



Sector Delaware Bay Organization Manual



SECDEL BAYINST 5401.6A



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Sector Delaware Bay

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SECDELBAYINST 5401.6A

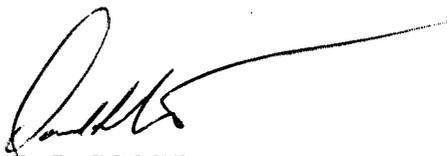
APR 30 2009

SECTOR DELAWARE BAY INSTRUCTION 5401.6A

Subj: SECTOR DELAWARE BAY ORGANIZATION MANUAL

Ref: U.S. Coast Guard Sector Organization Manual, COMDTINST M5401.6A

1. PURPOSE. This Organization Manual is promulgated in accordance with the U.S. Coast Guard Sector Organization Manual, COMDTINST M5401.6, to set forth the basic guidelines for the organization of this command. It delineates the functions and responsibilities of personnel assigned to Sector Delaware Bay.
2. ACTION. Department Heads, Supervisors, and CO/OICs shall ensure that the provisions of this Manual all followed.
3. DIRECTIVES AFFECTED. Sector Delaware Bay Organization Manual, SECDELBAYINST 5450.1A is cancelled.
4. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this Instruction, and have been determined to be not applicable.
5. FORMS/REPORTS. None



D. L. SCOTT

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CHAPTER 1. INTRODUCTION

A. Purpose

1. United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series), provides the requirements for establishing the functions, duties, responsibilities, and authorities of all Coast Guard commands and leadership positions, including Sector Commander, Deputy Sector Commander, department heads, and division officers, and defines their organizational relationship. Sector Delaware Bay's Organization Manual expands on these basic organizational requirements, providing Sector Delaware Bay-specific information. It is not intended to replace or be a substitute for the Sector Standard Operating Procedure (SOP) Guide; Response, Prevention or Logistics Manuals; or other operational mission guidance. In circumstances where this ORGMAN does not contain enough specificity or causes ambiguity, personnel should seek clarification from either their supervisor or the Deputy Sector Commander. This instruction is not intended to restate the information provided in United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series) or other Commandant, Area, or District directives. The use of the word "officer" throughout this ORGMAN is "generic" in recognition of the fact that chief petty officers or senior petty officers fill many of the billets and duties described herein.

B. Authority

1. By the authority of the Commandant, the Commander, Sector Delaware Bay is vested with all the rights, responsibilities, duties, and authority of a legacy Group Commander and the Commanding Officer, of a legacy Marine Safety Office (MSO) as provided for in United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series). Commander, Sector Delaware Bay shall carry out the Sector's missions as described in paragraph E. below and is designated as follows:
 - a. Captain of the Port (COTP) for the Delaware Bay COTP zone.
 - b. Federal Maritime Security Coordinator (FMSC) when serving as COTP for an Area Maritime Security (AMS) Area pursuant to 33 CFR §103.200.
 - c. Federal On-Scene Coordinator (FOOSC) for the Delaware Bay COTP zone, consistent with the National Contingency Plan.
 - d. Officer in Charge, Marine Inspection (OCMI) for the Delaware Bay marine inspection zone.
 - e. Search and Rescue (SAR) Mission Coordinator (SMC)
 - f. The Sector Delaware Bay Deputy Sector Commander is designated as the Acting OCMI and SMC, and the Alternate COTP, FMSC (as alternate COTP for AMS Area)

and FOSC during the Sector Commander's absence. OCMI authority may also be delegated to the Chief, Prevention Department and no further. FOSC and SMC authority may also be delegated to the Chief, Response Department and no further.

C. Applicability

1. The contents of this Manual apply to all military, civilian and auxiliary personnel assigned to Sector Delaware Bay and Sector Delaware Bay commands.

D. Area of Responsibility and Geographic Boundary

1. Sector Delaware Bay is responsible for all Coast Guard operations and missions in the Delaware Bay Inspection Zone and Delaware Bay Captain of the Port Zone except as noted below. The boundaries of these zones are as follows: the inland and coastal boundary remains unchanged and starts at the New Jersey coast at 40° 17.89' N latitude and 073° 58.8' W longitude, thence proceeds westward to 40° 18' N latitude, 074° 30.5' W longitude, thence North-Northwesterly (NNW) to the junction of the New York, New Jersey, and Pennsylvania boundaries at the Tri-state; thence Northwesterly along the East Bank of the Delaware River to 42° 00' N latitude; thence West along the NY-PA boundary to 078° 55' W longitude; thence South to 41° 00' N latitude; thence West to 079° 00' W longitude; thence South to the PA- MD boundary; thence East to the intersection of the MD-DE boundary; thence south and East along the MD-DE boundary to the sea, including Fenwick Island Light. The revised offshore boundary starts at Fenwick Island Light and proceeds East to a point at 38° 26.41' N latitude and 074° 26.76' W longitude; thence South Eastwardly to 37° 19.23N latitude and 072° 13.22' W longitude' thence East to 37° 19.23' N and 067 ° 54.11 W; then to a point on the New Jersey coast at 40° 17.89' N latitude and 073° 58.8' W longitude. The AOR for SAR is to be maintained in accordance with the Coast Guard Fifth District SAR plan.

E. Sector Delaware Bay History

1. The Commandant approved the establishment of Sector Delaware Bay for Initial Operating Capability (IOC) on 31 March 2005 as part of the Sector Command Initiative described above. A Sector command combines all traditional CG commands within a geographic region into a single organization with streamlined internal management and operational coordination to provide more efficient "one-stop" service to the public. The current Sector Delaware Bay organizational structure consists of the units assigned to the former MSO/Group Philadelphia and Group Atlantic City. These units include 6 stations (Philadelphia, Manasquan Inlet, Barnegat Light, Atlantic City, Cape May, and Indian River), 1 year-around station small (Shark River), 6 seasonal station smalls open during the predominant search and rescue season of 1 May through 1 October (Salem, Roosevelt Inlet, Fortesque, Townsend Inlet, Great Egg, Beach Haven), Marine Safety Detachment (MSD) Lewes, Aids to Navigation Teams (ANTs) Philadelphia and Cape May, 3 coastal patrol boats (IBIS, MAKO, FINBACK) and 2 harbor tugs (CAPSTAN, CLEAT).

F. Sector Mission.

1. Sector Delaware Bay is a multi-mission organization that provides world-class service to the maritime community through the integration of Coast Guard Active Duty, Reserve, Auxiliary and civilians working in concert with other federal, state and local agencies. We strive to be the most professional, effective and efficient organization possible in the execution of our various missions:
 - a. To minimize deaths, injuries, and property or environmental damage associated with maritime transportation, commercial fishing, and recreational boating.
 - b. To facilitate maritime commerce and eliminate interruptions and impediments to the economical movement of goods and people, while maximizing recreational access to, and enjoyment of, the waters of Delaware Bay.
 - c. To protect our maritime borders from all intrusions by halting the flow of illegal drugs, migrants and contraband into this country through maritime routes; preventing illegal fishing and suppress acts of terrorism and violations of federal law in the maritime region.
 - d. To defend the nation as one of the five U.S. Armed Forces, enhancing regional stability in support of National Security Strategy, utilizing our unique and relevant maritime capabilities.
 - e. Our mission is also to ensure the safe, secure and environmentally responsible use of the waterways of eastern PA, southern NJ and DE by providing quality Coast Guard services in partnership with other relevant agencies and organizations, thus facilitating the commercial and recreational use of those waters in consistent compliance with maritime safety standards, and otherwise always be well prepared to mitigate those contingencies that may occur.

G. Sector Functions.

1. The organizational architecture of Sectors represents a transformation from a Coast Guard traditionally organized around its operational programs, to one organized around the preparedness continuum of prevention, protection, response and recovery with programmatic and functional areas of responsibility embedded as sub-elements. The organization construct relies on integrated coordination of all assigned operational capabilities to optimize utilization of Coast Guard resources in accomplishing assigned agency missions, functions and responsibilities. It recognizes that, in a broad sense, all Coast Guard operation activities are either focused on prevention of an incident or illegal event, or in response to mitigating the undesired effects of an incident. The command and control processes used to execute those two operational mission areas are interrelated, but so sufficiently distinct that they can be managed as two separate but complementary processes as follows:

- a. Prevention. Focuses largely on gaining compliance with regulatory standards and the design and maintenance of waterway systems to prevent incidents. Prevention functions include:
 - (1) Inspections/examinations of vessels and waterfront facilities to ensure compliance with federal safety, security, and environmental regulations.
 - (2) Investigations of marine casualties to determine the cause of the accidents, pursuing Maritime Personnel Actions/Civil Penalties, and to serve as a feedback loop into compliance inspections and regulatory development.
 - (3) Develop and maintain the waterway navigation infrastructure (i.e. Aids to Navigation (ATON)).
 - (4) Manage traffic through the use of Captain of the Port Orders, Limited Access Areas, and Regulated Navigation Areas.

- b. Response. Focuses on command and control activities associated with an emergency incident response and/or heightened threat situation that requires swift enforcement actions. Response requires proficiency in high tempo command, control and communications processes; and the exercise of response and security enforcement expertise to accomplish incident command and crisis management. Response functions include:
 - (1) Search and Rescue (SAR)
 - (2) Marine Environmental Protection; responding to oil spills to monitor and supervise clean up operations.
 - (3) Incident Management
 - (4) Law Enforcement

- c. Logistics. Provides the capabilities to support Sector operational missions and prevention activities through the coordinated balance between asset maintenance, personnel management, medical readiness, food preparations, and financial aspects of planned and unscheduled operations. Logistics functions include:
 - (1) Administrative & Personnel management of Sector Staff and subordinate commands.
 - (2) Responsibility for Naval and Facilities Engineering (public works) programs for Sector and subordinate commands.
 - (3) Financial management of Sector budget and disbursement to subordinate commands.

- (4) Responsibility for Medical clinic.
- (5) Responsibility for unit Sector and AOR tenant Internal Environmental Compliance requirements.
- d. Sector Command Center. The Sector Command Center - (SCC) serves an operations integration function. The SCC is located organizationally to support Response and Prevention operations. For example, the SCC supports the Response Department during a search and rescue response and likewise, supports the Prevention Department during a marine event.
- e. Sector Field Office Atlantic City. SFO Atlantic City is an extension of the Sector Delaware Bay Logistics Department. SFO provides engineering and armory support to Sector Delaware Bay's outlying units. The SFO supervisor/Engineering Officer reports directly to the Logistics Department Head.
- f. Marine Safety Detachment Lewes. MSD Lewes is an extension of the Sector Delaware Bay Prevention Department. MSD conducts the Prevention missions in Lewes, DE. The MSD supervisor reports directly to the Prevention Department Head.

H. Subordinate Units of Sector Delaware Bay.

1. Station Philadelphia
2. Station Cape May
3. Station Atlantic City
4. Station Manasquan Inlet
5. Station Barnegat Light
6. Station Indian River Inlet
7. USCGC MAKO
8. USCGC IBIS
9. USCGC FINBACK
10. USCGC CLEAT

11. USCGC CAPSTAN

12. ANT Cape May

13. ANT Philadelphia

I. Sector Organization Charts.

1. The organizational chart in Figure 1-1 illustrates Sector Delaware Bay's relationship within the Coast Guard as a Fifth Coast Guard District unit under OPCOM.

Sector Delaware Bay's External Chain of Command

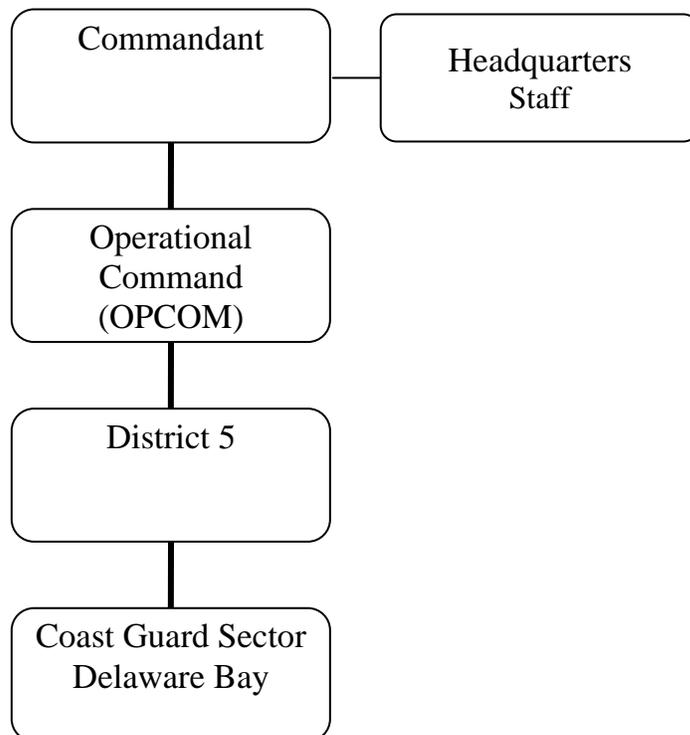


Figure 1-1: Sector Delaware Bay's External Chain of Command

2. The organizational chart in Figure 1-2 shows how Sector Delaware Bay is organized and illustrates the relationship between the various Sector components.

Sector Delaware Bay's Internal Chain of Command

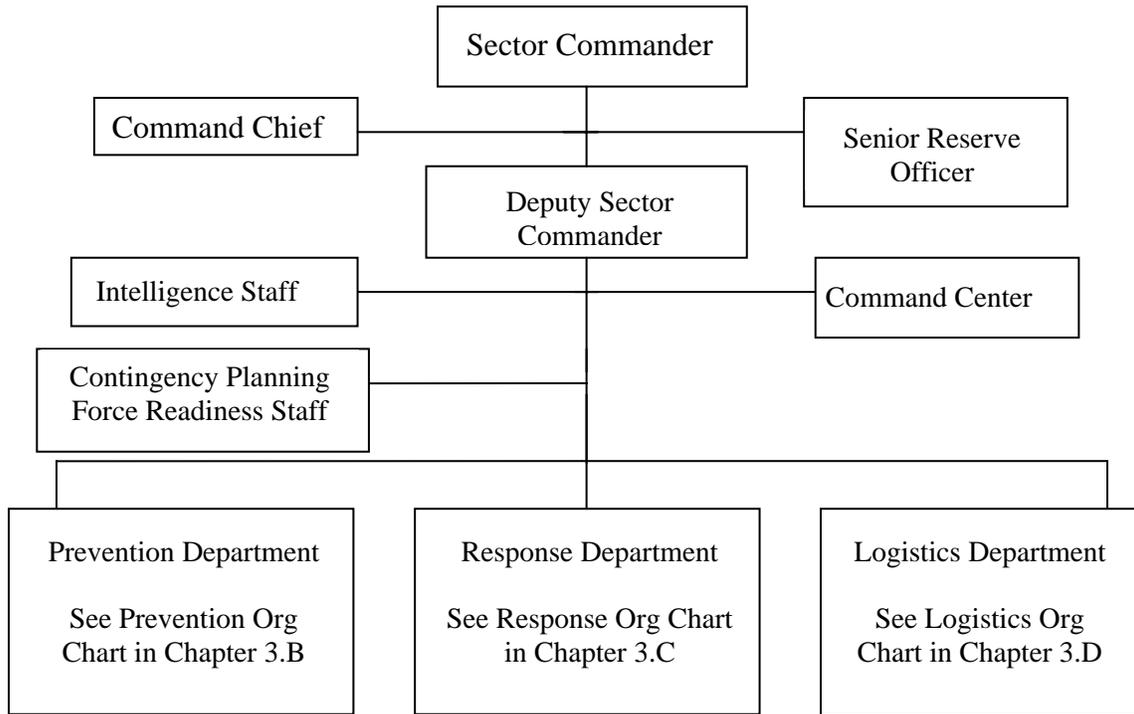


Figure 1-2: Sector Delaware Bay's Internal Chain of Command

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CHAPTER 2. COMMAND AND CONTROL

A. Overview and Organization Chart.

1. Overview.

- a. The Coast Guard, pursuant to the Act of January 28, 1915 (38 Stat. 800), as amended, is a military service at all times and constitutes a branch of the armed forces of the United States, operating as a Service under the Department of Homeland Security (DHS) in time of peace, and as a Service under the Department of the Navy in time of war, or whenever the President shall so direct.
- b. When operating under DHS, the Commandant, as the senior officer of the Service, is directly responsible to and reports directly to the Secretary of Homeland Security. The Secretary of Homeland Security, as a member of the Presidential Cabinet, affords top representation in the Executive Branch of the government.
- c. When operating under the Department of the Navy, the Coast Guard retains its Service identity. The Commandant, as the senior officer of the Service, reports to the Secretary of the Navy and the Chief of Naval Operations in a manner prescribed by the Navy in wartime directives.
- d. The basic organization pattern of the Coast Guard reflects an assignment of military command and control with both operational and administrative responsibility and authority among components in Coast Guard Headquarters, Operational Command, District Commands, and individual units in the field. The Coast Guard Organization Manual, COMDTINST M5400.7 (series), contains information on the chain of command above the Sector level.
- e. Sector commands provide unified command and control for accomplishing Coast Guard mission objectives through the integrated conduct of operations, coordinated leveraging of maritime partner relationships, foresight in planning, and aggressive employment of assets and capabilities within the assigned Area of Responsibility (AOR). Sectors provide strategically-guided, goal-focused, high-performance service delivery across the full range of Coast Guard missions. The creation of Sectors transforms a diverse array of field unit structures into a standard Sector Command organizational architecture, consisting of Command Staff, Prevention, Response, and Logistics components. Command and control is centralized to serve all four components and Sector units.
- f. The military, multi-mission, maritime character of the Coast Guard is reinforced and strengthened by the Sector concept. Relationships between Sector Prevention and Response Departments are characterized by supporting and supported responsibilities that foster a collaborative interdependence to accomplish all mission objectives. Sector components demonstrate multi-mission agility across organizational lines regardless of functional responsibility. This structure allows the flexibility to meet

new mission demands without reorganizing and facilitates a rapid, full unit transition to an incident command, where personnel from all Sector components are available to fill Incident Command System (ICS) positions. This unity of effort is reflected not only in major response and security operations, but also in day-to-day response and security enforcement, as well as prevention and compliance operations. Sectors integrate legacy Marine Safety Office (MSO) and Group assets and responsibilities, to support Coast Guard strategic goal outcomes. All Sector operations are supported and enhanced by an integrated planning staff and a command center that provides an up-to-date Common Intelligence Picture (CIP) and Common Operational Picture (COP).

2. Organization Chart. Figure 2-1 below shows the organization chart for the Sector Commander, the Deputy Sector Commander, and their staffs.

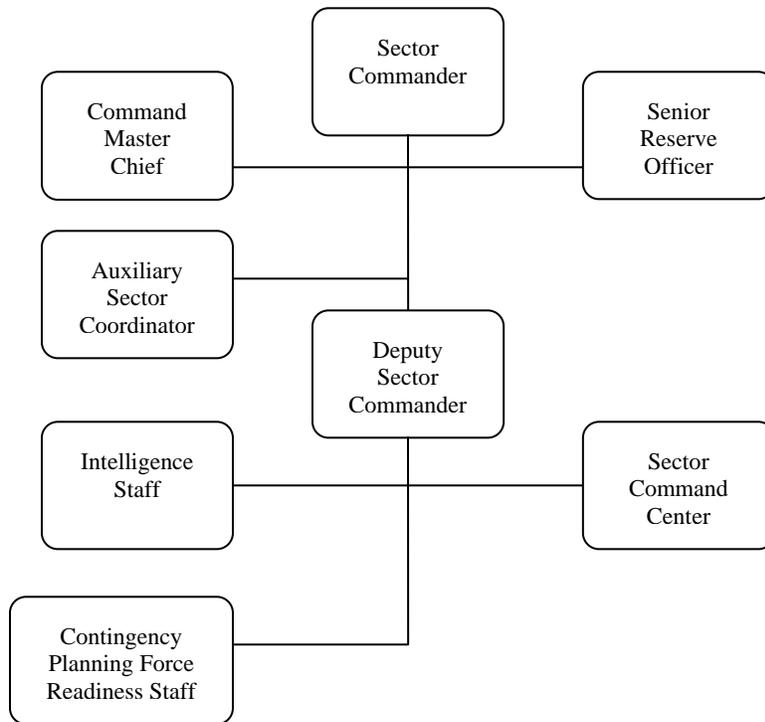


Figure 2-1: Coast Guard Sector DELBAY Command Staff Organization

B. Organizational Principles.

1. Definitions.

- a. Organization: People and materials, arranged functionally or by processes, for the purpose of carrying out missions. The organization structure provides the basic framework and integrates the basic components of functions or processes and people

assigned to perform them, and the personnel/human factors impacting the organization. A healthy organization establishes and maintains proper relationships among personnel, functions/processes, and assorted material considerations in order to effectively and efficiently accomplish the objectives that support the missions.

- b. Chain of Command: The succession of commanding officers from a senior to a subordinate through which command is exercised.
- c. Command: The authority vested, either by rank or assignment, in an individual for the direction, coordination, and control of Coast Guard assets. Command includes the authority and responsibility for effectively utilizing available resources, and organizing, directing, coordinating, controlling, and planning the employment of military forces for the accomplishment of assigned missions. It also includes responsibility for the health, welfare, morale, and discipline of assigned personnel.
 - (1) Operational Control (OPCON): Those functions involving the composition of subordinate forces, the assignment of tasks, the designation of objectives, and the authoritative direction necessary to accomplish the mission. It does not include such functions as administration, discipline, internal organization, and unit training, except when a subordinate commander requests assistance.
 - (2) Tactical Control (TACON): Command Authority over assigned forces or commands, or military capability or forces made available for tasking, that is limited to the detailed and usually local direction and control of movements and maneuvers necessary to accomplish assigned missions or tasks. The temporary authority to direct activities of a specific unit on a specific mission for a specified period of time, this authority is assigned to the operational commander. TACON does not provide organizational authority or authoritative direction for administrative and logistics support; the parent unit continues to exercise those responsibilities unless otherwise directed.
 - (3) Administrative Control: (ADCON) Direction or exercise of authority over subordinate or other organizations in respect to administrative matters, such as personnel management, supply, services, and other matters not included in the operational mission of the subordinate or other organizations. NOTE: The term “administrative control” should not be confused with the term “administrative support.” Administrative support is often used to describe the support one unit provides to another under the terms of a formal or informal agreement, such as an intra-service support agreement. Administrative support can be provided and received among units at a variety of command levels regardless of their organizational relationships.
- d. Unit: A separately identified Coast Guard organizational entity, under a duly assigned commanding officer or officer-in-charge, provided with personnel and material for the performance of a prescribed mission. Examples of units include cutters, stations, marine safety offices, etc.

- e. Sub-unit: A separately identified segment of a Coast Guard unit, managed by a supervisor. A sub-unit is designated when that segment is geographically separated from the parent unit, or the essential character and mission of that segment is uniquely different from the parent unit. The authority of a supervisor of a sub-unit and that of a commanding officer or officer-in-charge of a unit are not the same. Refer to United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series) for more information. Examples of sub-units include: Marine Safety Detachments (MSDs), Stations (Small), etc. The word "detachment" in the title generally connotes a sub-unit.
- f. Technical Control: The responsibility of a designated Headquarters Office Chief or Directorate for coordinating policy for the overall management of a specific Headquarters unit. This includes planning, programming, and budgeting for resources; provision of mission policy, doctrine and procedures; and evaluation of mission performance. Only one Headquarters Office Chief /Directorate shall be designated to exercise technical control over each Headquarters unit, regardless of the number of service wide support functions a unit performs.

2. Sector Chain of Command.

- a. Sector Delaware Bay's chain of command is depicted in the Sector Organization Chart in Chapter 1 of this ORGMAN. The Commandant, as the senior officer of the Coast Guard, has ultimate responsibility for the execution of military and regulatory duties assigned to the Coast Guard. To execute the Coast Guard's duties effectively, the Commandant has delegated authority to specific positions; e.g., OPCOM, District Commanders, Officers in Charge, Marine Inspection (OCMI), and Captains of the Port (COTP) in the Coast Guard to execute certain command functions. Further delegations of authority by senior officers in the chain of command are contained within District directives. These authorities and the degree of delegation authorized are laid out later in this ORGMAN. The duties and authorities of those officers senior to the Sector Commander are listed in United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series). The chain of command within Sector Delaware Bay shall be:
 - 1) Sector Commander
 - 2) Deputy Sector Commander; and
 - 3) Department Heads.
- b. The Sector Commander shall normally issue all orders relative to the duties of the command and the administration of personnel through the Deputy Sector Commander, and shall keep the Deputy Sector Commander informed of all policies.

c. Chain of Command for Sector Functions.

(1) Regulatory control. 33 CFR 1.01 and 46 CFR 1.01 provide for the delegation of authority by the Commandant to district commanders, OCMI, and COTPs. 33 CFR 3.25-05 describe the command authority of OCMI and COTPs within their geographic zones. 46 CFR 1.01-15 (a) states that the military chain of command is from the district commander to each OCMI within the district. In some cases, authority flows from the Commandant to the district commanders and then to OCMI and COTPs. In other cases, it flows directly from the Commandant to the OCMI and COTPs, as well as to the district commanders. (See 33 CFR 160.111.) Final authority is vested in the OCMI for the performance, within the area of his or her jurisdiction, of the functions specified in 33 CFR 1.01-20, subject to appeal as provided in 46 CFR 2.01-70. Thus, while the OCMI is under the administrative control of the district commander, the delegated authority runs from the Commandant through the district commander or directly from the Commandant.

(2) Military Control. The concept of OCMI and COTP authority relates to operational responsibilities for safety of life and property, national security, and environmental protection, under applicable laws, apart from the Coast Guard's internal command and support network. Where internal management is involved, the authority of the unit commanding officer (CO) is exercised. For operational responsibilities the OCMI or COTP, or designated Acting OCMI or Alternate COTP, is charged with performance of Commercial Vessel Safety (CVS) or Port, Waterways, and Coastal Security (PWCS)/Marine Environmental Protection (MEP), duties for a certain geographical area.

3. Span of Control and Unity of Command.

- a. The appropriate span of control of an organization is a function of the type of work performed, the degree of complexity of the work, and the responsibility involved. The principle of unity of command requires that an individual should be responsible to only one senior. Roles and responsibilities for Sector Delaware Bay command and control, departments, watch organization, and collateral duty positions are listed in subsequent chapters to this manual. Additionally, the Watch Quarter and Station Bill (WQSB) lists positions and assignments of all personnel for all contingencies.
- b. Sector Delaware Bay is organized to avoid excess organizational layers and to ensure that superiors throughout the chain of command can effectively coordinate and direct the Sector's missions and functions. Span of control and geographic and functional requirements may determine the need for command authorities below the Sector level. Sector Delaware Bay sub-units will use the Sector Logistics Department for all administrative, finance, and support functions. Additionally, the Sector Logistics Department Head will fulfill the traditional Executive Officer role of internal administrative and personnel management coordination for the Sector Commander.

