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Homeland Security

United States
Coast Guard



The Coast Guard Directives System



COMDTINST M5215.6F

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Subj: THE COAST GUARD DIRECTIVES SYSTEM

- Ref:
- (a) Personnel Manual, COMDTINST M1000.6 (series)
 - (b) Safeguarding Sensitive But Unclassified (For Official Use Only) Information, Department of Homeland Security Management Directive System MD Number 11042.1
 - (c) National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series)
 - (d) Information and Life Cycle Management Manual, COMDTINST M5212.12 (series)
 - (e) U.S. Coast Guard Information Assurance (IA) for Unclassified Information Systems, COMDTINST 5500.13 (series) [To obtain a copy of this reference, contact Commandant (CG-65) at 202-475-3637.]
 - (f) Standard Subject Identification Codes (SSIC) Manual, COMDTINST M5210.5 (series)
 - (g) The Coast Guard Correspondence Manual, COMDTINST M5216.4 (series)
 - (h) United States Coast Guard Printing and Binding Regulations, COMDTINST M5600.6 (series)
 - (i) U.S. Coast Guard Heraldry, COMDTINST M5200.14 (series)
 - (j) Coast Guard Implementation of the Rehabilitation Act, Section 508, COMDTINST 5230.60 (series)
 - (k) Use and Management of the Coast Guard Internet and Intranet Websites, Content, and Access, COMDTINST 5230.62 (series)
 - (l) U.S. Coast Guard Postal Manual, COMDTINST M5110.1 (series)
 - (m) Management of Electronic Mail, COMDTINST 5270.1 (series)
 - (n) Telecommunication Manual, COMDTINST M2000.3 (series)
 - (o) Delegation of Authority Manual, HQINST M5402.3 (series)

DISTRIBUTION – SDL No. 159

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NON-STANDARD DISTRIBUTION:

1. PURPOSE. This Manual establishes policies, procedures, and standards for the administration of the Coast Guard Directives System for both Headquarters and the field.
2. ACTION. 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 Coast Guard Directives System, COMDTINST M5215.6E, is cancelled.
4. MAJOR CHANGES. Major changes to this system include: updated action paragraph, updated environmental aspect and impact considerations paragraph, Directive File Sequence, Form CGHQ-5215 for use in the clearance process, electronic directive/ALCOAST submission procedures, addition of identification/usage of Commandant Change Notices, Coast Guard Publications, and FORCECOM responsibility for the development of Coast Guard Tactics, Techniques, and Procedures (TTP).
5. REQUESTS FOR CHANGES. Units and individuals may recommend changes by writing via the chain of command to: Commandant (CG-612); U. S. Coast Guard; 2100 2ND ST SW STOP 7101; WASHINGTON, DC 20593-0001.
6. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational guidance for Coast Guard personnel and is not intended to nor does it impose legally-binding requirements on any party outside the Coast Guard.
7. RECORDS MANAGEMENT CONSIDERATIONS. This Manual has been evaluated for potential records management impacts. The development of this Manual has been thoroughly reviewed during the directives clearance process, and it has been determined there are no further records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. 3101 et seq., National Archives and Records Administration (NARA) requirements, and the Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not have any significant or substantial change to existing records management requirements.
8. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.
 - a. The development of this Manual and the general policies contained within it have been thoroughly reviewed by the originating office in conjunction with the Office of Environmental Management, and are categorically excluded (CE) under current USCG 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). Because this Manual contains guidance on, and provisions for, compliance with applicable environmental mandates, Coast Guard categorical exclusion #33 is appropriate.
 - 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), DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates. Due to the administrative and procedural nature of this Manual, and the environmental guidance provided within it for compliance with all applicable environmental laws prior to promulgating any directive, all applicable environmental considerations are addressed appropriately in this Manual.

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/>; CG Portal <https://cgportal.uscg.mil/delivery/Satellite/CG611/FORMS> and Intranet at <http://cgweb.comdt.uscg.mil/CGForms>.

R. E. DAY /s/
Assistant Commandant for Command, Control,
Communications, Computers, and Information
Technology

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CHAPTER 1. REGULATIONS AND POLICIES

- A. General Definition. The Department of Defense Dictionary of Military and Associated Terms, Joint Publication 1-02, defines a directive as “a military communication in which policy is established or a specific action is ordered, a plan issued with a view to putting it into effect when so directed, or in the event that a stated contingency arises, and broadly speaking, any communication which initiates or governs action, conduct, or procedure.”
- B. Statutory and Regulatory Guidance.
1. 14 U.S.C. Chapter 17, Sec. 632. Section 632 states that Functions and Powers vested in the Commandant and 33 CFR Chapter 1, Part 1, Sec. 1.05-1 Delegation of Rulemaking Authority are the basic authorities for issuing rules, orders, and instructions.
 2. 44 U.S.C. 2902. This section states that “accurate and complete documentation of the policies and transactions of the Federal Government” is one of the goals of records management in federal agencies.
- C. Requirements of a Directive. A directive must be issued when an official document includes any of the following actions:
1. Establishes policy;
 2. Establishes or changes organizational structure;
 3. Delegates authority;
 4. Assigns responsibility;
 5. Establishes a form or report; or
 6. Revises, supplements, or cancels a directive.
- D. Types of Directives. Those types of directives specific to Headquarters only are discussed in Appendix A. The various types of directives listed below are to be issued for actions discussed in section C above.

NOTE: All directives without a specific review period assigned should be occasionally reviewed to consider cancelling, updating, revising or consolidating, as appropriate.

1. Transmittal Instruction. This type of instruction is used to promulgate a manual and remains in effect for the life of the manual. Any reporting or form requirements imposed

by the manual are listed in the transmittal instruction, also referred to as a Letter of Promulgation (LOP).

2. Instruction. An instruction (INST) is a directive prescribing authority or containing information with continuing reference value or that requires continuing action. An instruction has no requirement for a table of contents and consists of less than 25 pages. It remains in effect until it is replaced or cancelled by the originator or a higher authority. Originators should review instructions every four years and validate them through their directives control point, hereafter referred to as the Directives Coordinator (DC).
3. Notice. A notice (NOTE) is a directive of a one-time or brief nature and has the same force and effect as an instruction. All notices have self-cancelling provisions. Notices remain in effect until the date of cancellation, if less than one year, or are automatically cancelled after one year. Information that is expected to remain in effect more than one year must be issued as an instruction. See Enclosure (1) for a sample notice.
4. Directive Change Notice. A directive change notice (DCN) is a notice directing a change to an existing directive and will remain in effect until such directive is cancelled. See Chapter 8 of this Manual for more information.
5. Manual. A manual (M) is a permanent type of directive containing 25 or more pages including enclosures. Manuals require a table of contents and must be organized by chapters and sections. When a manual imposes reporting requirements, they will appear in the prescribing transmittal instruction. Manuals must be reviewed every two years for content and, when the contents are no longer applicable, the information is cancelled by the originator or a higher authority.
6. Commandant Publication. The authorized abbreviation "COMDTPUB" and the letter "P" as a prefix to the Standard Subject Identification Code (SSIC) identify this type of non-directive issuance.
7. Message-Type Directives. (ALCOASTs) These are **Commandant Notices** of an urgent nature transmitted through the telecommunications system. Also see Chapter 1 paragraph D.3 of this Manual, for more information. They shall not be used to make policy changes to other directives unless the emergency is clearly identified in the message. After release of the ALCOAST, it must be followed up with a Change Notice to the effected directive. An ALCOAST is self cancelling after one year. In the Directives System, URGENCY is defined as insufficient time to get essential information to personnel (see Appendix A, paragraph C.1 for Message-Type Directives (ALCOAST)).
8. Operation Order (OPORD). An OPORD is a directive issued by a commander to a subordinate commander effecting the coordinated execution of an operation. (Complete plans include deployment/employment phases, as appropriate.)

9. Punitive General Order or Regulation. Any Coast Guard directive, or change to a Coast Guard directive that is intended to operate to make specific conduct directly punishable as a crime, must be properly issued as a punitive general order or regulation.
 - a. Article 92 of the Uniform Code of Military Justice (UCMJ) makes it a criminal offense to violate or fail to obey a lawful general order or regulation. This statute allows the Coast Guard to make specified conduct a crime by properly issuing an order or regulation. Most orders and regulations are not intended to criminalize conduct. In addition, some orders and regulations that are meant to criminalize conduct cannot be enforced, because they fail to meet the test for a punitive general order or regulation.
 - b. There are two aspects to the test for an order or regulation that can be enforced as a lawful general order or regulation under Article 92: (1) it must be general; and, (2) it must be punitive. A general order or regulation is one that is applicable throughout the Coast Guard or a particular command, and is issued under the authority of the President, the Secretary of Homeland Security, the Commandant, a flag officer in command, an officer authorized to convene general court-martial, and others enumerated in the Manual for Court-Martial (MCM), United States (2008 Edition), Part IV, 16c (1) (a). A punitive order or regulation is one that regulates individual conduct, and is applicable to all persons or a group of persons within the organization or command. It should be self-evident from the terms of a punitive order or regulation that any violation or disobedience is punishable as a crime; an explicit statement to this effect is not legally required, but is strongly encouraged. Section 8-H-2.g. of reference (a) is an example of a punitive regulation. An order or regulation that merely establishes standards or guidelines to be applied or implemented by subordinate commanders is not a punitive regulation.
 10. Classified Directives. Refer to reference (b) and DCMS-3 for proper markings.
- E. Types of Non-Directives. The items listed below can be authoritative but are not a directive.
1. Coast Guard Publications. A Coast Guard Publication (CG PUB) is a form of doctrine. **Doctrine** can be defined as “fundamental principles and officially sanctioned beliefs which guide the Coast Guard in support of national objectives. Doctrine is authoritative but not directive, requires judgment in application, and provides decision makers and personnel a standard frame of reference” (Doctrine Study Group Final Report, 01 April 2009).
 2. Coast Guard Techniques, Tactics, and Procedures. Coast Guard Techniques, Tactics, and Procedures (CG TTP) are documents used for giving guidance in their perspective categories as defined by the Department of Defense Dictionary of Military and Associated Terms, Joint Publication 1-02. Techniques are non-prescriptive ways or methods used to perform missions, functions, or tasks. Tactics are the employment and ordered

arrangement of forces in relation to each other. Procedures are standard, detailed steps that prescribe how to perform specific tasks.

- a. Operational Tactics, Techniques, and Procedures (TTP);
 - b. Support TTP;
 - c. Maintenance Procedure Cards;
 - d. Coast Guard Technical Orders (CGTO);
 - e. Flight Manuals;
 - f. Tactical Publications, Users' Manuals, Process Guides, and Desk Guides; and
 - g. Division Standard Operating Procedures.
3. Operation Plan in Concept Format (CONPLAN). An operation plan in abbreviated format that otherwise would require considerable expansion or alteration to convert into an OPLAN or OPORD.
4. Support Plan. An operation plan prepared by a support commander (or subordinate commander) to satisfy the requests or requirement of the supported commander's plan.
5. Standard Operating Procedures (SOPs). SOPs and Process Guides are a set of instructions covering those features of current operations that lend themselves to a definite or standardized procedure without loss of effectiveness. An office or command develops an SOP or Process Guide to ensure correct adherence to internal procedures. Unless otherwise instructed, employees should follow the SOP or Process Guide. The format is at the discretion of the originator.
- F. Originating Authority. An originating authority is the official by whose authority and under whose title a directive is issued. Those authorized to issue directives are:
1. The Commandant;
 2. FORCECOM, Area, district and sector commanders; and
 3. Commanding officers and officers-in-charge.
- G. Signing Authority. Field units shall follow local delegation of signature authority guidelines. Headquarters signing authority is detailed in Appendix (A) section L of this Manual.

H. Environmental Considerations. An Environmental Considerations section is required for all directives and will contain different content from directive to directive depending on the type of directive being proposed, the applicability of particular environmental mandates, and the potential of the directive to either benefit or impact negatively on the environment. Contact the Office of Environmental Management, Commandant (CG-47) for Headquarters' directives or your servicing environmental staff for field-initiated directives in the earliest stages of your policy development to obtain information and guidance on completing the Environmental Considerations section. No directive shall be published without an Environmental Considerations section.

