



COMDTINST 4571.1A
26 SEPT 2013

Subj: DISPOSAL OF CUTTERS AND RETIREMENT OF BOATS

- Ref: (a) U.S. Coast Guard Personal Property Management Manual, COMDTINST M4500.5 (series).
 (b) Chief Financial Officer's Act of 1990.
 (c) Public Law 87-195, Foreign Assistance Act of 1961 (Sec.119), as amended.
 (d) Boat Management Manual, COMDTINST M16114.4 (series).
 (e) The National Environmental Policy Act (NEPA).
 (f) The National Historic Preservation Act (NHPA).
 (g) Operating Facility Change Order (OFCO) Procedures, COMDTINST M5440.3 (series).
 (h) Information and Life Cycle Management Manual, COMDTINST M5212.12 (series).
 (i) Coating and Color Manual, COMDTINST M10360.3 (series).

1. **PURPOSE.** Cutters and boats are processed for disposal when they become excess to the needs of the United States Coast Guard as determined by program managers. This Instruction outlines the process for creating an acceptable audit trail for personal property by maintaining appropriate documentation in accordance with Reference (a) when disposing of decommissioned cutters and retired boats. It also outlines the proper procedures for decommissioning cutters and retiring boats. This Instruction:
 - a. Integrates the broad requirements of Title 40 U.S. Code, the Chief Financial Officer's Act of 1990 Reference (b) as amended, and other applicable legislative acts into overarching personal property accountability policy;
 - b. Provides a framework for implementing personal property accountability policies and procedures; and
 - c. Assigns roles and responsibilities to Coast Guard directorates, Program Offices and other Coast Guard personal property managers with regard to disposal procedures for cutters and boats.
2. **ACTION.** All Coast Guard unit Commanders, Commanding Officers, Officers-in-Charge, C4IT (Command, Control, Communications, Computers and Information Technology Service Center, Surface Forces Logistics Center (SFLC), Deputy/Assistant Commandants,

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and Chiefs of Headquarters staff elements shall comply with the provisions of this Instruction. Internet release is authorized.

3. DIRECTIVES AFFECTED. Decommissioning and Disposition of Cutters and Boats, COMDTINST 4571.1 is hereby canceled.
4. DISTRIBUTION. No paper distribution will be made of this Instruction. An electronic version will be located on the following Commandant (CG-612) web sites. Internet: <http://www.uscg.mil/directives/> , and CGPortal: <https://cgportal2.uscg.mil/library/directives/SitePages/Home.aspx>.
5. DISCUSSION. The Coast Guard will remove from service more than 300 cutters and boats over the next five (5) years. Commandant (CG-844), as administrative manager of the disposal process for all cutters and boats, has developed this Instruction to identify action items and to assign responsibilities for the disposal process. Adequate lead-time for planning is critical to the success of this process regarding the disposal of cutters and boats.
 - a. A vessel (cutter or boat) that contains hazardous material (HAZMAT) of polychlorinated biphenyls (PCBs) in concentrations above 50 ppm can be transferred to another federal agency or to a friendly country or international organization under the Foreign Assistance Act, under Reference (c), with the identified HAZMAT in place. The Coast Guard is responsible for the removal of PCB material at Coast Guard expense before domestic disposal of a cutter or boat. HAZMAT removal shall be at the direction of Commandant (CG-45).
 - b. Commandant (CG-844) has oversight responsibility for the disposal of decommissioned cutters and the disposal of excess boats as set forth in this Instruction. Commandant (CG-844) specifies which offices and commands are responsible to ensure that documentation for cutter and boat disposal is audit compliant, including the final retirement of the asset from Oracle Fixed Assets Module (Oracle FAM).
6. SUMMARY OF CHANGES. This Instruction reflects changes in the U.S. Coast Guard Headquarters office designations and the updated U.S. Coast Guard Personal Property Management Manual, COMDTINST M4500.5 (series).
7. RESPONSIBILITIES.
 - a. Cutter Commanding Officer
 - (1) Follows guidance from Commandant (CG-751) as provided in the Operating Facility Change Order (OFCO) and decommissioning checklist.
 - (2) Prepares a Report of Excess Property, Form CG-4501 in accordance with Reference (a). The Report of Excess Property, Form CG-4501 must have individual line items for the cutter and each boat, or boats that convey with the cutter. Boat descriptions shall include the hull identification number (HIN) in addition to a Coast Guard assigned hull number (CG-XXXXXX). The outboard motor manufacturer serial number and horse power (hp) shall be recorded on the