4. Asset Management.

- a. In the past, the functional statements of Coast Guard organizations served to clarify and reinforce program and asset management and ownership. Traditional functional descriptions do not map over well to the Sector organization, which intentionally leverages Coast Guard assets to better support all missions. Sector Delaware Bay personnel are assigned to specific billets by the Coast Guard Personnel Command (CGPC). Boats, cutters, personnel, and equipment have been assigned within the organization where they conduct the majority of their operations, with the understanding and expectation that they may be tasked to support any mission, given the operational requirement. The sections documenting roles and responsibilities and internal/external relationships in Chapters Two and Three of this Manual clearly define asset management and ownership. When questions arise in this area, personnel shall seek guidance from their reporting senior or the Deputy Sector Commander.
- b. Efficient Use of Resources. The efficient use of resources within all Sector components as stated above is founded on the principle that personnel and assets are assigned to a staff, department, or division where they conduct the majority of their work, but with the understanding that they will be assigned or tasked temporarily to support any Sector Delaware Bay mission, given the operational need. As explained in the following section, when an actual or potential significant incident exists; e.g., major multi-unit SAR case, ship collision, or major oil spill, numerous personnel from both the Logistics and Prevention Departments may be assigned for short or extended periods of time to duty working for the Response Department, Federal On-Scene Coordinator (FOSC), or SAR Mission Coordinator (SMC). It is imperative for efficient asset management and resource use, and for maintaining both unity of command and the military chain of command, that all personnel understand their primary billet duties and chain of command, the temporary assignments within the Sector that they may be detailed to, and all WQSB duties.

5. Incident Command System.

- a. The Coast Guard has implemented the National Incident Management System (NIMS) Incident Command System (ICS) Service-wide for use during response operations and for management of major events and incidents. ICS provides responders with a flexible response management tool, interoperability with other response organizations, and surge capability. ICS also aids in the improvement of responders' skills and standardizes the Coast Guard's ability to respond independently or as part of a multi-agency response effort, effectively improving Service readiness.
- b. The Coast Guard Incident Command System Implementation Plan, COMDTINST M3120.15 (series), mandates the use of the ICS organization at all Coast Guard commands and requires that unit operational and support contingency plans be maintained to manage a Regional or National Incident Command in their respective AORs.

- c. Sector Commanders shall include a NIMS Incident Command System (ICS) organization as part of their Sector WQSB, maintain required operational and support plan within unit Standard Operating Procedures (SOP), and ensure all Sector personnel receive the appropriate ICS level-training.
6. Risk Based Decision Making (RBDM) and Operational Risk Management (ORM).
- a. The Coast Guard uses RBDM methodologies to help units apply risk-based approaches to all Coast Guard activities. Risk-Based Decision Making, COMDTINST 16010.3 (series), includes guidelines to more fully integrate RBDM into unit organizational principles and day-to-day operations and activities.
 - b. ORM includes processes to assess and manage risks across all Coast Guard missions and activities. Team Coordination Training (TCT) is a Coast Guard program to combat human error by focusing on improved team performance to prevent mishaps. Crew Resource Management (CRM) training teaches risk management principles that outline a systematic process to continuously assesses and manages risks. ORM is complemented by RBDM processes and training. The ORM program is essential to meeting Sector Delaware Bay's organizational goals and missions. Operational Risk Management, COMDTINST 3500.3 (series), standardizes the Coast Guard's ORM policy and outlines procedures and responsibilities to implement ORM. Sector Commanders shall incorporate ORM concepts into daily operational, maintenance, and support activities, unit bills, SOPs, checklists, and other procedural documents using appropriate guidance provided by applicable program managers and Commandant directives.

C. Sector Commander.

- 1. Roles and Responsibilities. Under the direction of the District Five Commander, and in accordance with all applicable laws, regulations, and policies, the Sector Delaware Bay Commander serves as the Sector's Senior Coast Guard Representative and Commanding Officer, the designated Captain of the Port (COTP), Federal Maritime Security Coordinator (FMSC), Officer in Charge Marine Inspections (OCMI), Federal On-Scene Coordinator (FOSC), and Search and Rescue (SAR) Mission Coordinator (SMC). The Sector Delaware Bay Commander is the direct representative of the District Five Commander in all matters pertaining to the Coast Guard within Sector Delaware Bay's AOR. The Sector Delaware Bay Commander is responsible for the proper administration of the Sector; for the efficient, safe, and economical performance of the duties of the Coast Guard within the Sector; and for the indoctrination, training, discipline, and proper utilization of the personnel under their command. The Sector Delaware Bay Commander requires all subordinates to attain and maintain a state of readiness to perform all duties for which they may be called upon, and to promptly, energetically, and effectively perform such duties. The Sector Delaware Bay Commander has established, and will maintain, a proactive relationship with the public, and with the maritime industry specifically, and requires subordinate unit COs/OICs to do likewise. The Sector Delaware Bay Commander is vested with all the rights, responsibilities, duties, and

authority of a legacy Group Commander and a Commanding Officer, legacy Marine Safety Office as provided for in United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series). Under the direction of the District Five Commander, and in accordance with all applicable laws, regulations, and policies the Sector Delaware Bay Commander is responsible for the following:

- a. Coast Guard mission objectives accomplished within assigned Area of Responsibility (AOR). Overseeing the full range of Sector Delaware Bay prevention, response, and logistics processes; ensuring that all Sector components closely coordinate operations to ensure a system of interdependence; ensuring the development and maintenance of Sector performance and readiness measures to ensure the operational readiness of all assigned units and personnel and to foster a shared commitment to mission performance. The Sector Delaware Bay Commander shall ensure that the full range of Sector operation and readiness planning is conducted among all Sector components to address contingencies and operational requirements. The Sector Delaware Bay Commander shall oversee the professional development of those individuals placed in key leadership positions within the Sector to ensure cross-mission training and the development of required competencies and experience.
- b. Unified Coast Guard command presence within assigned AOR. Serving as the principle spokesperson within Sector Delaware Bay's AOR, and seeking opportunities to raise the visibility of the Coast Guard. The Sector Delaware Bay Commander will partner with other federal [including other Department of Homeland Security (DHS) agencies], state, and local government representative as well as public and private; (e.g., maritime industry representatives and stakeholders) to ensure an interdependent approach to addressing maritime threats and vulnerabilities. Additionally, to ensure the rapid sharing of information and intelligence, and to accomplish DHS and Coast Guard goals and objectives.
- c. Senior Coast Guard Representative's Responsibilities. In carrying out the Senior Coast Guard Representative's responsibilities, the Sector Delaware Bay Commander shall accomplish the following:
 - (1) Raise the visibility of the Coast Guard. Direct unit public affairs program, promote public understanding and support of the Coast Guard, and direct information flow during Coast Guard operations.
 - (2) Foster effective internal DHS and external (all other federal, state, and local agencies and maritime industry representatives) relations. Identifying potential partnerships and establishing and maintaining those partnerships.
- d. Sector Commanders' Responsibilities. In carrying out Sector Commanders' responsibilities, the Sector Delaware Bay Commander shall accomplish the following:

- (1) Foster and develop a cohesive command. Maintain good order and discipline, require a positive command workplace climate, develop personnel, perform honors and ceremonies, emphasize quality of life, and require workplace safety.
 - (2) Maintain command operational readiness. Ensure sufficient personnel are available to safely and effectively perform unit missions, ensure a training program is maintained, ensure needed equipment is available and operational, ensure needed logistical support is available, ensure required infrastructure is maintained, ensure the flow of information, and ensure that effective safety risk management principles are incorporated into the planning and execution of on and off duty evolutions and activities.
 - (3) Oversee command operational performance. Ensure the economy of command and command effectiveness; require safe operations and the continuous evaluation and implementation of lessons learned.
 - (4) Ensure that Sector Delaware Bay and sub-units are in compliance with all applicable environmental laws, regulations, and executive orders. Ensure all staffs are made aware of their environmental responsibilities.
- f. Captain of the Port Responsibilities. In carrying out COTP responsibilities the Sector Delaware Bay Commander shall accomplish the following:
- (1) Promote and enforce safe operating ports. Direct the enforcement of port/waterways safety laws and regulations, vessel operations safety laws and regulations, cargo safety laws and regulations, Limited Access Areas (LAAs), facility operations safety laws and regulations; and oversee the administration, operation, and maintenance of Aids to Navigation (ATON) systems.
 - (2) Promote and enforce secure operating ports. Direct the port/waterways and coastal security program; direct the enforcement of vessel operations security regulations, personnel security regulations, cargo security regulations, and facility operations security regulations.
 - (3) Promote and enforce environmental compliant operations. Direct the port/waterways environmental compliance program; direct enforcement of bulk liquid transfer laws and regulations, tank vessel operation laws and regulations, packaged hazardous material operations laws and regulations, pollution prevention laws and regulations, and ocean dumping/incineration laws and regulations.
- g. Federal Maritime Security Coordinator (FMSC) Responsibilities. In carrying out FMSC responsibilities, the Sector Delaware Bay Commander shall accomplish the following:

- (1) Coordinate Area Maritime Security Plan (AMSP) and planning efforts. Coordinating Area Maritime Security (AMS) vulnerability assessments; direct development and maintenance of AMS plans, and maintenance of records.
 - (2) Oversee security incident preparation. Coordinate AMS plan exercises and AMS plan evaluations.
 - (3) Oversee security incident response. Coordinate AMS plan activation and incident mitigation activities; facilitating the conduct of investigations.
- h. Officer in Charge Marine Inspections (OCMI) Responsibilities. In carrying out OCMI responsibilities, the Sector Delaware Bay Commander shall accomplish the following:
- (1) Oversee the Marine Safety Program in the Sector Delaware Bay Marine Inspection Zone (MIZ). Direct vessel inspection programs and shipyard/factory inspections of material and equipment for vessels; supervise the command field activity training and qualification program; direct maritime investigations; supervise Marine Safety Function of the Marine Information for Safety and Law Enforcement (MISLE) System; and direct enforcement of navigation, vessel inspection, and seamen laws in general.
 - (2) Provide Marine Safety Program recommendations to District Five. Facilitate waivers, exemptions, extensions and appeals requests; and forward regulatory compliance issues.
- i. Federal On-Scene Coordinator (FOSC) Responsibilities. In carrying out FOSC responsibilities, the Sector Delaware Bay Commander shall accomplish the following:
- (1) Coordinate Area Contingency Plan (ACP) and planning efforts. Direct the development, maintenance and exercises of contingency plans.
 - (2) Oversee pollution response preparation. Direct pollution event planning coordination and the exercise and evaluation of the ACP.
 - (3) Oversee pollution event response. Evaluate the spill/release and coordinate on-scene response. Make recommendations, and prepare and submit On-Scene Coordinator (OSC) reports.
 - (4) Oversee pollution event mitigation. Determine the feasibility of removal, ensure the adequate direction or monitoring of removal, and determine when removal is complete.
- j. Search and Rescue (SAR) Mission Coordinator (SMC) Responsibilities. In carrying out SMC responsibilities, the Sector Delaware Bay Commander shall accomplish the following:

- (1) Oversee SAR preparation. Direct SAR planning coordination, oversee SAR training, evaluate crew/equipment, and direct SAR plan exercises and SAR plan evaluations.
 - (2) Oversee SAR response. Direct initial mission response and direct/monitor follow-on mission response.
 - (3) Render decisions to suspend active searches. Brief the SAR Coordinator and suspend the search.
2. Internal/External Relationships. It is the Commandant's policy to partner with other federal, state, local, tribal, public, and private sector stakeholders to ensure a cooperative approach in addressing operational and maritime safety issues. The Sector Delaware Bay Commander should develop and maintain liaison with appropriate levels of personnel from those agencies that have an interest in, or responsibilities within, Coast Guard mission areas. Additionally, Sector Delaware Bay functions as a District Five unit and, as such, the Sector Delaware Bay Commander is expected to serve as the principle Coast Guard spokesperson within the Sector Delaware Bay AOR and should seek all available opportunities to raise the visibility of the Coast Guard. Representative agencies that should be considered for establishing internal DHS and external (all other federal, state, and local agencies and maritime industry representatives) relationships include, but are not limited to:
- a. Department of Homeland Security (DHS): All agencies
 - b. Department of Transportation (DOT): Maritime Administration (MARAD) and the Research and Special Program Administration (RSPA)
 - c. Department of Agriculture (USDA): Animal and Plant Health Inspection Service (APHIS)
 - d. Department of Commerce (DOC): National Institute of Standards and Technology (NIST), National Marine Fisheries Service (NMFS), National Oceanic and Atmospheric Administration (NOAA), and the National Weather Service (NWS)
 - e. Department of Defense (DOD): U. S. Army Corps of Engineers (USACE), Military Sealift Command (MSC), United States Navy (USN), Supervisor of Salvage (SUPSALV), National Geospatial-Intelligence Agency (NGA), U.S. Northern Command (NORTHCOM) and the Surface Deployment and Distribution Command (SDDC)
 - f. Department of Energy (DOE): Radiological Assistance Program (RAP)
 - g. Department of Health and Human Services (HHS): Centers for Disease Control and Prevention (CDC), National Institute of Occupational Safety and Health (NIOSH),

Public Health Service (PHS), and the Agency for Toxic Substances and Disease Registry (ATSDR)

- h. Department of the Interior (DOI): Bureau of Land Management (BLM), Fish and Wildlife Service (FWS), National Park Service (NPS), Bureau of Indian Affairs (BIA), and the Minerals Management Service (MMS)
- i. Department of Justice (DOJ): Drug Enforcement Administration (DEA), Federal Bureau of Investigation (FBI), Office of the Attorney General, U. S. Marshals Service (USMS), and the Bureau of Alcohol, Tobacco, Firearms, and Explosives (ATF)
- j. Department of Labor (DOL): Occupational Safety and Health Administration (OSHA)
- k. Department of the Treasury: Internal Revenue Service (IRS)
- l. Department of State (DOS)
- m. Environmental Protection Agency (EPA)
- n. Federal Communications Commission (FCC)
- o. General Services Administration (GSA)
- p. National Transportation Safety Board (NTSB)
- q. Classification societies
- r. Coast Guard Resources: Liaisons between appropriate command level with District Five, OPCOM, and Headquarters units or special teams, whose services or resources may be required in performing Sector Delaware Bay missions, shall be maintained.

3. Succession to Command.

- a. The Sector Delaware Bay Commander shall designate in writing, and forward to competent authority, the succession to command of officers assigned under their supervision, for purposes of command, control, and continuity, in times of emergency, absence for temporary additional duty or leave, or any other time they are unavailable. Sector Delaware Bay's succession of command shall be: (1) the Deputy Sector Commander, (2) if both the Sector Command and the Deputy Sector Commander are unavailable, the Department Heads in order of rank and seniority.
- b. Whenever the Sector Delaware Bay Commander is not available for duty, the next designated senior commissioned or warrant officer regularly assigned to duty in the Sector shall assume command, unless otherwise designated by the District Five Commander. If there is no such commissioned or warrant officer available, the District Five Commander shall designate an enlisted person to assume charge. When

an officer or enlisted person succeeds to command, the immediate superior officer and any subordinate units shall be informed.

- c. COTP and OCMI authorities are designated by Commandant and the District Five Commander, and may not necessarily be conferred upon the Deputy Sector Commander in the event of a succession to command.

4. Sector Commander Staff.

- a. Senior Reserve Officer. Under the general direction of the Sector Delaware Bay Commander, the Senior Reserve Officer shall:

- (1) Assist and advise the Sector Delaware Bay Commander on technical administration of the Sector reserve program, including all aspects of training and readiness of Reserve forces to support the active Coast Guard during both normal peacetime operations and surges in operations.
- (2) In concert with the Contingency Planning/Force Readiness Staff, oversee the readiness of the Reserve forces attached to the Sector.
- (3) Qualify to serve as either Sector Commander or Deputy Sector Commander if called upon to fulfill those duties.
- (4) Coordinate with representatives of Employer Support of the Guard and Reserve (ESGR) and other organizations to resolve civil affairs concerns that result from a reservist's affiliation with the Coast Guard.
- (5) Ensure family readiness education for reservists and their families.

- b. Sector Command Chief and Reserve Command Chief. Under the general direction of the Sector Delaware Bay Commander, the Sector Command Chief and Reserve Command Chief shall:

- (1) Advise and consult with the Sector Commander on the impact of existing or proposed policy changes and potential situations pertinent to the morale and general well-being of Coast Guard personnel and their families. Provide the Sector Commander with an evaluation of the impact on personnel of proposed policy changes.
- (2) Remain informed concerning current personnel policies, including pay and allowances, morale, welfare, housing, incentive programs, and serve as a source of information about these matters to individual Coast Guard personnel and their families to foster a mutual appreciation of their joint interests on the part of the individual and the command.

- (3) Provide articles of interest to members of the Coast Guard family via Sector bulletins, the Coast Guard Intranet, or newsletters addressing current programs, opportunities, and policies. Establish alternative means of communicating with active duty, reserve, and dependant personnel outside of the Coast Guard intranet.
 - (4) Upon invitation, serve as the representative of the Sector Commander in community and civic functions, and accompany the Sector Commander or Deputy Sector Commander to official functions, inspections, and ceremonies. Assist in the reception of official visitors to the command.
 - (5) Seek opportunities to establish professional relationships with other armed forces senior enlisted personnel at DOD units within the Sector's AOR.
 - (6) Make frequent visits to Sector units and meet informally with personnel to exchange ideas and disseminate information that affects unit personnel.
 - (7) Through all assigned roles and responsibilities, attempt to increase retention rates in the Coast Guard.
 - (8) Recommend action to correct adverse conditions and improve the quality of life for Coast Guard enlisted personnel within the command.
 - (9) Reinforce the commitment to quality management.
 - (10) Promote good order and discipline by helping the command in all matters pertaining to welfare, health, job satisfaction, morale, utilization, and training of personnel to promote traditional standards of good order and discipline.
 - (11) Help the command to establish a positive climate that is based on personal respect for all members regardless of race, color, religion, gender, age, or national origin within constraints of the law.
 - (12) Coordinate the Master Chief Petty Officer of the Coast Guard (MCPOCG) visits within the Sector.
 - (13) Ensure Chiefs' Call to Initiation is conducted within current guidelines from the Master Chief Petty Officer of the Coast Guard.
- c. Auxiliary Sector Coordinator. The Auxiliary Sector Coordinator (ASC) is an experienced Coast Guard Auxiliarist assigned by the Auxiliary District Commodore (DCO) in consultation with the District Five Director of Auxiliary and the Sector Delaware Bay Commander. The ASC works with the Sector to provide immediate input and response to requirements for Auxiliary support and facilitates Auxiliary service to the Deputy Sector Commander IAW COMDTINST M16790.1 (series).

D. Deputy Sector Commander.

1. The Deputy Sector Commander fills many roles in carrying out their assigned duties as they assist the Sector Commander plan, organize, lead, and control Sector Delaware Bay. Under the direction of the Sector Commander, and in accordance with all applicable laws, regulations, and policies, they serve as the Sector Commander's Senior Advisor and Safety Officer. Under the direction of the District Five Commander, the Deputy Sector Commander also serves as the Acting Senior Coast Guard Representative, Commanding Officer, COTP, FMSC, OCMI, FOSSC, and SAR SMC in the Sector Commander's absence. The Deputy Sector Commander is the Sector Commander's Senior Advisor in all matters pertaining to the Coast Guard within Sector Delaware Bay's AOR, and shall serve as the Acting Sector Commander in the absence of the Sector Commander. Under the direction of the Sector Commander, and under the general direction of the District Five Commander when serving as Acting Sector Commander, the Deputy Sector Commander is responsible for the following:
 - a. Coast Guard mission objectives accomplished within the assigned Sector AOR. The Deputy Sector Commander shall assist the Sector Commander with oversight of the full range of Sector Delaware Bay prevention, response and logistics processes; shall ensure that all Sector components closely coordinate operations to result in a system of interdependence; shall ensure, the development and maintenance of Sector performance and readiness measures to optimize the operational readiness of all assigned units and personnel and to foster a shared commitment to mission performance. The Deputy Sector Commander shall assist the Sector Commander with ensuring that the full range of Sector Delaware Bay operational and readiness planning is conducted among all Sector components to address contingencies and operational requirements. The Deputy Sector Commander shall assist the Sector Commander with oversight of the professional development of those individuals placed in key leadership positions within the Sector to ensure cross-mission training and the development of desired competencies and experience. While serving in an acting capacity, the Deputy Sector Commander has full responsibility for fulfilling the Sector Commander's roles.
 - b. Unified Coast Guard command presence within assigned AOR. Serving as the principal spokesperson within Sector Delaware Bay's AOR, seeking opportunities to raise the visibility of the Coast Guard when in an acting capacity and serve as spokesperson within the assigned AOR when so designated by the Sector Commander. The Deputy Sector Commander shall assist the Sector Commander in partnering with other federal (including other Department of Homeland Security (DHS) agencies), state, and local government representatives as well as public and private (e.g. maritime industry representatives) stakeholders to ensure an interdependent approach to addressing maritime threats and vulnerabilities, to realize the rapid sharing of information and intelligence, and to accomplish DHS and Coast Guard goals and objectives. The Deputy Sector Commander shall serve as the designated alternate Captain of the Port (COTP) and Federal Maritime

Security Coordinator (FMSC), and, unless they are otherwise delegated or assigned, as the alternate Officer in Charge Marine Inspections (OCMI) and Federal On-Scene Coordinator (FOSC). While serving in an acting capacity, the Deputy Sector Commander has full responsibility for fulfilling the Sector Commander's roles.

- c. Senior Advisor Responsibilities. In carrying out the Senior Advisor responsibilities, the Deputy Sector Commander shall provide expert advice and validated decisions to the Sector Commander by advising the Sector Commander in meeting both mission objectives and internal command objectives.
 - d. Safety Officer Responsibilities. In carrying out the Safety Officer responsibilities, the Deputy Sector Commander shall accomplish the following:
 - (1) Oversee occupational/environmental health programs. Promote Sector Delaware Bay safety and environmental health programs; enforce safety and environmental health laws, regulations, and policies; identify safety and environmental health violations; mitigate safety and environmental health violations; and, ensure that Sector Delaware Bay mishaps are reported and investigated.
 - (2) Oversee asset safety oversight and environmental factors. Promote Sector Delaware Bay asset safety and environmental stewardship; enforce asset safety and environmental laws, regulations, and policies; identify asset safety and environmental violations; and mitigate asset safety and environmental violations.
 - e. Acting Coast Guard Representative Responsibilities. See Sector Commander Section 2.C.1.c.
 - f. Acting Sector Commander Responsibilities. See Sector Commander Section 2.C.1.d.
 - g. Designated Alternate/Acting COTP, FMSC, OCMI, FOSC, and SAR SMC. See Sector Commander Sections 2.C.1.f. through j.
- 2. Internal/External Relationships. See Sector Commander Section 2.C.2.
 - 3. Deputy Sector Commander Staff - Roles and Responsibilities.
 - a. Chief, Contingency Planning/Force Readiness Staff. Under the direction of the Sector Commander and the Deputy Sector Commander, and in accordance with all applicable laws, regulations, and policies, the Chief, Contingency Planning/Force Readiness Staff is responsible for the following:

- (1) Readiness to perform. Ensuring that the Contingency Planning/Force Readiness Staff is ready to perform its operational activities by providing it with leadership and management support. This includes ensuring there are sufficient personnel available to safely and effectively perform required missions, meaning that personnel assigned to the Contingency Planning/Force Readiness Staff possess all required professional training and qualifications; to include at a minimum, attendance at a Coast Guard Contingency Planning School and obtainment of a Contingency Preparedness (CP) qualification; ICS 100-300 and any additional position specific qualifications; that all mission critical and assigned assets are available and operationally ready for use; that infrastructure is appropriately designed, maintained, and in place to support required missions, and that appropriate information and guidance is available, current, and accessible to execute required.

- (2) Effective Sector mission response through preparedness and readiness. Ensuring that all Sector components and DHS components (as applicable) are actively engaged in the cycle of quality preparedness to include development, training, exercise, and execution of Sector plans for readiness, logistics, contingency and emergency preparedness, and other plans (e.g. AMS) as needed for domestic emergencies and regional contingencies. Additionally, the Chief, Contingency Planning/Force Readiness is responsible for overseeing the maintenance of plans once they are developed, including the evaluation and refreshment of plans based on exercise results and changes in external factors that might impact operational readiness. The Chief, Contingency Planning/Force Readiness is responsible for all required submissions into the Coast Guard Contingency Preparedness System (CPS), to include Contingency Plans, Concept of Exercises, After Action Reports and Lessons Learned, and Remedial Action Management Program submissions. The Contingency Planning/Force Readiness Chief is also responsible for overseeing standardization, configuration management, and readiness attainment; e.g., Ready for Operations, for all Sector units; the oversight of all operational readiness training programs; the management of Sector Incident Command System (ICS) and Team Coordination Training readiness; the coordination and involvement of the Sector Command, Command Staff, Departments and divisions, and subordinate units in the Contingency Preparedness and Crisis Action Planning (CAP) processes and preparation of Contingency Plans and CAP Orders; and in coordination with the Senior Reserve Officer, the mobilization and demobilization of the Sector Reserve Force and the training of the Sector's Reserve personnel as related to Operational Readiness and Contingency Preparedness. The Chief, Contingency Planning/Force Readiness is also responsible for ensuring Sector Delaware Bay maintains an updated Watch Quarter and Station Bill (WQSB).

