

U.S. Department
of Transportation

United States
Coast Guard



Commander
Eighth Coast Guard District
Hale Boggs Federal Building

501 Magazine Street
New Orleans, LA 70130-3396
Staff Symbol: (moc)
Phone: (504) 589-3049
FAX: (504) 589-4999

5403
D8 Policy Ltr 01-2000
11 January 2000

From: Commander, Eighth Coast Guard District
To: Distribution

Subj: PROCEDURES FOR DESIGNATING AN ACTING OCMI AND ALTERNATE COTP

Ref: (a) Coast Guard Regulations, COMDTINST M5000.3B, Para. 5-2-10

1. In the official absence of the OCMI/COTP, the Executive Officer of the unit normally will serve as OCMI. Reference (a) and enclosure (1) provide the latitude and discretion for the Commander, Eighth Coast Guard District to designate a responsible qualified person, other than the unit's Executive Officer, to be Acting OCMI and Alternate COTP. However, this discretion is exercised only in situations where the designated OCMI/COTP and the Executive Officer are both absent from the unit. Designation of an alternate to the AOCMI/ACOTP will only be considered as a last resort in situations which are beyond the Commanding Officer's and the Executive Officer's control.
2. Unit Commanding Officers (or, if incapacitated, any officer succeeding to that command) shall submit a request for designation of an alternate OCMI/COTP to the Commander, Eighth District (m) explaining the reason, expected duration, the name, rank, social security number and signal number of the proposed AOCMI/ACOTP. Requests should be as timely as possible to allow for adequate processing and review by the District Commander.
3. Upon receipt of the above information, the Eighth District Marine Safety Division staff will draft the Letter of Designation, which will be signed by the District Commander. Enclosure (2) is a sample Letter of Designation for Acting OCMI and Alternate COTP.


C. T. DESMOND
By direction

Encl: (1) COMDT (G-CPP-1) ltr 5403 dated 23 December 1997
(2) Sample Letter of Designation for AOCMI/ACOTP

Dist: All Eighth District MSOs, MSU and MSDs



5403

DEC 23 1997

Under the Command

From: Commandant
To: Commander, First Coast Guard District
Commander, Fifth Coast Guard District
Commander, Seventh Coast Guard District
Commander, Eighth Coast Guard District
Commander, Ninth Coast Guard District
Via: Commander, Coast Guard Atlantic Area

all elements

Subj: DELEGATION TO DESIGNATE ACTING COTP

Ref: (a) Coast Guard Regulations, COMDTINST M5000
(b) Marine Safety Manual, Volume 1, COMDTINST M16000

1. This delegates to you authority for designating Alternate Captains of the Port (ACOTP).
2. Redlegation is not authorized.
3. References (a) and (b) will be modified to reflect this change.


R. D. HERR
Acting

Copy: PACAREA, CGPC, G-W, G-O, G-M, G-L, G-S, G-A

Enclosure (1)

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From: Commander, Eighth Coast Guard District
To: Commanding Officer, Marine Safety Office _____

Subj: DESIGNATION OF ACTING OCMI AND ALTERNATE COTP

Ref: (a) COMDT (G-CPP-1) ltr 5403 dtd 23 December 1997
(b) Coast Guard Regulations, COMDTINST M5000.3B, Para. 5-2-10

1. In accordance with references (a) and (b), LCDR _____, SS#, (Sig. No. XXXX) is designated to serve as Acting Officer in Charge Marine Inspection and Alternate Captain of the Port for Marine Safety Office _____.
2. This designation is effective DATE, and will expire on DATE or upon the arrival of your designated Executive Officer.

PAUL J. PLUTA

Copy: D8 (1)

Enclosure (2)