

U.S. Department of
Homeland Security

United States
Coast Guard



BOAT MANAGEMENT MANUAL



COMDTINST M16114.4B

2. ACTION. All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, and chiefs of headquarters staff elements shall comply with the provisions of this Manual. Internet release is authorized.
3. DIRECTIVES AFFECTED. The Boat Management Manual, COMDTINST M16114.4A, is cancelled.
4. DISCUSSION. Boats are the Coast Guard's primary means of executing assigned missions. Boats are a vital and expensive resource requiring sound management to ensure the most value is achieved from limited operating, maintenance, and replacement funds, and to ensure they are accurately accounted for.
5. CHANGES. This Manual has been promulgated to reflect changes in Boat Force missions, processes, and responsibilities. Due to the number of changes, modifications, additions, etc. to this revision, personnel engaged in the management of Coast Guard boats must review and understand the contents in this revision. Direct questions of policy clarification or practical application to Commandant (CG-7312).
6. RECORDS MANAGEMENT CONSIDERATIONS. This Instruction has been thoroughly reviewed during the directives clearance process, and it has been determined there are 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).
7. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.
 - a. The development of this directive and the general policies contained within it have been thoroughly reviewed by the originating office and are categorically excluded under current USCG categorical exclusion (CE) #33 from further environmental analysis, in accordance with Section 2.B.2. and Figure 2-1 of the National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series).
 - b. This directive will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policies in this Manual must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), Council on Environmental Policy NEPA regulations at 40 CFR Parts 1500-1508, DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates.
8. 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.

9. FORMS/REPORTS. The forms referenced in this Manual 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 Internet at <http://cgweb.comdt.uscg.mil/CGForms>. Boat Record, Form CG-2580, is available from the Surface Forces Logistics Center stock point number 7530-00-F01-1410.

MARK E. BUTT /s/
Rear Admiral, U. S. Coast Guard
Assistant Commandant for Capability

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CHAPTER 1. INTRODUCTION TO BOAT MANAGEMENT

- A. Purpose. The need for proper and efficient boat management is paramount to successful Coast Guard boat operations. To support safe and effective boat operations, building and sustaining the right capability to meet mission requirements is one of the Office of Boat Forces' primary goals. This Manual provides detailed information on the management of Boat Force assets, which includes cutter, deployable specialized force (DSF), training center, and marine safety assigned operational boats, and establishes requirements for the management of these valuable resources. Terms used throughout this Manual are discussed in Enclosure (1). The boat management policies and procedures discussed herein supplement existing policy provided by other Coast Guard directives identified in Enclosure (2), Publications and Reports. Those issues relate to unit boat allowances, boat types and descriptions, boat hour management, replacements, identification, records, responsibilities, and boat disposal processing. They are discussed in their respective following chapters.
- B. Overview. Boats are valuable Coast Guard resources that significantly support the Coast Guard's overall response capability. They are the primary response capability of every non-aviation shore-based response unit and deployable specialized force (DSF), and are deployed as extensions of every cutter. In addition, boats support a number of marine safety units, sectors, and training commands across the country. As indicated by Figure 1-1, boats are located at units throughout the country. As of 2012, there are over 1850 operational boats in the inventory with a cumulative acquisition value in excess of \$650 million. These boats fill authorized boat allowances directly supported by over \$25 million in annual AFC-30 Standard Support Level (SSL) funding.

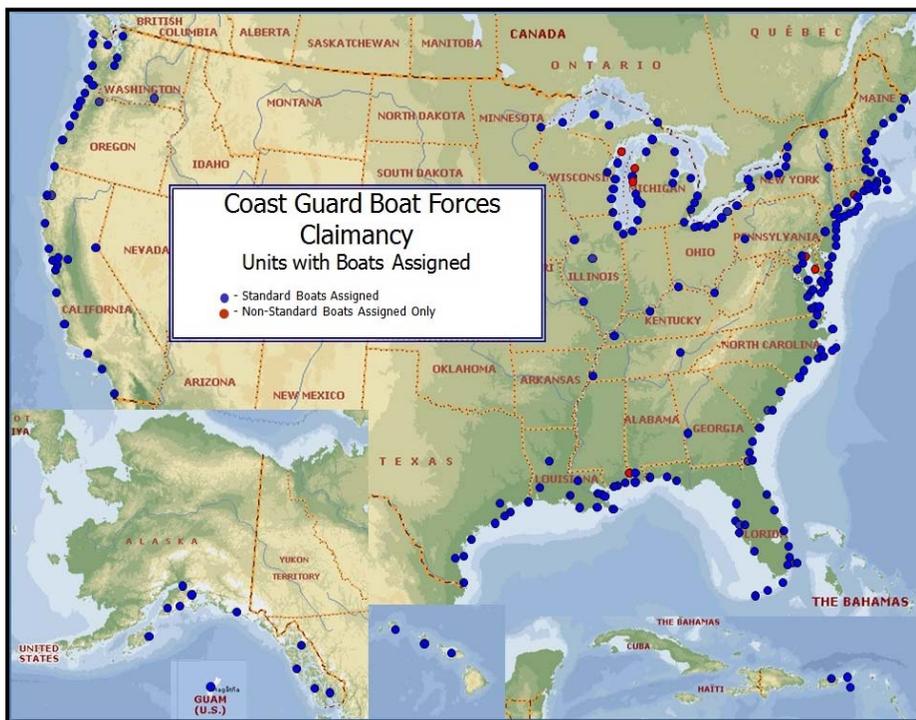


Figure 1-1: Boat Forces Claimancy

1. Support. Boats are valuable resources. As such, there is often a desire by units to accumulate excess capability, beyond that which is authorized by Commandant (CG-731). This practice is

unauthorized, given that it diverts resources (personnel and SSL funding) from funded boats, to the overall detriment of fleet readiness. If units identify boat allowance shortfalls due to operational need or other reason, they should seek to address this shortfall through their chain of command; that is, Sector, and District, Area, or Headquarters Unit Regional Boat Manager.

2. Property. Boats are property of the Coast Guard, and are classified as either Personal capitalized or non-capitalized Property. Both types of property are tracked and accounted for from acquisition until disposal. Areas, Districts, Sectors, and Base Support Units are accountable for ensuring units under their command, or those they support, adhere to proper procedures for the management and accountability of Coast Guard property.
 - a. Boats used to fulfill operational mission requirements are considered Coast Guard Personal Property. Possession of boats is authorized by Commandant (CG-7312) approved unit boat allowance. They are tracked and accounted for in the Small Boat section of the Coast Guard's property management system, Oracle Fixed Assets. Acquisition or retention of excess boats to support operational missions is not authorized without approval from Commandant (CG-844) and endorsement by Commandant (CG-7312).
 - b. Boats used as unit-level training/drill boats or morale (MWR) equipment fall into a subset of Personal Property. Possession of these boats is specifically authorized by Commandant (CG-844) with Commandant (CG-7312) endorsement. They are tracked and accounted for in the Small Boat minor categories of Oracle Fixed Assets (i.e., Drill, MWR, or Loan.OGA), as outlined in Chapter 9 of Reference (a). These boats do not fill unit boat allowances or receive Headquarters recurring maintenance and support funding.
 3. Accountability. To ensure replacement and recurring support funding is provided, justification must be provided to support a continued requirement for assigning boats to units. Program managers and congressional oversight committees require evidence of efficient resource management or a documented capability gap to justify the continued need to support expensive budgetary initiatives. Therefore, it is an important responsibility of all personnel involved in the management, maintenance, and operation of Boat Forces assets to maintain and operate boats as efficiently as possible. This not only involves responsible boat operations and diligent maintenance practices, but also an accurate tracking of boat property and recording of resource employment hours in the Coast Guard's property and employment tracking systems, Oracle Fixed Assets and Asset Logistics Management Information System (ALMIS)/Abstract of Operations (AOPS) Web.
- C. Boat Management. Management of operational boats is accomplished at several levels within the organization.
1. Sector, DSF, and unit operations and engineering personnel are responsible for the organizational-level maintenance and operation of the boats assigned to their units that fill authorized boat allowances.
 2. Regional Boat Managers, individuals specifically designated at the Areas, District, and Headquarters units, are responsible to Commandant (CG-731) for the administrative and managerial duties of boat management. An inclusive listing of responsibilities by command level is outlined in Chapter 7, Roles and Responsibilities.

CHAPTER 2. UNIT BOAT ALLOWANCES

A. Discussion.

1. A boat allowance is a management tool used at various levels of the organization to allocate mission requirement-based boat capability and ensure adequate operating and maintenance financial support is provided.
 - a. A unit's boat allowance provides the authority for a unit to possess a boat matching the allowance type and ensures operating and maintenance funding is provided to support those funded allowances. A unit boat allowance is made up of one or more allowances of a given boat type. Table 2-1 lists current boat types.
 - b. Units may not retain spare boats in excess of authorized unit boat allowance unless specifically authorized by Commandant (CG-7312). Where differences exist, Operational Commanders shall promptly request unit boat allowance changes, retire the excess boat(s), or transfer the boat(s) to fill another unit's authorized boat allowance.
 - c. Pursuant to this directive, Commandant (CG-7312) may grant regional and unit maintenance relief hull allowances.
2. Only Commandant (CG-7312) is authorized to establish, change, or remove permanent and temporary boat allowances.
 - a. Boat allowances may be established as permanent or temporary, funded or non-funded (NF) allowances. It is always preferable to establish permanent funded boat allowances to ensure the boat filling the allowance has adequate operating and maintenance support. Non-funded allowances will only be established in rare circumstances. One example of this circumstance would be a regional cutterboat maintenance relief hull allowance. The boat filling this allowance requires minimal upkeep and is supported in a funded allowance when needed and assigned to a cutter.
 - b. Reference (b) provides a listing of authorized boat allowances for each Coast Guard unit, as of its last release.
 - (1) Commandant (CG-7312) also tracks unit boat allowances.
 - (2) Unit boat allowances can be found on the Commandant (CG-731) web site at <http://cgweb.comdt.uscg.mil/G-RCB/BoatReports.htm>.
 - c. When a mission requirement change occurs necessitating a modification in unit boat mix to accomplish additional requirements or remove excess capability, a boat allowance change request should be submitted. The process is relatively simple, and may be submitted by the unit or Sector commander, or by a unit's District or Area Boat Manager, on their behalf. Direction on processing a unit boat allowance change is described in Section C of this chapter.
3. When evaluating unit boat allowance change requests, many relevant factors are considered, including overall Coast Guard response system impact. Requests are thoroughly evaluated to

ensure a change is justified, and that requisite funding is identified to procure and support the boat intended to fill the requested allowance.

4. For this process to work smoothly and quickly once an allowance change request is submitted, serious and thoughtful consideration at each reviewing level between the requesting unit and Commandant (CG-7312) is essential.
 - a. The Regional Boat Manager at the Administrative Target Unit (ATU) level (i.e. Area, District, or TRACEN), who acts as intermediary for all relevant program elements, must conscientiously evaluate resource needs against other existing unit/regional resources and mission allocation.
 - b. The Regional Boat Manager (for Area, District, or Headquarters commands) must evaluate requests for alignment with current program direction, support issues, justification, and overall package thoroughness. Without this support, requests become bogged down at higher levels with unresolved issues that must be addressed prior to approval determination.
 - c. District or Area level review includes a determination whether a mission requirement is justified, a requested change supports overall regional need, and the addition or loss of an allowance is in alignment with regional and Headquarters goals.
 - d. Unjustified or non-recommended unit boat allowance change requests need not be forwarded to Commandant (CG-7312) for further review.

B. Boat Types. The following table lists standard and non-standard boat types, as defined in Enclosure (1). Each boat type is grouped into categories; they may also be subdivided into classes to reflect production models. For example, both the MLB and RB-S are part of the Response Boat category. The RB-S boat type includes Classes A (the RB-HS), and B (the RB-S). Where this listing conflicts with other reference documents regarding current boat types, the Boat Management Manual shall take precedence as most current, and identifies the Boat Force’s way ahead.

Table 2-1: Standard and Non-standard Boat Types

Category:		
Response Boats		
	Boat Type:	Description
	MLB*	47 FT Motor Lifeboat
	RB-M*	45 FT Response Boat - Medium
	RB-S*	25 FT and 29 FT Response Boat – Small
	RB-HS*	25 FT Response Boat - Homeland Security
	TPSB*	25 FT and 32 FT Transportable Port Security Boat
	UTB*	41 FT Utility Boat, Big
	UTM	Utility Boat Medium – a 25 FT – 40 FT closed cabin, fiberglass or aluminum hulled fendered boat.

Table 2-1: Standard and Non-standard Boat Types (continued)

Special Purpose Craft		
	Boat Type:	Description
	SPC-AIR*	22 FT Airboat Special Purpose Craft
	SPC-Airboat	18 FT and 20 FT Airboat Special Purpose Craft
	SPC-BTD	36 FT Boarding Team Delivery Special Purpose Craft
	SPC-HWX*	52 FT Heavy Weather Special Purpose Craft
	SPC-LE*	33 FT Law Enforcement Special Purpose Craft
	SPC-NLB*	42 FT Near Shore Lifeboat Special Purpose Craft
	SPC-SW*	24 FT Shallow Water Special Purpose Craft
	SPC-SV	64 FT Screening Vessel Special Purpose Craft
	SPC-TB	38 FT Training Boat Special Purpose Craft
	SPC-TTB	39 FT Tactical Training Boat Special Purpose Craft
	CT-64	Academy Cadet Training Boat
	SB	Academy Sailboat
	SKF	Skiff – a trailerable, open construction boat with no or minimal installed electronics used for unit tendering, waterborne maintenance, and specialized immediate vicinity response.
	SKF-ICE	15 FT Skiff – Ice Rescue
Cutterboats		
	Boat Type:	Description
	ASB	38 FT Arctic Survey Boat Special Purpose Craft
	CB-ATON-L*	24 FT Cutterboat - AtoN – Large
	CB-ATON-M*	18 FT Cutterboat - AtoN – Medium
	CB-L*	19 FT – 24 FT Cutterboat - Large (assigned on board WLB, WHEC, WMEC, WIX, and WAGB)
	CB-M*	17 FT – 18 FT Cutterboat - Medium (assigned on board WLM, WPB, CPB, and WTGB)
	CB-OTH*	23 FT Over The Horizon Cutterboat
	CB-S	14 FT – 15 FT Cutterboat - Small (assigned on board WYTL)
	LCVP	38 FT Landing Craft
	LRI*	Long Range Interceptor (to be assigned on board WMSL & WMSM)
	MSB*	26 FT Motor Surf Boat (USCGC EAGLE)
	UTL	Cutter-based Utility Boat Light – a 15 FT – 23 FT fiberglass or aluminum hulled boat that may have fendering, and has installed electronics and engines.
ATON Boats		
	Boat Type:	Description
	ANB*	55 FT AtoN Boat
	ANB	64 FT AtoN Boat

Table 2-1: Standard and Non-standard Boat Types (continued)

AB-S*	20 FT AtoN Boat - Small
AB-SKF*	16 FT AtoN Boat - Skiff
BU	45 FT Buoy Boat
BUSL*	49 FT Stern Loading Buoy Boat
SKF	Skiff – a trailerable, open construction boat with no or minimal installed electronics used for unit tendering, waterborne maintenance, and specialized immediate vicinity response.
TANB*	26 FT Trailerable AtoN Boat
UTL	ATON unit assigned Utility Boat Light – a 17 FT – 25 FT fiberglass or aluminum hulled boat that may have fendering, and has installed electronics and engines.

* Standard boat type

C. Change Requests.

1. The unit boat allowance change process is not intended to be so overwhelming that units are discouraged from submitting requests or to require huge request packages filled with detailed information. On the contrary, properly justified requests clearly and concisely articulate new or changed mission requirements, thereby indicating that a change is required without overloading the system or overburdening the originator.
2. Well-articulated mission requirements, recurring costs of maintaining a boat, and historic usage of existing unit resources are but a few of the factors considered when reviewing a request to change a unit’s boat allowance.
 - a. Section 5 below lists the minimum factors that must be addressed within each request. This listing should not be considered all-inclusive. Requesting units are encouraged to address significant additional issues and justify the requested change.
 - b. The total recurring boat support Budget Models (i.e., the recurring AFC-30 SSL funding accounts for boat operating and maintenance support) restrict the number of boat allowances approved. In addition to the original baseline, a supported acquisition only brings a limited amount of new funding into the funding models that is directly related to the procurement.
 - c. Offsetting boat allowances or a new funding source is required to establish a new unit boat allowance. In some cases, excess is available through service-wide deletions, but more often, operational commanders must identify offsets within the Sector or ATU. If a subordinate level reviewer does not identify offsetting resources, the final endorsement must identify available excess or a new funding source for each request prior to Commandant (CG-731) approval.
 - (1) An offsetting allowance or allowances may come from lower priority unit, Sector units, or ATU allowances. This is the same process as permanently or temporarily transferring a boat allowance from one unit to another.

- (2) A similar philosophy applies to unit boat type change requests to upgrade the boat type/capability at a unit. The change may require a significantly higher boat SSL. For example, requests to change from an existing SKF boat allowance to an AB-S would require SSL equivalent to an SPC-SW allowance. Several existing allowances may be offered as offsets to equate to the requisite higher boat type's SSL.
- d. As boats are retired, the associated support funding (i.e., AFC-30 O&M, AFC-30 Electronics, AFC-42, and AFC-45) is automatically passed to the replacement boat filling the authorized allowance or remaining boat allowances, should the allowance remain unfilled as discussed below.
3. A boat allowance increase may be approved, given proper justification, even if no boat or procurement funding is available. Assignment of a boat to fill an allowance, and the associated support funding is subject to the availability of the specific boat type. Conversely, possessing a boat does not guarantee an allowance change request will be approved or that support funding is programmed into the Budget Models (Operations and Support). For example, when an earlier version CB-OTH is replaced, retaining the boat in service does not ensure a new allowance will be established should the boat be transferred to a unit that does not have a CB-OTH allowance. Therefore, all boats excess to authorized unit allowance must be addressed by boat allowance change request, screened for further Coast Guard use, or processed for retirement. Only boats filling authorized unit boat allowances receive AFC-30 and AFC-4X support funding. The current fiscal year AFC-30 boat operating and maintenance support levels can be found on the Commandant (CG-832) web site at <http://cgweb.comdt.uscg.mil/CG8/CG83/CG832/Index.htm>.
4. Due to limited boat operating and maintenance funding, available recurring funding is efficiently managed in and outside the Budget Models. New boat allowances receive support funding when a boat is physically assigned to fill the allowance. Keep in mind; all new boats are also under full manufacturer warranty for a specified period. If an allowance will be vacant for more than six months, Commandant (CG-7312) will initiate action to redistribute the excess funding support. If an allowance to inventory mismatch exists, the allowance will be funded in the Models at the lower of the two SSLs until the approved allowance boat type and inventory boat type are matched, or a boat allowance change request addresses the issue.
 - a. Support funding is addressed more fully in Chapter 7, Section E, Standard Support Funding.
 - b. The Regional Boat Manager can easily resolve funding questions and discrepancies in coordination with the Commandant (CG-7312) Boat Fleet Specialist.
5. Fully justified requests, indicating a change is required, include measurable and definitive documentation. Thorough documentation will ensure the most positive and quickest evaluation of a change request. Enclosure (3) provides an example of a unit generated Boat Allowance Change Request. Commands can use it to submit a unit boat allowance change request to their respective Regional Boat Manager. Unit boat allowance change requests must address, but are not limited to, all the below issues. These issues correspond to the blocks on the AOPS-RMM Allowance Change Request Worksheet.
 - a. Mission requirements that cannot be met with the present unit boat allowance mix.