- (3) Responsibilities. In carrying out these responsibilities, the Chief, Contingency Planning/Force Readiness shall accomplish the following:

- (a) Coordinate and oversee mission preparedness. Developing readiness measures for the Sector and ensuring the development and effectiveness of contingency plans.
 - (b) Oversee Sector Unit personnel, training as related to contingency and emergency preparedness and operational readiness, and notification to Finance and Supply Division for required equipment, and supply resources.
- (4) Internal/External Relationships. Internal Sector and DHS relationships flow from the responsibilities outlined above. The Sector Planning Staff are required to be actively involved in the Area Maritime Security Committee for coordination of the Area Maritime Security Plan (AMSP), and the Area Committee for coordination of the Area Contingency Plan (ACP), as well as other federal, state and local government planning committees and civic organizations that have common goals. These groups include, but are not limited to, federal, state and local emergency planning committees (LEPC), federal, state, and local environmental and security/law enforcement agency groups, disaster relief and preparedness agencies, area DOD military base exercise staffs planning and exercise staffs, and local marine industry.
- b. Contingency Planning/Force Readiness Staff – Duty. Officers, enlisted, and civilians assigned to duty in the Contingency Planning/Force Readiness Staff, working under the direction of the Chief, Contingency Planning/Force Readiness, are responsible for the following:
- (1) Effective Sector mission response through preparedness and readiness. Ensuring that all Sector components and DHS components (as applicable) are actively engaged in the development, exercise, training, and execution of Sector plans for readiness, logistics, contingency and emergency preparedness, and other plans as needed for domestic emergencies and regional contingencies. Additionally, the staff is responsible for the maintenance of plans once they are developed, including the evaluation and refreshment of plans based on exercise results and changes in external factors that might impact operational readiness. The staff is also responsible for overseeing the standardization, configuration management, and readiness attainment (e.g. Ready for Operations (RFO)) for the Sector; the oversight of all operational readiness training programs; the management of Sector Incident Command System (ICS) and Team Coordination Training (TCT) readiness; and in coordination with the Senior Reserve Officer, the mobilization and demobilization of the Sector Reserve Force, and the training of the Sector's Reserve personnel as related to Operational Readiness and Contingency Preparedness.
 - (2) Responsibilities. In carrying out their responsibilities within the Contingency Planning/Force Readiness Staff, personnel shall accomplish the following:

- (a) Develop, validate and maintain current Sector contingency and response plans. Integrate risk-based decision making principles into contingency plans, utilizing data from tools such as Maritime Security Risk Analysis Model & Port Security Assessment.
 - (b) Coordinate operational readiness and contingency preparedness exercises. Develop, direct, and evaluate readiness through contingency preparedness, training, seminars, drills, and exercises.
 - (c) Coordinate contingency preparedness and operational readiness training to include training for all contingency and emergency plans, and the Incident Command System (ICS). Develop readiness training plans. Schedule and conduct readiness training, seminars, drills and exercises.
 - (d) Coordinate Reserve Force contingency preparedness and operational readiness with the Senior Reserve Officer, including mobilization/demobilization of Sector Reserve forces and ensure the contingency preparedness and operational readiness of Sector Reserve personnel.
 - (e) Coordinate Unit Ready For Operations (RFO) program. Conducting RFO audits and completing after-action/lessons-learned requirements.
 - (f) Coordinate submittal of applications for the Port Security Grant Program & oversee expenditures of grants funds within AOR in conjunction with Area Maritime Security Committee & applicable plans.
 - (g) Maintain the Sector's Watch Quarter and Station Bill (WQSB).
- c. Intelligence Staff. Under the direction and supervision of the Sector Commander and the Deputy Sector Commander, the Chief, Sector Intelligence Staff and assigned staff serve as the primary intelligence support element for all intelligence operations within Sector Delaware Bay's AOR and are responsible for the following IAW COMDTINST 3810.5 (series):
- (1) Responsibilities. In carrying out their responsibilities within the Intelligence Staff, personnel shall accomplish the following:
 - a. Manage and oversee Coast Guard intelligence operations within the Sector in accordance with District SOPs.
 - b. Ensure the appropriate sharing of intelligence and law enforcement information among Coast Guard commands, DHS, and other Federal Intelligence Community agencies in accordance with applicable law and policy. Remain cognizant of developments in neighboring Sectors and coordinate shared intelligence issues with counterparts.

- c. Provide national, area, and field-level intelligence reporting, culling the intelligence and information that is relevant for the Sector and interpreting/tailoring it to meet Sector needs, and advocate for additional intelligence production when Sector requirements are not being met.
 - d. Provide for the collection, evaluation, reporting, and dissemination of operational intelligence and law enforcement information essential to Sector mission execution.
 - e. Support first-level analysis by providing raw reporting to the District Five Intelligence Staff and Maritime Intelligence Fusion Center.
 - f. Ensuring Sector Delaware Bay, District Five, Coast Guard, and national intelligence requirements are fully met and reported in accordance with current law and policy.
 - g. Carry out other applicable duties contained within classified directives and publications/manuals.
- (2) Internal/External Relationships. Internal Sector Delaware Bay and DHS relationships flow from the responsibilities outlined above. To enhance the sharing of information and the leveraging of resources, the Sector Intelligence Staff should be engaged in interagency task forces and dialog with Coast Guard Investigative Service (CGIS) agents and local law enforcement agencies. These agencies include, but are not be limited to, the Joint Terrorism Task Force (JTTF), Anti-Terrorism Task Force (ATTF), Bureau of Alcohol, Tobacco and Firearms and Explosives (ATF), local and state police agencies, and the Port Readiness Committee. To avoid duplication of effort, close coordination with the Response and Prevention Departments is required.
- d. Sector Command Center. The Sector Command Center (SCC) serves an operations integration and coordination function and is located organizationally to support all Departments equally. For example, in the event of a search and rescue response, the Command Center supports the Response Department. Likewise, it supports the Prevention Department during a major marine event. The SCC includes a continuously staffed command and control watch that has sole responsibility for monitoring and coordinating all Coast Guard operations in Sector Delaware Bay's AOR. Refer to Command Center Manual (CCM), COMDTINST M3120.20 (series) for detailed responsibilities of Sector Command Centers.
 - e. Chief, SCC. Under the direction and supervision of the Sector Commander and the Deputy Sector Commander, and in accordance with all applicable laws, regulations, and policies, the Chief, SCC is responsible for the following:
 - (1) Readiness to perform. Ensuring that SCC watchstanders are ready to perform their operational activities by providing them with leadership and

management support. This includes ensuring there are sufficient personnel available to safely and effectively perform required missions, meaning that personnel assigned to the SCC possess all required professional training and qualifications; that assigned personnel are willing and able to safely and effectively perform required missions; that all mission critical and assigned assets are available and operationally ready for use; that infrastructure is appropriately designed, maintained, and in place to support required missions, and that appropriate information and guidance is available, current, and accessible to execute required missions.

- (2) Operational command, control, coordination, communications, intelligence, sensor analysis, and data mining (C4ISM) coordination in the Sector's AOR. Ensuring that C4ISM are coordinated within the Sector's AOR 24 hours a day, seven days a week. This includes the maintenance and operation of all voice and data communications capabilities, coordination with other Sector components, coordination with federal, state, and local operations centers within the Sector's AOR, and issuing appropriate Notice to Mariners, Situation Reports (SITREP), Marine Information for Safety and Law Enforcement (MISLE) entries and Security Alerts.
- (3) Mission Response Coordination in Sector AOR. Ensuring the Sector Command Center dispatches, monitors, and tasks all assigned resources in the conduct of all security, Search and Rescue (SAR), law enforcement (LE) and environmental responses and any other missions within the Sector AOR; that all Sector departments are kept aware of ongoing operations; and ensuring compliance with all guidance and direction from the Sector Response and Prevention departments is complied with.
- (4) Maritime Domain Awareness in the Sector's AOR. Ensuring Maritime Domain Awareness (MDA) through a Common Operating Picture (COP) and Common Intelligence Picture (CIP) by monitoring, analyzing, evaluating, and responding to data provided by all available sensors and systems for potential threats to people and property in the Sector AOR. This includes maintaining a current display of the readiness status of all pertinent Coast Guard and non-Coast Guard assets, including vessels, boats, aircraft, communications equipment and people in the Sector's AOR and maintaining accessible real-time waterways management data.
- (5) Responsibilities. In carrying out these responsibilities, the SCC Chief shall accomplish the following and comply with the CCM (COMDTINST M3120.20):
 - (a) Oversee SCC administration. Managing personnel, training, equipment, and supply resources.

- (b) Oversee SCC operations. Evaluating SCC activities and ensuring SCC effectiveness.
- (6) Internal/External Relationships. Internal Sector and DHS relationships and external relationships flow from the responsibilities outlined above. Close coordination of these relationships is required with other Sector staffs and departments to avoid duplicating efforts.
- (7) Classified Material Security. The Supervisor, SCC shall coordinate with the Classified Material Control Officer (CMCO) to exercise control over all classified publications and material issued to the command, in accordance with the current regulations, orders and instructions. This includes requiring strict observance of all regulations, orders, and instructions pertaining to the security of classified documents, material, and information.
- g. Communications Supervisor, SCC. Under the direction of the SCC Chief, the Communication Supervisor, SCC is responsible for the organization, supervision and coordination of the Sector's communications in addition to management of connected internal radio systems. As an advisor to the sector command on all communications matters, the Communications Supervisor, SCC must be cognizant of all communications annexes of operational plans affecting the mission of the command and must maintain familiarity with communications publications.
- h. SCC watchstanders. SCC watchstanders working under the direction of the SCC Chief are responsible for the following:
 - (1) Operational command, control, coordination, communications, intelligence, sensor analysis, and data mining (C4ISM) coordination in Sector Delaware Bay's AOR. Ensuring that C4ISM is coordinated within Sector's AOR 24 hours a day, seven days a week. This includes the maintenance and operation of all voice and data communications capabilities, coordination with other Sector components, coordination with federal, state, and local operations centers within Sector's AOR, and issuing appropriate Notice to Mariners, Situation Reports (SITREP) and Security Alerts. Maintain proficiency in MISLE and Search and Rescue Optimal Planning System (SAROPS).
 - (2) Mission response coordination in Sector Delaware Bay's AOR. Ensuring that the Sector SCC dispatches, monitors, and tasks all assigned resources in the conduct of all mission responses within Sector's AOR; that all Sector departments are kept aware of ongoing operations; and ensuring compliance with guidance and direction from the Sector Response and Prevention departments.
 - (3) Maritime Domain Awareness (MDA) in Sector Delaware Bay's AOR. Ensuring MDA through a Common Operating Picture (COP) by monitoring,

analyzing, evaluating, and responding to data provided by all available sensors and systems for potential threats to people and property in Sector's AOR. This includes maintaining a current display of the readiness status of all pertinent Coast Guard and non-Coast Guard assets, including vessels, boats, aircraft, communications equipment and people in Sector's AOR and maintaining accessible real-time waterways management data.

- (4) Responsibilities. In carrying out these responsibilities, SCC Watchstanders shall accomplish the following:
- (a) Coordinate effective response efforts. Evaluate the response action and coordinating response activities including sizing up response activities and understanding when activities exceed SCC capabilities (type 4 incident evolving to a type 3 or type 2 incident) and will require ICS Incident Management Team (IMT) activation to manage the larger incident (e.g., activating the contingency WQSB for that incident). IMT activation, in accordance with ICS principles, could mean activating one person or a full IMT depending on the magnitude or projected duration of the incident.
 - (b) Coordinate effective mitigation efforts. Direct mission response and providing advice on case suspension.
 - (c) Ensure Maritime Domain Awareness (MDA). Collect, analyze, and disseminate information and maintain awareness of pertinent intelligence issues on all activities and elements that threaten the safety, security, or environment in the U.S. Maritime Domain; and prepare the Common Operational Picture (COP).
 - (d) Provide unified command and control. Ensure integrated conduct of operations and coordinated leveraging of maritime partner relationships, providing feedback/input, and coordinating employment of assets and capabilities within AOR.
 - (e) Maintain Ports, Waterways and Coastal Management Data. Maintain accessible data on maritime activities and incidents, and developing and promulgating appropriate Notice to Mariners, UMIB and Security Alerts.
 - (f) Maintain and Operate Voice and Data Communication Systems. Manage various communications equipment, responding to various distress alerts, and providing communications support within SCC or in support of AOR response actions.
 - (g) Manage information security. Obtain access to the use of databases and information and managing the locally developed situation display.

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CHAPTER 3. SECTOR ORGANIZATION AND STRUCTURE

A. Overview and Organization Chart.

1. Overview. Sector Delaware Bay has a Prevention Department, a Response Department, and a Logistics Department.
 - a. Prevention Department. The Prevention Department’s function focuses on gaining compliance with regulatory standards, and the design and maintenance of waterway systems to prevent incidents. Prevention requires expertise in the technical understanding and practical conduct of verification inspections of vessels, investigations of casualties, enforcement of waterway safety and security standards, and waterway analyses.
 - b. Response Department. The Response Department’s function focuses on command and control activities associated with incident response and/or security enforcement. Response requires proficiency in high tempo command, control and communications processes, and the exercise of response and security enforcement expertise to accomplish incident command and crisis management.
 - c. Logistics Department. The Logistics Department’s function focuses on providing the capability for conducting response and prevention activities through the coordinated balance between asset maintenance and availability, personnel preparation and provisioning, and the financial aspects of planned and unscheduled operations.
2. Organization Chart. Figure 3-1 shows the organization chart for the Sector Delaware Bay Departments.

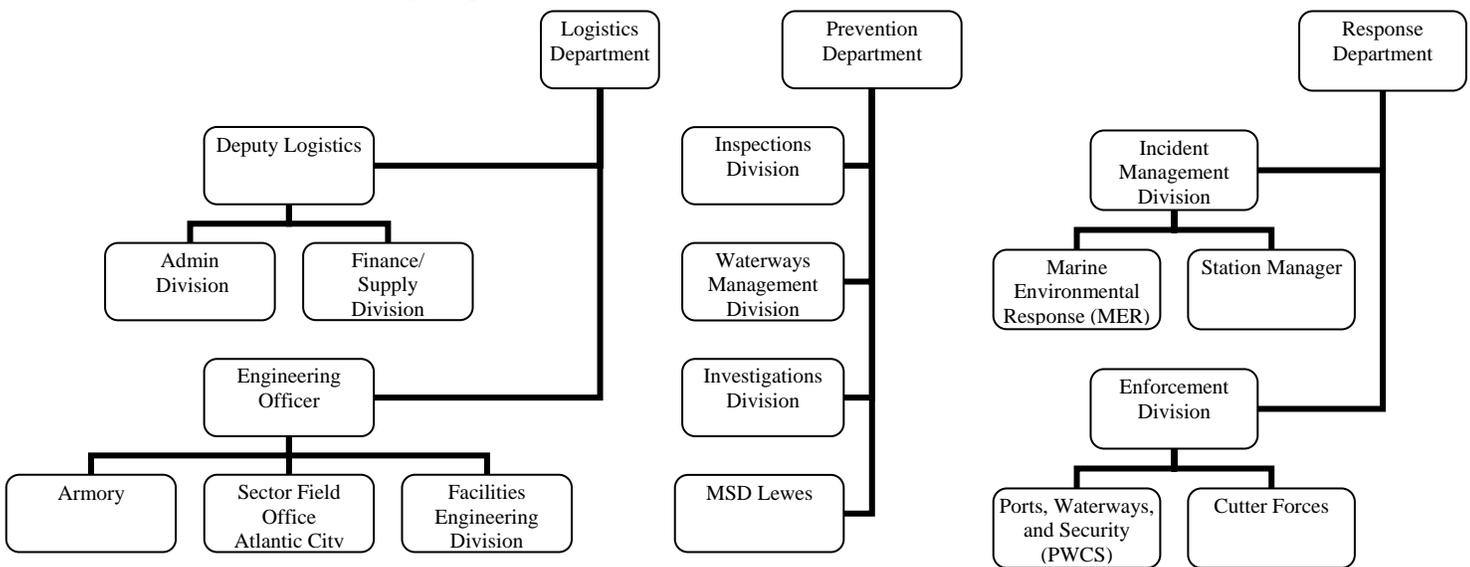


Figure 3-1 Sector Delaware Bay Department Organization

B. Prevention Department.

1. Organization Chart. Figure 3-2 shows the organizational chart for Sector Delaware Bay's Prevention Department and subordinate units.

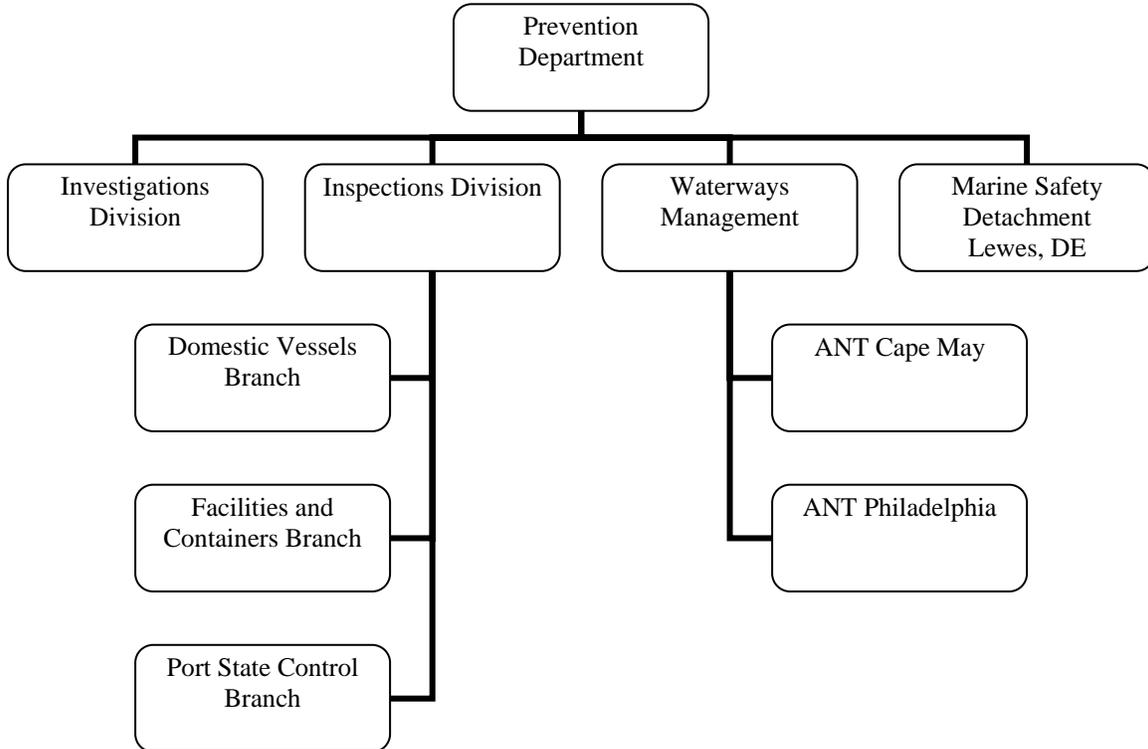


Figure 3-2 Sector Delaware Bay Prevention Department Organization

2. Chief, Prevention Department - Roles and Responsibilities. Under the direction of the Sector Commander and the Deputy Sector Commander and in accordance with all applicable laws, regulations, and policies, the Chief, Prevention Department is responsible for the following:
 - a. Readiness to perform. Ensuring that the Prevention Department is ready to perform its operational activities by providing it with leadership and management support. This includes ensuring there are sufficient personnel available to safely and effectively perform required missions, meaning that personnel assigned to the Prevention Department possess all required professional training and qualifications; that assigned personnel are willing and able to safely and effectively perform required missions; that all mission critical and assigned assets are available and operationally ready for use; that infrastructure is appropriately designed, maintained, and in place to support required missions, and that appropriate information and guidance is available, current, and accessible to execute required missions.

- b. Prevention of maritime casualties, accidents, and security incidents in Sector Delaware Bay's Area of Responsibility (AOR). Managing all Sector prevention and compliance units/sub-units not under the direct oversight of the District, including all Aids to Navigation Teams (ANTs); and Marine Safety Detachments (MSDs). This management also includes risk assessment and operational support as needed. The Chief, Prevention Department coordinates with the Response Department and other Sector elements to ensure Sector unity of effort and to conduct tactical prevention mission planning, including but not limited to commander's intent, concept of operations, execution, monitoring, and feedback and includes ensuring Prevention Department personnel are prepared and trained for assigned ICS IMT/WQSB duties. The Chief, Prevention Department coordinates with other Department of Homeland Security (DHS) agencies, the Coast Guard Auxiliary, and other maritime stakeholders to accomplish departmental goals and objectives and to ensure the continuity of safety, security, and environmental protection prevention operations.
- c. Regulatory, safety, security, and environmental protection compliance in regulated communities in Sector Delaware Bay's AOR. Directing the management and oversight of the regulatory and inspection elements of the Coast Guard's safety, security, and environmental protection responsibilities to ensure overall compliance with US laws, regulations, policy as well as International Treaties in regulated communities, including, but not limited to, U. S. and foreign flag vessel inspections, facility inspections (fixed, mobile, and offshore structures), container inspections, aquatic nuisance species, Recreational Boating Safety (RBS), un-inspected vessel safety, and the Maritime Transportation Security Act (MTSA) of 2002.
- d. Effective and efficient movement of commerce and access to navigable waterways in Sector Delaware Bay's AOR. Directing the management and oversight of the system design, constituent interface, and regulatory elements of Sector's maritime mobility responsibilities to ensure the effective and efficient movement of commerce and access to navigable waterways. Authorities and responsibilities extend to Aids to Navigation (ATON), Limited Access Areas (LAA), marine event permitting, ice operations, and Waterway Analysis Management Study (WAMS)/ Ports and Waterways Safety Assessment (PAWSA).
- e. Coast Guard maritime investigation responsibilities conducted in the Sector Delaware Bay's AOR. Directing the conduct, management, and oversight of the Coast Guard's maritime investigation responsibilities in Sector's AOR. Responsibilities include investigating deaths, injuries, property loss, and environmental damage to determine the associated human performance, equipment, and environmental causal factors; investigating merchant mariner negligence, misconduct, incompetence, and dangerous drug use leading to

appropriate remedial suspension or revocation actions; investigating criminal and civil offenses for assessment of civil penalties or referral for criminal prosecution, and analyzing trends and risks in the maritime industry.

- f. Responsibilities. In carrying out these responsibilities, the Chief, Prevention Department shall accomplish the following:
 - (1) Oversee department administration. Manage personnel, training, equipment, and supply resources.
 - (2) Oversee department operations. Manage support and training for subordinate units and coordinating the department's strategic and tactical planning efforts and execution.
 - (3) Ensure all U. S. and foreign flagged vessels and facilities comply with all applicable U. S. laws and regulations and/or international treaties, conventions, standards and regulations.
 - (4) Oversee safe waterway navigation. Administer and oversee the programs associated with deepwater ports, short range aids to navigation, and ice operations; direct enforcement of Limited Access Areas (LAAs).
 - (5) Direct environmental compliance. Ensure vessel and facility compliance with all applicable U. S. laws and regulations and/or international treaties, conventions, standards, and regulations.
 - (6) Direct maritime investigations. Ensure maritime investigations are conducted in accordance with all applicable U.S. laws, regulations and policies.
3. Internal/External Relationships. Cooperative consultations with members of the maritime industry and interested agencies are essential to foster positive relations and promote the objectives of Sector Delaware Bay. The Chief, Prevention Department must consider many elements, agencies, and groups affecting the safety and activity levels within Sector Delaware Bay's AOR and shall ensure effective liaison with representatives of these and other interests as required. These include, but are not limited to:
 - a. Agencies and groups based on the geographic arrangement and character of waters and facilities within the marine inspection zone.
 - b. Federal agencies having specific responsibilities relative to marine inspection, investigations and waterways management. These agencies include, but are not limited to, the Environmental Protection Agency (EPA), U. S. Navy (USN), U. S. Army Corps of Engineers (USACE), National Oceanic and

Atmospheric Administration (NOAA), and Occupational Safety and Health Administration (OSHA).

- c. State and local enforcement, safety and environmental agencies whose activities impact upon marine inspection, investigations and waterways management. These agencies include, but are not limited to state occupational safety and health agencies, harbor masters, marine divisions of state police, environmental, fish and wildlife agencies, and fire departments.
 - d. Shipping companies and their personnel.
 - e. Equipment factories and their personnel.
 - f. Shipping terminals and other waterfront facilities and their operators.
 - g. Shipyards and repair facilities.
 - h. Entities that provide port services, such as port authorities, pilots, shipping agents, longshoremen's and maritime unions and their officers.
 - i. Classification societies and the National Cargo Bureau.
 - j. Local waterways groups as applicable.
 - k. Environmental action groups.
 - l. Entities involved in commercial fishing such as suppliers, processing plants, ice-houses, fishery organizations, and informal commercial fishing groups.
 - m. Coast Guard Resources. The Chief, Prevention Department shall also ensure that liaison is established at the appropriate command level with District Five, OPCOM, and Headquarters units or special teams whose services or resources may be required in performing Sector Delaware Bay missions.
 - n. The Prevention Department is required to be actively involved in contingency planning efforts including engagement with the Area Maritime Security Committee, the Area Committee for coordination of the Area Contingency Plan (ACP), as well as other federal, state and local government planning committees and civic organizations that have common goals.
4. Prevention Department Staff. The Prevention Department Staff consists of the Inspections Division, the Waterways Management Division, the Investigations Division, and prevention sub-units. Their roles and responsibilities are described below.

- a. Chief, Inspections Division. Under the direction of the Chief, Prevention Department and in accordance with all applicable laws, regulations, international treaties, and policies, the Chief, Inspections Division is responsible for the following:
- (1) Readiness to perform. Ensuring that the Inspections Division is ready to perform its operational activities by providing it with leadership and management support. This includes ensuring there are sufficient personnel available to safely and effectively perform required missions, meaning that personnel assigned to the Inspections Division possess all required professional training and qualifications; that assigned personnel are willing and able to safely and effectively perform required missions; that all mission critical and assigned assets are available and operationally ready for use; that infrastructure is appropriately designed, maintained, and in place to support required missions, and that appropriate information and guidance is available, current, and accessible to execute required missions.
 - (2) Regulatory safety, security, and environmental protection compliance in regulated communities in Sector Delaware Bay's AOR. Directing the management and oversight of the regulatory and inspection elements of the Coast Guard's safety, security, and environmental protection responsibilities in Sector's AOR to ensure overall compliance with US laws, regulations, policy as well as International Treaties in regulated communities, including, but not limited to, U. S. and foreign flag vessel inspections, facility inspections (fixed, mobile, and offshore structures), container inspections, aquatic nuisance species, Recreational Boating Safety (RBS), un-inspected vessel safety, and the Maritime Transportation Security Act (MTSA) of 2002.
 - (3) Responsibilities. In carrying out these responsibilities, the Chief, Inspections Division shall accomplish the following:
 - (a) Oversee division administration. Manage personnel, training, equipment, and supply resources.
 - (b) Provide expert advice and validated decisions. Advise the Chief, Prevention Department, COTP, OCMI, and FMSC in meeting mission, internal command, and department objectives.
 - (c) Manage Sector's inspection program. Manage inspection programs for U. S. and foreign flag vessels, security, and facilities.
 - (d) Maintain reports, logs, and paperwork. Ensure the completion and proper records management of all required reports, logs, and paperwork.

