



Personnel Accountability System Management Tactics, Techniques, and Procedures (TTP)



Force Readiness Command
(FORCECOM)

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COAST GUARD TACTICS, TECHNIQUES, AND PROCEDURES 1-16.3

Subj: PERSONNEL ACCOUNTABILITY SYSTEM MANAGEMENT (PASM)

- Ref:
- (a) Federal Continuity Directive 1
 - (b) Personnel Accountability System (PAS) Policy, COMDTINST 3006.4 (series)
 - (c) Coast Guard Personnel Accountability and Assessment System (CGPAAS) Commanding Officer's User's Guide
 - (d) Use and Management of the Alert and Warning System (AWS), COMDTINST 2081.1 (series)
 - (e) Privacy Incident Response, Notification and Reporting Procedures for Personally Identifiable Information (PII), COMDTINST 5260.5 (series)
 - (f) Command, Control, Communications, Computers and Information Technology (C4&IT) System Development and Life Cycle (SDLC) Policy, COMDTINST 5230.66 (series)

1. PURPOSE. To provide Coast Guard Personnel Accountability and Assessment System (CGPAAS) Commanding Officer's Representatives (CORs) with Coast Guard tactics, techniques, and procedures (CGTTP) for properly conducting accountability with the system of record.
2. ACTION. This CGTTP publication applies to all CGPAAS CORs. Internet release is authorized.
3. DIRECTIVES/TTP AFFECTED. None.
4. DISCUSSION. Personnel accountability is a critical component of a commander's situational awareness and ability to reconstitute the force following a significant event. CGPAAS is the system of record for personnel accountability, providing an automated means to reach all members simultaneously and report on their status. When the district commander issues an order-to-account (OTA), usually after a significant event, CGPAAS sends the OTA to the fleet utilizing both work and personal devices. CGPAAS offers an easy mechanism for individuals to account for themselves and their dependents. This TTP documents accounting procedures and processes for using CGPAAS and assists in standardizing accountability practices across the Coast Guard.

5. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is itself a rule. It provides guidance for Coast Guard personnel and does not impose legally-binding requirements on any party outside the Coast Guard.
6. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. While developing this publication, Integrated Process Team (IPT) members examined environmental considerations under the National Environmental Policy Act (NEPA) and determined they are not applicable.
7. DISTRIBUTION. FORCECOM TTP Division posts an electronic version of this TTP publication to the CGTTP Library on CGPortal. In CGPortal, navigate to the CGTTP Library by selecting **References > Tactics, Techniques, and Procedures (TTP)**. FORCECOM TTP Division does not provide paper distribution of this publication.
8. RECORDS MANAGEMENT CONSIDERATIONS. Integrated Process Team (IPT) members thoroughly reviewed this publication during the TTP coordinated approval process and determined there are no further records scheduling requirements per Federal Records Act, 44 U.S.C. Chapter 31 § 3101 et seq., National Archives and Records Administration (NARA) requirements, and Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This publication does not have any significant or substantial change to existing records management requirements.
9. FORMS/REPORTS. None.
10. REQUEST FOR CHANGES. Submit recommendations for TTP improvements or corrections via email to FORCECOM-PI@uscg.mil or through the TTP Request form on CGPortal. In CGPortal, navigate to the TTP Request form by selecting **References > Tactics, Techniques, and Procedures (TTP) > TTP Request**.

Send lessons learned applicable to this TTP publication via command email to FORCECOM TTP Division at CMD-SMB-CG-FORCECOM.

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Chapter 1: Introduction

Introduction

This chapter provides an overview of the contents of this tactics, techniques, and procedures (TTP) publication. It also defines the use of notes, cautions, and warnings in TTP publications.

In This Chapter

This chapter contains the following sections:

Section	Title	Page
A	Introduction	1-2
B	Notes, Cautions, and Warnings	1-3

Section A: Introduction

A.1.
Introduction

This publication provides TTP to manage the United States Coast Guard (USCG) personnel accountability system (PAS) for area and unit Commanding Officer Representatives (CORs) as well as District Commanding Officer Representatives (DCORs).

Section B: Notes, Cautions, and Warnings

B.1. Overview The following definitions apply to notes, cautions, and warnings found in this publication.

NOTE: **An emphasized statement, procedure, or technique.**

CAUTION: **A procedure, technique, or action that, if not followed, carries the risk of equipment damage.**

WARNING: *A procedure, technique, or action that, if not followed, carries the risk of personnel injury or death.*

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Chapter 2: Background

Introduction

This chapter describes USCG objectives for personnel accountability for force reconstitution, the PAS, and the roles and responsibilities of system administrators.

In This Chapter

This chapter contains the following sections:

Section	Title	Page
A	Mission and System Description	2-2
B	Roles and Responsibilities	2-5

Section A: Mission and System Description

A.1. Objective and Mission Reference (a), Federal Continuity Directive 1, requires individual government agencies to perform their mission essential functions (MEFs) during a wide range of emergencies. Accounting for personnel and reconstituting forces are elements of all operational missions: agencies cannot execute MEFs without human capital.

The USCG has a stated goal of achieving 100% accountability of personnel affected by a significant event in the geographic area of interest (GAOI) within 72 hours of an order to account (OTA). Reference (b), Personnel Accountability System (PAS) Policy, COMDTINST 3006.4 (series) establishes this goal.

Upon receipt of a properly issued lawful OTA, USCG uniformed and civilian employees (excluding non-appropriated fund employees, contractors and auxiliary members) must report their status. All commands must determine personnel status after a significant event.

The Coast Guard Personnel Accountability and Assessment System (CGPAAS) provide commanding officers (COs) and officers-in-charge (OICs) of USCG units, assistant commandants, and all commands a software resource to monitor personnel accounting following a significant event.

A.2. System Access and Updates Authorized personnel can access CGPAAS at <https://cgpaas.uscg.mil/cas/login?service=https%3A%2F%2Fcgpaas.uscg.mil%2F>. The program sponsor coordinates changes through a configuration control board. To request changes or submit recommendations, see [Chapter 7: Maintenance and Testing, Section D: System Enhancements](#).

NOTE:

See [Chapter 6: Administrative Tasks, Section A: Obtaining Initial System Access](#) for specific instruction on obtaining access.

A.3. System Description CGPAAS is an enterprise system (large scale application software package) that receives personnel record information from various authoritative sources including:

- Enterprise Data Warehouse (EDW): A central resource for data storage and retrieval. The Coast Guard Business Intelligence (CGBI) EDW includes data in Direct Access (DA), Active Directory (AD),

and the National Finance Center (NFC). This data includes USCG military and active duty dependants' names, department identification (DEPT ID) number, work location, sponsor home address, and personal contact information.

- Defense Enrollment Eligibility Reporting System (DEERS): A computerized database of uniformed service members, civilian employees, and their dependents that provides contact information for sponsors and their dependants.

The Alert and Warning System (AWS) is the USCG system of record for mass notification. AWS has two-way notification capabilities and issues CGPAAS alerts. AWS is a stand-alone system that can be used as a secondary system if the CGPAAS is not working. See [Chapter 4: Order to Account, Section A.7. Alert and Warning System](#) for more details on AWS.

A.3.a. Data Flow

[Figure 2-1 PAS information flow](#) is a simple diagram showing the flow of PAS data. [Appendix B: CGPAAS Data Flow](#) provides the data business rules for uniformed members and their dependents.

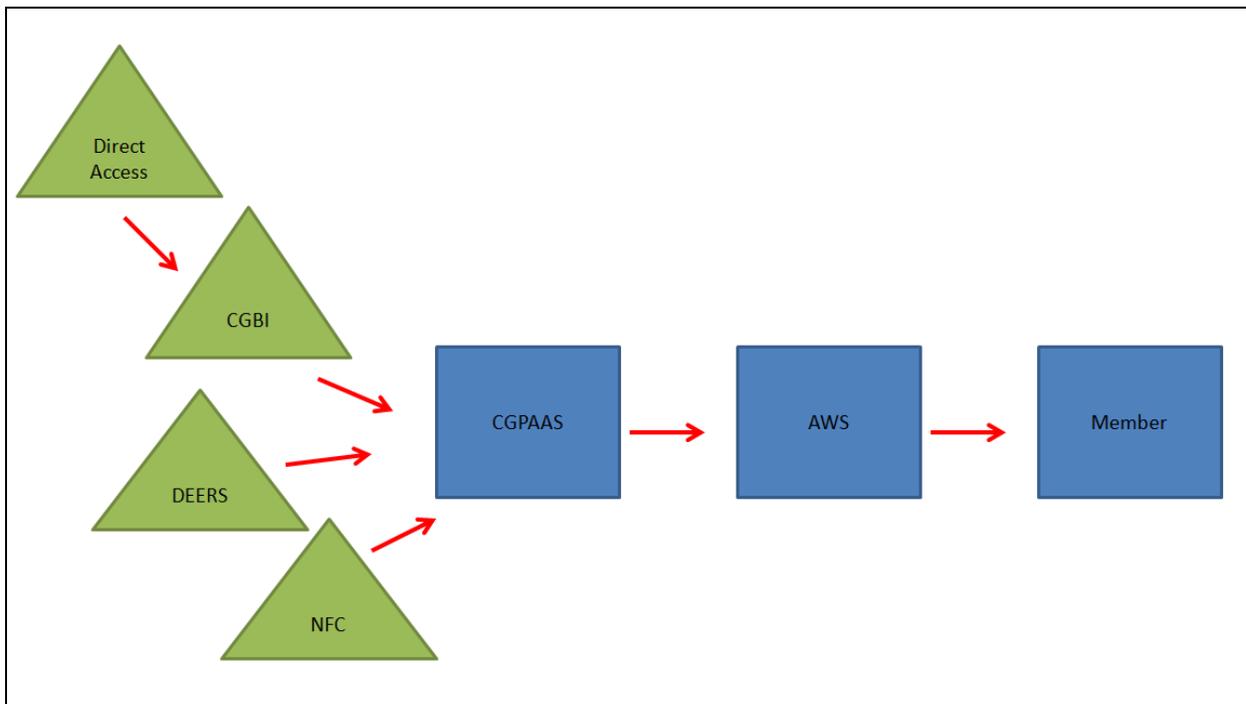


Figure 2-1 PAS information flow

A.3.b. Function
Summary

The PAS has automated call, email, and text messaging delivery methods to reach sponsors and receive responses with their status. PAS also allows sponsors to enter their contact information for leave, temporary duty, etc.

System functions include:

- **Accountability:** Account for personnel by name, organization, or location. Support initial accounting and on-going accountability tracking.
 - **Contact and location information:** Allow personnel to input current location and contact information into the system.
 - **Event management:** Create and manage multiple events simultaneously, determine affected personnel, and capture metadata about the event.
 - **Command management:** Manage individuals or groups of personnel according to organizational hierarchy to ensure continuity of operations or recovery of personnel.
 - **Individual management:** Manage self and dependents to ensure continuity of operations or recovery of personnel.
-

Section B: Roles and Responsibilities

B.1. Area and District Commanding Officer Representatives (Area CORs and district CORs)

Area CORs and district CORs must:

- Understand and be proficient in their duties and responsibilities per reference (b), Personnel Accountability Policy, COMDTINST 3006.4 (series).
- Be proficient in adding and removing CORs within PAS.
- Be proficient in generating a roster report in PAS.
- Be proficient in generating reports and accounting rosters in PAS after an OTA is issued.
- Be a subject matter expert on how employee groups update their contact information in authoritative sources.
- Be proficient on creating an OTA via PAS.
- Understand how to add into PAS non-USCG personnel who work within the USCG (e.g., chaplains, Navy detachments, etc.). [Appendix C: Add Sponsor Form](#) gives format instructions and directions on how to enter this data.

B.2. Unit Commanding Officer Representatives (Unit CORs)

Unit CORs must:

- Understand and be proficient in their duties and responsibilities per reference (b), Personnel Accountability Policy, COMDTINST 3006.4 (series).
 - Be proficient in adding and removing CORs in PAS.
 - Be proficient in generating a roster report in PAS.
 - Be proficient in generating reports and accounting rosters in PAS after an OTA is issued.
 - Understand how different employee groups assigned to a unit update their contact information in authoritative sources.
 - Ensure accounting processes and procedures are in place for employee groups not covered under PAS policy (e.g., auxiliary members, non-appropriated fund personnel, and contract employees).
 - Assist commands in ensuring personnel validate their personal data in the authoritative systems.
-

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Chapter 3: Events

Introduction This chapter discusses procedures to prepare for events, create events, and manage accountability following an event.