1. All USCG proposed new or revised directives may have the potential for positive or negative impacts on the environment. New and revised directives must be in compliance with all applicable environmental laws, regulations, and Executive Orders. Directives may need to include environmental information that will address Coast Guard environmental stewardship requirements and opportunities. Additionally, directives may also need to include cross references to other applicable Coast Guard environmental directives. The environmental considerations section should be an integrated cross-programmatic analysis of a broad spectrum of environmental issues, resources, or interactions that may impact on, or be affected by your directive. Environmental factors for consideration in this section of your directive may include, but are not limited to, environmental compliance, pollution prevention (P2), affects to air and water quality, noise affects, affects to natural resources including protected species, and affects to historic and cultural resources. This section should state how your directive may impact the environment and whether appropriate environmental information has been included in your directive to minimize environmental impacts and improve Coast Guard environmental stewardship.
2. Compliance with the National Environmental Policy Act (NEPA) is triggered by all new or revised policy. Please see reference (c), National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series), to ensure that your directive is in compliance with NEPA. If your directive has no potential for significant impacts to the environment, then a Coast Guard categorical exclusion (found in Figure 2-1 of reference (c)) is likely to apply. Documentation of the applicable categorical exclusion may or may not be required depending on the guidance found in reference (c) for an applicable categorical exclusion. If your policy has the potential for significant impacts to the environment, then a more in-depth environmental analysis and documentation such as an environmental assessment or an environmental impact statement under NEPA may be necessary and must be completed prior to finalization of your directive. If you need assistance on determining the appropriate level of NEPA analysis for your directive, please contact the Office of Environmental Management, Commandant (CG-47) for Headquarters-initiated policy or contact your servicing environmental staff for field-initiated directives. Among other information, the environmental considerations section must state the type of NEPA analysis and documentation (if documentation is required) that has been completed for your directive.

Once you have stated what NEPA analysis was completed for your directive, address any other environmental factors your directive considered. If no other environmental factors were addressed by your directive, explain why in this section.

3. If you believe that the appropriate level of NEPA analysis for your directive is a Coast Guard categorical exclusion contained in Figure 2-1 of reference (c) then suggested text to address the NEPA portion of the environmental considerations section is given below (remember that this is suggested language only and can still vary from directive to directive):

“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) [# - insert the correct CE number found in reference (c) Figure 2-1)] 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.”
4. If the categorical exclusion used for your directive requires official Coast Guard documentation in the form of a Categorical Exclusion Determination and an Environmental Checklist, complete these documents prior to finalizing your directive, state that they have been completed in this section, and place the documents in the directive files.
 5. If you believe that a categorical exclusion does not apply to your directive and that a higher level of NEPA analysis may need to be completed, contact your servicing environmental office for additional guidance as soon as possible and prior to finalizing your directive.
- I. Records Disposition. Directives, Publications, and TTP’s are the Coast Guard's formal written communication on policy and procedure. The originator's official file copies with background materials are the permanent record copy and must be retained, along with all coordination by the originating office, according to the provisions of reference (d). For more information, see

page 10-1 of this Manual. Likewise, these are permanent records and must be sent to NARA. For further assistance on this, contact your unit Records Coordinator. If the directive, publication, or TTP is still in effect, the originating office must keep a copy of the case file. See Chapter 11 of this Manual for further information on Records Management Considerations.

CHAPTER 2. DIRECTIVES COORDINATORS (DCs)

- A. General. DCs are persons assigned by their unit to ensure compliance with guidelines for those directives issued under their area of responsibility. This function is vital to every office that originates Coast Guard directives. No directive shall pass the DCs review until it is print-ready. Due to the “need to know” principle for classified material, DCs shall not review or handle classified directives. Instead, the originator with the proper security clearance shall handle all aspects of review. The originator is also responsible for ensuring that the final directive is printed at an accredited facility and distributed by authorized means, as prescribed in references (b) and (e).
- B. Directives Control Point (DCP). The directives control point in the Coast Guard is Commandant (CG-612).
- C. Responsibilities. DCs are assigned within each administrative office of all Coast Guard units. All DCs are required to comply with the following:
1. Evaluate on a continuing basis the operation of the Directives System within the organization, analyze the organization's current directives and recommend improvements (i.e., changes, consolidations, cancellations, etc.).
 2. Determine that each directive is current, necessary, complete, and does not duplicate or conflict with other directives.
 3. Assist in assigning an SSIC per reference (f).
 4. Review each directive prior to entering into the concurrent clearance process to ensure:
 - a. Correct use of SSIC numbers and references;
 - b. Adherence to editorial standards in reference (g);
 - c. Compliance with security requirements;
 - d. Proper clearance and signatures; and
 - e. Proposed distribution of each directive to ensure appropriate dissemination.
 5. Know how to access the U. S. Coast Guard Directives System via CG Portal Intranet Website <https://cgportal.uscg.mil/delivery/Satellite/CG612> under the USCG Directives Tab which serves as the master library of unclassified Coast Guard Directives. This eliminates the need to maintain a paper library of the directives.

6. Maintain a current copy of the U. S. Coast Guard Directives System DVD, which serves as the master library of unclassified and non FOUO Coast Guard Directives in the absence of Intranet connectivity.
7. All newly activated or commissioned organizations must complete a Change of Mailing, Freight, and Billing Address, Form CG-4183, per your official Operating Facility Change Order (OFCO).

CHAPTER 3. HOW TO FORMULATE A DIRECTIVE

- A. Introduction. The goal of the Directives System is to enable users to find information on a particular subject immediately and without delay. Directives shall state information and instructions as clearly and logically as possible, using plain language.
- B. Plan Before Writing.
1. Know your objectives.
 2. Know your audience and include only information that is essential to the reader.
- C. Organize Logically.
1. There are many ways to organize material: by the steps of a process, by function, by category, by order of importance, etc. Use one or more of these methods, depending on the scope of the directive.
 2. Consider the information in relation to the purpose of the directive when planning its organization. Consider what situations will most frequently require reference to the directive. Organize information in a way that will benefit the person seeking guidance. For instance, the purpose of this Manual is to prescribe the Directives System and set forth policies and standards for its administration. Chapter 1 of this Manual describes the categories of directives and other material issued through the system and states responsibilities of those who administer it. Later chapters state policies and procedures for various functions that relate to the Directives System.
 3. In deciding where to place specific information, consider its relative importance within the overall organization. For example, in planning where to define terms, consider their use in the directive.
 4. Determine whether the directive indicates legal ramifications or prohibitions. If necessary, consult the appropriate legal office before this determination is made and before such language is included in the directive.
- D. Prepare An Outline.
1. Organize material into chapters if the directive has twenty-five (25) or more pages.
 2. Use titles to help your reader locate specific information quickly. Be sure that titles are descriptive. General or vague titles are of little help in locating information.

3. In a directive with more than twenty-five (25) pages, include a table of contents.
4. Avoid using many levels of subheadings. Use no more than six levels. Use more headings at a higher level to achieve this. See Enclosure (2) for paragraph guidelines.
5. List conditions, steps, and exceptions separately.
6. In the PURPOSE and ACTION paragraphs, clearly state “who” is responsible for “what.” See Chapter 5, paragraph E.

E. Write Clearly. Review reference (g) for guidance.

1. Consider your audience. Write for the reader.
2. Use short paragraphs. State the main idea in the first sentence.
3. Use short declarative sentences. Avoid complex sentence structure. Avoid overusing conjunctions (e.g., “and”) to connect ideas. State the idea in separate sentences.
4. Use short, concrete, specific words. Rely on verbs. Avoid needless words. Limit sentences to 15-20 words.
5. Use the active voice. It is more direct than the passive voice and shows accountability.

EXAMPLE: “The Commandant issued the directive on 1 September 2003” vice “The directive was issued by the Commandant on 1 September 2003.”

6. Use a brief example to illustrate a point, if this will be helpful. Indent an example. Designate it clearly by using the term “**EXAMPLE.**”
7. Ask: “Will this be clear to someone unfamiliar with the subject?”
8. Avoid gender-related wording. Refer to reference (g) for guidance on avoiding gender bias in writing.

CHAPTER 4. IDENTIFYING DIRECTIVES

A. Originator's Abbreviation.

1. The authorized abbreviation of the originator's title identifies each directive issued through the Directives System. For example, the abbreviation of "Commandant" is "COMDT."
2. Refer to enclosure (3) of the Standard Distribution List (SDL), COMDTNOTE 5605, for a listing of long and short titles of directive originators.

B. Standard Subject Identification Codes (SSICs).

1. The Coast Guard uses the Navy Standard Subject Identification Codes to number all directives issued through the Directives System. Supplementing the Navy codes is a 16000 (series) covering Coast Guard missions.
2. Refer to reference (f) for identification codes.

C. Identification.

1. Instruction. The authorized abbreviation "INST" identifies each instruction. The originator assigns the appropriate SSIC number and places a decimal point after it. Commandant (CG-612) will assign a point number for Commandant Directives.
2. Notice. The authorized abbreviation "NOTE" identifies each notice. The originator assigns the appropriate SSIC number. Because of their brief duration, notices are not assigned consecutive numbers but are identified by SSIC number and date. Point numbers are not assigned to a notice.
3. Directive Change Notice. The authorized abbreviation "DCN" identifies each change notice. The originator will assign the same SSIC number as the effected directive.
4. Manual. "INST" and the letter "M" as a prefix to the SSIC number identify a manual. The originator assigns the appropriate SSIC number and Commandant (CG-612) will assign a point number for Commandant directives.
5. Non-Directive Materials. The originator assigns the appropriate SSIC number. Commandant (CG-612) will assign a point number for Commandant Publications. Non-directives shall be numbered in the same sequence as directives (see note below for exceptions). Once a number is selected for non-directive material, it is used until the document is cancelled. A volume number, issue number, or a capital letter after the consecutive number will identify the unique issue of the non-directive material.

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

NOTE: Contact Commandant (CG-0953) for instructions on the numbering of Coast Guard Publication (CG PUB), and FORCECOM for the numbering of Techniques, Tactics, and Procedures (TTP).

- D. Security Classification Identification. The originator shows that an instruction or notice is classified by prefixing the SSIC with the letter “F” for official use only (FOUO), “SSI” for sensitive security information, “SBU” for sensitive but unclassified, “C” for confidential, “S” for secret, and “TS” for top secret. Each originator numbers classified instructions in the same sequence as unclassified instructions and ensures that accountability is maintained regardless of the overall classification of a directive. Assign an unclassified title or subject whenever possible, followed by the letters cited above (“F,” “SSI,” “SBU,” “C,” “S,” or “TS”) in parentheses. See Enclosure (3) for a sample.
- E. Citing Directives and Forms. Do not cite or refer to drafts or unofficial directives information and do not impose action based on such documents. When a document refers to, or cites a directive, the full title and identification number followed by “(series)” of the directive must appear in the text or reference line of the document. When referring to a form, use the full title followed by the identification number.
- a. **EXAMPLE:** Personnel Manual, COMDTINST M1000.6 (series)
- b. **EXAMPLE:** Digest, Form CG-4229

CHAPTER 5. FORMAT OF DIRECTIVES

- A. Identification of Directives. Prepare the cover page in accordance with Enclosure (6) of this Manual and reference (h). All directives and publications printed at Coast Guard expense shall have printed thereon the words, “U.S. Department of Homeland Security,” and/or the Department insignia, and “U.S. Coast Guard,” the directive number and the date of issuance at the bottom of the page. Specific guidance for cover format may be found in reference (i).
- B. Letter of Promulgation (LOP). The signed LOP authorizes the document as an official U. S. Coast Guard Directive. This applies to new or updated directives. Follow the format set forth in this chapter, as well as Enclosures (1), (2), and (3), when creating a directive.
- C. Heading.
1. Full Identification. The first line of the directive shows its identification.
 2. Cancellation Date. In a notice, the originator will type the word “CANCELLED,” followed by the appropriate date of cancellation on the first line close to the right margin. See Enclosure (1) for more information. This does not apply to instructions and or change notices.
 3. Subject. This line of the directive is a concise statement of its subject and should be typed in capital letters. The subject line is the title of the directive and should match the cover exactly. When changing a directive use “CH-1, CH-2, CH-3, etc.” as the start of the subject title. See Chapter 8 of this Manual.
 4. References. With the exception to the Standard Distribution List (SDL), COMDTNOTE 5605, and the Directives, Publications, and Reports Index (DPRI), COMDTNOTE 5600, do not reference notices in directives if they are expired one year from the date of the signature. Keep references to a minimum. If not all addressees hold a specific reference, use the abbreviation “NOTAL” immediately after the reference. See Enclosure (3). List references in the order they are mentioned in the text. Do not list references that are not referred in the body of text. Do not refer to drafts or unofficial directives information or impose actions based on such documents. See Chapter 4.E for proper citing of directives.

NOTE: If a reference will only be used one time in the text of the directive, list the reference title in the body of the text vice listing it in the LOP.

D. Table of Contents.

1. In a directive of twenty-five (25) or more pages, use a table of contents.
2. List every chapter and section in the table of contents. List titled paragraphs and subparagraphs as appropriate.
3. List all appendices, enclosures, figures, tables, and indexes.

E. Paragraph Sequence.

1. Purpose. The first paragraph shall be a brief summary of the purpose of the directive and indicate the intended user.
2. Action. The ACTION paragraph follows the PURPOSE paragraph in all instructions and notices. This paragraph assigns responsibility or delegates authority through the chain of command to the appropriate commander/commanding officer designated to ensure compliance with a directive. The Commandant assigns this responsibility to the following:
 - a. All Coast Guard unit commanders,
 - b. commanding officers,
 - c. officers in charge,
 - d. deputy/assistant commandants, and
 - e. chiefs of headquarters staff elements.