- (1) Describe what mission requirement changed or cannot be met. This detail is especially important if the requested boat type allowance has been modified within the last five years, as a possible result of prior command preference.
 - (2) Identify the capability need not being satisfied is also beneficial in determining the correct unit boat allowance mix required.
- b. Impact on unit missions if the request is denied. Fully consider whether the impact can be mitigated or eliminated by recruiting non-CG support, or by shifting the requirement to neighboring or co-located units.
- c. Expected annual operating hours needed to meet the mission requirement indicated.
- (1) Compare and indicate the unit's historic boat resource hours for the previous three fiscal years for the resources assigned to the unit. Historic boat resource hours (AOPS) are available through CGPortal's Business Intelligence section under Cubes/Reports View, accessed at http://cgbi.osc.uscg.mil/2.0/contentpanes/cube_report_files/launch/product.cfm.
 - (2) If historic resource hours do not accurately reflect actual resource usage, this issue should be addressed and clarified.
 - (3) If the planned annual operating need is greater or less than the requested boat type's program underway hour (PUH) limit, this should be stated.
- d. Availability of excess boats within the Area/District/Sector to fill the requested allowance.
- e. Existing boat allowance(s) offered as offsetting resources or a source of new recurring funding to support the requested boat allowance.
- (1) Identify any unnecessary or unfilled existing allowances that may be converted into the desired allowance.
 - (2) More than one offsetting allowance may be needed to equal the annual SSL for the desired boat type. The current fiscal year boat type SSL is available for comparison on the Commandant (CG-832) OBM web site at <http://cgweb.comdt.uscg.mil/CG8/CG83/CG832/Index.htm>.
- f. Availability and suitability of facility or shore-side support for an additional boat (e.g., moorings, storage, fuel facilities, engineering support, etc.). Consult with the servicing Civil Engineering Unit (CEU).
- g. Authorized unit Personnel Allowance List for dedicated boat crew and maintenance personnel to adequately crew and support a new/additional boat. Boat allowances will not be established for operational boats at units that do not have sufficient and dedicated boat crew personnel to train, maintain, and operate a boat – other than for non-operational relief hulls. Consequently, boat allowances are usually established at facilities that operate boats vice command and control units.

- h. If no unit boat allowance currently exists, plans to ensure required boat crewmember qualification, certification, and currency maintenance are conducted as outlined Reference (c).
 - i. Other potential impacts on the unit or community/political interest.
6. Requests to, or involving, decreasing unit boat allowances shall address the above issues as applicable. Allowance decrease requests must also discuss potential mission performance degradation that will result from approving the change.
7. In addition to the above factors, Commandant (CG-7312) also considers boat employment hours in comparison to unit PUH ceilings when reviewing boat allowance change requests. PUH boat type limits and unit ceilings are extensively discussed in Chapter 3.
- a. PUH limits reflect the maximum number of hours per year a particular boat type is expected to operate, and are used as planning and budgeting factors for new and existing boat allowances.
 - b. Exceeding PUH does not necessarily indicate an additional boat allowance is warranted. Nor does the lack of employment hours suggest a new allowance is unnecessary. However, consistently higher hours do indicate the service life of the resource is being prematurely exhausted, and that the boat is being employed in excess of Headquarters provided support funding.
8. Figure 2-1 indicates the multiple aspects considered in the allowance change process as discussed above. Although the below information is extracted from an in-house relational database, referred to as Boats Online, the locally managed database is only used to readily compare information gathered from several independent and centrally managed Coast Guard data systems (i.e., AOPS/ALMIS, Oracle Fixed Assets, and the OPFAC Manual). Those sources remain the official data sources.

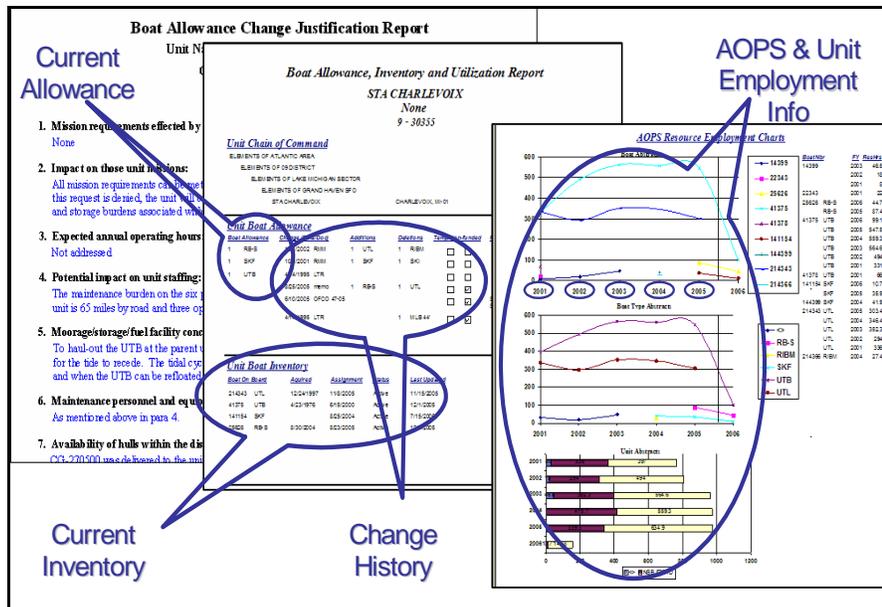


Figure 2-1: Boat Allowance Change Considerations

9. Intermediate level reviewers should comment on unusually high or low unit employment hours as related to boat PUH limits when positively endorsing requests that have not fully discussed this issue.

D. Process.

1. Area units (i.e., Area cutters) must request unit boat allowance changes by memo, via the chain of command, to Commandant (CG-7312) via their Area Regional Boat Manager's office. District units (i.e., Sectors or units) must route their memo requests via their District Regional Boat Manager's office. DSF units must route their memo requests via their Area Regional Boat Manager's office. A Regional Boat Manager roster can be found on the Commandant (CG-731) web site at <http://cgweb.comdt.uscg.mil/G-RCB/Boatmgrs.htm>
 - a. When a unit or command believes a new requirement is outside the capability of existing unit resources or desires a boat to conduct a mission requirement when no boat allowance exists, in addition to an Area/District endorsement, the appropriate Headquarters program office (e.g., Commandants (CG-751), (CG-541), (CG-533), (CG-532), etc.) must validate the requested change. That is, requests must be redirected to the appropriate Headquarters program element for validation when:
 - (1) Units identify new mission requirements,
 - (2) There is no previous unit boat allowance, or
 - (3) There is no identifiable offsetting boat allowance(s).
2. The Regional Boat Managers must coordinate requests between their responsible command level offices (to include identifying a procurement funding source and validating changed mission requirements) prior to forwarding endorsed packages to Commandant (CG-7312).
3. Regional Boat Managers shall enter the submitted memo requests, or generate original change requests in the AOPS Web Resource Management Model (AOPS-RMM). This will expedite unit boat allowance change request processing.
 - a. The AOPS-RMM can be accessed online at <http://aops.osc.uscg.mil/aops/launch.shtml>.
 - b. New user accounts are established by submitting the online consolidated User Request form located at <http://csd.osc.uscg.mil/am/>.
4. After accessing AOPS-RMM, Regional Boat Managers shall follow the steps indicated in Figures 2-2 through 2-4 in submitting an allowance change request.
 - a. First, select the *Allowances* option from the main window.



Figure 2-2: AOPS-RMM Welcome Screen

- b. Second, select the *Fill in an Allowance Change Request* button.



Figure 2-3: AOPS-RMM Allowance Request Menu

- c. Next, fill in each blank with the required information on the three tabbed windows. After selecting the *Save* button, the Regional Boat Manager must send e-mail notification to Commandant (CG-7312), the Boat Fleet Specialist, indicating the unit the change was submitted for. AOPS-RMM does not automatically generate this notification.

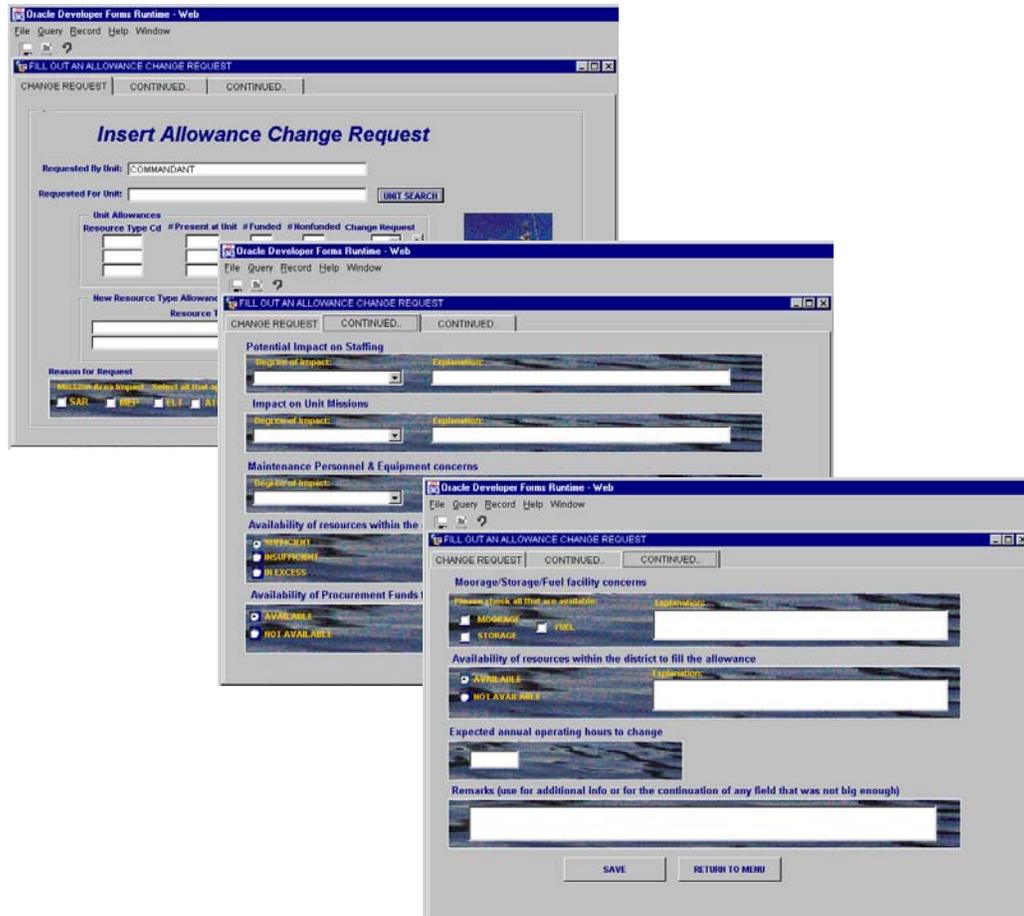


Figure 2-4: AOPS-RMM Allowance Change Entry Screens

5. Upon completion, the Allowance Change Request Worksheet, generated within AOPS-RMM, can be faxed or preferably sent as an e-mail attachment along with any other supporting justification the Regional Boat Manager wishes to provide to Commandant (CG-7312).
6. It is the goal of Commandant (CG-7312) to turn around unit boat allowance change requests within 45 days. Requests involving inadequate documentation or multiple program element coordination may take longer. In this case, interim response notification will be provided to keep the Regional Boat Manager aware of the status of subordinate unit requests. An e-mail response will be provided to indicate Commandant (CG-7312) final action. If approved, the response will indicate the unit's new boat allowance, any agreed upon modifications, funding model adjustments, mid-year supplemental funding, and boat disposal direction, as applicable. If disapproved, a memo response will indicate the factors preventing approval at the time. Enclosure (4) is an example Boat Allowance Change Response.

CHAPTER 3. PROGRAM HOUR MANAGEMENT

A. Discussion.

1. In the past, boats were considered possessions of a unit. In many cases, this was a beneficial contributor to quality maintenance and upkeep. Today, boats have evolved into a highly supported, maintained, and standardized fleet of assets. This ensures the Coast Guard can provide a well maintained and standardized fleet throughout the service in the most efficient manner possible. In doing so, units must maintain the same level of pride in the upkeep of all Coast Guard boats. Boats should be considered equivalent to air frames, and interchangeable between units as needed.
2. To improve the overall management of boat capabilities, optimize SSL funding, and ultimately preserve boat service lives, Commandant (CG-7312) established annual program underway hour (PUH) limits for each boat type.
3. This change, along with the below outlined policy and procedures further align Boat Forces with the new Coast Guard Logistics Model and supports Logistics Modernization at Boat Force units.
 - a. Under the new Coast Guard Logistics Model, program hours are managed at the organizational level and are driven by operational, training, and maintenance requirements. However, the limits on programmed operating hours are maintained at the Headquarters level. Since the exact operating hour costs for each asset is (or will be) documented, deviations in funding have a direct impact on the authorized number of operating hours for the entire fleet, and within a specific asset class. In the future, as these costs become well known/documented, it will be possible to transfer hours between asset classes based on operational need.
 - b. Boat program hour management provides greater flexibility to Boat Force units and allows the transfer of hours between similar boat types within Boat Force units, Districts, or Sectors.

B. Definitions.

1. Boat PUH limits reflect the maximum number of operating hours per year assigned to a boat filling an authorized and funded unit boat allowance, and is based on funding considerations for operation and maintenance costs. The current limits, indicated in Table 3-1 below, were established from planning documents, mission and maintenance requirements, and historic use.
 - a. PUH limits should not be misinterpreted as a Commandant requirement to meet an annual boat hour target level. In fact, due to the inherent response nature and need of boats, it is wasteful to operate resources solely for the sake of meeting arbitrary employment targets. PUH limits are set higher than the average employment observed on each boat type, and are monitored annually. Boat Forces units should monitor boat hour consumption throughout the year, forecasting and scheduling asset employment to address known events and typical demand in order to utilize assets effectively. Reserving a percentage of PUH in anticipation of special circumstances, e.g., extended periods of heightened maritime security levels or contingency operations, is prudent. PUH limits should be considered the maximum utilization level to be used by operational commanders to assist in the planning of operations and maintenance periods.

- b. PUH limits are also used as the basis for the Headquarters reporting models. These models are used to report overall historic and projected resource employment to Congressional oversight committees.
 2. SSL funding is the annual amount provided by Commandant to Boat Force units and the Small Boat Product Line (SBPL) to maintain assigned boats. This funding is apportioned based on required maintenance intervals and casualty repair. SSL funding is intended to cover the direct operating costs associated with maintenance, repair, and general upkeep of the asset. SSL funding is linked to the established PUH for a boat type.
 - a. Operating a boat beyond its PUH limit increases the frequency of required maintenance and increases the probability of unanticipated casualty maintenance. Exceeding established PUH limits results in a need for additional funding. Units that exceed PUH limits are in effect spending beyond their provided funding. Additional annual support funding is not held in Commandant (CG-731).
 - b. Exceeding annual PUH limits negatively affects the Boat Forces logistics system. An example of this is the 47 FT MLB. The MLB is assigned 600 PUH per year. The engines are supported by a Central Engine Overhaul (CEO) Program, which requires the engines be removed and replaced every 3,000 hours. Based on PUH limits, the engines therefore should be replaced every 5 years. Exceeding these limits may result in boats needing engine replacement sooner than 5 years. Given the fact that the CEO Program was funded and spared based on 600 annual hours, increasing the frequency of engine replacement by exceeding PUH limits strains the CEO Program and can result in scenarios where engines are not available for 47 FT MLBs that have reached 3,000 hours or have a casualty.
 3. Unit PUH ceilings reflect the total number of hours Boat Force units are funded to operate each boat type based on its authorized number of allowances. For example, a unit with three Defender Class Boats assigned at 500 PUH provides a 1,500 RB-S PUH ceiling to the unit. This is equivalent to what was previously referred to as a unit's available operating hours for each boat type. To assist Districts and Sectors, current PUH ceilings (by boat type) may be found on the Commandant (CG-731) website at: <http://cgweb.comdt.uscg.mil/G-RCB/BoatsOnline/ProgramHrCeilings.pdf>. A sum of each year's PUH Ceilings closely relates to the available resource hours provided in Reference (d). The total hours provided in the Instruction are distributed by Area, Training, and DSF categories, are distributed by percentage to each mission area of focus, and may vary from the cumulative PUH ceilings due to necessary forecasting for planning purposes.
 4. Augmented hours provide certain Boat Force units additional PUH to meet unique high Operations Tempo (OP-TEMPO) requirements such as military out-load. Commandant (CG-731) establishes augmented hours based on historical employment data and forecasted needs. Augmented hour amounts will be promulgated annually prior to the beginning of each fiscal year.

C. Policy.

1. Districts and Sectors may transfer PUH within their subordinate units, based on increased operational, training, and maintenance requirements.

- a. One or more boats may exceed the PUH limits for its boat type, while another boat(s) provides the cumulative offset.
 - b. For example, if during the fiscal year a UTB at a station experiences a prolonged repair period following an engine failure, another UTB assigned within the Sector may consume the hours (up to a certain percentage of the PUH limit as discussed in paragraph 3 of this Section.) that would have otherwise gone unused. Similarly, if a National Special Security Event at a particular port requires an Maritime Safety and Security Team (MSST) to consume Defender Class hours above its PUH ceiling, the Area may transfer PUH (up to the percentage of the PUH limit discussed in para. 3 below) from other DSF units to meet the increased operational demand.
2. Districts may transfer PUH between subordinate Sectors. Sectors may transfer PUH between their units. The Area may transfer PUH between DSF units.
 3. Commandant (CG-7312) approval is needed if:
 - a. Reprogramming would increase any Defender Class Boat, TANB, SPC-LE, UTM, SPC-SW, TPSB, SPC-BTD, AB-S, AB-SKF, SPC-AIR, SKF-ICE, or SKF's PUH ten percent above the PUH limit.
 - b. Reprogramming would increase any RB-M, UTB, MLB, BUSL, ANB, BU, SPC-NLB, or SPC-HWX's PUH five percent above the PUH limit.
 - c. Reprogramming between dissimilar boat types.
 4. The purpose of obtaining Commandant (CG-7312) reprogramming approval between dissimilar platforms or above the prescribed limit percentages is to provide the mechanism to identify the requirements for long-term mitigation, such as augmented hours or fielding additional capability in the form of new allowances. AOPS/ALMIS will be the primary analysis tool for evaluating the need for approving reprogramming requests.
 5. The overarching goal in managing PUH is to provide Boat Force units and operational commanders flexibility to meet their operational, training, and maintenance requirements while working within their base PUH ceilings.
 - a. PUH shall be managed regionally; transferring boats within a Sector may be practical to maintain a distribution of hours across all assigned boats when units require a significant number of hours and have limited boats assigned. In cases where boat PUH management within a Sector does not meet mission hour requirements, Districts can rotate similar type boats across Sector boundaries.
 - b. For non-depot level maintenance supported boat types; that is, boats that do not go through centralized maintenance availabilities, recent SBPL findings validate that a marginal increase in individual boat employment hours has little impact on the overall life expectancy of that asset. Transferring boats within a Sector, District, or DSF to maintain an even distribution of hours across all assigned boats is not necessary. Requesting waivers on individual platforms with corresponding trade-off hours within the Sector, District, or DSF will be viewed favorably. However, for depot level maintenance supported boat types, transferring boats

within a Sector, District, or DSF components remains an hour management tool to maintain an even distribution of hours across all assigned boats.