In This Chapter This chapter contains the following sections:

Section	Title	Page
A	Event Preparations	3-2
B	Event Process	3-4

Section A: Event Preparations

A.1. Introduction Commanders, COs, and/or higher authorities have the discretion to initiate personnel accounting after any event they deem significant. Area and districts CORs issue OTAs on behalf of commands to account for personnel (and dependents) following a significant event. They issue OTAs to persons affected in the GAOI.

A.2. Determine and Designate Commanding Officer Representatives (COR)

Designate multiple CORs based on the following best practices:

- Units designate multiple CORs to ensure accountability of personnel, backup for leave and temporary alternative duty purposes or augmentation. It is best practice to designate CORs and backups well in advance of possible events, not in reaction to current events. Commands form a personnel accountability unit (PAU) to share in normal administrative tasks. See [Section A.3. Form Personnel Accountability Units](#).
- Units designate multiple CORs throughout the unit command structure to ensure that a single COR would not be overwhelmed.
- To shorten response time, districts can designate multiple DCORs to support units located in multiple time zones or separated by significant distance.
- Area CORs can issue an OTA for the district and begin managing accountability. After the area issues the OTA, the DCOR or PAU assumes responsibility for managing accountability.
- When local events affect collocated area and district offices, DCORs identify at least one remote accountability proxy as backup.

NOTE:

Collocated area and district offices can be subject to the same local events. As best practice, the DCOR should not rely on the area COR to be the accountability proxy for collocated events.

A.3. Form PAUs

Commands form PAUs to account for USCG personnel in an affected area following a significant event. PAUs are the touch points for connecting commands not linked via chain of command. A PAU does not have to “form up” to operate.

The PAS allows PAUs to operate at separate locations or virtually while still working together. PAUs generate accountability reports used by Headquarters (HQ) as well as area and the district commanders.

For more information, see [Chapter 4: Order to Account Section B: Post-OTA Tasks](#)

NOTE: District commanders initiating an alert also determine the severity of the event. If they deem necessary, DCORs can start a PAU to assist with accountability.

NOTE: Personnel accounting is ultimately a command responsibility. As a best practice, district commanders direct large units with multiple subordinate commands, such as sectors, to form PAUs.

Section B: Event Process

B.1. Significant Event Definition

Per reference (b), Personnel Accountability System (PAS) Policy, COMDTINST 3006.4 (series), significant events are natural or human-caused incidents that require an organized response by a public, private, or government entity to protect life, health, safety, valuables, and minimize governmental, social, and/or economic service disruptions. This also includes any event that results in the reduction of a command's personnel strength by endangering or affecting its members, their families, or their homes.

B.2. Issue an OTA

District commanders issue OTAs. Field units and commands request OTAs through the district in which they reside. The District Command Center, incident management team (IMT), or other appropriate entities request the DCOR to issue an OTA or a unit COR can make a direct request. Issuing OTAs consumes significant time and resources so, as a best practice, determine the affected areas before requesting an OTA.

It is best practice to seek advice from the DCOR in advance of a known event. For a list of area CORs and DCORs, see the CGPAAS Web site (**Command** tab → **CO Reference** tab) as well as the CGPAAS portal page at <https://cglink.uscg.mil/b90058da>.

Districts issue OTAs when mass accountability of USCG personnel is necessary for force reconstitution. See Atlantic Area (LANTAREA) 9700 series and Pacific Area (PACAREA) 9800 series operations plans (OPLANs) for examples of incidents in which OTAs may be appropriate, such as natural disasters and terrorism.

NOTE:

PAS is not intended for small-scale incidents like single home fires or vehicular accidents.

Districts should be aware of major contingencies or other serious emergencies affecting units in their area of responsibility (AOR). To determine the need for accountability and the best means for achieving it, whether by PAS or another method, districts coordinate with impacted units before or after an event. Suggested decision triggers include:

- Any hurricane category 1 or higher making landfall.
- Any earthquake of magnitude 6 or higher.
- Radiological incidents.
- Emergency that affects more than one USCG unit.

- Emergency affecting a significant portion of a large city or county in which USCG units or personnel reside.
- Emergency likely to spread beyond its original point of origin (e.g., significant wildfires or flooding).
- Incidents chosen at the district or area commander's discretion.

**B.3. Determine
Extent of the
Geographic Area
of Interest
(GAOI)**

The DCOR researches and proposes the GAOI extent using all available resources and coordinating with affected commands, district command center, IMT, or other appropriate entity.

NOTE:

Unnecessarily large GAOIs can hurt the accounting process by expending resources for personnel not in the affected area.

**B.3.a. Provide
Information for
the GAOI**

Include the following information when defining the GAOI:

- The factors used to determine the geographic parameters.
- The size of the GAOI using the parameters in PAS.
- The number of personnel targeted (sponsors or dependents).
- The types of units in the affected area (e.g., district, area, Deputy Commandant for Mission Support, Force Readiness Command, or HQ).

**B.3.b. Research
the Extent of the
GAOI**

DCORs consult with the district planning cell to determine the extent of the GAOI. Resources include, in no particular order:

- Web sites of agencies tasked with monitoring and assessing emergency incidents:
 - United States Geological Service at <http://www.usgs.gov/>.
 - Earthquakes at <http://earthquake.usgs.gov/>.
 - Volcanoes at <http://volcanoes.usgs.gov/>.
 - Landslides at <http://landslides.usgs.gov/hazards/>.
 - Flooding at <http://water.usgs.gov/floods/>.
 - Wildfires at <http://wildfire.usgs.gov/geomac/>.

- National Atmospheric and Oceanographic Administration at <http://www.noaa.gov/>.
 - National Weather Service at <http://www.weather.gov/>.
 - Flooding at http://water.weather.gov/ahps/?current_color=flood¤t_type=all&fcst_type=obs&conus_map=d_map.
 - Thunderstorms/tornadoes at <http://www.spc.noaa.gov/products/outlook/>.
 - Hurricanes at <http://www.nhc.noaa.gov/> and <http://www.prh.noaa.gov/hnl/cphc/>.
 - Winter weather at http://www.wpc.ncep.noaa.gov/wwd/winter_wx.shtml.
 - Tsunamis at <http://wcatwc.arh.noaa.gov/> and <http://ptwc.weather.gov/>.
 - Joint Typhoon Warning Center at <http://www.usno.navy.mil/JTWC>.
- State and county mandatory evacuation orders.
 - Web sites of state and county emergency management offices.
 - Official news reports.
 - Damage reports from affected units.
 - Reports from USCG aviation over-flights.

NOTE:

Issue a second OTA if the GAOI extent changes during an event. See [Chapter 4: Order to Account, Section A.6. Issue Multiple Orders to Account](#) for more information.

B.3.c. Create a Population

After determining GAOI extent, use the PAS to define the affected populations by targeting state, country, postal zip, or personnel within a command. Access instructions to create a population at <https://cgpaas.uscg.mil> and in reference (c), Coast Guard Personnel Accountability and Assessment System (CGPAAS) Commanding Officer's User's Guide, Chapter 11.

NOTE:

Throughout the process of creating an event, discuss relevant factors such as severity, area of impact, number of units affected, etc.

B.3.d. Provide
Event Name and
Description

Naming an event is critical. When naming an event, use titles that clearly convey the nature of the event to the individuals receiving the OTA. Include the appropriate district or unit in the event name and the current date. An example of events names would be:

- D11 San Diego Wild Fire DDMMYY.
- D14 Guam Tropical Storm Halong DDMMYY.

NOTE:

Since AWS is used as the alert mechanism for PAS, avoid using acronyms that the system could misinterpret when voiced over a phone message. See [Appendix D: Alert Warning System \(AWS\) Acronyms](#) or the [AWS CG Portal site](#) for more information.

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Chapter 4: The Order to Account

Introduction This chapter discusses procedures to execute an OTA and post-OTA tasks.

In This Chapter This chapter contains the following sections:

Section	Title	Page
A	Issuing an OTA	4-2
B	Post-OTA Tasks	4-6

Section A: Issuing an OTA

A.1. The OTA Process

Many tasks lead up to issuing an OTA, including the district commander's determination of the affected area, population, etc. DCORs or area CORs issue an OTA upon the request of the area or district commander and communicate with the area or district before issuing the OTA. See [Figure 4-1 OTA process overview](#).

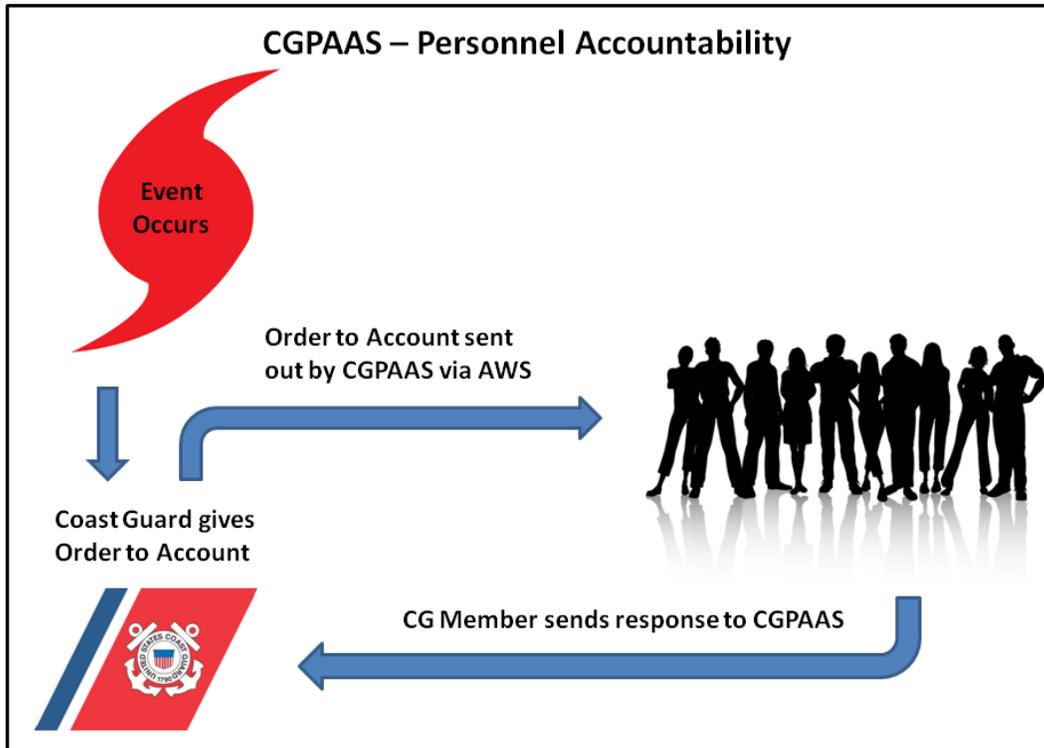


Figure 4-1 OTA process overview

A.2. Create the OTA

If the district commander or other leadership requests an OTA, these two resources can provide guidance for creating events and GAOIs:

- [Chapter 3: Events, Section B, Event Process](#)
- Reference (c), Coast Guard Personnel Accountability and Assessment System (CGPAAS) Commanding Officer's User's Guide, Chapter 11

If the event has been created, refer to [Section A.3. Issue the Main Alert](#) to issue the OTA.

The COR selects a device to issue the OTA to recipients (e.g., email, phone, etc.). Carefully consider the devices to select (e.g., it is not necessary to select the work phone to issue an alert after hours or on the weekend). After issuing the OTA, the DCOR activates the PAU as needed.

A.3. Issue the Main Alert

DCORs issue an OTA per reference (c), Coast Guard Personnel Accountability and Assessment System (CGPAAS) Commanding Officer's User's Guide, Chapter 11.

NOTE:

To ensure appropriate GAOI determination, CORs should communicate with the authorized OTA issuer.

Include the affected district in the event name. As an example, use "District 8 Houston Flooding May 2015" for the long title and "D8 Houston Flooding 2015" for the short title. Emails, phone or text messages employ the short title.

Avoid using words or descriptions that confuse the event with another geographic area when spoken or read. As an example, the 2015 Juno winter storm that occurred in the northeastern United States can be confused with the Alaska's state capital, Juneau. Since AWS is the alert notification mechanism of PAS, use phonetic pronunciation for approved acronyms. See [Appendix D: Alert Warning System \(AWS\) Acronyms](#) for more information. These acronyms can also be found at the [AWS CG Portal Site](#).