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

- (1) When tasking specific units, clearly state the delegation of responsibility to them by naming the units in this paragraph. Tasking of units below the sector/group level will generally be done by their parent commands. Headquarters may task facilities with coordination of the appropriate Facility Manager. For specific exemptions you must observe “Tasking Considerations” in Chapter 7, section B of this Manual. “While tasking may be necessary using e-mail in certain time-critical situations, it shall be followed up **immediately** by an appropriate directive.” Tasking will not be done via draft or unofficial documents.

- (2) To indicate directive availability on the Internet, include as the last sentence in the ACTION paragraph “**Internet release authorized**” or “**Not authorized for Internet release.**” If this statement is omitted, the instruction will not be released on the Internet.
 3. Directives Affected. This paragraph states what effect a directive has on previous or existing directives, but in a notice issued with the sole purpose of cancelling another directive, the cancellation shall be located in the PURPOSE paragraph.
 4. Major Changes. List all major changes of significance.
 5. Request For Changes. Tell the reader who the Point of Contact (POC) is and where to submit recommended changes.
 6. Records Management Considerations. This paragraph is required in all instructions, manuals, directive change notices, and notices. See Chapter 11 of this Manual for an explanation of impact considerations and required wording for the paragraph when not applicable.
 7. Environmental Aspect and Impact Considerations. This paragraph is required in all instructions, manuals, and notices, and is generally the second to last paragraph. See page 1-5, section G of this Manual for an explanation of impact considerations and required wording for the paragraph when not applicable.
 8. Forms/Reports. The last paragraph on the signature page of a directive gives information about possible forms and reports the directive may require, as well as where requisite forms may be obtained. If no forms or reports are required, state “None.” If there are ten (10) or more forms required, list the forms in an enclosure. **DO NOT** issue directives carrying forms labeled as “prescribed format,” “suggested form,” “sample form,” or for “local reproduction” without prior approval by Commandant (CG-612).
 9. Remaining Paragraphs. The remaining paragraphs function to detail policy, procedures, tasking, etc. No set order is prescribed for other paragraphs.
- F. Paragraph Titles/Section Numbers. Be consistent in using titles. If one sub-paragraph is titled, all other sub-paragraphs at the same level in that section must have titles. Underline each title or use bold face type. Use paragraph titles for major subject divisions of a directive. Manuals will begin with chapters, and directives with less than twenty-five (25) pages will begin with paragraphs. See Enclosure (2). It is no longer necessary to carry over section and paragraph numbers on subsequent pages.

- G. Tables, Graphs, or Figures. When including tables, graphs, or figures in a directive, place them closest to their first reference in the text. Number them sequentially in each chapter, preceded by the chapter number and a dash (e.g., Table 3-1, Graph 3-1, or Figure 3-1, which means they are the first account of table, graph, or figure in chapter 3). Also, provide **separate text captions** for tables, graphs or figures. Refer to Chapter 6, section B.7.b of this Manual for additional information.
- H. Enclosures. Use enclosures to provide supplementary information.
1. Numbering Tables, Exhibits, and Figures. If an enclosure contains a table, exhibit, or figure, label each with an enclosure number, dash (-), and letter (e.g., 1-A, 2-A, 3-A, etc. or 1.A, 2.A, 3.A, etc. is also acceptable). An enclosure cannot be a link. Label each enclosure as “Enclosure (1) to COMDTINST M5215.6F.” Refer to Chapter 6, section F.2 of this Manual for continuation pages.
 2. Use of Links within Enclosures. Links can be used within an enclosure, however not as the enclosure itself.
- I. Appendices. Use appendices to publish related but distinctly separate material after the chapters of a manual.

EXAMPLE: “Appendix A – Headquarters Only”

- J. Distribution Grid. Fill in the complete proposed distribution on the grid block of the transmittal instruction before circulation for review. This will provide an opportunity for all reviewers to evaluate the list of intended users/recipients of directives.
- K. Reproduction. Directives are reproduced on both sides of the page reading from top to bottom (head to head).
- L. Exceptions to Format. All requests to create directives that deviate from the formatting requirements outlined in Chapter 6 of this Manual must be submitted for approval to Commandant (CG-612) through the DC. The request will be submitted in memo format titled “Format Waiver.” This waiver must be a written justification and a statement that the requested format will meet the Section 508 compliancy requirements of the Rehabilitation Act of 1973, amended 1998.

NOTE: New waivers are not required when issuing a revision to existing directives that had already been granted a format waiver. However, there can be no deviation from original format and a copy of previous waiver must be provided.

NOTE: Although a format waiver is granted, the heading as described in Chapter 6.F.2 of this Manual for continuation pages and page numbering as described in Chapter 6.K should be in accordance with this Manual.

1. Bullets. Bullets are the exception to the format outlined in Chapter 6 of this Manual and must be approved in the Format Waiver. If authorized to use bullets, there can be no more than 5 consecutive bullets in a single paragraph. After the fifth bullet a new section, paragraph or subparagraph must begin.

EXAMPLE:

1. How to format bullets:

- Bullet one
- Bullet two
- Bullet three
- Bullet four
- Bullet five

2. This will be the beginning of the next paragraph.

2. Information Mapping (Info Mapping). Info Mapping increases page count and its use will be limited in order for Coast Guard to be compliant with Paper Reduction Act of 1995. The most common types of information that might have a need for these types of directive format are: Procedure, Process, Principle, Concept, Fact, and Structure. As a result, info mapping will only be approved on a case by case basis. An example of a directive in this format is the Auxiliary Aviation Training Manual, COMDTINST M16798.5 (series).

- M. Signature Block. The signature block should be positioned on the fourth line below the last paragraph of the LOP. All lines should begin at the center of the page. There are three formats for using a signature block.

NOTE: An electronic signature may be used, in accordance with Electronic Signatures and Management of Electronically Signed Records, COMDTINST 5200.5 (series).

1. Without Grade of Signing Authority. The first line should be the name of the signer in all capital letters. The second line should be the signing authority's "long title," as prescribed in Enclosure (3) of the Standard Distribution List (SDL), COMDTNOTE 5605.

Example for HQS: A.B. LASTNAME
Assistant Commandant for Human Resources

Example outside of HQS: A.B. LASTNAME
Commander, First Coast Guard District

2. With Grade of Signing Authority. The first line should be the name of the signer in all capital letters. The second line should state his/her military grade, followed by "U.S. Coast Guard" and the third line should contain the signing authority's "long title," as prescribed in Enclosure (3) of the Standard Distribution List (SDL), COMDTNOTE 5605.

Example for HQS: A.B. LASTNAME
Rear Admiral, U.S. Coast Guard
Assistant Commandant for Human Resources

Example outside of HQS: A.B. LASTNAME
Commander, U.S. Coast Guard
First Coast Guard District

CHAPTER 6. FORMATTING INSTRUCTIONS

- A. Formatting a Coast Guard Directive. Read and follow the directions in this chapter in order to properly format Directives. When formatting images, tables, enclosures, figures, etc, write all directives to an electronic media, such as a DVD or CD-ROM. See Enclosure 5 of this Manual.
- B. Document Preparation and Section 508 Guidelines. All Directives must comply with Section 508 of the Rehabilitation Act of 1973, amended 1998. Commandant directives that are not in compliance will NOT be accepted for inclusion in the Coast Guard Directives System (CGDS) DVD or Commandant (CG-612) Websites. It is the responsibility of the sponsoring office to ensure that directives are Section 508 compliant before final signature. See Enclosure (6) of this Manual on how to edit a document for Section 508 compliancy prior to converting to Adobe Acrobat PDF.
1. Design the physical size of a directive to fit onto an 8½ x 11 sheet of paper (for both text format and non-text images) for printing purposes.
 2. Use Times New Roman 12 point font for the main body of text.
 3. Use **Styles** in MS Word to format your directive's text. See section 6.c below for more information. A style is a set of formatting characteristics that you can apply to text in your directive to quickly change its appearance. Use the MS Word HELP menu for further information on styles.

NOTE: If you intend to create a CG Directive using any other software application, you must obtain prior approval from Commandant (CG-612). Rule-of-Thumb: Keep MS Excel files simple. Limit the complexity of tables. Complex MS Excel files are difficult to make Section 508 compliant.

4. Always **retain** a copy of the **MS Word version of the directive** for future editing purposes.
5. For all directives, the signature date is typed under the short title and the signature block is typed with “/s/” after the name to indicate it was signed.

EXAMPLE: J.C. SMITH /s/
Assistant Commandant for Human Resources

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

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

EXAMPLE: Do not use a light blue foreground with a blue-green background.

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

NOTE: When using Microsoft Word, be sure to apply the appropriate style to the caption's text (examples: Figure, Table or Graph). Also, add alternate text ("Alt Text") to an image using the Web tab of the illustrations properties dialog box. See Enclosure (6) for details on how to add "Alt Text." Keep in mind that a scanned image of a text page in itself is NOT Section 508 compliant, and therefore all of the text in the scanned text page must be added in the "Alt Text." Scanned images of a non text page should be clearly labeled above or below the figure, identifying and describing the content.

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

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

- d. Check the spelling of every document's text. It helps screen reading software to properly perform.
- C. Formats. A format is defined as the structure or layout of an item. This applies to text, graphics, spreadsheets, drawings, images, photos, or any other type of format style. Strive to create written directives in text format (".doc" format).
 - D. Columns. Directives should be in single column format.
 - E. Margins. The left justified margin should be no less than $\frac{3}{4}$ inches, the right unjustified margin should be no less than $\frac{3}{4}$ inches, and the top and bottom margins should be 1 inch.

F. Identification.

1. First Page of the Letter of Promulgation (LOP). Type the identification in the upper-right hand corner, which includes, street address, state with zip code, staff symbol, telephone number and fax number. For HQ units, include mail stop and the plus four of the ZIP code (which is the same as the mail stop).
2. Continuation Pages. Type the directive identification number (example: COMDTINST M5215.6F) in the top outside margin on each page of the directive (except the first page of the Letter of Promulgation). The identification should be located on the top right for odd-numbered pages and the top left for even. This pertains to landscape as well as portrait orientation. All enclosures, appendices, and exhibits must be properly identified. In those cases where an enclosure, appendix, or exhibit is simply a reprint of another agency or organization's issuance, identification on the first page or cover will suffice.
3. Page Replacement. Place the change number on the outside bottom corner of each **replacement page**. See Chapter 8 of this Manual.

G. Heading in the LOP.

1. Type the full identification of the directive on the first line.
2. Type the subject in all capital letters on the second line down from the identification.
3. Type references beginning on the second line down from the subject.

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

H. Text. See Enclosure (2) for guidelines on the text format.I. Enclosures.

1. In instructions, which do not contain a table of contents, list the enclosures in the Letter of Promulgation. Type the abbreviation "Encl.:" beginning at the left margin on the second line below the signature. Type the number of the enclosure in parentheses, followed by the title of the enclosure.

EXAMPLE: Encl: (1) Listing of Directives

2. In the enclosure itself, identify the enclosure (or Encl.) in the top outside margin of each page. Follow the same method for continuation pages, as described above in section F.2.

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

- J. Distribution. The distribution grid should be on the bottom of the first page of the Letter of Promulgation. Following the preprinted words “Distribution – SDL No.” at the top left of the grid, type the standard distribution list number. In addition, fill in the distribution grid to indicate addressees. Indicate how many directives each unit is to receive before submission for review. If printing hard copies for unit, enter the number of copies they will receive in the corresponding grid box. If the unit is required to comply with the content, but it will not receive a hard copy, enter an “X” into the corresponding box. See LOP distribution grid of this Manual for an example. When the non-standard distribution is more than two lines of type, put only the notation “See page xx” on the first page and type all non-standard distribution on the signature page (following the signature and any enclosure information). See appropriate DCs for help in completing the grid. When requesting allowance changes in the distribution of a directive, submit a Request for Allowance Change, Form CG-5323, for each change to an allowance. Then forward the completed form to Commandant (CG-612) via your chain of command.
- K. Page Numbering.
1. Number pages with Arabic numerals (2, 3, 4, etc.). Center the number ½ inch from the bottom of the page.
 2. Number Table of Contents pages with lower case Roman numerals (i, ii, iii, iv, etc.). Center the numerals ½ inch from the bottom of the page.
 3. When a directive has chapters, number the pages as follows: Chapter 1: 1-1, 1-2, 1-3; Chapter 2: 2-1, 2-2, 2-3; etc.
 4. Begin a new sequence of numbers for each enclosure. Do not continue numbering from the directive itself and do not number the first page of the enclosure.
 5. If an Index is used, number pages as follows: I-1, I-2, I-3, etc.
 6. Number every page of a FOUO directive, including blank pages labeled with the phrase “Intentionally Left Blank.”
- L. Date. The sponsoring Directorate must date a directive with the exact date that it is signed.
- M. Blank Pages. Unless a document is classified, it is not necessary to mark blank pages with the words “This page intentionally left blank.” These pages may be left entirely unmarked.