- survey if the boat is equipped with outboards. Any boat trailer involved in the transfer shall be listed on the same Report of Excess Property, Form CG-4501 with the vehicle identification number (VIN) or a statement that the VIN is unreadable. In the instance where the vessel/boat is damaged beyond repair, complete a Report of Survey, Form CG-5269, which will include all required info as noted on a Report of Excess Property, Form CG-4501. Follow reporting guidance as stipulated in Reference (a). The APO (Accountable Property Officer) shall be copied on all disposal transactions.
- (3) Ensures that Oracle FAM lists only the property remaining with the cutter prior to departure of the permanent crew.
 - (4) Forwards to Commandant (CG-844) copies of all transfer documents for equipment removed in preparation for cutter conveyance. Boat records shall be handled in accordance with the Boat Management Manual, COMDTINST M16114.4 (series), per Reference (d).
 - (5) Submits final updated Oracle FAM report for personal property to Commandant (CG-844), not later than fifteen (15) days prior to decommissioning.
 - (6) Works with Commandant (CG-64) to ensure that all IT (Information Technology) and associated equipment is accounted for and to initiate proper destruction, removal and reuse of IT equipment.
 - (7) Notifies Commandant (CG-65) to ensure that all security requirements are initiated and met for the proper destruction, removal, and reuse of IT and associated equipment.
 - (8) Coordinates handling of historical artifacts with Commandant (CG-09224).
 - (9) Performs an inventory of wardroom silver/service on cutters designated for decommissioning. Forwards request for disposition instructions via email to the SFLC-ALD (Aviation Logistics Division) Customer Service In-box (D05-SMB-SFLC-Customer-Service-ALD), copy to Commandants (CG-09224) and (CG-844).
 - (10) Removes all copies of technical data not redacted by SFLC prior to transfer.
 - (11) Works with SFLC to publicize and identify possible candidate parts for retention and return to the CG fleet.
 - (12) Upon decommissioning submits a monthly fuel report IAW current monthly fuel reporting procedures with amended subject line to read "USCG XXXXXX MONTHLY FUEL REPORT-FINAL".
 - (13) Ensures that all boat outfit items present during a JVI (Joint Vessel Inspection) remain with the boat for boats involved in a Foreign Assistance Act transfer. Any

items missing from the boat outfit after the JVI shall be replaced at the parent command's expense prior to transfer of a boat.

b. Regional Boat Manager

- (1) Determines when a boat is excess to regional needs.
- (2) Determines the boat's storage location and security requirements associated with movement to storage once the boat is determined to be excess to the needs of the Coast Guard by Commandant (CG-731).
- (3) Executes disposal action as directed by Commandant (CG-844).
- (4) Notifies Commandant (CG-6)/CGIT of intent to remove boat from service.
- (5) Selects boat(s) in coordination with Commandant (CG-731) that will convey with any cutter being transferred under Public Law 87-195, Foreign Assistance Act of 1961 as amended and conducts the transfer as per Reference (c).
- (6) Advises Commandant (CG-844) of any change in boat storage location when storage location changes from location of activity listed on the submitted Report of Excess Property, Form CG-4501.
- (7) Retires non-capitalized boats from Oracle FAM when final disposal action is approved by Commandant (CG-844).
- (8) Nominates unseaworthy boats 41 feet and under in length for abandonment and destruction in disposal codes X (salvage) or S (scrap) using a Report of Abandonment/Destruction Personal Property, Form CG-5598 with advance approval of Commandant (CG-844). This can be accomplished by salvaging usable parts and cutting the hull into sections, or crushing the hull to prevent their use as boats. Scrap can be handled in any of the following manners:
 - (a) Processed through a unit QRP (Qualified Recycling Program);
 - (b) Coordinate with GSA the use of a qualified scrap contractor; or
 - (c) Refer the residue to the local DLA (Defense Logistics Agency) Disposition Services (Site).