A.4. Issue Commanding Officer's Representative/Support User's Alert

In the PAS window's **Admin Tab**, select **Alert Manager**> **Publish Alert**. Click the **Support Users of Unreported Personnel** radio button to transmit an alert to CORs of each affected DEPT ID in the GAOI. After receiving the alert, CORs log into CGPAAS to identify sponsors and dependents and begin the accountability process. The alert content remains the same. See [Figure 4-2 COR/support user's alert](#) for more information.

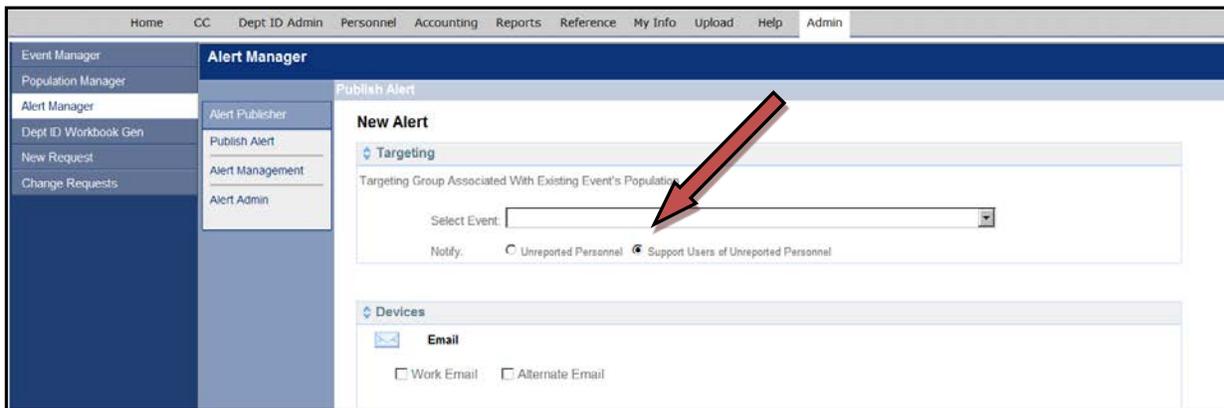


Figure 4-2 COR/support user's alert

NOTE:

It is best practice that all CORs listen to the entire message when receiving the alert by phone. There is a possibility that alerts for different events are sent out at the same time. Because of their responsibilities CORs can receive two types of alerts: Alerts to account personally and a COR Support alert which tells them they have persons they are responsible for in the affected GAOI.

A.5. Re-issue Alerts to Unreported Personnel

After 24 hours have passed (or earlier depending on the situation), DCORs and the PAU determine whether to re-issue an alert if there are still unreported personnel to achieve 100% accountability. CORs review all notes and account for dependents prior to re-issuing an alert.

A.6. Issue Multiple Orders to Account

For successive episodes such as tsunamis or earthquake aftershocks, it is best practice to create new events and issue new OTAs. The DCOR creates ancillary GAOI(s) based on the newly damaged area(s), keeps the first OTA active, and continues tracking accountability while simultaneously tracking accountability for the second OTA. Ensure the new affected area does not include populations affected by the initial OTA.

If the GAOI changes based on updated information but no new damage has occurred since the initial incident, issue another OTA covering only the new area. Allow the first OTA to continue tracking accountability because the new affected area may not include areas in the first event.

- Always issue COR support user alerts along with the new OTAs per [Chapter 3: Events, Section B, Event Process](#).
- Establish geographic structures (**Command** and **Personnel** tabs).
- Establish organizational structures (**Command** and **Personnel** tabs).

A.7. Alert and Warning System

The AWS is the USCG's current mass notification system of record per reference (d), Use and Management of the Alert and Warning System (AWS), COMDINST 2080.1 (series). Access AWS through the AWS CG Portal Site at

<https://cg.portal.uscg.mil/communities/aws/SitePages/Home.aspx>.

If CGPAAS is not working, use the AWS to activate accounting methods such as phone trees.

NOTE:

Do not use AWS via CGPAAS to announce an impending OTA. This may confuse personnel who do not understand that CGPAAS and AWS have separate functions. It is best practice to send out an OTA execute message to inform units within the AOR that an OTA has been issued. State the reason why it is being issued, and the affected GAOI.

NOTE:

Issuing unnecessary AWS alerts increases the likelihood of personnel disregarding the follow-on alerts. Using both AWS and PAS unnecessarily burdens the system and reduces the speed at which it records recipients' responses.

Section B: Post-OTA Tasks

B.1.	Unit CORs and PAUs track members within the affected GAOI.
Accountability	
B.1.a. Provide Accounting Reports	CGPAAS provides a number of accounting reports and personnel tracking displays to CORs. Types of reports include rosters of personnel indicating their status. CGPAAS can export many of these reports and filter for further analysis. See Chapter 5: Personnel Reporting for more information.
B.1.b. Contact Unreported Members	<p>CORs view and use personal contact information within CGPAAS (from the authoritative sources) to contact unreported members. If the contact information is incomplete in CGPAAS, CORs use all available means to contact the unreported persons including:</p> <ul style="list-style-type: none">• Use the Recall Roster function in CGPAAS to obtain address and contact information. See Chapter 5: Personnel Reporting, Section A.3.b. Recall Roster Report By UIC (DEPT ID) for more details.• Work with administrative staff to obtain contact information in DA if not in Recall Roster.• Use alternative methods such as Facebook, white pages, and ZabaSearch, etc.
B.2. End an Active Event	The DCOR consults with the issuing authority (area or district commander) to decide when to end an active event. Ending an event concludes the accounting process. Per reference (b), Personnel Accountability System (PAS) Policy, COMDTINST 3006.4 (series), the USCG tries to attain 100% accountability within 72 hours after the issuance of an OTA.

NOTE:

Ending an event freezes the information inside the PAS and prevents more replies from registering.

Chapter 5: Personnel Reporting

Introduction This chapter discusses procedures that produce a variety of system-generated reports in PAS.

In This Chapter This chapter contains the following sections:

Section	Title	Page
A	Creating and Using Personnel Reports	5-2

Section A: Creating and Using Personnel Reports

A.1. Reports Overview

CGPAAS generates reports for measuring the progress of unit personnel accountability and delivers this information to commanders. The frequency of personnel reporting during and after a significant event varies depending on the nature of the event and the commander's preference for receiving this information. Parent commands are able to view the reports of their subordinate units, allowing greater transparency and accuracy.

NOTE:

See reference (c), Coast Guard Personnel Accountability and Assessment System (CGPAAS) Commanding Officer's User's Guide, Chapter 6 for guidance on generating reports discussed in this chapter. Most reports can be downloaded in the form of an Excel spreadsheet from CGPAAS.

A.2. Performance Reports

Use performance reports to measure the percentage of personnel accounted for an event over a defined period.

A.2.a. All Coast Guard Report

The **All Coast Guard Report** option provides area or district commanders a snapshot of the overall numbers for affected personnel in the GAOI. It categorizes personnel by designation type, total affected, total accounted, percentage accounted, unreported, unaccounted and "accounted for-displaced".

Examples of use:

- District PAU reporting to district commander or IMT.
- District IMT reporting to area IMT.

A.2.b. All Coast Guard Report by DEPT ID

The **All Coast Guard Report by DEPT ID** option provides unit COs and OICs accountability progress for all affected personnel by a specific DEPT ID hierarchy.

Examples of use:

- Unit COR reporting to commanding officer or OIC.
 - Unit COR monitoring the progress of subordinate units, and informing the unit of the deficiency, if required.
-

A.2.c.
Performance
Report - First 100
Hours (a.k.a.
“Snake Chart”)

The **Performance Report - First 100 Hours** option provides area or district commanders a snapshot of the overall percentage of affected personnel in the GAOI over the course of time (up to 100 hours).

Examples of use:

- District PAU reporting to district commander or IMT.
- District IMT reporting to area IMT.

A.2.d. Updated
Performance
Report – (a.k.a.
“Snake Chart”)

The **Updated Performance Report** option provides area or district commanders a snapshot by employee class: that is, active duty, reserve, dependants, and USCG civilian personnel. This report provides an overview of accounting and accounting trends (positive and negative) following a significant event where the district commander has issued an OTA. See [Figure 5-1 Updated Performance Report – \(aka "Snake Chart"\)](#).

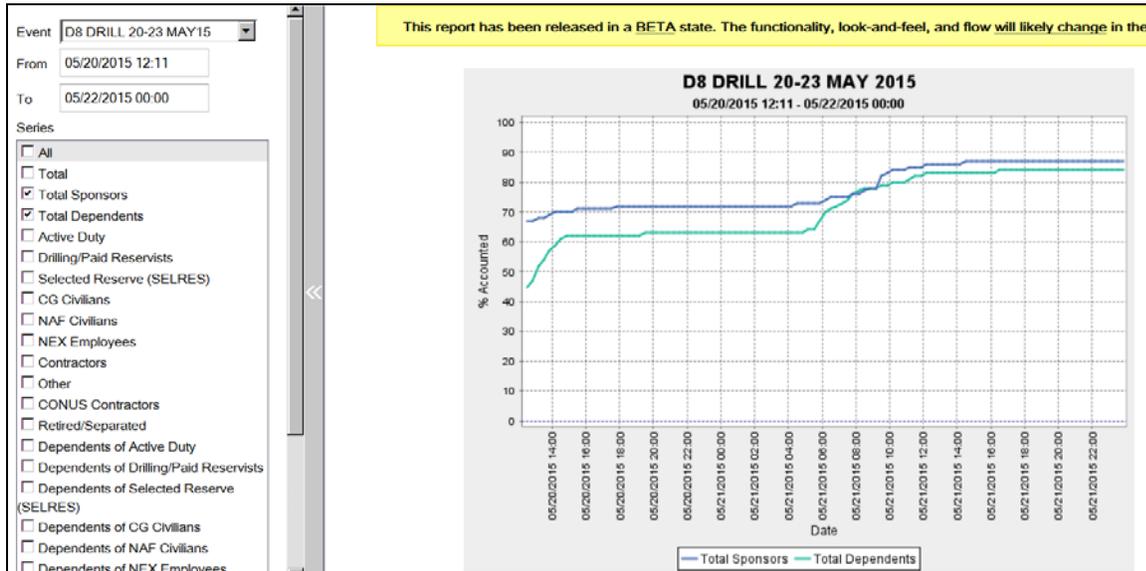


Figure 5-1 Updated Performance Report – (aka "Snake Chart")

Examples of use:

- District commander wants to see accounting distinction between force reconstitution and dependent accounting following a significant event.
- District PAU reporting to district commander or IMT.
- District IMT reporting to an area IMT.

A.2.e. All DEPT ID Report by District

This **ALL DEPT ID Report by District** option provides district commanders a report of accountability progress and percentage for every DEPT ID with personnel in the GAOI. The COR restricts this report to the sector hierarchy.

NOTE:

Unit “assigned” numbers include dependents. If a unit is not in the GAOI but has dependents in the GAOI, the report accounts for those dependents.

A.3. Filtered Reports

CGPAAS generates filtered reports that fulfill a particular purpose.

A.3.a. Accounting Roster by Event and DEPT ID

The **Accounting Roster by Event and DEPT ID** option provides COs and OICs a report that tracks individual accounting status, the accounting method, and accounting time. District CORs select DEPT ID 000748 to identify everyone affected in the GAOI.

Access to DEPT ID 000748 is restricted primarily to area and district CORs. The 000748 DEPT ID allows CORs to view the entire USCG. In some circumstances, CORs outside the area or district obtain this DEPT ID with the approval of the area, district, or program manager.

Send an email to cgpaas@uscg.mil to request DEPT ID 000748. The requestor must explain why the DEPT ID is necessary. The program manager reviews the request and discusses it with the area or district COR where the requesting COR resides. The program manager sends an email to the requestor once the request has been accepted or denied.

The report in [Figure 5-2 Accounting roster by event and DEPT ID](#) lists personnel not affected by the event, not in the GAOI, nor required to be accounted for. To view the accurate number of accounted personnel, go to the **Accounting Status** column and click the **drop-down arrow**. The COR filters out blank lines in columns I–M to accurately display the number of accounted personnel.