CHAPTER 7. CLEARING AND ISSUING DIRECTIVES AND NON-DIRECTIVES

- A. General Responsibilities of Originators. An originator is the individual or element actually writing and coordinating the clearance of a document, and must:
1. Be familiar with this Manual. Consult your DCs to resolve questions.
 2. Write the PURPOSE paragraph, considering the target audience and the tasks being required by the directive. Select the directorates and offices that may have a substantial interest in clearing material. Ensure early coordination to prevent delays in processing a directive. Refer to section B below for a discussion of tasking considerations.
 3. Ensure that material is approved by an individual authorized to sign “by direction” before it goes to other directorates or offices for clearance.
 4. Ensure that security requirements are met. Consult references (b) and (e).
 5. When submitting material to the signing authority, clearly and concisely indicate the following, as appropriate, using a Digest, Form CG-4229 or Concurrent Clearance, Form CG-4590:
 - a. Compile all non-concurrence and critical comments not fully resolved, and the reason(s).
 - b. State any special reason(s) for requesting signature by the authority to whom submitted, if signature at that level is not the norm.
 - c. List reviewers presumed to have no interest due to lack of response within the time allotted.
 6. Provide and tab all background material, and enclose all staff review notes and comments when material is submitted to the signing authority.
 7. Reroute material as necessary to assure continued concurrence by all interested staff components after making substantive changes. When imposed deadlines or other critical time factors prevent a reroute, the omissions shall be clearly presented to the signing authority.

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

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

B. Tasking Considerations. Tasking is defined as an assignment of work to be accomplished. Commands below the sector level (e.g., stations, Aids-to-Navigation Teams (ANT), Patrol Boats (PBs), and some Aids to Navigation (ATON) cutters) are not typically staffed to handle a significant administrative workload and should generally not be directly tasked by anyone other than their immediate operational commander. It may be appropriate to send informational copies of some directives to these units. When possible, the larger parent commands for these units shall be assigned responsibility for ensuring required task(s) are completed. The sector may either complete the task (e.g., training, reports, and data collection) or direct its subordinate units to assume responsibility for completing tasks imposed by directives. Originators shall avoid arbitrarily using the phrase “unit commanding officers shall...” in the ACTION paragraph since this statement automatically requires all commands to comply. For Commandant Directives, the ACTION paragraph shall read as follows:

“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 **Directive Change Notice, Notice, Instruction, or Manual**. Internet release **is or is not** authorized.”

Commandant may task to areas, headquarters units, districts, and sectors. In a few cases, Commandant may task below the sector when only that level, with the coordination of the applicable Facility Managers, can accomplish the task, or for specific exemptions. Exemptions include:

1. Supervisory personnel duties, such as employee evaluations, notifying employees of qualifications, providing employee guidance, and counseling.
2. Promotion boards.
3. Voluntary requirements, such as award nominations.
4. Unit specific operational evaluations and training qualification requirements, such as Preventive Maintenance System (PMS), Personnel Qualification System (PQS) and Boat Crew Training and Qualifications Programs.
5. Any tasking that increases operational evaluation, training or qualifications requirements mandated by the Commandant's Vessel Safety Board.
6. Administrative changes necessary to maintain current manuals, such as inserting page changes.

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

C. Clearing Directives.

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

NOTE: All Department of Homeland Security Management Directives for clearances are coordinated through Commandant (CG-00).

2. When to Clear. Originators must initiate the clearance process as early as possible. An official in the originating office who is authorized to sign “By direction” must approve proposed material and tasking. The material then goes to other interested organizational elements for clearance.
3. How to Clear. The originator selects the method of clearance to be used. These methods are:
 - a. Concurrent Clearance. Clearances may still be obtained via hard copy, however it is recommended that electronic clearance is utilized. This method reduces the review cycle by compressing many reviews into the same period. Electronic Clearance is when the originator sends out their directive to be reviewed by all interested directorates simultaneously. Sequential Clearance may still be required once the Concurrent Clearance has been completed. This will only be done for remedial purposes to resolve content conflicts.
 - b. Sequential Clearance. Route the original and file copy to the first coordinator, who passes them to the next coordinator, if any, or to the signer.
 - c. Electronic Clearance. Units may obtain clearance by e-mail but must maintain all official paper/electronic files along with the required signature(s). E-mail clearance is contingent on the discretion of the commanding officer.
 - d. Legal Review. Following review by interested organizational elements, and prior to final Initiating Office action, the Initiating Office shall consult the servicing legal office to ensure the directive is consistent with applicable law and regulations.

- D. Concurrent Clearance Procedures. The following procedures cover all concurrent clearing responsibilities.

NOTE: If concurrent clearance procedures are used, sequential procedures are not required.

1. Originating Office Action.

- a. If reasonably certain that changes and comments will be minor, prepare material in camera-ready form.
- b. Prepare a Concurrent Clearance, Form CG-4590, showing all information required on the form. Allow a minimum of fifteen (15) workdays for review. A copy of the clearance must be attached to each routed draft copy.

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

- a. The reviewer shall complete the Concurrent Clearance, Form CG-4590, indicating concurrence, non-concurrence, or concurrence with comments by initials in the appropriate spaces on the form. Comments may be written on the form (if space permits), noted on the draft, or attached separately. In the latter case, the form must be annotated to indicate the existence of other comments.
- b. Response must be made by the deadline for review, or an extension specifically requested from the reviewer. The originator will assume concurrence if no response, a request for extension, or a notation of no interest has been received by the deadline.
- c. If the reviewer's concurrence is not required, indicate "no interest" in the spaces normally used to indicate concurrence, and return the material promptly to the originator.

3. Final Initiating Office Action.

- a. After resolving differences, prepare the material for submission to the approval authority.
- b. Prepare a covering Concurrent Clearance, Form CG-4590, or a Digest, Form CG-4229, summarizing the reviews. Attach copies of the concurrent clearances from each reviewing official.
- c. Clear the material through the DC to assure compliance with this Manual. The abbreviation "DC" and the initials of the person having this responsibility shall be shown in a space on the clearance sheet.

E. Sequential Clearance Procedures.

1. Originating Office Actions.

- a. Consult with the applicable DC during the drafting stage when there is a question regarding format and adherence to standards.
- b. Prepare the directive in camera ready form, and single-space for signature.
- c. Indicate staff components from which clearance is desired by inserting the corresponding staff symbols on the U.S. Coast Guard Headquarters Routing Slip, Form CGHQ-6046.
- d. Assemble the material, including background items and references, and attach a routing slip showing staff symbols in the same sequence as the clearance sheet. If required by your unit, prepare a Digest, Form CG-4229. It should summarize the problems or elements involved and explain the actions taken or recommended.
- e. Clear through the DC of the initiating office to assure compliance with standards before routing for clearance. The abbreviation "DC" and the initials of the person having these responsibilities shall be shown in a space on the clearance sheet.

2. Reviewing Office Actions.

- a. Initialing and dating in the space provided on the clearance copy indicates concurrence. If appropriate, a note may be added to the initials in that space to show that a memorandum is attached, with comments. If the reviewer does not concur, the space should not be initialed or dated, and a memorandum stating the reasons for non-concurrence should be prepared and returned to the initiating office with the draft. Informal contact should be made to avoid the need for a memorandum whenever practical.
- b. The material routed for clearance may be returned to the originator at any stage. Generally, the incorporation of changes requires rerouting, but minor changes of an editorial nature may be made without rerouting.
- c. If any changes are needed, or when policy related issues or unresolved comments are attached (regardless of whether or not concurrence is indicated), make sure that the routing slip directs the material back to the originator before it goes to the signing authority.

- d. If the reviewer's concurrence is not required, indicate "no interest" in the appropriate space on the official file copy and forward promptly.
3. Final Initiating Office Action. After review and concurrence, the material is routed to the signing authority.
 - a. Clearance initials must appear on the material in its final signature package.
 - b. The initial block must never be trimmed from an earlier copy and attached to the final. Clearance blocks shall not be stapled, glued or taped.
 - c. When retyping has occurred to make editorial corrections only, mark "**see prior clearance, retyped for editorial corrections**" on the file copy, and attach the earlier draft.

F. Reviewing Official Responsibilities.

1. The Reviewer. The reviewer should use informal methods to recommend changes or corrections whenever practical. These methods, however, are not a substitute for a formal response when requested by the initiating office. The reviewer is obligated to make a prompt response indicating either:
 - a. Concurrence (approval);
 - b. Concurrence with comments (reservations);
 - c. Non-concurrence (disagreement) with attached comments; or
 - d. Concurrence not required, when review by that official is unnecessary.

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

2. Concurrence by Reviewers. Concurrence by reviewers indicates that the material is:
 - a. Legal, correct, and complete.
 - b. Consistent with approved regulations, instructions and policies, or is an approved change thereto and will be incorporated into the directives for which they are responsible.

G. Issuing Directives.

1. Standard Distribution List. The Standard Distribution List (SDL), COMDTNOTE 5605, provides official address and distribution symbols for the U.S. Coast Guard and is accessible on the U.S. Coast Guard Directives System Intranet and Directives System DVD. When a directive is issued, it must carry the sequential number shown on the cover of the current SDL. This number must appear after the space marked “DISTRIBUTION SDL No.” on the SDL grid on the transmittal directive.
2. Avoiding Duplication. Originators will coordinate proposed directives, include information essential to all addressees, and ensure that distribution is accurate and complete. Originators will distribute directives to those who “need to know” and “need to act.” Where geographic or resource limitations require additional response, subordinate commands shall forward the Commandant directive with the tasking highlighted to units required to take action. Commandant directives should be written in clear language and in sufficient detail and clarity to eliminate the necessity of subordinate units reissuing amplifying directives. Consequently, subordinate units shall not reissue a directive disseminating Commandant Policy.
3. Providing Directives to Headquarters. Area, district, and sectors shall provide one copy to the program manager for the topic covered in their directive.

CHAPTER 8. CHANGING AND CANCELLING DIRECTIVES

A. Changing Directives. All changes to a directive are submitted via a Directive Change Notice. Follow the guidelines in this chapter when preparing changes. Include a summary of changes in the letter of promulgation. When changing a directive use “CH-1, CH-2, CH-3, etc.” as the start of the subject title. Refer to Chapter 5 for the correct format of instructions or instruction manuals. See Enclosure (5) for Commandant Change Notices and electronic submission requirements for changes.

1. Reissue. Reissue the directive whenever cumulative changes result in the replacement of 50% or more of the directive pages, or the sponsor desires to reissue. Assign each reissue the same SSIC number, consecutive number and other identification as the manual or instruction that is superseded. A capital letter follows the consecutive number.
2. Page Replacement. Changes to an instruction are issued as page replacements. For easy identification of significant changes, either place a vertical line in the non-binding margin to mark the changed section or use boldface type in the text of the change. Do not carry vertical lines or boldface type over to the next issuance. When replacing a chapter in its entirety, boldface or vertical lines are not required to indicate change.
 - a. Assign each group of changes a consecutive change number: CH-1, CH-2, CH-3, etc. Use only one (series) of consecutive change numbers to identify changes to a directive, whether the changes are to the basic manual/instruction or to an enclosure. For a Commandant Directive Change Notice, follow Enclosure (6) for submission requirements for changes.
 - b. Assign to a page replacement the same SSIC number, consecutive number, page number, and other identification as the page it supersedes.
 - c. Show the change (CH-1, CH-2, CH-3, etc.) in the lower non-binding margin of each page replaced. If one side of the page has changed, both sides have to read change-1 (CH-1).

3. Pen Change. Pen and ink changes are not permitted.

B. Changing Manuals.

1. Loose-Leaf Binder Format. Change a manual in the form of a loose-leaf binder in the same manner as any other instruction.
2. Permanent Binding. A manual in permanent binding does not easily lend itself to change by page replacement. Permanent binding will be used for one-time issue directives only.

- C. Record of Changes. All manuals have a “Record of Changes” page, which appears after the signature page. List each change made to the manual on this page.

- D. Cancelling Directives (by an Instruction or Notice). A directive may be cancelled by another directive issued by the same originator or higher authority. The statement of cancellation shall appear in the DIRECTIVES AFFECTED paragraph, which is the third paragraph of the cancelling LOP. In a notice, issued only to cancel another directive, the statement of cancellation shall appear in the PURPOSE paragraph. Cancellations of Commandant directives will be shown in the Directives, Publication, and Reports Index (DPRI), COMDTNOTE 5600, the Cancellation Section of the U. S. Coast Guard Directives System Websites, and the Directive System DVD.

