



DEPARTMENT OF TRANSPORTATION  
 UNITED STATES COAST GUARD

Commandant (G-CMA)  
 Washington, D.C. 20593

Phone: (202) 426-2372

COMDTNOTE 5400

COMMANDANT NOTICE 5400 CANCELLED: 30 AUG 1982  
 1 March 1983

Subj: CH-2 to COMDTINST M5400.7, Coast Guard Organization Manual

1. PURPOSE. This notice publishes change 2 to the subject manual.

2. MAJOR CHANGES: This change publishes the following major changes to the Coast Guard organization.

a. Headquarters

- (1) The Management Analysis Division is reorganized into four branches by combining the Inspection Liaison Officer with the Management Services Branch.
- (2) The Procurement Division is reorganized by the addition of the Minority Business Program Officer staff and the restructuring of the three contract branches into four contract branches.
- (3) The Office of Health Services is reorganized, with the addition of four branches within the Medical Administration Division, an internal reorganization of the Operational Medicine Division, and the addition of the Physical Disability Evaluation Division.
- (4) The Office of Merchant Marine Safety is reorganized as follows:

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- 2 a (4) (a) G-MT is now the Traveling Inspector and Training Staff.
- (b) G-MP has the added function of Legislative/Regulatory Management for the Office of Merchant Marine Safety.
- (c) The Cargo and Hazardous Materials Division and the Merchant Marine Technical Division are disestablished. Some of the functions of both are combined into the new Marine Technical and Hazardous Materials Division (G-MTH); the remaining functions are placed in the Merchant Vessel Inspection Division, which is reorganized internally.
- (5) The Short Range Aids to Navigation Division assumes the Rules of the Road function.
- (6) The Ice Operations Division (G-OIO) is established to replace G-OMI.
- (7) The Planning and Evaluation Staff of the Office of Personnel is reorganized internally.
- (8) The Personnel Services Division is reorganized into five branches.
- (9) The Office of Marine Environment and Systems' three office-level staffs are combined into a single staff, the Planning, Coordination, and Analysis Staff.
- (10) The Prevention and Enforcement Division of the Office of Marine Environment and Systems is reorganized internally.
- (11) The Office of Command, Control and Communications is completely reorganized internally.

b. Field.

- (1) The Information Systems Division of the Atlantic Area staff is reorganized internally.
- (2) The Inspection Division of both Area Offices is eliminated.
- (3) The district office Logistics and Property Branch is reorganized internally.
- (4) The Coast Guard Activities Europe staff is reorganized internally.

30 AUG 1982

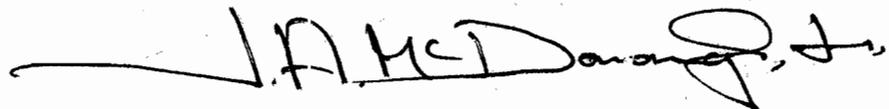
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**J. A. McDONOUGH, Jr.**  
**Acting Chief of Staff**

Encl: (1) CH-2 to Commandant Instruction M5400.7



**DEPARTMENT OF TRANSPORTATION  
UNITED STATES COAST GUARD**

MAILING ADDRESS:  
United States Coast Guard  
Headquarters (G-CMA)  
Washington, D. C. 20593

Phone: FTS 426-2372

COMDTNOTE 5400  
28 JUL 1981  
28 JAN 1982

COMMANDANT NOTICE 5400

CANCELLED:

Subj: CH-1 to COMDTINST M5400.7, Coast Guard Organization Manual

1. PURPOSE. This notice publishes change 1 to Commandant Instruction M5400.7, Coast Guard Organization Manual.

2. DISCUSSION.

a. This notice includes the following major changes:

- (1) Adds the new Office of Command, Control and Communication (G-T), with the concurrent move of Electronics Engineering, Information Systems, and Telecommunications Management Divisions, and the Flag Plot Staff from their former offices to G-T. With this reorganization, Chief, Office of Command, Control and Communication assumes Technical Control of the Electronics Engineering Center, Wildwood, and Coast Guard Station Alexandria, Virginia.
- (2) Changes the functional statements of the Office of the Comptroller to reflect the establishment of the NAFA Management Division; the dissolution of the Economic Review Division (G-FER); and reassignment of G-FER's functions to G-FP, G-FAC, G-FPS, and G-FNM. This also includes the transfer of Headquarters Personal Support Branch from G-FPS to G-CAS.
- (3) Changes the functional statements of the Marine Safety Council to reflect the addition of the Chief, Office of Boating, Public, and Consumer Affairs to its membership.
- (4) Updates the Activities Europe Field Organization Chart.

b. In addition, this notice includes some minor changes and editorial corrections.

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28 JUL 1981

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P. A. YOST  
Chief of Staff



DEPARTMENT OF TRANSPORTATION  
 UNITED STATES COAST GUARD

MAILING ADDRESS:  
 United States Coast Guard  
 Headquarters (G-CMA)  
 Washington, D. C. 20593

COMDTINST M5400.7  
 23 March 1981

COMMANDANT INSTRUCTION M5400.7 (old CG-229)

Subj: The Coast Guard Organization Manual

1. PURPOSE. This manual prescribes the pattern of organization for the Coast Guard and fixes the areas of responsibility which the Commandant has assigned to subordinate components.
2. DIRECTIVE AFFECTED. This manual supersedes the previous Organization Manual dated 22 November 1974
3. APPLICABILITY. The provisions of this manual are mandatory.

*R. H. S*

R. H. SCARBOROUGH  
 Vice Admiral, U. S. Coast Guard  
 Acting Commandant

DISTRIBUTION - SDL No. 112

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**CHAPTER 1**

**INTRODUCTION**

## CHAPTER 1 – INTRODUCTION

### A. Definitions.

1. **Unit.** A separately identified Coast Guard organizational entity, under a duly assigned commanding officer or officer-in-charge, provided with personnel and material for the performance of a prescribed mission.
2. **Sub-unit.** A separately identified segment of a Coast Guard unit. A sub-unit is designated when:
  - a. That segment is geographically separated from the parent unit, or
  - b. The essential character and mission of that segment is uniquely different from the parent unit.