Name	Is a sponsor	Accounting Status	Designation	Title	Paygrade	Dept	Command Name
	TRUE	Unreported	Active Duty/FTS	MEE3	007460		CGC PIKE (007460)
	TRUE	Unreported	Active Duty/FTS	MOO3	007572		SEC SAN FRAN INSPECTIONS DIV (007572)
	FALSE	Unreported	Family Member	MOO4	009464		LSC-09 (009464)
	TRUE	Unreported	Active Duty/FTS	MEE6	009525		WMSL CREW CHARLIE (STRATTON) (009525)
	TRUE	Unreported	Active Duty/FTS	MEE3	009525		WMSL CREW CHARLIE (STRATTON) (009525)
	FALSE	Unreported	Family Member	MEE3	009525		WMSL CREW CHARLIE (STRATTON) (009525)
	FALSE	Unreported	Family Member	MEE3	009525		WMSL CREW CHARLIE (STRATTON) (009525)
	FALSE	Unreported	Family Member	MEE3	009525		WMSL CREW CHARLIE (STRATTON) (009525)
	TRUE	Unreported	Active Duty/FTS	MEE3	009525		WMSL CREW CHARLIE (STRATTON) (009525)
	FALSE	Unreported	Family Member	MOO4	008055		COMMANDANT (CG-437) (008055)
	FALSE	Unreported	Family Member	MOO4	008055		COMMANDANT (CG-437) (008055)
	FALSE	Unreported	Family Member	MEE6	042898		BASE KOD SPO (PS) (042898)
	FALSE	Unreported	Family Member	MEE6	006259		CGC SOCKEY (006259)
	FALSE	Unreported	Family Member	MEE6	006259		CGC SOCKEY (006259)
	FALSE	Unreported	Family Member	MEE7	010252		C4IT-C3CEN-CLD-CSTB (010252)
	FALSE	Unreported	Family Member	MEE7	010252		C4IT-C3CEN-CLD-CSTB (010252)
	TRUE	Unreported	Active Duty/FTS	MEE4	009525		WMSL CREW CHARLIE (STRATTON) (009525)
	TRUE	Unreported	RESERVE PERSONNEL (AT/ADT/ADSW/MOB)	MEE4	007572		SEC SAN FRAN INSPECTIONS DIV (007572)
	TRUE	Unreported	Active Duty/FTS	MEE7	007573		SEC SAN FRAN WTRWAYS MGT DIV (007573)
	TRUE	Unreported	Active Duty/FTS	MEE4	007460		CGC PIKE (007460)
	FALSE	Unreported	Family Member	MOO5	004965		SS/NATIONAL DEFENSE UNIV (004965)
	TRUE	Unreported	Active Duty/FTS	MEE4	036291		DD-DIRSUP WMSL (036291)
	FALSE	Unreported	Family Member	MEE4	036291		DD-DIRSUP WMSL (036291)
	TRUE	Unreported	RESERVE PERSONNEL (AT/ADT/ADSW/MOB)	MEE4	038673		PSU 312 SHORESIDE SECURITY DIV (038673)
	FALSE	Unreported	Family Member	MEE4	038673		PSU 312 SHORESIDE SECURITY DIV (038673)
	FALSE	Unreported	Family Member	MEE4	038673		PSU 312 SHORESIDE SECURITY DIV (038673)
	FALSE	Unreported	Family Member	MOO5	008974		COMMANDANT (CG-9321) (008974)

Figure 5-2 Accounting roster by event and DEPT ID

A.3.b. Recall Roster Report by UIC (DEPT-ID)

Use the **Recall Roster Report by UIC** option to provide command cadre important recall information for both sponsors and dependents. The report provides phone numbers and addresses obtained from authoritative data sources. Handle this report and its data per reference (e), Privacy Incident Response, Notification and Reporting Procedures for Personally Identifiable Information (PII), COMDTINST 5260.5 (series).

Users can select hierarchy (sub-units) and dependents in the roster.

NOTE:

The current roster does identify the sponsor in a family group that includes dependents.

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Chapter 6: Administrative Tasks

Introduction This chapter discusses administrative tasks including obtaining initial system access, defining program support functions, and managing PAS training.

In This Chapter This chapter contains the following sections:

Section	Title	Page
A	Obtaining Initial System Access	6-2
B	Program Support Functions	6-3
C	Managing and Conducting Training	6-4

Section A: Obtaining Initial System Access

- A.1. End Users** All USCG military and civilian personnel have system accounts and can [log in online](#) by using either common access card (CAC) with username and password or personal information (last method provides limited account access). It is best practice for members to review their account on a regular basis to ensure the data is accurate. If a member decides to update their information in the PAS, the change is temporary as the authoritative source eventually overwrites it within 60 days.
-
- A.2. Unique Sponsors as End Users** Manually add contact information for non-USCG military personnel detailed to the USCG (e.g., Navy chaplains) to the system as sponsors with unit and contact information. To add these personnel into PAS, the unit COR fills out a form per [Appendix C: Add Sponsor Form](#).
-
- A.3. Unit Commanding Officer Representatives** Once authorized by the applicable unit COs or OICs, unit CORs designate new CORs in the same or subordinate DEPT IDs. A best practice recommendation for CORs is to be familiar with:
- Reference (b), Personnel Accountability System (PAS) Policy, COMDTINST 3006.4 (series);
 - User accounts.
 - Resources on the [CGPAAS Portal Site](#).
- See [Section C.2. Online Training Resources](#) for more information.
-
- A.4. Event or Alert Administrators** DCORs and area CORs have permission to create events and issue OTA alerts. The CO must provide a designation in writing of all authorized administrators. A list of persons who can issue OTAs is available under the **CO Reference** tab in CGPAAS and at the [CGPAAS portal site](#). See [Section C. 2. Online Training Resources](#) for more information.
- Send the list to the PAS program manager to upgrade or remove accounts. The CGPAAS portal site maintains [steps for managing the designation of CORS](#) as well as [designation letters and a list of area and district CORs with alerting capabilities](#). Although it is an infrequent task, districts submit changes to the authorized administrators via memorandum to cgpaas@uscg.mil. Alert administrators request DEPT ID 000748 in order to view all personnel in any GAOI. See Chapter 5, Section A.3.a for more information on requesting DEPT ID 000748.
-

Section B: Program Support Functions

B.1. Support Responsibilities

The USCG provides system updates to meet the needs of the field. The PAS program manager is the subject matter expert for program support functions (e.g., policy, proper system function, and training resource sites). The manager is the primary liaison to the system engineers in the [Space and Naval Warfare Systems Command](#) (SPAWAR).

Area and DCORs serve as the main points of contact (POCs) for system and procedural inquiries or issues from field units. Contact information can be located on the CG Portal page and PAS Web site. Area and district CORs report complex and unique system issues to the program manager at cgpaas@uscg.mil.

Unit CORs are the POCs for all unit end users.

B.2. Support Resources

To avoid submitting a help ticket, you can resolve issues by requesting assistance from your parent unit. This reinforces the COR network and knowledge base for solving routine and unique issues. Submit trouble tickets to HQ, areas, or districts for screening before going to SPAWAR. To do this, send an email to cgpaas@uscg.mil. This email goes directly to the PAS program manager for review.

See [Chapter 7: Maintenance and Testing, Section A.2., Help Desk](#) for details regarding SPAWAR's support resource.

B.3. Help Tab

Select the CGPAAS **Help** tab to display frequently asked questions, contact information, and resources.

Section C: Managing and Conducting Training

C.1. Training Objectives

It is best practice that the designated unit CORs, preferably the most knowledgeable representatives, conduct unit training per reference (b), Personnel Accountability System (PAS) Policy, COMDTINST 3006.4 (series). Unit training objectives are outlined in [Chapter 2: Background, Section B.2., Unit Commanding Officer Representatives](#).

C.2. Online Training Resources

Online training resources maintained at the CGPAAS Portal site (<https://cg.portal.uscg.mil/communities/cgpaas/SitePages/Home.aspx>) include:

- [CGPAAS COR webinar training](#) offered on a monthly basis.
 - [CGPAAS training presentations](#).
 - Reference (c), [CGPAAS Commanding Officer's User's Guide](#).
-

C.3. Deploying Units

It is best practice to have units train the stay-behind crew or ombudsman to account for dependents in coordination with the supporting (sector, district or area) COR.

Chapter 7: Maintenance and Testing

Introduction This chapter discusses procedures to conduct PAS maintenance and testing. It also discusses procedures to submit suggestions for system enhancements.

In This Chapter This chapter contains the following sections:

Section	Title	Page
A	Maintenance	7-2
B	System Testing	7-3
C	GAOI Testing	7-4
D	System Enhancements	7-8

Section A: Maintenance

A.1. Maintenance Responsibilities SPAWAR developed PAS based on software currently used by the Army, Navy, Air Force, and several other federal agencies. SPAWAR features include overall system maintenance, improvements, and support. PAS is a redundant system (i.e., the primary server is able to “failover” to a backup server).

The PAS program manager is the primary POC between district and area CORs and SPAWAR.

The current CGPAAS is an authorized software system per reference (f), Command, Control, Communications, Computers and Information Technology (C4&IT) System Development Life Cycle (SDLC) Policy, COMDTINST 5230.66 (series). This chapter describes the roles of USCG and SPAWAR.

A.2. SPAWAR Help Desk

SPAWAR provides on-call and on-site technical support on a nine-hours-per-day, five-days-per-week basis through a help desk at (866) 946-9813 or (619) 553-8167. During high-call volume times, the caller may receive a recording asking for their name and a call-back number. The help desk email is cgpaas@spawar.navy.mil.

A.3. USCG Support Resources

For USCG-specific PAS issues relating to personal contact information send an email to the program manager at cgpaas@uscg.mil.

The [USCG Future Force Project Division, CG-1B1](#) as well as area and district CORs provide resources to help troubleshoot issues from field unit CORs.

Section B: System Testing

B.1. Scheduling Tests District or area CORs can schedule CGPAAS tests or exercises at the unit level at any time. To avoid creating conflicting events, area CORs coordinate annual district-wide exercises prior to the start of hurricane season (1 June). Steps to create an exercise are the same as those described in [Chapter 3: Events](#).

B.2. Conducting Tests For unit level exercises, establish the GAOI by using the requesting unit's DEPT ID(s). By using a specific DEPT ID, you avoid notifying non-unit personnel.

NOTE:

Generally limit exercises to no longer than 72 hours to reduce the number of active events within CGPAAS at the same time.

Section C: GAOI Testing

C.1. Test a GAOI

Before creating an event and issuing an OTA, the COR determines the GAOI to ensure the filters comprising it have been correctly defined. To develop a population affected by the GAOI click the **Population Manager** option found under the **Admin** tab in CGPAAS. This option allows the CGPAAS system administrator to create a new population or view or edit existing populations affected by one or more events. The PAS refers to these GAOIs as “population filters.” For example, see Figure 7-1 Population filters.

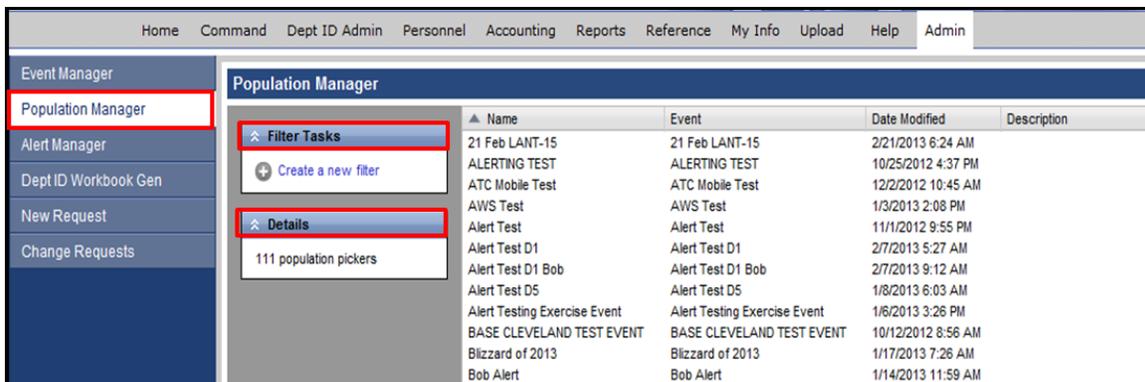


Figure 7-1 Population filters

- Under the **Admin** tab, click the **Population Manager** option. “Filter Tasks” and “Details” panes will appear on the left side of the window.
- Click column titles to sort the list by **Name**, **Event**, **Date Modified**, or **Description**.
- Click on the filter name to view a filter.

Clicking on an existing filter in the **Population Manager** displays several links under **Filter Tasks**. The number of links depends on who created the filter. This function provides “read only” access to five links with previously created filters. Creating a filter produces a display with seven links shown in [Figure 7.2 Filter tasks](#).

