U.S. Department
of Transportation

**United States
Coast Guard**

The Coast Guard Directives System

COMDTINST M5215.6D
March 2002

U.S. Department
of Transportation

**United States
Coast Guard**

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COMMANDANT INSTRUCTION M5215.6D

Subj: THE COAST GUARD DIRECTIVES SYSTEM

1. PURPOSE. This Manual establishes policies, procedures, and standards for the administration of the Coast Guard Directives System for both Headquarters and the field.

2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, assistant commandants for directorates, Chief Counsel, and special staff offices at Headquarters shall ensure that the provisions of this Manual are followed. Internet Release Authorized.

3. DIRECTIVES AFFECTED. The Coast Guard Directives System, COMDTINST M5215.6C, is canceled.

4. MAJOR CHANGES. Major changes to this system include: policy on preparing an ALCOAST; why FOUO directives are not placed on the CD-ROM; sponsors must complete the National Performance Review (NPR) Form (CGHQ 5590) for each directive submission and include it as part of the Executive Folder; guidance for the preparation of a cover page; if no forms/reports are required, state "None" in the cover letter; changing a directive is *always* submitted via a COMDTNOTE; inclusion of Internet Release Authorized statement in Action paragraph; guidelines for Section 508 compliance to create more accessible documents; use of USCG MacrosII to create Directives; create an Adobe pdf file for web access; additional change submission requirements; and a new Index located at end of document.

DISTRIBUTION – SDL No. 139

	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	5	5	3		5	3	3	3	1	1		1	3	3	1	1	1	1	1		1					
B		8	20	2	38	18	5	11	9	9	10	1	3	27	6	10	3	55	1	1	1	1	4	1	1	1
C	6	3	2	5	1	3	1	1	1		2	3	1	2	1		1	1	1	1	1	1	1	3	1	1
D	2	1	1	4	1			1	1	1	1	1	1	1	1	1	1		6	1						1
E	1	1												1	1		1		1	1			1	1		
F																	1	1	1							
G	1	1	1	1	1																					
H																										

5. REQUESTS FOR CHANGES. Units and individuals may recommend changes by writing via the chain of command to: Commandant (G-CIM); U. S. Coast Guard Headquarters; 2100 2nd Street SW Room 6106; Washington, DC 20593-0001.

6. POLLUTION PREVENTION (P2) CONSIDERATIONS. Pollution Prevention considerations were examined in the development of this directive and have been determined not to be applicable.

7. FORMS AVAILABILITY. Coast Guard form, CG-4428, Request for Directives (Stock Number 753000-F0-2-0620, Unit of Issue PG) is available from the U. S. Coast Guard Engineering Logistics Center (ELC). The following Coast Guard forms, CG-4590, Concurrent Clearance; CG-4229, Digest; CGHQ-5590, National Performance Review; and DOT F 1700.3 Printing, Binding, Distribution, and Editorial Services Request Form are available in JetForm Filler on SWIII. The latest version of CG-5323, Request for Allowance Change, is available only on SWIII.

RECORD OF CHANGES

CHANGE NUMBER	DATE OF CHANGE	DATE ENTERED	BY WHOM ENTERED

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CHAPTER 1. REGULATIONS AND POLICIES

A. General Definition. In Chapter 201 – Federal Information Resources Management Regulation (FIRMR), Subchapter A, 201-4.001 Definitions (Authority: 40 U.S.C. 486(c) and 751(f)) defines "directive" as a written communication that initiates or governs action, conduct, or procedure. Directives are often issued as circulars, notices, regulations, orders, and handbooks, and include materials usually issued to multiple addressees in multiple copies for insertion in policy, administrative, or operations manuals. Directives promote consistency, continuity, planning, understanding, teamwork, and ensure that delegation of authority is followed. Certain other informational documents are classified as Non-directive materials, but are also issued through the Directives System. Examples include news releases, program announcements, publications, catalogs, price lists, training materials, or correspondence. (See chapter 9 for a complete discussion of non-directive materials).

B. Statutory and Regulatory Guidance.

1. 41 CFR 101-11.209. The basic authority for issuing directives is Title 7, Code of Federal Regulations, section 2.7 (7 CFR 2.7). The Federal Property Management Regulations (41 CFR 101-11.209) set Government-wide standards and guidelines for Federal agencies in establishing and managing effective directive systems. The Federal Information Resources Management Regulations (41 CFR 201-6.002(k)) require agencies to "control the creation and distribution of agency directives to eliminate duplicative, conflicting, or confusing instructions to agency personnel, and to ensure proper documentation of agency policies and procedures."

2. 44 U.S.C. 2902. This section states that "accurate and complete documentation of the policies and transactions of the Federal Government" is one of the goals of record management in federal agencies.

3. Regulatory Requirements. Federal Information Resources Management Regulations (FIRMR), Appendix C, binds the Coast Guard Directives System.

C. Requirements of a Directive. A directive must be issued when an official document includes any of the following actions:

1. Establishes policy.

2. Prescribes a method or procedure.

3. Establishes standards of operation.

4. Establishes or changes organizational structure.

5. Delegates authority.

6. Assigns responsibility.

7. Establishes a form, or report.

8. Revises, supplements, or cancels a directive.

D. Types of Directives. Those types of directives specific to Headquarters only are discussed in Appendix A. The limitation on the multiple address memo addresses is removed. A memorandum format is used when the same information is sent to various offices or commands. DO NOT use this format to request information or impose reporting or information collection on field units. Issue a Notice or Instruction instead. Originators of **these** directives are required to maintain the case file for each directive issued by their office.

1. Transmittal Instruction. This type of instruction is used to promulgate a manual and remains in effect as long as the manual. Any reporting or form requirements imposed by the manual are listed in the transmittal instruction.

2. Instruction. An instruction (INST) is a directive prescribing authority or containing information with continuing reference value or that requires continuing action. An instruction remains in effect until it is replaced or canceled by the originator or higher authority. Originators should review instructions every four years and validate them through the Directives Coordinator (hereafter referred to as the DC).

3. Notice. A notice (NOTE) is a directive of a one-time or brief nature with the same force and effect as an instruction. All notices have self-canceling provisions. Notices remain in effect until date of cancellation and are automatically canceled after one year. Information that is expected to remain in effects more than one year must be issued as an instruction. (See Enclosure (1) for a sample notice).

4. Manual. A manual (M) is a permanent type of instruction containing 25 or more pages. Manuals require a table of contents and must be organized by chapters and sections. When a manual imposes reporting requirements, those requirements will appear in the transmittal instruction prescribing it. Manuals must be reviewed annually for content and are canceled by the originator or a higher authority. When the contents are no longer applicable, the information is canceled or superseded.

5. Operation Plan. An Operation Plan (OPLAN) is any plan for the conduct of military operations, prepared by the commanding officer/commander in response to a requirement established by a responsible senior official.

   a. Operational Plan in Complete Format (OPLAN)/Operation Order (OPORD). An operation plan for the conduct of operations is a basis for development of an Operation Order (OPORD). (Complete plans include deployment/employment phases, as appropriate). An OPORD is a directive issued by a commander to a subordinate commander effecting the coordinated execution of an operation.

b. Operation Plan in Concept Format (CONPLAN). An operation plan in abbreviated format, that otherwise would require considerable expansion or alteration to convert into an OPLAN or OPORD.

c. Support Plan. An operation plan prepared by a support commander (or subordinate commander) to satisfy the requests or requirement of the support commander's plan.

6. Standard Operating Procedures (SOPs). SOPs are a set of instructions covering those features of current operations that lend themselves to a definite or standardized procedure without loss of effectiveness. An office or command to ensure correct adherence to internal procedures develops a SOP. Unless otherwise instructed, employees should follow the SOP. The format is at the discretion of the originator.

7. Message-Type Directives. (ALCOAST) These are **notices** (also see chapter 1 paragraph D3.) of an urgent nature transmitted through the telecommunications system. They shall not be used to make changes to other directives unless the emergency is clearly identified in the message. In the Directives System, URGENCY is defined as insufficient time to get essential information to personnel through other directives when the information is: a) required by law or regulation; b) an issue on safety; c) important to the morale of Coast Guard personnel - e.g., awards, promotions/selections, or other personnel items, deaths of senior personnel.

8. Punitive General Order or Regulation. Any Coast Guard directive, or change to a Coast Guard directive, that is intended to operate to make specific conduct directly punishable as a crime, must be properly issued as a punitive general order or regulation.

a. Article 92 of the Uniform Code of Military Justice (UCMJ) makes it a criminal offense to violate or fail to obey a lawful general order or regulation. This statute allows the Coast Guard to make specified conduct a crime by properly issuing an order or regulation. Most orders and regulations are not intended to criminalize conduct. In addition, some orders and regulations that are meant to criminalize conduct cannot be enforced, because they fail to meet the test for a punitive general order or regulation.

b. There are two aspects to the test for an order or regulation that can be enforced as a lawful general order or regulation under Article 92: (1) it must be general; and, (2) it must be punitive. A general order or regulation is one that is applicable throughout the Coast Guard or a particular command, and is issued under the authority of the President, the Secretary of Transportation, the Commandant, a flag officer in command, an officer authorized to convene general court-martial, and others enumerated in the Manual for Court-Martial, at Part IV, ¶16c(1)(a). A punitive order or regulation is one that

regulates individual conduct, and is applicable to all persons or a group of persons within the organization or command. It should be self-evident from the terms of a punitive order or regulation that any violation or disobedience is punishable as a crime; an explicit statement to this effect is not legally required, but is strongly encouraged. Section 8-H-2.h. of the Personnel Manual is an example of a punitive regulation. An order or regulation that merely establishes standards or guidelines that is to be applied or implemented by subordinate commanders is not a punitive regulation. For example, the Commandant's Human Relations Policy Statement, Enclosure (1) of Commandant's Equal Opportunity and Sexual Harassment Policy Statement, COMDTINST 5350.21, is not a punitive regulation.

9. For Official Use Only (FOUO). FOUO is a protective marking. A directive marked as FOUO is exempt from automatic public release under one or more of the exemption categories of the Freedom of Information Act (FOIA) or as a special exemption under the Privacy Act. If the Instruction is marked as FOUO, it is then an unclassified official document and is **not** placed on the CD-ROM or on the web (G-CIM and DOT web sites).

E. Originating Authority. An originating authority is the official by whose authority and under whose title a directive is issued. Those authorized to issue directives are:

1. The Commandant.

2. Area, district and group commanders.

3. Commanders, maintenance and logistics commands; and,

4. Commanding officers and officers-in-charge.

F. Signing Authority. Field units shall follow local delegation of signature authority guidelines.

G. Pollution Prevention (P2) Consideration. Any directive that deals with the following is required to include P2 considerations:

1. Routine, non-critical maintenance or operational procedures that involve the procurement or use of hazardous or toxic material and/or produce hazardous waste.

2. Procurement, acquisition or contracting procedures.

3. Logistics or inventory control procedures.

For additional guidance, see Enclosure (7) or contact Commandant (G-SEC-3).

If the above criteria do not apply and the directive has no applicability to P2 concerns, then add the following statement: "Pollution prevention considerations were examined in the development of this directive, and have been determined not to be applicable." See Enclosure (7) for explanations of (P2) considerations.

H. Records Disposition. Directives are the Coast Guard's formal written communication on policy and procedure. The originator's official file copies of all directives, including notices, revisions and cancellations, with background materials, are the permanent record copy and must be retained according to the provisions of The Paperwork Management Manual, COMDTINST M5212.12 (series). Likewise, these are permanent records and a copy must be sent to the National Archives and Records Administration (NARA) for permanent retention. For further assistance on this, contact the Records Management Officer in Commandant (G-CIM). If the directive is still in effect, the originating office must keep a copy of the case file.

CHAPTER 2. DIRECTIVES COORDINATORS (DC's)

A. General. DC's are persons assigned by their unit to ensure compliance with guidelines for those directives issued under their area of responsibility. This function is vital to every office originating Coast Guard directives. No document shall pass the DC's review until it is print-ready. Due to the "need to know" principle for classified material, DC's shall not review or handle classified directives. Instead, the originator with the proper security clearance shall handle all aspects of review. The originator is also responsible for ensuring that the final document is printed at an accredited facility and distributed by authorized means, as prescribed in the Classified Information Management Program, COMDTINST M5510.23 (series) and the Automated Information Systems (AIS) Security Manual, COMDTINST M5500.13 (series).

B. Directives Control Point (DCP). The directives control point in the Coast Guard is Commandant (G-CIM) at Headquarters.

C. Responsibilities. DC's are assigned within each administrative office of the areas, MLCs, and districts to ensure compliance with directives standards. Any other unit may assign this function at the discretion of their commanding officer. DC's receive guidance from this Manual and policy guidance from Commandant (G-CIM). Each DC shall:

1. Evaluate on a continuing basis the operation of the Directives System within the organization, analyze the organization's current directives and recommend improvements (i.e., changes, consolidations, cancellations, etc.).

2. Determine that each directive is current, necessary, complete, and does not duplicate or conflict with other directives.

3. Assist in assigning SSIC numbers and consecutive numbers per the Standard Subject Identification Codes (SSIC) Manual, COMDTINST M5210.5(series).

4. Review each new directive before it is issued for compliance with directive standards, including:

   a. Proper format and identification (e.g. CG Macros and The Coast Guard Correspondence Manual, COMDTINST M5216.4 (series) for guidance).

   b. Correct use of SSIC numbers and references.

   c. Adherence to editorial standards (Use The Coast Guard Correspondence Manual, COMDTINST M5216.4 (series) for guidance).

   d. Compliance with security requirements.

   e. Proper clearance and signatures.

f. Proposed distribution of each directive to ensure appropriate dissemination.

g. Reproduction and distribution of unclassified directives can be made by accessing the DOT web site: http://isddc.dot.gov/.

5. Maintain a current copy of The Coast Guard Directives System CD-ROM, which serves as the master library of Coast Guard Directives. This eliminates the need to maintain a paper library or review the Directives, Publications and Reports Index (DPRI).

6. Obtain a complete set of applicable directives for all newly activated or commissioned organizations.

CHAPTER 3. HOW TO FORMULATE A DIRECTIVE

A. Introduction. The goal of the Directives System is to enable users to find information on a particular subject immediately and without delay. Directives shall state information and instruction as clearly and logically as possible, using plain language.