c. Coast Guard Unit Where Boat is Assigned

- (1) Prepares a Report of Excess Property, Form CG-4501 in accordance with Reference (a). The boat description on the Report of Excess Property, Form CG-4501 should include the Coast Guard assigned hull number and manufacturer's HIN. If applicable, outboard motors shall be listed by manufacturer, hp, and

serial number. The boat trailer, if present, shall list manufacturer, what size boat the trailer can accommodate, number of pins in wiring connection, trailer length, number of axles, and the vehicle identification number (VIN) found on the trailer. If the VIN is not readable, then a statement that the VIN is unreadable is required on the report of excess. A completed report of excess is forwarded via Regional Boat Manager to Commandant (CG-731). All items on the Report of Excess Property, Form CG-4501 shall list the acquisition costs as recorded in Oracle FAM. The Report of Excess Property, Form CG-4501 shall be submitted within fourteen (14) days of the boat being taken out of service.

- (2) Ensures that the boat trailer license plate is returned to the applicable regional motor fleet manager following final disposal of a boat trailer along with a copy of the approved Report of Excess Property, Form CG-4501 and disposal document. The motor fleet manager shall then retire the trailer from Oracle FAM and FMVRS within thirty (30) days of the transfer.
- (3) Ensures that blue light(s) are removed.
- (4) Ensures that all Coast Guard markings on metal hull boats are ground off or sanded off upon notification that program control has shifted from Commandant (CG-731) to Commandant (CG-844).
- (5) Markings on non-metallic surfaces shall be painted over with matching paint or other paint that will not allow original markings to show through. Notifies Commandant (CG-844) by e-mail when hull marking and equipment removal is complete.
- (6) Ensures that Commandant (CG-64) has reviewed the list of electronics (ELEX) and provided concurrence or list of removal before a JVI.
- (7) Ensures that all boat outfit items present during a JVI remain with the boat for boats involved in a Foreign Assistance Act transfer. Any items missing from the boat outfit after the JVI shall be replaced at the parent command's expense prior to transfer of a boat.

d. Regional Motor Fleet Manager

- (1) Tracks license tags assigned to boat trailers and retires boat trailer listing in Oracle FAM within thirty (30) days from when license tag is returned following the transfer of trailer.
- (2) Retires boat trailers from the Federal Motor Vehicle Registration System (FMVRS).

e. Coast Guard YARD

- (1) If the Yard is chosen as the temporary decommissioned storage facility for decommissioned cutters and embarked boats, provides a cost estimate for

security, storage, maintenance or other work (including HAZMAT removal) as defined in requirements provided by Commandants (CG-751), (CG-45), or (CG-844).

- (2) Signs the Requisition and Invoice/Shipping Document, DD Form 1149, taking custody of a decommissioned cutter, embarked boat(s), and the personal property listed on the updated Oracle FAM report when the cutter enters inactive storage at the Coast Guard yard. Action should be taken to dispose of all personal property prior to arrival at the Coast Guard Yard.
 - (3) Executes work once a funded project order has been established to reimburse the Yard Fund for the agreed upon security, storage, maintenance or other work to be performed. The Coast Guard Yard must be reimbursed for all costs incurred in the storage, maintenance, or other work performed.
- f. FINCEN (FR): Retires capitalized cutter or boat records from Oracle FAM, as applicable, upon receipt of auditable documentation.
 - g. Commandant (CG-09224): Identifies which historical artifacts on board a cutter or boat, if any that the Coast Guard intends to retain, and directs the unit where to send artifacts per NHPA (National Historic Preservation Act) guidelines.
 - h. Commandant (CG-44): Ensures that the decommissioned cutter is removed from the TAV (total asset visibility) reporting requirement following cutter transfer.
 - i. Commandant (CG-45)
 - (1) Provides Commandant (CG-844) with a determination as to the space availability at Coast Guard Yard, and whether storage of the vessel would interfere with the other operations at the Yard.
 - (2) Funds and manages removal of regulated hazardous material and hazardous waste from cutters and boats when domestic disposal is planned.
 - (3) Coordinates HAZMAT survey of cutters and boats as requested. The HAZMAT survey report shall be submitted to Commandant (CG-844).
 - (4) Coordinates modification of the cutter boat cradle, as required, to accommodate boat(s) transferring with cutter in consultation with Commandants (CG-731), and (CG-751) in Foreign Assistance Act cases as appropriate under Reference (c).
 - (5) Tasks SFLC with determining the requirements and generating specifications for the lay-up of decommissioned cutters and retired boats that are targeted for reactivation at a future date.
 - (6) Tasks Commandant (CG-64) with determining the requirements and generating specifications for the lay-up of decommissioned cutters and retired boats that are targeted for reactivation at a future date.