6. These provisions also apply to Area cutter based and DSF units. Cutters and MSST do not generally exceed annual program hours. PSUs also do not generally exceed annual program hours unless deployed for an extended period of time. Area planning and boat management staffs shall closely monitor operating hours of Area units and manage boat program hours accordingly.

D. Procedure.

1. At the beginning of each fiscal year, Sectors (and Areas for DSF components) shall establish PUH limits for each of their subordinate units by boat type, based on PUH limits found in Table 3-1 and updated at <http://cgweb.comdt.uscg.mil/G-RCB/BoatsOnline/RptProgramHRS.pdf>, and any augmented hours promulgated annually prior to the beginning of the fiscal year.
 - a. As the fiscal year progresses, PUH between boats and units can be transferred by boat type to meet operational, training, and maintenance requirements.
 - (1) While PUH ceilings may vary between Sector or DSF units, commands cannot exceed its overall PUH ceilings for each boat type.
 - (2) It is incumbent upon Area (for DSF units) and Sector commanders to efficiently use PUH to meet operational, training (including reserve training), and maintenance requirements.
2. Districts and Areas (for DSF units) shall request Commandant (CG-7312) approval for subordinate units if reprogramming between dissimilar boat types is required or reprogramming would increase individual boat PUH limits beyond the allowable reprogramming percentage.
3. In the event a unit does not have enough PUH to meet its operational, training, and maintenance requirements, and after all reprogramming authority is exhausted, Districts and Areas (for DSF units) shall request a waiver from Commandant (CG-7312) via message (info copy Commandant (CG-45), the SBPL, and the asset line manager) to exceed established PUH limits. Enclosure (5) is a template that may be used to request exceeding PUH ceiling. Waiver requests should include the following:
 - a. The number of hours expended as of the date of the waiver request,
 - b. The number of additional PUH requested by boat type and boat number,
 - c. What event or circumstance that led to the deficiency, and
 - d. What mission area or purpose the requested hours are expected to be applied.

Table 3-1: Boat Type PUH Limits

Boat Type	PUH Limit
AB-S	300
AB-SKF	100
ANB	500
ASB	150
BU	500
BUSL	500
CB-ATON-L	150
CB-ATON-M	150
CB-L	150
CB-M	150
CB-OTH	150
CB-S	150
LC	150
LRI	150
MLB	600
MLB – TRNG	300
MSB	150
RB-M	600
RB-M – TRNG	300
RB-S	500
RB-S+	1,000
RB-S – MSST	1,500
SKF	100
SKF-ICE	100
SPC-AIR	100
SPC-BTD	300
SPC-HWX	350
SPC-LE	1,000
SPC-NLB	350
SPC-SW	500
SPC-TB	600
TANB	500
TPSB	265
UTB	600
UTL – ATON	300
UTL – CB	150
UTM	600

CHAPTER 4. BOAT REPLACEMENTS

A. Discussion.

1. Boats, like most property, deteriorate with use. The service lives of boats vary depending on type, construction, use, and maintenance history. Some boats unfortunately experience failure in as few as two or three years. Other well-maintained and constructed boats have lasted 50 years. Historically, the service life of fiberglass outboard-powered boats has been 5-10 years. Inboard-powered aluminum boats' service lives have been 15-20 years. Factors weighing on actual service life include design, maintenance, use, and operating environment. Note also that the term "service life" is relatively subjective. In reality, a boat should be replaced when it makes sense from a business case perspective to do so. This business case is driven by operational availability rate, cost per operating hour, and ability of the asset to meet assigned missions. If one of these three elements makes the asset infeasible for continued service, it should be replaced.
2. Most boats are acquired through Headquarters Operating Expense (OE) or Acquisition, Construction and Improvement (AC&I) funded contracts. The acquisition of new boats requires appropriate documentation (i.e., Operational Requirements Document, Mission Analysis, Mission Needs Statement, etc.). Commandant (CG-7312) will derive this documentation with field unit input, and will work in coordination with Headquarters program managers during each phase of the procurement process.
3. Non-major acquisition boats have historically been purchased using AFC-30 OE funding with Commandant (CG-7) approval. Subsequent life cycle replacement or repair of outboard engines, trailers, and outfit equipment is the responsibility of the SBPL and ATU through the use of recurring boat SSL funding.
4. For resource, acquisition planning, and depreciation purposes, service lives for each boat type are outlined in Chapter 091 of Reference (e) and Chapter 9 of Reference (a).

B. Authorization.

1. Only Commandant (CG-731) may authorize boat purchases for the Coast Guard to ensure annual acquisitions remain within congressionally mandated limits. Boat replacements will typically be provided through Major or Non-Major Headquarters acquisition or procurement.
2. Although only done in extremely unique circumstances, Commandant (CG-731) may authorize Area, District Commanders and Commanding Officers of Headquarters units to purchase boats off General Services Administration (GSA) contract following submission of a written waiver to procure.
 - a. For operation units, a waiver will only be granted to procure a boat that will fill an authorized boat allowance.
 - b. Waivers will not be granted to procure boats for proposed allowance changes until Commandant (CG-7312) approves the new boat allowance.

- c. Memo requests must be submitted to Commandant (CG-7312) via the chain of command. Requests should indicate boat type, make, model and cost of the boat intended to procure, and the unit boat allowance the boat will fill.
- d. Commanding Officers of Headquarters units are responsible for the funding required to purchase their boats; however, requests must still be submitted to Commandant (CG-731) prior to procurement.

C. Boat Acquisition and Planning Report.

1. Regional Boat Managers shall submit an annual Boat Acquisition and Planning Report to Commandant (CG-7312) communicating their subordinate unit cutter and shore based boat replacement need over the next two fiscal years. This report shall be submitted by 30 June each year. An example report is provided in Enclosure (6).
 - a. Prior to annual submission, Regional Boat Managers shall coordinate with the SBPL to develop and prioritize their report based on which boats cost the most to maintain and are in the worst condition within their AOR.
 - b. Area Regional Boat Managers shall submit requests for Area cutter-based and DSF boat replacements.
 - c. District Regional Boat Managers shall submit requests for District cutter and shore based boat replacements.
 - d. Mission specific platforms can be sub-divided within enclosures for clarity. That is, one section each for Response Boats, Cutterboats, Aids To Navigation (ATON) Boats, and Special Purpose Craft. The order of each unit/boat should indicate requested replacement prioritization.
 - e. Commanding Officers of Headquarters units who need assistance in funding a boat replacement, may also submit a request to Commandant (CG-7312). The Boat Acquisition and Planning Report is the proper format for this request.
2. The Boat Acquisition and Planning Report must be submitted to Commandant (CG-7312) each year to ensure the desired replacement need is included in the annual Commandant (CG-7) spend plan budgeting process.
3. The Boat Acquisition and Planning Report is used to document and prioritize an Area and District's boat replacement need balanced by the amount of available funding.
4. Enclosure (6) provides an example of a properly formatted Boat Acquisition and Planning Report. Regional Boat Managers should ensure needs are thoroughly documented within the report to allow best representation within the replacement prioritization.
 - a. Each fiscal year shall be indicated on a separate page or table.
 - b. Replacement need should be prioritized based on the following criteria:
 - (1) Safety. Which boats are in the worst condition?

- (2) Age/Condition. Which boats are the oldest or in the worst condition?
- (3) Other. Which boats are the most non-standard?
- (4) Cost. Which boats cost the most to maintain?
- (5) A remarks section, which may be alongside each item or below the boat listing is a free form area to provide more complete justification. Considerations, which may require more detail, are as follows.
 - (a) Needed repairs, as well as an estimate of those repairs to meet or extend a boat's service life.
 - (b) Extensive maintenance (and cost) made to a boat in the past year that was beyond routine maintenance.
 - (c) Description of any electronic, navigational, and/or mechanical equipment inconsistency.
 - (d) Evaluated condition requiring replacement before older boats (previously rehabbed boats may have better condition codes).
 - (e) Acquisition dates less than five years prior.

CHAPTER 5. BOAT IDENTIFICATION

- A. Discussion. Coast Guard operational boats, like cutters, are known and recognized by their distinctive visual identification markings (i.e., Coast Guard emblem, diagonal stripe, numerals, and letters). Markings shall be applied to all boats, both shore and cutter boats, as delineated in Chapter 12 of Reference (f). Boat Number Plates also distinguish a boat as a Coast Guard asset. The process for establishing boat numbers and discussion of Boat Number Plates follows.
- B. Numbering.
1. All operational boats must be assigned Coast Guard Boat Numbers to allow individual boat identification and historical employment, property accountability, and assignment tracking.
 2. The designation “CG-” is always used before the numeric identification number in Coast Guard correspondence to indicate a Coast Guard owned asset. The boat type designation may also be added for clarification. The “CG” prefix is not used on the hull of the boat itself. Hull markings are specifically addressed in Chapter 12 of Reference (f).
 3. Generally speaking, boats are assigned five digit numbers. Legacy non-standard boats and types are assigned six digit numbers. There are various reasons for this difference including the ability to block off larger consecutive groups of numbers for standard boat acquisition projects, such as the MLB (CG-47200 through CG-47322). This numbering scheme is generated within AOPS-RMM.
 4. Boats are numbered based on the length of the boat’s hull in whole feet. For example, both a boat that has a length overall of 17’2” and one that is 17’11” are numbered beginning with “CG-17”. Some exceptions exist to allow large groups of boats procured at one time to be represented in a continuous series.
 5. As mentioned, boat numbers are automatically generated through AOPS-RMM. Although rarely required, this section provides Regional Boat Managers the process to established new boat numbers within AOPS-RMM.
 - a. Each Regional Boat Manager should request a user name and access to AOPS-RMM.
 - (1) This can easily be done through accessing the Operations System Center (OSC) Martinsburg Web site at <http://csd.osc.uscg.mil/am/>.
 - (2) By doing so, the Regional Boat Manager has real time access to boat inventory and unit allowance records and reports for all subordinate units.
 - b. By providing several key pieces of information, including the boat length as discussed above, the next available boat number is automatically generated, and a new record is created within the AOPS system. The boat record may be immediately linked to the unit receiving the boat or saved for future assignment.
 - c. After accessing AOPS-RMM, Regional Boat Managers shall follow the steps indicated in Figures 5-1 through 5-3 in establishing a new boat number and assigning that boat to its first unit.

- (1) First, select the *Boat Mgmt* option from the main window.



Figure 5-1: AOPS-RMM Welcome Screen

- (2) Second, select the *New Boat Entry* button.

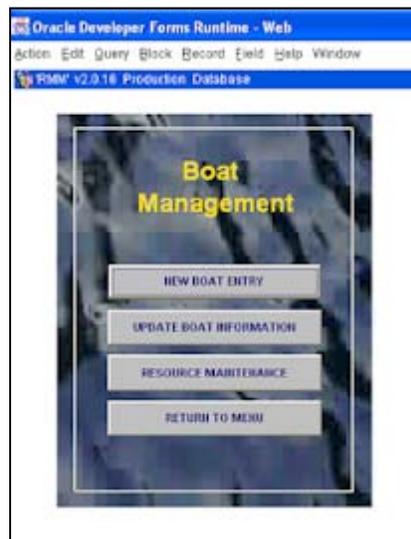


Figure 5-2: AOPS-RMM Boat Management Screen

- (3) Next, fill in all available information for the new boat (at a minimum the required fields indicated by asterisk). For the record to have the greatest future benefit, all known information on the boat should be included or added later.
- (4) Upon selecting the *Save* button, the system will automatically generate a unique Coast Guard Boat Number for the new boat. The system will then prompt the user to assign the boat to a unit at that time or wait until later.

The screenshot shows a web-based form titled "INSERT NEW BOAT" within the Oracle Developer Forms Runtime - Web environment. The form is designed for entering new boat records. It features several sections of input fields:

- Left Column:** Length (text), Boat Type (dropdown), Hull Material (dropdown), Manufacturer (dropdown), Model (dropdown), Serial # (text), # of Engines (text), Acquisition Date (calendar), Acquisition Cost \$ (text), and Remarks (text).
- Right Column:** Beams (text), Draft (text), Fuel Capacity (text), Max Speed (text), Passengers (text), and Range (text).
- Bottom:** Buttons for "CLEAR FORM", "SAVE", and "RETURN TO MENU". A red asterisk indicates required fields.

Figure 5-3: AOPS RMM New Boat Entry Screen

- (5) After assigning the boat to a unit, the next time the boat number is queried through selecting the *Resource Maintenance* button from the Boat Management screen (Figure 5-2), an information window will appear as shown in Figure 5-4 for CG-212047.

The screenshot shows a web-based form titled "UPDATE BOAT INFORMATION" within the Oracle Developer Forms Runtime - Web environment. The form displays the details of an existing boat record for Boat #12047. The information is organized as follows:

- Top Right:** Unit: STA (SM) STILLPOND
- Left Column:** Boat #12047, Boat Type: VTL, Length: 21, Standard: 2, Active: 7, Status: ACTIVE, Manufacturer: ZODIAC, Model: H630, Hull ID #: XDC6308J495, Hull Material: FIBERGLASS, # of Engines, Acquisition Date: 01-SEP-1994, Acquisition Cost \$: 40286, and Remarks: CREATED HW.
- Right Column:** Beams (8 feet), Draft (3 feet), Fuel Capacity (56 gallons), Max Speed (32 knots), Passengers, and Range (112 NM).
- Bottom:** Buttons for "SAVE" and "RETURN TO SEARCH".

Figure 5-4: AOPS-RMM Update Boat Entry Screen

C. Boat Number Plates.

1. Area, District and Commanding Officers of Headquarters units are responsible for ensuring boat number plates are affixed on all boats within their Area of Responsibility (AOR). If a

boat number plate is lost or accidentally destroyed, the Regional Boat Manager shall provide a replacement.

2. Boat number plates must be permanently affixed to all Coast Guard operational boats.
 - a. The boat number plate not only provides identification of the boat, but also documents several important and unique items related to a specific boat and its operational limits. Not affixing or replacing lost number plates leads to employment tracking, boat assignment, and disposal confusion.
3. Boat number plates may be constructed of metal or black plastic. Metal is always preferred to ensure longevity. Plastic plates can be produced by most naval engineering support units. Metal plates can be produced at the CG Yard and at many local sporting retailers. The following standards are required.
 - a. Size: 4" x 6" (minimum)
 - b. Thickness: 1/8" (minimum)
 - c. Color: Bare etched or stamped letters (on metal) or white lettering on black background (on plastic)
 - d. Letter Style: 18 pt. Arial
 - e. An example of a 41' UTB boat number plate is shown in Figure 5-5 for formatting and minimum required information. The operational limit of the boat is another key piece of information that should be indicated, as applicable. Boat plates provided before January 1975 remain valid.



Figure 5-5: UTB Boat Number Plate

4. Unless prescribed otherwise by Time Compliant Technical Order (TCTO), boat number plates are to be attached as follows:

- a. On any boat with a helm, the boat plate shall be affixed near the primary steering position to starboard, or;
 - b. On a boat without a steering wheel, with permanent thwarts, the boat number plate shall be affixed to the top of the after thwart on the starboard side, or;
 - c. On a boat without a steering wheel, and without permanent thwarts, the boat number plate shall be affixed to the inside of the transom as near to the centerline as practical, and so placed as to be clearly visible.
5. As a boat's configuration is modified through its lifecycle, the maximum load will change. The Surface Forces Logistic Center (SFLC) is responsible for providing updates to these boat number plates to ensure the load capacity is accurate.

CHAPTER 6. BOAT RECORDS

- A. Discussion. Maintaining an accurate history of the assignments, employment, maintenance, casualties, and TCTOs associated with a boat is important to each operator of the boat throughout its service life. Boat records and documentation, whether in the tangible form of the Boat Record, Form CG-2580 (book), or electronic format of ALMIS or AOPS-RMM are essential in establishing and preserving a boat's service life and documenting its service to the Coast Guard.
- B. Boat Record.
1. The Boat Record, Form CG-2580 (book), is no longer required to be maintained for Modernized Tier 1 and 2A assets, as identified in the SBPL Process Guide on the SFLC web site at <http://cgweb.sflc.uscg.mil/SBPL/ProcessGuidance/SBPL-ProcessGuidance.aspx>. The information contained in the Boat Record is fully maintained in ALMIS for those boat types. However, not all legacy information from these records is mapped into ALMIS. Units must retain the Boat Record while the boat remains in the Coast Guard inventory. The Boat Record, Form CG-2580 (book), shall be maintained for Tier 2b and 3 assets, as required by Reference (e).
 2. Whether a boat's history is retained in the simply designed Boat Record, Form CG-2580 (book), or a more detailed multi-part binder is determined by the size, cost, and upkeep of a particular hull, except as mandated for cutter-based boats in Reference (e).
 - a. The Boat Record, Form CG-2580 (book), captures boat identification, Engineering Change or TCTO completions, and remarks on a boat and its machinery history.
 - (1) The first two pages list specific boat identification data. They may be printed separately from USCG Adobe Forms Library as the Boat Record, Form CG-2580A (sheet). These two pages are also used to update Commandant (CG-7312) and Regional Boat Manager on technical data changes due to alterations on the boat as discussed further in Section H. below.
 - (2) The Boat Record, Form CG-2580 (book), stock point number 7530-00-F01-1410, is available from the Surface Forces Logistics Center.
 - b. For record expandability, it is recommended that the Boat Record, Form CG-2580 (book), be integrated as Part 1 of the Boat Record File addressed Reference (e).
 3. When Commandant has a boat constructed, the Project Resident Officer (PRO), if established, will upon acceptance of the boat:
 - a. Enter all required data in the Boat Record, Form CG-2580 (book), and send it concurrent with the boat's delivery to the receiving unit.
 - b. Prepare two copies of the Boat Record (sheet), Form CG-2580A (sheet). Send one copy to Commandant (CG-7312), and one copy to the receiving unit's Regional Boat Manager.
 4. When there is no PRO, the Commandant (CG-7312) Platform Manager will, upon delivery of the new boat:

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- a. Enter all required data in the Boat Record, Form CG-2580 (book), and send it to the receiving unit.
 - b. Prepare two copies of the Boat Record, Form CG-2580A (sheet). Deliver one copy to Commandant (CG-7312), and send one copy to the receiving unit's Regional Boat Manager.
5. When in the rare occasion a Regional Boat Manager or Headquarters unit procures a non-standard boat, upon delivery of the boat:
- a. Enter all required data in the Boat Record, Form CG-2580 (book), and send it to the receiving unit.
 - b. Prepare two copies of the Boat Record, Form CG-2580A (sheet). Send one copy to Commandant (CG-7312), and retain the second to file.