B. Plan Before Writing.

1. Know your objectives.

2. Know your audience and include only that information essential to the reader.

C. Organize Logically.

1. There are many ways to organize material: by the steps of a process, by function, by category, by order of importance, etc. Use one or more of these methods, depending on the scope of the directive.

2. Consider the information in relation to the purpose of the directive when planning its organization. Consider what situations will most frequently require reference to the directive. Organize information in a way that will benefit the person seeking guidance. For instance, the purpose of this manual is to prescribe the Directives System and set forth policies and standards for its administration. Chapter 1 describes the categories of directives and other material issued through the system and states responsibilities of those who administer it. Later chapters state policies and procedures for various functions that relate to the Directives System.

3. In deciding where to place specific information, consider its relative importance within the overall organization. For example, in planning where to define terms, consider their use in the directive.

4. Determine whether the directive indicates legal ramifications or prohibitions. If necessary, consult the appropriate legal officer before this determination is made and before such language is included in the directive.

D. Prepare An Outline.

1. Organize material in chapters for directives having twenty-five (25) or more pages.

2. Use titles to help your reader locate specific information quickly. Be sure that titles are descriptive. General or vague titles are of little help in locating information.

3. In a directive greater than twenty-five (25) pages, include a table of contents.

4. Avoid using many levels of subheadings. Use no more than six levels. Use more headings at a higher level to achieve this. (See Enclosure (2) for paragraph guidelines).

5. List conditions, steps, and exceptions separately.

6. In the PURPOSE and ACTION paragraphs, clearly state "who" is responsible for "what." (See Chapter 5, paragraph C).

E. Write Clearly. (Use The Coast Guard Correspondence Manual, COMDTINST M5216.4 (series) for guidance).

1. Consider your audience. Write for the reader.

2. Use short paragraphs. State the main idea in the first sentence.

3. Use short declarative sentences. Avoid complex sentence structure. Avoid overusing conjunctions (e.g., "and") to connect ideas. State the idea in separate sentences.

4. Use short, concrete, specific words. Rely on verbs. Avoid needless words. Limit sentences to 15-20 words.

5. Use the active voice. It is more direct than the passive voice and shows accountability.

   EXAMPLE: "The Commandant issued the directive on 1 March 2002."

6. Use a brief example to illustrate a point, if this will be helpful. Indent an example. Designate it clearly by using the term "EXAMPLE."

7. Review carefully. Ask: "Will this be clear to someone unfamiliar with the subject?"

8. Avoid gender-related wording. Refer to The Coast Guard Correspondence Manual, COMDTINST M5216.4 (series) for guidance on avoiding gender bias in writing.

CHAPTER 4. IDENTIFYING DIRECTIVES

A. Originator's Abbreviation.

1. The authorized abbreviation of the originator's title identifies each document issued through the Directives System. For example, the abbreviation of "Commandant" is "COMDT."

2. Refer to Enclosure (3) of the Standard Distribution List, COMDTNOTE 5605, for a listing of long and short titles of directive originators.

B. Standard Subject Identification Codes (SSIC).

1. The Coast Guard uses the Navy Standard Subject Identification Codes to number all documents issued through the Directives System. Supplementing the Navy codes is a 16000(series)of codes covering Coast Guard missions.

2. Refer to the Standard Subject Identification Codes (SSIC) Manual, COMDTINST M5210.5 (series) for identification codes.

C. Identification.

1. Instruction. The authorized abbreviation "INST" identifies each instruction. The originator assigns the appropriate SSIC number and places a decimal point after it. Commandant (G-CIM) will assign a point number.

2. Notice. The authorized abbreviation "NOTE" identifies each notice. The originator assigns the appropriate SSIC number. Because of their brief duration, notices are not assigned consecutive numbers but are identified by SSIC number and date. Point numbers are not assigned to a Notice.

3. Manual. "INST" and the letter "M" as a prefix to the SSIC number identify a manual. The originator assigns the appropriate SSIC number and the DC the consecutive number. Commandant (G-CIM) will assign a point number.

4. Non-Directive Materials. The authorized abbreviation "PUB" and the letter "P" as a prefix to the SSIC identify this type of Non-directive issuance. The originator assigns the appropriate SSIC number. Commandant (G-CIM) will assign a point number. Non-directives shall be numbered in the same sequence with other directives. Once a number is selected for Non-directive material, it is used until the document is canceled. A volume number, issue number, or a capital letter after the consecutive number will identify the unique issue of the Non-directive material.

   EXAMPLE: If the third document under SSIC 1650 is Non-directive material, its identification is COMDTPUB P1650.3A.

D. Security Classification Identification. The originator shows that an instruction or notice is classified by prefixing the SSIC with the letter "C" for confidential, "S" for secret, and "TS" for top secret. Each originator numbers classified instructions in the same sequence as unclassified instructions and ensures that accountability is maintained. (Consult the Classified Information Management Program, COMDTINST M5510.23 (series)). Regardless of the overall classification of a document, assign an unclassified title or subject whenever possible, followed by the letters cited above ("C," "S," or "TS") in parentheses. See Enclosure (3) for a sample.

E. Citing Directives. When a document refers to, or cites a directive, the title and identification number of the directive must appear in the text or reference line of the document.

The citation of a notice always includes the subject and date.
EXAMPLE: The Coast Guard Directives System, COMDTNOTE 5215 of 1 Mar 02

CHAPTER 5. FORMAT OF DIRECTIVES

A. Identification of Publications. Prepare the cover page in accordance with "The Policy and Procedures Printing, Duplicating, Copying," COMDTINST M5600.6A (series), paragraph I.3 and see Enclosure 9. All documents and publications printed at Coast Guard expense shall have printed thereon the words, "U.S. Department of Transportation," and/or the Department insignia, and "U.S. Coast Guard," the publication number and the date of issuance at the bottom of the page. (Specific guidance for cover format may be found in U.S. Coast Guard Heraldry, COMDTINST M5200.14 (series), and see the sample cover page layout in Enclosure (9)).

B. Letter of Promulgation (LOP). Each submission of a Directive, that is placed on the CD-ROM and is accessible by the CG Directive System, requires a signed LOP. The signed LOP authorizes the document as an official USCG Directive. This applies to new or updated directives and it must follow the format set forth in this chapter and in Enclosures (1), (2), or (3).

C. Heading.

1. Full Identification. The first line of the directive shows its identification.

2. Cancellation Date. In a notice, the originator will type the word "CANCELED," followed by the appropriate date of cancellation on the first line close to the right margin (see Enclosure (1)). This does not apply to instructions.

3. Subject. This line of the directive is a concise statement of its subject and should be typed in capital letters. **The subject line is the title of the directive and should match the cover exactly.** When changing a directive use "CH-1, CH-2, CH-3, etc." as the start of the subject title.

4. References. This line contains references. Do not reference notices in instructions (exceptions: the Standard Distribution List (SDL), COMDTNOTE 5605; and the Directives, Publications, and Reports Index (DPRI), COMDTNOTE 5600). Keep references to a minimum. If all addressees do not hold a specific reference, use the abbreviation "NOTAL" immediately after the reference (see Enclosure (3)). List references in the order they are mentioned in the text. Do not list references that are not mentioned in the body of the directive. Do not refer to drafts or unofficial directives information or impose actions based on such documents.

D. Table of Contents.

1. In a directive of twenty-five (25) or more pages, use a table of contents.

2. List every chapter and section in the table of contents. List titled paragraphs and sub-paragraphs, if appropriate.

E. Paragraph Sequence.

1. Purpose. The first paragraph shall be a brief summary of the purpose of the directive and indicate the intended user.

2. Action. The ACTION paragraph follows the PURPOSE paragraph in all instructions and notices. This paragraph assigns responsibility or delegates authority through the chain of command to the appropriate commander/commanding officer designated to ensure compliance with a directive. The Commandant assigns this responsibility to the following:

   a. Area commanders

   b. District commanders

   c. Commanders of maintenance and logistics commands

   d. Commanding officers of headquarters units (this citation includes all headquarters units e.g. Superintendent, Coast Guard Academy).

   e. Assistant Commandants for directorates, Chief Counsel, and special staff offices at Headquarters.

   [NOTE: Identifying the commands listed above would be appropriate for directives that task large numbers of units.]

   - When tasking specific units, clearly state the delegation of responsibility to them by naming the units in this paragraph. Tasking of units below the group level will generally be done by their parent commands. Headquarters may task facilities with coordination of the appropriate Facility Manager. For specific exemptions you must observe "Tasking Considerations" on page 7-2, paragraph B. Tasking can not be done via e-mail, draft or by unofficial documents.

   - For directive availability on the Internet, include as the last sentence in the ACTION paragraph "**Internet Release Authorized.**" If this statement is omitted, the instruction will not be released on Internet.

3. Directives Affected. This paragraph states what effect a directive has on previous or existing directives, but in a notice issued with the sole purpose of canceling another directive, the cancellation shall be located in the PURPOSE paragraph.

4. Pollution Prevention (P2) Considerations. This paragraph is required in all instructions, manuals, and notices. See Enclosure (7) for explanations of (P2) considerations.

5. Forms/Reports. The last paragraph of an instruction or notice gives information about possible forms and reports the directive may require, as well as where requisite forms may be obtained. If no forms or reports are required, state "None." If there are five (5) or more forms required, list the form in an Enclosure. **DO NOT** issue directives carrying forms labeled as "prescribed format", "suggested form", "sample form", or for "local reproduction" without prior approval by Commandant (G-CIM).

6. Other Paragraphs. No set order for other paragraphs is prescribed.

F. Paragraph Titles/Section Numbers. Be consistent in using titles. If one sub-paragraph is titled, all other sub-paragraphs at the same level in that section must have titles. Underline each title or use bold face type. Use paragraph titles for major subject divisions of a document. Manuals will begin with chapters, and directives with less than twenty-five (25) pages will begin with paragraphs (see Enclosure (2)). It is no longer necessary to carry over section and paragraph numbers on subsequent pages.

G. Exhibits or Figures. When including exhibits/figures in a directive, place them closest to their first reference in the text. Number them sequentially in each chapter preceded by the chapter number and a dash (e.g., Exhibit 3-1 is the first exhibit or figure in Chap. 3). Also provide **separate text captions** for exhibits see (chapter 6, paragraph A.8.b).

H. Enclosures. Use Enclosures to provide supplementary information. If an Enclosure contains an exhibit/figure, label each with an Enclosure number, dash (-) and letter (e.g., 1-A, 2-A, 3-A, etc. or 1.A, 2.A, 3.A, etc. is also acceptable).

I. Appendices. Use appendices to publish related but distinctly separate material at the end of a manual.

J. Distribution Grid. Fill in the complete proposed distribution on the grid block of the transmittal instruction before circulation for review. This will provide an opportunity for all reviewers to evaluate the list of intended users/recipients of directives.

K. Reproduction. Directives are reproduced on both sides of the page reading from top to bottom (head to head).

L. Exceptions to Format. Direct all requests for exceptions to format requirements to Commandant (G-CIM), through the DC. Provide written justification.

M. USCG MacrosII. Many commonly used types of Coast Guard directives and forms used for correspondence are already pre-formatted ("Directive.dot" template) on SWIII in MS Word. For further information on macros, contact your Information Resource Management (IRM) staff.

CHAPTER 6. FORMATTING INSTRUCTIONS

Read and follow the directions to this chapter very carefully to properly format your CG Directive. This chapter provides formatting instructions and guidance for creating a directive. Directives include COMDTINST manuals, instructions, notes, letters of promulgation, images (both color and non-color), tables, Enclosures, figures, etc. Write all directives to an electronic media, such as a floppy diskette, CD, or to a 100MB zip disk (see ***Enclosure 6***).

A. Document Preparation and Section 508 Guidelines.

1. Design the physical size of a directive to fit onto an 8½ x 11 sheet of paper (for both text format and non-text images).

2. Use 8 to 12 point for font type sizes.

3. Use the pre-formatted Word templates in **MS Word** under the **USCG MacrosII** tab to prepare CG Directives. To do this on SWIII select, the "**Directive.dot**" template. This will create the directive in an MS Word (".doc") file.

4. Use **Styles** in MS Word to format your document's text. A style is a set of formatting characteristics that you can apply to text in your document to quickly change its appearance. Use the MS Word HELP menu for further information on styles.

5. All Microsoft applications (e.g. MS Excel, MS PowerPoint, etc.) are accessible **within MS Word.** Do this by using the **insert** drop-down menu option on the tool bar. Create the directive as a **SINGLE** MS Word file.

   [NOTE: If you intend to create a CG Directive using any other software application, you must first get prior approval from G-CIM!]

6. Always retain a copy of the ***original MS Word (".doc") document*** for your future editing purposes.

7. Always create an Adobe Acrobat (".**pdf**") file from the MS Word file. The following is how to create the ".pdf" file:

   a. When in MS Word, select the **File** menu (in the toolbar dropdown)
   b. Select **Create Adobe PDF** to create an acrobat file.
   c. Provide and submit the following to Commandant (G-CIM):
      (1) **one** electronic copy (see ***Enclosure 6***) of the original ".doc" file,
      (2) **two** electronic copies of the newly created ".pdf" formatted documents, and include a **signed signature page** so we can place on the web, and
      (3) a **signed paper copy** of the directive **printed from the ".pdf" file.** For printed change submission (COMDTNOTE) requirements refer to enclosure 6.

   [NOTE: An MS Word file format must be your final document. Other formats are not acceptable. If other file formatted versions exist, convert them to MS Word before submitting to Commandant (G-CIM).]

8. Follow the recommended guideline practices for creating more accessible documents http://www.access-board.gov/sec508/guide/index.htm:

   a. Use high contrasting foreground and background colors. The best colors to use are a **black** foreground with a **white** background. Avoid using colors that do not have a high contrast.
      Example: Do not use a light blue foreground with a blue-green background.

   b. Provide **separate text captions** for figures, images, pictures and graphs. The text captions should appear either directly above or below the item. The text caption should not be drawn as part of a picture, but should be in the document's text. The caption should briefly and accurately describe the item.

      Note: **When using Microsoft Word**, be sure to apply the appropriate **style** to the caption's text (examples: Figure, Table or Graph). Also, add alternate text to an image using the Web tab of the illustrations properties dialog box. Here are the steps for adding alternate text to an object in a Microsoft Word document.