NOTE: A sub-unit is headed by a supervisor.

3. **Command.** The authority which a commander in the military service lawfully exercises over his subordinates by virtue of rank or assignment. Command includes the authority and responsibility for effectively using available resources and for planning the employment of, organizing, directing, coordinating, and controlling military forces for the accomplishment of assigned missions. It also includes responsibility for health, welfare, morale, and discipline of assigned personnel.

NOTE: In order to exercise effective control over highly mobile naval forces, 'Command' is sometimes split into two facets; 'Operational Control' and 'Administrative Control'. (This split has little application for fixed shore-based units, or for mobile units in their static homeport situation).

- a. **Operational Control.** Those functions of command involving the composition of subordinate forces, the assignment of tasks, the designation of objectives, and the authoritative direction necessary to accomplish the mission. It does not include such matters as administration, discipline, internal organization, and unit training except when a subordinate commander requests assistance.
  - b. **Administrative Control.** Direction or exercise of authority over subordinate or other organizations in respect to administrative matters, such as personnel management, supply, services, and other matters not included in the operational missions of the subordinate or other organizations.
4. **Chain of Command.** The succession of commanding officers from a superior to a subordinate through which command is exercised.
  5. **Technical Control.** The staff responsibility of designated Headquarters Office Chiefs for coordinating policy for the overall management of specific Headquarters Units. This in-

1.A5 (cont'd) clude the planning, programming and budgeting for resources; the provision of mission policy, doctrine and procedures; and the evaluation of mission performance. There shall be but one Headquarters Office Chief designated to exercise Technical Control over each Headquarters Unit, regardless of the number of Service-wide support functions performed by the unit.

6. Staff

- a. In general usage, Staff applies to those personnel assigned a commander in the military service to assist him in the administration and operation of his command (e.g., the Headquarters Staff, the Area Office Staff, the District Office Staff).
- b. Staff is also used as an organization title for certain components of a commander's staff.

B. Organizational Principles.

1. **Unity of Command.** An individual should be directly responsible to only one superior. Each member of an organization must know to whom he reports and who reports to him.
2. **Organizational Integrity.** A function cannot be efficiently assigned to more than one component of organization, since overlapping responsibility will cause undue coordination, conflict, confusion and delay.
3. **Span of Control.** An organization should be structured so that the number of organizational components reporting to a superior do not exceed the number which can be effectively coordinated and directed by that superior. Conversely, the span of control should not be narrowed to the point where excessive layering is present. Span of control determinations shall be based on the types of work, the degree of complexity and the level of responsibility involved.

C. **Delegation of Authority.** An organization functions best when the authority to make decisions is placed as close as possible to the point where a service is performed. When this is done, the levels of review are reduced, manpower is conserved, and there is less possibility of delay in decisions. Thus, Coast Guard officials at Headquarters and in the field should periodically review the extent of delegated authority within their assigned areas to identify – and initiate action – where additional delegations can be made to subordinates. Such delegations of authority should be made in writing to the holder of an organizational title, specifically stating any restrictions and conditions as to the types of action which will require higher level approval. Copies of delegation letters should be filed with organization documents to assure ready reference.

D. Place of Coast Guard in the Governmental Structure.

1. The Coast Guard, pursuant to the Act of January 28, 1915, as amended, is a military service at all times and constitutes a branch of the armed forces of the United States, operating as a Service under the Department of Transportation in time of peace, and as a Service in the Navy in time of war, or whenever the President shall so direct.
2. When operating under the Department of Transportation, the Commandant, as the senior officer of the Service, is directly responsible to and reports directly to the Secretary of

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(cont' d)

Transportation. Top representation in the Executive Branch of the government is afforded by the Secretary of Transportation as a member of the Cabinet of the President.

3. When operating under the Navy Department, the Coast Guard has status as a Service. The Commandant, as the senior officer of the Service, reports to the Secretary of the Navy and the Chief of Naval Operations in a manner prescribed by the Navy in war-time directives.