C. AOPS-RMM.

1. The importance of accurate employment data entry cannot be overstated. Data derived from AOPS is used to make resource allocation decisions, monitor boat and mission employment by all level of the Coast Guard, and prepare reports to Congressional oversight committees. Failure to accurately enter employment data will have detrimental long-term effects on a unit, as well as Coast Guard.
2. Each boat must be assigned its own unique boat identification number within the Coast Guard's asset management tracking system as discussed in Chapter 5, Section B, Numbering.
 - a. It is the responsibility of the Regional Boat Manager or Headquarters unit to ensure each boat physically assigned within their area of responsibility is entered into AOPS-RMM.
 - (1) This is done to establish the Coast Guard boat number, and
 - (2) To properly assigned a boat at its first unit.
 - b. Although only a few key identifiers are required to establish a record and acquire a Coast Guard boat number, it is important for historic record to fill in all available boat detail fields.
 - (1) Include all available physical descriptive data, especially the manufacturer's HIN number
 - (2) Performance details
 - (3) Acquisition cost
 - (4) Acquisition date
 - c. Commandant (CG-7312) will enter Commandant centralized boat procurements in the system. Initial unit boat assignment in AOPS is still required upon boat delivery.
 - d. Before creating new boat numbers, Regional Boat Managers should review pertinent Operating Facility Change Orders (OFCOs) and message traffic to prevent establishing additional numbers for resources that have pre-assigned boat numbers (e.g., newly

commissioned cutter's boats and Headquarters acquisitioned boats). A phone call or e-mail to the Commandant (CG-7312) Boat Fleet Specialist can validate this information.

3. Regional Boat Managers should quarterly check to confirm all required units within the ATU (including cutters) are accurately submitting ALMIS/AOPS data for assigned boats.
 - a. Reports can be generated, to assist the Regional Boat Manager, within the AOPS Web Admin Reports feature. Access to this feature can be obtained by contacting OSC Martinsburg via a Help Desk request at <http://aops.osc.uscg.mil>.
 - b. All cutter boat sorties must be entered as independent activities within ALMIS/AOPS. The "In Support of Cutter" option no longer applies to boats assigned to cutters.
 - c. A few units are exempt from reporting boat employment data due to their unique boat employment situation (e.g., CG Academy, Fire and Safety Detachment, and CG Yard). However, the units' boats must be initially entered into AOPS-RMM to establish each boat's unique Coast Guard Boat Number. These boats will be entered into Oracle Fixed Assets under the Small Boat Drill minor category.

D. Oracle Fixed Asset.

1. Coast Guard property, including boats, must be recorded in the Coast Guard's property management system.
 - a. As outlined in Chapter 9 of Reference (a), it is the responsibility of the Regional or Headquarters unit Boat Manager to ensure each boat assigned within their area of responsibility is recorded in Oracle Fixed Assets matching the boat number and location assigned in AOPS-RMM and ALMIS.
 - (1) Regional Boat Managers should work directly with the Coast Guard Finance Center (FINCEN) (FR) to ensure new acquisition boats are promptly entered into the system. A copy of the delivery Materiel Inspection and Receiving Report, Form DD-250, or other shipping paperwork must be provided to the FINCEN to enable new boat entries. Ensure receiving units fax or preferably send an e-mail attachment of the Materiel Inspection and Receiving Report, Form DD-250, or shipping paperwork to the Regional Boat Manager and Commandant (CG-7312). The documentation must clearly identify the boat by manufacturer HIN number. The assigned CG Boat Number should also be indicated, if known.
 - (2) A users account and password to Core Accounting System (CAS) Oracle Financials, the overarching system, can be established for designated Regional Boat Managers by linking to the FINCEN Chesapeake at: http://cgweb.fincen.uscg.mil/oracle_financials.htm. A useful operator manual is also available online.
 - (3) All boats are included in Oracle Fixed Assets within the Small Boat major category. The specific minor category to be used is outlined within Chapter 9 of Reference (a).

E. Boat Number Plates. Each boat shall display its boat number plate on or near the primary steering console as outlined in Chapter 5, Section C.

1. This plate identifies key information and operational limits unique to the hull and boat model.
2. It is the responsibility of the Regional Boat Manager to ensure a boat plate is affixed on each boat assigned within their area of responsibility.

F. Boat Transfers.

1. When a boat is transferred from one unit to another, many units are involved and must be notified to ensure proper physical, financial, and accounting support of the resource is not interrupted. All boat transfers should be supported by Requisition and Invoice/Shipping Document, Form DD-1149, signed by both the releasing and receiving commands.
 - a. Short-term transfers are temporary transfers of less than 21 days duration.
 - (1) Unexpected transfers to meet emergent operational need do not require preauthorization from the Regional Boat Manager. Notification should be made as soon as practical.
 - (2) These transfers must be recorded in ALMIS/AOPS to ensure continued maintenance support and employment hour tracking.
 - (3) They do not require Oracle Fixed Assets entry.
 - b. Long-term transfers are temporary transfers of more than 21 days duration.
 - (1) These transfers require Regional Boat Manager approval.
 - (2) They must be recorded in ALMIS/AOPS to ensure continued maintenance support and employment hour tracking.
 - (3) Long-term transfers of more than 30 days also require documentation in Oracle Fixed Assets and Commandant (CG-7312) approval. A copy of the Requisition and Invoice/Shipping Document, Form DD-1149, signed by both the releasing and receiving commands, must be forwarded to the Regional Boat Manager to enable FINCEN validation of the transfer entry. Forwarding a second copy of the Requisition and Invoice/Shipping Document, Form DD-1149, to the FINCEN (FR) will ensure quicker validation of the transfer entry.
 - c. Permanent transfers are transfers made with the intent or expectation that the boat will not return to the unit.
 - (1) Permanent transfers require prior approval, and are usually directed by the Regional Boat Manager. Commandant (CG-7312) will approve all permanent standard boat transfers by CG correspondence.
 - (2) These transfers must be recorded in ALMIS/AOPS to ensure continued maintenance support and employment hour tracking.

- (3) They also require documentation in Oracle Fixed Assets. A copy of the Requisition and Invoice/Shipping Document, Form DD-1149, signed by both the releasing and receiving commands, must be forwarded to the Regional Boat Manager to enable FINCEN validation of the transfer entry. Forwarding a second copy of the Requisition and Invoice/Shipping Document, Form DD-1149, to the FINCEN (FR) will ensure quicker validation of the transfer entry by the system manager.
2. ALMIS is the primary means to manage and document boat transfers for Modernized asset lines. Coast Guard correspondence, in the form of message or e-mail may be used if ALMIS is unavailable. Until further Modernization efforts are accomplished, units must transfer non-Modernized asset line boats utilizing the XOPFAC function of AOPS Web. Note: Modernized units shall transfer boats to the SFLC (OPFAC 38-52000) in ALMIS when the boat is undergoing Programmed Depot Maintenance (PDM) availability.
3. Regional Boat Managers may use the below example to request and direct boat transfers.

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R (DTG)
FM (ATU command)
TO (all involved OPCONs)
INFO (all involved subordinate units)
COMDT COGARD WASHINGTON DC//CG-7312/CG-842/CG-45/CG-64/CG-44LT//
COGARD NMLBS CAPE DISAPPOINTMENT WA (when involving MLBs)
COGARD TRACEN YORKTOWN VA//T-BFC// (when involving UTB's)
COMCOGARD SFLC BALTIMORE MD//SBPL//
COGARD NESU (Name) (as applicable)
COGARD ESU (Name) (as applicable)
BT
UNCLAS //N16114//
SUBJ: TRANSFER OF CG-(assigned boat number)
A. (Applicable PHONCON, MSG traffic or other reference)
1. AS DISCUSSED IN REF (A), (PERMANENTLY or TEMPORARILY) TRANSFER
CG-(assigned boat number) FM (Unit name) TO (Unit name) OOA (date).
CG-(assigned boat number) (HAS BEEN REPLACED BY CG-(assigned boat
number) or WILL FILL (identify unit boat allowance). (Describe
disposition of replaced boat if applicable.)
2. ENSURE COMPLETE OUTFIT AND BOAT RECORD ACCOMPANIES THE BOAT.
UPON SATISFACTORY INSPECTION BY THE TRANSFERRING AND RECEIVING
UNITS, COMPLETE DD-1149, AND ENSURE BOAT TRANSFER IS PROPERLY
DOCUMENTED IN ALMIS AND ORACLE FIXED ASSETS.
3. (Optional) INFORM ORIGINATOR AND COMDT (CG-7312) VIA STANDARD
MSG TRAFFIC UPON COMPLETION OF THIS TRANSFER.
4. DIRLAUTH ALCON.
5. (For standard boats and inter-ATU transfers) THIS PERMANENT
TRANSFER OF CG-(assigned boat number) HAS BEEN APPROVED BY COMDT
(CG-7312) AS PER REF (reference organizational e-mail response to
the Regional Boat Manager request).
6. POC: (Regional Boat Manager name and phone number).
BT

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4. Regional Boat Managers shall use the below example to request permanent standard boat transfers.

From: (Regional Boat Manager)
Sent: (DTG)
To: (COMDT (CG-7312) Boat Fleet Specialist)
Subject: Request (Inter-District or Permanent Standard Boat) transfer of CG-(assigned boat number)

Ref: (Applicable PHONCON, MSG traffic or other reference)

1. (Per reference, as applicable) request (inter-ATU or permanent standard boat) transfer of CG-(assigned boat number) from (Unit name) to (Unit name).
2. CG-(assigned boat number) is to be transferred from (Unit name) to (Unit name) OOA (date). Transfer is desired due to (reason; e.g., permanent assignment of CG-(assigned boat number) at (unit name), survey of CG-(assigned boat number), to fill vacant unit boat allowance, etc.).
3. (Disposition plans for replaced boat as applicable.)
4. (Address transfer funding concerns as necessary.)
5. The use of the Boat Record, Form CG-2580 (book), Transfer Report slip is no longer required as indicated within the Boat Record, Form CG-2580 (book), itself. Use of ALMIS or AOPS Web's XOPFAC function satisfies the need for official record traffic indicating actual transfer and receipt of a boat from one unit to another. Regional Boat Managers are still required to enter the property's transfer in Oracle Fixed Assets.
6. Cutters or other units temporarily without real time access to AOPS Web shall, and units as directed by Operational Commanders may use the below format to acknowledge receipt of new or transferred boats.

R (DTG)
FM (Unit name)
TO (OPCON)
(Regional Boat Manager's Command)
INFO COMDT COGARD WASHINGTON DC//CG-731/CG-842/CG-45/CG-64/CG-44LT//
COGARD NMLBS CAPE DISAPPOINTMENT WA (when involving MLBs)
COGARD TRACEN YORKTOWN VA//T-BFC// (when involving UTB's)
COMCOGARD SFLC BALTIMORE MD//SBPL//
COGARD NESU (Name) (as applicable)
COGARD ESU (Name) (as applicable)
BT
UNCLAS //N16114//
SUBJ: BOAT (ACQUISITION or TRANSFER) RECEIPT
A. (Applicable PHONCON, MSG traffic or other reference)
1. AS PER REF A, CG-(assigned boat number, if known) DELIVERED TO (Unit name) THIS DATE.
2. (DD1149 or DD250) HAS BEEN SIGNED, AND A COPY WILL BE TRANSMITTED

TO THE REGIONAL BOAT MANAGER AND COMMANDANT (CG-7312) AS SOON AS POSSIBLE.

3. (*As applicable*) MANUFACTURER HIN IS (*number*). REQUEST AUTHORIZED BOAT NUMBER BE ASSIGNED. (*If boat is delivered without an assigned CG boat number.*)

4. (*Other related boat info, such as unit allowance boat to fill and replaced boat disposition plans.*)

5. (*Indicate whether boat number is found on the unit's AOPS account listing to allow entering of resource logs on the boat.*)

BT

7. When a boat is transferred from one unit to another, the Boat Record File and all associated documents shall be forwarded to the boat-receiving unit or to the Regional Boat Manager, if the receiving unit is unknown. Transferring units should include the boat record file as an additional line item on the Requisition and Invoice/Shipping Document, Form DD-1149.
8. Regional Boat Managers should remind units that before a boat can be transferred in AOPS Web, utilizing the XOPFAC function, all employment data must be updated, reviewed, and approved by the approving official.
9. After a boat transfer or new boat delivery, Regional Boat Managers should ensure that the referenced boat number is visible within AOPS Web at the receiving unit. For new boat deliveries, ensure a copy of the unit received Materiel Inspection and Receiving Report, Form DD-250, or other shipping document is transmitted to Commandant (CG-7312) Boat Fleet Specialist as soon as possible.

G. Structural Modifications.

1. When a significant change is made to a boat due to installation of new machinery, electronics, or major modification (TCTO driven), three copies of the Boat Record, Form CG-2580A (sheet), must be prepared.
 - a. Inserted one copy in the Boat Record, Form CG-2580 (book).
 - b. Send one copy to the Regional Boat Manager.
 - c. Send one copy to Commandant (CG-7312).
2. Regional Boat Managers should ensure AOPS-RMM boat records accurately reflect current configuration for all boats assigned within their area of responsibility.

H. Disposal.

1. When a boat is retired by disposal, destroyed, or processed as lost, the boat's disposal must be documented.
 - a. The disposal process for Coast Guard personal property, including boats, is outlined in References (g) and (h). The process is further discussed in Chapter 8. However, when the disposal process is followed, several forms of documentation are produced. A copy of each

applicable form should be retained in the Boat Record File. The file shall be forwarded to Commandant (CG-7312) when the disposal process is complete.

- (1) Screening e-mail (as discussed in Chapter 8)
 - (2) Approved Report Of Survey, Form CG-5269
 - (3) Report of Excess Personal Property, Form SF-120
 - (4) Transfer documents (Requisition and Invoice/Shipping Document, Form DD-1149)
 - (5) Disposal Turn-in, Release Receipt Document, Form DD-1348-1/1A
 - (6) Report of Abandonment/Destruction Personal Property, Form CG-5598
- b. Regional Boat Managers must indicate the survey status change and disposal of the boat within both Oracle Fixed Assets and AOPS-RMM.
- (1) This action removes the property from the two systems and unit's account listings.
 - (2) Before this process can be completed within AOPS Web, all employment data must be entered, updated, and approved by the final operational unit.
 - (3) A copy of the approved Report of Survey, Form CG-5269, and disposition document must be sent to the FINCEN (FR) to validate this final record action within Oracle Fixed Assets.
- c. Historic documentation related to a boat's Coast Guard service must also be preserved.
- (1) The final entry in the Boat Record, Form CG-2580 (book), must specify the method (including name and address of recipient as appropriate) and date of disposal.
 - (2) The entire Boat Record File, a copy of the approved Report of Survey, Form CG-5269, and a copy of any transfer documentation must be forwarded together upon final survey to Commandant (CG-7312) via the Regional Boat Manager.
 - (3) The Boat Record File should never be transferred with the boat when taken out of operational service or transferred to another agency. Receiving outside agencies may request a copy from Commandant (CG-7312).
 - (4) Even if the boat will be stored for an undetermined period prior to final survey and disposal, the Boat Record File shall be forwarded to the Regional Boat Manager for safekeeping.
 - (5) Unit and District files related to the boat need not be forwarded unless they are considered historically significance. The disposition of these files should be in accordance with Reference (i).
- d. For auditing purposes, transferring offices shall retain copies of all documents relating to the transfer (i.e., Report of Excess Personal Property, Form SF-120, Transfer Order Excess

Personal Property, Form SF-122, Report of Survey, Form CG-5269, Release Receipt Document, Form DD-1348-1A, Report of Abandonment/Destruction Personal Property, Form CG-5598, hard copy of the electronic screening e-mail, etc.). These records shall be retained, destroyed, or transferred in accordance with Reference (i).

CHAPTER 7. ROLES AND RESPONSIBILITIES

A. Discussion. In addition to the program support issues discussed in earlier chapters (i.e., providing boat replacements and managing unit boat allowances), Commandant supports Boat Forces units in other distinct ways. Beyond planning, programming, and budgeting for the acquisition and/or replacement of standard boats as needed to meet service-wide mission requirements, Commandant (CG-7312) ensures each resource type is efficiently managed by experienced and knowledgeable professionals, and that boats receive SSL funding to allow them to meet all mission requirements. Other Commandant directives provide and support a number of other aspects related to Boat Forces support efforts. Boat Forces and the other Program roles and responsibilities follow.

B. Platform Managers.

1. Commandant (CG-731) defines policy for Boat Forces units, and provides capability management for all boats. In addition to the historic standard boat types (i.e., MLB, UTB, BUSL, and RB-S), Platform Managers are assigned for ATON, Cutter-based, and several special purpose craft boat types as representative boat classes.

a. Beyond the duties of Facility and Platform Managers listed in Chapter 2 of the U.S. Coast Guard Logistics Handbook, COMDINST M4000.2 (series), the duties of the Commandant (CG-7312) Platform Manager include, but are not limited to the following:

- (1) Participate with the SFLC, Commandant (CG-45), Commandant (CG-64), Commandant (CG-751), Commandant (CG-113), SBPL, the Acquisition Staff, and the Centers of Excellence for coordination with platform concerns, TCTO development and validation, sponsorship, and safety issues to identify failure trends and needed safety advisories.
- (2) Responsible for planning procurement of new assets, based on life-cycle recommendations made by Commandant (CG-45) and the SBPL. Serve in the position of Project Manager (PM) or Contracting Officer's Representative (COR) for boat acquisitions. Responsible for drafting and reviewing appropriate acquisition documents.
- (3) Serve as PM and/or COR for boat procurement projects. Facilitate operational testing, delivery, and acceptance of boat acquisition projects.
- (4) Responsible for drafting and reviewing appropriate acquisition and requirement based documents; act as program sponsor for the same through funding requests and Headquarters inter-office coordination.
- (5) Serves on the "Tri-Partite" (Tri-P), which includes operations, engineering, and safety representatives, specific Technical Evaluation Teams (TET's), and Boat Configuration Control Boards.
- (6) Prioritize platform TCTO's through regular configuration control board and AFC-45 funds prioritization meetings.
- (7) Monitor casualty and MISHAP message board traffic on platform types for discrepancy trends and safety issues.

- (8) Review Unit Stan Team Visit Reports for unit readiness, crew performance, and material condition of assigned boats.
- (9) Develop, validate, and update platform outfit and equipment lists.
- (10) Monitor and shepherd routine platform boat operator's handbook and serve on the Integrated Logistics Support Managers Team (ILSMT).
- (11) Coordinate with the Boat Fleet Specialist to establish and regularly validate platform SSL and to finalize delivery schedules for boat acquisition projects.
- (12) Initiate Resource Proposal funding requests; distribute funding to applicable Budget Models in response to equipment and support funding increases.
- (13) Submit annual Commandant (CG-7) spend plan requests; distribute derived funds to applicable ATU's in response to Integrated Budget System (IBUD) and supplemental fund needs/requests.

C. Boat Fleet Specialist. The Boat Fleet Specialist, a.k.a. Coast Guard Boat Manager, monitors overarching boat fleet issues with emphasis on allowances, support funding, inventory, program hour management, and property issues. The associated duties include, but are not limited to the following.