- (7) Funds storage costs for decommissioned cutters or retired boats that do not qualify for domestic disposal or are designated for scrapping.
- (8) Funds and contracts, along with SFLC, the removal of any HM&E (hull, mechanical and electrical) equipment that won't convey with the cutter or boat.
- (9) Requests that a HAZMAT survey be conducted on any retired boat if unable to document that the class of boat is free of PCBs, asbestos, or lead paint.
- (10) Generates a list of Navy Type Navy Owned (NTNO) equipment that needs to be removed and returned to the Navy.

j. Commandant (CG-47)

- (1) Provides advice to Commandant (CG-731) and Commandant (CG-751) as to the appropriate level of NEPA and NHPA environmental and historical analysis as well as documentation needed for the proposed disposal initiated by Headquarters, and reviews and approves such analysis and documentation.
- (2) Includes vessel decommissioning Environmental Compliance and Restoration (EC&R) eligible costs in annual EC&R Resource Proposals (RPs) and provides funding for approved EC&R projects.

k. Commandant (CG-64)

- (1) Generates a list of C4IT electronic systems/equipment which will be removed from a cutter or boat that is being removed from service.
- (2) Generates a list of NTNO electronics systems/equipment which will be removed from a cutter or boat that is being removed from service.
- (3) Provides Commandant (CG-844) with an inventory listing of C4IT and NTNO-ELEX equipment and spare parts if any that will convey with the cutter or boat if being transferred to a friendly country or international organization, GSA, or otherwise out of service status. Inventory shall include total value of all items listed on the inventory and be provided not later than thirty (30) days prior to departure of the cutter crew.
- (4) Seeks funding from Commandant (CG-7) for the removal of NTNO and C4IT electronics systems/equipment which will be removed from a cutter or boat being removed from service.
- (5) Manages the removal of the NTNO equipment along with C4ITSC.
- (6) Coordinates with cutter to ensure Oracle FAM CAP-ELEX is validated prior to departure of permanent crew.

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- (7) Commandant (CG-64) decommissioning representative shall ensure proper documentation is captured during the removal IAW Commandant (CG-844) to update Oracle FAM.
- (8) Determines the requirements and generates specifications for the lay-up of decommissioned cutters and boats that are targeted for reactivation at a future date.
- (9) Tasks C4ITSC with determining the requirements and generating specifications for the lay-up of decommissioned cutters and retired boats that are targeted for reactivation at a future date.
- (10) Provides final list of C4IT systems/equipment to convey with ship to Commandant (CG-844).

1. Commandant (CG-65)

- (1) Contact C4ITSC and have list generated of all IT and associated equipment that will be removed from a cutter or boat or being removed from service. Ensure instructions for the secure destruction, removal, or reuse is provided.
- (2) Contact C4ITSC Information Assurance Division – Business Operations Division (IAD-BOD) and have list generated of all communications security (COMSEC) material and associated equipment that will be removed from the cutter or boat is accounted for. Ensure instructions for the secure destruction, removal, or reuse is provided.
- (3) Ensures that through the C4ITSC, the removal of all IT and/or COMSEC material and associated equipment are conducted IAW established security policies and instructions.
- (4) Ensures security documentation concerning the destruction and/or reuse of IT equipment is properly prepared, signed and forwarded to proper authorities.
- (5) Generates a list of electronics systems/equipment emitters that will be removed from a cutter or boat for evaluation by Commandant (CG-65) for frequency authorization termination and removal from the Government Master File (GMF) recurring yearly cost.
- (6) Generates a list of electronics systems/equipment which requires a Maritime Mobile Service Identifier (MMSI) number for Commandant (CG-65) to update the MMSI Marine Information for Safety and Law Enforcement (MISLE) database.

