, with a copy for the supervisor- Admin DOES NOT need a copy.

- (f) Evaluations are required to be submitted as FINAL to CGPPC no later than 30 days after the end of period. Once Employee Reviews are marked FINAL, all changes to them must be completed by PPC. Members that have an approved enlisted evaluation will be notified on their Leave and Earnings Statements (LES). It is their responsibility to verify their evaluation and report any discrepancies through their chain of command.

(5) Comments and Remarks:

- (a) Remarks should be drafted using MS Word. Remarks are required for marks of 1, 2, or 7, “not recommended for advancement,” “unsatisfactory conduct,” and “recommended for advancement” for E-6 and above.

- (b) Personnel, E-6 and above, must receive supporting remarks in the “Recommendation for Advancement block”, which clearly documents their present and future leadership potential for greater responsibility (include documented examples of demonstrated leadership).

- (6) Subordinate units are responsible for running their own enlisted evaluation process, but the Sector Administration Division will monitor compliance.

t. Urinalysis Testing.

- (1) Sector Delaware Bay is responsible for administering the urinalysis program for all Sector Delaware Bay personnel and subordinate commands. Subordinate commands may request to conduct their own urinalysis programs, but all requests shall be routed through the Deputy Logistics Officer.

- (2) Active duty and reserve members (on orders) are subject to the urinalysis program.

- (3) The Commanding Officer of Military Personnel is responsible for the urinalysis program; ensuring Sector is meeting Commandant testing requirements, urinalysis coordinators and observers are designated in writing, and that the program is being administered in accordance with reference (b).

(4) Urinalysis Coordinators and Observers.

- (a) The Urinalysis Coordinator shall be an officer.

- (b) The assistant Urinalysis Coordinator will be the Chief Yeoman.

- (c) All E-5 and above at Sector Delaware Bay are designated as Urinalysis Observers.

- (d) Subordinate units are responsible for designating their own Urinalysis Observers.
- (5) All personnel will follow the specific directions of the Urinalysis Coordinator during a urinalysis test. Failure to do so will result in administrative action.
- (6) The Urinalysis Coordinator shall schedule urinalysis tests with the CO/OIC and/or XPO of subordinate units. COs/OICs and XPOs are subject to the urinalysis unless they are actively engaged as the coordinator or observer.
- (7) In the event that a Sector supervisor or subordinate unit CO/OIC or XPO believes an immediate urinalysis test is need, the Logistics Department Head shall be informed prior to conducting the test.

v. Substance Abuse and Alcohol Notification Documentation.

- (1) References (b) and (n) provide guidance on defining an alcohol and/or drug incident, and establish policy, training and treatment methods.
- (2) Procedures.
  - (a) When an alcohol or drug incident has been identified in accordance with reference (b), the supervisor and/or CO/OIC shall inform the Deputy Logistics Officer immediately.
  - (b) The Deputy Logistics Officer will inform the Command Drug and Alcohol Representative (CDAR).
  - (c) The CDAR is responsible for ensuring that the member is screened in accordance with reference (b), and that all documentation is properly completed and submitted to the administration division. Documentation of the incident shall be maintained in the member's Personnel Data Record (PDR).
    - 1. The Logistics Department Head is the signature authority on all alcohol related documentation for Sector, SFO, and MSD personnel E-6 and below. The Sector Commander is the signature authority for all E-7 and above.
    - 2. The subordinate unit OICs/COs are the signature authority on all alcohol related documentation for their unit.
  - (d) If the member is involved in a DUI, the supervisor or subordinate unit CO/OIC shall ensure that all requirements of Chapter 20.A.4 of reference (b) are met.

w. Semi-Annual Weigh-In and Weight and Body Fat Probation Program Procedures.

- (1) Reference (n) outlines the policy and procedures for the semi-annual weigh-in process and Coast Guard weight and body fat probation program.