**E. Pattern of Coast Guard Organization.**

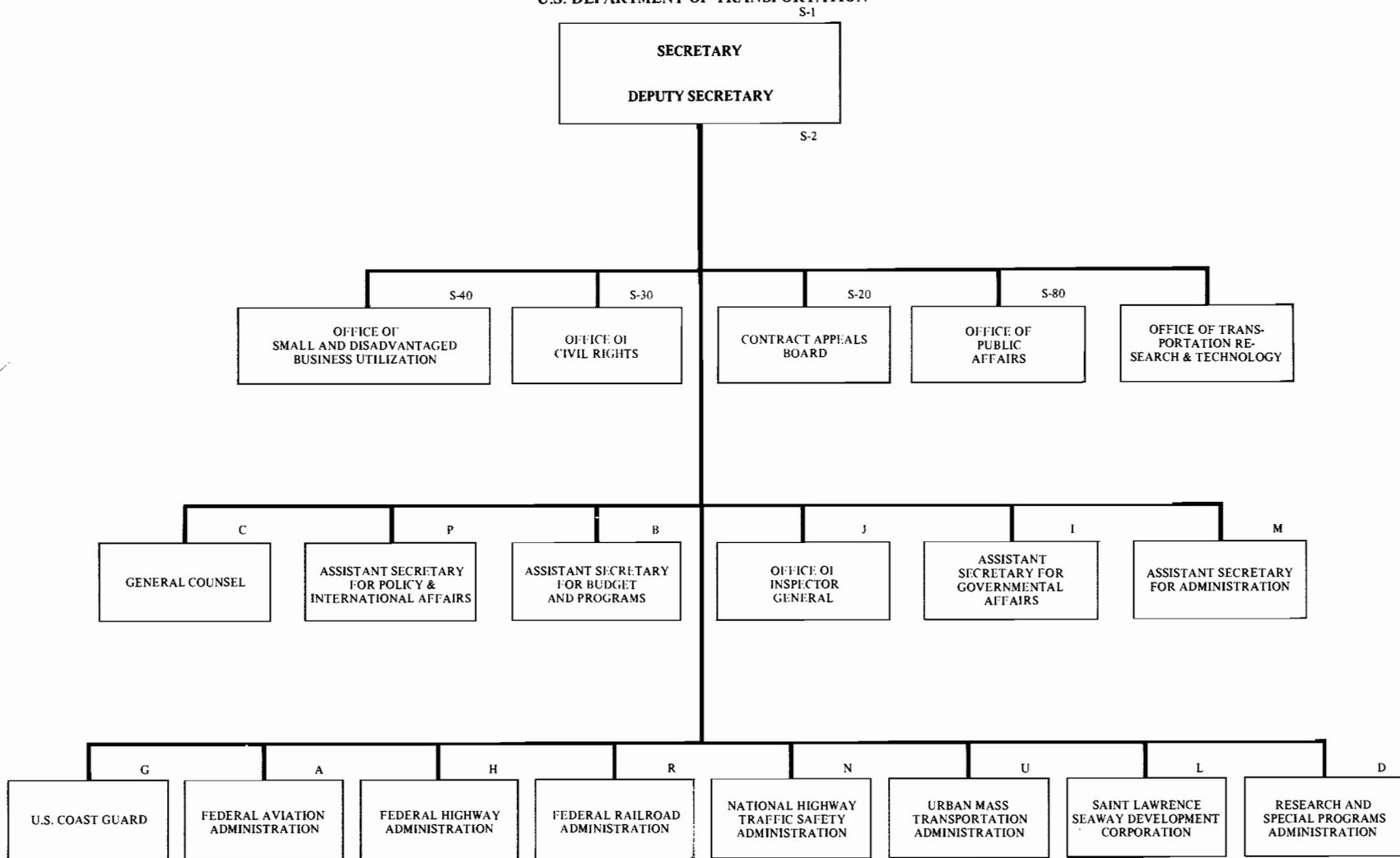
1. **The Commandant**, assisted by his Headquarters staff, plans, directs, coordinates and evaluates Coast Guard activities carried out by the Area, District, and Activities Commanders; and provides immediate direction to Headquarters units.
2. **The Area Commanders**, assisted by their staffs, provide direction, support and coordination of specified operational and support functions which involve the activities of more than one District.
3. **The District Commanders**, assisted by their staffs, provide regional direction, support and coordination for functions performed by subordinate units assigned.
4. **Activities, Section and Group Commanders**, assisted by their staffs, provide direction, support and coordination for functions performed by subordinate units assigned,
5. **Field Units** execute and support the missions, programs and functions assigned to the Coast Guard.
6. **Headquarters Units** provide support services for the Coast Guard as a whole, and are under the immediate direction of the Commandant, assisted by his Headquarters staff.

**F. Changes to Coast Guard Organization.**

1. **Headquarters Organization.** Prior approval is required for permanent or trial changes in the Headquarters organization, including establishment, abolishment or consolidation of organizational elements or transfer of function(s) from one organizational element to another.
2. **Field Organization.** Prior approval is required for permanent or trial changes in the field organization as specified in this manual. Field commands may publish their own organization manuals consistent with the guidance contained in this manual.
3. **Organizational Proposals.** Organizational change proposals shall be submitted to Commandant (G-CCS) and shall include, as a minimum, the following information:
  - a. A brief description of the proposed change, justification therefor, anticipated benefits problems, and expected impact on program costs and manpower requirements. The known or predictable impact of the proposed change on other parts of the Headquarters or field structure should also be indicated.
  - b. A copy of the existing and proposed organization/staffing charts for each organizational element affected, showing authorized personnel both before and after the proposed change.

- 1.F3 c. Proposed functional statements for each organizational element affected.
  - d. An analysis of the effect of the proposal on the Equal Employment Opportunity Program.
  - e. The name of the individual to be contacted for further information.
4. **Consultation on Organizational Changes.** Officials contemplating permanent or trial organizational changes shall consult with Commandant (G-CMA) in the development and planning stages to assure proper coordination and application of organizational principles.