m. Commandant (CG-731)

- (1) Ensures that NEPA under Reference (e), and NHPA, Reference (f), requirements are fulfilled prior to a boat being declared excess to the needs of the service.
- (2) Provides all funding costs associated with the boat retirement and lay-up process, complying with NEPA/NHPA requirements. For a boat placed in storage pending disposition, the Commandant (CG-731) facility manager shall provide funding for storage preparation and storage for the fiscal year in which the boat is retired from service and until it qualifies for domestic disposal.

n. Commandant (CG-751)

- (1) Ensures that the NEPA and NHPA requirements are fulfilled prior to publishing an OFCO for decommissioning a cutter.
- (2) Provides all funding costs associated with the cutter's decommissioning costs except for EC&R eligible funding provided by Commandant (CG-47). For a cutter placed in storage pending disposition, the Commandant (CG-751) facility manager shall provide funding for preparation movement of decommissioned cutters to storage location pending disposal.
- (3) Provides Commandant (CG-844) with written notification in the form of a memo of intent to decommission a cutter.
- (4) Provides a cutter decommission checklist to the affected cutter.
- (5) Determines lay-up preparations in consultation with other appropriate Coast Guard divisions and commands.
- (6) Publishes an OFCO for a cutter in accordance with Reference (g).
- (7) Requests a HAZMAT survey for the cutter as necessary.
- (8) Chairs a cutter decommissioning work group under the auspices of the Cutter Resource Council.
- (9) All offices with responsibilities per this Instruction shall provide via standard memo to the chair of the decommissioning working group, their designated point of contact for the platform being decommissioned NLT the 2nd of OCT each fiscal year. Designated members of the decommissioning working group are accountable to the working group chair for those additional tasks required during the decommissioning process which are required but not specifically addressed within this Instruction.

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o. Commandant (CG-842)

Consults with Commandant (CG-844) on financial policy and cost recording of cutters and boats.

p. Commandant (CG-844)

- (1) Establishes policy and procedures for oversight of decommissioned cutters and retired boats to effectively manage the storage and disposal of these vessels, and coordinates the disposal of decommissioned cutters and retired boats.
- (2) Provides a program manager for the disposal of cutters and boats that have been declared excess to the needs of the Service.
- (3) Screens cutters and boats for possible transfer within the Department of Homeland Security (DHS). If not selected for use within DHS, may offer cutters or boats for Foreign Assistance Act transfer, or report cutter/boat as excess Federal property to GSA.
- (4) Consults with Commandants (CG-751), (CG-922), (CG-45) and (CG-64) about an appropriate storage location for those decommissioned cutters. Possible storage locations include Maritime Administration (MARAD) Ready Reserve Fleet, Beaumont, Texas, Coast Guard Yard, and Naval Inactive Ship Maintenance Facility (NISMF).
- (5) Provides funding for storage of the cutter or boat in the fiscal year following the cutter's or boat's eligibility for domestic disposal, and not for scrapping.
- (6) Evaluates requests for removal of any personal property, parts, and/or other equipment from cutters after the permanent crew has departed and boats that have been declared excess by Commandant (CG-731).
- (7) Provides an on-site Coast Guard representative at the time a Coast Guard cutter is delivered to a non-Coast Guard facility.
- (8) Provides Commandant (CG-922) appropriate documentation for a cutter transfer under Reference (d) which may include the following if available from program manager:
 - (a) Requisition and Invoicing/Shipping Document, Form DD-1149;
 - (b) Listing of Coast Guard personal property that will convey with the cutter;
 - (c) Listing of Operating Material and Supplies (OM&S) that will convey with the cutter; and
 - (d) Listing of electronic equipment that will convey with the cutter.