- b. Inspections Division – Duty. Those officers assigned to duty in the Inspections Division are assigned to one or more of the three specialty areas: Vessel Inspector, Facility Inspector, and Container Inspector. Under the direction of the Chief, Inspections Division, Duty personnel are responsible for the following:
- (1) Ensuring regulatory safety, security, and environmental protection compliance in regulated communities in Sector Delaware Bay’s AOR. Conducting the Coast Guard’s safety, security, and environmental protection responsibilities in Sector’s AOR to ensure overall compliance with US laws, regulations, policy as well as International Treaties in regulated communities, including, but not limited to, U. S. and foreign flag vessel inspections, facility inspections (fixed, mobile, and offshore structures), transfer operations, container inspections, aquatic nuisance species, Recreational Boating Safety (RBS), un-inspected vessel safety, and the Maritime Transportation Security Act (MTSA) of 2002.
 - (2) Vessel Inspector Responsibilities. In carrying out their responsibilities within the Inspections Division, Vessel Inspectors shall accomplish the following:
 - (a) Promote and enforce safe U. S. and foreign flag vessel transit and operations. Review and examine all required documents, certificates, and records; and inspect vessel integrity and all safety systems, operations, machinery, equipment, and spaces; and conduct, observe, and evaluate required drills.
 - (b) Promote and enforce secure vessel operations. Perform U. S. and foreign flag vessel security targeting and vessel security examinations; and perform at sea, pier side, and International Ship and Port Facility Security Code (ISPS)/MTSA Boardings.
 - (3) Facility Inspector Responsibilities. In carrying out their responsibilities within the Inspections Division, Facility Inspectors shall accomplish the following:
 - (a) Promote and enforce safe facility operations and ensure consistent enforcement throughout the AOR.
 - (b) Review and examine all required documents, certificates, and oil spill response plans; and inspect facility transfer equipment requirements, containers, and facility operations at waterfront, liquefied natural gas, deepwater ports, and applicable MARPOL reception facilities.

- (c) Promote compliance with regulations and oversee programs to monitor oil transfer and hazardous cargo operations to prevent spills and accidents.
 - (d) Conduct harbor patrols to detect unsafe port and conditions, oil and hazardous substance spills, and compliance with pollution prevention regulations.
- (4) Container Inspector Responsibilities: In carrying out their responsibilities within the Inspections Division, Container Inspectors shall accomplish the following:
- (a) Administer the Container Inspection Program and ensure consistent enforcement throughout the AOR.
 - (b) Ensure the safe handling, transfer, transport, and management of military/commercial explosives, radioactive materials, and packaged hazardous materials.
- c. Chief, Waterways Management Division. Under the direction of the Chief, Prevention Department and in accordance with all applicable laws, regulations, and policies, the Chief, Waterways Management Division, is responsible for the following:
- (1) Readiness to perform. Ensuring that the Waterways Management Division is ready to perform its operational activities by providing it with leadership and management support. This includes ensuring there are sufficient personnel available to safely and effectively perform required missions, meaning that personnel assigned to the Waterways Management Division possess all required professional training and qualifications; that assigned personnel are willing and able to safely and effectively perform required missions; that all mission critical and assigned assets are available and operationally ready for use; that infrastructure is appropriately designed, maintained, and in place to support required missions, and that appropriate information and guidance is available, current, and accessible to execute required missions.
 - (2) Effective and efficient movement of commerce and access to navigable waterways in the Sector's AOR. Directing the management and oversight of the system design, constituent interface, and regulatory elements of Sector's maritime mobility responsibilities to ensure the effective and efficient movement of commerce and access to navigable waterways. Authorities and responsibilities extend to Aids to Navigation (ATON), Limited Access Areas (LAA), marine event permitting, ice operations, and Waterway Analysis Management Study (WAMS)/ Ports and Waterways Safety Assessment (PAWSA).

- (3) Responsibilities. In carrying out these responsibilities, the Chief, Waterways Management Division shall accomplish the following:
- (a) Oversee division administration. Manage personnel, training, equipment, and supply resources.
 - (b) Provide expert advice and validated decisions. Advise the Chief, Prevention Department, and COTP in meeting mission, internal command, and department objectives.
 - (c) Manage vessel movements. Coordinate and supervise port monitoring and port operations activities.
 - (d) Maintain reports, logs, and paperwork. Ensure the completion and proper records management of all required reports, logs, and paperwork.
- d. Waterways Management Division – Duty. Officers assigned to duty in the Waterways Management Division, working under the direction of the Chief, Waterways Management Division, are responsible for the following:
- (1) Effective and efficient movement of commerce and access to navigable waterways in the Sector’s AOR. Managing and overseeing the system design, constituent interface, and regulatory elements of the Sector’s maritime mobility responsibilities to ensure the effective and efficient movement of commerce and access to navigable waterways. Authorities and responsibilities extend to Aids to Navigation (ATON), Limited Access Areas (LAA), marine event permitting, ice operations, Waterway Analysis Management Study (WAMS)/ Ports and Waterways Safety Assessment (PAWSA), and Harbor Safety Committee.
 - (2) Responsibilities. In carrying out their responsibilities within the Waterways Management Division, personnel shall accomplish the following:
 - (a) Conduct ports, waterways, and coastal monitoring and surveillance. Managing vessel movements and associated information.
 - (b) Manage Limited Access Areas. Monitoring Limited Access Areas (LAA) and disseminating associated information.
 - (c) Managing port operations and monitoring the port access control system (PACS).
 - (d) Administer ATON system. Collecting, managing, and disseminating waterway and vessel movement information.

- (e) Coordinate marine event planning. Coordinating marine event patrols as directed by the COTP.
- e. Chief, Investigations Division. Under the direction of the Chief, Prevention Department and in accordance with all applicable laws, regulations, and policies, the Chief, Investigations Division is responsible for the following:
 - (1) Readiness to perform. Ensuring that the Investigations Division is ready to perform its operational activities by providing it with leadership and management support. This includes ensuring there are sufficient personnel available to safely and effectively perform required missions, meaning that personnel assigned to the Investigations Division possess all required professional training and qualifications; that assigned personnel are willing and able to safely and effectively perform required missions; that all mission critical and assigned assets are available and operationally ready for use; that infrastructure is appropriately designed, maintained, and in place to support required missions, and that appropriate information and guidance is available, current, and accessible to execute required missions.
 - (2) Coast Guard maritime investigation responsibilities conducted in Sector Delaware Bay's AOR. Directing the conduct, management and oversight of the Coast Guard's maritime investigation responsibilities in Sector's AOR; this includes (but is not limited to) marine casualty investigation; marine pollution investigation; investigations of negligence, misconduct, incompetence, or use of dangerous drugs, and violations of laws or regulations by Coast Guard licensed and documented personnel; Suspension and Revocation (S&R) proceedings, civil penalty investigations, and administrative clemency.
 - (3) Responsibilities. In carrying out these responsibilities, the Chief of the Investigations Division shall accomplish the following:
 - (a) Oversee division administration. Manage personnel, training, equipment, and supply resources.
 - (b) Provide expert advice and validated decisions. Advise the Chief, Prevention Department, COTP, and OCMI in meeting mission, internal command, and department objectives.
 - (c) Oversee incident/report of violations management. Ensure effective investigation and developing stakeholder relationships.
 - (d) Maintain reports, logs, and paperwork. Ensure complete reports and paperwork are prepared and submitted.

- (e) Ensure Investigating Officers follow all current MISLE data entry policy when entering incident investigations and enforcement activities and ensure an appropriate level of review is conducted upon their completion.
- f. Investigations Division – Duty. Those officers assigned to duty in the Investigations Division will be working in one or more of the four specialty areas: Marine Casualty Investigator, Marine Enforcement Investigator, Suspension and Revocation Investigator, and Suspension and Revocation Hearing Investigator. Under the direction of the Chief, duty personnel are responsible for the following:
 - (1) Coast Guard maritime investigation responsibilities conducted in Sector Delaware Bay’s AOR. Conducting, managing, and overseeing the Coast Guard’s maritime investigation responsibilities in Sector’s AOR. This includes (but is not limited to) marine casualty investigation; marine pollution investigation; investigations of negligence, misconduct, incompetence, or use of dangerous drugs and alcohol, and violations of laws or regulations by Coast Guard licensed and documented personnel; Suspension and Revocation (S&R) proceedings, civil penalty investigations, and administrative clemency.
 - (2) Marine Casualty Investigator Responsibilities. In carrying out their responsibilities within the Investigations Division, Marine Casualty Investigators shall accomplish the following:
 - (a) Conduct marine casualty investigations. Generating incident timeline and conducting casual/human error analysis.
 - (b) Complete marine casualty investigation reports. Drawing and recording conclusion, developing safety recommendations/alerts, and coordinating violation analysis.
 - (3) Suspension and Revocation Investigator and Suspension and Revocation Hearing Responsibilities. In carrying out their responsibilities within the Investigations Division, Suspension and Revocation Investigator shall accomplish the following:
 - (a) Conduct maritime personnel investigations. Generate incident timeline, conducting error analysis, drawing and recording conclusions, and conducting violation analysis.
 - (b) Participate in suspension and revocation hearing proceedings. Responding to complaint answer, participating in the hearing, and completing after action requirements.
 - (4) Maritime Enforcement Investigator Responsibilities. In carrying out their responsibilities within the Investigations Division, Maritime Enforcement Investigators shall accomplish the following:

- (a) Conduct Civil penalty investigations.
 - (b) Recommend and pursue enforcement actions for non-compliance with federal regulations and statues.
- g. Prevention Units. The following units shall function as Prevention Units and shall be considered sub-units of Sector Delaware Bay.
- (1) Aids to Navigation Team (ANT) Philadelphia.
 - (2) Aids to Navigation Team (ANT) Cape May.
 - (3) Marine Safety Detachment (MSD) Lewes.

C. Response Department

1. Organization Chart. Figure 3-3 shows the organization chart for the Response Department and subordinate units.

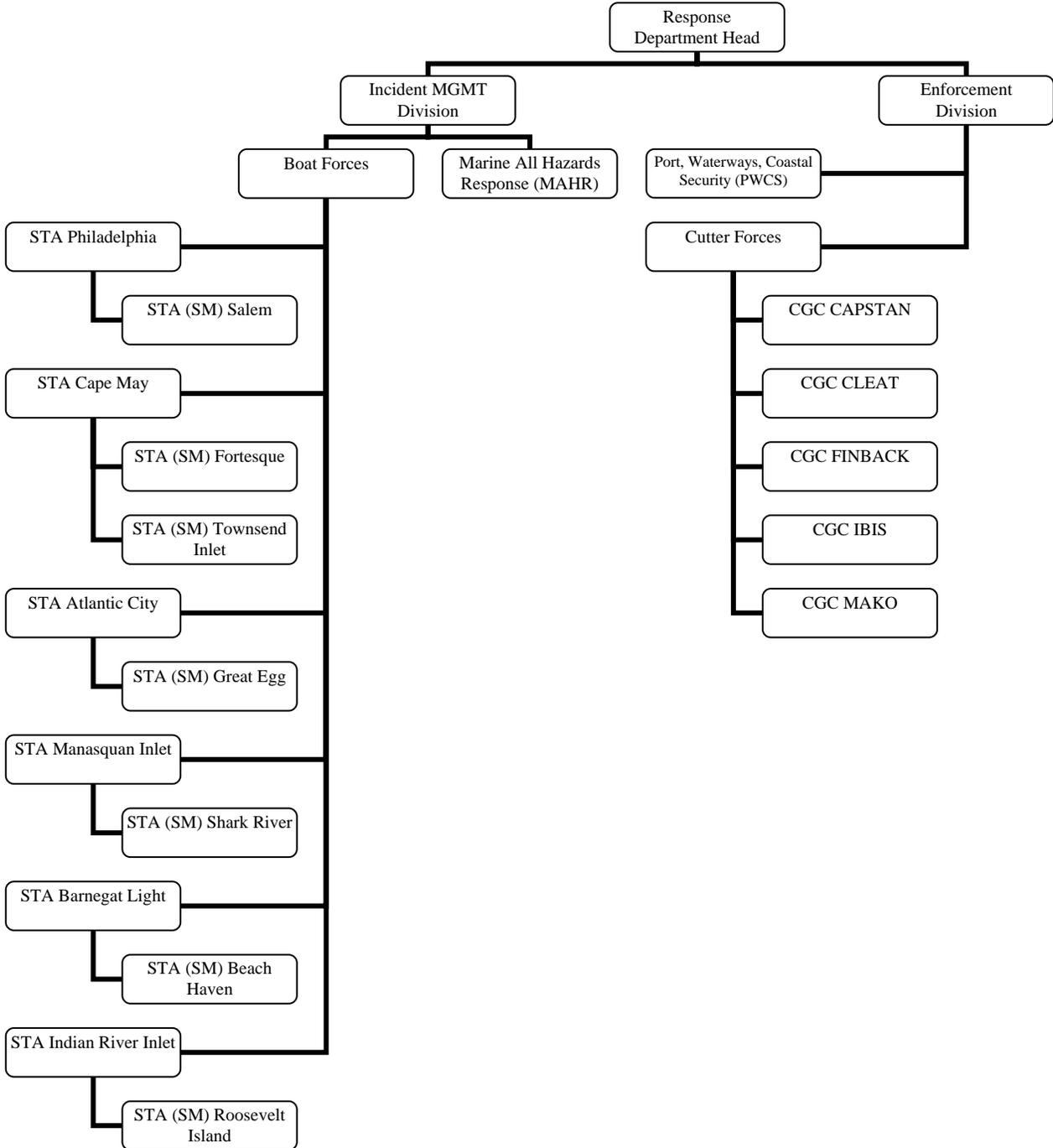


Figure 3-3 Sector Delaware Bay Response Department Organization

2. Chief, Response Department - Roles and Responsibilities. Under the direction of the Sector Commander and the Deputy Sector Commander and in accordance with all applicable laws, regulations, and policies, the Chief, Response Department is responsible for the following:
 - a. Readiness to perform. Ensuring that the Response Department is ready to perform its operational activities by providing it with leadership and management support. This includes ensuring there are sufficient personnel available to safely and effectively perform required missions, meaning that personnel assigned to the Response Department possess all required professional training and qualifications; that assigned personnel are willing and able to safely and effectively perform required missions; that all mission critical and assigned assets are available and operationally ready for use; that infrastructure is appropriately designed, maintained, and in place to support required missions, and that appropriate information and guidance is available, current, and accessible to execute required missions. The Chief, Response Department is also responsible for directing, overseeing, and providing risk assessment and operational support to all Sector response units/sub-units, including stations, patrol boats and some icebreakers.
 - b. Effective Sector mission response to all incidents in Sector Delaware Bay's AOR. Directing the execution of all Sector's SAR; pollution and all hazard incident; and security incident response operations to ensure Sector unity of efforts; includes serving as SAR Mission Coordinator (SMC) (if designated by the Sector Commander); the coordination of all Sector assets; e.g., Prevention Department, Intelligence, and Command Center elements, to conduct response planning (including, but not limited to, addressing commander's intent, concept of operations, execution, monitoring, and feedback) and includes serving as type 3 Incident Commander (unless this is assumed by the Sector Commander) or type 3 Planning or Operations Section Chief and for coordination of type 3 IMT's (as per the contingency plan WQSBs) for various incidents that may occur; coordination with other Department of Homeland Security (DHS) and with other federal, state, and local partners to jointly respond and mitigate the effects of maritime threats and vulnerabilities; and coordination with the Coast Guard Auxiliary and other maritime stakeholders to ensure the continuity of safety, security, and environmental protection response operations.
 - c. Effective Sector enforcement operations in the Sector Delaware Bay's AOR. Directing the execution of the following missions: Marine Safety, Living Marine Resources, Illegal Drug Interdiction, Undocumented Migrant Interdiction, Other Law Enforcement, PWCS, and Defense Readiness operations to ensure Sector unity of efforts. This includes coordinating all Sector assets; e.g., Prevention Department, Intelligence, and Command Center elements to conduct mission planning (including, but not limited to, addressing commander's intent, concept of operations, execution, monitoring,

and feedback) and coordination with other DHS agencies and with other federal, state, and local partners to jointly mitigate the effects of maritime threats and vulnerabilities.

- d. Responsibilities. In carrying out these responsibilities, the Chief, Response Department shall accomplish the following:
 - (1) Oversee department administration. Manage personnel, training, equipment, and supply resources.
 - (2) Oversee department operations. Manage support and training for subordinate units and coordinating the department's tactical planning efforts and execution.
 - (3) Oversee ELT/regulatory compliance and security. Direct the Sector's security and law enforcement operations, coordinating major or multi-Sector security and law enforcement operations, and administer the department's Law Enforcement and SAR functions of the Marine Information for Safety and Law Enforcement (MISLE) program.
 - (4) Oversee incident management response. Direct the Sector's incident response operations and coordinating major or multi-Sector incident response operations for non-routine incidents.
3. Internal/External Relationships. The Chief, Response Department must carefully consider many elements and interests affecting port safety and security and ensure liaison with all interested parties. Relationships with all federal, state, and local agencies, and commercial or civic groups involved in or with interests in SAR, ELT, RBS, CFVS, PWCS, and DO should be established and continuously fostered. Close coordination with the Chief, Prevention Department and Sector staff elements is necessary to prevent duplication of effort. These elements and parties include, but are not limited to:
 - a. Agencies and groups based on the geographic arrangement and character of waters and facilities within the COTP zone.
 - b. Federal agencies having specific responsibilities relative to port and environmental safety (PES) and marine environmental response (MER). These agencies include the Environmental Protection Agency (EPA), U. S. Navy, U. S. Army Corps of Engineers (USACE), National Oceanic and Atmospheric Administration (NOAA), Occupational Safety and Health Administration (OSHA), and U. S. Customs and Border Protection (CBP).
 - c. Federal, state, and local enforcement, safety and environmental agencies whose activities impact upon PES/MER. These agencies include Drug Enforcement Agency (DEA), Federal Bureau of Investigation (FBI),

harbormasters, marine divisions of state police, environmental, fish and wildlife agencies, and fire departments.

- d. Environmental action groups.
 - e. Regional Response Team (RRT).
 - f. Department of Homeland Security (DHS): All agencies.
 - g. Department of Commerce (DOC): National Marine Fisheries Service (NMFS), National Oceanic and Atmospheric Administration (NOAA), and the National Weather Service (NWS).
 - h. Department of Defense (DOD): All agencies where applicable to response operations and defense/Maritime Defense Zone (MDZ) operations.
 - i. Department of the Interior (DOI): Bureau of Land Management (BLM), Fish and Wildlife Service (FWS), National Park Service (NPS), Bureau of Indian Affairs (BIA), and the Minerals Management Service (MMS).
 - j. Department of Justice (DOJ): Drug Enforcement Administration (DEA), Federal Bureau of Investigation (FBI), Office of the Attorney General, U. S. Marshals Service (USMS) and the Bureau of Alcohol, Tobacco, Firearms, and Explosives (ATF).
 - k. Department of the Treasury.
 - l. Department of State (DOS).
 - m. Environmental Protection Agency (EPA).
 - n. Federal Communications Commission (FCC).
 - o. National Transportation Safety Board (NTSB).
 - p. Area Committee and member agencies.
 - q. Coast Guard Resources. Chief, Response Department shall also ensure that liaison is established at the appropriate command level with District Five, OPCOM, and Headquarters units, or special teams whose services or resources may be required in performing Sector Delaware Bay's missions.
4. Response Department Staff. The Response Department staff consists of the Incident Management Division, the Enforcement Division, and Response Units as described below.

- a. Chief, Incident Management Division. Under the direction and supervision of the Chief, Response Department and in accordance with all laws, regulations, and policies, the Chief, Incident Management Division is responsible for the following:
- (1) Readiness to perform. Ensuring that the Incident Management Division is ready to perform its operational activities by providing it with leadership and management support. This includes ensuring there are sufficient personnel available to safely and effectively perform required missions, meaning that personnel assigned to the Incident Management Division possess all required professional training and qualifications; that assigned personnel are willing and able to safely and effectively perform required missions; that all mission critical and assigned assets are available and operationally ready for use; that infrastructure is appropriately designed, maintained, and in place to support required missions, and that appropriate information and guidance is available, current, and accessible to execute required missions.
 - (2) Effective Sector mission response to all incidents in Sector Delaware Bay's AOR. Directing and/or coordinating the execution of all Sector SAR; pollution and all hazard incident; and security incident response operations to ensure Sector unity of efforts; coordinating with other Department of Homeland Security (DHS), federal, state, and local partners to jointly respond and mitigate the effects of maritime threats and vulnerabilities; and coordinating with the Coast Guard Auxiliary and other maritime stakeholders to ensure the continuity of safety, security, and environmental protection response operations.
 - (3) Responsibilities. In carrying out these responsibilities, the Chief, Incident Management Division shall accomplish the following:
 - (a) Oversee division administration. Manage personnel, training, equipment, and supply resources.
 - (b) Provide expert advice and validated decisions. Advise the Chief, Response Department, COTP, FMSC, SMC, and FO SC in meeting mission, internal command, and department objectives.
 - (c) Oversee port, waterway and SAR response using ICS as appropriate. Develop stakeholder relationships and ensuring effective response actions.
 - (d) Oversee port, waterway and coastal environmental/all hazard response using ICS as appropriate. Develop stakeholder relationships and ensuring effective interagency response actions.

- (e) Maintain reports, logs, and paperwork. Ensure complete reports and paperwork are prepared and submitted.
- b. Incident Management Division - Duty. Members assigned to duty in the Incident Management Division, working under the direction of the Chief, Incident Management Division, are responsible for the following:
 - (1) Effective Sector Mission response to all incidents in the Sector's AOR. Executing all Sector SAR; pollution and all hazard incident; and security incident response operations. This includes coordinating with other Department of Homeland Security (DHS), federal, state, and local partners to jointly respond and mitigate the effects of maritime threats and vulnerabilities; and coordinating with the Coast Guard Auxiliary and other maritime stakeholders to ensure the continuity of safety, security, and environmental protection response operations.
 - (2) SAR Response Responsibilities. In carrying out these responsibilities within the Incident Management Division, personnel shall accomplish the following:
 - (a) Oversee SAR response. Preparing for incident response, assessing on-scene situation, initiating action to resolve/mitigate loss of life and/or damage to property, and preparing and submitting reports.
 - (3) Marine Pollution Investigator Responsibilities. In carrying out their responsibilities within the Incident Management Division, Marine Pollution Investigators shall accomplish the following:
 - (a) Conduct marine pollution incident investigations. Generate incident timeline and conducting causal/human error analysis.
 - (b) Complete marine pollution investigation reports. Draw and record conclusion, develop safety recommendations/alerts, and conduct violation analysis.
- c. Chief, Enforcement Division. Under the direction and supervision of the Chief, Response Department, and in accordance with all laws, regulations, and policies, the Chief, Enforcement Division is responsible for the following:
 - (1) Readiness to perform. Ensuring that the Enforcement Division is ready to perform its operational activities by providing it with leadership and management support. This includes ensuring there are sufficient personnel available to safely and effectively perform required missions, meaning that personnel assigned to the Enforcement Division possess all required professional training and qualifications; that assigned personnel are willing and able to safely and effectively perform required missions; that

all mission critical and assigned assets are available and operationally ready for use; that infrastructure is appropriately designed, maintained, and in place to support required missions, and that appropriate information and guidance is available, current, and accessible to execute required missions.

- (2) Effective enforcement operations in Sector Delaware Bay's AOR. Executing all Enforcement of Laws and Treaties (ELT), Ports Waterways and Coastal Security (PWCS), Recreational Boating Safety (RBS), Commercial Fishing Vessel Safety (CFVS), Living Marine Resources (LMR), Alien Migrant Interdiction Operations (AMIO), Defense Operations (DO) enforcement operations.
- (3) Responsibilities. In carrying out these responsibilities, the Chief, Enforcement Division shall accomplish the following:
 - (a) Oversee division administration. Manage personnel, training, equipment, and supply resources.
 - (b) Provide expert advice and validated decisions. Advise the Chief, Response Department, COTP, FMSC, and FOOSC in meeting mission, internal command, and department objectives.
 - (c) Oversee enforcement of laws, regulations, and treaties. Direct all external Coast Guard law enforcement of Sector response units/sub-units including stations and patrol boats and coordinating law enforcement response/support.
 - (d) Oversee port, waterways, and coastal security. Direct ports, waterways and coastal security operations and coordinate security enforcement of ports, waterways and coastal areas.
 - (e) Maintain reports, logs, and paperwork. Ensure complete reports and paperwork are prepared and submitted.
- d. Enforcement Division - Duty. Officers assigned to duty in the Enforcement Division, working under the direction of the Chief, Enforcement Division, are responsible for the following:
 - (1) Effective enforcement operations in the Sector's AOR. Executing all Marine Safety, Living Marine Resources (LMR), Illegal Drug Interdiction, Undocumented Migrant Interdiction, Other LE, PWCS, and Defense Readiness operations.
 - (2) Responsibilities. In carrying out these responsibilities within the Enforcement Division, personnel shall accomplish the following:

- (a) Prepare for mission. Plan and coordinate all Enforcement of Laws and Treaties (ELT) and Ports, Waterways, and Coastal Security (PWCS) Missions; provide specialized and recurring training to personnel; provide and maintain equipment; develop and implement exercises; and evaluate exercises.
 - (b) Assess situation. Process and evaluate information pertaining to the situation; determine and initiate appropriate actions; and monitor and assess situation continuously.
 - (c) Resolve situation. Recommend mission completion or suspension and preparing and submitting required reports.
- e. Response Units. The following applicable units within Sector Delaware Bay's AOR work under the Response Department.
- (1) Stations. The following stations and station smalls (when operating) shall function as Sector Delaware Bay Response units as needed.
 - (a) Coast Guard Station Philadelphia
 - 1) Coast Guard Station (SM) Salem
 - (b) Coast Guard Station Atlantic City
 - 1) Coast Guard Station (SM) Great Egg
 - (c) Coast Guard Station Cape May
 - 1) Coast Guard Station Small Fortesque
 - 2) Coast Guard Station Small Townsend Inlet
 - (d) Coast Guard Station Barnegat Light
 - 1) Coast Guard Station Small Beach Haven
 - (e) Coast Guard Station Manasquan Inlet
 - 1) Coast Guard Station Small Shark River
 - (f) Coast Guard Station Indian River Inlet
 - 1) Coast Guard Station Small Roosevelt Inlet

(2) Harbor Tugs. The following WYTL's shall function as Sector Delaware Bay Response as needed.

(a) USCGC CAPSTAN

(b) USCGC CLEAT

(3) Patrol Boats. The following patrol boats shall function as Sector Delaware Response units as needed.