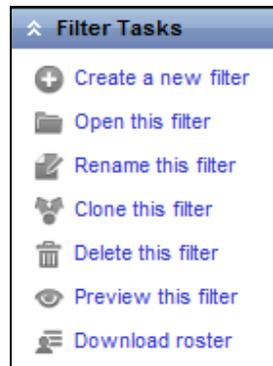


Figure 7-2 Filter tasks

- Click **Preview this filter** to view the identified sponsors and dependents associated with this filter. For example, see [Figure 7-3 Filter preview](#).

The image shows a window titled "Preview of 'Test 3-1-13'". Inside the window is a table with the following data:

Designation	# Sponsors	# Dependents	Total Individuals	# Families
Active Duty/FTS	43,195	0	43,195	43,195
Contractor	4	0	4	4
CONUS Contractors	0	0	0	0
Employee	8,973	0	8,973	8,973
Other	0	0	0	0
RESERVE PERSONNEL (AT/ADT/ADSW/MOB)	0	0	0	0
Retired/Separated	0	0	0	0
SELRES/DRILLING RESERVES	0	0	0	0
All Designations	52,172	0	52,172	52,172

At the bottom right of the window is an "OK" button.

Figure 7-3 Filter preview

- Click **OK** to close the preview pane.
- Click **Download roster** to view the sponsors in an Excel file. This spreadsheet provides the following information on everyone within that population:
 - Name: Could be member's name or dependent's name depending on how the filter was established.
 - Sponsor Name: Will be blank if "Name" is active duty, reserve or civilian.

- Sponsor: Whether or not the named person is a Sponsor Paygrade.
- Unit identification code (UIC) (DEPT ID).
- Command name.
- Designation (active duty, reserve, or civilian).
- Email.
- Home city: Home address of member as recorded in DA.
- Home state: Home state of member as recorded in DA.
- Home postal code: Home ZIP Code of member as recorded in DA.
- Home country: Home country of member as recorded DA.
- DEERS city: Home address of member or dependent as recorded in DEERS.
- DEERS state: Home state of member or dependent as recorded in DEERS.
- DEERS postal code: Home ZIP code of member or dependent as recorded in DEERS.
- DEERS country: Home country of member or dependent as recorded in DEERS.
- UIC City: City where member's unit is located.
- UIC State: State where member's unit is located.
- UIC Postal Code: ZIP code of member's unit.
- UIC Country: Country where member's unit is located.

NOTE:

The roster spreadsheet is an excellent way to determine if a member has the correct home address in DA. If it is not in the same general vicinity of the command, then the member needs to update their contact information in DA.

NOTE:

PAS uses the DA home address only for members, not their dependents. Sponsors update dependent's home address in DEERS. Updating "Contact Information" in DA does not change that dependent's home address in PAS.

Section D: System Enhancements

D.1. Submit an Idea for System Improvement

Email the PAS program manager at cgpaas@uscg.mil to suggest an idea for system improvement. The program manager forwards the request to the PAS configuration control board for consideration.

Appendix A: Glossary and Acronyms

Active Directory	A directory service developed by Microsoft used to authenticate and authorize users and computers in a Windows domain type network.
Affected	A person is flagged as “affected” if they live, work, or are temporarily assigned in the area where an event happened.
Alert and Warning System	The USCG’s current mass notification system of record per reference (d), Use and Management of the Alert and Warning System (AWS), COMDTINST 2081.1 (series).
All Hazard/All Threat Events	Significant events. Any natural or human-caused incidents requiring an organized response by a public, private, or government entity to protect life, health, safety, valuables, and minimize governmental, social, and/or economic service disruptions.
Area of Responsibility (AOR)	The geographical area associated with a combatant command within which a combatant commander has authority to plan and conduct operations.
AWS	Alert and Warning System.
C4&IT	Command, control, communications, computers and information technology.
CAC	Common access card.
Coast Guard Personnel Accountability and Assessment System (CGPAAS)	The USCG’s current system of record for personnel accountability.
Coast Guard Business Intelligence (CGBI)	A Web-based business intelligence and mission support reporting tool using standard USCG-wide enterprise data.
Commanding Officer’s Representative (COR)	Designated personnel trained to assist in the accountability process. Though some units have an officer-in-charge instead of a commanding officer, the phrase applies to both.

DCOR	District Commanding Officer's Representative.
DEPT ID	Department identification.
Defense Enrollment Eligibility Reporting System (DEERS)	A worldwide, computerized database of uniformed service members, USCG civilian employees, contractors, and military and civilian family members.
Department Identification	A six-digit identification number assigned as a unique identifier to an approved organizational element in the USCG's organizational structure.
Direct Access (DA)	A human resource, information system database that stores both military and civilian personal information.
Enterprise system	A large-scale application software package that supports processes, information flows, reporting and data analytics in complex organizations.
Enterprise Data Warehouse (EDW)	A central repository of integrated data from one or more disparate sources employed across an enterprise.
Event	A natural or man-made disaster, or other event, large or small, where the USCG has determined that personnel need to provide their status (condition).
Geo-bachelor	A slang term for a service member who lives apart from his or her family for reasons other than deployment, temporary duty, or training.
Geographic Area of Interest (GAOI)	The physical boundaries that the PAS system administrator determines to be affected by the natural or man-made catastrophic event. Also known as the "affected" area.
HQ	Headquarters.
IMT	Incident management team.
LANTAREA	Atlantic Area.
MEF	Mission essential function.

Mission Essential Functions	The limited set of functions that must be continued throughout or resumed rapidly after a disruption of normal activities.
National Finance Center (NFC)	A federal government agency that provides human resources, financial and administrative services for other government agencies.
OIC	Officer-in-charge.
OPLAN	Operations plan.
Order to Account (OTA)	An alert generated from a PAS, message, email, written, or oral order issued by a district commander, CO, OIC, or authorized individual. The OTA is a lawful order.
PACAREA	Pacific Area.
PAS	Personnel Accountability System.
POC	Point of contact.
Personnel Accountability Unit (PAU)	Unit formed within a command for the distinct purpose of accounting for applicable USCG personnel after a significant event.
Personally Identifiable Information (PII)	Information that can be used on its own or with other information to identify, contact, or locate a single person, or to identify an individual in context
SDLC	System development life cycle.
Significant Event	Any incident or event, natural or human-caused, that requires an organized response by a public, private, and/or governmental entity in order to protect life, public health and safety, values to be protected, and to minimize any disruption of governmental, social, and economic services.
Space and Naval Warfare (SPAWAR)	The Navy's Information Dominance systems command, SPAWAR develops, delivers and sustains communications and information capabilities for warfighters, keeping them connected anytime, anywhere.
TTP	Tactics, techniques, and procedures.

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Personnel Accountability System Management

UIC Unit identification code.

USCG United States Coast Guard.

ZIP Zone improvement plan.

Appendix B: PAS Data Flow

B.1. Introduction [Figure B-1](#) on the following page and the [PAS portal page](#) depicts the flow of data from authoritative sources to the PAS. This diagram highlights to the COR where the data is coming from and the business rules associated with the pulled data. Best practice recommends that CORs develop a basic understanding of this flow chart to answer basic data origin questions from the field.

CGTTP 1-16.3 Personnel Accountability System Management

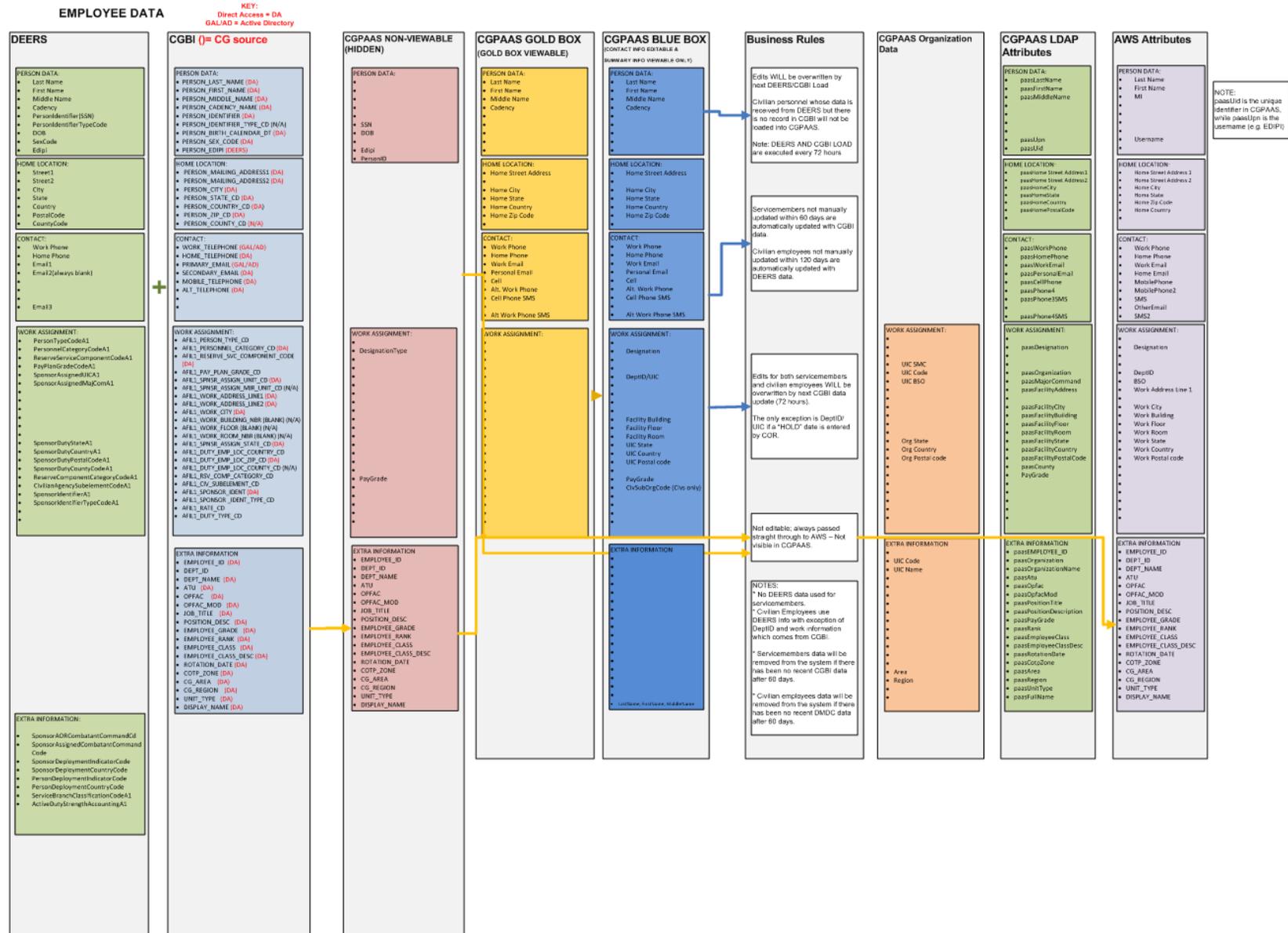


Figure B-1 PAS data flow

Appendix C: Add Sponsor Form

**C.1.
 Introduction**

Non-USCG military personnel detailed to the USCG required to account must manually add themselves to the PAS as sponsors. The service member completes the following Add Sponsor Form to add these personnel. This form is located on the [PAS portal page](https://cgportal2.uscg.mil/communities/cgpaas/CGPAAS/Data%20Flow%20Chart/CGPAAS%20Data%20Flow%20Diagrams_rev9.vsd) at https://cgportal2.uscg.mil/communities/cgpaas/CGPAAS/Data%20Flow%20Chart/CGPAAS%20Data%20Flow%20Diagrams_rev9.vsd. The service member works with the DCOR to complete the Add Sponsor Form. For any questions regarding the form, contact the DCOR or program manager at CGPAAS@uscg.mil.

CGPAAS Add Sponsor Form	
LAST NAME:	
FIRST NAME:	
MIDDLE NAME:	
RANK:	
DOB & YEAR:	
UNIT NAME:	
DEPT ID (IF KNOWN):	
AGENCY:	
PRIMARY EMAIL:	
SECONDARY EMAIL:	
LODGING LOCATION:	
CITY:	
STATE:	
ZIP:	
HOME PHONE:	
WORK PHONE:	
CELL PHONE:	
CELL CARRIER:	
Please email back to:	

The DCOR or the program manager uploads the file for processing via the display shown in [Figure C-1 Add sponsor upload](#).