U.S. DEPARTMENT OF TRANSPORTATION



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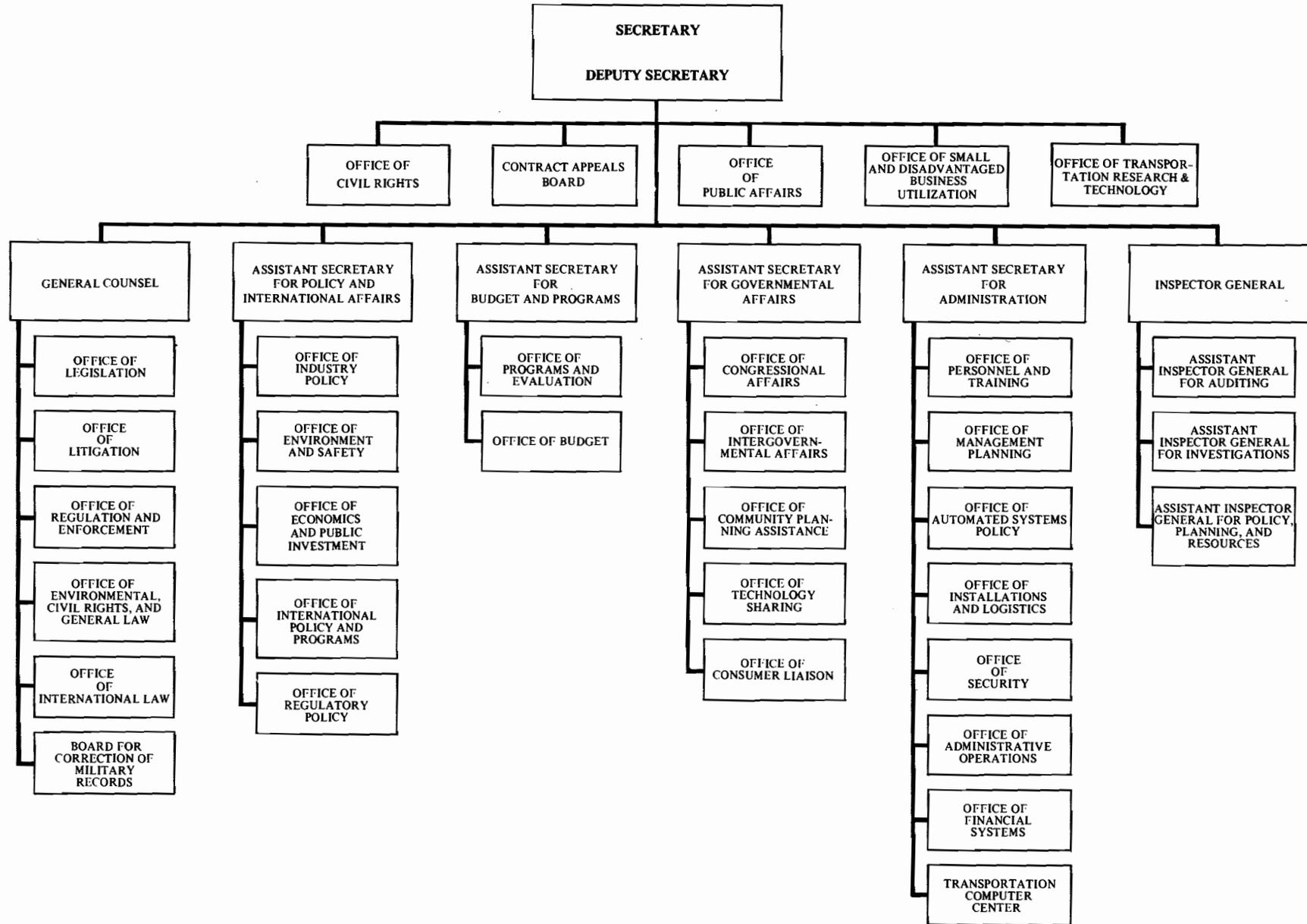
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## **CHAPTER 2**