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

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

EXEMPTION: Although Tactics, Techniques, and Procedures (TTP) are listed in the Directives, Publications and Report Index, COMDTNOTE 5600. They are not issued through the Directives System but rather through the FORCECOM Doctrine/TTP division which was established on 1 June 2009. Information and guidance on publishing (TTP) can be found on the TTP Division website at <http://www.uscg.mil/forcecom/doctrine/>

NOTE: The Coast Guard Office of Doctrine Oversight (CG-0953), was established on 4 May 2009. Information and guidance on preparation and publishing of doctrine material can be found on the Office of Doctrine Oversight (CG-0953), official website at <http://www.uscg.mil/doctrine/>

1. Some Non-directive materials are called periodicals, which are publications produced semi-annually or more often. They do not include laws, regulations, opinions, decisions, official notices, circulars, administrative reports, memoranda, statistical reports, or information that is exclusively for the use of the issuing office. While not directive in nature, periodicals must be strictly monitored and controlled to ensure they comply with law, rules and regulations. If printing of the periodical is intended, the request must also have an approved Certificate of Need for Printing DHS Form 500-07 attached.
 2. Technical reports are publications consisting primarily of scientific, engineering, or statistical data or analyses of such data. They do not establish policy. These reports should be numbered sequentially, and include the letters CG, the office symbol, the year in which prepared, and the number of the report.
- B. Development/Approval of Periodical Type Publications. The process required for developing Non-directive material shall be approved via the chain-of-command. Originators must make every effort to consolidate periodicals. They shall not submit requests for approval of new periodicals until every effort has been made to incorporate the information into an established issuance. In addition, the following responsibilities apply.

1. Commanding officers shall ensure that the need for proposed periodicals is confirmed, that materials are not duplicative, and that they are technically accurate and in compliance with current policies. Requests for periodicals must note whether the periodical will be distributed at Government expense or sold, and must identify the following:
 - a. The need for and purpose of the periodical;
 - b. Proposed format;
 - c. Proposed quantity;
 - d. Estimated cost;
 - e. Intended audience and manner of distribution;
 - f. Anticipated lifetime; and
 - g. Compliance with Government Printing Office (GPO) regulations.
 2. Commandant (CG-612) shall serve as the central control point for the resolution of any questions.
- C. Format for Non-Directives. In your preparation of Non-Directives, include these required prescribed publishing standards as well:
1. Use of the Coast Guard SDL grid to show distribution of Non-Directive material.
 2. A foreword or preface, instead of a transmittal instruction, requires a signature(s) on the published document.
 3. Concurrence by the originating authority before publication does not require a signature(s) on the published document.
 4. Multiple ink colors may not be used unless approved in accordance with Government Printing and Binding Regulations published by the Congressional Joint Committee on Printing (JCP). Refer to reference (h) for additional guidance on multiple ink colors.
- D. Economy in Printing for Directive and Non-Directive Material.

1. Policy. Coast Guard's printing must be accomplished economically. The lack of planning is not a valid justification for expedited processing affecting printing resources.
2. Responsibilities. When printing will be required, consider all factors significantly affecting cost. The prime consideration in every case should be: "Is the printing necessary?" If the printing is needed, take the following actions:
 - a. Certificate of Need for Printing. Obtain an approved Certificate of Need for Printing DHS Form 500-07.
 - b. Copy Preparation. Minimize the number of pages, and avoid nonstandard paper sizes. Always furnish a camera copy, printed on one side of the paper only.
 - c. Presswork. Minimize the number of copies. Select inexpensive paper stock. Print on both sides.
 - d. Aesthetics. Avoid artwork, illustrations and printing in two or more colors, unless such use serves a specific functional need. Illustrations must be certified functional and related entirely to the transaction of public business. To use colors, send a written justification to Commandant (CG-612) for endorsement.
 - e. Binding. Request holes are punched for the standard three-ring binder. Permanent binding does not lend itself to change by page replacement. Permanent binding will be used only for one-time issue directives. Three-ring binders are available through the supply system; larger binders are available for thick manuals under the General Service Administration's (GSA) Schedule. For additional information, consult the GSA Catalog.
 - f. Scheduling. Normally, posting of directives on the web is made within 10 workdays, however, larger or more complicated directives may take longer.

CHAPTER 10. MAINTAINING, SUPPLYING, AND DISPOSING OF DIRECTIVES**A. Library of Current Directives.**

1. Originator. Each originator or DC maintains a master set of all current directives and notices pertinent to their office.
2. Addressees. For Commandant directives, the U. S. Coast Guard Directives System located on the CG Portal: <https://cgportal.uscg.mil/delivery/Satellite/CG612> serves as the master library of unclassified Coast Guard Directives. In the absence of Intranet connectivity, the U. S. Coast Guard Directives System DVD properly installed serves as the master library of unclassified Coast Guard Directives. For non-Commandant directives, follow local policy.

B. Access. Access to directives should be customer focused and consistent with existing security regulations.**C. Cancelled Directives.** Generally, cancelled directives, other than official file copies, are not retained. If they are retained for reference value by the user they should be annotated as cancelled with the date and reason cancelled.**D. Official Directives Case Files.**

1. The originating office, including Area and District Commanders, and Commanding Officers of Headquarters Units, shall maintain separate official case files, identified by SSIC/ directive number, for all types of directives issued by their office. (Originators are encouraged to maintain additional electronic or optical files, for reference.) Maintain electronic media (e.g. CD ROM, DVD, zip disk, etc.) and negatives for each directive in the working/reference case files.
2. Original directives case files have a permanent retention value and offices will maintain them in accordance with reference (d). As there is currently no approved electronic record keeping system for permanent records, maintain a complete case file by printing all electronic files/documents, significant background materials, and emails. Each official case file must include:
 - a. The official clearance copy of the transmittal directive, with clearance initials, names, and appropriate signatures or other authorization.
 - b. The official clearance of any change or cancellation to the transmittal directive.
 - c. The signed original of the directive and any change or cancellation.
 - d. A printed or processed copy of the directive and any changes or cancellation.

- e. Pertinent or significant documents, such as those containing concurrence, non-concurrence, approvals and significant comments, and background materials, including printed copies of any electronic information.
3. Original directives case files will be cutoff (closed) when the directive is cancelled (replaced by a revised directive). Remove from case file the electronic media (e.g. CD ROM, DVD, zip disk, etc.) and negatives, ensuring all information is printed and filed (but not duplicated) in the case file. The originating office will maintain the closed original directives case file for four years and then transfer the entire case file to the closest National Archives and Records Administration (NARA) Federal Records Center (FRC). These permanent records will be transferred into the National Archives when they are 20 years old. For further assistance on this, contact your unit's or Headquarters Records Coordinator.

E. Supplying/Distribution of Directives.

1. Reproducing and Distributing Directives. Commandant (CG-612) oversees policy and regulations governing reproduction and distribution of directives.
2. Supplying Additional Directives. Originating sponsors shall stock directives they issue and supply additional copies upon request from the field.

F. Mailing Labels/Address Block.

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

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

 USCGC BOUTWELL USCGC DALLAS

2. Strict specifications for alignment and format must be followed when mailing labels are produced by Automatic Data Processing (ADP) equipment.
 - a. Printing must begin one inch from the left edge of the paper, and 1/10 of an inch from the top edge of the paper.
 - b. Addresses must be limited to five lines, with a maximum of 29 characters per line, including blank spaces.

- c. Each set of labels must have a blank lead-in sheet so that test runs can be made before actual label running begins. Should the ADP paper tear on the perforation before all labels are completed, a blank lead-in sheet must follow the torn sheet.
 3. All mailing labels shall bear the originator's routing symbol or other identifier so that material undeliverable as addressed can be returned to the proper originator for correction. The Standard Distribution List (SDL) for labels can be accessed via the CG Portal at <https://cgportal.uscg.mil/delivery/Satellite/CG612>.
 4. For addressing "To" and "From" formats and requirements, refer to chapter 5 of reference (1), the U.S. Coast Guard Postal Manual, COMDTINST 5110.1 (series).
- G. Special Mailing Lists (SMLs).
1. Special Mailing Lists are used to distribute certain types of material to agencies and individuals outside the Coast Guard.
 2. A SML may be established by memorandum request to Commandant (CG-612). A minimum of 25 addressees is required. A listing of SMLs is contained in the Standard Distribution List, COMDTNOTE 5605. The SDL can also be accessed via CG Portal at <https://cgportal.uscg.mil/delivery/Satellite/CG612>

CHAPTER 11. RECORDS MANAGEMENT CONSIDERATIONS

- A. Records Management Considerations. Records Management is the responsibility of all Government and contract employees; all employees create records and their proper management is required by law (Federal Records Act, 44 U.S.C. 3101 et seq.). The objective of this section is to make Coast Guard Program Managers aware of the ramifications of their directives' information requirements and allow them to incorporate an appropriate records management approach, such as additions or changes to the records retention schedule. In developing policy or guidance directives, Headquarters Program Managers (PM) or Originators will:
1. Determine whether their policy or guidance directive involves any aspects or activities that could directly or indirectly cause or result in an impact on the record keeping practices currently approved.
 2. Review current SSIC/records descriptions in reference (d), the Information and Life Cycle Management Manual, COMDTINST M5212.12 (series) Section II, and compile a list of SSIC/items that are relevant to the program or subject of the directive.
 3. Evaluate the information management/record keeping requirements resulting from new missions, programs, changes in policy, or automation initiatives when updating or revising a directive. If a current SSIC/records description does not exist, or does not adequately describe the record, draft a new description and disposition instructions to add to reference (d).
- B. Application. The Records Management Considerations section is applicable to guidance and policy directives that deal with operational, budgetary, regulatory, planning, personnel or support related matters. Effective records management ensures accurate and timely access to the policies, processes, decisions, and essential transactions of the Coast Guard. Reference (d) describes specific Coast Guard policy and procedures to manage records and provides the approved records disposition schedules.
1. Records belong to the organization, not to the individual. Records include all books, papers, maps, photographs, machine readable materials, or other documentary materials, regardless of physical form or characteristics, made or received by an agency of the United States Government under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations or other activities of the Government or because of the informational value of the data in the records (44 U.S.C. 3301).
 2. "Records Schedules" or "disposition schedule" is the only authority to maintain and dispose of records. The Records Schedule derives its authority from:

- a. A Standard Form (SF) 115, "Request for Records Disposition Authority" that has been signed/approved by the National Archives and Records Administration (NARA) to authorize the disposition of Federal records;
 - b. A General Records Schedule (GRS) issued by NARA (<http://www.archives.gov/records-mgmt/grs/>);
 - c. A printed agency manual or directive containing the records descriptions and disposition instructions approved by NARA; i.e., reference (d), Section II.
3. Office files will be organized by approved SSICs from reference (d). Each folder/file will be labeled with a SSIC. A significant and ever increasing portion of the Coast Guard's records are created, used and/or stored electronically; the requirement to assign an SSIC to the folder and manage the information applies to any record regardless of its original numbering format and medium.

EXAMPLE: Vessel of Opportunity Decontamination Certification Procedures, CGTTP 3-72.1 for records purposes would be filed under the SSIC 16450 – 16499 Marine Environmental Protection series.

- C. Directives Criteria. Directives which include creating, receiving, or maintaining information in connection with the transaction of public business and preserving it as evidence of the organization, functions, policies, decisions, procedures, operations or other activities of the Government shall include a Records Management Considerations paragraph. This will include the current SSIC and disposal instructions for the information, and address new missions, changes in organization and/or implementing process changes that affect records.
1. Types of directives involved include Manuals, Change Notices, Notices, or Instructions.
 2. Technical manuals, which include guidance on process procedures or maintenance requirements, should also be included, if documentation of the maintenance or training to perform maintenance is required.
 3. Manuals should consider requirements for the length of time and the office that will maintain the records.
 4. Manuals should also include clear process changes to implement the transition from paper based records to Automated Information Systems (AIS). There is no requirement to maintain paper copies of records in a scheduled AIS; conversely, there is no blanket approval to destroy paper if the AIS is not scheduled.

5. Care must be taken to insure that any such recommendations or requirements are coordinated at Headquarters with the CG Records Officer, to ensure compliance with the Federal Records Act, 44 U.S.C. 3101 et seq. and NARA requirements.
 6. Procurement, Contracting or Acquisition Policy/Guidance. Records that are generated and/or maintained by contractors must be accurately and completely preserved. CG records containing documentation of the organization, functions, policies, decisions, procedures, and essential transactions that protect the legal and financial rights of the Government and persons directly affected by CG activities, must be maintained by contractors as required by the Federal Records Act, 44 U.S.C. §§ 3101 et seq., as implemented by 36 C.F.R., Parts 1220-1238.
 7. Every effort should be made to consider records retention requirements while specifying or designing new or upgraded assets in ways that, during their construction/manufacturing phase and over their operational life clearly define what must be documented and how long the documentation is retained. In other words, Records Management concepts should be “designed in” from a project’s very earliest stages.
 8. Headquarters Assistance. Review the existing SSIC/Records categories in reference (d) in the early stages of your policy development to assess whether a Records Management Consideration section is applicable to your directive. Contact the Office of Information Management, CG Records Officer, Commandant (CG-61) to obtain assistance.
- D. Records Considerations Section. No directive shall be published without a records considerations section defining potential programmatic opportunities, or a brief statement that records aspects and impacts have been considered.
1. If Records Considerations Apply. If the directive has an impact on existing records process, include a short paragraph in the directive’s letter of promulgation that Records Management considerations were assessed in the directive’s development. Suggested paragraph text is:

“RECORDS MANAGEMENT CONSIDERATIONS. This [**Manual, Directive Change Notice, Notice, or Instruction**] has been thoroughly reviewed by the USCG, and the undersigned have determined this action requires further 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). This policy has significant or substantial change to existing records management requirements, or inconsistencies with existing determinations relating to documentation requirements.”
 2. If Records Considerations Are Not Applicable. If the directive has no records impacts associated with it, include a short paragraph in the directive’s letter of promulgation that

Records Management considerations were assessed in the directive's development, and determined to be not applicable. Suggested paragraph text is:

“RECORDS MANAGEMENT CONSIDERATIONS. This [**Manual, Directive Change Notice, Notice, or Instruction**] has been thoroughly reviewed during the directives clearance process, and it has been determined there are no further records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. 3101 et seq., NARA requirements, and Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not have any significant or substantial change to existing records management requirements.”