CGTTP 1-16.3
Personnel Accountability System Management

The screenshot displays the CGPAAS (Coast Guard Personnel Accountability & Assessment System) interface. At the top left is the CGPAAS logo. To its right, the text reads "Section 508/Accessibility Statement" and "Welcome, ZACHARY FORDI" with a "Logout" button. A navigation menu below the header includes links for Home, CC, Dept. ID Admin, Personnel, Accounting, Reports, Reference, My Info, Upload, Help, and Admin. The main content area features a "File to upload:" label, a text input field, and a "Browse..." button. Below these elements is a "Submit" button.

Figure C-1 Add sponsor upload

Appendix D: Alert and Warning System (AWS) Acronyms

Acronym	Definition	Pronunciation
C2	Command and Control	kuh-mand uh-nd kuhn-trohl
C2CEN	Command and Control Engineering Center	kuh-mand uh-nd kuhn-trohl en-juh-neer-ing sen-ter
C4ISR	Command, Control, Communications, Computers, Intelligence, Surveillance and Reconnaissance	kuh-mand kuhn-trohl kuh-myoo-ni-key-shuhns kuhm-pyoo-terz in-tel-i-juhns ser-vey-luhns uh-nd ri-kon-uh-suhns
C4IT	Command, Control, Communications, Computers and Information Technology	kuh-mand kuhn-trohl kuh-myoo-ni-key-shuhns kuhm-pyoo-terz uh-nd in-fer-mey-shuhn tek-nol-uh-jee
CAP	Civil Air Patrol	siv-uhl air puh-trohl
CAPT	Captain	kap-tuhn
CART	Concept Analysis and Review Team	kon-sept uh-nal-uh-sis uh-nd ri-vyoo teem
CASREP	Casualty Report	kazh-oo-uhl-tee ri-pawrt
CAT	Casualty Action Team	kazh-oo-uhl-tee ak-shuhn teem
CBP	Customs and Border Protection	kuhs-tuhms uh-nd bawr-der pruh-tek-shuhn

Acronym	Definition	Pronunciation
CBR	Chemical Biological or Radiological	kem-i-kuhl bahy-uh-loj-i-kuhl awr rey-dee-uh-loj-i-kuhl
CDC	Center for Disease Control	sen-ter fawr dih-zeez kuhn-trohl
CDR	Commander	kuh-man-der
CFVSC	Commercial Fishing Vessel Safety Coordinator	kuh-mur-shuhl fish-ing ves-uhl seyf-tee koh-awr-dn-ey-ter
CG	Coast Guard	kohst gahrd
CGA	Coast Guard Academy	kosht gahrd uh-kad-uh-mee
CGAUX	Coast Guard Auxiliary	kosht gahrd awg-zil-yuh-ree
CGC	Coast Guard Cutter	kosht gahrd kuht-er
CGDN	Coast Guard Data Network	kohst gahrd dey-tuh net-wurk
CGHQ	Coast Guard Headquarters	kohst gahrd hed-kwawr-terz
CGHO	Coast Guard Hearing Office	kohst gahrd heer-ing aw-fis
CGHRMS	Coast Guard Human Resources Management System	kohst gahrd hyoo-muhn ree-sawrs-iz man-ij-muhnt sis-tuhm

Acronym	Definition	Pronunciation
CGI	Coast Guard Intelligence	kosht gahrd in-tel-i-juhns
CGIS	Coast Guard Investigative Service	kohst gahrd in-ves-ti-gey-tiv sur-vis
CGLC	Coast Guard Leadership Council	kohst gahrd lee-der-ship koun-suhl
CGLIMS	Coast Guard Logistics Information Management System	kohst gahrd loh-jis-tiks in-fer-mey-shuhn man-ij-muhnt sis-tuhm
CGMA	Coast Guard Mutual Assistance	kohst gahrd myoo-choo-uhl uh-sis-tuhns
CGPC	Coast Guard Personnel Command	kohst gahrd pur-suh-nel kuh-mand
CGYD	Coast Guard Yard	kohst gahrd yahrd
CHOP	Change of Operational Commander	cheynj uhv op-uh-rey-shuh-nl kuh-man-der
CIA	Central Intelligence Agency	sen-truhl in-tel-i-juhns ey-juhn-see
CINC	Commander-in-Chief	kuh-man-der in cheef
CIP	Container Inspection Program	kuhn-tey-ner in-spek-shuhn proh-gram
CITAT	Container Inspection Training Assistance Team	kuhn-tey-ner in-spek-shuhn trey-ning uh-sis-tuhns teem
CJCS	Chairman of the Joint Chiefs of Staff	chair-muhn uhv thee joint cheefs uhv stahf

Acronym	Definition	Pronunciation
CO	Commanding Officer	kuh-man-ding aw-fuh-ser
COB	Close of Business	kloh-z uhv biz-nis
COGCON	Continuity of Government Readiness Conditions	kon-tn-oo-i-tee uhv guhv-ern-muhnt red-ee-nis kuhn-dish-uhns
COMCEN	Command Center	kuh-mand sen-ter
COMDT	Commandant	kom-uhn-dant
COMDTINST	Commandant Instruction	kom-uhn-dant in-struhk-shuhn
COMDTNOTE	Commandant Notice	kom-uhn-dant noh-tis
COMDTPUB	Commandant Publication	kom-uhn-dant puhb-li-key-shuhn
COMLANTAREA	Atlantic Area Commander	at-lan-tik air-ee-uh kuh-man-der
COMS	Communications	kuh-myoo-ni-key-shuhns
COMMS	Communications	kuh-myoo-ni-key-shuhns
COMPACAREA	Pacific Area Commander	puh-sif-ik air-ee-uh kuh-man-der
COMSEC	Communications Security	kuh-myoo-ni-key-shuhns si-kyoor-i-tee

Acronym	Definition	Pronunciation
COMSTA	Communications Station	kuh-myoo-ni-key-shuhns stey-shuhn
CONOPS	Contingency Operations	kuh-tin-juhn-see op-uh-rey-shuhns
CONUS	Contiguous United States	kuhn-tig-yoo-uhs yoo-nahy-tid steyts
COOP	Continuity of Operations Planning	kon-tn-oo-i-tee uhv op-uh-rey-shuhns plan-ing
COS	Chief of Staff	cheef uhv stahf
COTP	Captain of the Port	kap-tuhn uhv thee pawrt
CP	Contingency Preparedness	kuh-tin-juhn-see pri-pair-id-nis
CPO	Chief Petty Officer	cheef pet-ee aw-fuh-ser
CSO	Company Security Officer	kuhm-puh-nee si-kyoor-i-tee aw-fuh-ser
CST	Central Standard Time	sen-truhl stan-derd tayhm
CTAC	Chemical Transportation Advisory Committee	kem-i-kuhl trans-per-tey-shuhn ad-vahy-zuh-ree kuh-mit-ee
CW	Chemical Warfare	kem-i-kuhl wawr-fair
CWO	Chief Warrant Officer	cheef wawr-uhnt aw-fuh-ser

Acronym	Definition	Pronunciation
D/I	Due In	doo in
D/O	Due Out	doo out
D1	District One	dis-trikt wuhn
D5	District Five	dis-trikt fahyv
D7	District Seven	dis-trikt sev-uhn
D8	District Eight	dis-trikt eyt
D9	District Nine	dis-trikt nahyn
D11	District Eleven	dis-trikt ih-lev-uhn
D13	District Thirteen	dis-trikt thur-teen
D14	District Fourteen	dis-trikt fawr-teen
D17	District Seventeen	dis-trikt sev-uhn-teen
DA	Direct Access	dih-rekt ak-ses
DCO	Deputy Commandant for Operations	dep-yuh-tee kom-uhn-dant fawr op-uh-rey-shuhns

Acronym	Definition	Pronunciation
DEA	Drug Enforcement Agency	druhɡ en-fawrs-muhnt ey-juhn-see
DEPT	Department	dih-pahrt-muhnt
DEERS	Defense Eligibility Enrollment Reporting System	dih-fens el-i-juh-buhl-i-tee en-rohl-muhnt ri-pawrt-ing sis-tuhm
DHS	Department of Homeland Security	dih-pahrt-muhnt uhv hohm-land si-kyoor-i-tee
DISA	Defense Information Systems Agency	dih-fens in-fer-mey-shuhn sis-tuhms ey-juhn-see
DIV	Division	dih-vizh-uhn
DIW	Dead in the Water	ded in thee waw-ter
DOD	Department of Defense	dih-pahrt-muhnt uhv dih-fens
DOE	Department of Energy	dih-pahrt-muhnt uhv en-er-jee
DOG	Deployable Operations Group	dih-ploi-uh-buhl op-uh-rey-shuhns groop
DOI	Department of Interior	dih-pahrt-muhnt uhv in-teer-ee-er
DOJ	Department of Justice	dih-pahrt-muhnt uhv juhs-tis
DOL	Department of Labor	dih-pahrt-muhnt uhv ley-ber

Acronym	Definition	Pronunciation
DOS	Department of State	dih-pahrt-muhnt uhv steyt
DOT	Department of Transportation	dih-pahrt-muhnt uhv trans-per-tey-shuhn
DP	Deployment Plan	dih-ploi-muhnt plan
EU	European Union	yoor-uh-pee-uhn yoon-yuhn
EGL	Eastern Great Lakes	ee-stern greyt leykz
EMA	Emergency Management Agency	i-mur-juhn-see man-ij-muhnt ey-juhn-see
EMI	Electromagnetic Interference	ih-lek-troh-mag-net-ik in-ter-feer-uhns
EMPLID	Employee Identification Number	em-ploi-ee ahy-den-tuh-fi-key-shuhn nuhm-ber
ENR	En Route	ahn root
ENS	Ensign	en-suhn
EO	Executive Order	ig-zek-yuh-tiv awr-der
EOC	Emergency Operations Center	i-mur-juhn-see op-uh-rey-shuns sen-ter
EOD	Explosive Ordnance Disposal	ik-sploh-siv awrd-nuhns dih-spoh-zuhl

Acronym	Definition	Pronunciation
EOP	Executive Office of the President	ig-zek-yuh-tiv aw-fis uhv thee prez-i-duhnt
EPA	Environmental Protection Agency	en-vahy-ruhn-muhn-tl pruh-tek-shuhn ey-juhn-see
EPIRB	Emergency Position Indicating Radio Beacon	i-mur-juhn-see puh-zish-uhn in-di-keyt-ing rey-dee-oh bee-kuhn
EST	Eastern Standard Time	ee-stern stan-derd tayhm
ETA	Estimated Time of Arrival	es-tuh-meyt-id tayhm uhv uh-rah-y-vuhl
ETC	Estimated Time of Completion	es-tuh-meyt-id tayhm uhv kuhm-plee-shuhn
ETD	Estimated Time of Departure	es-tuh-meyt-id tayhm uhv dih-pahr-cher
ETR	Estimated Time of Repair	es-tuh-meyt-id tayhm uhv ri-pair
FAA	Federal Aviation Administration	fed-er-uhl ey-vee-ey-shuhn ad-min-uh-stry-shuhn
FAQ	Frequently Asked Questions	free-kwuhnt-lee askd kwes-chuhns
FBI	Federal Bureau of Investigation	fed-er-uhl byoor-oh uhv in-ves-ti-gey-shuhn
FD	Fire Department	fahyuhr dih-pahrt-muhnt
FEMA	Federal Emergency Management Agency	fed-er-uhl i-mur-juhn-see man-ij-muhnt ey-juhn-see

Acronym	Definition	Pronunciation
FFV	Foreign Fishing Vessel	fawr-in fish-ing ves-uhl
FHWA	Federal Highway Administration	fed-er-uhl hahy-wey ad-min-uh-stry-shuhn
FINCEN	Finance Center	fi-nans sen-ter
FLETC	Federal Law Enforcement Training Center	fed-er-uhl law en-fawrs-muhnt trey-ning sen-ter
FORCECOM	Force Readiness Command	fawrs red-ee-nis kuh-mand
FOUO	For Official Use Only	fawr uh-fish-uhl yooz ohn-lee
FSO	Facility Security Officer	fuh-sil-i-tee si-kyoor-i-tee aw-fuh-ser
FSP	Facility Security Plan	fuh-sil-i-tee si-kyoor-i-tee plan
FT	Feet	feet
FWPCA	Federal Water Pollution Control Act	fed-er-uhl waw-ter puh-loo-shuhn kuhn-trohl akt
FWS	Fish and Wildlife Service	fish uh-nd wahyld-lahyf sur-vis
FYI	For Your Information	fawr yoor in-fer-mey-shuhn
GIS	Geographic Information System	jee-uh-graf-ik in-fer-mey-shuhn sis-tuhm