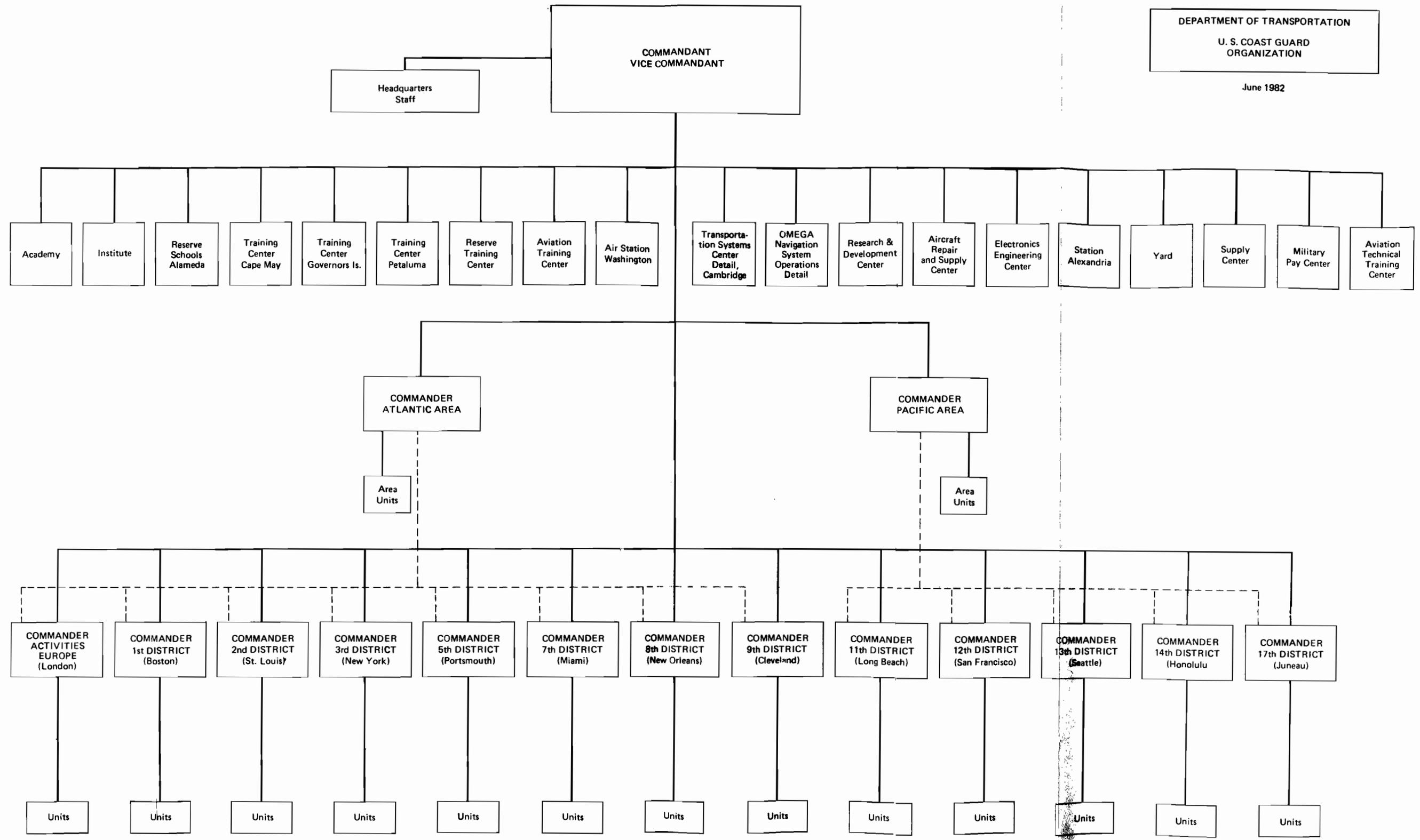
# **HEADQUARTERS ORGANIZATION**

U.S. DEPARTMENT OF TRANSPORTATION

OFFICE OF THE SECRETARY



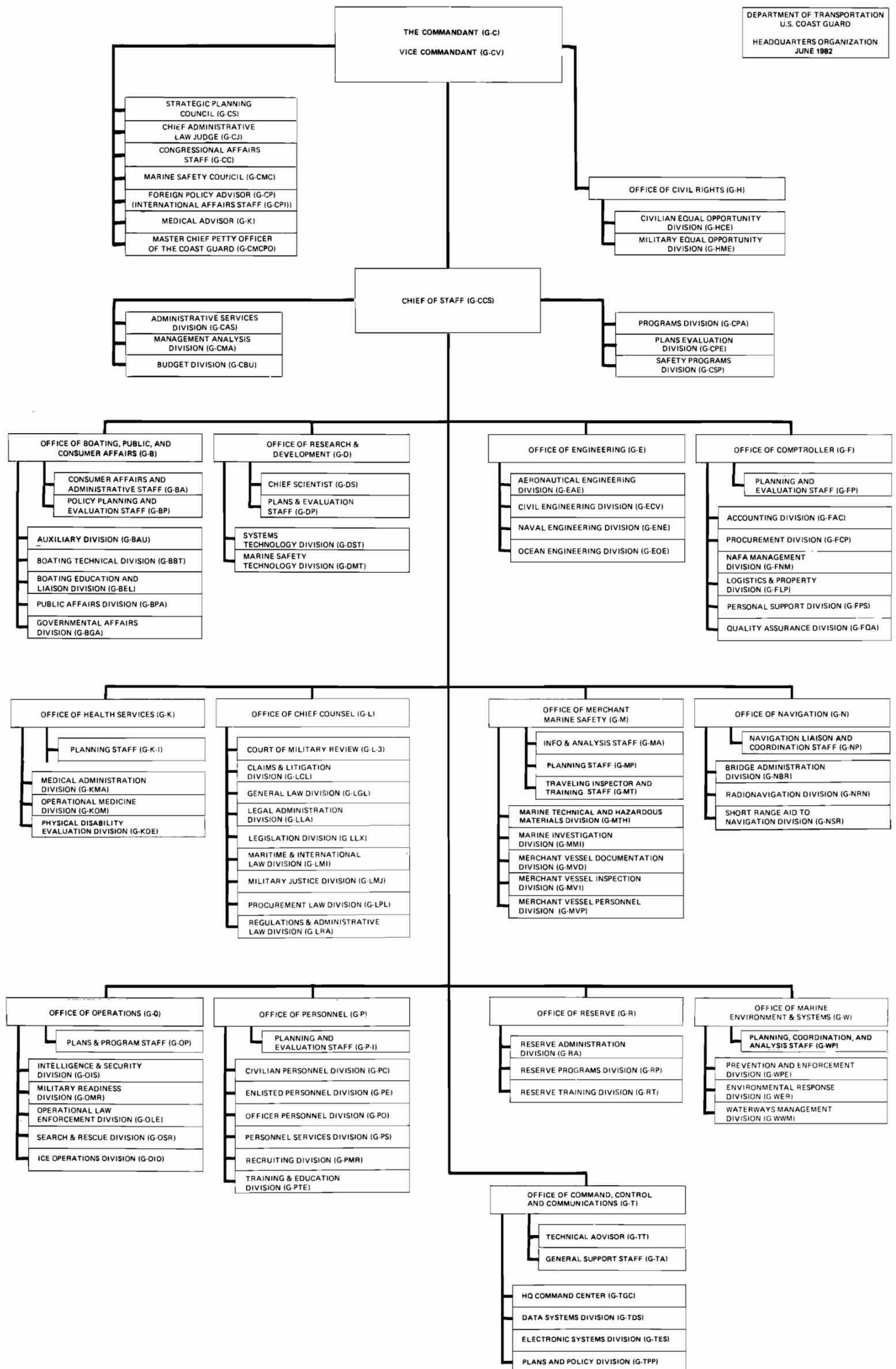
June 1982



— Chain of Command

- - - Lines for coordination of specified functions.

DEPARTMENT OF TRANSPORTATION  
U.S. COAST GUARD  
HEADQUARTERS ORGANIZATION  
JUNE 1982



## CHAPTER 2 – ORGANIZATION OF HEADQUARTERS

### A. Summary of Headquarters Organization.

1. **The Commandant (G-C)**, as the senior officer of the Service, under the direction of the Secretary of Transportation, has responsibility for administering the Coast Guard in the execution of its assigned missions, programs and functions.
2. **The Vice Commandant (G-CV)** has responsibility for assisting the Commandant in the administration of the Coast Guard and to act as the Commandant in his absence. Staff components under the immediate direction of the Vice Commandant/Commandant are:
  - a. **Special Staff Elements:**
    - (1) Strategic Planning Council (G-CS)
    - (2) Marine Safety Council (G-CMC)
    - (3) Chief Administrative Law Judge (G-C)
    - (4) Chief, Congressional Affairs Staff (G-CC)
    - (5) Foreign Policy Advisor (G-CP)
    - (6) Medical Advisor (G-K)
    - (7) Master Chief Petty Officer (G-CMCPO)
    - (8) Protocol and Special Projects Officer (G-CPS)
    - (9) International Affairs Staff (G-CPI)
  - b. **The Chief, Office of Civil Rights (G-H)** has staff responsibility for the full and affirmative implementation of civil rights and equal opportunity precepts throughout the Coast Guard.
3. **The Chief of Staff (G-CCS)** has responsibility for advising and assisting the Commandant and Vice Commandant in the overall administration of the Service including general direction of the following staff components:
  - a. **Special Staff Elements:**
    - (1) Chief, Administrative Services Division (G-CAS)
    - (2) Chief, Budget Division (G-CBU)
    - (3) Chief, Management Analysis Division (G-CMA)
    - (4) Chief, Programs Division (G-CPA)
    - (5) Chief, Plans Evaluation Division (G-CPE)
    - (6) Chief, Safety Programs Division (G-CSP)
  - b. **The Chief, Office of Boating, Public, and Consumer Affairs (G-B)** has staff responsibility for a program for boating safety involving the establishment of safety standards for recreational boats, assuring compliance with applicable Federal laws, rules and regulations, administration of Auxiliary operations, and administration of related training programs. The Chief of this Office is responsible for carrying out the public and consumer affairs function of the Coast Guard.
  - c. **The Chief, Office of Research and Development (G-D)** has staff responsibility for a program of research, development, testing and evaluation for the Coast Guard aimed at improving or devising new techniques, methods and equipment applicable to the various support and operational areas of the Service.