- a. Manage the authorized boat allowance listing.
- b. Manage the Unit Boat Allowance Change Process; reviews, researches, conducts cost-benefit analysis, and recommends justified changes.
- c. Maintain inventory and assignment data records.
- d. Manage the AFC-30 boat support budget.
 - (1) Execute annual budget model validation and SSL adjustments.
 - (2) Monitor resource employment for budget and assignment planning;
 - (3) Compare boat operating hours to program employment hour limits, determine supplemental funding need, and execute funds transfers.
- e. Coordinate with Regional Boat Managers to provide guidance, recommendations, and direction on policy and practices.
- f. Develop policy and revise this Manual and other management and policy instructions.
- g. Analyze annual and non-routine boat replacement requests, and prioritizes replacements.
- h. Develop and maintain standard system costs for major facility elements and resultant cost-benefit analysis.
 - (1) Recommend resource allocation based upon the data to support programmed objectives.

- (2) Evaluate data for comparison to current levels of operations and anticipated resource availability.
- i. Perform a variety of planning and forecasting functions to increase Commandant (CG-731)'s ability to identify, document and support efficiency of operations initiatives in resource replacements and allocations through quantitative analysis.
- j. Act as liaison with various ATU's responsible for resource allocation, answering congressional correspondence, fielding funding requests, preparing secretary alerts, etc.
 - (1) Ensure that the above are in accordance with Platform Manager's objectives and Commandant guidelines.
 - (2) Maintain contact with Area, District, SFLC, and SBPL staffs, and makes periodic customer visits representing the Platform Manager to aids to navigation teams, stations, cutters, Sectors, and Districts.

D. Program, Facility, and Support Managers.

1. This section outlines boat management duties and responsibilities of Headquarters and field support managers.
 - a. Commandant (CG-731) shall:
 - (1) Perform the duties as the Coast Guard's overall Boat Forces manager.
 - (2) Acts as final approving authority for unit boat allowance changes.
 - (3) Annually review and validate unit boat allowances.
 - (4) Annually validate and adjust unit boat allowances and AFC-30 SSL funding within the Operations, Support, and Training Center Budget Models.
 - (5) Coordinate the acquisition and replacement of boats required to fulfill the needs of Boat Force units.
 - (6) Approve boat procurement and replacement funding requests with appropriate Program Managers.
 - (7) Direct and approve inter-District and permanent boat transfers.
 - (8) Coordinate the management of boats across applicable programs.
 - (9) Manage support for those standard boats not logistically supported by the SBPL, per References (e), and (j).
 - (10) Coordinate the replacement and maintenance of standard boat outfit with Headquarters support managers (i.e., electronics, engines, survival equipment, etc.).

- (11) Chair the review and approval process for boat TCTO's through an active Configuration Control Board for standard boats.
 - (12) Actively participate as a key advocate in the review and approval process for boat TCTO's through the Configuration Control Board for boats in acquisition.
 - (13) Maintain configuration control of standard boats with the assistance of the Standardization Teams (STAN Teams). Refer to Reference (k) for full details about the program.
 - (14) Establish annual Program Underway Hour (PUH) limits for boats, and PUH Ceilings for Sector, District, and Area units. Current PUH limits are provided in Table 3-1 and at <http://cgweb.comdt.uscg.mil/G-RCB/BoatsOnline/rptProgramhrs.pdf>.
 - (15) Establish operating environment limits for standard boats and work with Commandant (CG-751) to establish operating limits for cutter-based boats considering the boat to cutter dynamic interface.
 - (16) Coordinate with District Commanders to establish operating environment limits for non-standard boats.
 - (17) Collect, review, and distribute pertinent information concerning boat operational performance, capability, mission compatibility, and costs.
 - (18) Manage the Boat Crew Qualification and Certification Program. Refer to References (k), (c), and (l) for full details about the program.
 - (19) Coordinate all aspects of Rescue and Survival Systems equipment for surface units. Refer to Reference (m) for details.
 - (20) Ensure Headquarters acquired boats are entered into the Oracle Fixed Assets database.
 - (21) Establish standard boat data records and manage approved unit boat allowances in AOPS-RMM.
- b. Commandant (CG-751) shall:
- (1) Validate cutter-based unit boat allowance mission requirement changes.
 - (2) Identify program mission requirements for Commandant (CG-7312) in the acquisition of cutter-based boats.
 - (3) Coordinate with Commandant (CG-731) to ensure recurring maintenance funding is provided for increases in cutter boat allowances.
 - (4) Coordinate Interface Testing and Evaluation with Commandant (CG-45) and Commandant (CG-731) in support of necessary TCTO's.

c. Commandant (CG-711) shall:

- (1) Identify program mission requirements for Commandant (CG-7312) in the acquisition of aviation training boats.
- (2) Validate aviation unit boat allowance mission requirement changes.
- (3) Provide recurring maintenance funding for increases in aviation boat allowances.

d. Commandant (CG-761) shall:

- (1) Represent all mission communities in combining CG operations experience and various Command, Control, Communications, Computers and Information (C4I) & Sensors knowledge to achieve mission execution capability and system interoperability within the CG and with outside agencies.
- (2) Act as liaison between stakeholders, user communities, and technical authorities to generate requirements, set priorities, and negotiate fulfillment of user C4I & Sensor needs.

e. Commandant (CG-441) shall:

- (1) Coordinate integrated logistical support for standard boats designated in Reference (e).
- (2) Coordinate development of technical supply documents (e.g., Management Information for Configuration Allowances (MICA)), with the Supply Centers.
- (3) Provide assistance in the development and maintenance of boat Integrated Logistics Support Plans (ILSP) and Operational Logistics Support Plans (OSLP).
- (4) Serve on the Integrated Logistics Support Managers Team (ILSMT) and provide logistics support plan updates.
- (5) Provide information to develop life cycle support costs for standard boats.
- (6) Participate in the development of configuration management policies for boats.
- (7) Coordinate inter-agency supply and logistical support.

f. Commandant (CG-451) shall:

- (1) Establish policy for boat maintenance and obtains resources required to provide naval engineering support Coast Guard-wide.
- (2) Liaison with the Commandant (CG-731) and the SBPL for Naval Engineering matters.
- (3) Advise Commandant (CG-7312) on boat support funding levels.
- (4) Assist in the determination of program underway hour limits and service life lengths for standard boats.

- (5) Assist Boat Forces Platform Managers in developing boat replacement and recapitalization strategies.
- (6) Serve on the “Tri-Partite” (Tri-P), which includes operations, engineering, and safety representatives, and Small Boat Configuration Control Boards.
- (7) Provide technical engineering oversight for boat acquisition, maintenance, and alterations.
- (8) Provide Commandant (CG-731) with the cost per operating hour (based on life-cycle cost data) for all boat types.
- (9) Maintain master drawings and pertinent technical documentation on standard boats through SFLC support for those boats indicated in Reference (e).
- (10) Manage AFC-45 funding for boats through the SFLC.
- (11) Coordinate semi-annual AFC-45 funding meetings with Commandant (CG-7312) to ensure effective allocation of available boat TCTO funding.
- (12) Conduct Ships Structure Maintenance and Evaluation Boards (SSMEB) on standard boats through the SFLC.
- (13) Serve on the Integrated Logistics Support Managers Team (ILSMT).

g. Commandant (CG-643) shall:

- (1) Establish policy for electronics maintenance, and resources needed to provide these services Coast Guard wide.
- (2) Liaison with the Commandants (CG-7312), (CG-45), and the SFLC for all electronics matters.
- (3) Develop, coordinate, process, and review TCTO’s for electronic navigation, communications and detection equipment on standard boats as the technical authority for electronics systems.
- (4) Serve on the “Tri-Partite” (Tri-P), which includes operations, engineering, and safety representatives, and Boat Configuration Control Boards.
- (5) Provide technical electronic support for standard boats.
- (6) Develop and submit change requests using the Surface Forces Time Compliance Technical Order Process Guide, CGTO PG-85-00-40-S (the Aeronautical Publication Change Recommendation, Form CG-22 process) to the SBPL for Maintenance Procedure Cards (MPCs) relating to electronic navigation, communications and detection equipment for boats. The process guide can be found on the SFLC web site at <http://cgweb.sflc.uscg.mil/SFLCWeb/BOD/Business/QMB/SFLCProcessGuides.aspx> .

- (7) Manage AFC-42 Electronics recapitalization and AFC-30 ESU Support funding provided for boats.
 - (8) Advise Commandant (CG-7312) on boat support funding levels.
 - (9) Assist the Boat Forces Platform Manager in developing electronic and navigational equipment replacement strategies, including validation of requirements.
 - (10) Serve on the Integrated Logistics Support Managers Team (ILSMT).
- h. Commandant (CG-832) shall:
- (1) Annually coordinate with Commandant (CG-7312) to validate the Operations, Support and Training Center Budget Models for boat funding levels.
 - (2) Implement Budget Model changes in boat funding and distribution as requested.
- i. Commandant (CG-844) shall:
- (1) Serve as final approving authority for Reports of Survey.
 - (2) Manage the disposal disposition of boats declared excess to further operational need.
 - (3) Coordinate the inclusion of boats into Oracle Fixed Assets.
- j. Commandant (CG-113) shall:
- (1) Review boat mishaps and near-mishaps to identify dangerous trends.
 - (2) Assist Capability and Program Managers in corrective measures to prevent future mishaps.
 - (3) Serve on the “Tri-Partite” (Tri-P), which includes operations, engineering, and safety representatives, and Boat Configuration Control Boards.
2. This section lists the boat management roles and responsibilities of Area and District Commanders (usually accomplished by the unit assigned Regional Boat Managers), commanders of support commands, Sector commanders, unit commanding officers/officers in charge, and commanding officers of headquarters units in support of Commandant (CG-731).
- a. Area and District Commanders shall:
- (1) Assign at least one Regional Boat Manager as direct liaison with Commandant and the SFLC/SBPL on boat management issues. The Area Commander may find it more effective to assign one boat manager over assigned cutter-based boats, and one boat manager for overall Area concerns.
 - (2) Be responsible for the management of boats attached to subordinate units within your Area of Responsibility (AOR).

- (3) Ensure prescribed boat management directives and policies conform to applicable Commandant Directives.
- (4) Execute Boat Hour Management as discussed in Chapter 3. Establish annual PUH limits for subordinate units by boat type based on current boat type PUH and annually promulgated Sector/DSF PUH ceilings. Manage the transfer of PUH's between boats and units during the FY to meet operational, training, and maintenance requirements. Request Commandant (CG-7312) approval for reprogramming PUH between dissimilar boat types, if increasing individual boat PUH limits beyond the allowable reprogramming percentage, or if additional PUH is needed to meet operational, training, and maintenance requirements.
- (5) Set operating limits for all regional non-standard boats.
- (6) Ensure the configuration control of boats is maintained.
- (7) Submit annual Boat Acquisitions and Planning Reports in accordance with Chapter 4.
- (8) Purchase replacement non-standard boats as approved by Commandant (CG-7312) to fill authorized allowances.
- (9) Transfer boats within your purview to meet temporary operational requirements.
 - (a) Long-term temporary transfers for periods longer than 45 days (or extended maintenance availability period) require Commandant (CG-7312) approval, and may also require a temporary unit boat allowance change.
 - (b) Commandant (CG-7312) authorizes the permanent transfer of standard boats, but will only do so to fill existing or approved unit boat allowances.
 - (c) Ensure the Boat Record, Form CG-2580 (book), or boat record file accompanies each permanently transferred boat.
- (10) As directed or approved by Commandant (CG-7312), ensure all boats transferred for continued operational service are in proper operating condition, have all TCTO's completed prior to transfer, and are transferred with complete and serviceable boat outfits and boat records.
- (11) Routinely review operational requirements and the employment of regional boats to ensure the most cost effective allocation of resources within the AOR.
 - (a) Make timely recommendations for unit boat allowance changes to Commandant (CG-7312) via the AOPS-RMM as discussed in Chapter 2.
 - (b) Coordinate unit boat allowance change requests between cognizant command programs prior to endorsement.
 - (c) Utilize the AOPS-RMM and ALMIS to manage boats and unit allowances for regional units.

- (12) Promptly process and dispose of boats in excess to authorized unit allowance in accordance with References (g) and (h). Only Commandant (CG-731) may authorize the temporary retention of boats excess to unit allowance.
- (13) Ensure underutilized boats are addressed; submit recommendation to remove unneeded capability where practical.
- (14) Establish boat outfit lists for any regional non-standard boats. Lists will include those items necessary for the safety of the crews and boats. A recommended boat outfit equipment list can be found in Appendix (c) to Reference (n).
- (15) Ensure prescribed boat outfit lists are maintained in accordance with the allowances established by Commandant (CG-731) and the SBPL.
- (16) Submit, endorse, and forward recommendations for standard boat TCTO's per the SFLC TCTO Process Guide, which can be found on the SFLC web site at <http://cgweb.sflc.uscg.mil/SBPL/ProcessGuidance/SBPL-ProcessGuidance.aspx>.
- (17) Assist the SBPL and PDM Branch with planning boat availability schedules.
- (18) District Commanders shall manage maintenance relief hulls (MRH) within their Area of Responsibility. The Boat Manager will fund transportation costs, for other than casualty response (CASREP), and ensure that all maintenance is accomplished on a boat prior to providing the asset to an operational unit. The SBPL will manage cutterboat MRHs.
- (19) Keep SBPL PDM Branch informed of boat allowance changes and transfers occurring within the serviced AOR. Specifically, the Regional Boat Manager shall report whenever a boat is transferred between Sectors through ALMIS. This enables the SBPL to accurately assess and track maintenance requirements.
- (20) Monitor the materiel condition of all assigned boats. Ensure all boats are inspected in accordance with Reference (k).
- (21) Utilize the Oracle Fixed Assets for the property management of all boats, ensuring boat inventory additions, changes, and retirement actions for subordinate units are recorded.
- (22) Conduct an annual capitalized inventory validation of Oracle Fixed Assets boats, and prepare necessary certification as directed by Chapter 9 of Reference (a), and Commandants (CG-844) or (CG-731).
- (23) Ensure subordinate units utilize ALMIS for the prompt submission of boat employment data.
- (24) Maintain boat records as required by this Manual, Chapter 090 of References (e), and (i).
- (25) Monitor boat SSL funding for regionally assigned boat types, and submit any recommendations for changes in those funding levels to Commandant (CG-7312) before 30 May each year.

b. Sector Commanders shall:

- (1) Assume responsibility for management of all boats attached to Sector units.
- (2) Execute Boat Hour Management as discussed in Chapter 3. Establish annual PUH limits for subordinate units by boat type based on current boat type PUH and annually promulgated Sector PUH ceilings. Manage the transfer of PUH's between boats and units during the FY to meet operational, training, and maintenance requirements. Request Commandant (CG-7312) approval via the chain of command for reprogramming PUH between dissimilar boat types, if increasing individual boat PUH limits beyond the allowable reprogramming percentage, or if additional PUH is needed to meet operational, training, and maintenance requirements.
- (3) Ensure local boat management directives and policies conform to Commandant, Area and District directives and policies.
- (4) Continually review operational requirements and boat employment hours to ensure the most cost effective allocation of resources.
- (5) Make timely recommendations via memo format for unit boat allowance changes to Commandant (CG-7312) via the District Regional Boat Manager. Sectors shall generate a memo (see Enclosure 3) to provide supplement and supporting documentation and initiation boat allowance change requests.
- (6) Promptly process and dispose of boats in excess of authorized unit allowance in accordance with the References (g) and (h), and specific instructions added to the Report of Survey, Form CG-5269, by the final approving authority. Reports of Survey shall be submitted to the Regional Boat Manager within 14 days of the boat being designated for disposal. Only Commandant (CG-7312) may authorize the temporary retention of boats excess to unit allowance.
- (7) Advise the Regional Boat Manager when changes are needed in boat SSL funding levels.
- (8) Request supplemental funding support if necessary to ensure boats are properly maintained.
- (9) Ensure established boat outfit lists and Personal Protective Equipment (PPE) requirements are followed. Shortfalls should be reported, and supplemental funding requested to alleviate discrepancies.
- (10) Provide technical and logistical support to subordinate units for boat casualties.
- (11) Ensure no unauthorized alterations are made to boats.
- (12) Submit, endorse, and forward recommendations for boat TCTO's as outlined in Reference (e).

- (13) Assist subordinate units in preparation of Carried Forward Discrepancies. Request, approve, and administer standard boat yard availabilities in conjunction with servicing SBPL.
 - (14) Conduct the “Ready for Ops” Evaluation Program, as outlined in Reference (k).
 - (15) Require quarterly progress reports from units, addressing corrective measures taken on restrictive and major deficiencies identified through internal inspection and STAN Team assessments. Sectors should consider requiring units to address minor deficiencies as well.
 - (16) Temporarily transfer boats within your purview to meet operational requirements. Long-term temporary transfers – of more than 21 days – require Regional Boat Manager approval. A copy of the fully executed Requisition and Invoice/Shipping Document, Form DD-1149, must be forwarded to the Regional Boat Manager.
 - (17) When directed by Commandant (CG-7312), via the District, to permanently transfer a boat for continued operational use, ensure the boat is in proper operating condition, has all TCTO’s accomplished, and is transferred with a complete and serviceable boat outfit.
 - (18) When transferring any boat for continued service, ensure the Boat Record, Form CG-2580 (book), or boat record file accompanies the boat. The boat record should be listed as an additional line item on the Requisition and Invoice/Shipping Document, Form DD-1149. Boat records for boats entering indefinite storage or transfer to another agency should be sent to the Regional Boat Manager.
 - (19) Ensure all temporary and permanent boat transfers are recorded in ALMIS/AOPS. Stress the need for subordinate commands to accurately report all boat employment in ALMIS/AOPS. The importance of accurate employment data entry cannot be overstated. Data derived from AOPS is used to make resource allocation decisions, monitor boat and mission employment by all level of the Coast Guard, and prepare reports to Congressional oversight committees. Failure to accurately enter employment data will have detrimental long-term effects on a unit, as well as Coast Guard.
 - (20) Ensure the Regional Boat Manager is aware, and records all long-term temporary and permanent boat transfers in the Oracle Fixed Assets.
 - (21) Conduct an annual inventory of capitalized boats listed in Oracle Fixed Assets, and prepare necessary certification as directed by Chapter 9 of Reference (a), Commandant (CG-844), and the District.
- c. Commanding Officer/Officers in Charge of units with boats attached shall:
- (1) Manage all boats attached to the unit in accordance with this Manual and referenced directives. The Commanding Officer/Officer in Charge shall be designated as the Property Custodian for all unit boats.
 - (2) Execute the Boat Hour Management Plan as discussed in Chapter 3. Manage the approved transfer of PUH’s between boats during the FY to meet operational, training,

- and maintenance requirements. Request Commandant (CG-7312) approval via the chain of command for reprogramming PUH between dissimilar boat types, if increasing individual boat PUH limits beyond the allowable reprogramming percentage, or if additional PUH is needed to meet operational, training, and maintenance requirements.
- (3) Ensure local boat management directives and policies conform to applicable Sector, District, Area, and Commandant Directives.
 - (4) Routinely review operational requirements and boat employment to ensure the most cost effective allocation of resources. Make timely recommendations for unit boat allowance changes to Commandant (CG-7312) via the chain of command.
 - (5) Promptly process and dispose of boats excess to authorized unit allowance, in accordance with References (g) and (h), and specific instructions added to the Report of Survey, Form CG-5269, by the final approving authority. Reports of Survey shall be submitted to the Regional Boat Manager within 14 days of the boat being designated for disposal.
 - (6) Utilize the Oracle Fixed Assets for the property management of all boats ensuring boat inventory additions, changes, and retirement actions reported to your Regional Boat Manager are reflected.
 - (7) Ensure established boat outfit lists and PPE requirements are followed. Shortfalls should be reported, and supplemental funding requested to alleviate discrepancies.
 - (8) Ensure that no unauthorized alterations are made to boats.
 - (9) Submit recommendations for boat TCTO's per the SFLC TCTO Process Guide, which can be found on the SFLC web site at <http://cgweb.sflc.uscg.mil/SBPL/ProcessGuidance/SBPL-ProcessGuidance.aspx>.
 - (10) Manage recurring SSL funding for the repair and maintenance of boats. Request supplemental support funding and recurring SSL adjustments, as justified, via the Sector to ensure boats are properly maintained.
 - (11) Maintain boat records as required by this Manual, References (i) and (e).
 - (12) Maintain the materiel condition of all boats. Ensure all standard boats are maintained in accordance with Reference (k).
 - (13) Submit quarterly progress reports, addressing corrective measures taken to remove restrictive and major deficiencies identified through internal and STAN Team assessments.
 - (14) When directed by Commandant (CG-7312), via the chain of command, to permanently transfer a standard boat for continued operational use, ensure the boat is in proper operating condition, has all TCTO's accomplished, and is transferred with a complete and serviceable boat outfit.