(2) Procedures:

- (a) The administration division will provide courtesy weigh-ins and body fat measurements during the months of March and September. Measurements will be conducted via appointments only. A schedule for available dates, times, and locations will be provided by the administration chief.
- (b) The administration division will release all hands guidance on the times, dates, and location for semiannual weigh-ins. Weigh-ins are always conducted during the months of April and October.
- (c) Members are required to be in uniform for official weigh-ins and body fat measurements. Females are required to be in gym gear for official body fat measurements, or their buttocks measurement will be conducted OVER their uniform pants. Spandex underclothes are not authorized to be worn when having body fat measurements conducted.
- (d) Weigh-ins and body fat measurements are considered official when the individual's weight and/or % body fat will be reflected in Direct Access:
  - 1) Semi-annual weigh-in/body fat measurement
  - 2) Removal from weight/body fat program
  - 3) Any time the command requires the individual to report to admin for an official weigh-in/body fat measurement
  - 4) Prior to TDY
- (e) Any member who is found to be over their maximum allowable weight (MAW) will be required to have a body fat assessment conducted.
- (f) Any member who is found to be over their MAW and max body fat % will be placed on the CG weight and body fat probation program. During semi-annual weigh-ins members have until the last work day of the month to gain compliance with the standards, prior to being placed on the program. During command directed weigh-ins and TDY weigh-ins members who exceed their MAW and max body fat will automatically be placed on the CG's weight and body fat probation program.
- (g) Any member who is found to be 36 pounds (or more) over their MAW AND 8% (or more) over their max body fat % will automatically be processed for separation from the Coast Guard. If the member is able to come below those values (<35 pounds over MAW or <8% over max body fat) prior to the discharge request being approved by CGPSC-EPM-1 or CGPSC-OPM-1, member may request to be retained in the CG and be placed

on the weight and body fat probation program. This request can only be approved by CGPSC-EPM-1 or CGPSC-OPM-1.

- (h) When a member is placed on the weight and body fat probation program they are required to lose weight and body fat at the rate of 1 pound per week and 1% body fat per month for the duration of their probation period. Failure to meet this expectation may result in early separation.
- (i) Members on the weight and body fat probation program are required to weigh-in weekly with the administration staff, for the duration of their probation. Failure to do so may result in further administrative action.
- (j) Members who fail to meet their MAW or maximum body fat % by the end of their probation period will be processed for separation from the Coast Guard. If a member gains compliance with their MAW or maximum body fat % prior to their discharge date, they may request to be retained in the Coast Guard. This request can only be approved by CGPSC-EPM-1 or CGPSC-OPM-1.
- (k) Further guidance on the CG's weight and body fat standards and policies can be found in reference (n).

x. Sector Training Program.

(1) This section details SECTOR DELAWARE BAY's Training Plan; COMDT, DHS, and Sector Commander required training; and proper procedures for requesting training opportunities. References (o) thru (r) are applicable.

(2) Procedures:

(a) Roles and Responsibilities.

- 1) Sector Training Officer (STO). The STO is a collateral duty assignment with responsibility for managing the Sector's All Hands training program. The STO is NOT responsible for individual department training requirements.
  - a) The STO shall develop an annual schedule for completing MT, Permanent Training, and Other Required trainings;
  - b) Serve as a member of Sector's Training Board;
  - c) Review CGBI quarterly to ensure unit is meeting training requirements;
  - d) Ensure training is properly documented in TMT;
  - e) Keep training requirements current, and update the training schedule as necessary.

- 2) Departmental Training Officer (DTO). Each Department Head will designate a DTO (multiple DTOs are acceptable) to assist the STO and to be responsible for all department specific training requirements.
  - a) The DTO will assist the STO with ensuring compliance with the annual training schedule, entering required training/competencies into TMT, submitting Electronic Training Requests (ETRs), and any other training functions as requested.
  - b) The DTO is responsible for researching and enforcing the training requirements for their department.
- 3) Training Board. Assignment to the Training Board shall be considered a collateral duty. The Board is comprised of the Deputy Sector Commander, Command Master Chief (CMC), Department Heads, STO, and Educational Services Officer (ESO). Additional members are invited to attend as the Board deems necessary. The Board's primary responsibility is to meet quarterly and develop the unit's short and long-range training plans and budgets. Additional responsibilities are to:
  - a) Determine availability of Sector funds for training
  - b) Schedule training beneficial to the overall professional and personal growth of Sector personnel, and initiate annual review of command training program, including validation of required training for each department.