      - Using your mouse, right click on the object. A pop-up menu will appear. Select the "**Format Object**" option from the menu.
      - The Illustrations Properties Dialog Box appears. Using your mouse click on "**Web**" tab.
      - The **Alternative text**: box appears. Enter/type the alternate text for your object.

   c. You may insert Excel spreadsheets, bitmap files (MS Paint), Gif and JPEG files, etc. directly into a Word document.

   d. **Always use Styles to format your document's text**. This is **very** important. Using styles allows you to define the document's structure such as headings, sections, and sub-sections. This makes it easier for screen reading software to accurately traverse the document.

      Example: Use the style "Heading 1" for your document's main header instead of formatting the paragraph as Bold with a font size of 16.

   e. Check the spelling of every document's text.

B. Formats. A format is defined as the structure, or layout, of an item. This applies to text, graphic, spreadsheet, drawings, images, photo, or any other type of format style. Strive to create written directives in text format (".doc" format).

C. Columns. Single column format.

D. Margins. The left justified margin is no less than ¾", the right unjustified margin is no less than ¾", and the top and bottom margins are 1". Margins are already pre-formatted in the Directive.dot macro template.

E. Identification.

1. First Page. Type the identification in the upper-right hand corner. The identification includes U.S. Coast Guard, followed by the office designator in parenthesis, and the state, zip code, and telephone number. Next, type the abbreviation for the type of directive, the SSIC and suffix beginning on line 6.

2. Continuation Pages. Type the identification (the directive number only) in the top outside margin of each page of the transmittal instruction—normally the top right for odd-numbered pages and top left for even. All Enclosures must be properly identified. In those cases where an Enclosure is simply a reprint of another agency or organization's issuance, identification on the first page or cover will suffice.

3. Page Replacement. Place the change number on the outside bottom corner of each **replacement page**. (See Chapter 8 for changing directives.)

F. Heading.

1. Type the full identification of the directive on the first line.

2. Type the subject in all capital letters on the second line down from the identification.

3. Type references beginning on the second line down from the subject.

EXAMPLE: Ref: (a) The Coast Guard Directive System, COMDTINST M5215.6 (series)

G. Text. See Enclosure (2) for guidelines on the text format.

H. Enclosures.

1. Beginning at the left margin, type the abbreviation "Encl:" on the second line below the signature. Type the number of the Enclosure in parentheses, followed by the title of the Enclosure.

EXAMPLE: Encl: (1) Listing of Directives

2. Identify the Enclosure (or Encl.) itself in the top outside margin of each page.

EXAMPLE: Enclosure (1) to COMDTINST M5215.6D

I. Distribution. Type the standard distribution list number immediately following the pre-printed words "Distribution: SDL No." on the bottom left of the first page, located above the distribution grid. In addition, fill in the distribution grid to indicate addressees. Also, indicate how many directives each unit is to receive before submission for review. When the non-standard distribution is more than two lines of type, put only the notation "See page xx" on the first page, and type all non-standard distribution on the signature page, following the signature and any Enclosure information. See appropriate DC's for help in completing the grid. When requesting allowance changes in distribution, submit CG FORM 5323 for ALL changes to allowances. Then forward the completed form to Commandant (G-CIM) via your chain of command.

J. Page Numbering.

1. Do not number the first page of a directive or Enclosure.

2. Number pages with Arabic numerals (2, 3, 4, etc.). Center the number about ½ inch from bottom of the page.

3. Number Table of Contents pages with lower case Roman numerals (i, ii, iii, iv, etc.). Center the numerals about ½ inch from bottom of the page.

4. When a directive has chapters, number the pages as follows: Chapter 1: 1-1, 1-2, 1-3, etc. Chapter 2: 2-1, 2-2, 2-3, etc.

5. Begin a new sequence of numbers for each Enclosure. Do not continue numbering from the basic directive.

6. If an Index numbering convention is used, number pages as follows: I-1, I-2, I-3, etc.

K. Date. The sponsoring Directorate must date a directive on the day that it is signed.

CHAPTER 7. CLEARING AND ISSUING DIRECTIVES

A. General Responsibilities of Originators. An originator is the individual or element actually writing and coordinating the clearance of a document, and must:

1. Be familiar with this Manual. Consult your DC's to resolve questions.

2. Write the PURPOSE paragraph, considering the target audience and the tasks being required by the directive. Select the directorates and offices that may have a substantial interest in clearing material. Ensure early coordination to prevent delays in processing a directive. (See paragraph B. below for a discussion of tasking considerations).

3. Ensure that material is approved by an individual authorized to sign "By direction" before it goes to other directorates or offices for clearance.

4. Ensure that security requirements are met. Consult the Classified Information Management Program, COMDTINST M5510.23 (series), the Automated Information Systems (AIS) Security Manual, COMDTINST M5500.13 (series), and the Standard Workstation Security Handbook, COMDTINST M5500.17 (series).

5. When submitting material to the signing authority, clearly and concisely indicate the following, as appropriate, using a Digest or covering Concurrent Clearance:

   a. Compile all non-concurrence and critical comments not fully resolved, and the reason(s).

   b. State any special reason(s) for requesting signature by the authority to whom submitted, if signature at that level is not the norm.

   c. Lists reviewers presumed to have no interest due to lack of response within the time allotted.

6. Provide and tab all background material, and enclose all staff review notes and comments when material is submitted to the signing authority.

7. Reroute material as necessary to assure continued concurrence by all interested staff components after making substantive changes. When imposed deadlines or other critical time factors prevent a reroute, the omissions shall be clearly presented to the signing authority.

8. When a directive imposes action or reporting deadlines and there is not ample time for routine printing and distribution, the initiating office may duplicate copies immediately after signature, assignment of a date and number. Copies shall be marked "ADVANCE COPY," and one forwarded to each action addressee and the local DC.

[NOTE: Do not distribute unsigned, undated advance copies; they are unofficial (draft copies) and do not require any action on the part of the recipient. This explicitly includes placing it on the intranet/internet.]

9. Originators at Headquarters shall comply with the specific guidelines and procedures set forth in Appendix A.

B. Tasking Considerations. Tasking is defined as an assignment of work to be accomplished. Commands below the group level (e.g., stations; Aids-to-Navigation Teams (ANT); Patrol Boats (PBs); and some Aids to Navigation (ATON) cutters) are not typically staffed to handle a significant administrative workload and should generally not be directly tasked by other than their immediate operational commander. It may be appropriate to send information copies of some directives to these units. When possible, the larger parent commands (groups) for these units shall be assigned responsibility for ensuring required task(s) are completed. The group may either complete the task (e.g., training, reports, and data collection) or direct its subordinate units to assume responsibility for completing tasks imposed by directives. Originators shall avoid arbitrarily using the phrase "unit commanding officers shall..." in the ACTION paragraph since this statement automatically requires all commands to comply. For Commandant Directives the ACTION paragraph shall read as follows: "Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, assistant Commandants for directorates, Chief Counsel, and special staff offices at Headquarters shall …." Commandant may make tasking to areas, headquarters units, districts, and maintenance and logistics commands. In a few cases, Commandant may task below the group when that level with the coordination of the applicable Facility Managers can only accomplish the task or for specific exemptions. Exemptions include:

1. Supervisory personnel duties, e.g., employee evaluations, notifying employees of qualifications, providing employee guidance, and counseling.

2. Promotion boards.

3. Voluntary requirements, e.g., award nominations.

4. Unit specific operational evaluations and training qualification requirements, e.g., Preventative Maintenance System (PMS), Personnel Qualification System (PQS) and Boat Crew Training and Qualifications Programs.

5. Any tasking that increases operational evaluation, training or qualifications requirements mandated by the Commandant's Vessel Safety Board.

6. Administrative changes necessary to maintain current manuals, i.e., inserting page changes.

When tasking affects units below the group level, groups may forward the appropriate directive, with the tasking highlighted, to units under their command.

C. Clearing Directives.

1. Definition. Clearance is the coordination process by which interested organizational element review directives and Non-directive publications issued by the originator. Originators should provide early, informal consultation with key reviews of proposed major policy provisions before formal concurrent clearance. This permits items of contention to be raised and discussed fully before the formal collection of comments.

2. When to Clear. Originators must initiate the earliest clearance possible! An official in the originating office who is authorized to sign "By direction" must approve proposed material and tasking. The material then goes to other interested organizational elements for clearance.

3. How to Clear. The originator selects the method of clearance to be used. (Consult the Correspondence Manual, COMDTINST M5216.4 (series) for further information). These methods are:

a. Conference Clearance. An informal discussion of material concerns a number of organizational elements. It must be followed by a concurrent or sequential clearance.

b. Concurrent Clearance. Simultaneous review of material by concerned organizational elements. This process reduces the review cycle by compressing many reviews into the same period.

c. Sequential Clearance. Although the form has been canceled, sequential clearance is still a way to coordinate. List the staff symbols across the bottom of the designated official file copy of the last page. Route the original and file copy to the first coordinator, who passes them to the next coordinator, if any, or to the signer. If no complication arises, you will not see the correspondence again until it has been signed. This is the most common way to coordinate.

d. Electronic Clearance. Units may obtain clearance by E-mail but only if the official paper copy has the required signature(s). E-mail clearance is contingent on the discretion of the commanding officer.

D. Concurrent Clearance Procedures. If concurrent clearance procedures are used, sequential procedures are not required to the same offices.

1. Preliminary Initiating Office Action.

a. Prepare material in camera-ready form if it is reasonably certain that changes and comments will be minor.

b. Prepare a Concurrent Clearance, CG-4590, (Enclosure (4)), and showing all information required on the form. Allow a minimum of ten (10) workdays for review. A copy of the clearance must be attached to each routed draft copy.

2. Reviewing Office Actions. Coordinate quickly, within hours or less in urgent cases. Non-concurrence requires written explanation.

a. The reviewer shall complete the Concurrent Clearance form, indicating concurrence, non-concurrence, or concurrence with comments by initials in the appropriate spaces on the form. Comments may be written on the form (if space permits), noted on the draft, or attached separately. In the latter case, the form must be annotated to indicate the existence of other comments.

b. Response must be made by the deadline for review, or an extension specifically requested from the reviewer. The originator will assume concurrence if no response, request for extension, or a notion of no interest of the deadline has been received.

c. If the reviewer's concurrence is not required, indicate "no interest" in the spaces normally used to indicate concurrence, and return the material promptly to the originator.

3. Final Initiating Office Action.

a. After resolving differences, prepare the material for submission to the approval authority.

b. Prepare a covering Concurrent Clearance or a digest, summarizing reviews; attach copies of the concurrent clearances from each reviewing official to the summary.

c. Clear the material through the DC to assure compliance with the Directives System and this manual. The abbreviation "DC" and the initials of the person having this responsibility shall be shown in a space on the clearance sheet.

E. Sequential Clearance.

1. Preliminary Actions of Initiating Office.

a. Consult with the applicable DC during the drafting stage when there is a question regarding format and adherence to standards.

b. Prepare the directive in camera ready form, and single-space for signature.

c. Indicate staff components from which clearance is desired by inserting staff symbols in the clearance grid on the official file copy. Use the last three spaces for clearance or signature of officials designated to approve or sign the directive.

d. Assemble the material, including background items and references, and attach a routing slip showing staff symbols in the same sequence as the clearance sheet. If required by your unit, prepare a digest summarizing the problems or elements involved and explaining actions taken or recommended.

e. Clear through the DC of the initiating office to assure compliance with standards before routing for clearance. The abbreviation "DC" and the initials of the person having these responsibilities shall be shown in a space on the clearance sheet.

2. Reviewing Office Actions.

a. Initialing and dating in the space provided on the clearance copy indicates concurrence. If appropriate, a note may be added to the initials in that space to show that a memorandum is attached, with comments. If the reviewer does not concur, the space should not be initialed or dated, and a memorandum stating the reasons for non-concurrence should be prepared and returned to the initiating office with the draft. Informal contact should be made to avoid the need for a memorandum whenever practical.

b. The material routed for clearance may be returned to the originator at any stage. Generally, the incorporation of changes requires rerouting, but minor changes of an editorial nature may be made without rerouting.

c. If any changes are needed, or when policy related issues or unresolved comments are attached (regardless of whether or not concurrence is indicated), make sure that the routing slip directs the material back to the originator before it goes to the signing authority.

d. If the reviewer's concurrence is not required, indicate "no interest" in the appropriate space on the official file copy and forward promptly.

3. Final Initiating Office Action. After review and concurrence, the material is routed to the signing authority.

a. Clearance initials must appear on the material in its final form.

b. The initial block must never be trimmed from an earlier copy and attached to the final. Clearance blocks shall not be stapled, glued or taped.

c. When retyping has occurred to make editorial corrections only, mark "**see prior clearance, retyped for editorial corrections**" on the file copy, and attach the earlier draft.

F. Reviewing Officer Responsibilities.

1. The reviewer should use informal methods to recommend changes or corrections whenever practical. However, these methods are not a substitute for a formal response when requested by the initiating office. The reviewer is obligated to make a prompt response indicating either:

   a. Concurrence (approval)

   b. Concurrence with reservations (comments)

   c. Non-concurrence (disagreement) attach comments

   d. Concurrence not required, when review by that official is unnecessary

   [NOTE: The reviewing officer should also review the clearance routing designated by the originator to determine if review by other staff components is required. Arrangements for additional coordination must be made with the originator.]

2. Concurrence by reviewers indicates that the material is:

   a. Legal, correct, and complete.

   b. Consistent with approved regulations, instructions and policies or is a change thereto which is approved and will be incorporated into directives for which they are responsible.

G. Issuing Directives.

1. Standard Distribution List. The Standard Distribution List (SDL), COMDTNOTE 5605, provides official address and distribution symbols for the U.S. Coast Guard and is accessible on the Web (near real-time version) and is available on the CD-ROM. When a directive is issued on or after those dates, it must carry the sequential number shown on the cover of the SDL. This number must appear after the space marked "DISTRIBUTION SDL No." on the transmittal directive.

2. Avoiding Duplication. Originators will coordinate proposed directives, include information essential to all addressees, and ensure that distribution is accurate and complete. Originators will distribute directives to those who "need to know" and "need to act." Where geographic or resource limitations require additional response, subordinate commands shall forward the Commandant directive with the tasking highlighted to units required to take action. Commandant directives should be written in clear language and in sufficient detail and clarity to eliminate the necessity of subordinate units reissuing amplifying directives. Consequently, subordinate units shall not reissue a directive disseminating Commandant policy.