(a) USCGC FINBACK

(b) USCGC MAKO

(c) USCGC IBIS

D. Logistics Department.

1. Organization Chart. Figure 3-4 shows the organization chart for the Logistics Department and its subordinate units.

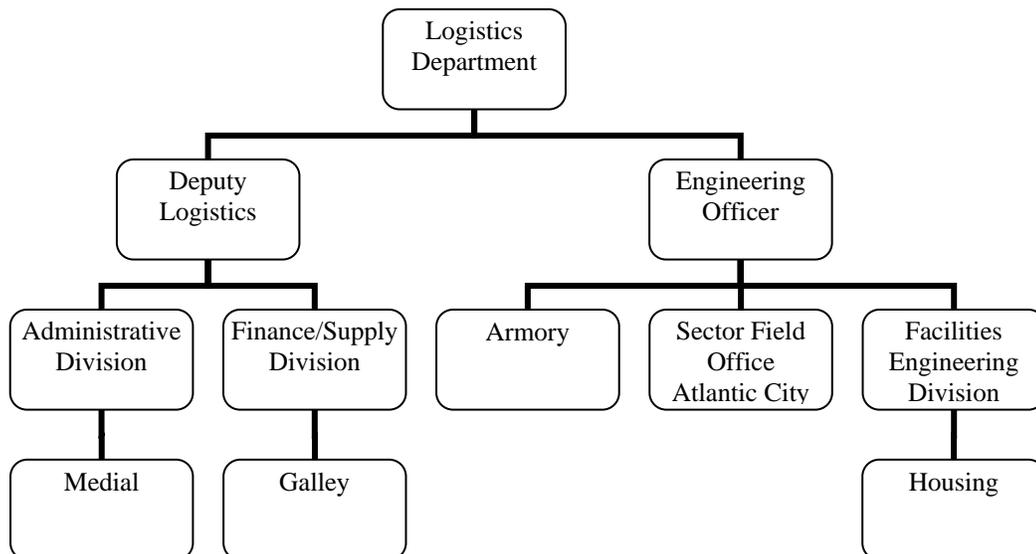


Figure 3-4: Sector Delaware Bay Logistics Department Organization

2. Chief, Logistics Department - Roles and Responsibilities. Under the direction of the Sector Commander and the Deputy Sector Commander, and in accordance with all applicable laws, regulations, and policies, the Chief, Logistics Department is responsible for the following:

- a. Readiness to perform. Ensuring that the Logistics Department is ready to perform its support activities by providing it with leadership and management. This includes ensuring there are sufficient personnel available to safely and effectively perform required missions, meaning that personnel assigned to the Logistics Department possess all required professional training and qualifications; that assigned personnel are willing and able to safely and effectively perform required missions; that all mission critical and assigned assets are available and operationally ready for use; that infrastructure is appropriately designed, maintained, and in place to support required missions, and that appropriate information and guidance is available, current, and accessible to execute required missions. The Chief, Logistics Department manages all unit level support activities for the Sector.

- b. Exercise of command authority for military/enlisted personnel. Preparing personnel actions for Sector enlisted personnel; e.g., commanding officer recommendations for officer accession programs, advancements, reenlistments, special assignments, overseas assignments, and administrative separations; enlisted personnel evaluations; leave requests, etc.; the professional development of enlisted personnel, including ensuring the development of desired competencies and experience; the maintenance of good order and discipline; and the maintenance of a positive workplace environment. The Chief, Logistics Department shall exercise Non-Judicial Punishment (NJP) authority over all Sector enlisted personnel (E-6 and below), including subordinate units as designated by the Commanding Officer.

- c. Unit level support activities for administration/personnel management. Managing and providing all unit administration and personnel actions for active duty, reserve, and civilian members assigned to the Sector. Administration responsibilities include the coordination and execution of administrative support; the coordination of Sector-wide collateral duties; oversight of the Sector's Morale, Well-Being and Recreation (MWR) program; the management and oversight of the unit level personnel and physical security program; oversight of General Military Training (GMT), the coordination of career development programs (including ensuring the necessary flow of communication to Department Heads and sub-unit COs/OICs on career planning, career development, leadership initiatives, and policies and programs affecting their active, civilian, and reserve personnel and informing individuals on career opportunities, incentives, military rights and benefits, and advantages of a Coast Guard career); and oversight of a comprehensive educational services program (including nonresident training, voluntary education, and college video/audio courses). Personnel responsibilities include personnel actions, medical (provide administrative support), work-life, wellness, education, and housing.

- d. Unit level medical support activity management. Sector Delaware Bay's clinic is responsible for providing medical and dental readiness support services to units within the Sector AOR. The Sector Delaware Bay clinic shall request assistance from TRACEN Cape May as needed. MLC(k) (Health and Safety Division) is responsible for the oversight of general clinic policy to include setting standards for clinic operations and prioritizing of clinic functions IAW the mission of the Health Services programs.
- e. Unit level finance and supply support activity management. Overseeing all finance and supply functions for the Sector, including the development and maintenance of budget plans, management of accounts and disbursement of funds; management of real and general property programs; oversight of the supply system, including the procurement, stowage, and issuance of all stores assigned to the Sector and subordinate units; the oversight of Sector transportation; and the management of galley operations.
- f. Unit level engineering support activity management. Overseeing unit organizational level engineering support for all Sector facilities and assets including the oversight of electronics, naval, and facilities (public works) engineering programs; oversight of the motor vehicles program; oversight of the environmental compliance program; oversight of housing; and oversight of the armory and weapons training program.
- g. Incident Command System (ICS) logistics support activity management. When assigned as the Logistics Section Chief (LSC) on the General Staff of the ICS, the Chief, Logistics Department is responsible for providing facilities, services, and material in support of the incident and ensuring Logistics Department personnel are trained and prepared for assigned ICS IMT/WQSB responsibilities. The Chief, Logistics Department participates in the development and implementation of the Incident Action Plan (IAP) and activates and supervises the Branches and Units within the Logistics Section. Major responsibilities include participating in preparation of the IAP; reviewing the IAP and estimating Section needs for the next operational period; identifying service and support requirements for planned and expected operations; planning the organization of the Logistics Section; providing advice on current service and support capabilities; assigning work locations and preliminary work tasks to Section personnel; notifying the Resources Unit of the Logistics Section units activated, including names and locations of assigned personnel; and ensuring the general welfare and safety of Logistics Section personnel.
- h. Department Head Responsibilities. In carrying out these responsibilities, the Chief, Logistics Department shall accomplish the following:

- (1) Oversee department administration. Manage Logistics Department personnel, manage the Department's training/qualification program, and coordinate intra-Department information.
 - (2) Oversee department operations. Coordinate the Department's equipment availability, supply/logistics support, and infrastructure support.
 - (3) Oversee department plans. Make recommendations and provide Sector planning support.
- i. Commanding Officer of Military/Enlisted Personnel Responsibilities. In carrying out these responsibilities, the Chief, Logistics Department shall accomplish the following:
- (1) Manage enlisted personnel actions. Oversee military/enlisted personnel actions and counseling enlisted personnel.
 - (2) Oversee enlisted workforce good order and discipline. Oversee compliance with Coast Guard regulations, military justice for enlisted personnel, and enforcement of non-punitive action for enlisted personnel
- j. Unit Administration/Personnel Manager Responsibilities. In carrying out these responsibilities, the Chief, Logistics Department shall accomplish the following:
- (1) Provide Sector administration support. Oversee unit administration support; collateral duty coordination; and the Morale, Well-Being, and Recreation program.
 - (2) Provide Sector personnel support. Oversee Sector personnel actions, medical administrative services, the Sector's Work-Life program, the housing program; oversee compliance with the uniform standards and the weight and physical fitness standards; and oversee administration of the urinalysis program.
 - (3) Manage Sector security program. Oversee the Sector personnel security and physical security programs.
 - (4) Manage Sector training and development. Oversee Sector personnel training and development and administration of the Sector unit training program.
 - (5) Manage administrative investigations. Initiate and oversee administrative investigations.

- (6) Manage the Sector and subordinate unit position and departmental competency assignments. Initiate changes to meet changing mission requirements or personnel assignments.

k. Unit Finance and Supply Manager Responsibilities. In carrying out these responsibilities, the Chief, Logistics Department shall accomplish the following:

- (1) Manage the Sector budget. Oversee the development of budget plans and oversee budget execution.
- (2) Manage Sector property. Oversee the management of real property and general-purpose property programs.
- (3) Manage Sector supply system. Oversee the procurement Sector supplies, Sector transportation, and galley operations.
- (4) Manage inventory. Oversee the maintenance of the Department's general property inventory and oversee Chief, Financial Officer (CFO) audits.

l. Unit Engineering Support Manager Responsibilities. In carrying out these responsibilities, the Chief, Logistics Department shall accomplish the following:

- (1) Provide Sector engineering support. Oversee support for facilities engineering (public works), electronic systems, naval engineering program, and armory and weapons.
- (2) Manage Sector environmental compliance. Oversee the environmental program and promoting environmental stewardship.
- (3) Oversee Sector information technology (IT) systems and resources support, and Sector communications support.
- (4) Oversee configuration management. Oversee the Department's configuration management program and configuration management requirements IAW COMDTINST 4130.6 (series).

3. Internal/External Relationships. The Chief, Logistics Department shall establish and foster relationships with internal Coast Guard and DHS units and agencies and those external units, groups, and agencies required to ensure the high level of support services for Sector Delaware Bay. These may include, but are not limited to:

- a. Military justice and Judge Advocate General services from Coast Guard and DOD sources.

- b. Coast Guard civilian personnel offices, District Five, ESU Portsmouth, PSD Portsmouth, NESU Portsmouth, and CEU Cleveland.
 - c. Area, regional, and local health, welfare, civic, and service organizations providing administrative, financial, morale, or business services including: American Red Cross, Chamber of Commerce, Better Business Bureau, realtor groups, school districts, junior colleges and colleges, and local law enforcement agencies (for administrative and personnel support purposes).
 - e. The Logistics Department is required to be actively involved in contingency planning efforts including engagement with the Area Maritime Security Committee, the Area Committee for coordination of the Area Contingency Plan (ACP), as well as other federal, state and local government planning committees and civic organizations that have common goals.
4. Logistics Department Staff. The Logistics Department staff consists of the Administration/Personnel Division and the Finance/Supply Division, which report to the Deputy Logistics Officer; and Sector Field Office Atlantic City, Armory, Housing, and the Engineering Support Division, which report to the Engineering Officer as described below:
- a. Deputy, Logistics Department. Under the direction and supervision of the Chief, Logistics Department and in accordance with all applicable laws, regulations, and policies, the Deputy, Logistics Department is responsible for the Administration and Finance/Supply Divisions. The Deputy, Logistics Department is designated as the Executive Officer for Enlisted Personnel (E-6 and below).
 - b. Chief, Administration Division. Under the direction and supervision of the Deputy, Logistics Department and in accordance with all applicable laws, regulations, and policies, the Chief, Administration Division is responsible for the following:
 - (1) Readiness to perform. Ensuring that the Administration Division is ready to perform its operational activities by providing it with leadership and management support. This includes ensuring there are sufficient personnel available to safely and effectively perform required missions, meaning that personnel assigned to the Administration Division possess all required professional training and qualifications; that assigned personnel are willing and able to safely and effectively perform required missions; that all mission critical and assigned assets are available and operationally ready for use; that infrastructure is appropriately designed, maintained, and in place to support required missions, and that appropriate information and guidance is available, current, and accessible to execute required missions.

- (2) Exercise of command authority for enlisted personnel. Assisting the Logistics Department Head/Commanding Officer Enlisted Personnel and Deputy, Logistics Department/Executive Officer Enlisted Personnel as necessary, including the preparation of personnel actions for Sector enlisted personnel; e.g., commanding officer recommendations for officer accession programs, advancements, reenlistments, special assignments, overseas assignments, and administrative separations; enlisted personnel evaluations; leave requests, etc.; the professional development of enlisted personnel, including ensuring the development of desired competencies and experience; the maintenance of good order and discipline; and the maintenance of a positive workplace environment.
- (3) Unit level support activities for administration management. Managing and providing all unit administration and personnel actions for active duty, reserve, and civilian members assigned to Sector. Administration responsibilities include the coordination and execution of administrative support; the coordination of Sector-wide collateral duties; the management, oversight, and administration of the Sector Morale, Well-Being, and Recreation program; the management and administration of the unit level personnel and physical security program; the administration of General Military Training (GMT), the coordination of career development programs (including ensuring the necessary flow of communication to Department Heads and sub-unit COs/OICs on career planning, career development, leadership initiatives, and policies and programs affecting their active, civilian, auxiliary and reserve personnel and informing individuals on career opportunities, incentives, military rights and benefits, and advantages of a Coast Guard career); and the coordination and administration of a comprehensive educational services program (including nonresident training, voluntary education, and college video/audio courses).
- (4) Unit level personnel management support. Managing and providing all personnel actions for active duty, reserve, auxiliary, and civilian members assigned to the Sector. Personnel responsibilities include personnel actions, medical, work-life, wellness, and housing.
- (5) Division Chief Responsibilities. In carrying out these responsibilities, the Chief, Administration Division shall accomplish the following:
 - (a) Oversee division administration. Manage personnel, maintain effective/ training/qualification programs, and coordinate intra-Division flow of information.
 - (b) Oversee division operations. Coordinate Division tools and equipment availability, coordinate Division supply/logistics support, coordinate

Division infrastructure support, and submit all required reports and correspondence.

- (c) Provide administration/personnel subject matter expertise. Provide recommendations to the Chief, Logistics Department to meet Sector and Department mission objectives.
 - (d) Oversee enlisted personnel interaction. Coordinating enlisted personnel actions and counseling enlisted personnel.
 - (e) Oversee enlisted workforce good order and discipline. Ensuring compliance with Coast Guard Regulations, coordinating military justice for enlisted personnel, and coordinating the enforcement of non-punitive action for enlisted personnel.
 - (f) Oversee the Sector Delaware Bay Honor Guard Program.
- (6) Unit Administration Manager Responsibilities. In carrying out these responsibilities, the Chief, Administration Division shall accomplish the following:
- (a) Provide Sector administration support. Oversee performance evaluations, the processing of travel and transportation documents, mail handling, the auditing and control of penalty stamps, unit level Personnel Data Records (PDR) maintenance, pay entries, and the handling of decedent affairs.
 - (b) Manage Sector collateral duty assignments. Coordinate and track Sector-wide collateral duties.
 - (c) Manage Sector Morale, Well-Being, and Recreation (MWR) program; establishing/maintaining a Morale Committee and Morale Advisory Board, administering MWR funds, coordinating MWR/Non Appropriated Fund (NAF) personnel management staffing, and overseeing MWR reports, records, and audits.
 - (d) Administer Sector training and development programs. Overseeing the unit General Military Training (GMT) and Educational Services programs.
 - (e) Coordinate Coast Guard Investigative Service (CGIS) support.
- (7) Unit Personnel Manager Responsibilities. In carrying out these responsibilities, the Chief, Administration/Personnel Division shall accomplish the following:

- (a) Sector personnel actions. Oversee Reserve administration, managing military and civilian personnel, coordinating the unit orientation and indoctrination program, overseeing personnel compensation programs, and administering the Civil Rights/ Equal Opportunity Program, overseeing administration of the urinalysis program for military personnel, and overseeing compliance with uniform regulations.
 - (b) Provide administrative support to the Sector medical program.
 - (c) Administer Sector work-life program. Oversee personnel assistance and dependent assistance programs.
 - (d) Administer Sector wellness program. Oversee the Sector wellness program, the addiction treatment and prevention program, and compliance with weight/physical fitness standards.
- c. Administration/Personnel Division – Duty. Under the direction of the Chief, Administration/Personnel Division, Duty personnel are responsible for the following:
- (1) Unit level support activities for administration management. Providing all unit administration and personnel actions for active duty, reserve, auxiliary, and civilian members assigned to the Sector. Administration responsibilities include the execution of administrative support; the management, administration, and oversight of the Sector Morale, Well-Being, and Recreation (MWR) program.; the administration of General Military Training (GMT), and the coordination of career development programs (including ensuring the necessary flow of communication to department heads and sub-unit COs/OICs on career planning, career development, leadership initiatives, and policies and programs affecting their active, civilian, auxiliary and reserve personnel and informing individuals on career opportunities, incentives, military rights and benefits, and advantages of a Coast Guard career).
 - (2) Unit level personnel management support. Managing and providing all personnel actions for active duty, reserve, auxiliary, and civilian members assigned to the Sector. Personnel responsibilities include personnel actions, medical, work-life, wellness, and housing.
 - (3) Sector personnel education, training and professional development goals. Coordinating and administering a comprehensive training and development program for Sector personnel, including the administration and execution of Sector GMT and an educational services program for Sector personnel, including managing and processing tests; managing and processing tuition assistance, Coast Guard Foundation Grant and Educational Assessment requests; and facilitating and supporting

educational achievement through voluntary education and video/audio courses.

- (4) Administration Duty Responsibilities. In carrying out these responsibilities, Administration Division, Duty personnel shall accomplish the following:
 - (a) Provide Sector administrative services. Coordinate Sector travel and transportation administrative support, Sector Reserve mobilization administrative support, and the documentation of reserve drills.
 - (b) Maintain file copies of all original signed reserve orders issued to Sector and sub-unit reservists. In addition, the TPAX Authorizing Official (AO) shall provide a copy of all approved travel claims for ADT-AT, ADT-OTD and ADSW-RC orders to District Five (Dx).
- (5) Personnel Duty Responsibilities. In carrying out these responsibilities, Administration Division, Duty personnel shall accomplish the following:
 - (a) Oversee personnel actions. Coordinating the preparation of orders; coordinating accessions, separations, and reenlistments, facilitating the advancement process for members; coordinating personnel information documentation; and coordinating the processing of pay.
 - (b) Oversee Sector medical administrative services. Coordinating the provision of medical services support, unit medical program administration and related benefits.
 - (c) Oversee Sector and work-life program. Coordinating the Sector Special Needs Program and transition programs for separating personnel, administering the unit crisis intervention program, coordinating, Employee Assistance Program (EAP) referrals, and alcohol and drug dependency rehabilitation procedures.
 - (d) Oversee Sector wellness program. Administering the unit wellness program and promoting wellness.
- d. Education Services Officer (ESO). Under the direction and supervision of the Deputy Logistics Officer, and in accordance with all applicable regulations and policies, the ESO is responsible for the following:
 - (a) Oversee financial assistance and grants management. Submit members' Tuition Assistance (TA) applications; review Coast Guard Foundation (CGFDN) Grant applications; and provide access to CG Mutual Assistance (CGMA) loans or grants.

- (b) Oversee test management. Ensure the security of testing materials; maintaining the End of Course Test (EOCT) library, and maintaining tests.
 - (c) Oversee test administration. Proctor all requested tests and administer Service Wide Examinations (SWE).
 - (d) Oversee lost/compromised test investigations. Initiate an investigation to the loss or compromise of EOCTs and SWEs.
 - (e) Administer education services. Establish the ESO program.
 - (f) Oversee Sector training and development. Identify members' educational and professional development goals; facilitate member participation in SkillSoft and DANTES Independent Study courses; administer the Coast Guard Institute correspondence course program; inform members on the variety of officer accession, Class "A" School, and Post Graduate programs; and enroll members in the U.S. Military Apprentice Program (USMAP).
- e. Chief, Finance and Supply Division. The Finance and Supply Division is responsible for administering and executing finance and supply functions for Sector Delaware Bay. Under the direction and supervision of the Deputy, Logistics Department and in accordance with all applicable laws, regulations, and policies, the Chief, Finance and Supply Division is responsible for the following:
- (1) Readiness to perform. Ensuring that the Finance and Supply Division is ready to perform its operational activities by providing it with leadership and management support. This includes ensuring there are sufficient personnel available to safely and effectively perform required missions, meaning that personnel assigned to the Finance and Supply Division possess all required professional training and qualifications; that assigned personnel are willing and able to safely and effectively perform required missions; that all mission critical and assigned assets are available and operationally ready for use; that infrastructure is appropriately designed, maintained, and in place to support required missions, and that appropriate information and guidance is available, current, and accessible to execute required missions.
 - (2) Unit level finance support activity management. Administering and executing finance functions for Sector, including the development and maintenance of budget plans and management of accounts and disbursement of funds.
 - (3) Unit level supply support activity management. Administering and executing supply functions for the Sector, including the management of

real and general property programs; the procurement, stowage, and issuance of all stores assigned to Sector; the management of Sector transportation; and the management of galley operations.

- (4) Incident Command System F&S support activity management. When assigned as the Finance Section Chief on the General Staff of the ICS, the Chief, Finance and Supply Division is responsible for providing F&S support of the incident by participating in the development and implementation of the Incident Action Plan (IAP) and activating and supervising the Branches and Units within the Finance Section. Major responsibilities include participating in preparation of the IAP; reviewing the IAP and estimating Section needs for the next operational period; identifying F&S support requirements for planned and expected operations; planning the organization of the Finance Section; providing advice on current F&S capabilities; assigning work locations and preliminary work tasks to Section personnel; and ensuring the general welfare and safety of Finance Section personnel.
- (5) Division Chief Responsibilities. In carrying out these responsibilities, Finance and Supply Division shall accomplish the following:
 - (a) Oversee division administration. Manage personnel; maintain effective training and qualification programs; and coordinate intra-Division information flow.
 - (b) Oversee division operations. Coordinate Division tools and equipment availability; coordinating Division supply/logistics support; coordinate Division infrastructure support; and submit required correspondence.
 - (c) Provide administration/personnel subject matter expertise. Provide recommendations to the Deputy, Logistics Department to meet Sector and Department mission objectives.
 - (d) Oversee the UPH barracks at Sector Delaware Bay.
 - (e) Oversee the government vehicle motor pool.
- (6) Finance Manager Responsibilities. In carrying out these responsibilities, Chief, Finance and Supply Division shall accomplish the following:
 - (a) Oversee Sector budget plans. Oversee the development and closeout of the unit budgets.
 - (b) Oversee Sector budget execution. Coordinate the Sector budget program; account for Sector funds; coordinate Sector expenditures and accounts receivable; administer the Sector collection program and the

Productivity Improvement Fund; and submit Federal Emergency Management Agency (FEMA) disaster relief effort reimbursements.

- (7) Supply Manager Responsibilities. In carrying out these responsibilities, Chief, Finance and Supply Division shall accomplish the following:
- (a) Oversee Sector real property management. Manage Sector real property and coordinating real property support.
 - (b) Oversee Sector general property management. Coordinate real property support; manage Sector and sub-unit general purpose property, and disposing of general purpose property.
 - (c) Provide Sector supply system oversight. Coordinate the unit supply system and the unit materiel return program.
 - (d) Provide Sector transportation support. Coordinate general purpose property transportation, general purpose property deliveries, and transportation of freight.
 - (e) Oversee configuration management. Oversee the Division configuration management program and configuration management requirements.
 - (f) Oversee inventory management. Maintain inventory and complying with CFO Inventory Audit requirements.
 - (g) Oversee Sector Coast Guard Dining Facility (CGDF) management. Oversee CGDF administration and operations.
- (8) Incident Command System F&S Support Activity Responsibilities. In carrying out these responsibilities, Chief, Finance and Supply Division shall accomplish the following:
- (a) Coordinate incident initial response. Implement initial incident response actions; attend incident briefing, and attend Command and General Staff meeting/briefing.
 - (b) Coordinate incident action planning. Prepare the Chief, Logistics Department for the Tactics meeting; and prepare for and attend the Planning Meeting.
 - (c) Execute Incident Command System. Execute the F&S plan and assess progress.

- f. Chief, Engineering Support Division. The Engineering Support Division is responsible for administering unit organizational level engineering and armory support for Sector Delaware Bay. Under the direction and supervision of the Chief, Logistics Department and in accordance with all applicable laws, regulations, and policies, the Chief, Engineering Support Division is responsible for the following:
- (1) Readiness to perform. Ensuring that the Engineering Support Division and Armory personnel are ready to perform the required operational activities by providing them with leadership and management support. This includes ensuring there are sufficient personnel available to safely and effectively perform required missions, meaning that personnel assigned to the Engineering Support Division and Armory possess all required professional training and qualifications; that assigned personnel are willing and able to safely and effectively perform required missions; that all mission critical and assigned assets are available and operationally ready for use; that infrastructure is appropriately configured, maintained, and in place to support required missions, and that appropriate information and guidance is available, current, and accessible to execute required missions.
 - (2) Unit level engineering and armory activity management. Managing unit level engineering and armory support for Sector; including the administration of, naval and facilities engineering programs.
 - (3) Unit level engineering and armory support activity management. Managing unit level engineering and armory support for all Sector facilities and assets, including the administration of the motor vehicles program, oversight of the environmental compliance program, management of the armory and weapons training program, and the coordination of Information Technology (IT) management support.
 - (4) Division Chief Responsibilities. In carrying out these responsibilities, the Chief, Engineering Support Division shall accomplish the following:
 - (a) Oversee division administration. Manage personnel, maintain effective training and qualification programs, and coordinate intra-Division information flow.
 - (b) Oversee division operations. Coordinate Division tools and equipment availability; coordinate Division supply/logistics support; coordinate Division infrastructure support; and submit all required logs and correspondence.

- (c) Provide engineering and armory support subject matter expertise. Provide recommendations to the Chief, Logistics Department to meet Sector and Department mission objectives.
 - (d) Provide direct supervision for Sector Field Office (SFO) Atlantic City, NJ personnel.
 - (e) Oversee Sector housing program.
- (5) Engineering Manager Responsibilities. In carrying out these responsibilities, the Chief, Engineering Support Division shall accomplish the following:
- (a) Oversee Sector facilities engineering (public works) support. Oversee the management and maintenance of real property; manage funds for facility maintenance; and analyze engineering data.
 - (b) Oversee Sector naval engineering support. Oversee the management and maintenance of assigned naval platforms; maintain administrative and financial oversight of vessel maintenance; work with Type Desk Manager to oversee Engineering Change Requests (ECRs) submissions and Engineering Change (ECs) completions, Current Ship's Maintenance Projects (CSMPs) submissions, Cutter Engineering Report (CER) submissions, Allowance Change Requests (ACRs), and spare parts inventories.
 - (c) Work with NESU Portsmouth Port Engineer (PE) and Type Desk Manager to provide Contracting Officer's Technical Representative (COTR) qualified personnel to assist naval assets in conducting contracted availabilities.
 - (d) Oversee the engineering portion of a Ready for Operations (RFO) inspection by assigning qualified members to the team to inspect engineering administration, conduct a material inspection, and evaluate crew's performance on various engineering drill evolutions. Assist the Engineer Petty Officer in drafting and submitting CSMPs to correct issues found in the material inspection that are outside the unit's or Sector's engineering support ability to accomplish.
 - (e) Oversee a mentorship program for Station and Cutter EPOs to enhance their professional development. Mentor EPOs through the CWO Appointment process. Provide training to aid E5 & E6 EPOs in completing advancement requirements for their next paygrade. Provide engineering administrative assistance to ensure properly formatted correspondence, reports, and CASREPs are submitted.