(3) Training Program:

- (a) Mandatory use of the Training Management Tool (TMT). IAW reference (a), TMT must be used to document all training at SECTOR DELAWARE BAY. Permission to access TMT may only be granted by the Training Officer or Department Heads.
  - 1) The TMT application will be the repository for training accomplished at SECTOR DELAWARE BAY. TMT will record and capture all training received by individual members. TMT will "cross-walk" training data over to Direct-Access. Courses completed on the CG's learning portal should automatically register in TMT; however, if they do not register DTOs should enter them in TMT for proper accountability.
  - 2) The Sector Training Officer and assigned Departmental Training Officers will be responsible for ensuring that all required training is entered in TMT.
- (b) Training Funds. The Sector does not hold any specific funds for training. However, there are several options to obtain training monies through other funding sources:
  - 1) TQC covers the cost of all "C" school trainings. Sector members are encouraged to work with their chain of command in order to request essential "C" school courses. For a list of available "C" schools refer to TQC's website:  
<http://www.uscg.mil/hq/tqc/>.
  - 2) Each fiscal year FORCECOM releases AFC-30T funds for units to obtain job critical training for their personnel, in accordance with the requirements set forth in reference (c). These funds are limited, and all requests to access the funds SHALL be

submitted through the Sector Training Officer. Further guidance on requesting AFC-30T funds is provided in Section 4.x.(6) of this instruction.

- 3) As a last resort, Sector units and Department Heads can fund training costs from their operating budgets.

(c) Training Requirements.

- 1) Mandated Training A (MT-A): Online Courses: All of these courses, with the exception of Civil Rights Awareness, are available via the CG's Learning Management System in the CG Portal:  
<https://cgportal.uscg.mil/delivery/Satellite/uscg>

<u>Course Title</u>	<u>Interval</u>	<u>Audience</u>
Sexual Harassment Prevention	Annual	ACT/RES/CIV/AUX
Sexual Assault Prevention & Resp	Annual	ACT/RES/CIV/AUX
Information System Security	Annual	ACT/RES/CIV/AUX
Privacy Awareness	Annual	ACT/RES/CIV/AUX
Security Awareness & Ed. Training	Annual	ACT/RES/CIV/AUX
Suicide Prevention	Annual	ACT/RES/CIV/AUX
Records Management for Everyone	Annual	ACT/RES/CIV/AUX
*Civil Rights Awareness* (Instructor Required)	Annual	ACT/RES/CIV/AUX

- 2) Mandating Training B (MT-B): Most of these trainings are available via the CG's Learning Management System in the CG Portal. Those trainings that are not available via the CG Portal should be conducted by a subject matter expert at the Sector.

<u>Course Title</u>	<u>Interval</u>	<u>Audience</u>
Constitution & Citizenship Day	Once	ACT/RES/CIV/AUX
DHS Org & Employee Resilience	Once	ACT/CIV
Ethics	Once	ACT/RES/CIV/AUX
Influenza	Once	ACT/RES/CIV/AUX
ICS-100	Once	ACT/RES

<u>Course Title</u>	<u>Interval</u>	<u>Audience</u>
ICS-200	Once	ACT/RES
IS-700	Once	ACT/RES
IS-800	Once	ACT/RES
DHS Section 508 Compliance	Once	IT & Aquisitions
Emergency Preparedness	Annual	CIV
Substance Abuse Free Env (SAFE)	Annual	ACT/RES
Workplace Violence	Triennial	Supervisors
Reserve Mob/Demob	Annual	RES
Uniformed Serivcemen Employment/Re-employment	Once	Supervisor of CIV
No FEAR Act	Biennial	CIV/ Super of CIV
DHS Gov Travel Card	Biennial	All travel card holders
Sight Conservation	Annual	ACT/RES
Hearing Conservation	Annual	ACT/RES
Hazard Communications	Annual	ACT/RES
First Responder Awareness	Annual	ACT/RES
Blood borne Pathogens	Annual	ACT/RES
Respiratory Protection	Annual	ACT/RES
Heat Stress Program	Annual	ACT/RES
Influenza – ATON	Annual	Positional
Influenza- Boarding Team	Annual	Positional
Influenza- Medical	Annual	Positional

- 3) Additional Sector Required Training: These trainings will be conducted by subject matter experts within the Sector.

<u>Course Title</u>	<u>Interval</u>	<u>Audience</u>
Uniform Code of Military Justice	Annual	ACT/RES
Government Credit Card (CG Spec)	Annual	ACT/RES
Public Affairs	Annual	ACT/RES
Hazing	Annual	ACT/RES
Interpersonal Relationships	Annual	ACT/RES

(4) "C" School Requests:

- (a) Members requesting to be enrolled in a "C" school must route a Short Term Training Request (STTR- CG-5223) through their chain of command. An E-7 or above must be the approving official on the request.
- (b) Once the STTR is approved, the member shall contact their Departmental Training Officer (DTO) to have the requested training entered as an Electronic Training Request in Direct Access. **Only DTOs and the STO are authorized to enter ETRs.**
- (c) If multiple course dates are being requested, it is important for the DTO to enter those additional dates in the comments block. If the dates are not included in the comments block, the individual will not be considered for any other courses than the original date selected.
- (d) Once an ETR has been entered it is the individual's responsibility to ensure their business email address in Direct Access (DA) is their uscg.mil address. This is the only email address to which DA will send travel orders. If assistance is needed, members shall contact their servicing YN.
- (e) The DTO is responsible for tracking the progress of all ETRs they submit. If a substitution or cancelation is required, they are responsible for drafting the necessary message traffic and ensuring a timely release. Additional guidance can be found on TQC's website: <http://www.uscg.mil/hq/tqc/>.
- (f) When an individual is selected for a "C" school DRAFT orders will be issued through DA. These orders should come directly to the individual via their email. The YN staff is also responsible for monitoring issued orders and will contact the individual, via email, when their orders are released.

- (g) DA orders are only draft orders and CAN NOT be used for travel. The individual is required to complete a TDY Worksheet (attach the draft orders), and submit it to the admin division to finalize. TDY worksheets can be found on the admin division's website: <http://www.uscg.mil/d5/sectDelawareBay/Logistics/Admin/Admin1.asp>. It takes the YN staff approximately 5 days to complete a set of TDY orders- members must plan accordingly.
- (h) Within 7 days of receiving the draft orders, via their YN or DA email, the member is required to report to admin for a weigh-in. If the member fails to be in compliance with the CG's weight and body fat standards TQC will be contacted and orders may be substituted/cancelled. Members WILL NOT receive their official travel orders without completing the weigh-in process.
- (i) Upon return from a "C" school or other formal training, the member shall submit course completion certificates to their servicing YN and DTO. Course completion must be entered into DA and TMT prior to the admin staff authorizing any travel claim payments.
- (j) The individual is responsible for ensuring their travel claim is completed and submitted to the Approving Authority within 3 business days. Failure to process a timely travel claim may result in non-payment.

(5) AFC-30T Fund Requests:

- (a) In accordance with reference (q) FORCECOM is currently the manager for all AFC-30T funds.
- (b) AFC-30T funds are for trainings not offered by CG "A" or "C" schools. The FINANCIAL RESOURCE MANAGEMENT MANUAL (FRMM), COMDTINST M7100.3 (SERIES) and PERFORMANCE, TRAINING AND EDUCATION MANUAL (PT(AND)E), COMDTINST M1500.10 (SERIES) contain further information on trainings that are eligible for AFC-30T funds use.
- (c) During the months of August and September the STO will solicit Sector and subordinate units for their AFC-30T funds requests. Subordinate units will submit their requests through their Sector chain of command.
- (d) Department Heads shall prioritize training requests within their departments (including those training requests for their subordinate units), and submit them to the STO prior to October 15th.
- (e) The STO will submit ONE Sector wide request for AFC-30T funds to FORCECOM.
- (f) Once funding has been approved by FORCECOM, the STO will inform Department Heads and Unit Commanding Officers/Officers in Charge. Units will then be required to complete and submit SF-182s. A separate SF-182 must be completed for each individual

attending training- and for each training that an individual may attend. It is also important that it contains the total estimated costs. Members are encouraged to request assistance from the admin division to determine traveling costs.

- (g) SF-182s must be approved by the subordinate XPO/OIC/CO, or an E-7 or above at Sector.
- (h) Once the SF-182s are received, the STO will approve and forward to FORCECOM. All requests must be submitted by the STO AT LEAST 45 days prior to the training date- subordinate units and sector personnel must keep these timelines in mind when considering training opportunities.
- (i) Once FORCECOM approves the training and provides a TONO and accounting string, the member will be required to submit a TDY request. Please see section 4.x.(5). for further guidance on submitting a TDY request.