3. d. **The Chief, Office of Engineering (G-E)** has staff responsibility for the logistics of the Service that are of an engineering character including the design, construction, repair, maintenance, outfitting, and alteration of vessels, aircraft, aids to navigation, shore and marine structures, machinery, utilities, and vehicles.
- e. **The Comptroller (G-F)** has staff responsibility for the logistics of the Service that involve the maintenance of accounts, the disbursement of funds, the audit and examination of accounts, and the management of the supply system including the procurement, storage and distribution of equipment, supplies, and services.
- f. **The Chief, Office of Health Services (G-K)** has staff responsibility for the provision of a comprehensive health program for CG military personnel.
- g. **The Chief Counsel (G-L)** has staff responsibility for providing a comprehensive program of legal services for the Coast Guard, aimed at assuring that the operations of the Service are legally consistent with the requirements of law and the rulings of higher authority.
- h. **The Chief, Office of Merchant Marine Safety (G-M)** has staff responsibility for the program of prevention of marine casualties, including the inspection of merchant vessels to insure compliance with established standards, approval of vessels plans and equipment, and the development and application of standards for merchant marine personnel.
- i. **The Chief, Office of Navigation (G-N)** has staff responsibility for Coast Guard operations involving short range aids to navigation, radionavigation aids, and bridge administration.
- j. **The Chief, Office of Operations (G-O)** has staff responsibility for a program for providing search and rescue services; the enforcement of maritime law; maintaining a state of military readiness; the conduct of the marine sciences program; and furnishing domestic and polar icebreaking services.
- k. **The Chief, Office of Personnel (G-P)** has staff responsibility for the logistics of the Service that are of a personnel nature, including the procurement, training, assignment, and separation of active duty military and civilian personnel and the provision of morale services.
- l. **The Chief, Office of Reserve (G-R)** has staff responsibility for Reserve logistics of the Service that are of a personnel nature, including the training, assignment and separation of inactive Reserve personnel.
- m. **The Chief, Office of Marine Environment and Systems (G-W)** has staff responsibility for a coordinated Coast Guard environmental program, and for management of a comprehensive ports and waterways system, encompassing all aspects of marine transportation excluding vessel safety, aids to navigation, and bridge administration.
- n. **The Chief, Office of Command, Control and Communications (G-T)** has staff responsibility for a program for maintaining an effective command and control network servicewide, through management of automated data systems, telecommunications systems and electronic equipment.

- 2. B. Assignment of Functions and related Delegations of Authority.** The functions assigned to the various components of organization in Headquarters are contained in this part (Chapter 2). The assignment of functions to the chief of an organizational component bestows upon that individual the authority necessary to conduct such functions, subject to restrictions and controls imposed by superiors.
- C. Functions Common to all Organizational Elements.** Certain common functions are the responsibility of the heads of all organizational elements. To reduce duplication throughout this manual, these common functions are listed below:
1. Monitoring and evaluating internal management processes and taking steps to remedy problems associated with organizational and functional alignment, work procedures, manpower utilization, grade/rank structure and delegations of authority.
  2. Indoctrinating, supervising, coordinating and disciplining subordinate personnel. (Discipline shall include all legitimate and constructive action which promotes morale and efficiency among employees.)
  3. Coordinating assigned functions with the functions of other organizational elements.
  4. Taking action on communications.
  5. Maintaining adequate records.
  6. Preparing and/or processing special and routine reports.
  7. Developing directives and instructions.
  8. Maintaining liaison with other Federal agencies and outside organizations.
  9. Discharging responsibilities prescribed by Coast Guard Regulations and by other orders and directives issued by higher authority.
  10. Carrying out studies, planning and evaluation and budget development relative to improvement of current operations and implementation of plans and programs as approved by competent authority.

**COMMANDANT  
(G-C)**

1. **Mission.** To administer the Service in an economical and efficient manner and to advise and assist the Secretary of Transportation in matters pertinent to the Coast Guard and its functions; to maintain liaison with public and private agencies concerned with Coast Guard functions and operations.
2. **Functions.** Under the general supervision of the Secretary of Transportation, the Commandant shall:
  - a. Prescribe broad policies for the government of the Service and generally direct, supervise and coordinate Service endeavor and performance.
  - b. Guide the legislative programs of the Service and require compliance with the statutory obligations and requirements imposed upon it.
  - c. Serve as the principal advisor to the Secretary regarding Service matters.
  - d. Establish and maintain effective liaison and relations with other agencies of the Federal government and with the public in general.
  - e. Serve on interdepartmental or international bodies concerned with matters in which the Department and the Coast Guard have a substantial interest.
  - f. Keep informed of the approved policies and programs of the Secretary at all times in order to insure Departmental uniformity of decision and continuity of action.

**VICE COMMANDANT  
(G-CV)**

1. **Mission.** To assist the Commandant, as directed, in the general administration of the Service and act as Commandant in that officer's absence.
2. **Functions.** Under the general supervision of the Commandant, the Vice Commandant shall:
  - a. Keep informed of the approved policies and programs of the Commandant.
  - b. Take action on matters submitted to the Commandant which do not require the personal attention of that officer, and recommend a course of action when the Commandant's review and/or approval is required.
  - c. Maintain, through the Chief of Staff, an effective coordination of the activities of the several components of organization at Headquarters.
  - d. Take appropriate action on appeals from actions or decisions of the Chief of Staff that may be entered by Chiefs of Headquarters Offices.
  - e. Direct the activities of the Congressional Affairs Staff.