- (6) Engineering Support Manager Responsibilities. In carrying out these responsibilities, the Chief, Engineering Support Division shall accomplish the following:
- (a) Provide Sector weapons/armory support. Oversee the administration of the armory, armory training, and the material condition of the armory.
 - (b) Manage Sector environmental compliance. Oversee compliance with applicable federal, state and local codes and regulations and overseeing environmental documentation for a new project or action at Sector or sub-unit of Sector. Coordinate and ensure unit environmental compliance for unit actions; coordinate and ensure compliance with environmental planning laws such as: National Environmental Policy Act (NEPA), the Clean Air Act (CAA), Archeological Resources Protection Act (ARPA), and the National Historic Preservation Act (NHPA) and related historic and cultural resource mandates, the Clean Water Act (CWA), the Endangered Species Act (ESA), the Marine Mammal Protection Act (MMPA), the Coastal Zone Management Act (CZMA), Native American Graves Repatriation Act (NAGPRA), and coordinating and ensuring compliance with CERCLA, and RECRA, and all other Federal environmental laws, Executive Orders and regulations; and conduct hazardous waste programs, the unit Environmental Management System (EMS) program, and environmental compliance record maintenance. Compliance with environmental planning laws should be coordinated with CEU Cleveland environmental staff per COMDTINST M16475.1D.
 - (c) Oversee configuration management. Oversee the Division configuration management system and requirements for assets in the sustainment life cycle phase.
 - (d) Oversee inventory management. Maintain inventory and comply with CFO Inventory Audit requirements.
 - (e) Provide contract administration oversight. Oversee Contracting Officer's Technical Representative (COTR) activities, and oversee the development of contract drawings, diagrams, specifications, and scope of work.
- g. Engineering Support Division - Duty. Under the direction of the Chief, Engineering Support Division, Duty personnel are responsible for the following:
- (1) Unit level engineering. Managing organizational level engineering for all Sector assets including the administration of electronics and naval engineering programs.

- (2) Unit level engineering support. Managing organizational level engineering support for all Sector assets including the administration of the motor vehicles program, oversight of the environmental compliance program, management of the armory and weapons training program.
- (3) Unit level facilities engineering support. Managing organizational level engineering support for all Sector facilities including the administration of facilities engineering (public works) programs.
- (4) Engineering Support Division – Duty Responsibilities. In carrying out these responsibilities, Duty personnel shall accomplish the following:
 - (a) Oversee Sector naval engineering support. Coordinate Sector naval engineering support; provide naval engineering subject matter expertise; and coordinate Sector naval engineering maintenance and repairs.
 - (b) Provide Sector weapons/armory support. Coordinate Sector weapons support, ammunition and pyrotechnics support, armory support, and ordnance administration.
 - (c) Oversee contract administration. Coordinate contract support activities and process contract vouchers and invoices.
 - (d) Oversee depot level maintenance coordination. Schedule and coordinate depot level maintenance.
 - (e) Oversee configuration management. Maintain the Division configuration management system and implement CG configuration management requirements for assets in the sustainment life cycle phase.
 - (f) Oversee inventory management. Maintain inventory and comply with CFO Inventory Audit requirements.
- (5) Facilities Engineering Officer Responsibilities. In carrying out these responsibilities, Engineering Support Division – Duty personnel shall accomplish the following:
 - (a) Oversee facilities engineering management, Coordinate the maintenance and repair of real property, providing real property support, and coordinating grounds maintenance.
 - (b) Oversee motor vehicle management. Coordinate the Sector motor vehicle and equipment program, the replacement of vehicles, and the heavy equipment operations qualification program.

- (c) Oversee shore facility capital asset management. Coordinate the management of shore facility capital assets and overseeing shore facility capital assets.
 - (d) Coordinating and ensuring unit environmental compliance for unit actions: coordinating and ensuring compliance with environmental planning laws such as: National Environmental Policy Act (NEPA), the Clean Air Act (CAA), Archeological Resources Protection Act (ARPA), and the National Historic Preservation Act (NHPA) and related historic and cultural resource mandates, the Clean Water Act (CWA), the Endangered Species Act (ESA), the Marine Mammal Protection Act (MMPA), the Coastal Zone Management Act (CZMA), Native American Graves Repatriation Act (NAGPRA), and coordinating and ensuring compliance with CERCLA, and RECRA, and all other Federal environmental laws, Executive Orders and regulations; and conduct hazardous waste programs, the unit Environmental Management System (EMS) program, and environmental compliance record maintenance. Compliance with environmental planning laws should be coordinated with CEU Cleveland environmental staff per COMDTINST M16475.1D.
 - (e) Oversee Sector Hazardous Material program. Coordinating the Pollution Prevention program (P2), the Sector hazardous materials program, and the Sector real property abatement program; overseeing the Sector hazard communication program; coordinating the Sector hazardous material occupational exposure program and the Sector Emergency Response Operations Plan; and submitting reports.
- h. Logistics Units. The following unit shall function as a Sector Delaware Bay Engineering outpost, under the direction of the Chief, Engineering Support Division.
- (1) Sector Field Office (SFO) Atlantic City.

CHAPTER 4. SECTOR WATCH ORGANIZATION

A. Watch Organization Chart. Figure 4-1 below shows the organization chart for Sector Delaware Bay.

Coast Guard Sector Delaware Bay Watch Organization

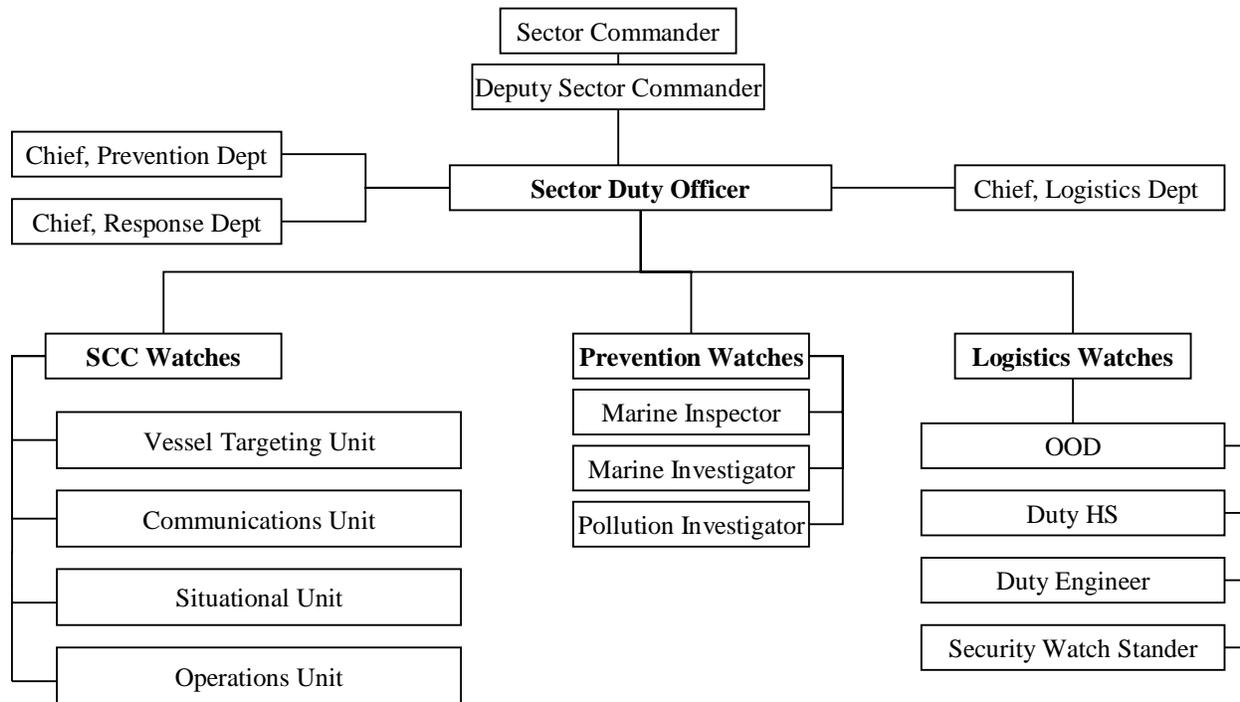


Figure 4-1 Sector Delaware Bay Watch Organization

- B. Policies, Procedures, and Watch Routine. Unit instructions outlining the specific policies, procedures, and watch routine for Sector Delaware Bay watches will be promulgated by the responsible department.
- C. Duties and Responsibilities of the Watch. This section contains general descriptions of the duties and responsibilities of each watch position.
1. Chief, Prevention Department. The Chief, Prevention Department is responsible for Sector missions related to preventing maritime casualties, oil spills, accidents, and security incidents. In general, the Chief, Prevention Department shall:
 - a. Provide on-call assistance and response as needed to all after-hours matters relating to the prevention of maritime casualties, oil spills, accidents, and security incidents.
 - b. Coordinate with the Sector Duty Officer (SDO) and the Chief, Response Department as required to manage all Sector prevention and compliance units/sub-units when not under the direct control of the District.
 - c. Provide proper risk assessment and operational support as needed.
 2. Chief, Response Department. The Chief, Response Department is responsible for the direction and employment of all assigned Coast Guard response forces. In general, the Chief, Response Department shall:
 - a. Provide on-call assistance and response as needed to all after-hours matters relating to the employment of any response force or sub-unit assigned to Sector Delaware Bay.
 - b. Coordinate with the Sector Duty Officer (SDO) and the Chief, Prevention Department as required to manage all Sector Delaware Bay response units/sub-units when not under the direct control of the District.
 - c. Provide proper risk assessment and operational support as needed.
 3. Chief, Logistics Department. The Chief, Logistics Department, shall provide on-call assistance and response as needed to all after-hours matters relating to any logistics requirements for prevention or response within the Sector. The Chief, Logistics Department shall provide on-call support to the Officer of the Day (OOD).
 4. Sector Command Center Watch. The Sector Command Center (SCC) watch is a continuously staffed command and control watch that has sole responsibility for monitoring and coordinating all Coast Guard operations across the entire mission spectrum. The SCC watch shall be manned 24 hours a day, 365 days a year. Sector Delaware Bay's watch organization is designed to operate as a team to meet the functional requirements for our Command Area of Responsibility (AOR). The watch organization is built upon a baseline of three watch positions. Enhanced SCC staffing may be added at the direction of the Sector Commander, Deputy Commander, or SCC Supervisor to meet unique demands. Additional watchstanders will provide support for a subset of the work responsibilities of the full-time positions during specific short-term

surge or high tempo operations. Additional watchstanders may include dayworkers, on-call personnel, and/or 24x7 watchstanders. Specific watch responsibilities beyond those general responsibilities listed below are defined in the Command Center Manual (CCM), COMDTINST M3120.20.

- a. Sector Duty Officer. The Sector Duty Officer (SDO) represents the command in all matters pertaining to the Sector and serves as the Sector Commander's direct representative after hours, maintaining a 24x7 live watch. The SDO has overall responsibility for the entire watch. The SDO shall:
 - (1) Maintain the overall security and safety of the Sector facility including situational awareness of all onboard activities. Ensure security requirements related to physical, communications, and personnel security are met and maintained within the command center facility.
 - (2) Inspect, observe, and inquire into all Sector Delaware Bay activities for potential process improvements.
 - (3) Lead emergency response efforts and duty section training.
 - (4) Greet visiting vessels and/or official visitors.
 - (5) Coordinate with the OOD to ensure the Sector is prepared to handle severe weather conditions.
 - (6) When necessary, communicate with the Sector Commander, Deputy Sector Commander, Department Heads, and appropriate Sector staff on issues as required by the Sector Commander's Standing Orders.
 - (7) Draft and release message traffic as needed, following locally established procedures for release authority.
 - (8) Comply with all standards as set forth by the Command Center Standard Operations Manual.
 - (9) As the senior watchstander, ensure that all SCC responsibilities listed in Section 2.D.3.f. of the Command Center Manual (CCM), COMDTINST M3120.20, are met.
- b. SCC Chief/Supervisor. See Section 2.D.3.f.(5) of the Command Center Manual (CCM), COMDTINST M3120.20.
- c. Command Center Watchstanders. Command Center watchstanders are responsible for all duties required to assist the SCC Supervisor maintain a 24x7 live watch. Under the direction of the SCC Chief or the CDO, Command Center watchstanders shall perform the following duties.

- (1) Assist the SCC Chief with the command and control of Coast Guard facilities in mission performance.
 - (2) Monitor all incoming communication lines and message traffic for distress calls. Guard calling and distress frequencies, answering all calls for assistance and all unanswered calls to other Coast Guard units.
 - (3) Maintain all search and rescue (SAR) case folders and case documentation files in accordance with applicable directives and publications.
 - (4) Make all scheduled and non-scheduled broadcasts as directed by the SDO.
 - (5) Advise the appropriate action officer of all immediate message traffic requiring action as soon as possible. Ensure all message traffic is posted properly and that all messages requiring special handling or markings are handled appropriately.
 - (6) Keep an abbreviated log, noting all watch events and calls to the Sector.
 - (7) Limit access to the SCC to persons on the access list.
 - (8) Follow all policies, instructions, and classified material control procedures to protect all classified material under their control.
- d. Communications Unit. The Communications Unit shall be a single, multiple or surge capable watch position responsible for all operational communications and support activities. This position is a continuous and alert watch position requiring a watch length not to exceed 12 hours in duration. This watch will be maintained by an Operations Specialist (OS) and/or specially trained and assigned civilian employees.
 - e. Situation Unit. The Situation Unit shall be a single, multiple, or surge capable watch position responsible for the effective and timely establishment of the sector Common Operating Picture (COP), and for supervising the command and control aspects of active waterways management and monitoring functions. This position is a continuous and alert watch position requiring a watch length not to exceed 12 hours in duration.
 - f. Operations Unit. The Operations Unit shall be a single, multiple, or surge capable watch position responsible for coordinating or supervising the command and control aspects of all Coast Guard and interagency operations including, but not limited to SAR, Maritime Law Enforcement (MLE), Maritime Environmental Response (MER), and Ports, Waterways, and Coastal Security (PWCS) missions. This position is a continuous and alert watch position requiring a watch length not to exceed 12 hours in duration.
 - g. Vessel Targeting Unit. The Vessel Targeting Unit shall be a single, multiple, or surge capable watch position responsible for determining the boarding status of vessels entering ports within Sector Delaware Bay's AOR. This position is a dayworking position requiring an 8 hour watch, 7 days a week.

5. Sector Prevention Watches.

- a. Duty Marine Inspector. The Duty Marine Inspector is an officer or civilian employee of the Coast Guard assigned to the Inspection Division providing emergency Commercial Vessel Safety program duties after hours under the direction of the SDO. The inspector must understand and apply federal statutes and regulations, Coast Guard policy, and accepted industry standards in the inspection of construction, alterations and repairs, equipment, and operating procedures for small passenger vessels and for foreign and domestic deep draft vessels.
- b. Duty Marine Casualty Investigator. The Duty Marine Casualty Investigator is an officer or civilian employee of the Coast Guard who is designated by the Officer in Charge, Marine Inspection (OCMI), to investigate and report on matters involving marine casualties and accidents; personnel deaths, injuries, negligence, misconduct, and incompetence; reported violations of load line requirements; damage to aids to navigation; oil and hazardous substances pollution incidents; waterfront facility casualties or accidents, and other reported violations of the navigation and vessel inspection statutes and regulations. Under the direction of the SDO, the Duty Marine Casualty Investigator shall respond to emergency requests for marine casualty investigator duties after hours.
- c. Duty Pollution Investigator. The Duty Pollution Investigator is an officer or petty officer assigned to investigate cases of pollution to determine if a violation of law occurred and, if so, to determine the source of pollution and to document the violation. The Duty Pollution Investigator may also assist the Captain of the Port (COTP) with duties as a Federal On Scene Coordinator (FOOSC) representative under the National Contingency Plan (NCP). The Duty Pollution Investigator must be thoroughly familiar with all applicable laws and regulations. Under the direction of the SDO, the Duty Pollution Investigator shall respond to emergency requests for pollution investigator duties after hours. The Pollution Investigator duty is a function of both Response and Prevention Departments.
- d. Duty Facilities/Container Investigator. The Duty Facilities/Container Investigator is a petty officer assigned to investigate breaches of security at facilities, damaged containers, and facility failures in the case of medium-large pollution incidents.

6. Sector Logistics Watches. Responsible for providing after hours duty section, i.e. Officer of the Day (OOD), Engineer of the Watch (EOW), Duty Health Services Technician (HS) and Security Watch Stander. During contingency operations Sector Delaware Bay personnel will be responsible for standing watches in accordance the published Watch Quarters and Station Bill (WQSB).

- a. Officer of the Day. The Officer of the Day (OOD) is responsible for the administration, safety and security of the Sector Facility and for assisting the SDO in executing any other duties necessary to carry out an effective watch. Under the direction of the SDO, the OOD shall:

- (1) Muster all watchstanders at the beginning of the watch and assign the standbys as necessary.
 - (2) Conduct morning and evening colors.
 - (3) Conduct safety and security rounds of the facility, routinely checking in with each watchstander during the watch.
 - (4) Coordinate with the SDO for support services required after hours.
 - (5) Ensure watchstanders are prepared to carry out unit bills as required for all routine and emergent issues including, but not limited to heavy weather, civil disturbance, and elevation of force protection level (FPCON), etc.
 - (6) Manage the barracks and enforce all UPH policies.
 - (7) Supervise the duty section and ensure the work list is completed.
 - (8) Escort contractors throughout the building as necessary.
 - (9) Manage all preparations and tasks for inclement weather.
 - (10) Coordinate DHL/FEDEX packages for pick-up.
 - (11) Assist the SDO as directed in order to carry out a safe and effective watch.
- b. Engineer of the Watch. The Engineer of the Watch (EOW) is responsible for after hours engineering support issues and for coordinating repairs, as necessary. This is a cell phone duty, and watch standers are not required to be on base after hours. If the EOW is needed, the OOD shall contact both the OOD and the Engineering Division Supervisor. Under the direction of the Engineering Division Supervisor, the EOW shall:
- (1) Respond to requests from the SDO or OOD for assistance with urgent matters affecting the material readiness of the Sector's physical plant or assets.
 - (2) Coordinate emergency repairs, as necessary.
 - (3) Complete follow-up work orders and reports, as required.
- c. Duty Health Services Technician. The Duty Health Services Technician (HS) watchstander provides after hours support for medical emergency services. This is a cell phone duty, and watch standers are not required to be on base after hours. The Duty HS shall:
- (1) Ensure emergency response materials and supplies are ready at all times.
 - (2) The Duty HS shall be informed any medical issues with personnel assigned to Sector Delaware Bay and her sub-units.

- (3) The Duty HS shall keep the Administration and Deputy Logistics Officers aware of any medical issues.
 - (4) Maintain required records and logs.
- d. Security Watch Stander. The Security Watch Stander is responsible for monitoring the overall security of Sector Delaware Bay and the surrounding base. Under the direction of the OOD the Security Watch Stander shall:
- (1) Man the security desk at the front entrance to the Sector building from 0530-2000.
 - (2) Monitor all base cameras via the monitor at the security desk.
 - (3) Answer all phone calls to the main Sector phone line and direct calls to the appropriate office.
 - (4) Manage all visitor passes and maintain visitor log.
 - (5) Maintain the rough and smooth logs for the Sector watch.

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CHAPTER 5. SECTOR BILLS

A. Watch, Quarter, and Station Bill

1. References.
 - a. Cutter Organization Manual, COMDINST M5400.16 (series)
 - b. United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series)
 - c. United States Coast Guard Sector Organization Manual, COMDTINST M5401.6 (series)
2. Purpose. The purpose of this bill is to provide guidance and set forth the duties, responsibilities, and procedures consistent with the above references for informing personnel of their assignments in routine and emergency operations as outlined in each Sector bill.
3. Responsibility. The Planning Staff is responsible for maintaining this bill.
4. Information. The WQSB lists the Incident Command System (ICS) assignments of all personnel, for each incident that may occur in the Sector Delaware Bay AOR. The WQSB outlines personnel duty assignments for routine and emergency operations at the given state of readiness and assigns specific duties to all hands by unit billet structure. Strict adherence to the WQSB eliminates any confusion concerning an individual's responsibility in the event of an all-hands evolution. The WQSB shall be prominently displayed in department /division workplaces and posted electronically for viewing.
5. Procedures and Assignments: The WQSB and position assignments can be found on the S: drive under Preparedness → Force Readiness Branch (srx) → WQSB.

B. Berthing Bill.

1. References.
 - a. Coast Guard Housing Manual, COMDTINST M11101.13 (series)
 - b. Owned and Leased Housing Tenants Occupancy Instruction, INSUPCOMINST M1115.
2. Purpose. The purpose of this bill is to provide guidance and set forth the duties, responsibilities, and procedures consistent with the above references for assigning personnel to the Unaccompanied Personnel Housing (UPH) at Sector Delaware Bay.

3. Responsibility. Logistics Department is responsible for maintaining this bill.
4. Information. The Berthing Bill provides berthing assignments to watch standers and Sector personnel assigned Permanent Party Quarters or Transient Quarters when temporarily living aboard the Sector. All E-4 and below permanent party members without dependants, of Sector Delaware Bay or one of the tenant commands, will be assigned to the UPH. All personnel residing in the UPH, permanent party, or temporary duty personnel or guests, will abide by these regulations. Violations can result in disciplinary and/or administrative action. A copy of this Bill shall be retained in each room, and upon assignment to the UPH, each member will be required to review and sign a copy.
5. Procedures and Assignments.
 - a. BAH. Those desiring to live off base and receive BAH must forward a Special Request Chit through their chain of command to the UPH Coordinator. Once an approved Special Request Chit has been received by the UPH Coordinator, the member will be placed on the waiting list based on date of occupancy and the date the Special Request Chit was submitted. E-4 and above will receive priority preference on the waiting list.
 - b. Organization.
 - (1) UPH Coordinator. The UPH Coordinator is responsible for the assignment of rooms, cleanliness, stowage, and good order of the UPH and Duty rooms.
 - (2) Master-at-Arms (MAA). The MAA is responsible for the issuing, collecting, and laundering of linen; replacement of furniture, and the general appearance and cleanliness of the UPH common-use areas.
 - (3) Officer of the Day (OOD). The OOD carries out the MAA duties after normal working hours, including Saturdays, Sundays, and holidays.
 - c. General Regulations.
 - (1) Alcohol. The possession and use of beverage alcohol by members and their guests is prohibited at all times.
 - (2) Drugs and Other Controlled Substances.
 - (a) All drugs, other than the prescription drugs issued to them by a competent medical authority, are prohibited.
 - (b) The possession of any device, instrument, or paraphernalia used for smoking or injecting a controlled substance is prohibited.

(3) Attire. All personnel shall be appropriately attired when outside of their room. Walking about the passageways only in undergarments, barefooted, towels, robes, pajamas, nightgowns, etc., is prohibited. Males are prohibited from wearing earrings while onboard.

(4) Berthing/Locker Assignments.

(a) Assignment will be made by the UPH Coordinator. Every effort will be made to berth individuals from tenant commands in the same room. Requests for changes in room assignments must be submitted to and approved by the UPH Coordinator.

(b) Permanent party personnel reporting after the normal workday, without a prior room assignment, will be assigned in the duty room overnight by the OOD. The UPH Coordinator will make final berthing arrangements the next working day.

(c) Room assignments will not be made to provide a convenient place to change clothes before and after work. Lockers are located in duty rooms, as available, with lockers assigned on a first-come, first-served basis. All lockers are to be clearly labeled with the name of the individual using the locker and shall remain locked at all times. Any locker that is found unlocked and/or unlabeled will have the contents removed and placed in the Lucky Bag. No individual will have more than one locker, and no permanent resident will have a locker. Requests for lockers will be made through the MAA.

(d) Duty rooms are provided for Sector personnel who are required to remain onboard on duty nights.

(e) Personnel will not use bunks or lockers assigned to another person.

(f) Duty section personnel will sleep in the room that has been assigned for their duty section.

(g) Residents or guests are not authorized to be in another person's room, except when invited and only when the occupant is present.

(h) During assigned occupant's normal working hours, no personnel shall be in their rooms, except when authorized by their supervisor. No personnel other than those assigned to the room shall be in the room during normal working hours.

(i) No rooms will be assigned to "Geographic Bachelors."

- (5) Cooking. Cooking is only authorized in the microwave ovens that are provided in the rooms. No personal item, which can be used for cooking is permitted in the rooms. This includes but is not limited to, hotplates and coffee pots.
- (6) Disciplinary Matters. Each occupant is expected to behave in a mature and sensible manner. All occupants are expected to comply with all laws, orders, rules and requirements of Coast Guard authority. Failure to obey verbal or written warnings issued by the UPH Coordinator/MAA or higher authority may result in disciplinary action. Violations of regulations should be reported to the UPH Coordinator during normal working hours and to the OOD after normal working hours.
- (7) Energy Conservation. Conservation of utilities will be in accordance with energy conservation programs. The control setting for heaters/air-conditioners will be set on low or turned off when the occupant(s) are not present. Any malfunctions of the heating/cooling system are to be immediately reported to the UPH Coordinator. Windows will not be open when A/C or heating units are being used. All lights will be turned off when the room is not occupied.
- (8) Fires and Open Lights. Fires or burning of any substance, including but not limited to: incense, candles, sparklers, and firecrackers is prohibited within the barracks.
- (9) Foods. To prevent pest and health problems, food items are to be either stored in the micro fridge, or stored in sealed plastic type containers such as Tupperware containers. Food with paper wrapping is not considered adequately sealed and should be re-stowed in insect-proof containers. Food wrappers and soda cans are to be thrown out immediately.
- (10) Furnishing.
 - (a) The Sector provides necessary room furniture. Occupant-owned furniture items are allowed as long as they are maintained in a good state of repair. Junk furniture is not allowed.
 - (b) Stereos and other electronic equipment are allowed if the wiring meets acceptable electrical safety standards.
 - (c) Government-furnished items will not be removed from any room without the permission of the UPH Coordinator. Occupants will be held accountable for all government-furnished items in their room.
- (11) Gambling. All forms of gambling are prohibited. This includes cards, dice, and all other games of chance. The solicitation, sale, or other

transfer of gambling paraphernalia or accessories is prohibited. Sociable games of cards or games involving dice are permitted provided they do not involve an exchange of money or other items of value. Possession of legal, state-run lottery tickets are allowed.

- (12) Guests. All residents and guests of the UPH are expected to abide by accepted standards of proper social behavior. Residents of the UPH in a liberty status are allowed guests in their quarters subject to the following rules:
- (a) Nonresident guests are defined as individuals who are not residents of the UPH that have been invited into the UPH by a resident. The maximum number of nonresident guests per sponsor is two.
 - (b) Resident Members of the UPH are considered as “guests” when in a room other than the room to which assigned. No UPH resident “guests” shall be in a UPH room that is assigned to member(s) of the opposite sex between the hours of 2200 and 0800.
 - (c) All nonresident guests must present valid identification and be signed into the visitor log by the quarterdeck watch stander. All visitors must wear a VISITOR Badge in plain sight, at all times while on Sector grounds.
 - (d) Guests are allowed in the UPH only during the hours of 0800 to 2200. Their sponsor must escort guests at all times while on board the base.
 - (e) If any resident of a room objects to the presence of a guest in their assigned room, the guest must leave the room. The resident’s reasonable expectation of privacy prevails over his/her roommate’s privilege to have guests in the room.
 - (f) When a guest is of the opposite sex the door shall remain open at a minimum of half way.
 - (g) Any guest failing to abide by UPH rules and regulations will be escorted from the base and action will be taken to limit their on base access.
 - (h) Sponsors (UPH residents) found in violation of UPH rules and regulations pertaining to guests as outlined, may at the very minimum forfeit all guest privileges. Sponsors are responsible for the actions of their guests.