3. Providing Instructions to Headquarters. Area, district, and maintenance and logistics commands shall provide one copy to the subject matter manager.

CHAPTER 8. CHANGING AND CANCELING DIRECTIVES

A. Changing Instructions. All changes to a directive are submitted via a COMDTNOTE. Advance changes shall only be mailed out after a signature has been obtained. Follow the guidelines in this chapter when preparing changes. Include a summary of changes in the letter of promulgation. When changing a directive use "CH-1, CH-2, CH-3, etc." as the start of the subject title. Refer to chapter 5 for the correct format of directives and to ***Enclosure 6*** for electronic and **submission requirements for changes**.

1. Reissue. Reissue the directive whenever cumulative changes result in the replacement of 50% or more of the original text, or when the signature page is changed. Assign each reissue the same SSIC number, consecutive number and other identification as the instruction it supersedes. A capital letter follows the consecutive number.

2. Page Replacement. When changes to an instruction are not extensive, issue them as page replacements. For easy identification of significant changes, either place a vertical line in the non-binding margin to mark the changed section or use boldface type in the text of the change. Do not carry vertical lines or boldface type over to the next issuance.

   a. Assign each group of changes a consecutive change number: CH-1, CH-2, CH-3, etc. Use only one (series) of consecutive change numbers to identify changes to a notice or an instruction, whether the changes are to the basic notice or instruction or to an Enclosure. Follow ***Enclosure 6*** for **submission requirements for changes**.

   b. Identify the change by number and by title.

   c. Assign to a page replacement the same SSIC number, consecutive number, page number, and other identification as the page it supersedes.

   d. In a manual, show the change (CH-1, CH-2, CH-3, etc.) in the lower non-binding margin of each page replaced.

3. Pen Change. Pen and ink changes may be used on a published directive if changes are minor.

B. Changing Manuals.

1. Loose-Leaf Binder Format. Change a manual in the form of a loose-leaf binder in the same manner as any other instruction.

2. Permanent Binding. A manual in permanent binding does not easily lend itself to change by page replacement. Permanent binding will be used for one-time issue documents only.

C. Record of Changes. All manuals have a "Record of Changes" page, which appears, at the front of the instruction. List each change made to the manual on this page.

D. Canceling Directives (by an Instruction or Notice). A directive may be canceled by another directive issued by the same originator or higher authority. The statement of cancellation shall appear in the third paragraph of the canceling directive. In a notice, the only purpose of which is to cancel another directive, the statement of cancellation shall appear in the first paragraph. Cancellations will be shown in the Directives, Publication, and Reports Index.

E. Reprinting with Changes. Reprinting of directives for stock is often necessitated by demand. All current changes shall be included in the reprint. Reprinting requests can be made by accessing the DOT web site: http://isddc.dot.gov/.

CHAPTER 9. NON-DIRECTIVE MATERIAL/PRINTING PROCEDURES FOR DIRECTIVE AND NON-DIRECTIVE MATERIALS

A. Definition. Non-directives are written communications that are informational. They are issued through the Directives System and follow many aspects of this System, including use of the Standard Subject Identification Code (SSIC) numbering and controlled distribution. Non-directive materials include newsletters, journals, periodicals, pamphlets, posters, brochures, bulletins, publications, and technical reports.

1. Some Non-directive materials are called periodicals. Periodicals are publications produced semi-annually or more often. They do not include laws, regulations, opinions, decisions, official notices, circulars, administrative reports, memoranda, statistical reports, or information that is exclusively for the use of the issuing office. While not directive in nature, periodicals must be strictly monitored and controlled to ensure they comply with law, rules and regulations.

2. Technical reports are publications consisting primarily of scientific, engineering, or statistical data or analyses of such data. They do not establish policy. These reports should be numbered sequentially, and include the letters CG, the office symbol, the year in which prepared, and the number of the report.

B. Development/Approval of Non-Directive Material. The process required for developing Non-directive material shall be approved via the chain-of-command. Originators must make every effort to consolidate periodicals. They shall not submit requests for approval of new periodicals until every effort has been made to incorporate the information into an established issuance. In addition, the following responsibilities apply:

1. Commanding officers shall ensure that the need for proposed periodicals is confirmed, that materials are not duplicative, and that they are technically accurate and in compliance with current policies. Requests for periodicals must note whether the periodical will be distributed at Government expense or sold, and must identify the following:

   a. The need for and purpose of the periodical.

   b. Proposed format.

   c. Proposed quantity.

   d. Estimated cost.

   e. Intended audience and manner of distribution.

   f. Anticipated lifetime.

   g. Compliance with GPO regulations.

2. Commandant (G-CIM) shall serve as the central control point for the resolution of any questions.

C. Format for Non-Directives. In your preparation of Non-Directives, include these required prescribed publishing standards as well:

1. Use of the Coast Guard grid to show distribution of Non-Directive material.

2. A foreword or preface, instead of a transmittal instruction, requires a signature(s) on the published document.

3. Concurrence by the originating authority before publication does not require a signature(s) on the published document.

4. Multiple ink colors may not be used unless approved in accordance with Government Printing and Binding Regulations published by the Congressional Joint Committee on Printing (JCP). (See Policy and Procedures: Printing, Duplicating, and Copying, COMDTINST M5600.6 (series)).

D. Economy in Printing for Directive and Non-Directive Material.

1. Policy. Coast Guard's printing must be accomplished economically. The lack of planning is not a valid justification for expedited processing affecting printing resources.

2. Responsibilities. When printing will be required, consider all factors significantly affecting cost. The prime consideration in every case should be: "Is the printing necessary?" If the printing is needed, take the following actions:

a. Copy Preparation. Minimize the number of pages, and avoid nonstandard paper sizes. Always furnish a camera copy, printed on one side of the paper only.

b. Presswork. Minimize the number of copies. Select inexpensive paper stock. Print on both sides.

c. Aesthetics. Avoid artwork, illustrations and printing in two or more colors, unless such use serves a specific functional need. Illustrations must be certified functional and related entirely to the transaction of public business. To use colors, send a written justification to Commandant (G-CIM) for endorsement.

d. Binding. Request holes are punched for the standard three-ring binder. Permanent binding does not lend itself to change by page replacement. Permanent binding will be used only for one-time issue documents. Three-ring binders are available through the supply system; larger binders are available for thick manuals under the General Service Administration's (GSA) Schedule. For additional information, consult the GSA Catalog.

e. Scheduling. Directives of less than ten (10) pages are generally printed and distributed in 15 workdays. Normally posting of directives on the web is made within 30 days. Larger or more complicated directives may take longer. Work your production scheduling **in advance** with the printing specialist to ensure that deadlines may be met without the need for overtime; this increases the cost by at least 25%.

CHAPTER 10. MAINTAINING, SUPPLYING, AND DISPOSING OF DIRECTIVES

A. Library of Current Directives.

1. Originator. Each originator or DC maintains a master set of all current instructions and notices pertinent to their office.

2. Addressees. The Coast Guard Directives System CD-ROM serves as the master library of Coast Guard Directives.

B. Access. Access to directives should be customer focused and consistent with existing security regulations.

C. Canceled Directives. Generally, canceled directives, other than official file copies, are not retained unless they have reference value; in such cases, copies are kept in the official case file. A copy may also be kept if needed to document an action. Refer to the Paperwork Management Manual, COMDTINST M5212.12 (series) for the appropriate action.

D. Official Directives Case Files.

1. Each originator shall maintain separate official case files (by SSIC) for those directives listed in chapter 1 section D and those listed in appendix A section C, issued by their office. (Originators are encouraged to maintain additional electronic or optical files where optical readers are available).

2. Original directives have permanent retention value and shall be maintained in accordance with the Paperwork Management Manual, COMDTINST M5212.12 (series). Each official case file must include:

   a. The official clearance copy of the transmittal directive, with clearance initials, names, and appropriate signatures or other authorization.

   b. The official clearance of any change or cancellation to the transmittal directive.

   c. The signed original of the directive and any change or cancellation.

   d. A printed or processed copy of the directive and any changes or cancellation.

   e. Pertinent documents, such as those containing concurrence, non-concurrence, approvals and significant comments.

   f. Electronic media (e.g. floppy disks, CD, zip disk, etc.) and negatives.

E. Supplying/Distribution of Directives.

1. Reproducing and Distributing Directives. Commandant (G-CIM) oversees policy and regulations governing reproduction and distribution of directives.

2. Supplying Additional Directives. Originating commands shall stock directives they issue and supply additional copies upon request.

F. Mailing Labels/Address Block.

1. In most cases, labels will be provided with the printing requisition for all non-standard distributions. For example: Under SDL symbol "A:a" the USCGC BOUTWELL and the USCGC CHASE are to receive five (5) copies of a directive, while other units within this symbol will receive three (3) copies. Prepare mailing labels for all units under SDL symbol "A:a". The top line of the address must include the unit's SDL symbol and the total number of copies the unit will receive.

   EXAMPLE: "A:a" (5 copies) "A:a" (3 copies)

   USCGC BOUTWELL USCGC DALLAS

2. Strict specifications for alignment and format must be followed when mailing labels are produced by Automatic Data Processing (ADP) equipment.

   a. Printing must begin one inch from the left edge of the paper, and 1/10 of an inch from the top edge of the paper.

   b. Addresses must be limited to five lines, with a maximum of 29 characters per line, including blank spaces.

   c. Each set of labels must have a blank lead-in sheet so that test runs can be made before actual label running begins. Should the ADP paper tear on the perforation before all labels are completed, a blank lead-in sheet must follow the torn sheet.

3. All mailing labels shall bear the originator's routing symbol or other identifier so that material returned as undeliverable can be forwarded to the proper originator for address correction. The SDL, for labels, can also be accessed via the web at http://cgweb.uscg.mil/g-s/g-si/g-sii/sdl/sdlindex.htm.

4. Since the U.S. Postal Service (USPS) "multi-line," high-speed, automated, optical character readers (OCR) now read the total address block; all CG official mail envelopes should be addressed as follows:

   a. Limit addresses to **five single spaced lines**.

b. **ALL** punctuation should be omitted except the parentheses required for the routing symbol and the hyphen in the ZIP+4 Code. It is important that the next to the last line of an address contain only the street address, PO Box number, rural route, box number, etc.

c. The last line contains only the city, state and ZIP+4 Code (leave one or two character spaces between the last letter of the state name and the first digit of the ZIP Code). No other information shall be printed below the last line of the address.

d. All official mail shall have a complete return address, including the routing symbol.

5. ZIP+4 is the standard ZIP Code format for the Coast Guard. All mail addressed to another CG or DOD activity shall contain the ZIP+4 Code in both the delivery and return addresses.

G. Special Mailing Lists (SML).

1. Special Mailing Lists are used to distribute certain types of material to agencies and individuals outside the Coast Guard.

2. A SML may be established by memorandum request to Commandant (G-CIM). A minimum of 25 addressees is required. A listing of SMLs is contained in the Standard Distribution List, COMDTNOTE 5605. The SDL can also be accessed via the web at http://cgweb.uscg.mil/g-s/g-si/g-sii/sdl/sdlindex.htm.

APPENDIX A - HEADQUARTERS ONLY

A. Headquarters Specific Only. Information contained herein shall be used as a supplement to the procedures and guidelines of this Manual. Commandant (G-CIM), the Directives Office, is the control point for Headquarters before a directive is signed. This Office will review camera-ready documents upon submission by DC's, before printing, per the parameters outlined below.

B. Headquarters DC's and Directives Control Point. Assistant Commandants and special staff offices shall appoint a DC and notify Commandant (G-CIM), in writing, with the name, routing symbol and phone number of the assignee. Coordinators are better able to provide assistance within their component since they are more familiar with particular requirements and are the primary reviewers. They shall:

1. Receive guidance from Commandant (G-CIM). Ensure review through the chain of command, and transmit the completed package to the Directives Office.

2. Review and initial unclassified directives originated by their component before forwarding for clearance. They will check for compliance with editorial standards and proper clearance signatures. (Clearance may be done by e-mail, provided the proper signatures are obtained on the official paper copy). Consult the Management of Electronic Mail, COMDTINST 5270.1 (series) and the Use of Electronic Mail for Transmission of Commandant Directives, COMDTINST 5605.2 (series).

3. Ensure that the correct directive is used, e.g., COMDT Notices instead of a notice in ALCOAST form, or instruction instead of a notice.

4. Ensure that directives are current, complete, and do not overlap or conflict with other directives.

5. Ensure the correct SSIC number is assigned. Commandant (G-CIM) assigns the number following the decimal point for new directives and publications.

6. Ensure the official case file for directives issued by the Assistant Commandant or special staff office is maintained. Ensure that originators of directives at Headquarters apply The Maintenance, Transfer and Destruction of Headquarters Records HQINST M5212.6 (series), in addition to The Paperwork Management Manual, COMDTINST M5212.12 (series) for record retention. DC's are encouraged to keep electronic or optical case files of directives, where optical readers are available.

7. Ensure that directives are of publishable quality before submission for clearance. Review distribution grid/list for correctness. Upon receipt in Commandant (G-CIM), directives will receive a final review, before going to print. Directives that have been dated in excess of two weeks before the print request will not be sent to print.

8. Arrange for printing of extra copies through Commandant (G-CIM), as necessary.

9. It is incumbent upon the DC and the sponsoring Directorate to **retain and preserve** a complete electronic copy of the directive on SWIII. The electronic copy must be identical to the version that accompanied the Executive Folder on an electronic media such as a floppy diskette, CD, or zip disk when submitted to Commandant (G-CIM) for processing. Under certain conditions an e-mail submission will be acceptable.

C. Types of Directives Specific to Headquarters. In addition to the types of directives outlined in Chapter 1 of this Manual, only Headquarters issues the following:

1. Red Border Commandant Safety Notice (COMDTNOTE). This type of notice provides information on unsafe or unhealthy conditions and directs immediate corrective action, which is usually procedural. Red Border Commandant Notices transmitting policy will be followed by a change to an existing instruction or by a new instruction. These notices require prompt distribution.