Acronym	Definition	Pronunciation
GITMO	Guantanamo Bay, Cuba	gwahn-tah-nuh-moh bey kyoo-buh
GMDSS	Global Maritime Distress and Safety System	gloh-buhl mar-i-tahym dih-stres uh-nd seyf-tee sis-tuhm
GMT	Greenwich Mean Time	grin-ij-ich meen tayhm
GPS	Global Positioning System	gloh-buhl puh-zish-uhn-ing sis-tuhm
GSA	General Service Administration	jen-er-uhl sur-vis ad-min-uh-stry-shuhn
HARPAT	Harbor Patrol	hahr-ber puh-trohl
HAZMAT	Hazardous Materials	haz-er-duhs muh-teer-ee-uhlz
HCPV	High Capacity Passenger Vessel	hahy kuh-pas-i-tee pas-uhn-jer ves-uhl
HF	High Frequency	hahy fre-kwuhn-see
HIN	Hull Identification Number	huhl ahy-den-tuh-fi-key-shuhn nuhm-ber
HIP	Homeport Internet Portal	hohm-pawrt in-ter-net pawr-tl
HITRON	Helicopter Interdiction Tactical Squadron	hel-i-kop-ter in-ter-dik-shuhn tak-ti-kuhl skwod-ruhn
HMIS	Housing Management Information System	hou-zing man-ij-muhnt in-fer-mey-shuhn sis-tuhm

Acronym	Definition	Pronunciation
HQ	Headquarters	hed-kwawr-terz
HTA	High Threat Area	hahy thret air-ee-uh
HUMINT	Human Intelligence	hyoo-muhn in-tel-i-juhns
IAP	Incident Action Plan	in-si-duhnt ak-shuhn plan
ICC	Intelligence Coordination Center	in-tel-i-juhns koh-awr-dn-ey-shuhn sen-ter
ICP	Incident Command Post	in-si-duhnt kuh-mand pohst
ICS	Incident Command System	in-si-duhnt kuh-mand sis-tuhm
ID	Identification	ahy-den-tuh-fi-key-shuhn
IED	Improvised Explosive Device	im-pruh-vahyzd ik-spluh-siv dih-vahys
IMO	International Maritime Organization	in-ter-nash-uh-nl mar-i-tahym awr-guh-nuh-zey-shuhn
INTERPOL	International Criminal Police Organization	in-ter-nash-uh-nl krim-uh-nl puh-lees awr-guh-nuh-zey-shuhn
IOC	Interagency Operations Center	in-ter-ey-juhn-see op-uh-rey-shuhns sen-ter
ISC	Integrated Support Command	in-ti-grey-tid suh-pawrt kuh-mand

Acronym	Definition	Pronunciation
JCS	Joint Chiefs of Staff	joint cheefs uhv stahf
JFO	Joint Field Officer	joint feeld aw-fis-er
JHOC	Joint Harbor Operations Center	joint hahr-ber op-uh-rey-shuhns sen-ter
JIATF	Joint Interagency Task Force	joint in-ter-ey-juhn-see tahsk fawrs
JTTF	Joint Terrorism Task Force	joint ter-uh-riz-uhm tahsk fawrs
KT	knot	not
KTS	knots	nots
LANT	Atlantic	at-lan-tik
LANTAREA	Atlantic Area	at-lan-tik air-ee-uh
LCDR	Lieutenant Commander	loo-ten-uhnt kuh-man-der
LEA	Law Enforcement Agency	law en-fawrs-muhnt ey-juhn-see
LMR	Lower Mississippi River	loh-er mis-uh-sip-ee riv-er
LNG	Liquid Natural Gas	lik-wid nach-er-uhl gas

Acronym	Definition	Pronunciation
LOOP	Louisiana Offshore Oil Port	loo-ee-zee-an-uh awf-shawr oil pawrt
LORAN	Long-Range Aid to Navigation	lawng-reynj eyd too nav-i-gey-shuhn
LORSTA	LORAN Station	lawr-an stey-shuhn
LPG	Liquid Petroleum Gas	lik-wid puh-troh-lee-uhm gas
LPOC	Last Port of Call	last pawrt uhv kawl
LRV	Long Range Vessel	lawng-reynj ves-uhl
LSC	Legal Services Command	lee-guhl sur-vis-iz kuh-mand
LT	Lieutenant	loo-ten-uhnt
LTJG	Lieutenant Junior Grade	loo-ten-uhnt joon-yer greyd
MARAD	Maritime Administration	mar-i-tahym ad-min-uh-stry-shuhn
MARPOL	Marine Pollution	muh-reen puh-loo-shuhn
MARSEC	Maritime Security	mar-i-tahym si-kyoor-i-tee
MCPO	Master Chief Petty Officer	mas-ter cheef pet-ee aw-fuh-ser

Acronym	Definition	Pronunciation
MCPOCG	Master Chief Petty Officer of the Coast Guard	mas-ter cheef pet-ee aw-fuh-ser uhv thee kohst gahrd
MDA	Maritime Domain Awareness	mar-i-tahym doh-meyn uh-wair-nes
MF	Medium Frequency	mee-dee-uhm fre-kwuhn-see
MIRP	Maritime Infrastructure Recovery Plan	mar-i-tahym in-fruh-struhk-cher ri-kuhv-uh-ree plan
MISLE	Marine Information for Safety and Law Enforcement	muh-reen in-fer-mey-shuhn fawr seyf-tee uh-nd law en-fawrs-muhnt
MLB	Motor Life Boat	moh-ter lahyf boht
MLC	Maintenance and Logistics Command	meyn-tuh-nuhns uh-nd loh-jis-tiks kuh-mand
MLEA	Maritime Law Enforcement Academy	mar-i-tahym law en-fawrs-muhnt uh-kad-uh-mee
MM	Mile Marker	mahyl mahr-ker
MMLD	Merchant Mariner's Licensing and Documentation	mur-chuhnt mar-uh-nerz lahy-suhn-sing uh-nd dok-yuh-men-tey-shuhn
MOB	Man Overboard	man oh-ver-bawrd
MP	Military Police	mil-i-ter-ee puh-lees

Acronym	Definition	Pronunciation
MSC	Marine Safety Center	muh-reen seyf-tee sen-ter
MSD	Marine Safety Detachment	muh-reen seyf-tee dih-tach-muhnt
MSIB	Marine Safety Information Bulletin	muh-reen seyf-tee in-fer-mey-shuhn bool-i-tin
MSG	Message	mes-ij
MSRT	Maritime Security Response Team	mar-i-tahym si-kyoor-i-tee ri-spons team
MSST	Maritime Safety and Security Team	mari-i-tahym seyf-tee uh-nd si-kyoor-i-tee team
MSU	Marine Safety Unit	muh-reen seyf-tee yoo-nit
MSUSAV	Marine Safety Unit Savannah	muh-reen seyf-tee yoo-nit suh-van-uh
MSUPIT	Marine Safety Unit Pittsburgh	muh-reen seyf-tee yoo-nit pits-burg
MSUPA	Marine Safety Unit Port Arthur	muh-reen seyf-tee yoo-nit pawrt ahr-ther
MSUVAL	Marine Safety Unit Valdez	muh-reen seyf-tee yoo-nit val-deez
MSUWIL	Marine Safety Unit Wilmington	muh-reen seyf-tee yoo-nit wil-ming-tuhn
MSUMC	Marine Safety Unit Morgan City	muh-reen seyf-tee yoo-nit mawr-guhn sit-ee

Acronym	Definition	Pronunciation
MSUDUL	Marine Safety Unit Duluth	muh-reen seyf-tee yoo-nit duh-looth
MTSA	Maritime Transportation Security Act	mar-i-tahym trans-per-tey-shuhn si-kyoor-i-tee akt
MTSRU	Maritime Transportation System Recovery Unit	mar-i-tayhm trans-per-tey-shuhn sis-tuhm ri-kuhv-uh-ree yoo-nit
MWR	Morale, Welfare and Recreation	muh-ral wel-fair uh-nd ree-kree-ey-shuhn
NAFTA	North American Free Trade Agreement	nawrth uh-mer-i-kuhn free treyd uh-gree-muhnt
NAS	Naval Air Station	ney-vuhl air stey-shuhn
NAIS	Nationwide Automatic Identification System	ney-shuhn-wahyd aw-tuh-mat-ik ahy-den-tuh-fi-key-shuhn sis-tuhm
NATO	North Atlantic Treaty Organization	nawrth at-lan-tik tree-tee awr-guh-nuh-zey-shuhn
NAVAID	Navigational Aid	nav-i-gey-shuhnl eyd
NAVCEN	Navigation Center	nav-i-gey-shuhn sen-ter
NAVSEA	Naval Sea Systems Command	ney-vuhl see sis-tuhms kuh-mand
NBSAC	National Boating Safety Advisory Council	nash-uh-nl boh-ting seyf-tee ad-vahy-zuh-ree koun-suhl

Acronym	Definition	Pronunciation
NCIC	National Criminal Information Center	nash-uh-nl krim-uh-nl in-fer-mey-shuhn sen-ter
NCC	National Command Center	nash-uh-nl kuh-mand sen-ter
NCP	National Contingency Plan	nash-uh-nl kuh-tin-juhn-see plan
NDBC	National Data Buoy Center	nash-uh-nl dey-tuh boo-ee sen-ter
NEF	National Essential Functions	nash-uh-nl uh-sen-shuhl fuhngk-shuhnz
NEPA	National Environmental Policy Act	nash-uh-nl en-vahy-ruhn-muhntl pol-uh-see akt
NFPA	National Fire Protection Association	nash-uh-nl fahyuhr pruh-tek-shuhn uh-soh-see-ey-shuhn
NGO	Non-governmental Agencies	non guhv-ern-muhntl ey-juhn-sees
NIST	National Institute of Standards and Technology	nash-uh-nl in-sti-toot uhv stan-derds uh-nd tek-nol-uh-jee
NM	Nautical Mile	naw-ti-kuhl mahyl
NMC	National Maritime Center	nash-uh-nl mar-i-tahym sen-ter
NOAA	National Oceanic and Atmospheric Administration	nash-uh-nl oh-shee-an-ik uh-nd at-muhs-fer-ik ad-min-uh-stry-shuhn
NOSAC	National Offshore Safety Advisory Committee	nash-uh-nl awf-shawr seyf-tee ad-vahy-zuh-ree kuh-mit-

Acronym	Definition	Pronunciation
		ee
NPFC	National Pollution Funds Center	nash-uh-nl puh-loo-shuhn fuhndz sen-ter
NPOC	Next Port of Call	nekst pawrt uhv kawl
NRC	National Response Center	nash-uh-nl ri-spons sen-ter
NSA	National Security Agency	nash-uh-nl si-kyoor-i-tee ey-juhn-see
NSC	National Safety Council	nash-uh-nl seyf-tee koun-suhl
NSF	National Strike Force	nash-uh-nl strahyk fawrs
NTSB	National Transportation Safety Board	nash-uh-nl trans-per-tey-shuhnn seyf-tee bawrd
NVDC	National Vessel Documentation Center	nash-uh-nl ves-uhl dok-yuh-men-tey-shuhn sen-ter
NWS	National Weather Service	nash-uh-nl weth-er sur-vis
NY	New York	noo yawrk
OCONUS	Outside of Contiguous United States	out-sahyd uhv kuhn-tig-yoo-uhs yoo-nahy-tid steys
OCMI	Officer in Charge, Marine Inspection	aw-fuh-ser in chahrj muh-reen in-spek-shuhn

Acronym	Definition	Pronunciation
ODU	Operational Dress Uniform	op-uh-rey-shuh-nl dres yoo-nuh-fawrm
OGA	Other Government Agency	uhth-er guhv-ern-muhnt ey-juhn-see
OINC	Officer-In-Charge	aw-fuh-ser in chahrj
OIG	Office of the Inspector General	aw-fis uhv thee in-spek-ter jen-er-uhl
OOC	Out of Commission	out uhv kuh-mish-uhn
OOD	Officer of the Deck	aw-fuh-ser uhv thee dek
OPS	Operations	op-uh-rey-shuhns
OPSEC	Operational Security	op-uh-rey-shuh-nl si-kyoor-i-tee
OPR	Operation Patrol Readiness	op-uh-rey-shuhn puh-trohl red-ee-nis
OSC	Operations Systems Center	op-uh-rey-shuhns sis-tuhms sen-ter
OSRO	Oil Spill Response Organization	oil spil ri-spons awr-guh-nuh-zey-shuhn
OSV	Offshore Supply Vessel	awf-shawr suh-plahy ves-uhl
PAC	Pacific	puh-sif-ik