APPENDIX A - HEADQUARTERS ONLY

- A. Headquarters Specific Only. Information contained herein shall be used as a supplement to the procedures and guidelines of this Manual. Commandant (CG-612), Directives and Publications Division, is the control point for Headquarters.

NOTE: Directives Control Sheet, Form CGHQ-5356 can be filled out by a Directives Coordinator (DC) and submitted to Commandant (CG-612) to cancel a Commandant Directive or publication that is not being cancelled through the use of the DIRECTIVES AFFECTED paragraph.

- B. Headquarters Directives Coordinators (DCs) and Directives Control Point. Deputy/assistant commandants and special staff offices shall appoint a DC and one alternate DC. Notify Commandant (CG-612), in writing, with the names, routing symbol and phone numbers of the assignees. Coordinators will be the primary point of contact between their office and Commandant (CG-612), and are better able to provide assistance within their component since they are more familiar with particular requirements and are the primary reviewers. They shall:
1. Receive guidance from Commandant (CG-612). Ensure review through the chain of command, and transmit the completed package to the Directives Office.
 2. Review and initial unclassified directives originated by their component before forwarding for clearance. They will check for compliance with editorial standards and proper clearance signatures. (Clearance may be done by email, provided the proper signatures are obtained on the official paper copy. Consult reference (m).)
 3. Ensure that the correct directive is used (e.g., COMDT Notices instead of a notice in ALCOAST format, or instruction instead of a notice).
 4. Ensure that directives are current, complete, and do not overlap or conflict with other directives.
 5. Ensure the correct SSIC number is assigned. Commandant (CG-612) approves SSIC numbers and assigns numbers following the decimal point for new directives and publications.
 6. Ensure the official case file for directives issued by the Assistant Commandant or special staff office is maintained. Ensure that originators of directives at Headquarters comply with reference (d) for record retention. DCs are encouraged to keep electronic or optical case file copies of directives, where optical readers are available.
 7. Ensure that directives are of publishable quality before submitting for clearance. Review the distribution grid and ensure that all of the units who are responsible for compliance with your directive are listed. If electronic distribution only, place an X in the grid square

representing the unit required to comply with the directive. If printing, place the appropriate number representing the quantity of copies for distribution. Upon receipt in Commandant (CG-612), directives will receive a final review before going to print.

8. DCs are encouraged to resolve non-concurrences at the lowest level possible. In the event consensus cannot be reached at the staff level, the issue will be forwarded up the chain of command for resolution.
 9. In the clearance process, DCs shall also ensure that:
 - a. The originator has consulted with The Judge Advocate General (CG-0944), The Office of Regulations and Administrative Law (CG-0943), and the Workforce Relations Division (CG-1214) to ensure the directive is consistent with applicable law and regulations. This should take place after review by interested organizational elements and prior to final Initiating Office action. Assistant Commandant for Resources (CG-8) must also review if resources are to be expended.
 - b. The clearance copy sheet includes appropriate staff symbols on the official file copy. The last three spaces for clearance by Commandant (CG-01), Commandant (CG-09), and Commandant (CG-00) respectively, shall be used if the Deputy Commandant for Mission Support (DCMS) or higher authority is signing the directive.
 10. Arrange for printing of extra copies through Commandant (CG-612), as necessary.
 11. **Retain and preserve** a complete electronic copy of the directive. The electronic copy must be identical to the version that accompanied the Executive Folder on an electronic media such as a CD or DVD when submitted to Commandant (CG-612) for processing. Under certain conditions, an e-mail attachment will be acceptable.
- C. Types of Directives Specific to Headquarters. In addition to the types of directives outlined in Chapter 1 of this Manual, only Headquarters issues the following:

NOTE: The following Coast Guard positions are authorized to release ALCOAST messages, concerning matters under their authority: Commandant, Vice Commandant, DCMS, all Headquarters Flag and Senior Executive Service Positions, Area Commanders, Force Readiness Commander, and all designees acting in the capacity of the aforementioned positions.

1. Message-Type Directives (ALCOAST). This type of urgent Commandant Notice is transmitted via the telecommunications system as a message. An ALCOAST is used if your audience is the entire Coast Guard. It shall not be used to make changes to a policy unless the urgency is clearly identified in the message. URGENCY is defined as insufficient time to get essential information to personnel through a formal directive when that information is required by law or regulation, an issue of safety, of importance to the

morale of Coast Guard personnel (e.g. awards, promotions, selections, etc.), or concerns personnel issues (e.g. deaths of senior personnel). See reference (n) for instructions on writing an ALCOAST. When a more limited distribution is required, consider the use of multiple addressees or an Address Indicating Group (AIG). AIGs are predetermined lists of action/information addressees controlled by a "cognizant authority" and are used for messages containing information of a recurring or pre-planned nature. AIGs focus on a selective audience, whereas ALCOASTs target everyone, CG wide. For additional information on AIGs, refer to reference (n).

- a. ALCOASTs not meeting the above definition will be returned to the originator for preparation as a standard COMDTNOTE. When preparing an ALCOAST notice (in CGMS), paragraph guidelines shall follow the same format and policy set forth in reference (n).
 - b. ALCOASTs must be prepared in CGMS only. Email the ALCOAST to HQS-SMB-ALCOAST@USCG.MIL, so Commandant (CG-612) can review the message before signature by the releasing authority. When it has been signed, it will be released to the COMMCEN for promulgation.
2. Headquarters Coordination of Joint Directives. A joint directive is an instruction issued by a CG originator in conjunction with other military service(s). It remains in effect until cancelled by the originator or higher authority. An example is a joint Army-Navy-Coast Guard directive. Coordination with other military services in the development of a joint service directive or the revision of an existing one is the responsibility of the originator. Commandant (CG-612) must be advised as soon as the determination to develop a joint directive is made. The DC will choose an appropriate Standard Subject Identification Code (SSIC) and contact Commandant (CG-612).

NOTE: Directives Control Sheet, Form CGHQ-5356 can be filled out by a DC. Costs are normally shared by the issuing agencies. In rare instances, the initiating agency covers all costs.

- D. Non-Directive Material. The process required for developing Non-directive material shall be approved via the chain of command. See Chapter 9 of this Manual for a complete discussion of Non-directive materials. In addition, the following responsibilities apply:
1. Deputy Commandants, Assistant Commandants, Judge Advocate General, and chiefs of special staff offices must confirm the need for proposed periodicals, as well as their technical accuracy and compliance with current policies. Requests for periodicals must note whether the periodical will be distributed at Government expense or sold. They must be accompanied with a signed copy of Certificate of Need for Printing, DHS Form 500-07.

2. Commandant (CG-612) shall serve as the control point for the approval of periodicals, and shall:
 - a. Assist originating offices in estimating costs and probable cost-effectiveness, determining need, and evaluating alternative media.
 - b. Monitor costs and assure that expenditures are kept within budget limits for periodicals.
 - c. Ensure that DHS and other Government requirements for periodicals are met.
 - d. Forward a copy of all properly coordinated and approved periodical requests to the Office of Management and Budget (OMB) via the Office of the Secretary of Homeland Security (DHS) for final approval.
 - e. Arrange for the printing and distribution of periodicals, when required.
 3. The originator must make every effort to consolidate periodicals. Requests for preliminary approval of new periodicals shall not be submitted until every effort has been made to incorporate the information into an established issuance.
- E. Handling of Classified Directives at Headquarters. DCs shall not review or handle classified directives unless properly cleared. The official in the originating office with the proper clearance handles all aspects of review and clearance, to include printing and distribution by an accredited facility. Transmission of classified directives via e-mail is restrictive. See references (b) and (m) for additional guidance. Enclosure (3) provides a sample of a classified Commandant Instruction. Commandant (CG-612) will review classified directives in the presence of the DC.
- F. Issuance of Other Agency Directives. If the Department of Homeland Security (DHS) or another agency's directive is considered applicable to the Coast Guard, it must be issued as a Commandant Directive. If the issuance is acceptable as written by the other agency, a transmittal instruction forwarding the issuance is prepared. Otherwise the issuance is rewritten with only essential information in proper directives format and is disseminated along with Coast Guard amplifying instructions.
- G. Impact Assessment. An impact assessment statement is required on all Commandant directives assigning new tasking or updating an existing tasking imposed on the field. The office imposing the tasking shall prepare the statement. It is a process for evaluating the expected effect or impact of a new or revised tasking for operational commands generated by a revised or new program, policy or law. The objective is to define how much and in what way a new task will change the workload at a field unit, and who at that unit will be the most affected. This will result in a better understanding of expectations by both the originator and the facility advocate. This assessment should be circulated with the Concurrent Clearance, Form CG-4590. During the clearance process, FMs will evaluate and comment on the ability of their

facilities to complete the new task(s) (see section I below). The two required categories are “personnel resources required” and “training.” In some cases, funding may also need to be addressed. No directive assigning tasking shall be published without an Impact Assessment. See sample format on page A-6 of this Appendix.

1. Personnel Resources Required.

- a. What level person (by rank and/or position) is expected to perform the task?
- b. How many people at each unit/level will be required to accomplish the task (including alternates, if required)?
- c. How many hours are required for each person performing the task? The time includes not only the time required for preparation of the report or other documentation required, but also estimated time for the work leading to the report/documentation. For instance, the Command Drug and Alcohol Representative responsibilities include not only time to prepare the annual reports, but also time to prepare for counseling, documentation of cases, obtaining appointments for screening/follow-up, etc.

2. Training.

- a. How much training time will initially be required to educate the person(s) fulfilling the task? How much time for follow-on training?
- b. How much time will the responsible individual(s) spend training other members of the command? Has this time been included in “Personnel Resources” above?
- c. By what means will training be provided to the person(s) responsible for the task (resident training, correspondence course, on-the-job training, etc.)?

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

- a. What funding level will be required to accomplish tasking?
- b. Where will funding come from?
- c. What will funding be used for?
- d. Are these expenses one-time or recurring?

(SAMPLE)
IMPACT ASSESSMENT

1. PERSONNEL RESOURCES REQUIRED. This new task will require the designation of a Collateral Duty Officer (CDO) at the junior officer or senior petty officer level. Each CG operational command, other than those units below the group level, should assign such an officer. This responsibility will normally be assumed by the parent command of units below the group level. Annual reporting by the CDO will be required in March, citing those who have attended training and what training was provided. In addition to training, this new task is expected to require an average total of 3-5 days of work per year at a typical CG command. No new resources are being provided for this task. District commanders from their existing staffs will select district program coordinators. Workload for these coordinators is expected to require approximately 3 weeks of staff/training time per year.
 2. TRAINING REQUIRED. (Initial and Follow-on) Training for district program coordinators will be arranged and funded by the HQ program manager. The designated CDO at each command will require 2 days of off-site training provided by the district program coordinator. All personnel assigned to operational units will be required to receive 2 hours of training annually, either at their unit or at a local central site.
 3. FUNDING. Funding needed to complete this new task is expected to be insignificant and will be absorbed within existing funding bases. This is a one-time expense.
-
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H. Digest.

1. Use the Digest, Form CG-4229 to summarize long documents, especially those forwarded up the chain for signature. If you need to provide a detailed description that exceeds the space on the digest, use a memo.
2. Since the Digest, Form CG-4229 is informal, you may single space between paragraphs to maximize the space. **DO NOT** modify the form to accommodate your needs. Here are some helpful hints on when to use the digest:
 - a. For long or complex documents, hit the high points of the document, realizing the signing official cannot necessarily read every document in its entirety.
 - b. For documents needing explanatory comments that cannot appear in the document being signed (i.e., a political spin). This gives the signer detailed insight.
3. Do not use a Digest, Form CG-4229 for documents that are short and self-explanatory.

4. At the bottom of the Digest, Form CG-4229, there is a space marked “Signer’s Comments.” The space is for the signing official to make notes.