2. Message-Type Directive (ALCOAST). This type of urgent Commandant Notice is transmitted via the telecommunications system as a message. An ALCOAST is used if your audience is the entire Coast Guard. It shall not be used to make changes to other directives unless the urgency is clearly identified in the message. URGENCY is defined as insufficient time to get essential information to personnel through a formal directive when that information is required by law or regulation; is an issue of safety; is of importance to the morale of Coast Guard personnel (e.g. awards, promotions, selections, etc.); or concerns personnel issues (e.g. deaths of senior personnel). When you require a more limited distribution, you must consider the use of multiple addressees or an Address Indicating Group (AIG). AIG's are predetermined lists of action/information addressees controlled by a "cognizant authority" and are used for messages containing information of a recurring or pre-planned nature. AIG's focus on a selective audience, whereas ALCOAST's targets everyone CGwide. For AIG's contact the Headquarters Support Command's website: http://cgweb.comdt.uscg.mil/hsc t-4/commcen.

   [NOTE: ALCOASTs not meeting the above definition will be returned to the originator for preparation as a standard COMDTNOTE.]

When preparing an ALCOAST directive (in CGMS), paragraph guidelines shall follow the same format and policy set forth in Enclosure (8) of this Manual for ALCOAST messages.

[NOTE: The Office of Information Management (G-CIM) reviews ALCOASTs **before** signature of the directorate or other signing official. DO NOT E-MAIL ALCOASTs TO Commandant (G-CIM); this Office must initial the sequential clearance prior to transmission.]

3. Headquarters Coordination of Joint Directives. A joint directive is an instruction issued by a CG originator in conjunction with other military service(s). It remains in effect until canceled by the originator or higher authority. An example is a joint Army-Navy-Coast Guard directive. Coordination with other military services in the development of a joint services directive or the revision of an existing one is the responsibility of the originator. Commandant (G-CIM) must be advised as soon as the determination to develop a joint directive is made. Costs are normally shared by the issuing agencies; in rare instances, the initiating agency covers all costs.

D. Handling of Classified Directives at Headquarters. DC's shall not review or handle classified directives unless properly cleared. The official in the originating office with the proper clearance handles all aspects of review and clearance, to include printing and distribution by an accredited facility. Transmission of classified directives via e-mail is restrictive-consult references cited in B.2. above. Enclosure (3) provides a sample of a classified Commandant Instruction.

E. Issuance of Other Agency Directives. If a Department of Transportation (DOT) or other agency's directive is considered applicable to the Coast Guard, it must be issued as a Commandant Directive. If the issuance is acceptable as written by the other agency, a transmittal instruction forwarding the issuance is prepared; or the issuance in proper directives format containing only essential information is rewritten and disseminated, along with Coast Guard amplifying instructions.

F. Who Must Clear.

1. DC's shall ensure that all directives tasking the field are cleared through facility managers (FM's). For ALCOASTs, originators shall ensure that taskings are not imposed on field units unless it is a matter of safety, health, or critical mission. The originator selects the organizational elements to receive material for clearance. Directives must be cleared with every element affected by the directive, Commandant (G-CIM) and by FM's of those elements being tasked. The following list represents the FM's at Headquarters and field units under their purview:

G-MO - Marine Safety Offices (MSOs, C:e), Marine Safety Detachments (MSDs, E:n)
G-SEC - Civil Engineering Units (CEUs, C; g)
G-SEN - Naval Engineering Support Units (NESUs, C:x)
G-MWV - Vessel Traffic Services (VTSs, C:l)
G-OCA - Air Stations (C:a, C:b)
G-OCU - All cutters except ATON cutters (all A: except those listed under G-OPN above
G-OPN - Aids to Navigation Teams (ANTs, C:w), ATON Cutters (A:m, A:n, A:o, A:p, A:q, A:r, A:s), Bases (C:d)
G-OPN - Loran Stations (C:v), Omega Stations (D:x)

G-OPN-1 - Icebreakers (A:c)
G-OCS - Stations (C:i), Groups (D:d)
G-WPM - Recruiting units (C:c, C:t, E:r), CG Officers Assigned to Other Agencies (D:l)
G-WR-3 - PERSRUs (E:b)
G-WTR - Reserve units (all F: distribution units) or directives affecting reserve personnel
G-WTT - Training Commands (D:m, D:s)

2. DC's shall also ensure that:

a. The clearance copy sheet includes appropriate staff symbols on the official file copy. The last three spaces for clearance by Commandant (G-CCS), Commandant (G-CV), and Commandant (G-C) respectively, shall be used if the Chief of Staff or higher authority is signing the directive.

b. The originator has prepared a Digest when the directive is submitted to officials cited in paragraph F.2.a. above. Commandant (G-CIM) shall clear those directives before submission to the Chief of Staff or higher authority.

c. Commandant (G-CIM) clears directive and non-directive documents, including technical reports and periodicals, as discussed in Section K. of this Appendix.

G. Headquarters Signing Authorities. For further details, see the Delegation of Authority Manual, HQINST 5402.3 (series).

1. The Chief of Staff and Deputy Chief of Staff are the signing authorities for directives that require the diversion of time or resources to special or unusual functions.

2. The Chief, Public Affairs Staff, Commandant (G-IPA), may sign routine directives concerning noteworthy happenings or other special public events on radio or television.

3. Only the Commandant, Vice Commandant, Assistant Commandants, Chief of Staff, and Chiefs of Special Staff Offices are authorized to sign ALCOAST messages.

H. Conflict Resolution. Directive originators are encouraged to resolve non-concurrences at the lowest level possible. In the event consensus cannot be reached at the staff level, the issue will be forwarded up the chain of command for resolution (i.e., to Commandant (G-CCS), if necessary).

I. Impact Assessment. An impact assessment statement is required on all Commandant directives assigning new tasking or updating an existing tasking imposed on the field. The office imposing the tasking shall prepare the statement. It is a process for evaluating the expected effect or impact of new or revised taskings for operational commands generated by a revised or new program, policy or law. The objective is to define how much and in what way a new task will change the workload at a field unit, and who at that unit will be the most affected. This will result in a better understanding of expectations by both the originator and the facility advocate. This assessment should be circulated with the concurrent clearance. During the clearance process, FM's will evaluate and comment on the ability of their facilities to complete the new task(s). (See Section F) The two required categories are "personnel resources required" and "training." In some cases, funding may also need to be addressed. No directive assigning tasking shall be published without an impact assessment. (See sample format, p. A-6).

1. Personnel Resources Required:

   a. What level person (by rank and/or position) is expected to perform the task?

   b. How many people at each unit/level will be required to accomplish the task (including alternates, if required)?

   c. How many hours are required for each person performing the task? The time includes not only the time required for preparation of the report or other documentation required, but also estimated time for the work leading to the report/documentation. For instance, the Command Drug and Alcohol Representative responsibilities include not only time to prepare the annual reports, but also time to prepare for counseling, documentation of cases, time devoted to obtaining appointments for screening/follow-up, etc.

2. Training:

   a. How much training time will initially be required to educate the person(s) fulfilling the task? How much time for follow-on training?

   b. How much time will the responsible individual(s) spend training other members of the command? Has this time been included in "Personnel Resources" above?

   c. By what means will training be provided to the person(s) responsible for the task (resident training, correspondence course, on-the-job training, etc.)?

3. Funding: Funding is not always a consideration. Taskers, however, need to be aware of not imposing costly tasking if offsetting resources have not been identified. In general, tasking requiring expenditures in time only will not have a funding aspect requiring further explanation. However, when tasking is assigned requiring equipment purchase, significant travel or other expenses, a funding section to the impact assessment should be completed.

   a. What funding level will be required to accomplish tasking?

   b. Where will funding come from?

   c. What will funding be used for?

   d. Are expenses one-time or recurring?

IMPACT ASSESSMENT (SAMPLE)

1. PERSONNEL RESOURCES REQUIRED. This new task will require the designation of a Collateral Duty Officer (CDO) at the junior officer or senior petty officer level at all CG operational commands other than those units below the group level. This responsibility will normally be assumed by the parent command of units below the group level. Annual reporting by the CDO will be required in March, citing those who have attended training and what training was provided. In addition to training, this new task is expected to require an average total of 3-5 days of work per year at a typical CG command. No new resources are being provided for this task. District commanders from their existing staffs will select district program coordinators. Workload for these coordinators is expected to require approximately 3 weeks of staff/training time per year.

2. TRAINING REQUIRED (Initial and Follow-on): Training for district program coordinators will be arranged and funded by the HQ program manager. The designated CDO at each command will require 2 days of off-site training provided by the district program coordinator. All personnel assigned to operational units will be required to receive 2 hours of training annually, either at their unit or at a local central site.

3. FUNDING. Funding needed to complete this new task is expected to be insignificant and will be absorbed within existing funding bases. This is a one-time expense.

J. Non-Directive Material. The process required for developing Non-directive material shall be approved via the chain of command. (See chapter 9. for a complete discussion of Non-directive materials). In addition, the following responsibilities apply:

   1. Assistant Commandants, Chief Counsel, and chiefs of special staff offices must confirm the need for proposed periodicals, as well as their technical accuracy and compliance with current policies. Requests for periodicals must note whether the periodical will be distributed at Government expense or sold.

2. Commandant (G-CIM) shall serve as the control point for the approval of periodicals and shall:

   a. Assist originating offices in estimating costs and probable cost-effectiveness, determining need, and evaluating alternative media.

   b. Monitor costs and assure that expenditures are kept within budget limits for periodicals.

   c. Ensure that DOT and other Government requirements for periodicals are met.

   d. Forward a copy of all properly coordinated and approved periodical requests to the Office of Management and Budget (OMB) via the Office of the Secretary of Transportation (OST) for final approval.

   e. Arrange for the printing and distribution of periodicals, when required.

3. The originator must make every effort to consolidate periodicals. Requests for preliminary approval of new periodicals shall not be submitted until every effort has been made to incorporate the information into an established issuance.

K. Processing and Printing Procedures for Non-Directive and Directive Materials. Commandant (G-CIM) will review camera-ready documents after review of the DC, before being signed, and before printing. Commandant (G-CIM) approves SSIC numbers and assigns numbers following the decimal point sequentially. The following applies:

1. Coordination. The DC coordinates with the originating office or special staff office and Commandant (G-CIM) during the drafting stage and before signature whenever there is a question regarding format or adherence to policy.

2. Date. All Directives will be dated the day signed.

3. Executive Folder. On the left side of the folder include the following:

   a. Concurrent clearance(s);

   b. A printing requisition (original copy) on DOT Form 1700.3 (1-89) properly filled out IAW enclosure (5);

   c. Labels for non-standard distribution;

   d. A photocopy of the letter of promulgation and the complete Directive submitted for publication (this photocopy will be used to make the appropriate entry in the Directives Publications and Reports Index (DPRI), COMDTNOTE 5600); and placement on the next issue of the CG Directive System CD-ROM and the Web.

e. Send two (2) electronic copies of the complete Directive. They may either be on a floppy diskette, CD, or zip disk when submitting to Commandant (G-CIM) for processing (***under certain conditions an e-mail submission will be acceptable***, but first check with Commandant (G-CIM) before sending). Follow Electronic Submission (**Enclosure 6**), for specifications. The electronic copies of the Directive must match ***EXACTLY*** as the original signed Directive (as printed from the ".pdf" file);

f. National Performance Review (NPR) Form (CGHQ 5590)

On the right side of the folder are the original signed directive and the official file copies.

5. Digest/Resolution of Clearance.

a. Use the digest to summarize long documents especially those forwarded up the chain for signature. If you need to provide a detail description that exceeds the space on the digest, use a memo.

b. Since the digest is informal, you may single space between paragraphs to maximize the space. ***DO NOT*** modify the form to accommodate your needs. Here are some helpful hints on when to use the digest:

(1) For long or complex documents, hit the high points of the document, realizing the signing official cannot necessarily read every document in its entirety.

(2) For documents needing explanatory comments that cannot appear in the document being signed (i.e., a political spin). This gives the signer detailed insight.

c. Do not use a digest for documents that are short and self-explanatory.

d. The space below (Signer's Comments) is for the signing official to make notes.

e. The Concurrent Clearance Form(s) (CG-4590) is also included in the package. In the event clearances cannot be resolved at the assistant Commandant or special staff office level, Commandant (G-CCS) is the final resolution authority. Material to be signed by the Chief of Staff or higher authority shall be cleared by Commandant (G-CIM) before submission for signature and compliance with directives policy.

6. Printing Requisition. A printing and binding requisition, form DOT 1700.3, Enclosure (5) is included and routed to Commandant (G-CIM) for printing after signature.

L. Headquarters Distribution. Commandant (G-CIM) coordinates distribution with the Department of Transportation (DOT), which provides services for Headquarters.

1. Initial Distribution. All distribution requirements shall be reported to Commandant (G-CIM) to ensure sufficient quantities of materials are printed for initial distribution.

2. Subsequent Distribution. Requests for material shown in the DPRI, as being stocked by other than DOT shall be submitted to the appropriate stock point. (See ordering instructions in the Directives, Publications and Reports Index, COMDTNOTE 5600).

3. Minimum Quantity Requirements for Field Unit Distribution. These minimum quantity requirements do not apply to classified directives or electronic copies. The originator with the appropriate clearance shall handle distribution of classified directives. Other Commandant directives are distributed as follows:

   a. Area offices (SDL Symbol "B:b") receive eight (8) copies of all Commandant instructions, notices, manuals and changes thereto;

   b. MLCs (SDL Symbol "B:c") receive copies as indicated:

      (1) 10 copies of Commandant instructions and changes thereto;

      (2) 5 copies of Commandant notices; and

      (3) Varying numbers of manuals strictly on a need-to-know or action required basis. In all cases, changes to the manuals will be distributed on the same basis as the initial allowance.

   c. District offices (SDL Symbol "B:c") receive copies as indicated:

      (1) 10 copies of Commandant instructions and changes thereto;

      (2) 5 copies of Commandant notices; and

      (3) Varying numbers of manuals strictly on a need-to-know or action required basis. In all cases, changes to the manuals will be distributed on the same basis as the initial allowance.

   d. U. S. Coast Guard Academy (SDL Symbol "B:e") receives 1 copy of all Commandant instructions, notices and changes thereto. When the Academy is identified as an action addressee, 12 copies of the instruction, notice or manual will be forwarded.

   e. Integrated Support Commands (SDL Symbol "C:k") receive 2 copies.

   f. Activities (SDL Symbol "C:n") receive 2 copies.

   g. Send to groups and other units, as appropriate.

   h. Consider those units in SDL section B, such as the CG Institute and training commands, so that vital information is conveyed.

