

U.S. Department
of Transportation

United States
Coast Guard



Commanding Officer
USCGC HEALY (WAGB-20)

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HEALYNOTE 1601

HEALY NOTICE 1601

Subj: COMMAND ASSIGNMENT LIST

Ref: (a) Coast Guard Regulations, COMDTINST M5000.3B
(b) Personnel Manual, COMDTINST M1000.6 (series), Chapter 10, Sections A & B

1. **PURPOSE:** To identify those officers who are to succeed in command of CGC HEALY, identify the officer OER rating chain within HEALY and to establish the officer, chief petty officer, and petty officer duties and assignments.

2. **ACTION:** All officers, chief petty officers, and petty officers listed in the enclosures to this instruction shall be familiar and comply with the requirements of this instruction and the directives relevant to their duties and assignments. The Ship's Office will ensure a current version of Enclosures (1) and (2) are posted and accessible to the crew.

3. **DIRECTIVES AFFECTED:** HEALYNOTE 1601 COMMAND ASSIGNMENT LIST dated 25SEP2005 is hereby cancelled. Except where indicated, this notice shall normally take the place of individual appointment letters. Relief and appointment letters may be required when there are significant discrepancies or disputes, or to facilitate training or communication.

4. **SUCCESSION TO COMMAND:** Per reference (a), succession to command of HEALY in the event of the absence or incapacitation of the Commanding Officer shall be in the order listed below:

- (1) CDR J. Jackson, USCG
- (2) LCDR ██████████, USCG
- (3) LCDR ██████████, USCG
- (4) LT J. Hill, USCG

This designation for each officer shall be rescinded immediately upon permanent detachment from HEALY.

5. **ASSIGNMENT TO DUTIES:**

a. Enclosures (1) and (2) detail officers, chief petty officers, and petty officers to assume designated duties and serve on various boards, committees, and training teams. Duties in boldface type indicate that individual's primary function (i.e., Deck Watch Officer, Engineer Officer in Training, etc.) and primary duty.

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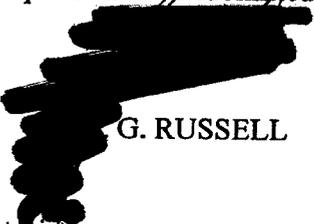
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b. Effective date of duties:

(1) The Executive Officer will make necessary changes to non-primary duties as necessary to accommodate transfers, lengthy TAD assignments, an extensive workload, etc. The Executive Officer may designate the Chief Master-at-Arms after consultation with the Commanding Officer. With these exceptions all duties are intended to be held by the assigned individual for a minimum of one year.

(2) Some duties are billeted for outgoing and incoming personnel. It is expected that all duties will be assumed by the indicated individual until they depart for outgoing personnel, within 30 days for incoming personnel, and/or any later relief date coordinated with the Executive Officer.

6. RATING CHAIN DESIGNATION: Enclosure (3) details the rating chain for officers assigned to HEALY based upon the duty assignments in Enclosure (1) or assignment to a specific division or department. Officer evaluation reports shall be submitted consistent with reference (b).


G. RUSSELL

Encl: (1) HEALY Assignment List
(2) HEALY Board, Committee, and Training Team Assignments
(3) HEALY Officer Rating Chain

Orig: Ship's Office file of HEALY Instructions

Copy: (1) Commanding Officer, Executive Officer, Department Heads
and Command Master Chief
(2) Electronic Copy in the W drive Instruction Folder
(3) COMPACAREA (Ppw)

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Notes:

1. An asterisk ["*"] requires a letter of relief which shall be drafted by the person assuming the duty, shall be endorsed by the individual being relieved of the duty, and shall be submitted to the Commanding Officer via the chain of command. Additional relief letters may be required by the Commanding Officer.
2. A # denotes a minimum of two required.
3. Abbreviations indicated for primary and collateral duties shall be used in assigning e-mail and other aliases.
4. Boards assigned by the Executive Officer quarterly:
 - a. Cashier Audit Board
 - b. Hazardous Materials Review Committee
 - c. Control Substances Inventory Board
5. Boards assigned by the Executive Officer annually:
 - a. Commissary Audit Board
6. Duties which will be assigned as required by the Executive Officer:
 - a. Investigating Officer
 - b. Special Project Officer

ASSIGNMENT TO DUTIES

Command

Primary Duty &/or Function

Collateral Duty/Function

Commanding Officer [CO]*
CAPT D. Russell

CG Mutual Assistance Representative*
Command Quality Official

Executive Officer [XO]*
CDR J. Jackson

Alt CG Mutual Assistance Representative*
Personnel Officer
Senior Medical Officer
Total Quality Management Coordinator
Assignment Year Point of Contact
Budget Manager
Account Certification Officer
Safety Officer

Command Master Chief [CMC] / Electronics Division Master Chief
ETCM [REDACTED]
Engineering Watch Officer

Electronics Materials Officer

Chief Master-At-Arms [CMAA]
CWO [REDACTED]

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Operations Department

Operations Officer [OPS] *
LCDR [REDACTED]
Senior Deck Watch Officer

Ice Reconnaissance Officer
Mission Scheduling Coordinator

ENS [REDACTED]
Deck Watch Officer
Inport OOD

Morale Officer*
Property Custodian (Morale)
Alt. Unit Health Promotion Coordinator

Marine Science Officer / Marine Science Division Officer [MSO]*

LT J. Hill
Inport OOD
Deck Watch Officer

Property Custodian (Dive)
Civil Rights Officer
Diving Officer
Assistant OPS

ENS [REDACTED]
Inport OOD
Deck Watch Officer

Educational Services Officer*
Public Affairs Officer
Assistant Marine Science Officer
Civil Rights Officer
Property Custodian (Public Affairs Officer)

Administration Division Officer

ENS [REDACTED]
Deck Watch Officer
Inport OOD

Training Officer
Passenger Coordinator
Notary
Mutual Assistance Representative*
Voting Officer
Alt Travel Charge Card Coordinator

ENS [REDACTED]
Inport OOD
Deck Watch Officer

Administration Officer
Assistant Training Officer
Assistant Passenger Coordinator
Freedom of Information Act Control
Officer *
Landing Signal Officer#

Communications Division Officer [COMMO]

ENS [REDACTED]
Deck Watch Officer
Inport OOD

Exchange Officer *
Communications Officer
Intelligence Officer
Landing Signal Officer #
Anti-terrorism/Force Protection Officer
Command Security Officer
EKMS User – Local Holder
OPSUM Officer
Diver
Mess Treasurer

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First Lieutenant / Deck Division Officer [1Lt]*

CWO [REDACTED]
Deck Watch Officer
Inport OOD

Weapons Officer
Aviation Administration Officer
Clothing Officer
Landing Signal Officer #
Unit Safety Coordinator

Communications & IT Division Chief

OSC [REDACTED]
Inport OOD

Classified Material Control Officer
NATO Publications Control Officer
COMTAC Publications Control Officer
Primary EKMS User - Local Holder
Alternate Movie Officer
Postal Officer
Alternate Command Security Officer
Telephone Certifying Officer
Property Custodian (Comms)

IT1 [REDACTED]
Inport OOD

SWSIII System Manager
EKMS User - Local Holder
Information Systems Security Officer
Property Custodian (ADP)

IT2 D. [REDACTED]

Alt NATO Publications Control Officer
Alt Classified Material Control Officer
COMTAC Publications Control Clerk
Alternate EKMS User - Local Holder
Alternate CGSWSIII Manager
Command Security Clerk
Postal Clerk

Navigation Division Senior Chief

BMCS [REDACTED]
Navigator
Deck Watch Officer
Inport OOD

Helicopter Control Officer #
Command Career Information Specialist
Property Custodian (Nav)
ULDP Coordinator