Acronym	Definition	Pronunciation
PACAREA	Pacific Area	puh-sif-ik air-ee-uh
PAO	Public Affairs Officer	puhb-lik uh-fairz aw-fuh-ser
PAX	Passenger Vessel	pas-uhn-jer ves-uhl
PB	Patrol Boat	puh-trohl boht
PD	Police Department	puh-lees dih-pahrt-muhnt
PIW	Persons-in-Water	pur-suhns in waw-ter
PMEF	Primary Mission Essential Functions	prahy-mer-ee mish-uhn uh-sen-shuhl fuhngk-shuhnz
PO	Petty Officer	pet-ee aw-fuh-ser
POB	Persons-on-Board	pur-suhns on bawrd
POC	Point-of-Contact	point uhv kon-takt
POE	Port of Entry	pawrt uhv en-tree
POV	Privately Owned Vehicle	prahy-vit-lee ohnd vee-i-kuhl
PSC	Port State Control	pawrt steyt kuhn-trohl

Acronym	Definition	Pronunciation
PSS	Port Safety and Security	pawrt seyf-tee uh-nd si-kyoor-i-tee
PST	Pacific Standard Time	puh-sif-ik stan-derd tayhm
PSU	Port Security Unit	pawrt si-kyoor-i-tee yoo-nit
PVA	Passenger Vessel Association	pas-uhn-ger ves-uhl uh-soh-see-ey-shuhn
PWC	Personal Watercraft	pur-suh-nl waw-ter-kraft
PWCS	Ports Waterways and Coastal Security	pawrts waw-ter-weys uhnd kohs-tl si-kyoor-i-tee
QM	Quartermaster	kwawr-ter-mas-ter
QTR	Quarter	kwawr-ter
RADM	Rear Admiral	reer ad-mer-uhl
RCVD	Received	ri-seevd
RDC	Research and Development Center	ree-surch uhnd dih-vel-uhp-muhnt sen-ter
RF	Radio Frequency	rey-dee-oh fre-kwuhn-see
RNA	Regulated Navigation Area	reg-yuh-ley-tid nav-i-gey-shuhn air-ee-uh

Acronym	Definition	Pronunciation
RADM	Rear Admiral	reer ad-mer-uhl
RCVD	Received	ri-seevd
RDC	Research and Development Center	ree-surch uhnd dih-vel-uhp-muhnt sen-ter
RF	Radio Frequency	rey-dee-oh fre-kwuhn-see
RNA	Regulated Navigation Area	reg-yuh-ley-tid nav-i-gey-shuhn air-ee-uh
SAR	Search and Rescue	surch uh-nd res-kyoo
SAREX	Search and Rescue Exercise	surch uh-nd res-kyoo ek-ser-sahyz
SATCOM	Satellite Communications	sat-l-ahyt kuh-myoo-ni-key-shuhns
SBU	Sensitive But Unclassified	sen-si-tiv buht uhn-klas-uh-fahyd
SCPO	Senior Chief Petty Officer	seen-yer cheef pet-ee aw-fuh-ser
SEC	Sector	sek-ter
SECBOS	Sector Boston	sek-ter baw-stuhn
SECNNE	Sector Northern New England	sek-ter nawr-thern noo ing-gluhnd

Acronym	Definition	Pronunciation
SECSNE	Sector Southeastern New England	sek-ter south-ee-stern noo ing-gluhnd
SECNY	Sector New York	sek-ter noo yawrk
SECLIS	Sector Long Island Sound	sek-ter lawng ahy-luhnd sound
SECDB	Sector Delaware Bay	sek-ter del-uh-wair bey
SECBAL	Sector Baltimore	sek-ter bawl-tuh-mawr
SECHR	Sector Hampton Roads	sek-ter hamp-tuhn roh dz
SECNC	Sector North Carolina	sek-ter nawrth kar-uh-lahy-nuh
SECCHA	Sector Charleston	sek-ter chahrlz-tuhn
SECJAX	Sector Jacksonville	sek-ter jak-suhn-vil
SECMIA	Sector Miami	sek-ter mahy-am-ee
SECKW	Sector Key West	sek-ter kee west
SECTSP	Sector St. Petersburg	sek-ter seynt pee-terz-burg
SECSJ	Sector San Juan	sek-ter sahn hwahn

Acronym	Definition	Pronunciation
SECOV	Sector Ohio Valley	sek-ter oh-hahy-oh val-ee
SECMOB	Sector Mobile	sek-ter moh-beel
SECNO	Sector New Orleans	sek-ter noo awr-luhnz
SECHG	Sector Houston-Galveston	sek-ter hyoo-stuhn gal-vuh-stuhn
SECLMR	Sector Lower Mississippi River	sek-ter loh-er mis-uh-sip-ee riv-er
SECUMR	Sector Upper Mississippi River	sek-ter uhp-er mis-uh-sip-ee riv-er
SECCC	Sector Corpus Christi	sek-ter kawr-puhs kris-tee
SECBUF	Sector Buffalo	sek-ter buhf-uh-loh
SECDET	Sector Detroit	sek-ter dih-troit
SECLM	Sector Lake Michigan	sek-ter leyk mish-i-guhn
SECSSM	Sector Sault Ste. Marie	sek-ter soo seynt muh-ree
SECSD	Sector San Diego	sek-ter san dee-ey-goh
SECLALB	Sector Los Angeles-Long Beach	sek-ter laws an-juh-luhs lawng beech

Acronym	Definition	Pronunciation
SECSF	Sector San Francisco	sek-ter san fruhn-sis-koh
SECCR	Sector Columbia River	sek-ter kuh-luhm-bee-uh riv-er
SECPS	Sector Puget Sound	sek-ter pyoo-jit sound
SECGUA	Sector Guam	sek-ter gwahm
SECHON	Sector Honolulu	sek-ter hon-uh-loo-loo
SECANC	Sector Anchorage	sek-ter ang-ker-ij
SECJUN	Sector Juneau	sek-ter joo-noh
SFO	Sector Field Office	sek-ter feeld aw-fis
SFLC	Surface Forces Logistics Center	sur-fis loh-jis-tiks fawrs-iz sen-ter
SHF	Super High Frequency	soo-per hahy fre-kwuhn-see
SILC	Shore Infrastructure Logistics Center	shawr in-fruh-struhk-cher loh-jis-tiks sen-ter
SITREP	Situation Report	sich-oo-ey-shuhn ri-pawrt
SIV	Special Interest Vessel	spesh-uhl in-ter-ist ves-uhl

Acronym	Definition	Pronunciation
SMTC	Special Missions Training Center	spesh-uhl mish-uhn-z trey-ning sen-ter
SN	Seaman	see-muhn
SNTA	Suspected Narcotics Trafficking Aircraft	suh-spekt-id nahr-kot-iks traf-ik-ing air-kraft
SNTV	Suspected Narcotics Trafficking Vessel	suh-spekt-id nahr-kot-iks traf-ik-ing ves-uhl
SOLAS	Safety of Life at Sea	seyf-tee uhv lahyf at see
SONS	Spills of National Significance	spilz uhv nash-uh-nl sig-nif-i-kuhns
SOPEP	Shipboard Oil Pollution Emergency Plans	ship-bawrd oil puh-loo-shuhn i-mur-juhn-see planz
SOTR	State of the Region	steyt uhv thee ree-juhn
SOV	Special Operations Vessel	spesh-uhl op-uh-rey-shuhns ves-uhl
SPOE	Sea Port of Embarkation	see pawrt uhv em-bahr-key-shuhn
STA	Station	stey-shuhn
TACLET	Tactical Law Enforcement Team	tak-ti-kuhl law en-fawrs-muhnt teem
TAD	Temporary Assigned Duty	tem-puh-rer-ee uh-sahynd doo-tee

Acronym	Definition	Pronunciation
TBA	To Be Announced	too bee uh-nounsd
TBD	To Be Determined	too bee dih-tur-mind
TISCOM	Telecommunications and Information Systems Command	tel-i-kuh-myoo-ni-key-shuhn uh-nd in-fer-mey-shuhn sis-tuhms kuh-mand
TONO	Travel Order Number	trav-uhl awr-der nuhm-ber
TQC	Training Quota Management Center	trey-ning kwoh-tuh man-ij-muhnt sen-ter
TRACEN	Training Center	trey-ning sen-ter
TRP	Temporary Reporting Points	tem-puh-rer-ee ri-pawrt-ing points
TSA	Transportation Security Administration	trans-per-tey-shuhnn si-kyoor-i-tee ad-min-uh-stry-shuhn
TSI	Transportation Security Incident	trans-per-tey-shuhnn si-kyoor-i-tee in-si-duhnt
TV	Television	tel-uh-vizh-uhn
TWIC	Transportation Worker Identification Credential	trans-per-tey-shuhnn wur-ker ahy-den-tuh-fi-key-shuhn kri-den-shuhl
UAV	Unmanned Air Vehicle	uhn-mand air vee-i-kuhl

Acronym	Definition	Pronunciation
UCP	Unified Command Plan	yoo-nuh-fahyd kuh-mand plan
UDC	Uniform Distribution Center	yoo-nuh-fawrm dis-truh-byoo-shuhn sen-ter
UHD	Underwater Hazard Device	uhn-der-waw-ter haz-erd di-vahys
UHF	Ultra High Frequency	uhl-truh hahy fre-kwuhn-see
UMIB	Urgent Marine Information Bulletin	ur-juhnt muh-reen in-fer-mey-shuhn bool-i-tin
UMR	Upper Mississippi River	uhp-er mis-uh-sip-ee riv-er
UN	United Nations	yoo-nahy-tid ney-shuhns
UOFP	Use of Force Policy	yooz uhv fawrs pol-uh-see
UPV	Un-Inspected Passenger Vessel	uhn-in-spekt-id pas-uhn-jer ves-uhl
USA	United States Army	yoo-nahy-tid steys ahr-mee
USACE	United States Army Corps of Engineers	yoo-nahy-tid steys ahr-mee kawrz uhv en-juh-neerz
USAF	United States Air Force	yoo-nahy-tid steys air fawrs
USAID	United States Agency for International Development	yoo-nahy-tid steys ey-juh-see fawr in-ter-nash-uh-nl dih-vel-uhp-muhnt

Acronym	Definition	Pronunciation
USCG	United States Coast Guard	yoo-nahy-tid steys kohst gahrd
USCGC	United States Coast Guard Cutter	yoo-nahy-tid steys kohst gahrd kuht-er
USCGAUX	United States Coast Guard Auxiliary	yoo-nahy-tid steys kohst gahrd awg-zil-yuh-ree
USCGR	United States Coast Guard Reserve	yoo-nahy-tid steys kohst gahrd ree-surv
USCIS	United States Customs and Immigration Service	yoo-nahy-tid steys kuhs-tuhms uh-nd im-i-grey-shuhn sur-vis
USMC	United States Marine Corps	yoo-nahy-tid steys muh-reen kawrz
USN	United States Navy	yoo-nahy-tid steys ney-vee
USNR	United States Naval Reserve	yoo-nahy-tid steys ney-vuhl ree-surv
USPS	United States Postal Service	yoo-nahy-tid steys pohs-tl sur-vis
USTRANSCOM	United States Transportation Command	yoo-nahy-tid steys trans-per-tey-shuhnn kuh-mand
USVI	United States Virgin Islands	yoo-nahy-tid steys vur-jin ahy-luhndz
VADM	Vice Admiral	vahys ad-mer-uhl
VBIED	Vehicle Born Improvised Explosive Device	vee-i-kuhl bohrn Im-pruh-vahydz ik-spluh-siv di-vahys

Acronym	Definition	Pronunciation
VHF	Very High Frequency	ver-ee hahy fre-kwuhn-see
VLF	Very Low Frequency	ver-ee loh fre-kwuhn-see
VRP	Vessel Response Plan	ves-uhl ri-spons plan
VSO	Vessel Security Officer	ves-uhl si-kyoor-i-tee aw-fuh-ser
VTS	Vessel Traffic Service	ves-uhl traf-ik sur-vis
WMD	Weapons of Mass Destruction	wep-uhnz uhv mas dih-struhk-shuhn
XO	Executive Officer	ig-zek-yuh-tiv aw-fuh-ser
XPO	Executive Petty Officer	ig-zek-yuh-tiv pet-ee aw-fuh-ser
YN	Yeoman	yoh-muhn

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