M. Out-of-Stock Notifications and Allowance Changes. If a non print-on-demand publication remains out-of-stock (such as an FOUO) for a period longer than six (6) months, consider deleting the directive and have it removed from the DPRI. Commandant (G-CIM) will reprint directives of less than twenty-five (25) pages when the stock is depleted. All other directives must be reprinted at the expense of the sponsoring Directorate or special staff offices. All authorized print-on-demand publications are accessible and can be ordered via DOT's web site at http://isddc.dot.gov/.

1. Out-of Stock Notification and Procedures. When non print-on-demand publications (such as an FOUO) reaches a reorder level, the Transportation Administrative Service Center (TASC) Warehouse forwards the Stock Level Notification Form, OST F 1700.6, to Commandant (G-CIM). (Stock levels are shown on the form as of the date issued by OST). Upon receipt of this form, Commandant (G-CIM) sends it to the DC of the sponsoring Directorate or special staff office for action, who has 5 workdays to respond. If no answer is received within that time, the form is forwarded to the originator of the publication. Again, 5 workdays are provided. Each time there is no response, notification is moved up a layer of command and another 5 workdays are provided for reply. This form has preprinted action items for the originator to check when responding. The originator or DC shall check the appropriate block and return the form to Commandant (G-CIM). If the publication is to be reprinted, DOT Form 1700.3 (enclosure (5)) should be forwarded, along with the negatives or camera copy, to Commandant (G-CIM) for printing. If the publication is being revised, but not expected for 6 months, the DC should note this on the OST Form F 1700.6, as well as on the DOT Form 1700.3. All authorized print-on-demand publications are accessible and can be ordered via DOT's web site at http://isddc.dot.gov/.

2. Procedures for Establishing Allowances.

a. Initial Allowances for New Units. Initial allowances for newly established units require the joint efforts of all personnel involved in the Directives System. For newly established units, the following procedures apply:

(1) Upon receipt of the OFCO establishing the new unit and CG Form 4183, Change of Mailing, Billing and Freight Address, Commandant (G-CIM) will forward a request to the appropriate stock points for initial allowances. At the same time, a copy of the request will be sent to the new unit and to the program manager in Headquarters. If a directive is out of stock, Commandant (G-CIM) will forward the request to the DC.

(2) The originating office shall obtain, or reprint for stock, and mail those directives to a new unit. The coordinator must notify Commandant (G-CIM) of the date the directive is mailed or action taken.

b. DC's shall adjust distribution records to ensure that new units receive those directives and periodicals needed. The newly established unit will do follow-up action on initial allowances with assistance from Commandant (G-CIM).

3. Allowance Changes. Request for Allowance Change, CG Form 5323, is forwarded to Commandant (G-CIM) by the requesting unit. The following shall occur in Headquarters:

a. Commandant (G-CIM) forwards a copy of CG Form 5323 to the originator via the DC for evaluation. The evaluation concludes with a determination to increase or decrease the allowance for units of a similar type or class. The sponsor shall indicate recommended action; a justifying narrative is required if allowance is denied. The DC returns the form to Commandant (G-CIM).

b. The entire allowance change process shall not take longer than 20 workdays.

N. CG Directives System and Instructions on Internet/CGWeb. The Coast Guard currently has an automated directives system (CGDS). Official copies of directives are accessible on the web via CGWeb intranet at http://CGWeb.uscg.mil/g-s/g-si/g-sii/sii.htm, and at DOT online publications web site at http://isddc.dot.gov. Representation of Commandant Instructions posted on other web sites ***may not*** necessarily be an official issuance of a directive. Only signed directives are official versions. These versions are available only in printed hard copy, the CGDS CD-ROM, and the G-CIM and DOT web sites.

Enclosure (1) to COMDTINST M5215.6D

CGD11NOTE 5215

ELEVENTH DISTRICT NOTICE 5215 CANCELED: DD Month YY

Subj: ENTER THE TITLE OF DIRECTIVE

Ref: (a) The Paperwork Management Manual, COMDTINST M5212.12 (series)

1. PURPOSE. This paragraph is always a synopsis of the material to be covered in the notice. Answer why you are writing this directive and indicate the intended user.

2. ACTION. State who is to do what, as succinctly as possible. DO NOT STATE HOW IT IS TO BE DONE. USE THE PROCEDURES PARAGRAPH FOR THE "HOW TO" TYPE INFORMATION. See page 5-2, paragraph E and page 7-2, paragraph B for other requirements.

3. DISCUSSION. Use a discussion paragraph to give information of importance to the reader, such as the reason for the notice or amplifying data that tells the background.

4. PROCEDURES. Explain what is to be done and by whom in this paragraph. If it is necessary to have subparagraphs, remember, you cannot have an "a" without a "b" or a "1" without a "2".

   a. Xxxxxxx. Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

   b. Xxxxxxxxx. Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

      (1) Xxxxxxxxxxxxxxxxxxxx

      (2) Xxxxxxxxxxxxxxxxxxxx

5. POLLUTION PREVENTION (P2) CONSIDERATIONS. Xxxxxxxxxxxxxxxxxxxxxxxx

   a. Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

   b. Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

6. FORMS/REPORTS. Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

   a. Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

      (1) Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

      (2) Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

   b. Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

PARAGRAPH GUIDELINES FOR DIRECTIVES

Level Over 25 Pages	Less than 25 Pages
1st CHAPTER 1	1. PARAGRAPH
A. Section. Alternatively, Section	a. Subpara
1. Principal Para/Principal Para	(1) Subpara
a. Principal Sub para	(a)
(1)	1.
(a)	a.

Use chapters only in a directive with 25 or more pages. Use the identification "CHAPTER" only on page 1 of the chapter.

Type text using the format below. Indent subparagraphs four spaces. Indent an example to set it off.

CHAPTER 1. XXXXXXXXXXX

A. Xxxxxxxxxxx. Bold type may be used at all levels in lieu of underscoring.

1. Xxxxxxxxx. Xxxxxxxxxx

SUGGESTED PARAGRAPH GUIDELINES

THE PARAGRAPH TITLES LISTED BELOW ARE SUGGESTED. AN ASTERISK APPEARS ON PARAGRAPHS THAT MUST APPEAR IN DIRECTIVES, ALONG WITH INFORMATION ABOUT THEIR PROPER USE.

1. PURPOSE.* Must be used in all directives.

2. ACTION.* Must be used in all directives.

3. DIRECTIVE(S) AFFECTED.* Must be used in instructions and manuals.

4. BACKGROUND. Optional.

5. DISCUSSION. Optional. However, is most often used in instructions or manuals to provide a foundation for information that follows.

6. PROCEDURE. Normally used to state specifics about how a task is to be performed.

7. CHANGES. Normally used in instructions and manuals to impart new information affecting a program.

8. POLLUTION PREVENTION (P2) CONSIDERATIONS.* Must be used in all directives. See Enclosure (7) and page 1-5 for explanations of (P2) considerations.

9. FORMS/REPORTS.* Must be used in all directives. If none, state “None”.

SAMPLE

CONFIDENTIAL

Commandant INSTRUCTION CXXXX.XE

Subj: XXXXXXXXXXXX XXXXXXXX (C)

Ref: (a) (Use NOTAL for those references not held by all addressees)

1. (U) PURPOSE. This Instruction prescribes procedures ....

2. (C) ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, assistant Commandants for directorates, Chief Counsel, and special staff offices at Headquarters shall ... Internet Released Authorized (if omitted directive will not be release on the Internet).

3. (U) DIRECTIVES AFFECTED. Title of Directive, COMDTINST CXXXX.XD, is canceled.

4. (C) DISCUSSION. The reporting of something sighted is vital to ....

DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD CG-4590 (Rev. 5-83)	**CONCURRENT CLEARANCE**	TO *(Symbol and Station)*
IDENTITY OF MATERIAL First District Request to Reorganize Personnel Division		RETURN TO *(Symbol and Station)* G-CIM

EXPLANATION/REMARKS/DIGEST

STEP 1 ORIGINATOR

- Fill in boxes as shown.
- Allow a minimum deadline of ten work days, fewer only if unavoidable.
- In this space explain what readers will find attached. Summarize the main issue. Use bullets.
- Send a copy of this form, a draft of the letter to be signed, and any background material to all coordinators simultaneously. Save the original for step 3.

CLEARANCE COPIES ROUTED TO **G-W, G-H, G-O**		**DEADLINE DATE FOR RETURN TO ORIGINATOR**
ORIGINATING OFFICE/DIVISION CLEARANCE *(Name, Signature)* **B. PARKER-JONES** **Management Programs & Policy Division**	DATE **2 May 99**	**16 May 99**

CLEARING OFFICER(S) TITLE, ACTION AND COMMENTS, IF ANY *(May be continued on another sheet)*	NON CON-CUR	MEMO ATTACHED	CON-CUR
STEP 2 COORDINATOR - Check concur or "non-concur" box. - If you wish to comment, use this space, the draft document, or a separate memo (check "memo attached" box). - Respond by the deadline or request an extension from the originator.			

RETURN TO ORIGINATOR'S CONTACT	NAME Joan Smith	ROOM 6101	PHONE 267-1234

DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD CG-4590 (Rev. 5-83)	CONCURRENT CLEARANCE	TO *(Symbol and Station)*
IDENTITY OF MATERIAL First District Request to Reorganize Personnel Division		RETURN TO *(Symbol and Station)* G-CIM

EXPLANATION/REMARKS/DIGEST

STEP 3 ORIGINATOR

- Using the original prepared for step 1, prepare the covering form that lists concurrences and non-concurrences as shown below. Summarize substantive comments and explain unresolved differences.
- Include individual clearance forms beneath this covering one.

CLEARANCE COPIES ROUTED TO G-W, G-H, G-O		DEADLINE DATE FOR RETURN TO ORIGINATOR
ORIGINATING OFFICE/DIVISION CLEARANCE ***(Name, Signature)*** B. PARKER-JONES Management Programs & Policy Division	DATE 2 May 99	16 May 99

CLEARING OFFICER(S) TITLE, ACTION AND COMMENTS, IF ANY *(May be continued on another sheet)*	NON CON-CUR	MEMO ATTACHED	CON-CUR
G-W			X
G-O			X
G-H believes that	X	X	

RETURN TO ORIGINATOR'S CONTACT	NAME Joan Smith	ROOM 6101	PHONE 267-1234

PREPARING FORM DOT F 1700.3

HEADQUARTERS ONLY

1. Enter the name and room number of the person most familiar with this job, the routing symbol, and telephone number in Block #1.

2. Enter USCG in Block #2.

3. Leave Block #3 blank.

4. Enter Directive Title and SSIC/CG NO. in Block #4. Leave other spaces blank, except when applicable.

5. Enter the number of manuscript pages, negatives, or camera copy (originals) in Block #5. Example: manuscript pages 10, negatives 5, camera copy 4, Total = 19.

6. Enter the total number of copies to be printed, including the stock level in Block #6.

7. Enter 69x0201 in Block #7.

8. Enter the estimated cost for this job in Block #8. For assistance, contact the printing specialist in Commandant (G-CIM), room 6106.

9. Enter the date you want this job distributed in Block #9. In coordination with the printing specialist, determine a reasonable date for distribution.

10. Enter the type of paper (normally, OFFSET) SUB. 50, finished size 8½" x 11", color white in Block #10.

11. Black ink is normally used. If color printing is required, consult the printing specialist for colors and numbers in Block #11.

12. Normally, proofs are not required. When composition or color printing is essential, check "YES" and the "KIND" in Block #12 to create proofs.

13. Enter "HEAD TO HEAD" (both sides) or other choice desired in Block #13.

14. Leave blank, except when applicable in Block #14.

15. Normally enter "AS PAGED,"; "STITCH," 1; "POSITION" upper left in Block #15, otherwise specify.

16. Normally enter "HOLE SHAPE," Rd; "NO. HOLES," 3; "DIAM," 3/8; "INCHES CTR TO CTR," 4¼"; "POSITION," Left in Block #16, otherwise specify.

17. Enter additional or Special Printing and Binding Instructions in Block #17 that are not covered in Block #10.

18. Enter "QUANTITY (UNITS)," original and negatives plus the number of copies you want sent to you; "TO," your routing symbol and room number in Block #18.

19. Distribution instructions fill out area where distribution applies in Block #19.

20. Leave blank Block #20 (filled out by DOT).

21. Check, if applies in Block #21.

22. Check, if applies in Block #22.

23. Check, if applies in Block #23.

24. Enter ***YOUR*** (not G-CIM's) AFC-30 accounting information (sample format for AFC-30 is 2/T/801/199/30/0/MA/70710/2409 and document number e.g. 37/01/238/T/MA/70710/2409) in Block #24.

    REQUESTING OFFICE (SIGNATURE) - Signature of the office chief, or AFC-30 manager for your directorate or special staff office.

The sponsoring office is responsible for paying **all** printing costs.

IF YOU HAVE ANY QUESTIONS, PLEASE CALL Commandant (G-CIM) at 7-2308 or 7-2631.