- (15) When transferring any boat, ensure the Boat Record, Form CG-2580 (book), or boat record file accompanies the boat. If a boat is being transferred for renovation enroute a new unit, transfer the Boat Record, Form CG-2580 (book), or boat record file to the new unit or District Boat Manager, if the receiving unit is unknown. The boat record should be listed as an additional line item on the Requisition and Invoice/Shipping Document, Form DD-1149.
 - (16) Ensure ALMIS/AOPS is used to promptly report all boat employment or transfers. The importance of accurate employment data entry cannot be overstated. Data derived from AOPS is used to make resource allocation decisions, monitor boat and mission employment by all level of the Coast Guard, and prepare reports to Congressional oversight committees. Failure to accurately enter employment data will have detrimental long-term effects on a unit, as well as Coast Guard.
 - (17) Conduct an annual inventory of capitalized boats listed in Oracle Fixed Assets, and prepare necessary certification as directed by Chapter 9 of Reference (a), Commandant (CG-844), the Area, District, or Sector.
 - (18) Monitor message board for HiPotential (HIPO) mishaps applicable toward unit boat types.
- d. Commanding Officers of Headquarters units shall:
- (1) Assign a Regional (unit) Boat Manager.
 - (2) Be responsible for management and funding (procurement and maintenance) of all boats attached.
 - (3) Ensure that local boat management directives and policies conform to applicable Commandant Directives.
 - (4) Routinely review operational requirements and boat employment to ensure the most cost effective allocation of resources.
 - (5) Make timely recommendations for unit boat allowance changes to Commandant (CG-7312) via the appropriate Headquarters Program Manager.
 - (6) Promptly process and dispose of boats excess to authorized unit allowance in accordance with References (g) and (h), and specific instructions added to the Report of Survey, Form CG-5269, by the final approving authority.
 - (7) Utilize the Oracle Fixed Assets for the property management of all boats ensuring boat inventory additions, changes, and retirement actions are recorded.
 - (8) Conduct an annual inventory of capitalized boats listed in Oracle Fixed Assets and prepare necessary certification as directed by Chapter 9 of Reference (a), and Commandant (CG-844) or Commandant (CG-731).

- (9) Acquire replacement boat numbers from the AOPS-RMM by contacting Commandant (CG-7312), the Boat Fleet Specialist.
- (10) Establish a boat outfit lists for non-standard boats. Lists will include those items necessary for the safety of the crews and boats. A recommended boat outfit equipment list can be found in Appendix (c) to Reference (n).
- (11) Establish operating limits for all non-standard boats.
- (12) Manage funds for the repair and maintenance of boats.
- (13) Maintain boat records as required by this Manual, References (i) and (e).
- (14) Monitor the materiel condition of all assigned boats.
- (15) Notify Commandant (CG-7312) of any changes to the unit's boat inventory by submitting copies of the Boat Record, Form CG-2580A (sheet), and Reports of Survey, Form CG-5269, as required by this Manual and Reference (g).

e. Small Boat Product Line shall:

- (1) Serve as the single touch point for all maintenance, logistics, and engineering support.
- (2) Act as the Coast Guard's boat maintenance managers in the administration of Centralized Maintenance and Supply for boats. This designation applies to all operational boats in all locations.
- (3) Coordinate, process, review, fund (when directed), and distribute TCTOs for all boats.
- (4) Create and maintain all Maintenance Procedure Cards (including depot repair specifications).
- (5) Administer AFC-4X funding in support of engineering changes and fire, flooding, and collision refurbishments.
- (6) Administer AFC-30 funding in support of boat maintenance.
- (7) Manage the distribution of AFC-30 boat Support Model provided funding to the appropriate Electronics Support Units (ESU) to enable the repair and maintenance of all allowance authorized boats.
- (8) Provide engineering and technical oversight and support of all boat activities.
- (9) Plan and execute all PDM Availabilities.
- (10) Provide casualty response and support services, as promulgated in SFLC Process Guides, which can be found on the SFLC web site at <http://cgweb.sflc.uscg.mil/SBPL/ProcessGuidance/SBPL-ProcessGuidance.aspx>.

- (11) Manage Area cutterboat maintenance relief hulls (MRH). Fund transportation costs and ensure that all maintenance is accomplished on a boat prior to providing the asset to an operational unit.
- (12) Support and advise Regional Boat Managers as to which AOR boats cost the most to maintain and are in the worst condition for inclusion in their Annual Boat Acquisition and Planning Report in accordance with Chapter 4.
- (13) Monitor message board for HiPotential (HIPO) mishaps applicable toward unit boat types.

E. Prime Units.

1. The new Coast Guard Logistics Model relies on prime units to ensure a centralized point for technical responsiveness to field level operation and maintenance management of a specific asset type or piece of equipment.
 - a. The scope of the prime unit responsibilities extends beyond the boat to all of its related systems, sub-systems, special tools, equipment, and maintenance practices.
 - b. Prime units serve as the first point of contact on technical matters for all respective field activities.
2. As Boat Forces transitions to the new Engineering and Logistics Model, it has become necessary to designate Boat Forces units to serve as the program's prime unit. Vetting operational policies and maintenance procedures through a prime unit ensures the Boat Forces community receives a proven package of policies, procedures, and hardware that are ready to be implemented in the operational environment.
3. The prime unit for each designated boat type follows. Additional standard boat type prime units will be identified as required.
 - a. MLB – STA Ocean City
 - b. UTB – STA Crisfield
 - c. RB-M – STA Little Creek
 - d. SPC-HWX – STA Coos Bay
 - e. SPC-LE – STA Miami Beach
 - f. RB-S – STA Washington
 - g. SPC-SW – STA Chincoteague
 - h. BUSL and TANB – ANT Baltimore
 - i. TPSB – SMTC Camp LeJeune

j. SPC-AIR – STA Saginaw River

4. Boat Forces prime units are responsible for providing constant review of field level operations, maintenance, and safety practices. Specific functions of Boat Forces prime units include:
 - a. Maintenance Procedure Card (MPC) development. The prime unit assists in the development of MPC's to ensure that all field level maintenance is accomplished with optimum efficiency.
 - b. Boat Operator Handbooks and instructions. Prime units routinely review their boat specific manuals and submit recommendations to implement any proposed change related to the operations or maintenance of their platforms. Boat Forces prime units also coordinate their efforts with other prime units and make recommendations to implement changes related to over-arching Boat Forces instructions, such as References (c), (k), (l), and (m).
 - c. Prototype and verification of TCTOs. When directed by the SFLC or Commandant (CG-731) through the unit's chain of command, prime units conduct prototype installation of changes to facilitate TCTO development and validation. Prime units are often tasked to prototype a change and assist in the preparation of the TCTO instructions.
 - d. Boat Configuration Control Board (CCB). Prime units may be tasked with reviewing a proposed TCTO and/or providing a recommendation for the location and installation of new equipment.
 - e. Advanced training courses. Prime units assist in the development of advanced training courses, such as Heavy Weather Coxswain and Non-Compliant Vessel Pursuit. Prime unit personnel will occasionally be directed to attend selected courses and provide feedback on their relevance to Coast Guard operations and maintenance requirements.
 - f. Safety oversight. Prime units review mishap messages for assigned boat types, and assist in identifying root causes and potential solutions (e.g., MPCs, TCTOs, and operations).
5. Unit designation as a prime unit is based on several criteria, including:
 - a. Historical AOPS data that reflects consistent, multi-mission consumption of at least 75% of the PUH on the boat type designated.
 - b. Mission activities performed at the designated unit.
 - c. Number of boats assigned to the unit.
 - d. Ability of the unit to perform the additional functions of a prime unit.

F. Standard Support Funding.

1. Commandant (CG-7312) ensures annual Standard Support Level (SSL) funding is provided for all supported boat allowances. Authorized and filled boat allowances receive SSL funding through the Operations, Support, and Training Center Budget Models. In addition, Commandant (CG-4) supplies AFC-4X funding as discussed in Section 4. below.

- a. At any given time, the Boat Forces inventory includes over 1900 active, inactive, survey pending, and awaiting disposal boats.
 - b. There are between 50 and 100 non-operational, over allowance boats of all sizes being processed in and out of the inventory at any given time. As new acquisition boats replace older boats there will continue to be numerous excess boats awaiting disposal in the inventory.
 - c. In the future, funding will be entirely based on the actual per operating hour cost of an asset. Thus, assets will be funded to a certain number of PUH hours per year. These hours may change based on available funding or a shift of hours between asset types based on a business case analysis by Commandant (CG-7312).
2. The Operations, Support, and Training Center Budget Models are validated annually to ensure each boat allowance is correctly listed and appropriately funded before the next fiscal year budget. The steps in this process follow.
- a. Each July Commandant (CG-7312) validates the number of authorized unit of funded and non-funded boat allowances.
 - b. As part of this validation, each unit allowance is confirmed as being filled or vacant with the Regional Boat Managers.
 - (1) Unfilled allowances expected to remain unfilled for more than six months will not be funded within the Budget Models. Supplemental support funding may be transferred from Commandant (CG-7312) to the Regional Boat Manager if the allowance is filled mid-year.
 - (2) Disparities between authorized allowance type and inventory boat type will result in the allowance being funded at the lower of the two SSLs. That is, if a 13 FT SKF is filling a UTL boat allowance, and the operational commander and Regional Boat Manager desire not to resolve the mismatch, the boat will be funded at the lower SSL until the mismatch is corrected or an allowance change request is approved.
 - c. New boat allowances will be established and funded when new boats are delivered to units. Standard boat deliveries, resulting in new allowances (e.g., new allowance RB-S, UTL to TANB allowance upgrade deliveries) are added to the Budget Models.
 - (1) Boats scheduled for delivery before the end of the fiscal year's first quarter will normally be funded within the Budget Models for the full year.
 - (2) Supplemental support funding will be transferred from Commandant (CG-7312) to the Regional Boat Manager when new allowance boats are delivered mid-year.
 - d. In the second phase of the validation, the funding levels are balanced with available Budget Model funding.
 - (1) Each year the allowance count changes as boat allowances are added, deleted, or changed. That count by boat type is compared to existing and additional funding brought into the Budget Model by new starts on Budget.

- (2) Based upon Regional Boat Manager, SBPL, and new support analysis input, boat SSLs are adjusted to achieve the closest match between available funding and the optimal SSL for each boat type.
- e. The resulting Budget Model changes are reported to Commandant (CG-832) for inclusion in the next fiscal year's Models.
- f. Funding distribution from Headquarters through the Operations and Support Budget Models is represented in Figures 7-1 and 7-2 below.
 - (1) Prior to unit Modernization, 50% of the boat SSL funding is distributed to the engineering support system to pay for casualties and PDM availabilities through the Support Model. The other 50% of the SSL is distributed to the unit to cover all other related operations and maintenance costs through the Operations Model, as illustrated in Figure 7-1.
 - (2) In the Modernized community, all Support SSL and approximately 71% of Operational SSL is now provided to SBPL. The remaining 29% of Operational SSL is provided to units in support of general operations, consumables, and parts, as specified in Chapter 3 of the SBPL Process Guide. 65% of all Electronics SSL is provided to SBPL, and the remaining 35% is provided to the servicing Electronic Support Unit/Detachment. This funding distribution may be modified in out-years, with concurrent approval of Commandants (CG-731), (CG-45), (CG-48), and (CG-83). Figure 7-2 illustrates the current distribution system.

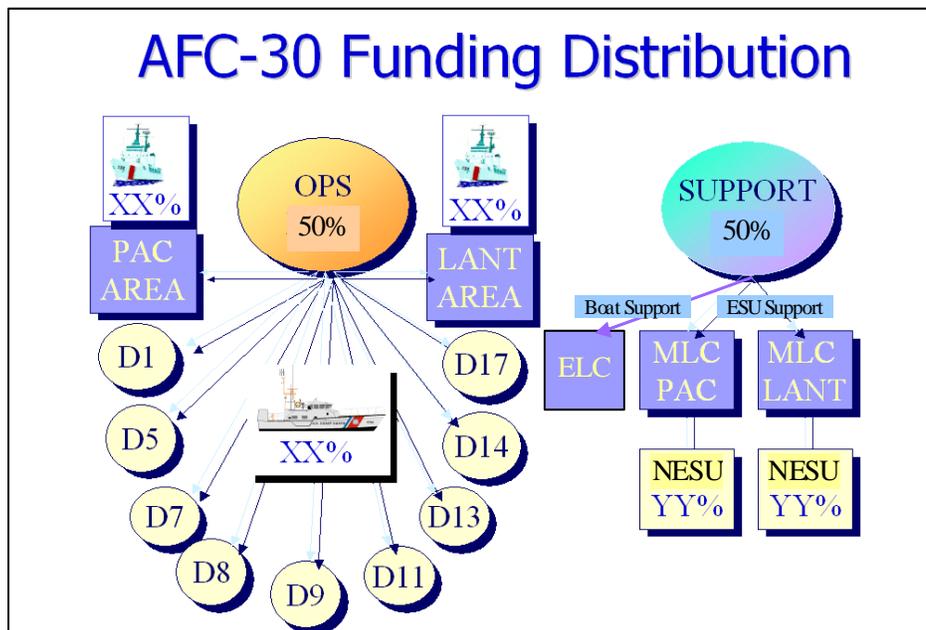


Figure 7-1: Pre-Modernization AFC-30 Funding Distribution

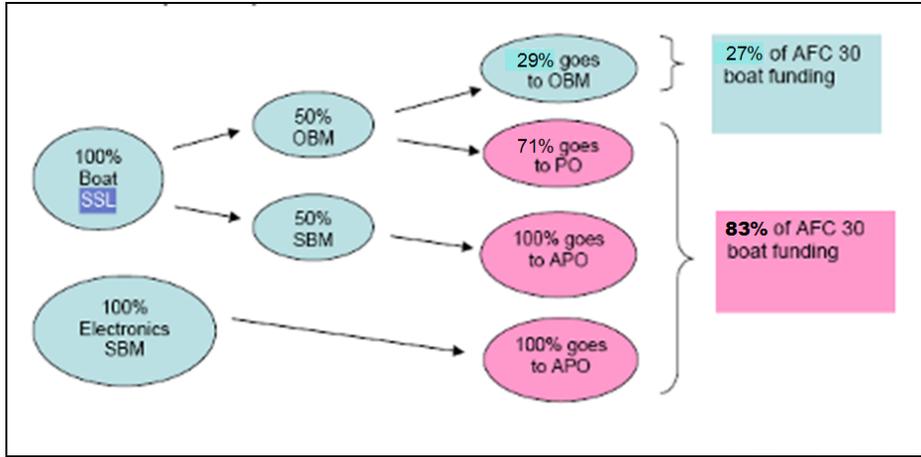


Figure 7-2: Modernized CG AFC-30 Funding Distribution

3. As unit AFC-30 funds are distributed down the chain of command, a portion is often retained at organizational levels higher than the boat allowance unit to provide centrally managed resources for unexpected requirements. It is critical that this funding be “taxed” as little as possible as it passes through the ATU and operational commander. Unit post-Modernization SSL funding minimally provides for the remaining unit operations and parts need. The intent of this funding is specifically for the unit level maintenance and operations of boats. An example funding flow from Headquarters through the typical Sector command structure is represented in Figure 7-3.

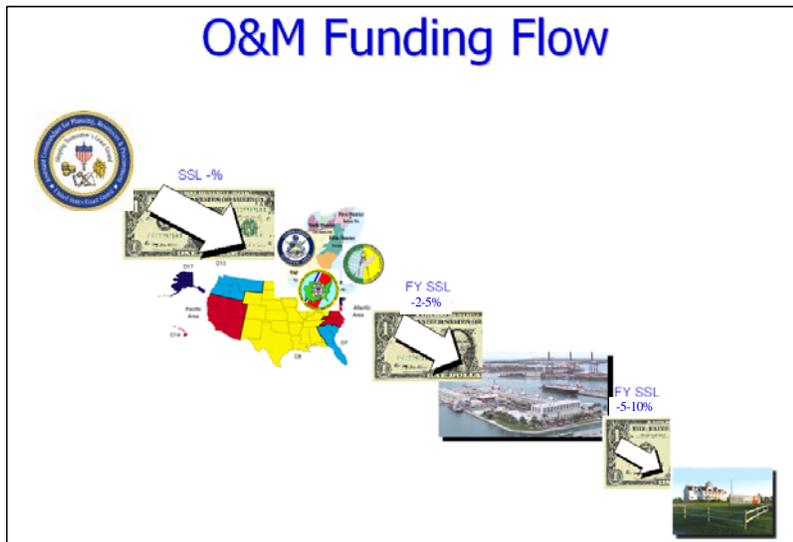


Figure 7-3: O&M Funding Flow

4. In addition to AFC-30 funding, there are two other AFC-4X accounts used to support Boat Forces.
 - a. AFC-42 funding is used for depot-level maintenance of electronics systems installed on standard boats.
 - (1) Commandant (CG-64) uses a prioritization process to distribute AFC-42 funds through the SFLC. The SFLC in turn uses these funds to support boat maintenance.

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- b. AFC-45 funding is used for depot-level TCTOs and restoration of boats damaged by fire, flooding, collision, or grounding.
 - (1) Commandant (CG-45) distributes these funds to the SBPL.
 - (2) Modernized units enter casualty reports in the ALMIS Electronic Assets Logbook (EAL), creating a discrepancy, and notify their servicing Sector. The Asset Material Manager (AMM) uses AFC-45 funding to procure the necessary repair parts and/or services through SBPL Supply.