y. Temporary Duty (TDY) Requests

- (a) When individuals are requesting TDY orders they must complete a TDY Worksheet, approved through their chain of command, and submit it to the admin division for orders. An E-7 or above must be the approving official on the TDY worksheet. TDY worksheets can be found on the admin division's website: <http://www.uscg.mil/d5/sectDelawareBay/Logistics/Admin/Admin1.asp>. It takes the YN staff approximately 5 days to complete a set of TDY orders- members must plan accordingly.
- (b) Individuals requesting TDY orders must determine the funding source for their request. If the funding source is external to the Sector, the member must obtain a TONO and Accounting String and include that on their TDY worksheet. If the funding source is internal to the Sector, the member must ensure the Department Head responsible for those funds authorizes their use on the TDY Worksheet.
- (c) Members are responsible for ensuring their travel claim is completed and submitted to the Approving Authority within 3 business days of returning from TDY. Failure to process a timely travel claim may result in non-payment.
- (d) Upon return from travel, members shall log into Web TPAX (<http://cgweb.psc.uscg.mil/default.asp>) and file their travel claim. For assistance in submitting a travel claim please visit the following website <http://cgweb.psc.uscg.mil/travel/t-pax/webhelp/> or request an appointment with your SPO Yeoman. Receipts will be required for all portions of your travel that exceeded \$75 (lodging, car rentals, etc). Receipts DO NOT need to be provided for purchased meals. Members are reminded to maintain all travel records (receipts, orders, amendments, etc), as the Coast Guard can conduct audits as far back as 7.5 years.

z. By Direction Authority

- (1) The Sector Commander shall sign all official correspondence addressed to higher authority relating to the mission or efficiency of the command. This includes correspondence reports and messages, which set or change this command's policy or organization or relating to financial management. Per reference (e), the Sector Commander may authorize officers within the command through "By Direction" authority to sign correspondence, routine papers, and reports not requiring administrative action by the Sector Commander. "By Direction" authority is officially designated in the Enclosure (1) Matrix but the phrase "By Direction" should never be written in official correspondence. IAW reference (s), the Logistics Department Chief has been designated by the Sector Commander as Commanding Officer, Enlisted Personnel for Sector Delaware Bay and is authorized to sign as the Commanding Officer for routine correspondence for enlisted personnel assigned to Sector Delaware Bay.
- (2) Personnel may release messages and sign official correspondence only when authorized by this instruction or other proper authority, and only in accordance with references (e) and (s). If in doubt about whether a document should be signed at a higher level, personnel should consult the Deputy Sector Commander. Copies of all correspondence signed "By Direction" must be maintained in the Unit file in the administration office.
  - (a) Succession to Command. In the event that the Sector Commander is absent from the Command, due to temporary duty, leave, or incapacitation (injury, illness, or death), the Deputy Sector Commander or the next senior Department Chief, as listed in the most current Active Duty Promotion List, on board and attached to Sector Delaware Bay is authorized to sign as "Acting".
  - (b) Signature Authority
    - 1) Deputy Sector Commander. The Deputy Sector Commander is authorized to sign routine correspondence, reports, and messages (releasing authority) relating to Sector Delaware Bay building management, financial management, and personnel matters.
    - 2) Sector Delaware Bay Department Chiefs.
      - a) Logistics Department Chief: Sector Delaware Bay Logistic Department Chief, as Commanding Officer, Enlisted Personnel is authorized to sign routine correspondence, administrative remarks (form 3307), reports, and messages (releasing authority) relating to the Logistics Department and all Sector Military Personnel. Additionally, act as Commanding Officer for E-6 and below in all discipline matters concerning enlisted personnel (as listed in enclosure (2)).
      - b) Prevention and Response Department Chiefs: Sector Delaware Bay Prevention and Response Department Chiefs are authorized to sign routine correspondence, Administrative remarks (form 3307), reports, and messages (releasing authority)

relating to their department. Additionally they may sign appropriate correspondence as delegated by certain Captain of the Port, Officer in Charge Marine Inspection and Federal On-Scene Coordinator responsibilities (as listed in enclosure (2)).

- c) Division Chiefs: Division Chiefs are authorized to sign routine correspondence, reports, and messages (releasing authority) relating to those items within the functional purview of their branch/staff not specifically restricted to their chain of command superiors. Additionally, in accordance with reference (s), the Deputy Logistics Department Head is designated as Executive Officer for Enlisted Personnel (E-6 and below) in all discipline matters (as listed in enclosure (2)).
- d) Section Chiefs: Section Chiefs are authorized to sign routine correspondence, reports, and messages (releasing authority) relating to those items within the functional purview of their branch/staff not specifically restricted to their chain of command superiors (as listed in enclosure (2)).
- e) Educational Services Officer: The Educational Services Officer (ESO) is authorized to sign routine correspondence and reports relating to the ordering of materials from and querying of the CG Institute.
- f) Servicing Personnel Office (SPO) Supervisor: The SPO Supervisor is authorized to sign routine correspondence, reports, and messages (releasing authority) relating to personnel Administration (as listed in enclosure (2)).
- g) Servicing Personnel Office Authorized Certifying Officer (ACO): The SPO Auditors are authorized to sign TAD/PCS orders (as listed in enclosure (2)).
- h) Command Center Personnel: Command Center Personnel are authorized to release messages that have been approved by members with "By Direction" authority.