**STRATEGIC PLANNING COUNCIL  
(G-CS)**

1. **Mission.** To perform Agency-level strategic planning and initiate direction for the conduct of strategic planning at all other management levels. To analyze major strategic policy alternatives submitted by subordinates. The Strategic Planning Council is structured as follows: Commandant (chairman); Vice Commandant, Area Commanders and Chief of Staff (members); Chief, Plans Evaluation Division (Executive Secretary).
2. **Functions.**
  - a. Formulate Service-wide goals and objectives and other policy guidance to provide a framework for the conduct of strategic planning.
  - b. Assess the internal impact of on going and projected changes in the external forces which drive Coast Guard activities. (*Note: The Council will not be limited to external focus.*)
  - c. Establish priorities for the allocation of resources to various Coast Guard activities, based upon projected growth rate and sensitivity of the Coast Guard programs.
  - d. Determine which potentially new mission areas will be pursued or avoided.
  - e. Determine the need for and establish permanent and ad hoc committees under the Council to conduct strategic planning in specific fields or areas.
  - f. Develop strategic planning agenda topics for discussion at Flag Officers Conferences so as to involve all Headquarters Office Chiefs and field Flag Officers in the formulation of long range strategies.

**MARINE SAFETY COUNCIL  
(G-CMC)**

1. **Mission.** The Marine Safety Council generally manages and monitors the Coast Guard's program for the development and implementation of regulations affecting the public. The Council is composed of seven members – the Chief Counsel as permanent chairman, and the Chiefs, Offices of Merchant Marine Safety; Operations; Engineering; Marine Environment and Systems; Boating, Public, and Consumer Affairs; and Research and Development.
2. **Functions.** The Marine Safety Council shall:
  - a. Be the focal point of the Coast Guard public regulatory system.
  - b. Be the final recommending authority, advising cognizant Program Directors as to the acceptability of implementing regulations prior to their submission to the Commandant for approval.
  - c. Conduct public hearings when required by law, or when significant interest and reaction on the part of the general public, private industry, organized groups, the Congress, the news media or others can be expected.

**EXECUTIVE SECRETARY**

1. **Mission.** The permanent Chairman of the Marine Safety Council, the Chief Counsel, is the principal officer responsible for the Coast Guard public regulatory system. Under his direction, his staff director, the Executive Secretary to the Marine Safety Council, shall generally administer the program as summarized below.
2. **Functions.** The Executive Secretary of the Marine Safety Council shall:
  - a. Develop and issue guidelines and controlling directives, and assist program directors regarding regulatory development.
  - b. Serve as control point for regulatory processing from inception to issuance in final form.
  - c. Review all Coast Guard public regulations and coordinate necessary revisions of content with the originating office prior to advance public notification in the Federal Register.
  - d. In consultation with cognizant office chiefs, coordinate the various external regulatory advisory committees.
  - e. Indicate to the Chairman or the Council the need for a public hearing when necessary or desirable, and recommend the size and composition of the hearing body after consultation with cognizant Office Chiefs.
  - f. When necessary or desirable place regulatory matters before the Marine Safety Council for their action.
  - g. Make recommendations to the Chairman or the Council regarding proposed regulations submitted for final clearance.

**CHIEF ADMINISTRATIVE LAW JUDGE  
(G-CJ)**

1. **Mission.** To administer and coordinate all matters concerning suspension and revocation proceedings against the licenses and documents of seamen and motorboat operators in fulfillment of the Coast Guard's statutory mandate to promote, foster and maintain safety of life and property, in the interest of passengers, crews, cargoes, shipowners and the general public.
2. **Functions.** Under the general direction and supervision of the Commandant, the Chief Administrative Law Judge shall:
  - a. Act as advisor and special assistant to the Commandant in all matters involving or affecting hearing procedures conducted pursuant to R.S. 4450 as amended, (46 USC 239), and the Administrative Procedure Act, as amended (5 USC, Sec. 1001-1011), and public regulations promulgated thereunder (46 CFR 1.10c and 1.15(a)).
  - b. Initiate or review proposals in connection with the development of standard hearing practices and procedures.
  - c. Indoctrinate the field Administrative Law Judges.
  - d. Coordinate the activities of the several field Administrative Law Judges and review cases heard by such Judges in order to insure adherence to policy and compliance with regulations and instructions, and to secure a uniform level of efficiency in the performance of duty by the Administrative Law Judges.
  - e. Hear and adjudicate cases, personally, which in the opinion of the Commandant are of such scope or implication as to warrant hearing and adjudication by a Judge who possesses highly specialized knowledge and is capable of the exercise of special skill.
  - f. Review appeals to the Commandant entered by merchant seamen from decisions of field Judges in proceedings against licenses, certificates, and/or Merchant Mariner's documents, and make appropriate recommendations to the Chief Counsel for consideration in the preparation of final action with respect to such appeals.
  - g. Upon request, hold hearings on civilian employee appeals and grievances at the Coast Guard Headquarters level and advise the Commandant as to appropriate action.

**FOREIGN POLICY ADVISOR  
TO THE COMMANDANT  
(G-CP)**

1. **Mission.** To advise, consult, and keep the Commandant informed on all Coast Guard matters and communications concerning foreign policy and foreign relations.
2. **Functions.** Under the general direction and supervision of the Commandant, the Foreign Policy Advisor shall:
  - a. Prepare weekly briefings concerning situations or events in other parts of the world of particular interest to the Coast Guard.
  - b. Prepare briefings of a political nature for use by Coast Guard personnel prior to foreign visits.
  - c. Review all message traffic reports and communications between the Coast Guard and the Department of State.
  - d. Attend meetings between Coast Guard and Department of State personnel.
  - e. Inform the Commandant of new policies as they are formulated within the Department of State that affect Coast Guard areas of interest.