- (9) Notifies Commandant (CG-922) of potential candidates for Foreign Assistance Act transfer, under Reference (c).

q. Commandant (CG-922)

- (1) Notifies Commandant (CG-844) by memo when a cutter or boat has been identified as a candidate for transfer under authority of Reference (c).
- (2) Coordinates cutter/boat transfers to a friendly country or international organization.

r. SFLC (Surface Forces Logistics Center)

- (1) Manages, funds, and contracts the removal of the NTNO equipment.
- (2) Funds and contracts the removal of any HM&E equipment that won't convey with the cutter or boat.
- (3) Determines the requirements and generates specifications for the lay-up of decommissioned cutters and boats that are targeted for reactivation at a future date.
- (4) Determines what Operating Material and Supplies (OM&S) will be transferred from the cutter prior to decommissioning, and makes arrangements with the cutter crew for transfer and transportation.
- (5) Identifies what OM&S material will convey with a cutter being transferred to a friendly country or international organization.
- (6) Provides Commandant (CG-844) with a final detailed listing of transferring spare parts with acquisition value thirty (30) days prior to departure of cutter crew.
- (7) Updates the Mobile Asset Manager (MAM)/Electronic Asset Logbook (EAL) application.
- (8) Coordinates cancellation of outstanding requisitions with unit to ensure that safe to sail criteria are met.
- (9) Provides electronic copies of all redacted technical data prior to transfer.
- (10) Ensures Asset or Platform is inactivated in applicable ILS Tool (ACMS, FLS, EAL, etc.), and that all scheduled maintenance is retired.

s. C4IT Service Center (SC)

- (1) Provides a list of ELEX OM&S to SFLC that should be removed prior to transfer.
- (2) Determines the requirements and generates specifications for the lay-up of decommissioned cutters and boats that are targeted for reactivation at a future date.
- (3) Generates a list of NTNO-ELEX systems/equipment to be removed for disposition from the cutter or boat.
- (4) Funds and contracts the removal of any C4IT and NTNO-ELEX equipment that will not convey with the cutter or boat.
- (5) Provides documentation needed to meet paragraph (r) (2).
- (6) Manages the removal of C4IT (COE) supported systems/equipment.
- (7) Determines the requirements and generates specifications for NTNO-ELEX and C4IT managed systems/equipment for lay-up on decommissioned cutters and boats that are targeted for reactivation at a future date.

8. POLICY AND RESPONSIBILITIES. All persons entrusted with the management of Government Property (GP) shall comply with the policies and procedures enclosed herein.
9. DISCLAIMER. This document is intended to provide operational requirements for Coast Guard personnel and is not intended to nor does it impose legally-binding requirements on any party outside the Coast Guard.
10. RECORDS MANAGEMENT CONSIDERATIONS. This Instruction has been thoroughly reviewed during the directives clearance process, and it has been determined there are further records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. 3101 et seq., NARA requirements, and Information and Life Cycle Management Manual, COMDTINST M5212.12 (series), Reference (h). This policy creates significant or substantial change to existing records management requirements.
11. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations under NEPA were examined in the development of this Manual. This Manual includes preparation of guidance documents that implement, without substantive change, the applicable Commandant Manual or other federal agency regulations, procedures, manuals, and other guidance documents. It is categorically excluded from further NEPA analysis and documentation requirements under Categorical Exclusion (33) as published in Coating and Color Manual, COMDTINST M10360.3 (series), Figure 2-1, Reference (i). An Environmental Impact Evaluation Process and Record of Environmental Consideration (REC) are not required.

12. **FORMS /REPORTS.** The forms referenced in this Instruction are available in USCG Electronic Forms on the Standard Workstation or on the Internet:
<http://www.uscg.mil/forms/> ; CGPortal at
<https://cgportal.uscg.mil/delivery/Satellite/uscg/References>; and Intranet at
<http://cgweb.comdt.uscg.mil/CGForms>.

S.P. METRUCK /s/
Rear Admiral, U.S. Coast Guard
Assistant Commandant for Resources