(k) ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this Instruction, and have been determined to be not applicable.

(l) FORMS/REPORTS. None



MEREDITH L. AUSTIN

Enclosures: (1) Notification, Review, and Approval Matrix

Department/Activity	INV Duty	INSP Duty	FI/CI Duty	IMD	PSS Branch Chief	Chief, INV	Chief, WWM	Chief, INSP	Chief, RESP	Chief, PREV	Deputy	CO
Inspections Division												
Vessel Branches												
COIs (Initial/New)								R		A		
COIs (Amended)										A		
COCs										A		
COTP Orders		N			N	N		R		R	R	A
Detentions/Expulsions		N				N		R		R	R	A
LODs		N				N		R		A		
Form B Prior to Departure (PSC)	N	N				N		R		A		
No Sails (Deep Draft)	N	N				N		R		A	N	N
No Sails (Small Passenger Vessels)		N						A		N	N	N
NOA Problems		N						N		N	N	N
Stability Ltrs								R		A		
Excursion Permits		N						R		A		
Coastwise Load Line								R		A		
OCMI Policy Letter								R		R	R	A
Permits to Proceed								R		A		
SOLAS Documents								R		A		
Vessel NOVs		N				N		A		N		
Evesel LOWs						N		A		N		
Vessel -MV		R						R		A	N	N
<b>Port Safety and Security Branch</b>												
COTP Orders			R		R			R		R	R	A
MTSA-LOW			R		R			R		A		
MTSA-NOV			R		R			R		A		
MTSA-MV			R		R			R		A	N	N
MTSA-FSP Approval			R		R			R		A		
MTSA-FSP Amendment approval			R		R			R		A		
PPR/Container-LOW			R		A			A		N		
PPR/Container-NOV			R		A			A		N		
PPR/Container-MV			R		R			N		A	N	N



Department/Activity	INV Duty	INSP Duty	FI/CI Duty	IMD	PSS Branch Chief	Chief, INV	Chief, WWM	Chief, INSP	Chief, RESP	Chief, PREV	Dep uty	CO
RESPONSE DEPARTMENT												
POLLUTION INCIDENT OSLTF ACCESSED				N	N	N	N		N	N	N	A
ADMINISTRATIVE ORDER/NOTICE OF FEDERAL ASSUMPTION				R	R		R		R		R	A
FOSC AUTHORIZATION TO PROCEED				R		N			R	N	N	A
NOTICE OF FEDERAL INTEREST (NOFI)	N			A		N		N	N	N	N	N
		<b>R-Review</b>				<b>A- Approve</b>				<b>N- Notify</b>		

Department/Activity	SPO AO	SPO SUP	CHIEF, SUPPLY	CHIEF, ENG	ADMIN OFF	DEPUTY LOG	CHIEF, RESP	CHIEF, PREV	CHIEF, LOG	DEPUTY CO
<b>COMMAND ADMINISTRATION</b>										
INSTRUCTIONS					R	R	R	R	R	RN A
ROUTINE ADMINISTRATIVE DOCUMENTS REGARDING ENLISTED PERSONNEL (I.E. RETIREMENT, PG 7S, CIW, PCS WORKSHEETS, AND OVERSEAS INTERVIEWS	A	R			R	R	A	A	A	A
ROUTINE ADMINISTRATIVE DOCUMENTS REGARDING OFFICERS (I.E. RETIREMENT, PG 7S, CIW, PCS WORKSHEETS, AND OVERSEAS INTERVIEWS	A	R			R	R	R	R	A	N
ENLISTED SEPARATION DOCUMENTS	A	R			R	R			A	
ROUTINE ADMINISTRATION PG7S	A	A			A	A	A	A	A	A
DESIGNATION LETTERS					R	R	R	R	R	A
ENDORSEMENT FOR CWO AND SPECIAL ASSIGNMENTS					R	R	R	R	A	A
LIQUIDATION OF ADVANCE PAY > 12 MONTHS	A				R	R	R	R	A	A
ADVANCEMENT AND DISCHARGE CERTIFICATES					R	R	R	R	A	A
ADMINISTRATIVE MESSAGES		A			A	A			A	
NJP AUTHORITY						R			A	A
NJP ADMINISTRATION (EXECUTIVE OFFICER DUTIES)										
MUTUAL ASSISTANCE LOAN REQUEST DOCUMENTATION	A	A			R	A			A	A