CHAPTER 8. BOAT DISPOSAL

A. Discussion. Maintaining an accurate boat history is important to each operator of the boat throughout a boat's service life. Equally important is the final process related to closing the cycle of a boat's service life with the Coast Guard. The disposal process for Coast Guard Personal Property, in which boats are included, is outlined in References (g) and (h). It is summarized here for overview.

B. Boat Surveys.

1. When a boat is damaged, lost, stolen, or is to be retired as excess property, a Report of Survey, Form CG-5269, must be prepared and submitted within 14 days of the determination. When conducting a board of survey to excess the boat, the primary purpose of the Report of Survey, Form CG-5269, is to document its current condition for further usefulness. Reference (g), supplemented by Reference (e), provides complete instructions on completing boards of survey for boats and their associated ancillary equipment.
 - a. The final approving authority for all boats surveys is Commandant (CG-844).
 - b. Areas, Districts, and commanding officers of Headquarters units shall submit completed Reports of Survey to Commandant (CG-844), via Commandant (CG-7312), for disposition action.

C. Excess Property.

1. Concurrent with the survey process, a determination must be made as to a boat's further usefulness to the Coast Guard. To simplify the disposal process, all boat surveys shall be forwarded to Commandant (CG-7312) via your Regional Boat Manager for the first level of screening outlined below.
 - a. When the boat is excess to unit authorized boat allowance through replacement or mission requirement change, the Regional Boat Manager will determine if the boat is needed elsewhere within their area of responsibility. If a boat assigned within an area of responsibility can fill no other authorized allowance, the boat must be declared excess and screened for disposal.
 - b. If excess to regional need, and evaluated in a serviceable condition, the Regional Boat Manager will send the Coast Guard Boat Fleet Specialist an e-mail request to screen the boat for further Coast Guard operational use. The following template shall be used to provide important information about the excess boat.

From: *(Regional Boat Manager)*

Sent: *(DTG)*

To: *(COMDT (CG-7312) Boat Fleet Specialist)*

Subject: Request Screening of Excess Boat CG-*(assigned boat number)*

Request you screen the following boat that is excess to *(ATU)*'s need.

1. Boat Number/HIN#:
2. Boat Type:

3. Manufacture/Model: *(if applicable)*
 4. Year Built:
 5. Acquisition Cost: \$
 6. Evaluated Condition Code:
 7. Description Of Condition: *(Brief description of the boat's evaluated condition in layman's terms)*
 8. Engines/Electronics: *(Description including details such as year, horsepower, manufacturer, operating condition, and repairs required to obtain full operational status)*
 9. Location: *(Current unit, with full physical address)*
 10. Last Assigned Unit: *(If current location is for storage and not the last unit where the boat was used operationally.)*
 11. Any special details/info:
 12. Unit POC: *(For boat specific details)*
 13. Boat Manager: *(Name and number)*
- c. The Boat Fleet Specialist will forward the details on the boat throughout the Coast Guard (Regional Boat Managers), informing the boat's Platform Manager and the Commandant (CG-844) Retired Boat and Decommissioned Cutter Manager.
- (1) The screening period is normally 21 days.
 - (2) For standard boats, such as RB-M replaced UTB's, Commandant (CG-731) may have made a previous determination in conjunction with the SBPL, not to retain the excess hull. In this case, only neighboring districts to the boat's location may receive notification during a shortened screening period. This will expedite the disposal process, minimize transfer costs, and yet allow the opportunity to exchange poorer condition hulls in neighboring regions. If the SBPL determines it is economical to cannibalize or transfer and retain a replaced boat, specific instructions will be provided to the Regional Boat Manager during the screening process. A flowchart identifying the UTB and 55' ANB disposal process is found in the SBPL Process Guide, and repeated in Enclosure (7) for reference. The SBPL Process Guide can be found on the SFLC web site at <http://cgweb.sflc.uscg.mil/SBPL/ProcessGuidance/SBPL-ProcessGuidance.aspx>.
- d. During this period, if not already forwarded and no interest is indicated within the first week, the Regional Boat Manager shall forward the survey package to Commandant (CG-7312), to the attention of the Boat Fleet Specialist, to expedite the next step of the disposal process. At the least, the Report of Survey, Form CG-5269, form shall be faxed or preferably sent as an e-mail attachment to Commandant (CG-7312) as soon as available.
- e. Should another Regional Boat Manager indicate interest in the boat, and Commandant (CG-7312) has concurred with the inter-District boat transfer, the two Regional Boat Managers will coordinate and transfer the boat to fill an authorized unit boat allowance. Transfers will only be approved if the boat will fill a vacant allowance or replace a poorer condition boat within an authorized allowance. Commandant (CG-731) may support boat transfer costs, as requested and funding is available.
- f. If no interest is shown in the boat, Commandant (CG-7312) will declare the boat excess to further operational need. The survey will be forwarded to Commandant (CG-844) with a

declaration that the boat is excess to further operational need. At this point in the disposal process, the boat is transferred into a Storage/Disposal status and no longer operated pending disposition instruction from Commandant (CG-844). Only Commandant (CG-844) may authorize equipment or parts removal after a boat is declared excess to further Coast Guard operational need.

2. If declared excess to further Coast Guard operational need, the boat will first be screened for Departmental, and then Federal/State use through GSA. The combined Department internal screening and GSA screening for Federal utilization or State donation is normally about 40 days. Public sale through GSA will add another 21 days.
 - a. GSA screens the boat for use by other Federal agencies and State organizations, such as fire departments, police, and local search and rescue agencies for 21 days.
 - (1) If selected by another agency, GSA will approve a transfer or donation document for the boat.
 - (2) Commandant (CG-844) will endorse both the Report of Survey, Form CG-5269, and the GSA transfer order before sending a copy back through the Regional Boat Manager to the custodial unit.
 - b. If GSA finds no interested agency, Commandant (CG-844) may direct GSA to conduct a public sale of the boat by electronic auction. A picture of the boat, as well as more details may be required from the custodian.
 - (1) If Defense Logistics Agency (DLA) Disposition Services disposal is directed, the Regional Boat Manager will coordinate the boat's disposal with the unit and local DLA Disposition Services location.
 - (2) Commandant (CG-844) may authorize local abandonment/destruction if the public sale fails to find a buyer or at the request of the Regional Boat Manager.
 - c. Boats allocated to the Foreign Military Sales (FMS) program, managed by Commandant (CG-922) in conjunction with Commandant (CG-844), can require an extensive storage period of the boat. The FMS program typically requires nine months from the time a boat is allocated before it is transported to the foreign government. Regional Boat Managers must coordinate the storage location and security for pending boats and ancillary equipment. Whenever possible no-cost Coast Guard storage should be utilized. If commercial storage is required beyond the current fiscal year, storage funding may be requested from Commandant (CG-844).

D. Other Disposal Options.

1. Morale Use. Coast Guard units may retain excess boats for morale, well-being, and recreational (MWR) use after GSA screening has been completed.
 - a. A separate memo requesting the boat for MWR use, or comment stated within the Survey Report and Recommendation block must accompany the Report of Survey, Form CG-5269,

when sent to Commandant (CG-844) via the Regional Boat Manager and Commandant (CG-7312).

- b. If approved, Commandant (CG-844) will return the Report of Survey, Form CG-5269, annotated with specific instructions for the boat's use. A copy of this survey must be kept on file at the unit as long as the boat is retained.
 - (1) All CG markings shall be removed. Units shall register their recreational boats in accordance with laws and regulations of the state in which they operate, as directed by Reference (o).
 - (2) The boat shall be shifted within Oracle Fixed Assets to the Small Boat MWR minor category. The previous CG Boat Number may be retained as the Oracle Fixed Assets Tag Number; however, the state registration number shall be indicated in the description section of the record.
 - (3) Under no circumstances is the boat to be used for operational response or training after survey.
 - (4) MWR boats needs no allowance and receive no support funding.
2. Public Bodies. Written requests for excess Coast Guard boats from states, counties, cities, and other municipal governments have precedence below Federal agencies. Such requests can be sent to Commandant (CG-844), along with the Report of Survey, Form CG-5269, for information purposes. Donation to State and local agencies is a determination made by GSA after excess Federal property has been reclassified as surplus property. The Coast Guard has no active role in the allocation of surplus Federal property.
3. Coast Guard Auxiliary. The Coast Guard Auxiliary may receive surplus boats via the donation process provided the boat has completed GSA Federal and State screening. It should be noted that the donation of surplus personal property is subordinate to any need for the property by a Federal agency, but takes precedence over its sale, destruction, or abandonment. Written requests must be submitted to Commandant (CG-844) from an Auxiliary unit. These requests will be coordinated with the respective District Director of Coast Guard Auxiliary (DIRAUX) Office and Commandant (CG-542). Commandant (CG-844) may approve the donation following department and GSA screening.
4. Drill/Target Boats. Units may retain one excess non-standard boat with a disposal condition code of "X" or "S" for use as a training boat (i.e., practice dewatering, re-righting, Non-compliant Vessel Use of Force training, etc.). The following steps shall be taken to retain boats for this purpose.
 - a. Forward the Report of Survey, Form CG-5269, to Commandant (CG-7312) with a recommendation that the boat be retained at the unit for the purposes of training. This recommendation may be included in the Survey Report and Recommendation section of the Report of Survey, Form CG-5269.

- b. If approved, Commandant (CG-844) will return the Report of Survey, Form CG-5269, annotated with specific instructions for the boat's use. A copy of this survey must be kept on file at the unit as long as the boat is retained.
- (1) All CG markings, as well as mechanical propulsion shall be removed. Units should check state regulations concerning registration and marking requirements.
 - (2) The boat shall be shifted within Oracle Fixed Assets to the Small Boat Drill minor category. The previous CG Boat Number may be retained as the Oracle Fixed Assets Tag Number; however, the term "drill boat" shall be indicated in the description section of the record.
 - (3) Under no circumstances is the boat to be used for operational response or MWR use after survey.
 - (4) Drill/target boats needs no allowance and receives no support funding.
5. Loans. Although not considered a permanent disposal option, commands may view long-term loans to other Federal, state, or local agencies as an effective means to dispose of property, as discussed in Reference (g). Boats may not be readily transferred to other agencies. Written authorization from Commandant (CG-844) with concurrence from Commandant (CG-731) is required before executing such a loan agreement. If approved, the boat shall be shifted within Oracle Fixed Assets to the Small Boat Loan. OGA minor category.

E. Retirement. Upon disposal of any boat, the following actions must be completed to permanently retire a boat.

1. All Coast Guard markings must be removed or painted over with a color that will not allow the markings to show through and with a paint that will not wash off from boats transferred outside the Coast Guard or removed from operational service as discussed in Reference (g). This includes transfer to other Federal agencies, the Auxiliary, DLAs, GSA, MWR, or drill/target use.
2. Regional Boat Managers must ensure a boat's final transfer/disposal is documented within AOPS-RMM and the Oracle Fixed Assets.
3. Regional Boat Managers and units shall file a copy of the Boat Record, Form CG-2580A (sheet), Report of Survey, CG-5269, and disposal documentation for audit purposes. Any procurement and disposition documentation must be retained for the service life of the boat plus three years in accordance with Reference (i).
4. Regional Boat Managers shall send a copy of the approved Report of Survey, Form CG-5269, and signed disposition documentation to the FINCEN (FR), Commandants (CG-7312) and (CG-844).

A. Glossary of Terms. The following terms are referenced within this Manual.

1. AOPS Web: A web-based database used to assist in the management of Coast Guard cutter and boat assets. AOPS Web reports employment hours in real-time.
 - a. AOPS Web generates information used by Headquarters program, facility, and support managers for planning, budgeting, and responding to Congressional and audit inquiries concerning operational statistics for Coast Guard assets.
 - b. The module within AOPS Web designed for Regional Boat Manager asset management is AOPS Resource Management Module (AOPS-RMM). A user account and password to AOPS-RMM can be established for designated Regional Boat Managers by linking to <http://csd.osc.uscg.mil/am/>, or contacting Commandant (CG-635).
2. Boat: With the exception of commissioned cutters and barges, any other Coast Guard owned vessel. Boats are unnamed vessels usually less than 65' in length, and they support OPFAC number assigned units. The 52 FT Special Purpose Craft – Heavy Weather is the only named boat type. Cutter barges are considered a composite unit with their assigned cutters. That is, whether linked or moored separately, they are merely an extension of the cutter and have the sole purpose of extending the operational capability of the cutter assigned.
 - a. Drill/Target Boat: A boat used by a unit for destructive training, such as dewatering, re-righting, fire fighting, non-compliant vessel use of force training, etc. These boats are typically scrap condition surveyed boats retained in the General Purpose property inventory in the Oracle Fixed Assets. They shall be listed on property within the Small Boat Drill minor category.
 - b. Excess Boat: A boat that has been determined to be excess to unit authorized boat allowance through replacement or mission requirement change. Excess boats do not receive funding support and must be surveyed as soon as practical.
 - c. Operational Boat: A boat employed by a unit to provide water-borne response for assigned mission responsibilities. The term “small boat” is a misnomer often used to refer to this type of boat. In most cases, it is more appropriate to refer to this boat as a response boat. An operational boat is considered Coast Guard personal property in the physical property system, Oracle Fixed Assets. These boats shall be listed on property within the Small Boat category. Operational boats are the type of boats addressed throughout this Manual unless specifically mentioned otherwise.
 - d. Morale Boat: A boat owned by the Coast Guard and approved for unit morale, well-being, and recreational (MWR) purposes. This boat is not authorized to perform mission response activity. They shall be listed on property within the Small Boat MWR minor category.
 - e. Standard Boat: Standard boats are procured by Coast Guard Headquarters to satisfy a capability need. Strict configuration management is maintained on all standard boats to ensure interoperability/commonality between boat types and across Coast Guard programs and Department agencies, and to reduce training requirements. Operational and support commands and boat crews shall comply with the procedures and limitations established by Reference (e) and any issued changes, engineering advisories, etc. Design changes, structural

alterations, and boat outfit modifications are prohibited unless specifically authorized through the engineering change process. There are four categories of standard boats: Response Boats, Special Purpose Craft, Cutterboats, and ATON boats. Within each category are various boat types and classes of boat types, specifically designed to meet specific capability requirements.

- (1) **Response Boats:** Response Boats provide a standard, shore-based multi-mission response capability in the coastal environment out to 50 nautical miles from shore.
 - (2) **Special Purpose Craft:** Special Purpose Craft are boats that fill certain activity/environmental gaps that cannot be filled through another Response Boat type.
 - (3) **Cutterboats:** Cutterboats are standard, cutter-based boats that provide a wide range capability, ranging from multi-mission, over the horizon operations, to limited activities within sight of the cutter.
 - (4) **ATON Boats:** ATON boats are standard, shore-based boats that were designed primarily to service aids to navigation.
 - (5) The boat types specified by Commandant (CG-731) as standard boats are indicated in Table 2-1. Table 041-1 of Reference (e) includes a less extensive listing. For disposal purposes, the listing of standard boats includes legacy boat types included in Enclosure (28) of Reference (g).
- f. **Non-standard Boat:** Any operational boat not meeting the criteria of a standard boat above. These legacy boats are not generally deployed Coast Guard-wide. Commandant (CG-7312) will continue to phase out these older boats with standardized platforms as soon as possible.
 - g. **Small Boat:** A boat that does not have permanently installed propulsion machinery, not including barges. An example of this type of boat is a paint skiff.
3. **Boat Allowance:** The formal authority for permanent assignment of a boat, of a specific type designation to meet an identified capability need and unit mission response requirement. Unless specifically approved otherwise, authorized boat allowances ensure boats held on unit inventory in the designated allowance will receive recurring operating and maintenance support funding, as well as replacement upon end of service life.
 4. **Boat Outfit:** The removable equipment required for operation of a specific type of boat. Boat outfit items for each type of standard boat are listed in the Operator's Handbooks.
 5. **Cutter:** A named and commissioned Coast Guard vessel, 65' and above, with an OPFAC number, assigned personnel allowance, and installed living features for the extended support of a permanently assigned crew.
 6. **Oracle Fixed Assets:** A web-based database module within the Core Accounting System (CAS) Oracle Financial suite used for the accounting of Coast Guard assets including boats.
 - a. CAS addresses the asset management and project accounting based discrepancies noted in the DHS IG audit of the Chief Financial Officer Act required financial statements. CAS

integrates the capabilities of the Oracle Financials General Ledger (with Federal Overlay), Oracle Fixed Assets, and Project Accounting.

- b. A user account and password to CAS and the Oracle Fixed Assets module can be established for designated Regional Boat Managers by linking to the FINCEN Chesapeake at http://cgweb.fincen.uscg.mil/oracle_financials.htm, or contacting the CGOF Hotline at the FINCEN.
7. **Prime Unit:** A Prime Unit is an operational Boat Force unit that serves as a centralized point for all technical matters on field level operations and maintenance of a specific boat type or piece of equipment. Operational policies, engineering changes, maintenance procedures, and training requirements are vetted through the prime unit to ensure the Boat Forces community receives a proven package of policies, procedures, and hardware that are ready to be implemented in the operational environment.
8. **Program Underway Hour (PUH):** The maximum number of annual operating hours assigned to a boat filling an authorized and funded unit boat allowance. This limit is based on budgetary considerations for operation and maintenance costs. The current limits, indicated in Table 3-1, were established from planning documents, mission and maintenance requirements, and historic use.
9. **Standard Support Level (SSL):** The annually provided operating and maintenance funding levels programmed into the Source of Funds which are distributed to boat operating units through the Operations, Support, and Academy/TRACEN Budget Models. All authorized and filled boat allowances receive this predetermined SSL funding based on the costs to operate and maintain a boat at the boat type's designated PUH limit. This funding is intended to pay for all operations, maintenance, repair, and service of boats and associated ground support equipment (which includes trailers). This includes the replenishment of boat outfit, spare parts, and the completion of AFC-30 designated TCTOs.
10. **Tri-Partite (Tri-P):** The Tri-P is a working group comprised of Commandants (CG-45), (CG-731), (CG-64), and (CG-113) staff personnel. At times, the presence of the SBPL may be requested to provide input on relevant engineering and logistics issues. The intent of the Tri-P is to come to consensus on issues regarding boat maintenance, repair, operation, and acquisition, and to speak to senior CG leadership with "one voice". The Tri-P generally meets on a weekly basis at Headquarters to discuss issues of concern.