- I. Who Must Clear. The originator selects the organizational elements to receive material for clearance. Directives **must** be cleared by every element affected by the directive, Directives and Publications Division (CG-612), the Judge Advocate General (CG-0944), the Office of Regulations and Administrative Law (CG-0943), the Workforce Relations Division (CG-1214), Deputy Commandant for Mission Support (FORCECOM FC-55), Assistant Commandant for Resources (CG-8) (if applicable), and by Facility Management (FM) of those elements being tasked.
- J. HQ Facility Managers. ALCOASTs, originators shall ensure that a tasking is not imposed on field units unless it is a matter of safety, health, or critical mission. Program Managers and DCs shall ensure that all directives tasking the field are cleared through FMs. The following table represents the FMs at Headquarters and the field units under their purview:

HQFM	Field Units
DCMS	FORCECOM (H:f)
CG-1	Recruiting units (C:t), CG Officers Assigned to Other Agencies (D:l), Servicing Personnel Office (E:b)
CG-13	Reserve units (F:q, F:r) or directives affecting reserve personnel
CG-2	Intelligence Coordination Center (B:x) Cryptologic Group (E:v) Maritime Intelligence Fusion Center (C:j), Investigative Services (C:u)
CG-43	Civil Engineering Units (CEUs, C:g)
CG-452	Naval Engineering Support Units (NESUs, C:x)
CG-5	Marine Safety Offices (MSOs, C:e), Marine Safety Detachments (MSDs, E:n)
CG-6	C4IT Service Center (H:g)
CG-711	Air Stations or HITRON-10s(C:a, C:b, C:h)
CG-731	Aids to Navigation Teams (ANT, C:w), Stations (C:i), Groups (D:d)
CG-7413	Vessel Traffic Services (VTSs, C:l)
CG-751	All cutters except ATON cutters (All A: except those listed under G-OPN below.), ATON Cutters (A:m, A:n, A:o, A:p, A:q, A:s), Icebreakers (A:e)

Table: HQ Facility Manager’s/Field Units

- K. Sequential Clearance Process. Following the resolution of all comments and edits in the Concurrent Clearance process, the final draft of the directive must be routed through the sponsoring office’s immediate chain of command. The directive must be given a final clearance by Commandant (CG-612) prior to signature.
1. Hard Copies. If a directive will be signed, printed, and distributed in hard copy format, a final “camera-ready” package of the directive must be delivered to Commandant (CG-612). On the right side of the folder, place a final draft of the directive, printed one-

sided, with all revisions incorporated or resolved. On the left side of the folder, include the following (if applicable):

- a. All concurrent clearances;
- b. The Concurrent Clearance, Form CG-4590;
- c. Digest, Form CG-4229;
- d. Impact Assessment (see section G above);
- e. Important emails or memos pertaining to the directive/non directive; and
- f. Any routing sheet the sponsoring office uses for clearances.

2. Electronic Only. If the directive will be electronically signed and distributed, Commandant (CG-612) will review an electronic version of the directive. The final electronic draft, along with all applicable documents from paragraphs J.1.a-f. above, must be submitted to HQS-SMB-Directives@uscg.mil for final clearance.

L. Headquarters Signing Authorities. For further details, see reference (o).

1. The DCMS is the signing authority for directives that require the diversion of time or resources to special or unusual functions.
2. The Office of Public Affairs (CG-0922), may sign routine directives concerning noteworthy happenings or other special public events on radio or television.
3. Only the Commandant, Vice Commandant, DCMS, all Headquarters Flag Officers and Senior Executive Services (SES), Area Commanders, Force Readiness Commander, and all designees acting in the capacity of the aforementioned positions are authorized to sign ALCOAST messages. (As per Vice Commandant (VCG) memo 5402 of 13 Aug 2009.)

M. Final Posting and Printing. The Coast Guard has an automated Coast Guard Directives System (CGDS) that contains all current unclassified Commandant Instructions, Instruction Manuals, Directives Change Notices and Notices (use the links below for navigation). Following signature, all directives should be submitted to Commandant (CG-612) for posting.

Internet: <http://www.uscg.mil/directives>

Intranet: <http://cgweb.comdt.uscg.mil/CGDirectives/Welcome.htm>

CG Portal: <https://cgportal.uscg.mil/delivery/Satellite/CG612>

NOTE: Commandant Instructions posted on other web sites **are not** in compliance with reference (k). Only directives accessible, as described above, are the official version.

1. Hard Copies. If the directive will be signed, printed, and distributed in hard copy format, the following materials should be submitted to Commandant (CG-612) for printing and posting on CGDS, if applicable:
 - a. An original Printing and Binding Requisition to the Public Printer Standard Form 1, (SF-1) and a copy of the approved Certificate of Need for Printing, DHS Form 500-07;
 - b. Labels for non-standard distribution;
 - c. A photocopy of the signed and dated letter of promulgation (should be dated the day the directive was signed). This photocopy will be used to make the appropriate entry in the Directives Publications and Reports Index (DPRI), COMDTNOTE 5600;
 - d. A copy of the Digest and the official sequential routing;
 - e. A completed Directives File Sequence, Form CGHQ-5215;
 - f. One electronic copy of the complete Directive on a CD in PDF and MS Word format for processing. If CD writing capabilities are not available, it can be emailed to HQS-SMB-Directives@uscg.mil (prior Commandant (CG-612) approval required for email) for processing. Follow Electronic Submission procedures (see enclosure (5), for specifications). The electronic copy of the Directive must **EXACTLY** match the original signed Directive (as printed from the “.pdf” file).
 2. Electronic Only. Directives are published electronically as the standard form of distribution via the Coast Guard Directives System (CGDS) on the CG Portal, Coast Guard websites and DVD and are considered official in that electronic format without further publication. If it is determined that a limited hard copy distribution is required, the sponsoring office will be responsible for all costs associated with the printing and distribution of the directive. If the directive will be electronically signed and distributed, electronic versions of the materials in paragraphs L.1.c-f above should be submitted to Commandant (CG-612) for posting on CGDS. Electronic materials can be emailed to HQS-SMB-Directives@uscg.mil.
- N. Headquarters Distribution. Commandant (CG-612) coordinates distribution with the Government Printing Office (GPO), which provides such services for Headquarters.
1. Initial Distribution. All distribution requirements shall be reported to Commandant (CG-612) to ensure sufficient quantities of materials are printed for initial distribution. Initial distribution will be via most current version of Coast Guard Directives System (CGDS-DVD). If the unit requires a hard copy of directives they will be required to submit a Request for Directives, Form CG-4428 to HQS-smb-Directives@uscg.mil.

2. Subsequent Distribution. Requests for material shown in the Directives, Publications, and Reports Index (DPRI), COMDTNOTE 5600, as being stocked someplace other than Headquarters shall be submitted to the appropriate stock point. (See ordering instructions in the Directives, Publications and Reports Index (DPRI), COMDTNOTE 5600.) All other directives must be reprinted at the expense of the sponsoring directorate or special staff offices.

O. Procedures for Establishing Allowances.

1. Initial Allowances for New Units. Initial allowances for newly established units require the joint efforts of all personnel involved in the Directives System. For newly established units, the following procedures apply:
 - a. Upon email/fax receipt of the Change of Mailing, Billing and Freight Address Form, CG-4183, Commandant (CG-612) will forward a request to the appropriate stock points for initial allowances. At the same time, a copy of the initial allowance list will be sent to the new unit with a copy of the current version of the Coast Guard Directives System (CGDS-DVD), and the latest Directives, Publications, and Reports Index (DPRI), COMDTNOTE 5600.
 - b. The originating office shall obtain, or reprint for stock, and mail those directives to a new unit. The coordinator will notify Commandant (CG-612) of the date the directive is mailed or action is taken.
2. Adjust Distribution. DCs shall adjust distribution records to ensure that new units receive those directives and periodicals needed. The newly established unit will do follow-up action on initial allowances with assistance from Commandant (CG-612).
3. Allowance Changes. The Request for Allowance Change Form, CG-5323, is forwarded to Commandant (CG-612) by the requesting unit. The following shall occur in Headquarters:
 - a. Commandant (CG-612) forwards a copy of Allowance Change Form, CG-5323 to the originator via the DC for evaluation. The evaluation concludes with a determination to increase or decrease the allowance for units of a similar type or class. The sponsor shall indicate recommended action; a justifying narrative is required if allowance is denied. The originator returns the form to Commandant (CG-612).
 - b. The entire allowance change process shall not take longer than 20 workdays.

indicate recommended action; a justifying narrative is required if allowance is denied. The originator returns the form to Commandant (CG-612).

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

REQUIRED AND SUGGESTED PARAGRAPH GUIDELINES

THE PARAGRAPH TITLES LISTED BELOW ARE A COMBINATION OF REQUIRED AND SUGGESTED. AN ASTERISK (*) APPEARS BESIDE PARAGRAPHS THAT MUST APPEAR IN DIRECTIVES, ALONG WITH INFORMATION ABOUT THEIR PROPER USE. THE SECTIONS SHOULD APPEAR IN THE ORDER SPECIFIED BELOW.

1. PURPOSE.^{*} Must be used in all directives.
2. ACTION.^{*} Must be used in all directives.
3. DIRECTIVE(S) AFFECTED.^{*} Must be used in instructions and manuals.
4. BACKGROUND. Optional.
5. DISCUSSION. Optional. However, is most often used in instructions or manuals to provide a foundation for information that follows.
6. PROCEDURE. Normally used to state specifics about how a task is to be performed.
7. MAJOR CHANGES. Normally used in instructions and manuals to impart new information affecting a program.

[Note: A change paragraph is required if there are changes.]

8. REQUEST FOR CHANGES. Tell the reader who the Point of Contact (POC) is and where to submit recommended changes.
9. RECORDS MANAGEMENT CONSIDERATIONS.^{*} Must complete this paragraph. See Chapter 11 of this Manual for explanations of impact considerations.
10. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.^{*} Must complete this paragraph. See page 1-5, section G of this Manual for explanations of impact considerations.
11. FORMS/REPORTS.^{*} Must be used in all directives. If none, state “None”.

SAMPLE CLASSIFIED INSTRUCTION

SAMPLE

COMDTINST **C**XXXX.XE

CONFIDENTIAL

COMMANDANT INSTRUCTION **C**XXXX.XE

Subj: XXXXXXXXXXXX XXXXXXXX **(C)**

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

1. (U) PURPOSE. This Instruction prescribes procedures
2. (C) ACTION. 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 Instruction.
3. (C) DIRECTIVE(S) AFFECTED. Title of Directive, COMDTINST CXXXX.XD, is cancelled.
4. (C) DISCUSSION. XX

Note the "CONFIDENTIAL" Instruction marking. Due to the classification, you would then need to mark with a C in parentheses (C) at the end of the subject and a C at the beginning of the SSIC number.

Department of Homeland Security

FOR OFFICIAL USE ONLY

THE ATTACHED MATERIALS CONTAIN DEPARTMENT OF HOMELAND SECURITY INFORMATION THAT IS "FOR OFFICIAL USE ONLY," OR OTHER TYPES OF SENSITIVE BUT UNCLASSIFIED INFORMATION REQUIRING PROTECTION AGAINST UNAUTHORIZED DISCLOSURE. THE ATTACHED MATERIALS WILL BE HANDLED AND SAFEGUARDED IN ACCORDANCE WITH DHS MANAGEMENT DIRECTIVES GOVERNING PROTECTION AND DISSEMINATION OF SUCH INFORMATION.

AT A MINIMUM, THE ATTACHED MATERIALS WILL BE DISSEMINATED ONLY ON A "NEED-TO-KNOW" BASIS AND WHEN UNATTENDED, WILL BE STORED IN A LOCKED CONTAINER OR AREA OFFERING SUFFICIENT PROTECTION AGAINST THEFT, COMPROMISE, INADVERTENT ACCESS AND UNAUTHORIZED DISCLOSURE.

**ELECTRONIC and CHANGE SUBMISSIONS
(HEADQUARTERS ONLY)**

This enclosure requires the submissions of COMDT directives onto an electronic media such as a DVD, CD; and the submission requirements of change directives for processing by Commandant (CG-612).

A. Electronic Submission. All files must be easily accessible and readable by Commandant (CG-612). We encourage the use of applications available on SWIII. If, however, a non-standard SWIII application is your only option, it will require approval from Commandant (CG-612) before proceeding. This alternative may be granted only when no other application on SWIII is acceptable. This is not meant as a restriction or deterrent not to use other software, but as an encouragement to maintain uniformity, standardization, and use of established applications on SWIII Coast Guard wide. Under certain conditions an e-mail submission will be acceptable, but check with Commandant (CG-612) before sending. For creating the electronic version of COMDTINSTs, follow the guidelines described below:

1. Place all files that make up an entire directive, on an electronic media accessible by SWIII such as DVD or CD.
2. Create a directive in the **Microsoft Word Document Format (doc)**. This applies to Change Notices, Notices, and Directives as well.

NOTE: An electronic MS Word or Adobe Acrobat file format must accompany your final directive. Other formats are not acceptable. If other file formatted versions exist, convert them to MS Word or Adobe Acrobat format before submitting to Commandant (CG-612).