- (i) Under no circumstances will any guest under the age of 18 years of age, be permitted in any UPH room.
- (13) Hobbies. Residents may work on small hobbies in their rooms. However, proper precaution shall be used to avoid damage to government and personal property. Items creating excessive debris, requiring use of combustible products or flammables, and/or creating toxic vapors or any other hazardous condition are prohibited in the UPH rooms.
- (14) Keys/Locks.
 - (a) Each resident will receive one room key from the UPH Coordinator. Responsibility for the key will rest with the occupant. The key must be returned to the UPH Coordinator upon checking out.
 - (b) No person shall cut, force, or tamper with a government-locking device, or locking devices belonging to another resident. No person may use government-owned locks for personal lockers.
- (15) Laundry Room. Only permanently assigned UPH residents are authorized to use the UPH laundry facilities. Only personal clothing and uniforms are to be washed. Under no circumstances are rugs or other heavy fabric items to be washed in these machines. Individuals using the laundry room are responsible for maintaining a state of cleanliness after use. The laundry facilities are secured at 2200. Coveralls and extremely soiled clothing should be washed in the machines in the Engineering building rather than in the barracks.
- (16) Linen.
 - (a) Two sets of bed linen will be issued to each permanently assigned UPH resident. Linen will be maintained by the resident, and clean linen will be on the bed at all times.
 - (b) Duty personnel will be issued linen to make their beds in a military manner, and duty rooms will be kept clean, organized, and the decks vacuumed/swept. Clothing will be inside of lockers, and the lockers will be locked. Any unsecured gear will be confiscated and placed in the Lucky Bag.
 - (c) Off-going duty personnel will strip their beds prior to 0730 of the morning following their duty day and will place their linen in the laundry basket in the laundry room.
- (17) Lucky Bag Sales. Lucky Bag sales will be held periodically. Notices

will be posted well in advance. The Lucky Bag will be maintained by the MAA.

- (18) Name Tapes. All occupants will have their names displayed outside of their room door. These nametapes will be provided and placed by the UPH Coordinator. They will not be tampered with by other personnel.
- (19) Noise. The UPH is maintained for the benefit of all personnel quartered therein. It is the responsibility of all occupants to respect the rights of their roommates and neighbors. Complaints must be made to the UPH Coordinator or OOD immediately. Two complaints or reports of excessive noise will result in the removal of electrical devices, such as stereos, radios, or any other noise-producing devices.
- (20) Pets. No birds, mammals, mice, reptiles, spiders, insects or other pets of any kind shall be kept in any room.
- (21) Pictures/Posters. Pictures, posters, and/or graphic materials may be displayed; however, they will not be excessive in number, nor will they be pornographic, offensive, or demeaning to others who may look at them.
- (22) Portable Heaters. Portable heaters are strictly prohibited and will not be placed in any barracks room.
- (23) Recreation Room/Lounge. Recreation rooms equipped with lounge furniture are provided for the use and enjoyment of barracks residents. Each resident is expected to clean up after himself/herself and secure any equipment used. Faulty or inoperative recreational equipment should be reported to the morale office.
- (24) Security. Each occupant is responsible for the security of his/her own belongings. Lockers shall be kept locked at all times when the assigned person is not in the immediate vicinity of the locker.
- (25) Smoking. Sector Delaware Bay is designated as a non-smoking facility. There will be absolutely no smoking in barracks rooms or in any other space, except for designated smoking areas. Smokers will utilize the ash receptacles that are provided while smoking in either of these authorized areas.
- (26) Stereo, Radio, TV, and Other Sound Producing Equipment. These items are allowed in the occupant's room, so long as they have been approved by the Facilities Engineering Division. The volume of such equipment shall be kept at a level that does not disturb other residents. Residents are to ensure the volume of their stereo, radio, TV, and other electronic

sound producing equipment is lowered at 2200 to the level that no one in adjoining rooms or the corridor can hear the noise. Complaints must be made to the UPH Coordinator or the OOD immediately. Two complaints or reports of excessive noise will result in the removal of electrical sounding devices, such as stereos, radios, or any other noise-producing devices.

(27) Video Cassette Recorders.(VCR). The barracks VCR will not be removed from the lounge for use in any barracks rooms or moved to any location. Any movies containing pornographic material will not be allowed.

(28) Weapons. The possession of firearms, ammunition, pyrotechnics (fireworks), Government owned firearms, other ordnance equipment, bows and arrows, BB guns, spear guns, swords, knives with blades in excess of four inches, martial arts weapons, pepper spray, batons, handcuffs or any other items classified by state and local law enforcement agencies as weapons in the UPH is prohibited.

6. House Keeping. UPH occupants are not relieved of the responsibility for the customary care and housekeeping duties that are commonly performed in a tenant- landlord relationship. Once assigned to a room, each occupant is expected to maintain the required level of cleanliness. Cleanliness of assigned rooms includes interior walls, woodwork, windows, bathrooms, micro fridge, floors, etc., which will be maintained by the residents. When the occupant is absent from the room, the rack is to be neatly made. A reasonable level of neatness (clothes, papers, gear not strewn about) is also expected of all occupants. The MAA is responsible for all duty rooms, passages, stairwells, and common-use areas. The senior person in each room is responsible for seeing that housekeeping regulations are observed at all times. Each occupant is responsible for his/her bed and immediate area.

a. Daily Cleaning. Every workday prior to 0730, each room shall be cleaned, loose gear stowed, and beds made in a military manner. All shoes are to be placed in lockers or neatly under the bed, and no clothing items are to be left unsecured. Trash will be emptied and removed from UPH rooms.

7. Inspections. At a minimum the duty rooms will be inspected daily and permanent resident rooms will be inspected weekly. The following guidelines on Inspections will be conducted in accordance with Military Rule of evidence 313.

a. Weekly at a Minimum.

(1) UPH inspections for permanent residents are held randomly and unannounced. It is the responsibility of each resident to maintain an acceptable level of cleanliness at all times. The condition of each room

will be graded a pass or fail. Occupants whose rooms fail will have 24 hours to correct all discrepancies. If the room fails a re-inspection disciplinary action will be taken. Residents will have room ready for inspection at any time, including the following.

- (a) Normal daily cleaning:
- (b) Rugs vacuumed:
- (c) Decks swept and swabbed:
- (d) Radiators/air conditioners dusted:
- (e) Furniture cleaned/polished:
- (f) Windows, windowsills, vertical blinds cleaned:
- (g) TV screens wiped down:
- (h) Showers scrubbed inside and out:
- (i) Toilets and urinals wiped down and sanitized:
- (j) Sinks and mirrors wiped down and polished:

(2) Lockers will be kept neat, orderly and clean. Although not a part of a “normal” room inspection, they are subject to periodic health and sanitation inspections with the occupant present.

(3) Occupants are not required to stand-by their rooms for routine unannounced inspections.

(4) Personnel authorized to sleep late are to ensure that a late-sleeper sign is posted outside of their room.

- b. Daily. All duty rooms will be inspected daily. Personnel assigned to rooms that fail inspection will be recalled immediately to correct any discrepancies found.
8. Maintenance, Repair and Pest Control. Requests for repairs and routine work orders such as light bulbs, leaky faucets, plugged drains, shall be reported to the UPH Coordinator. Emergency repair problems that occur after working hours should be reported to the OOD. Emergencies are classified as items that immediately affect the health and/or safety of the occupants. All pest problems should be reported to the UPH Coordinator.

9. Liability for damage or loss. Personnel assigned to the UPH will be held responsible for any loss or damage to the government property. This includes damage to the government property resulting from alterations or additions performed by the occupant to the UPH rooms. Occupants will be responsible for any loss or damage to UPH furnishings, loss of keys, and the structure, i.e., walls, carpeting, etc., caused by the acts or negligence of the member, and his/her guests. In case of loss or damage to government property, the member may elect to repair or replace the property in lieu of making payment. Repair or replacement shall be of like kind, type, or comparable quality and workmanship and shall be inspected and approved by the UPH Coordinator. If approved/accepted by the UPH Coordinator, the member is relieved of further liability. Repairs to, or replacement of, the property in lieu of cash reimbursement by the member is preferred and encouraged. It is usually the quickest and normally the least costly method (no labor charges) to settle the situation. Negligence can be a failure to act as well as a conscious act. For example, a small plumbing leak results from normal wear and tear, and the member knows of it but fails to report or fix it. This omission by the member may cause serious water damage to the quarters after several days and is considered negligence. In this case the member will be responsible for paying all costs associated in repairing the plumbing and resulting water damages. If the member will not voluntarily comply, the UPH Coordinator is authorized to check the member's pay involuntarily for property restoration costs.

C. Classified Material Emergency Action Bill.

1. References.
 - a. Sector Delaware Bay Classified Material Emergency Action Plan, SECDELBAYINST 5510.1K.
2. Purpose. The purpose of this bill is to provide guidance and set forth the duties, responsibilities, and procedures in the event of a natural disaster or civil disturbance that requires securing and removal of classified information, or in the event emergency destruction of classified material is necessary.
3. Responsibility. The Command Center Chief is responsible for maintaining this bill.
4. Information. Command Centers shall develop Emergency Action Plans (EAPs) for the securing and removal of classified information, in case of natural disaster or civil disturbance. Such plans shall establish detailed procedures and responsibilities for the securing and removal of classified information so that it does not fall into unauthorized hands. The EAPs shall indicate what information is to be secured or removed and shall provide for securing the information and/or removing the information from the area.

5. Procedures and Assignments. See SECDELBAYINST 5510.1K

D. Emergency Communications/Loss of Communications Bill.

1. References.
 - a. Sector Delaware Bay Command Center Standard Operating Procedures, SECDELBAYINST 3120.1B
2. Purpose. The purpose of this bill is to provide guidance and set forth the duties, responsibilities, and procedures consistent with the above reference in the event of lost communications or a situation requiring the use of emergency communications equipment.
2. Responsibility. The SCC Supervisor is responsible for maintaining this bill.
3. Information. Reliable communications are critical to conducting emergency operations. Due to the inherent responsibilities involved in these situations, it is necessary to place in effect a clear and concise communications plan and strictly follow it. The primary means of communications during emergency situations is normally the VHF-FM radio; however, pagers, telephones, cellular phones, or computers may also be used to initiate an emergency response.
4. Procedures and Assignments. See Chapter 9 of SECDELBAYINST 3120.1B.

E. Facility Emergency Action Plan.

1. References.
 - a. Sector Delaware Bay Facilities Emergency Action Plan, SECDELBAYINST 5100.49A
2. Purpose. The purpose of this bill is to ensure the safety and security of Sector Delaware Bay personnel in the event of an emergency situation involving the workplace.
3. Responsibility. The Safety Officer is responsible for maintaining this bill.
4. Information. Potential emergencies include chemical, biological, radiological, nuclear, and explosive (CBRNE) events; traditional incidents such as fires, medical emergencies, bomb threats, discoveries of explosive devices, civil disturbances, hazardous material releases, electrical failures, losses of water pressure; and natural disasters such as hurricanes and floods.
5. Procedures and Assignments. See SECDELBAYINST 5100.49A.

F. Incident Command System Bill.

1. References.
 - a. Classified Information Management Program, COMDTINST M5510.23 (series)
 - b. Incident Command System, COMDTINST 3120.14 (series)
 - c. Coast Guard Incident Command System Implementation Plan, COMDTINST M3120.15 (series)
 - d. Physical Security and Force Protection Program, COMDTINST M5530.1 (series)
 - e. United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series)
 - f. Homeland Security Presidential Directive 5 (HSPD-5)
 - g. USCG Alignment with NIMS and NRP, COMDTINST 16000.27.
2. Purpose. The purpose of this bill is to provide guidance and set forth the duties, responsibilities, and procedures consistent with the above references for exercising and standing up the Incident Management Team (IMT) to support the Incident Command System (ICS) for emergency response operations within the Sector. In accordance with the above references, the Sector's response organization should be capable of integrating qualified personnel from other agencies into its organization as the incident response requires, and Sector personnel should be capable of integration into another agency's response organization as well.
3. Responsibility. The Contingency Planning Staff element is responsible for maintaining this bill.
4. Information. ICS is an incident management system whose principles can be applied to all types of incidents such as floods, hurricanes, search and rescue (SAR), law enforcement (LE) cases, port security incidents, oil spills, hazardous substance releases, and planned events such as marine parades. Homeland Security Presidential Directive 5 (HSPD-5) requires the use of the National Response Plan (NRP) and National Incident Management System (NIMS) as the Government's framework for all-hazards/incident response. When used properly with trained personnel, it will enhance the Coast Guard's ability to conduct response operations. NIMS provides a uniform process, organization, and language for emergency response management, ensuring that all emergency responders, regardless of agency or organization, respond as a coordinated team with common objectives.

5. Procedures and Assignments.

a. Incident Types. NIMS "types" incidents and response assets into one of four categories in order of severity or capability. The following type categories apply:

- (1) Type IV - A routine incident response with the first responder or Sector Command Center controller as the Incident Commander (IC).
- (2) Type III - A moderate incident response with the Sector's resources fully engaged and the COTP/FMSC (or designated officer) as the IC.
- (3) Type II – A large incident response with the Sector's resources fully engaged with the assistance of other Coast Guard units or Federal, State and Local agencies, and the COTP/FMSC or District Commander acting as an (ICS) Area Commander (AC), Unified Commander (UC) or IC.
- (4) Type I – A major incident of national significance with Sector's resources fully engaged and use of forces from other Coast Guard units or Federal, State and Local agencies, with a Principal Federal Official (PFO) designated by the Secretary of Homeland Security.

(2) Coast Guard Waterborne Response Resource Types:

- (1) Type IV – Coast Guard trailerable small boats.
- (2) Type III – Coast Guard utility or motor life boats.
- (3) Type II – Coast Guard patrol boats.
- (4) Type I – Coast Guard cutters (larger than patrol boats)

(3) Organization: ICS is based on a "ground-up" approach to organization and uses only those organizational elements that are needed to properly respond to the incident. Most incidents are type IV (routine) or type III (moderate) and generally require no more organization than is supported by the normal Sector Delaware Bay organization. For larger incidents, the Sector's organization may initially start as a type III incident and transition into a larger organization as on scene information develops or as the Sector Commander directs. Sector Command Center personnel should be ready for a smooth hand-off of information to the Sector's IMT as an incident escalates.

G. Key and Lock Control Bill.

1. References.
 - a. Physical Security and Force Protection Program, COMDTINST M5530.1 (series)
 - b. Security Awareness, Training and Education (SATE) Program, COMDTINST M5528.1
 - c. Security Manual, COMDTINST M5500.11 (series)
2. Purpose. Key and lock control is one the first layers of protection at a unit. Physical security is primarily maintained through the use of locks and locking devices both during and after normal working hours. Without strict control of keys and proper hardware, locks proved nothing more than a false sense of security and put unit assets and personnel at risk. IAW reference (b), this annex establishes guidance for the control and administration of security and building access related keys.
3. Responsibility. The Command Security Officer is responsible for maintaining and enforcing this bill.
4. Information. The number of individuals authorized to draw/retain keys shall be kept to the absolute minimum commensurate with security and operational requirements.
5. Procedures and Assignments. The Logistics Officer shall designate the key control officer for Sector Delaware Bay. Responsibilities include management of the supply of locks and how they are stored, the handling of keys, record files, investigation of lost keys, maintenance and operation of key repositories, and the overall supervision of the key and lock control system. Key Security and Control Measures:
 - a. Keys shall be issued to individuals who require repeated after hours access to their individual office space only. Individuals issued keys must be made aware of requirements to safe guard and immediately report the loss of unit issued keys.
 - b. Operating keys to security areas shall not be issued for personal retention or removal from the unit. The OOD shall maintain possession of these keys at all times. Security related keys are those keys that access locks that protect funds, controlled medical substances, AA&E, high value assets and the areas in which the keys are stored, and those keys that control access to restricted areas. This restriction also applies to keys that unlock repositories, which contain keys to security areas.

- c. A key repository index shall be maintained for each repository within the key and lock control system. The index shall be used as the basis for the inventory of keys controlled from the repository. The index shall be destroyed when superseded or obsolete.
- d. All keys within the key and lock control system shall be kept under continuous administrative accountability. A key control register shall be used to record the issue and turn-in of keys. Key control registers shall contain the signature of the individual receiving/returning the key, EMPLID, date, time of issuance, serial number or other identifying information of the key, and signature of the person issuing the key. A separate register shall be maintained for each repository. When not in use the register shall be locked inside the repository to which it pertains. All keys removed from the repository shall be recorded on the register.

H. Material Inspection Bill.

- 1. References.
 - a. Coast Guard Regulations, COMDTINST M5000.3B (series)
 - b. Safety and Occupational Health Manual, COMDTINST M5100.47
- 2. Purpose. The purpose of this bill is to provide guidance and set forth the duties, responsibilities, and procedures consistent with the above references for conducting materiel inspections.
- 3. Responsibility. The Logistics Department is responsible for maintaining this bill.
- 4. Information. Materiel inspections are conducted to ensure the Sector's readiness to execute required functions effectively and may include:
 - a. All areas and equipment to identify potential safety hazards.
 - b. Living and working spaces to ensure sanitary and hygienic conditions are maintained.
 - c. All ordnance equipment, magazines, and spaces in accordance with Maintenance Requirement Cards (MRCs) or other ordnance publications when MRCs are not applicable.
 - d. All machinery, spaces, and equipment to ensure they are properly operated, preserved, maintained, and kept clean.
- 5. Procedures and Assignments.
 - a. The Logistics Department Head, Engineering Officer, or their designated replacement will conduct material inspections of Sector Delaware Bay, at least quarterly.

b. A master list of discrepancies will be maintained by the Engineering Officer. The master list will be used as a tool for identifying safety concerns, and ensuring that hazardous conditions are repaired promptly as possible.

c. The Philadelphia base of Sector Delaware Bay has the following materiel zones:

(1) ZONE A GROUNDS

(a) Sheds, Tanks, Piers

(2) ZONE B MAIN BUILDING 1ST FLOOR

(a) Barracks

(b) Admin

(c) Medical.

(d) Exchange

(e) Command Center

(3) ZONE C MAIN BUILDING 2ND FLOOR

(a) Galley, Wardroom, Chief's Mess

(b) Barracks

(c) Second Deck

(d) Command Suite

(4) ZONE D ENGINEERING BUILDING

(a) Engineering Spaces

(b) ET Shop

(c) Station Philadelphia, ANT Philadelphia, Boat Bay

I. Motor Vehicles and Parking Bill.

1. References.

- a. Safety and Environmental Health Manual, COMDTINST M5100.47 (series)
- b. Administrative Investigations Manual, COMDTINST M5830.1 (series)

2. Purpose. To establish policies for the Sector Delaware Bay motor vehicle safety program, as required by reference (a). This includes all related Coast Guard facilities under this unit's command including Coast Guard housing facilities.

3. Responsibility. The GSA Vehicle Manager and Safety Manager are responsible for maintaining this bill.

4. Information. All personnel, including dependents and visitors, operating vehicles on board Sector Delaware Bay shall comply with this instruction. Additional motor vehicle safety policy applicable to military personnel, while on and off duty, is contained in Chapter 10 of reference (a).

5. Procedures and Assignments. Motor vehicle mishaps are one of the leading causes of fatalities and serious injuries to Coast Guard personnel, accounting for approximately 65% of all reported mishaps, with an average of seven fatalities annually. This command, and every individual assigned to this command, have a responsibility to effectively manage the risks associated with motor vehicle use. This instruction is designed to maximize motor vehicle safety on board Sector Delaware Bay as well as all field units under its command. Vehicle operating practices must also conform to Pennsylvania, New Jersey, and Delaware state laws and local ordinances of the City of Philadelphia unless specifically exempted by the Commanding Officer.

a. Program Management. The Unit Safety Manager is responsible for the oversight of the motor vehicle safety plan for Sector Delaware Bay. The Logistics Department is responsible for ensuring compliance with motor vehicle safety rules on board Sector Delaware Bay and brokering appropriate resolution of violations with Sector Delaware Bay Deputy Sector Commander. The Deputy Sector Commander will liaise with other unit commanders to resolve violations of local motor vehicle safety policies by military members (and their dependents) not assigned to Sector Delaware Bay.

b. Training.

(1) The unit GSA Vehicle Manager shall provide initial motor vehicle safety training during PCS check-in, and shall conduct recurring training at annual "All-Hands" refresher training sessions. Additional training may be provided on an "as needed" basis to address emerging motor vehicle

safety concerns. The Unit Safety Officer will also facilitate unit participation in national awareness campaigns such as “Buckle-Up America” and “You Drink, You Drive, You lose” campaigns. Additional resources to augment this training may include the City of Philadelphia Police Department or Pennsylvania State Troopers. Initial and annual motor vehicle safety training shall include, but is not limited to, the following topics:

- (a) Orientation with unit traffic policy.
- (b) Local traffic laws, traffic patterns and congestion.
- (c) Seasonal road conditions and driving and weather considerations.
- (d) Maximum driving times.
- (e) Coast Guard Policy on motor vehicle, bicycle, and pedestrian safety.
- (f) Driver improvement courses for high-risk personnel (per reference (a)).
- (g) Personal protective equipment (PPE) requirements.
- (h) Policies concerning special use vehicles such as motorcycles and all-terrain vehicles (ATV).
- (i) GSA policies and procedures for vehicle maintenance, repair, and emergency situations.

(2) Unit personnel who are in need of remedial driver’s education (e.g., are involved in a serious motor vehicle accident, or are convicted of a serious moving traffic violation such as speeding, reckless driving, or driving under the influence) will be required to attend a driver improvement awareness course.

- c. Occupant Restraints. All personnel operating or riding in any motor vehicle aboard Sector Delaware Bay, its outlining units, or Coast Guard housing areas or while on official Coast Guard business shall use installed occupant restraint devices at all times. Further, affected personnel shall comply with Pennsylvania, New Jersey, and Delaware state laws governing use of child/infant restraint safety seats. Military personnel are required to wear seat belts at all times while traveling in any motor vehicle that is required to be so equipped. Additionally, passengers shall not ride in a vehicle (e.g., pickup truck bed) while on government property, that does not provide them with a restraining device.

- d. Maximum On-Duty Driving Times. To reduce the potential for traffic mishaps caused by operator fatigue, supervisors shall utilize the units ORM model to identify hazards and reduce risks when assigning long-distance driving duties to personnel who have been on-duty for the previous eight hours. Note: All vehicle occupants are considered to be “on-duty” while traveling in a Coast Guard vehicle.
- (1) During periods of Permanent Change of Station (PCS), Temporary Duty (TDY) or Temporary Additional Duty (TAD) travel, as cited in paragraph 10.D.6 of reference (a), addresses PMV and GMV travel time for PCS, TDY or TAD travel orders. Generally, one day of travel is allowed for each 350 miles of official distance of ordered travel. When the total official distance is 400 miles or less, one day’s travel time is allowed. This applies to travel by privately owned conveyance (when advantageous to the government), special conveyance (vehicle) as authorized for TDY travel and government vehicle use during these types of travel.
 - (2) No one may drive, or require another member to drive, a motor vehicle with a combined duty and driving time exceeding 14 hours in a 24 hour period. A 10 hour rest period shall be required prior to duty status or resuming driving duties.
 - (3) No one may drive, or require another member to drive, a motor vehicle for more than 8 hours in a 24 hour period if the vehicle is carrying explosives or other hazardous cargo.
 - (4) Two or more qualified drivers shall be assigned for trips greater than 400 miles, or if driving time is expected to exceed 10 hours, or exceed 8 hours when transporting explosives or hazardous cargo, in a 24 hour period. In as much as all vehicle occupants are “on-duty” while in the vehicle, the total time of travel shall not exceed 14 hours in a 24 hour period. Assigned drivers shall relieve each other of driving responsibility, to ensure that no individual driver exceeds a total driving time of 10 hours, or 8 hours when transporting explosives or hazardous cargo.
 - (5) Driving times shall be reduced to not more than eight hours per driver for night driving and during periods of inclement weather. Total driving time for all assigned drivers may not exceed 14 hours in a 24 hour period. Due to reduced alertness and performance during night time hours, two or more qualified drivers shall be assigned and these drivers shall rotate driving duties every two hours between the hours of 2200 and sunrise.
- e. Civil Requirements. Unit military personnel shall comply with all local driver licensing requirements, including special and endorsement requirements (e.g., motorcycles, mopeds), vehicle safety inspections, and registration and insurance requirements. All other Coast Guard personnel shall also comply

with requirements when on any military installation and while on official Coast Guard business.

- f. Motorcycles. Unit Personnel are required to comply with all Coast Guard and state regulations governing operation of a motorcycle, both on and off base.
 - (1) All unit personnel, civilian or military, that operate or park a motorcycle on any Coast Guard facility or DOD installation, shall complete a Motorcycle Safety Foundation (MSF) or similar DOD or state approved motorcycle training course. Military personnel that operate a motorcycle (street legal) shall obtain this training regardless of whether the motorcycle is operated on or off base. Details of training requirements are addressed in paragraph 10.K.2 of reference (a).
 - (2) All unit motorcycle operators, and passengers (military and civilian) shall wear the PPE indicated in this paragraph when onboard a Coast Guard facility. All military motorcycle operators shall wear this equipment at all times regardless of where the motorcycle is operated: a DOT-or snell-approved motorcycle helmet with chinstrap securely fastened, impact or shatter resistant goggles or full-face shield (a windshield or fairing does not meet this requirement), over-the-ankle, sturdy footwear, full-fingered gloves, long-legged trousers, and a long-sleeved shirt or jacket. Brightly colored or white upper garments shall be worn during the day and high visibility reflective or retro-reflective vests, harnesses or strips on clothing at night or in periods of low visibility (fog and rain). Outer upper garments should be clearly visible and not covered. Note: The PPE indicated above is required for entry onto DOD installations, and retro-reflective vests or harnesses are required on DOD installations at all times.
 - (3) Motorcycle headlights shall be illuminated at all times while the motorcycle is in operation.
- g. All-Terrain Vehicles (ATV). Reference (a) requires all ATV operators to comply with the PPE requirements mandated for motorcycle operations. All Coast Guard personnel who operate an ATV on official business or onboard any Coast Guard facility shall successfully complete an approved ATV safety course. Passengers are prohibited on ATVs used for official business or while being used onboard any Coast Guard facility.
- h. Bicycle, Roller-skate, Skateboard, and Scooter Use. All persons who operate a bicycle, roller-skate, skateboard, or scooter on government property shall wear a protective helmet approved for this purpose. The wearing of portable headphones, earphones, or other listening devices while operating a motorized vehicle, jogging, walking, skating, or bicycling this command are prohibited.
- i. Government Utility Vehicles. Prior to using any utility vehicles, operators shall be trained on the characteristics and safety considerations.