Deck Division Chief

BMC [REDACTED]
Deck Watch Officer
Inport OOD

Property Custodian (Deck)
Helicopter Control Officer #
Respiratory Protection Coordinator

BM1 [REDACTED]
Deck Watch Officer
Inport OOD

Landing Signal Officer #
CDAR

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BM2 S. Duque

Weapons Petty Officer (Primary)
Diver

BM3 [REDACTED]

Ship's Barber

Science Division Chief

MSTC [REDACTED] MSTC [REDACTED]
Inport OOD

Alternate Intelligence Officer
Property Custodian (MST)

MST1 [REDACTED]
Inport OOD

HAZMAT Coordinator
Pollution Prevention Coordinator

Medical Department

LTjg [REDACTED]

Physician's Assistant

HSC [REDACTED]
Inport OOD

Drug Urinalysis Coordinator
Health Benefits Advisor
Unit Safety and Health Supervisor
Decedent Affairs Officer
Controlled Substance Custodian
OMSEP Coordinator (Registered)
Property Custodian (Medical)
Unit Health Promotion Coordinator

Administrative Office

YNC [REDACTED]
Inport OOD

Household Goods Claims Investigator
Assistant MAA
Housing Representative
Command Financial Specialist
Travel Charge Card Coordinator
Alternate IMPREST Fund Cashier

Engineering Department

Engineer Officer [EO]*

LCDR [REDACTED]

Damage Control Officer (DCO)

Assistant Engineer Officer [AEO]

LCDR [REDACTED]
Senior Engineering Watch Officer

CSMP Coordinator
NESU Support Coordinator

Damage Control Assistant [DCA]*

ENS [REDACTED]
Engineer Officer in Training
Engineering Watch Officer

Aviation Fire Party On-Scene Leader
Fueling Officer
Gas Free Engineer
DC PQS Program Coordinator

Electrical & Electronics Division Officer [E&E]

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ENS [REDACTED]
Engineer Officer in Training
Engineering Watch Officer

Technical Manual Custodian
Alternate Gas Free Engineer
Parking Officer
Assistant Exchange Officer

Main Propulsion Assistant [MPA]
CWO2 [REDACTED]
Engineering Watch Officer

RCM Coordinator
ENG Department Training Officer

Electrical Division Master Chief
EMCM [REDACTED]
Engineering Watch Officer

Property Custodian (EM)
Electrical Safety Officer

Auxiliary Division Senior Chief
MKCS [REDACTED]
Engineering Watch Officer

Property Custodian (Auxiliary)

MK1 [REDACTED]
Engineering Watch Officer

Main Propulsion Chief
MKO [REDACTED]
Engineering Watch Officer

Property Custodian (Main Propulsion)
Vehicle Officer

Damage Control Division Chief
DCC [REDACTED]
Engineering Watch Officer

Gas Free Engineer Assistant
Engineering Department HAZMAT
Management Petty Officer
Fire Marshall

DC1 [REDACTED]
Engineering Watch Officer

Property Custodian (Damage Control)
Key Control Officer

Electronics Shop Division Chief
ETC [REDACTED]
Engineering Watch Officer

Property Custodian (ET)
CDAR

Support Department

Supply Officer [SUPPO]*
CWO [REDACTED]

Contracting Officer
Property Officer
Government Credit Card Control Officer
IMPREST Fund Cashier
Transportation Officer
Account Certification Officer
Survey Officer
Physical Inventory Control Officer (PICO)
Movie Officer

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Food Services Officer [FSO]*
FSCS [REDACTED]
Inport OOD

FS1 [REDACTED]
Inport OOD

Property Custodian (Galley)

FS2 [REDACTED]

Ship's Barber

Supply Division Chief

Inport OOD

Account Certification Officer
Contracting Officer

SK1 [REDACTED]
Inport OOD

CMPlus Administrator
Contracting Officer
Property Custodian (Supply)

SK1 [REDACTED]
Inport OOD

Contracting Officer
FPD-to-Go Administrator

URINALYSIS OBSERVERS

All permanently attached E-6 and above personnel are to be Urinalysis Observers for this command per the Coast Guard Personnel Manual, COMDTINST M1000.6(series), Chapter 20.