3. Convert all directives into **Adobe Acrobat Portable Document Format (PDF)** and create a **single pdf file** which includes the entire letter of promulgation, (**dated**) and a **either the digital signature if signed electronically or signature authority, “/s/” for hard copy signatures**, so it can be placed on the web. This applies to Change Notices, Notices, and Directives as well.
4. The electronic media must contain all files needed to post and/or print the directive (this includes the letter of promulgation, introduction, table of contents, chapters, graphic files, appendices, enclosures, etc).
5. When submitting the electronic copy of your Commandant Directive, include a list of the files contained on the electronic media using “DIRECTIVE FILE SEQUENCE, Form CGHQ-5215” (see sample on page 3 of this enclosure).

B. Change Submissions. This paragraph **applies only to Change Notices**. For change submission requirements, follow the guidelines described below.

1. Along with the normal electronic submission of the “.doc” file, “.pdf” file, and signed printed copy of the Change Notice, provide and submit an **electronic “.pdf” formatted file with change(s) incorporated in the directive**. This requirement is necessary to place the complete and updated directive on the Intranet/Internet. It is **not required** to submit a printed hard copy of the directive with changes already incorporated in the directive.
2. There may be rare instances when a directive is excessively too large to incorporate the change(s) into the directive in order to create the “.pdf” file. If this is the case, contact Commandant (CG-612) for assistance.

Print Form

SAMPLE

U.S. DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD CGHQ-5215 (Rev. 8-09)	DIRECTIVES FILE SEQUENCE
--	---------------------------------

TYPE: Directive Non-Directive

CI
 CIM
 CHN
 CN
 COMDTPUB
 CG PUB
 CG TTP
 OTHER _____

Directive/Non-Directive Number: 5215.6E Date Signed: 05/20/2004

Title/Name: (Enter **EXACTLY** as it appears on Subject line)

THE COAST GUARD DIRECTIVES SYSTEM

Sponsoring Directorate: CG-61 Responsible Office: CG-612

****YOUR OFFICE IS THE STOCK POINT FOR THIS DIRECTIVE AND IS RESPONSIBLE FOR PROVIDING COPIES IF REQUESTED.**

Point-Of-Contact Name: James Roppel Phone Number: (202) 475-3531

ENTER EACH FILE NAME EXACTLY AS IT APPEARS ON THE CD (with its extension (e.g. .doc, xls, pdf))

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

1. CIM_5215_6E.PDF
2. 5215_6E_lop.doc
3. Chapters.doc
4. APPENDIX_A.doc
5. Enclosures.doc
- 6.

INTERNET RELEASE AUTHORIZED:	Yes	<input checked="" type="checkbox"/>	No:	<input type="checkbox"/>
FOUO	Yes	<input type="checkbox"/>	No:	<input checked="" type="checkbox"/>

Archive: CIM_5215_6D.pdf

CG-612 USE ONLY

DB Entry Completed	Word File Uploaded	Properties/Bookmarks	Section 508 Compliant	Posted to		
				WWW	CGCentral	CGWeb
Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Date:	Date:	Date:	Date:	Date:		
Ins:	Ins:	Ins:	Ins:	Ins:		

SAMPLE

Preparing Microsoft Word Documents for Section 508 Compliance

In order to create a Section 508 compliant Adobe Acrobat document you need to ensure that the original document is Section 508 compliant prior to the conversion process by completing the following guidance when inserting a shape, picture, chart, Smart Art graphic, lines, or other objects. They all require alternative text which is used by web browsers to display text during image downloads for users who have graphics turned off and for users who rely on screen-reading software to convert graphics on the screen to spoken words.

The guidance below is based on adding Alternative Text to a Microsoft Office 2007 Word Document. For other programs, refer to the program help file for additional guidance.

Step 1: Right-click the picture you inserted and then click **Size**.

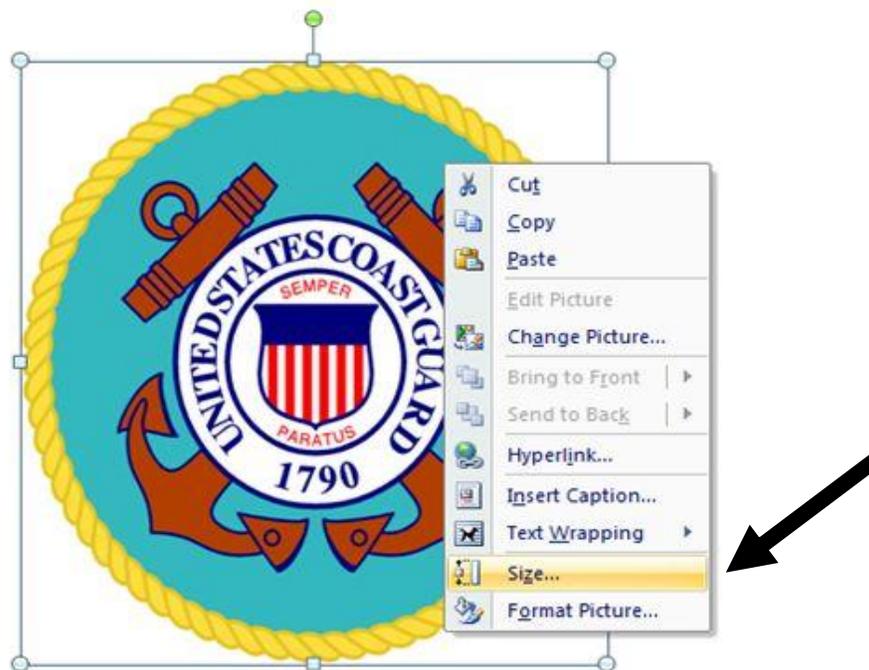


Figure Encl. 6-A: Format Picture

Step 2: Click the **Alt Text** tab.

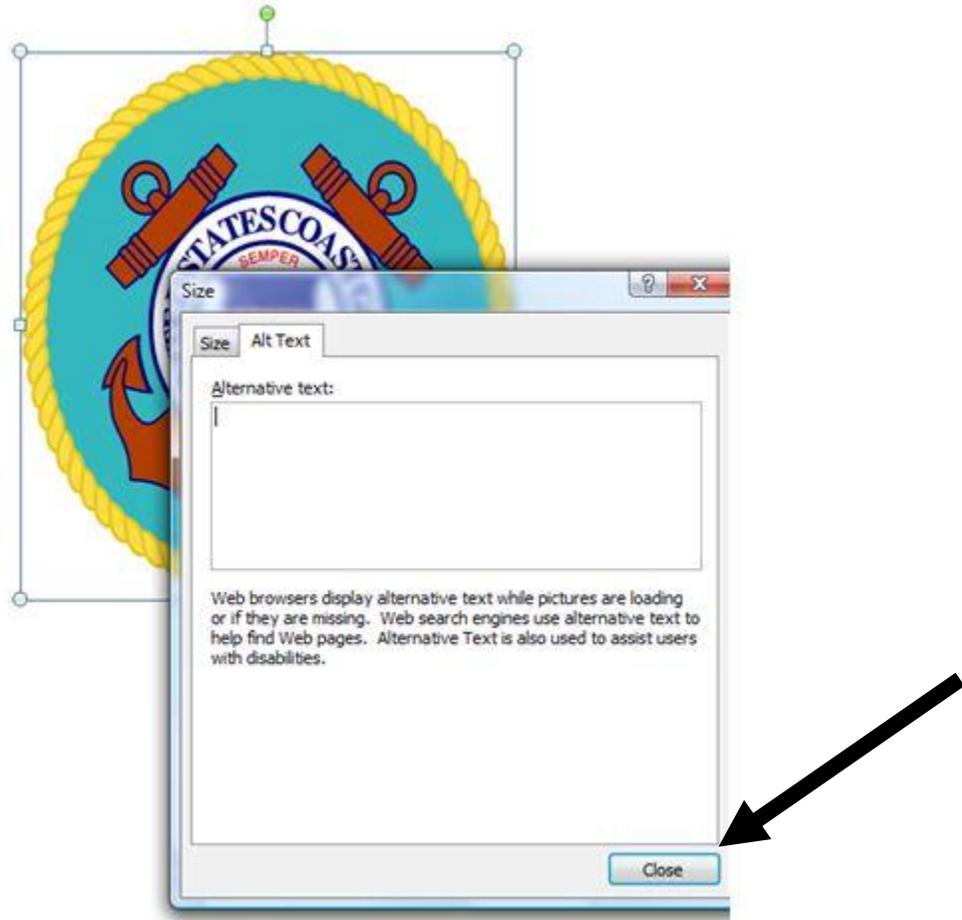


Figure Encl. 6-B: Alternative Text

Step 3: Type the text you want in the **Alternative text** box.

NOTE: The text can be up to 256 characters in Microsoft Word, however, some web browsers may display fewer characters and many screen readers, eg. JAWS for Windows http://www.freedomscientific.com/fs_products/software_jaws.asp , limit the size of alternative text to approximately 125 characters. A best practice is to limit alternative text to no more than 80 characters.

For images containing a large amount of text themselves, they should be converted to text.

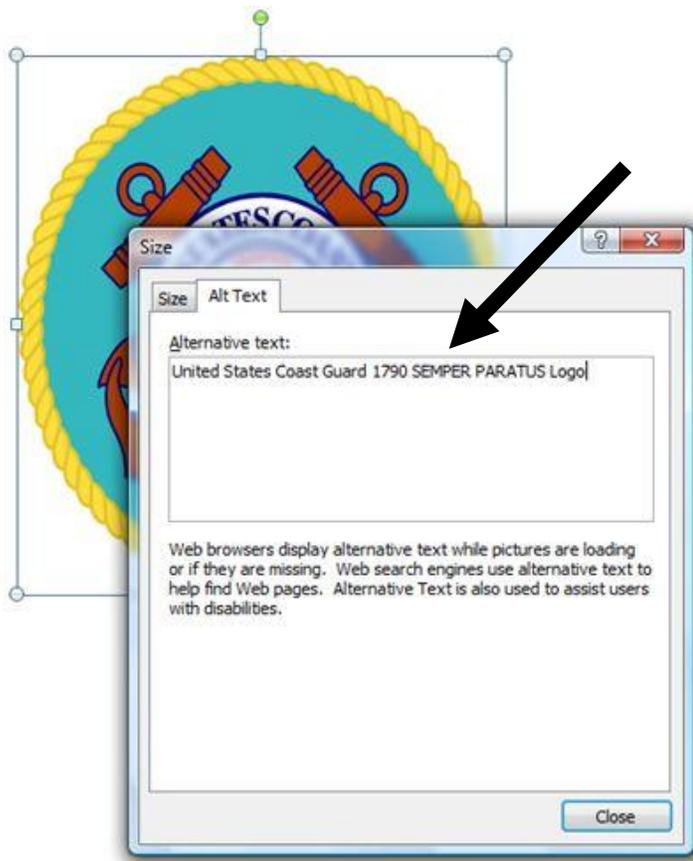


Figure Encl. 6-C: Alt Text Inserted

Step 4: Click close.

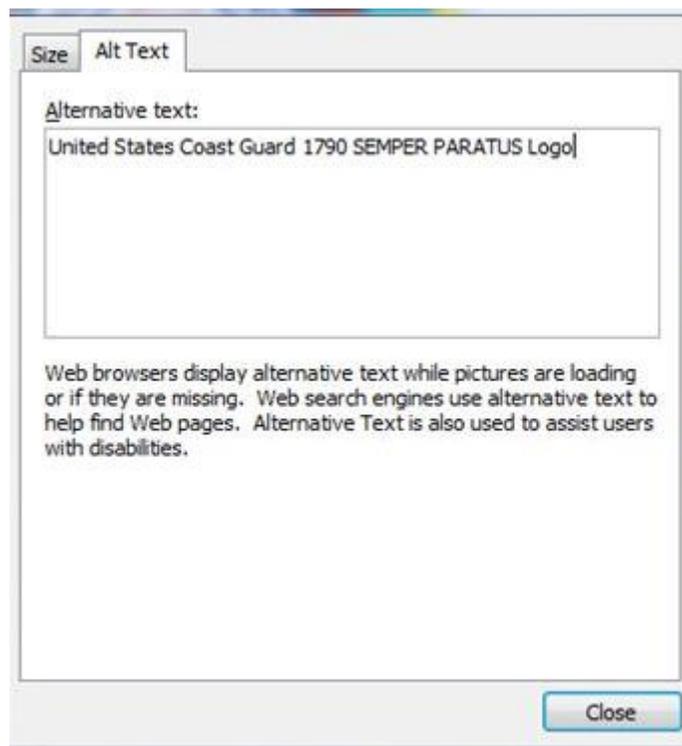


Figure Encl. 6-D: Close

NOTE: Word automatically uses the text of a WordArt object and or a shape as the alternative text description by default. No further editing is required.

U.S. Department of
Homeland Security

United States
Coast Guard



Figure Encl 7-A
Coast Guard Signature

The Coast Guard Directives System



Figure Encl. 7-B: Commandant (CG-61) Logo

COMDTINST M5215.6F
June 2011