LOGGED IN BY — Shaded areas for OST Printing Branch use

1. PERSON TO CONTACT ABOUT THIS WORK	ROUTING SYMBOL	TELEPHONE NO.	2. AGCY. LTRS.	3. REQUISITION No.

4. TITLE OR DESCRIPTION OF WORK	FORM NO. OR GPO PROGRAM NO.	RIDER ☐ REQUEST	GPO REQ. No.
			SCHED. COMPLETION DAT

5. PAGES (Not Sheets) OF MATERIAL SUBMITTED				6. QUANTITY (UNITS OF FINISHED PROD)	FINISHED PRODUCT UNIT
MANUSCRIPT	NEGS/PDS	CAMERA COPY	TOTAL		☐ BOOKS OR PAMPHLETS ☐ BLANK BOOKS ☐ BLANK FORMS (SHEETS) ☐ FOLDERS ☐ SETS ☐ PADS OR TABLETS ☐ OTHER (SPECIFY)

7. APPROPRIATION	8. EST. COST (AGCY.)	EST. COST	ACTUAL COST	9. DATE WANTED AT DESTIN.

PRINTING, BINDING, AND DELIVERY INSTRUCTIONS

	10. PAPER			11. INK	
KIND	SUB.	FINISHED SIZE	COLOR	COLOR	COLOR NO.
TEXT					
COVER					
OTHER (SPECIFY)					

12. PROOFS WANTED	NO	YES (INDICATE KIND AND HOW MANY OF EACH) MAILER	PAGE	NUMBER	13. PRINT	14. FOLD TO	X
	☐	☐			☐ ONE SIDE ONLY ☐ HEAD TO HEAD ☐ HEAD TO FOOT ☐ HEAD TO SIDE (SEE SAMPLE)	☐ PERF. ☐ TRIM 4 SIDES	☐ PASTE

15. GATHER (Assemble)	☐ AS PAGED ☐ OTHER (SPECIFY)	STITCH (NO. OF STAPLES)	POSITION ☐ SIDE ☐ SADDLE ☐ TOP ☐ UPPER LEFT

16. PUNCH OR DRILL	HOLE SHAPE	NO. HOLES	DIAM.	INCHES CTR. TO CTR.	POSITION	OTHER (SPECIFY)

17. ADDITIONAL OR SPECIAL PRINTING AND BINDING INSTRUCTIONS (USE ADDITIONAL SHEETS IF NECESSARY)

CHECK DISPOSITION OF	
NEGS	☐ DESTROY
	☐ RETURN
	☐ HOLD IN GPO
TYPE	☐ HOLD
	☐ DROP

18. DISPOSITION OF WORK	PICK UP ☐ BY MAIL MESSENGER ☐ CALL EXTEN.	DELIVER TO ☐ DISTRIB. SVCES.	DELIVER ACCORDING TO ☐ FOLLOWING DATA ☐ ATTACHED LIST
	QUANTITY (UNITS)	TO	

DISTRIBUTION INSTRUCTIONS

19. DISTRIBUTE TO	WASHINGTON HEADQUARTERS	FIELD	MAILING LISTS

☐ 20. DIRECT SHIPPING INST. ATTACHED	☐ 21. DISTRIBUTE ON RCPT. OF WORK	☐ 22. DISTRIBUTE WHEN NOTIFIED	☐ 23. FOR INSTRUCTIONS CALL:

FOLD TO		COPIES
	8 1/2 X 5 1/2	
	8 1/2 X 3 5/8	
	Self-Mailer	
DIST. CLEAR.		

24. ADDITIONAL OR SPECIAL DISTRIBUTION INSTRUCTIONS

IT IS CERTIFIED THAT THIS WORK IS AUTHORIZED BY LAW AND NECESSARY TO THE CONDUCT OF THE BUSINESS OF THIS ORGANIZATION, AND THE ILLUSTRATIONS ORDERED ARE NECESSARY AND RELATE ENTIRELY TO THE PUBLIC BUSINESS.

REQUESTING OFFICE (SIGNATURE)		PRINTING REVIEW POINT (SIGNATURE)		CLEARED BY (SIGNATURE)	
ROUTING SYMBOL	DATE	ROUTING SYMBOL	DATE	ROUTING SYMBOL	DATE

Form DOT F 1700.3 (1-88) **PRINTING, BINDING, DISTRIBUTION, AND EDITORIAL SERVICES REQUEST** **1 PLANNING COPY**

ELECTRONIC and CHANGE SUBMISSIONS
(HEADQUARTERS ONLY)

This enclosure requires the submissions of COMDT directives onto an electronic media such as a floppy diskette, CD, or zip disk; and the submission requirements of change directives for processing by Commandant (G-CIM).

A. Electronic Submission. All files must be easily accessible and readable by Commandant (G-CIM). We encourage the use of applications available on SWIII and especially the use of USCG MacrosII template to create a directive. If, however, a non-standard SWIII application is your only option, it will require approval from Commandant (G-CIM) before proceeding. This alternative may be granted only when no other application on SWIII is acceptable. This is not meant as a restriction or deterrent not to use other software, but as an encouragement to maintain uniformity, standardization, and use of established applications on SWIII Coast Guard wide. Under certain conditions an e-mail submission will be acceptable, but check with Commandant (G-CIM) before sending.

For creating the electronic version of COMDTINST's, follow the guidelines described below:

1. Place all files that make up an entire directive, on an electronic media accessible by SWIII such as a floppy diskette, CD, or zip disk.

2. With high space documents, create compressed or zipped files to conserve electronic media space.

3. Create a directive in a **single file** in ".doc" format. This applies to COMDTNOTE change directives as well.

4. Convert all directives into "**.pdf" format**. This applies to COMDTNOTE change directives as well.

5. The electronic media must contain all files needed to produce and print the directive (this includes the letter of promulgation, introduction, table of contents, chapters, graphic files, appendices, Enclosures, etc).

6. Accompanying the electronic copy, submit the "DIRECTIVE FILE SEQUENCE" form (page 2 of this enclosure) as part of your submission of your Commandant Directive.

For change submission requirements, follow the guidelines described below:

B. Change Submissions. This paragraph **applies only to change notices** (COMDTNOTE's) that have CH-1, CH-2, CH-3, etc. in the subject line.

Along with the normal electronic submission of the ".doc" file, ".pdf" file, and signed printed copy of the COMDTNOTE change, provide and submit an **electronic ".pdf" formatted file with change(s) incorporated in the directive**. This requirement is necessary to place the complete and updated directive on the Intranet/Internet. It is **not required** to submit a printed hard copy of the directive with changes already incorporated in the directive.

There may be rare instances when a directive is excessively too large to incorporate the change(s) into the directive in order to create the ".pdf" file. If this is the case, request for assistance, guidance, or a waiver of this change submission requirement from Commandant (G-CIM).

Waivers will be handled on a case-by-case basis for ease of processing directives expeditiously.

D I R E C T I V E F I L E S E Q U E N C E

DIRECTIVE TITLE/NAME:

_____

_____

DIRECTIVE NUMBER:

_____

SPONSORING DIRECTORATE:

_____

RESPONSIBLE OFFICE:

_____

POINT-OF-CONTACT NAME:

_____

POINT-OF-CONTACT PHONE NO.:

_____

ENTER EACH *FILE NAME* (with its extension (e.g. .doc)) ***EXACTLY*** AS IT APPEARS ON THE FLOPPY, CD, or ZIP DISK:

LIST FILES IN THE PRECISE ORDER TO PRINT THE SIGNED DIRECTIVE:

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.
11.
12.
13.
14.
15.
16.
17.
18.
19.

POLLUTION PREVENTION (P2) CONSIDERATION

Pollution Prevention (P2) Consideration. In developing policy directives, Headquarters Program Managers shall:

A. Determine whether the scope of the directive involves P2 Considerations. If so, incorporate a section entitled **"Pollution Prevention (P2) Considerations."** The objective of this section is to allow Program Managers to inform Coast Guard personnel of the P2 opportunities concept and the importance of P2 application to their program.

The P2 consideration section is applicable to guidance and policy that deal with:

1. Routine, non-critical maintenance or operational procedures that involve the procurement or use of hazardous or toxic material and/or produce hazardous waste;

2. Procurement, acquisition or contracting procedures;

3. Logistics or inventory control procedures.

Directives meeting these criteria shall include P2 considerations emphasizing the potential for using alternative materials and/or implementing process changes that meet P2 objectives. Types of directives involved include:

a. Technical manuals that include policy/guidance on process procedures or maintenance requirements, especially if hazardous or toxic materials are used or if hazardous waste is produced. This includes most aircraft, vessel and shore facility maintenance manuals.

Manuals should include recommendations, or where practicable, requirements for the use of specification-comparable, environmentally preferable (less hazardous) materials/products which reduce or eliminate the need for costly hazardous waste disposal.

Manuals should also recommend process changes that would reduce or minimize the amount of hazardous waste generated.

Care must be taken to insure that any such recommendations or requirements do not compromise the manufacturers' warranties of systems being serviced.
See Defense General Center's Environmentally Preferable Products Guide, available through Commandant (G-SEC-3).

b. Procurement, contracting or acquisition policy/guidance. Should require, where feasible, that requisitioners seek less hazardous, environmentally preferable materials, and that acquisition project managers ensure new or upgraded systems incorporate Pollution Prevention concepts to the maximum extent practicable.

Every effort should be made to specify or design new or upgraded assets in ways that, during their construction/manufacturing phase and over their operational life minimize the use of hazardous materials and/or generation of hazardous wastes. In other words, Pollution Prevention concepts should be "designed in" from a project's very earliest stages.

When hazardous materials are required at the local level, those products should be procured in reasonable amounts on an as-needed basis to reduce excessive inventories. Keeping on hand only sufficient amounts of those hazardous materials necessary to perform mission functions will not only decrease safety concerns, but will minimize the need to eventually dispose of outdated or excess stock as hazardous waste.

c. Logistics/inventory control policy/guidance. Should include FIFO (First in First Out) concepts to reduce wastes from expired or "past" shelf-life materials.

Policy should encourage the establishment of shelf-life extension programs. Assistance in this regard may be obtained from G-SEC-3 or from outside sources such as the Navy's shelf-life extension experts.

B. Headquarters Assistance: Contact the Headquarters Pollution Prevention Program Manager (G-SEC-3) in the early stages of your policy development to assess whether a P2 Consideration section is applicable to your directive, and to obtain further information and guidance in formulating a P2 Considerations section.

C. If P2 Considerations Are Not Applicable: If the directive has no Pollution Prevention considerations, include a paragraph in the directive's letter of promulgation that Pollution Prevention considerations were investigated in the directive's development, and determined to be not applicable to its scope. Suggested paragraph text:

POLLUTION PREVENTION (P2) CONSIDERATIONS: Pollution Prevention considerations were examined in the development of this directive and have been determined to be not applicable.

On an electronic media such as a floppy diskette, CD, or zip disk when submitted to Commandant (G-CIM) for processing. Under certain conditions an e-mail submission will be acceptable, but check with Commandant (G-CIM) before sending.

POLICY FOR PROCESSING AN ALCOAST MESSAGE

A. General. An *ALCOAST* contains information requiring wide distribution within the Coast Guard. It is a Commandant Notice of an urgent nature. The *ALCOAST*, itself, is a message type directive and requires Commandant (G-CIM) review. Commandant (G-CIM) reviews this directive to insure that it is urgent in nature, that the appropriate program areas have cleared it, and that it is in the proper format.

B. *ALCOAST* Policy. Commandant (G-CIM) will ensure that only qualified urgent information is sent via *ALCOAST* message directive. The Directives Coordinator assigned to each office should be consulted to verify on the appropriateness of using this type of directive vice a Notice or Instruction.

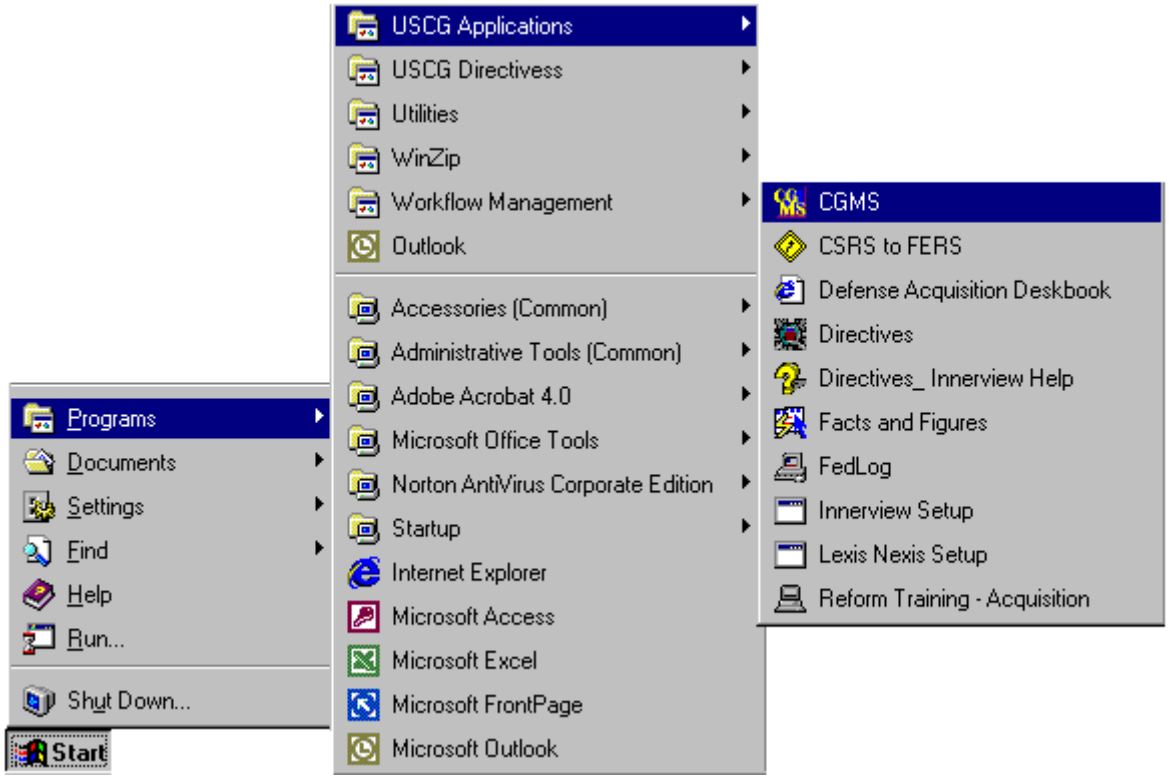
Once the message is typed in Coast Guard Message Service (CGMS), print a copy and route for sequential clearance. Also, include any office required to review the message. Route the paper copy with sequential clearances indicated to Commandant (G-CIM), which is the last Office to review the message before it is submitted for signature. **DO NOT E-Mail the ALCOAST to Commandant (G-CIM).**

Always plan, make use of the Directives Coordinator and use the Notice/Instruction systems for information **not** of an urgent nature.

C. Step Process.

To create an ALCOAST access the Coast Guard Message System (CGMS) by clicking on:

1. Start,
2. Programs,
3. USCG Applications, then
4. CGMS



1. Prepare the message by using the Coast Guard Message System. See the Headquarters Support Command Communications Center web site for guidance. http://CGWeb.comdt.uscg.mil/hsc_t-4/commcen.

2. The first line of the message text will contain:

   a. Message type – e.g. ALCOAST – type of message.

      ALCOAST Area/District Commanders are responsible for further distribution to those activities within their areas of delivery responsibility that are not AUTODIN subscribers

   b. Sequence number assigned by Headquarters Support Center Communications Center (t-4) at time of receipt - nnn, and

   c. Calendar Year - YY

   Example: ALCOAST 112/01

3. The next line should be COMDTNOTE and SSIC

   Example: COMDTNOTE 2345

4. Subject Line – SUBJ: a brief title or subject of message. Must be one line only.

   Example: SUBJ: SAMPLE ALCOAST LAYOUT

5. The next part is the message itself.

6. Internet Release Authorization statement – Optional
   (However will not be released on Internet if this statement is not included.)