All attached E-6 and above personnel are designated to sign off the Enlisted Professional Military Education (E-PME) Performance Qualifications and the Enlisted Performance Qualifications for members junior to them.

ENCLOSURE(6)

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HEALY Boards

Note: Boldface indicates Board or Team Chairperson

Awards Board

CDR Jackson
LCDR [REDACTED]
LCDR [REDACTED]
CWO [REDACTED]
ETCM [REDACTED]
EMCM [REDACTED]
BMCS [REDACTED]
MKCS [REDACTED]
FSCS [REDACTED]

Navigation & Seamanship Training Team (NSTT)

LCDR [REDACTED]
CWO [REDACTED]
BMCS [REDACTED]

Medical Training Team (MTT)

HSC [REDACTED]
ET2 [REDACTED]

COMTAC Inspection Board

ENS [REDACTED]
ENS [REDACTED]
ENS [REDACTED]

Human Relations Council

LT Hill
LTjg [REDACTED]
CWO [REDACTED]
MK1 [REDACTED]
MK1 [REDACTED]
SK1 [REDACTED]

Integrated Training Team (ITT)

CDR Jackson
LCDR [REDACTED]
LCDR [REDACTED] (Coordinator)
CWO [REDACTED]
HSC [REDACTED]
ENS [REDACTED]
ENS [REDACTED]

Morale Committee

ENS [REDACTED]
LT Hill
LTjg [REDACTED]
ENS [REDACTED]
CWO [REDACTED]
HSC [REDACTED]
DC1 [REDACTED]
EM1 [REDACTED]
MK1 [REDACTED]
SK2 [REDACTED]
MST3 [REDACTED]
FS3 [REDACTED]

Damage Control Training Team (DCTT)

LCDR [REDACTED]
CWO [REDACTED]
CWO [REDACTED]
BMC [REDACTED]
DCC [REDACTED]
ETC [REDACTED]
DC1 [REDACTED]
MK1 [REDACTED]

Engineering Training Team (ETT)

LCDR [REDACTED]
CWO [REDACTED]
ETCM [REDACTED]
MKC [REDACTED]
MK3 [REDACTED]

Safety Board

CDR Jackson
LCDR [REDACTED]
LCDR [REDACTED]
ENS [REDACTED]
ENS [REDACTED]
CWO2 [REDACTED]
CWO2 [REDACTED]
EMCM [REDACTED]
ETC [REDACTED]
HSC [REDACTED]
BMC [REDACTED]

Aviation Training Team (ATT)

ENS [REDACTED]
CWO [REDACTED]
CWO [REDACTED]
BMCS [REDACTED]
BM1 [REDACTED]
DCC [REDACTED]

Aviation Detachment Representative

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USCGC HEALY (WAGB-20) Officer Evaluation Report Rating Chain

<u>Reported On Officer</u>	<u>Supervisor</u>	<u>Reporting Officer</u>	<u>Reviewer</u>
CO	PACAREA (PP)	PACAREA	PACAREA
XO	CO	CO	PACAREA(PP)
OPS	XO	CO	PACAREA(Ppw)
EO	XO	CO	PACAREA (Ppw)
AEO	EO	XO	CO
MSO	OPS	XO	CO
DCA	EO	XO	CO
DWO	OPS	XO	CO
EOIT	EO	XO	CO
1 st LT	OPS	XO	CO
SUPPO	XO	CO	PACAREA(Ppw)
MPA	EO	XO	CO