A. Publications and Reports. The following publications and reports are referenced within this Manual.

1. Publications. The following publications supplement overall boat management:

- a. Abstract of Operations Reports, COMDTINST M3123.7 (series). The AOPS-TMT web site at <http://aops.osc.uscg.mil> provides links to program policy and guidance, and the web-based Abstract of Operations System, including the Training Management Tool (TMT) and Resource Management Module (RMM) databases.
- b. Coatings and Color Manual, COMDTINST M10360.3 (series). This Manual provides coating, labeling, and color policy and selected procedures for cutter, boat, shore facilities, and aids to navigation units.
- c. Decommissioning and Disposition of Cutters and Boats, COMDTINST 4571.1 (series). This Instruction provides specific timeline goals and process steps for the disposal of boats.
- d. Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This Manual prescribes retention requirements for records created in support of unit operations, and is intended for use by all personnel engaged in or supervising boat operations and training.
- e. U.S. Coast Guard Logistics Handbook, COMDTINST M4000.2 (series). This Manual documents and shows an overview of logistics support to Coast Guard assets. It is intended to be a stepping stone in the development of future logistics support to aircraft, boats, cutters, C4I, ATON, and facilities.
- f. Naval Engineering Manual, COMDTINST M9000.6 (series). This Manual provides naval engineering policy and guidance for cutter and boat maintenance. It contains procedures for submitting and completing TCTO's, surveys, machinery and hull inspections, maintenance, and repairs.
- g. SFLC TCTO Process Guide, CGTO PG-85-00-40-S. This Process Guide describes the processes and procedures for maintaining and modifying configuration of surface assets, including boats. It can be found on the SFLC web site at <http://cgweb.sflc.uscg.mil/SBPL/ProcessGuidance/SBPL-ProcessGuidance.aspx>.
- h. Operating Facilities (OPFAC) of the U.S. Coast Guard, COMDTINST M5440.2 (series). This Manual contains the official listing of authorized Coast Guard operating facilities, mission responsibilities assigned, and unit boat and aircraft allowances.
- i. Operator's Handbooks. Each platform's respective type manual provides technical orientation, performance characteristics U. S. Coast Guard Personal Property Management Manual, and basic operating procedures for that standard boat. It also standardizes boat outfit equipment and layout.
- j. U. S. Coast Guard Personal Property Management Manual, COMDTINST M4500.5 (series). This Manual provides policies and procedures applicable to the management of personal property functions including the evaluation, survey and disposal of boats.

- k. Rescue and Survival Systems Manual, COMDTINST M10470.10 (series). This Manual provides operational policy, equipment standards, engineering procedures and procurement authorization for the use, configuration, maintenance and logistics of rescue and survival equipment used by the Coast Guard.
 - l. Coast Guard Standard Operational Planning Process/Global Force Management, COMDTINST 3120.4 (series). This Instruction establishes policies, procedures, roles, and responsibilities for the Coast Guard's Standard Operational Planning Process (SOPP) and Global Force Management (GFM). Boat PUH Ceilings provided as the available boat hours for annual mission area distribution.
 - m. U.S. Coast Guard Boat Operations and Training (BOAT) Manual, Volume I, COMDTINST M16114.32 (series). This Manual prescribes policy, doctrine, and training requirements for unit operations, and is intended for use by all personnel engaged in or supervising boat operations and training.
 - n. U.S. Coast Guard Boat Operations and Training (BOAT) Manual, Volume II, COMDTINST M16114.33 (series). This Manual prescribes standardized objectives and guidance for the purpose of training and certifying personnel as crewmembers on boats.
 - o. U.S. Coast Guard Boat Operations and Training (BOAT) Manual, Volume III, COMDTINST M16114.42 (series). This Manual prescribes the tactics, techniques, and procedures (TTP), as well as training requirements, for Boat Force units engaged in Ports, Waterways, and Coastal Security (PWCS) and the pursuit of Non-Compliant Vessels (NCV). It also dictates policy for the operation of Boat Force assets at high speeds and during vessel-on-vessel operations.
2. Reports. The following reports pertain to boat management and are required by other directives. The requiring directive is noted for each report.
- a. Abstract of Operations Reports. Required by Reference (p). AOPS Web is the historical system used to automatically generate real-time boat employment submission. CG Business Intelligence (CGBI) is used to review the resulting Boat Force unit efforts. Boat employment data can be reviewed through the CGBI Cubes, accessed at <http://cgbi.osc.uscg.mil/2.0/cubereport.cfm> or through ALMIS at <http://cgweb.almis.uscg.mil/>.
 - b. Boat Acquisition and Planning Report (Enclosure (6)). Annual report to be filed by Regional Boat Managers by 30 June as required by Chapter 3 of this Manual.
 - c. Boat Record, Form CG-2580 (book). Required by Chapter 4 of this Manual.
 - d. Personal Property Inventory Certification memo. Annual memo required by Commandant (CG-844) to validate boats attached to a unit.
 - e. Report of Abandonment/Destruction Personal Property, Form CG-5598. For boats surveyed in condition code "S", or "X". Required by Chapter 8 of Reference (g).

- f. Report of Survey, Form CG-5269. Required by Reference (g). See Chapter 8 of this Manual for additional information.

U.S. Department of
Homeland Security

United States
Coast Guard



Commander
United States Coast Guard
(Command Title)

(Street)
(City, State, zip code)
Staff Symbol:
Phone: (Number)
Fax: (Number)

16114
14 Mar 2009

MEMORANDUM

From: (Name)
CG (Unit or Sector)

Reply to
Attn of:

Thru: (Chain of Command above the originator)

To: COMDT (CG-7312)

Subj: BOAT ALLOWANCE CHANGE REQUEST

Ref: (a) Boat Management Manual, COMDTINST M16114.4 (series)

1. In accordance with Reference (a), I request a boat allowance increase for STA Annapolis to maintain operational capability in the Upper Potomac River Area. Currently, Station Annapolis is operating their RB-S and UTB in the Upper Potomac River to meet the requirement for patrolling and monitoring the waterways and supporting high priority missions for other agencies. The Area Commander recently sent a request and problem statement to Headquarters that establishes this operational capability in our Nation's Capital.
2. In accordance with Reference (a), I request that this new allowance be established as a UTM.
3. My point of contact is the D5 Boat Manager, (Name), at (757) 398-6576.

#

Encl: (1) (As applicable)

Copy: NESU Portsmouth
(others as applicable)

STA Annapolis Allowance Change:

1. Situation: Station Annapolis currently operates a UTB and RB-S in support of Homeland Security missions in the Upper Potomac/Washington, D.C. Area. The Area Commander has sent a problem statement to Headquarters requesting conceptual approval to augment Station Annapolis. As such, this operation will require a boat allowance. Since the UTB is the platform of choice, and because the Washington operation reflects station (sm) attributes, in accordance with Reference (a) the proper allowance is a UTM. Ideally, D5 would like to place a 25-27 FT aluminum hulled, enclosed cabin boat in this location. The recently approved RB-S boat would be an excellent platform for this mission need as well.
2. Staffing: STA Annapolis is fully staffed by a twenty-person complement, and is augmented by many Reservists. No additional personnel are needed.
3. Operating hours expected annually: 600 hours. We anticipate, due to the nature of the security operations in Washington, D.C. Area that this boat will operate well above the targeted UTM level. Over the last three years, STA Annapolis UTB's have averaged 872 hours per year (1015 for FY02, 902 for FY03, 850 for FY04, and 719 for FY05). Other unit boats have operated an average of 644 hours per year (614 for FY02, 832 for FY03, 613 for FY04, and 515 for FY05).
4. Availability of moorage/storage/fuel facilities: Use of Naval Annex Anacostia is sufficient at this time. Mooring facilities at STA Annapolis are sufficient for the new boat. Fuel is procured locally in the Station and Metro Area. Storage facilities throughout the Area are sufficiently available, if they are needed.
5. Availability of maintenance personnel and equipment: Maintenance personnel are on hand to service this vessel.
6. Availability of District excess boats: No boats are available within our inventory to fill this allowance if approved. An additional boat will have to be procured.
7. Availability of procurement funds: Should this initiative not be funded by Headquarters, LANT/D5 will be required to fund the acquisition to meet operational requirements.
8. Impact on unit missions if request is denied: Disapproval will severely impact D5's ability to sustain high priority homeland security missions in our Nation's Capital.
9. Availability of Hulls: Recommend boat be purchased under the RB-S contract.
10. OPFAC Numbers: Station Annapolis OPFAC is 05-30303.

Enclosure (4) to COMDTINST M16114.4B

From: (CG-7312 Boat Fleet Specialist)
Sent: (Date)
To: (Requesting Regional Boat Manager); (CG-833 Representative)
Subject: Unit Boat Allowance Change - STA Little Creek +1 RB-S (Permanent)

(Greeting),

Per your 14 Jan 10 AOPS-RMM Boat Allowance Change submission, I understand you have determined the mission requirement for the temporary Response Boat - Small (RB-S) allowance addition at STA Little Creek remains, and you desire to make this change permanent. Therefore, the permanent unit boat allowance change for Station Little Creek is indicated below. Please pass this notification on to the Sector and unit.

There is no funding adjustment associated with this change. An appropriate recurring budget model adjustment will be incorporated into the next fiscal year's Budget Models.

By copy, Commandant (CG-833) is requested to make the below allowance changes to the OPFAC Manual.

Unit

STA Little Creek (PWCS Level I), 05-30277

Delete 1 RB-S (Temp)

Add 1 RB-S

Resulting Allowance:

1 MLB

3 RB-S

Regards,

(Name)

Coast Guard Boat Fleet Specialist

Office of Boat Forces (CG-7312)

Phone: (202) 372-2467 Fax: ext. 2909

R (DTG)

FM (Regional Boat Manager)

TO COMDT COGARD WASHINGTON DC//CG-731/CG-451/CG-643//

INFO (all subordinate units involved)

COMLANTAREA COGARD PORTSMOUTH VA (as applicable)

COMPACAREA COGARD ALAMEDA CA (as applicable)

INFO COMCOGARD SFLC BALTIMORE MD//SBPL//

COGARD NESU (Name) (as applicable)

COGARD ESU (Name) (as applicable)

(Affected Sectors and units)

BT

UNCLAS //N16114//

SUBJ: WAIVER TO EXCEED BOAT PROGRAM UNDERWAY HOUR (PUH) LIMITS

A. BOAT MANAGEMENT MANUAL, COMDTINST 16114.4 (SERIES)

B. (applicable PHONCON, MSG traffic or other reference)

1. AS DISCUSSED IN REF (A), REQUEST WAIVER TO EXCEED BOAT PUH LIMIT AT (unit name).

2. TO DATE, (unit name)(Outline number of annual operating hours expended as of this date, the number of additional operating hours requested by boat type, and a brief description of the mission activity that the additional operating hours will support).

BT

U.S. Department of
Homeland Security

United States
Coast Guard



Commander
United States Coast Guard
Thirteenth Coast Guard District

915 second Ave, room 3540
Seattle WA, 98174
Staff Symbol: (drm)
Phone: (206)220-7263
FAX: (206)220-7265

16114
14 May 2009

MEMORANDUM

From: (Name)
CGD THIRTEEN (drm)

Reply to
Attn of:

To: COMDT (CG-7312)

Subj: BOAT ACQUISITION AND PLANNING REPORT

Ref: (a) Boat Management Manual, COMDTINST M16114.4 (series)

1. In accordance with Chapter 4 of Reference (a), the enclosed provides a breakdown of the Thirteenth District's upcoming fiscal years' cutter and shore based boat replacement need. Unit boats are listed in order of desired replacement.

2. My point of contact is *(Name)*. He can be reached at *(phone number)*.

#

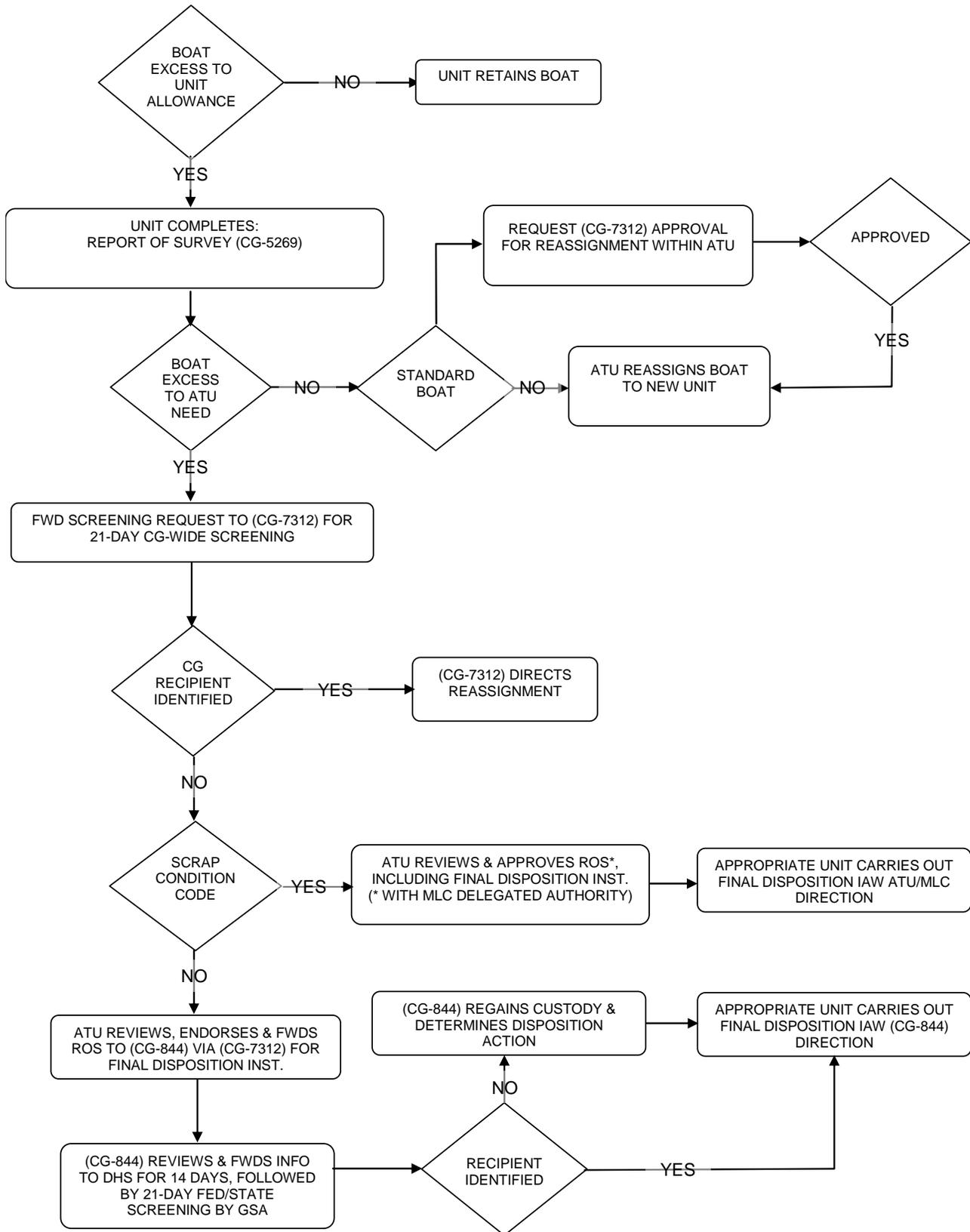
Encl: (1) FY *(next fiscal year)* Desired Replacements
(2) FY *(the following fiscal year)* Programmed Replacement Need

FY XX Desired Boat Replacement

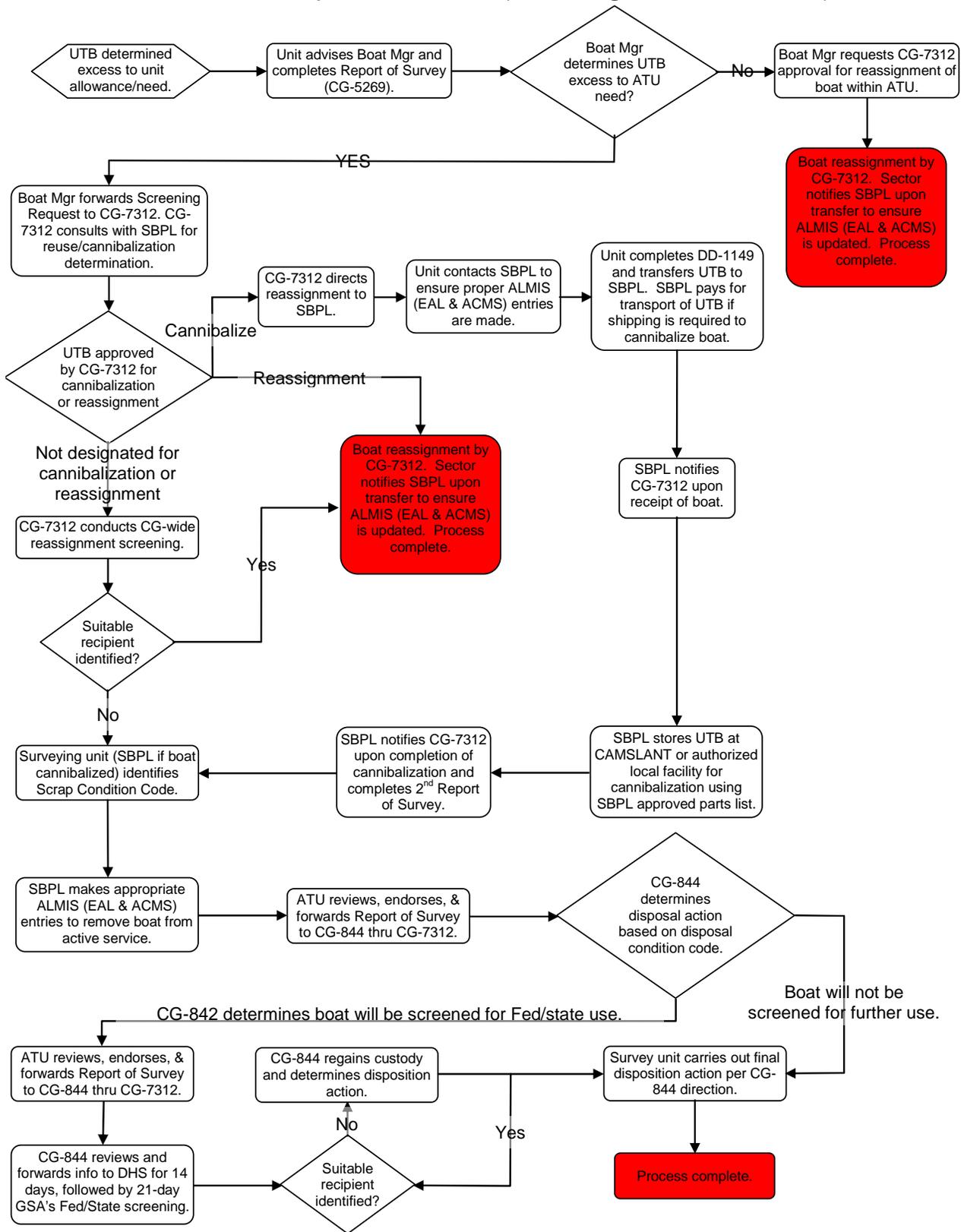
<u>Unit</u>	<u>Boat Authorized</u>	<u>Type Desired</u>	<u>Boat Number</u>	<u>Original Acquisition</u>	<u>Manufacturer</u>	<u>Resource Hours</u>	<u>Total Res. Hours</u>
1 STA Coos Bay	RB-S	SPC-SW	25603	9/23/04	SAFE Boats	837	3,380
2 STA Port Angeles	RB-S	RB-S	25407	7/2/03	SAFE Boats	350	4,950
3 ANT Astoria	SKF	SPC-SKF	185544	5/30/00	Lowe	174	1,767
4 CGC HENRY BLAKE	CB-M	CB-ATON	185587	6/01/00	Willard	25	769
5 CGC CUTTYHUNK	CB-M	CB-M	185593	2/05/01	Zodiac	15	858

Enclosure (1)

Overview of Boat Disposal Process



UTB Boat Disposal Process (Including Cannibalization)



UTB Boat Disposal and Cannibalization Process (also applies to 55' ANB).