- j. High Risk Areas. None.
- k. Speed limits. Unless posted otherwise, the speed limit on this command is 5 mph.
- l. Vehicle Mishaps. The procedures for mishaps involving government motor vehicles (GMV) are contained in references (a) and (b). (ALCOAST 315/05 provides revised guidance on reporting damage to government vehicles). Motor vehicle mishaps can be reported using the Coast Guard E-mishap system, at the following website:
<http://cgweb.lant.uscg.mil/KDiv/kseHomePage.htm>. In the event of other vehicle mishaps on Coast Guard property, immediately call 911 for emergency medical teams if injuries are suspected. In all cases, contact the Sector Delaware Bay SDO at (215)217-4941 as soon as possible. The OOD will then brief the Deputy Sector Commander once medical aid has been rendered and the situation has been evaluated.
- m. Alcoholic Beverages. When driving on this command, the operator and/or passenger(s) of all motor vehicles (GMV and private motor vehicles) are prohibited from having open containers of alcoholic beverages in their possession. Personnel operating a GMV are prohibited from having open containers of alcoholic beverages in the vehicle at any time, on or off a Coast Guard facility. Coast Guard members (military or civilian) are also subject to any state laws that prohibit open containers and possession of alcoholic beverages in all motor vehicles.
- n. Additional Policy Requirements. All other provisions regarding motor vehicle safety contained in Chapter 10 of reference (a) apply to Sector Delaware Bay and all outlining unit personnel unless exempted by the Sector Commander.
- o. Driver Distractions. As per CH.10.I.3 of reference (a), vehicle operators on a Coast Guard facility and operators of Government owned or authorized vehicles off facility shall not use cell phones while the vehicle is in operation. The potential for driver distraction also exists for activities such as eating and drinking, applying makeup, shaving, reading maps and directions, and operating radios, stereos, two-way communications devices or global positioning equipment. These activities should only be performed when the vehicle is safely stopped.
- p. Motor Vehicle Policy Violations. Military Personnel who violate these policies may be subject to punishment under the Uniform Code of Military Justice (UCMJ) or other adverse administrative proceedings. Personnel (including dependents) are subject to loss of driving privileges on government property for repeated or gross infractions. Reference (b) requires a line of duty/misconduct determination for any mishaps involving active duty personnel with lost time exceeding 24 hours. For example, a determination of “misconduct” may be in order if a Coast Guard member, while riding a

motorcycle without a safety helmet, receives a head injury and evidence suggests use of a helmet (which is required by policy) would have prevented the injury. A finding of “misconduct” or “not in the line of duty” may deprive a member of benefits to which they might otherwise be entitled. Such benefits include physical disability retirement, severance pay, and medical costs. The Sector Delaware Bay Deputy Sector Commander is responsible for the disposition of any violations of the motor vehicle safety policies contained herein.

J. Orientation Bill.

1. References.

- a. Standards of Ethical Conduct, COMDTINST M5370.8 (series)
- b. United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series)

2. Purpose. The purpose of this bill is to provide guidance and set forth the duties, responsibilities, and procedures consistent with the above references for the thorough indoctrination of newly reported personnel to ensure their safety and rapid assimilation into the Sector.

3. Responsibility. The Command Master Chief is responsible for maintaining this bill.

4. Information. Supervised indoctrination of newly reported personnel will assist in maintaining a well-informed crew with minimal disruption in daily routine. Personnel reporting onboard shall undergo an initial orientation and indoctrination period in accordance with the guidance in Standards of Ethical Conduct, COMDTINST M5370.8 (series) to clearly articulate the Coast Guard’s and Sector Commander’s expectations. The goals of this period are intended to orient newly reported personnel to their individual responsibilities, duties, and opportunities, and to acquaint them with departmental and special office facilities and functions and their relationship in unit operations.

5. Procedures and Assignments.

- a. During transfer season, the Command Master Chief will hold monthly indoctrination courses. All newly reported personnel (E-6 and below) are required to attend. All E-7 and above are highly encouraged to attend. An absence will only be granted if the request is approved by the member’s division or branch chief.
- b. All newly reported members will be required to complete the New Personnel Indoc PQS. Once the PQS is completed it shall be submitted through the chain of command to the member’s Branch Chief.

K. Hurricane Plan.

1. References.
 - a. Sector Delaware Bay Hurricane Readiness Instruction, SECDELBAYINST 16600.1
2. Purpose. To set forth unit procedure for implementing hurricane or tropical storm readiness conditions.
3. Responsibility. The Planning Department is responsible for maintaining this bill.
4. Information. Proper and effective preparations will minimize damage and allow for rapid resumption of emergency and non-emergency services. SDB personnel and outlying units are responsible to review and familiarize themselves with the contents of this instruction.
5. Procedures and Assignments. See SECDELBAYINST 16600.1.

L. Unit Closure Bill.

1. References.
 - a. Shore Facility Emergency Action Plans, COMDTINST 5100.49
 - b. United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series)
2. Purpose. The purpose of this bill is to provide guidance and set forth the duties, responsibilities, and procedures consistent with the above references in the event it becomes necessary to temporarily close the Sector facility due to inclement weather or emergency.
3. Responsibility. The Logistics Department Chief is responsible for maintaining this bill.
4. Information. In case of inclement weather or natural disaster efforts should be focused on minimizing personnel injury and materiel damage, while maintaining operational readiness as long as safely possible. Because of the wide variations in storms and other natural disasters, pre-planning for contingencies around general precautionary procedures should help mitigate the effects of these types of incidents. Closure of the Sector facility for all non-essential personnel, or for all personnel, is one such precautionary measure.

5. Procedures and Assignments.

- a. Upon a decision by the Sector Commander to close Sector Delaware Bay, the Command Center SDO will update the base closure hotline: 215-271-4900. The message will indicate if essential personnel and duty standers ARE required to report to the base. Members are responsible for checking in with the hotline to determine the status of the base.
- b. Each department is responsible for maintaining a list of essential personnel and informing those members of their status.
- c. If there is an emergency base closure, the SDO will initiate notifications. The SDO will contact the Department Heads, who will in turn start a notification chain within their respective departments. The Sector Commander and Department Heads will determine if essential personnel and duty stander ARE required to report to the base.
- d. The OOD and Duty Section on-board during a Command ordered base closure will begin the process of securing the base and taking other steps necessary to ensure the safety of base personnel. Preventive and precautionary measures will take place relative to the event resulting in the base closure.

CHAPTER 6. BOARDS, COMMITTEES, AND COUNCILS

A. Introduction. The following list contains a general overview of the boards, committees, and councils at Sector Delaware Bay.

1. Awards Board.

a. References.

- (1) Medals and Awards Manual, COMDTINST M1650.25 (series)
- (2) Personnel Manual, COMDTINST M1000.6 (series)
- (3) Fifth District Board of Awards, COMDTINST M1650.2 (series)
- (4) COMDT COGARD Washington DC 151527 Z JUN 07

b. Purpose. The Awards Board shall review, evaluate and screen all award recommendations and provide comments to the Sector Commander so they can more effectively consider recommendations for decorations and awards; ensure that recommendations for decorations and awards, and elements for those awards, are properly prepared in accordance with reference (1); and ensure that all information which may support the recommendation for an award, such as assistance reports and statements of witness (if applicable), is carefully considered and the recommendations, resulting from such information, are forwarded for consideration of the awarding authority. The board shall review all personal award nominations for the CG Achievement Medal through CG Commendation Medal. Meritorious Service Medal (MSM) nominations, and above, may be routed through the board, but shall be submitted through the chain of command to District Five for approval.

c. Membership. The Sector Commander shall designate this board and its members. At a minimum, the Awards Board shall consist of the Deputy Sector Commander as the Chair and additional members as follows:

- (1) Response Department Head
- (2) Prevention Department Head
- (3) Logistics Department Head
- (4) Command Silver Badge
- (5) Senior Reserve Officer- Reserve awards only

d. Meeting Requirements. The Chair shall convene this board as necessary. This board may convene in person, by telephone conference, or through other electronic means. The CO's Administrative Assistant will be responsible for forwarding awards to all members of the awards board. Members are responsible for voting on the award by the date assigned.

- e. Submission Procedures. All personal awards, from CG Achievement Medal to CG Commendation Medal, shall be submitted through the chain of command to the Awards Board no later than 30 days prior to the intended presentation date. Award nominations of MSM and above shall be submitted through the Sector Chain of Command so as to be at District Five no later than 60 days prior to the scheduled presentation date, or as required by the signature authority. If an award nomination requires final approval authority by HQ, it must be submitted through the Sector Chain of Command so as to be at District Five no later than 90 days prior to the scheduled presentation date or as required by the signature authority.
 - (1) Subordinate units: OIC/COs shall submit award nominations to their respective Department Head. The Department Head will forward the award nomination to the CO's Administrative Assistant.
 - (2) Sector Staff: Award nominations shall be submitted through the chain of command and reviewed by the respective Department Head. The Department Head will forward the award nomination to the CO's Administrative Assistant.
 - f. Required Reports. None.
2. Budget Review Board.
- a. References.
 - (1) Financial Resource Management Manual, COMDTINST M7100.3 (series)
 - b. Purpose. The Budget Review Board will assist the Sector Commander in managing the Sector's available funding. The Budget Review Board will assess budgets, review spend plans as approved budgets are executed, and make recommendations on dealing with funding shortfalls or backlog funds availability.
 - c. Membership. The Sector Commander shall designate this board and its members. At a minimum, it shall consist of the Deputy Sector Commander as the Chair and 5 additional members as follows:
 - (1) Prevention Department Head
 - (2) Response Department Head
 - (3) Logistics Department
 - (4) Chief, Contingency & Planning
 - (5) Finance Division Chief
 - d. Meeting Requirements. The Deputy shall convene this board quarterly.
 - e. Required Reports. The Deputy shall ensure that quarterly budget updates are submitted to the Sector Commander.
3. Civilian Advisory Board.

- a. References.
 - (1) Framework for the Establishment of Civilian Advisory Boards, COMDTINST 12251.1 (series)
 - b. Purpose. The Civilian Advisory Board (CAB) will provide a forum for bi-directional communication between the civilian workforce and the Sector Commander. The role of the CAB is to address civilian issues, initiatives and programs in order to promote greater job satisfaction and corporate identity among the civilian workforce while fostering morale and excellence in the workplace. The CAB will not advocate or represent personal agendas, individual complaints or grievances.
 - c. Membership. The Sector Commander shall designate this board and its members. At a minimum, it shall consist of a Command appointed Civilian Team Leader and additional members as follows:
 - (1) Prevention Department Head
 - (2) Logistics Department Head
 - (3) Command Secretary
 - (4) Command Center Chief
 - d. Meeting Requirements. The Civilian Team Leader shall convene this board at least quarterly.
 - e. Required Reports. The Civilian Team Leader shall ensure that meeting minutes are submitted to the Sector Commander within 7 days of adjourning a meeting.
4. Human Relations Council.
- a. References.
 - (1) Coast Guard Equal Opportunity Manual, COMDTINST M5350.4 (series)
 - (2) Commandant's Equal Opportunity and Sexual Harassment Policy Statements, COMDTINST 5350.21 (series)
 - b. Purpose. The Human Relations Council is chartered by and advises the Sector Commander on human relations, Equal Opportunity (EO), and diversity issues. It serves as a liaison between members of the command and the Sector Commander for EO and civil rights issues that arise at the unit. The committee also assists the Sector Commander in promoting a positive work environment, free of discrimination, intimidation, and harassment. The Human Relations Council is responsible for ensuring that the Defense Equal Opportunity

Management Institute's (DEOMI) Equal Opportunity Climate Survey (DEOCS) is conducted annually.

- c. Membership. The Sector Commander shall designate this council and its members. At a minimum, it shall consist of the Human Relations Officer (HRO) as the Chair and additional members as follows:
 - (1) Admin Representative
 - (2) Supply Representative
 - (3) MAA Representative
 - (4) Galley Representative
 - (5) Facilities Engineering Representative
 - (6) Command Center Representative
 - (7) Port State Control Representative
 - (8) Facilities and Containers Representative
 - (9) Domestic Vessels Representative
 - (10) Investigations Representative
 - (11) Incident Management Representative
 - (12) Enforcement Representative
 - d. Meeting Requirements. The HRO shall convene this council quarterly.
 - e. Required Reports. The HRO shall ensure that meeting minutes are submitted to the Sector Commander within 7 days of adjourning a meeting.
5. Health Promotion Committee.
- a. References.
 - (1) Coast Guard Health Promotion Manual, COMDTINST M6200.1 (series)
 - (2) Coast Guard Weight and Body Fat Standards Program Manual, COMDTINST M1020.8 (series)

- b. Purpose. The Health Promotion Committee will assist the Sector Commander in promoting a healthy unit. The committee will coordinate unit participation in health promotion, nutrition, fitness, and stress management.
 - c. Membership. The Sector Commander shall designate this committee and its members. At a minimum, it shall consist of the Unit Health Promotion Coordinator (UHPC) as the Chair and additional members as follows:
 - (1) Collateral Duty Addictions Representative (CDAR)
 - (2) Food Service Officer (FSO)
 - (3) Senior Health Services Technician (HS)
 - (4) Morale Officer
 - d. Meeting Requirements. The UHPC shall convene this committee quarterly.
 - e. Required Reports. The UHPC shall ensure that meeting minutes are submitted to the Logistics Officer within 7 days of adjourning a meeting.
6. Mishap Board.
- a. References.
 - (1) Administrative Investigations Manual, COMDTINST M5830.1 (series)
 - (2) Military Justice Manual, COMDTINST M5810.1 (series)
 - (3) Personnel Manual, COMDTINST M1000.6 (series)
 - (4) Safety and Environmental Health Manual, COMDTINST M5100.47 (series)
 - (5) Decedent Affairs Guide, COMDTINST M1770.1 (series)
 - b. Purpose. The Mishap Board will assist the Sector Commander in conducting and/or coordinating investigations for minor mishaps (class C & D). The Permanent Mishap Board shall assign members to investigate mishaps and shall ensure submission of the results in the required mishap report form.
 - c. Membership. The Sector Commander shall designate this board and its permanent members. At a minimum, it shall consist of the Safety Officer as the Chair and additional members as follows:
 - (1) Safety Manager

- (2) Asbestos Control Manager
- (3) Hazardous Communications Manager
- (3) Respiratory Protection Coordinator
- (4) OMSEP Coordinator
- (5) Prevention Department Safety Coordinator
- (6) Facilities/Containers Safety Coordinator
- (7) Port State Control Safety Coordinator
- (8) Domestic Inspections Safety Coordinator
- (9) Response Department Safety Coordinator
- (10) Marine All Hazards Response Safety Coordinator
- (11) Planning Department Safety Coordinator
- (12) Logistics Department Safety Coordinator
- (13) WMD Coordinator
- (14) Facility Coordinator

- d. Meeting Requirements. The Safety Officer shall convene this board at least quarterly or as directed by the Deputy Commander.
- e. Required Reports. The Safety Officer shall ensure any reports and safety recommendations are submitted to the Sector Commander within 7 days of adjourning a meeting.

7. Morale, Well-Being, and Recreation (MWR) Committee.

- a. References.

- (1) Coast Guard Morale, Well-Being, and Recreation Manual, COMDTINST M1710.13 (series)

- b. Purpose. This committee advises the Sector Commander on programs, resources, and initiatives to support and enhance the morale and well-being of Sector personnel. It also provides an avenue of communication between the

MWR user and the command. This committee should work closely with the Logistics Department in planning, organizing, and executing MWR activities.

- c. Membership. The Sector Commander shall designate this committee and its members. At a minimum, it shall consist of the Morale Officer as the Chairman, and additional members as follows:
 - (1) Morale Funds Custodian
 - (2) Admin Representative
 - (3) Supply Representative
 - (4) MAA Representative
 - (5) Galley Representative
 - (6) Facilities Engineering Representative
 - (7) Command Center Representative
 - (8) Port State Control Representative
 - (9) Facilities and Containers Representative
 - (10) Domestic Vessels Representative
 - (11) Investigations Representative
 - (12) Incident Management Representative
 - (13) Enforcement Representative
 - d. Meeting Requirements. The Morale Officer shall convene this committee at least monthly.
 - e. Required Reports. The Morale Officer shall ensure meeting minutes are submitted to the Logistics Department Head within 7 days of adjourning a meeting.
8. Officer-in-Charge (OIC) Review Board.
- a. References.
 - (1) Personnel Manual, COMDTINST M1000.6 (series)

- b. Purpose. The Sector will provide a Pre-Board for all members wishing to appear before the District OIC Review Board. The Pre-Board shall evaluate, assist, and ensure only potentially fully qualified members appear before the District OIC Review Board. Those members that the Pre-Board finds not prepared for the District OIC Review Board shall be provided specific written guidance in the areas where they need improvement. The Pre-Board shall mirror, as closely as possible, the procedures for the District OIC Review Board as detailed in Article 4.C.6.e of reference (a).

- c. Membership. The Sector Commander shall designate this board and its members. The Logistics and Prevention Department Heads are optional members for the Board. At a minimum, the OINC Review Board shall consist of the Response Department Head as the Chair, and additional members as follows:
 - (1) Senior Engineer
 - (2) CWO in Waterways Management
 - (3) Finance Division Chief
 - (4) Admin Division Chief
 - (5) Command Master Chief
 - (6) Station CO/OIC
 - (7) WPB OIC
 - (8) ANT OIC
 - (9) Work Life Staff

- d. Meeting Requirements. The Response Department Head shall convene this board semi-annually. Additional members may be invited to sit on the board or substitute board members as needed.

- e. Required Reports. The Response Department Head shall ensure that a Board Evaluation form (CG-5113) is completed for each candidate, with the Board's recommendation, and forwarded to the Sector Commander. The CG-5113 shall be forwarded to the District Review Board, as part of the candidates' package, no later than 2 weeks before the District Review Board is scheduled to meet.

9. Qualification Boards.

a. References.

(1) Enlisted Qualification Codes Manual, COMDTINST M1414.9 (series)

(2) Marine Safety Manual, Volume I, Administration and Management, COMDTINST 16000.6 (series)

(3) U. S. Coast Guard Addendum to the National SAR Supplement (CGADD), COMDTINST M16130.2D

b. Purpose. These boards evaluate the training progress of personnel, examine each individual's skill and knowledge proficiency, and certify each individual in specifically designated areas upon completion of training.

c. Membership. Each Department Head shall maintain a list of members qualified to sign and verify PQS, and a list of members qualified to sit on qualification boards.

d. Meeting Requirements. Qualification Board shall convene as necessary.

e. Required Reports. The Qualification Board shall ensure that a qualification letter is drafted and submitted to the Sector Commander, upon successful completion of the board.

10. Safety and Environmental Health Committee.

a. References.

(1) Marine Safety Manual, Volume I, Administration and Management, COMDTINST M16000.6 (series)

(2) Safety and Environmental Health Manual, COMDTINST M5100.47 (series)

b. Purpose. The Safety and Environmental Health Committee will assist the Sector Safety Officer manage unit risks by identifying hazards and assessing, and controlling risks.

c. Membership. The Sector Commander shall designate this committee and its members. At a minimum, it shall consist of the Safety Officer as the Chair and additional members as follows:

(1) Safety Manager

(2) Asbestos Control Coordinator

- (3) Hazardous Communications Coordinator
 - (4) Respiratory Protection Coordinator
 - (5) OMSEP Coordinator
 - (6) Prevention Department Safety Coordinator
 - (7) Facilities/Containers Safety Coordinator
 - (8) Port State Control Safety Coordinator
 - (9) Domestic Safety Inspections Safety Coordinator
 - (10) Response Department Safety Coordinator
 - (11) Marine All Hazards Response Safety Coordinator
 - (12) Planning Department Safety Coordinator
 - (13) Logistics Department Safety Coordinator
 - (14) WMD Coordinator
 - (15) Facility Coordinator
- d. Meeting Requirements. The Deputy Commander shall convene this committee quarterly.
- e. Required Reports. The Deputy Commander shall ensure that meeting minutes are submitted to the Sector Commander within 7 days of adjourning a meeting.

11. Strategic Leadership Council.

- a. Purpose. The Strategic Leadership Council will convene to conduct strategic planning for Sector Delaware Bay.
- b. Membership. The Sector Commander shall designate this board and its members. Additional senior staff members may be invited to specific meetings as guests and subject matter experts. At a minimum, it shall consist of the following members:
 - (1) Sector Commander
 - (2) Deputy Sector Commander
 - (3) Chief, Prevention Department

- (4) Chief, Response Department
 - (5) Chief, Logistics Department
 - (6) Chief, Contingency & Planning Department
 - (7) Senior Reserve Officer
 - (8) Command Master Chief
- c. Meeting Requirements. The Deputy shall convene this council weekly unless cancelled by the Sector Commander. Sessions will generally run for 60 minutes.
- d. Required Reports. None

12. Training Board.

- a. References.
- (1) CG Philosophy on Training, Education and Development, COMDTINST 1500.23
 - (2) ALCOAST 127/08
 - (2) Cutter Training and Qualification Manual, COMDTINST M3502.4 (series)
 - (3) Training and Education Manual, COMDTINST M1500.10 (series)
 - (4) Sector Delaware Bay Training Program, SECDELBAYINST 1500.1A
- b. Purpose. This board establishes, reviews, and executes a Sector training plan to ensure Sector personnel receive all training required by the above references. The Training Board provides an opportunity for each department to have a voice on training concerns and issues and to make recommendations for improving the quality and/or quantity of training provided by the command. The board meetings should include a focus on potential training and professional development opportunities, a review and approval of the Training Coordinator's proposed quarterly all hands training, an evaluation of the overall effectiveness and efficiency of the unit's training and qualification program, and serve as a mechanism to keep the training plan current to reflect changing requirements. The Training Board will only address all hands GMT and relevant mission specific training. Division Training Officers will be responsible for monitoring departmental and/or job specific training requirements.

- c. Membership. The Sector Commander shall designate this board and its members. At a minimum, it shall consist of the Training Officer as the Chair and additional members as follows:
 - (1) Logistics Representative
 - (2) Response Representative
 - (3) Prevention Representative
 - (4) Contingency & Planning Representative
 - (5) Command Center Representative
 - (6) Command Master Chief
- d. Meeting Requirements. The Training Officer shall convene this board quarterly. Training Division Officers are welcome to attend all Training Board meetings.
- e. Required Reports. The Training Officer shall ensure that meeting minutes are submitted to the Logistics Department Head within 7 days of adjourning a meeting.

CHAPTER 7. COLLATERAL DUTIES

- A. Introduction. The Sector Commander shall assign collateral duties as needed to carry out the Commandant's policies and regulations as established in applicable directives.
- B. Command Assignment List. The Logistics Department will publish a Command Assignment List (CAL) that includes all primary and collateral duty assignments. The CAL will be updated bi-annually, and will be located on Sector Delaware Bay's website <http://www.uscg.mil/d5/sectDelawareBay/Logistics/Admin/Admin1.asp>.
- C. Primary and Collateral Duty Assignments. Sector Delaware Bay will assign members to the following primary and collateral duties:
- (1) Agent Cashier
 - (2) Alternate Compliance Program Officer
 - (3) America's Waterway Watch Officer
 - (4) Anti-Terrorism/Force Protection Officer
 - (5) Budget Officer
 - (6) Captain of the Watch
 - (7) Career Development Advisor (CDA)
 - (8) Casualty Assistance Calls Officer (CACO)
 - (9) Classified Material Control Officer (CMCO)
 - (10) Coast Guard Auxiliary Liaison Officer
 - (11) Coast Guard Dining Facility Master at Arms (CGDF MAA)
 - (12) Coast Guard Mutual Assistance (CGMA) Representative
 - (13) Coast Guard Mutual Assistance Campaign Coordinator
 - (14) Coast Guard Reserve Program Coordinator
 - (15) Collateral Duties Addition Representative (CDAR)
 - (16) Combined Federal Campaign (CFC) Coordinator

- (17) Civilian Time Keeper
- (18) Communications Material Security Custodian (CMS)
- (19) Color Guard Supervisor
- (20) Command Financial Counselor
- (21) Command Security Officer (CSO)
- (22) COMTAC Pubs Control Officer
- (23) Contracting Officer (KO)
- (24) Critical Incident Stress Management (CISM) Peer Support Person
- (25) DANTES Test Control Officer
- (26) Directives Coordinator
- (27) Education Services Officer (ESO)
- (28) EKMS Manager
- (29) ESD Liaison
- (30) ESF-10 Duty
- (31) Finance Procurement Desktop Administrator
- (32) Food Services Officer (FSO)
- (33) Freedom of Information/Privacy Act Officer
- (34) Funds Certifying Officer (FCO)
- (35) Governmental Affairs Officer
- (36) Government Purchase Card Approving Officer
- (37) Government Purchase Card Program Coordinator
- (38) Government Travel Charge Card Coordinator
- (39) HAZWASTE Coordinator/HAZMAT Officer

- (40) Health Promotion Committee
- (41) Homeport Administrator
- (42) Human Relations Council
- (43) Information System Security Officer
- (44) Jack of the Dust
- (45) Key Control Officer
- (46) Local Housing Officer
- (47) Master at Arms
- (48) Morale Committee
- (49) Morale Funds Custodian
- (50) Morale Officer
- (51) Motor Vehicle Manager
- (52) OER Administrator
- (53) Officer Programs Coordinator and USCGA Liaison
- (54) Official Mail Manager/Mail Room Supervisor
- (55) OMSEP Coordinator
- (56) OPSEC Coordinator
- (57) Partners in Education (PIE) Coordinator
- (58) Payment Authorizing Officer
- (59) Performance Incentive Pay Official
- (60) Property Officer
- (61) Public Affairs Officer
- (62) Qualified Recycling Program Coordinator

- (63) Reserve Command Master Chief
- (64) Safety Manager
- (65) Safety Board
- (66) Savings Bond Coordinator
- (67) Sea Cadet Coordinator
- (68) Training Officer
- (69) Training Board
- (70) Transportation Officer
- (71) Travelers Check Agent
- (72) Unit Civil Rights Officer
- (73) Unit Health Promotion Coordinator (UHPC)
- (74) Unit Permanent Housing Manager
- (75) Unit Mail Clerks
- (76) Unit Safety Coordinators
- (77) Unit Travel System (TPAX) Approving Official
- (78) Urinalysis Program Coordinator
- (79) Field Units Urinalysis Program Coordinator
- (80) Urinalysis Observers
- (81) Voting Assistance Officer
- (82) Weapons Officer
- (83) Weapons of Mass Destruction Manager
- (84) Web Master

D. Primary and Collateral Duty Descriptions. A description of each primary and collateral duty, and the references needed to complete them, can be found in U.S. Coast Guard Sector Organization Manual, COMDTINST M5401.6.

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