   EXAMPLE: INTERNET RELEASED AUTHORIZED

7. Released By – Name and Title of releasing officer

   EXAMPLE: RADM Z. Y. XERES, ASSISTANT Commandant OF SYSTEMS, SENDS.

D. Correct *ALCOAST* Formatting in Coast Guard Message System.

ALCOAST NNN/CY
COMDTNOTE SSIC
SUBJ: SUBJECT LINE
A. 1ST REFERENCE. (TEXT IN WRAPS FLUSH LEFT) WHEN USING DIRECTIVES AS REFERENCES, FOLLOW INSTRUCTIONS IN THE COAST GUARD CORRESPONDENCE MANUAL, M5216.4 ARTICLE 2.N
B. 2ND REFERENCE
1. 1ST PARAGRAPH. (TEXT IN ALL PARAGRAPHS ALWAYS WRAPS FLUSH LEFT).
2. 2ND PARAGRAPH.
 A. 1ST SUB-PARAGRAPH OF PARAGRAPH 2. (TEXT IN ALL SUB-PARAGRAPHS ALWAYS WRAPS FLUSH LEFT).
 B. 2ND SUB-PARAGRAPH OF PARAGRAPH 2.
  (1) 1ST SUB-PARAGRAPH OF SUB-PARAGRAPH 2B. (TEXT ALWAYS WRAPS FLUSH LEFT).
  (2) 2ND SUB-PARAGRAPH OF SUB-PARAGRAPH 2B.
   (A) 1ST SUB-PARAGRAPH OF SUB-PARAGRAPH 2B.(2). (TEXT ALWAYS WRAPS FLUSH LEFT).
   (B) 2ND SUB-PARAGRAPH OF SUB-PARAGRAPH 2B.(2).
3. 3RD PARAGRAPH.
4. 4TH PARAGRAPH.
5. INTERNET RELEASE AUTHORIZED. -- (optional)
6. VADM T. J. JOSIAH, CHIEF OF STAFF, SENDS

OR

RELEASED BY VADM T. J. JOSIAH, CHIEF OF STAFF

(Use when **minimize** is in effect or subject addresses a change in policy or is of an operational nature).

[NOTE: Paragraphs 5 and/or 6 are not mandatory, just suggested.]

Review the Telecommunications Manual (TCM), COMDTINST M2000.3C, page 9-24 for proper punctuation allowed in a message. Rules are now being enforced with the new CGMS. This reference and other guidance can be found on the Coast Guard Message System web site http://CGWeb.comdt.uscg.mil/hsc t-4/commcen.

This is an excerpt from Telecommunications Manual (TCM), COMDTINST M2000.3C, Page 9-24.

The below symbols are the only ones allowed in an ALCOAST

NAME	SYMBOL	ABBREVIATION
Colon	:	CLN
Comma	,	CMM
Hyphen	-	DASH
Parenthesis/left	(	PAREN
Parenthesis/right	)	UNPAREN
Period	.	PD
Question Mark	?	QUES
Quotation Marks	""	QUOTE/UNQUOTE
Slant/oblique stroke	/	SLANT

E. An Example of a draft *ALCOAST*.

ALCOAST 457/01
COMDTNOTE 1401
SUBJ: RECALL OF RESERVE OFFICERS TO EXTENDED ACTIVE DUTY (EAD)
A. COMDT COGARD WASHINGTON DC 091901Z FEB 00/ALCOAST 050
B. PERSONNEL MANUAL, COMDTINST M1000.6A, ARTICLE 1.B.1.
1. THE COAST GUARD CONTINUES TO EXPERIENCE OFFICER PERSONNEL SHORTAGES IN A VARIETY OF SPECIALTIES. THIS ALCOAST IS A FOLLOW-ON TO REF A AND AGAIN SOLICITS VOLUNTEERS FROM THE READY RESERVE TO SERVE ON EAD TO FILL FULL-TIME ACTIVE DUTY BILLETS FOR PERIODS OF NOT LESS THAN ONE BUT NOT MORE THAN THREE YEARS. THE COMMENCEMENT DATE AND LENGTH OF RECALL WILL BE DETERMINED BY COMMANDER (CGPC-OPM) BASED ON THE NEEDS OF THE SERVICE AND THE OFFICER. OFFICERS DENIED EAD AGREEMENTS SUBMITTED UNDER PREVIOUS SOLICITATIONS MAY REAPPLY.
2. APPLICATIONS FROM READY RESERVE (SELRES AND IRR) OFFICERS WILL BE CONSIDERED SUBJECT TO THE FOLLOWING CRITERIA BASED ON REF B:
A. POSSESS UNIQUE SKILLS AND ABILITIES, OR PROFESSIONAL QUALIFICATIONS IN AREAS IN WHICH THERE IS A DEFINITE SERVICE NEED.
B. BE IN A PAY GRADE BELOW LIEUTENANT COMMANDER.
C. HAVE LESS THAN 11 YEARS TOTAL ACTIVE SERVICE, OR FOR THOSE OFFICERS WITH NO PRIOR ACTIVE SERVICE, HAVE LESS THAN 11 YEARS COMMISSIONED SERVICE AS A RESERVE OFFICER.
3. SUBMIT APPLICATIONS TO CGPC-OPM-1 VIA THE CHAIN OF COMMAND (COPY RESPECTIVE MLC(FOT) OR ISC(PF)). TO MORE FULLY

ENGAGE IN THE CURRENT ASSIGNMENT PROCESS, APPLICATIONS SHOULD BE SUBMITTED AS SOON AS POSSIBLE. APPLICATIONS MUST INCLUDE FORM CG-5481 (RESERVE OFFICER PERSONAL RESUME), A RESUME OF RELEVANT CIVILIAN WORK EXPERIENCES OR QUALIFICATIONS AND MUST INDICATE THE COMMENCEMENT DATE AND LENGTH OF AVAILABILITY FOR RECALL. WAIVERS TO THE ABOVE CRITERIA WILL BE CONSIDERED ON A CASE BY CASE BASIS DEPENDING ON THE NEEDS OF THE SERVICE.
4. OFFICERS RECALLED WILL COMPETE FOR PROMOTION ON THE ACTIVE DUTY PROMOTION LIST (ADPL) AND BE PLACED IN ZONE ACCORDING TO THEIR DATE OF RANK. OFFICERS CONSIDERING APPLYING FOR AN EAD AGREEMENT SHOULD EVALUATE THEIR POTENTIAL FOR PROMOTION ON THE ADPL. OFFICERS SELECTED FOR PROMOTION UNDER BEST-QUALIFIED CRITERIA WILL BE OFFERED AN OPPORTUNITY TO INTEGRATE. OFFICERS FAILING OF SELECTION FOR PROMOTION ON THE ADPL WILL CARRY THEIR NON-SELECTION STATUS TO THE IDPL UPON EXPIRATION OF THE EAD AGREEMENT.
5. EAD TERMS AND THEIR ASSOCIATED ASSIGNMENTS ARE PROJECTED TO BE OFFERED TO APPLICANTS WITHIN A FEW WEEKS OF RECEIPT OF THE APPLICATION FOR RECALLS BEGINNING IN THE SPRING OF 2001.
6. FOR MORE INFORMATION CONTACT LT BESS HOWARD AT (202) 267-1660.
7. INTERNET RELEASE AUTHORIZED.
8. RADM R. C. OLSEN, JR., DIRECTOR OF PERSONNEL MANAGEMENT, SENDS.

F. Authorized Releasing Officials.

See under *Headquarters Signing Authorities* Coast Guard Directives System, COMDTINST M5215.6C, paragraph G-3 on p. A-5 or G.2 below.

G. <u>ALCOAST Concurrent Clearance Process</u>.

Commandant (G-CIM) is part of the clearance process and must review the message before being forwarded for release to the COMMCEN. An ALCOAST message will be handled in the following manner:

1. Once the message has been typed in CGMS, print a copy and route for concurrent clearance; be sure to include any Office that needs to review the message. Route the paper copy to Commandant (G-CIM); it should be the last office to review the message before it is submitted for signature. **DO NOT FORWARD ALCOASTS in CGMS to Commandant (G-CIM).**

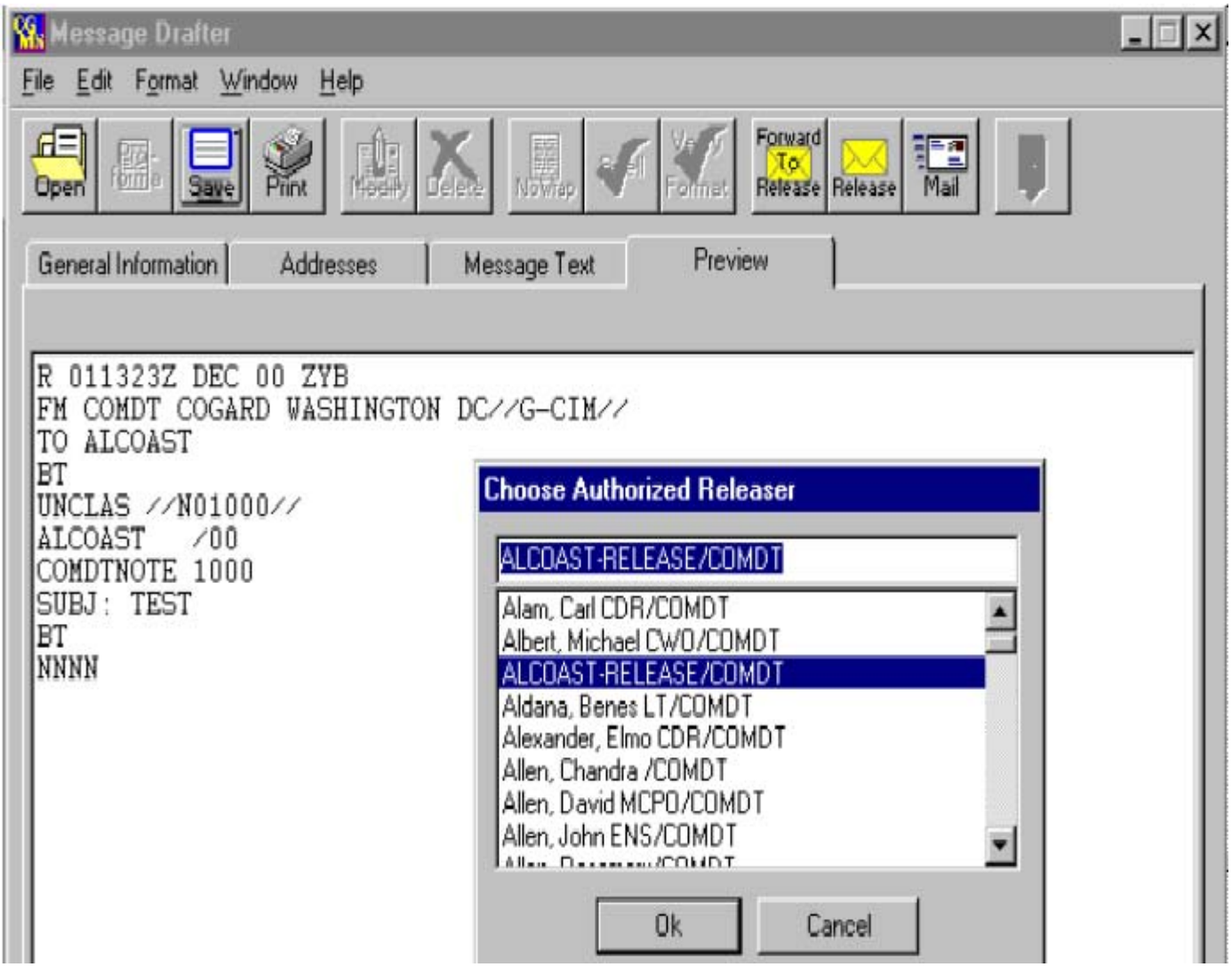
2. After the clearance and Commandant (G—CIM's) review, have the message signed by a person authorized to release ALCOAST messages. The following are authorized releasing officers:

   ALCOAST messages: Commandant, Vice Commandant, Assistant Commandants, Chief of Staff, or Chiefs of Special Staff Offices.

   Be sure to retain the signed original (with clearance) in your permanent files.

H. Releasing ALCOAST to Headquarters Support Command.

After Commandant (G-CIM) clears the ALCOAST and the proper releasing official has signed the hard copy, the sponsor will go back into CGMS and verify that the message is the same as the one signed. After verification send the ALCOAST to the COMMCEN in CGMS by clicking the "***Forward To Release***" button and selecting "***ALCOAST-RELEASE/COMDT***", checking the private box and clicking ok. You must hand carry a signed paper copy with the clearance sheet to the Headquarters Support Command Communications Center (t-4c), room 2510. The Communications Center will assign the ALCOAST number and update the date time group before they release the ALCOAST. If you do not take your hard copy with signatures to the Communications Center, they will not release your message. **Do not click the RELEASE icon in CGMS for an ALCOAST.** This error will cause your unauthorized ALCOAST to go out without an ALCOAST number assigned to it.


Message Drafter
File Edit Format Window Help
Open
Save
Print
Modify
Delete
Nowrap
Format
Forward To Release
Release
Mail
General Information
Addresses
Message Text
Preview
R 011323Z DEC 00 ZYB
FM COMDT COGARD WASHINGTON DC//G-CIM//
TO ALCOAST
BT
UNCLAS //N01000//
ALCOAST /00
COMDTNOTE 1000
SUBJ: TEST
BT
NNNN
Choose Authorized Releaser
ALCOAST-RELEASE/COMDT
Alam, Carl CDR/COMDT
Albert, Michael CWO/COMDT
ALCOAST-RELEASE/COMDT
Aldana, Benes LT/COMDT
Alexander, Elmo CDR/COMDT
Allen, Chandra /COMDT
Allen, David MCPO/COMDT
Allen, John ENS/COMDT
Ok
Cancel

SAMPLE COVER PAGE

U.S. Department
of Transportation

**United States
Coast Guard**

The Coast Guard Directives System

COMDTINST M5215.6D
March 2002

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