**INTERNATIONAL AFFAIRS STAFF  
(G-CPI)**

Under the general direction and supervision of the Foreign Policy Advisor, the Chief, International Affairs Staff shall:

- a. Advise the Commandant on broad policy matters and the general impact of Coast Guard operations on the international scene.
- b. Coordinate the international affairs of the Coast Guard with the Office of the Secretary of Transportation, the Department of State and/or other appropriate departments. Assure consistency with current U. S. foreign policy.
- c. Serve as point of contact and coordinate matters of interest to the Coast Guard with other Government agencies and committees on international activities.
- d. Keep cognizant components of Coast Guard Headquarters apprised of matters under consideration by various international organizations.
- e. Monitor and coordinate participation in foreign meetings and advise the Commandant on representation at international conferences.
- f. Have primary responsibility for coordination between the various governmental and industry groups to develop and prepare United States positions relative to safety of life at sea and marine environmental protection matters, and for the instruction of United States delegations to international conferences. Act as Secretariat for U. S. participation in Intergovernmental Maritime Consultative Organization (IMCO).
- g. Prepare and coordinate agreements between the Coast Guard and agencies of other governments.
- h. Keep appropriate Coast Guard personnel advised of the status of international conventions and agreements to which the United States is committed as well as other Coast Guard involvement in international affairs.
- i. Plan and coordinate visits of foreign personnel to Coast Guard Headquarters and field units.
- j. Coordinate training of foreign personnel at Coast Guard facilities and monitor all overseas training or survey projects involving Coast Guard personnel.
- k. Arrange clearance/notification for foreign port visits by Coast Guard vessels.

**MASTER CHIEF PETTY OFFICER OF THE COAST GUARD  
(G-CMCPO)**

1. **Mission.** To advise and assist the Commandant on matters related to enlisted personnel.
2. **Functions.** Under the general direction and supervision of the Commandant, the Master Chief Petty Officer of the Coast Guard shall:
  - a. Advise and assist the Commandant on all matters affecting the morale of Coast Guard enlisted personnel.
  - b. Establish a solid communications link with enlisted personnel by visiting and corresponding with field units.
  - c. Represent Coast Guard enlisted personnel at ceremonies and social activities.
  - d. Accompany the Commandant when matters concerning enlisted personnel are involved.
  - e. Represent enlisted personnel on boards, committees and study groups as required.
  - f. Maintain liaison with Command Enlisted Advisors at field commands and with counterparts in other Armed Services.
  - g. Evaluate and recommend appropriate action regarding suggestions and complaints submitted by enlisted personnel.

**CONGRESSIONAL AFFAIRS STAFF**  
**(G-CC)**

1. **Mission.** To provide liaison with members and committees of Congress on Coast Guard matters.
2. **Functions.** Under the general direction and supervision of the Commandant and the Vice Commandant, the Chief, Congressional Affairs Staff shall:
  - a. Provide reference service on all questions relating to the activities of the Congress of the United States as they pertain to the Coast Guard or are of interest to the Commandant.
  - b. Maintain files of House and Senate reports and legislative documents of Coast Guard interest, including hearings, bills, resolutions, public laws, executive orders, Congressional Records, and other legislative records.
  - c. Confer informally or formally with members of Congress, their staffs, and staffs of committees of Congress on legislative subjects which involve policies of the Commandant and the Operations of the Coast Guard.
  - d. Be responsible for the coordination of the following matters concerning legislation:
    - (1) Assure that the Chief Counsel and appropriate office chiefs are informed of priority requirements for the submission of legislation and legislative reports.
    - (2) Assure that an office chief or the Chief Counsel has been assigned responsibility for preparation of statements to be presented to Congressional Committees.
    - (3) Assure that, when required, witnesses and conferees have been designated to appear before Congressional Committees or the Office of Management and Budget.
    - (4) Maintain a status file of pending legislation, coordinate action with the Chief Counsel, and provide the members and committees of Congress with timely information concerning legislative proposals.
  - e. Monitor Congressional floor debates on matters of Coast Guard interest.
  - f. Examine all replies to written requests for information received from members and committees of Congress for policy sufficiency, clarity and brevity.
  - g. Coordinate arrangements for Coast Guard supported travel for members of Congress and their staffs.
  - h. Assure that a brief resume of highlights and significant developments arising from testimony of Coast Guard witnesses before Congressional Committees is prepared for submission to the Secretary within 48 hours of the hearing.

**OFFICE OF CIVIL RIGHTS  
(G-H)**

1. **Mission.** To administer, coordinate and assure implementation of civil rights and equal opportunity precepts within the service in all its official actions, including employment practices; services rendered to the public; operation of Federally assisted activities; and other programs and efforts involving Coast Guard assistance, participation or endorsement.
2. **Functions.** Under the general direction and supervision of the Commandant, the Chief, Office of Civil Rights shall:
  - a. Be the principal staff advisor to the Commandant on civil rights and equal opportunity matters to assure full and affirmative implementation of civil rights and equal opportunity precepts within the Coast Guard, within representing organizations, and in connection with recipients of Coast Guard-sponsored Federal assistance.
  - b. Consistent with Departmental policies, programs, standards and procedures, develop and recommend to the Commandant implementing policies and programs; and as authorized, issue implementing standards and procedures, to assure:
    - (1) Equal opportunity in internal Coast Guard employment practices (consistent with Executive Order 11478; PL92-261; and Civil Service Commission regulations).
    - (2) That all Coast Guard programs and activities affecting housing and urban development are administered in an affirmative manner to further the purpose of the Fair Housing provision of Title VIII of the Civil Rights Act of 1968.
    - (3) That assistance is provided, as required by the Director of Equal Employment Opportunity, in investigations of complaints alleging discrimination filed by employees or applicants for employment, or by personnel or applicants for service in the military establishment, Regular and Reserve.
    - (4) That technical advice and guidance on civil rights matters are provided to Coast Guard officials and organizations regularly charged with contract and grant-in-aid administration.
    - (5) That affirmative actions are taken to support total Federal equal opportunity programs.
  - c. Evaluate implementation by Headquarters and field elements of approved policies, programs, standards and procedures.
  - d. Serve as the Coast Guard Equal Employment Opportunity Officer (consistent with Executive Order 11246, and regulations of the Civil Service Commission).
  - e. Conduct liaison with the Departmental Office of Civil Rights, Office of the Secretary of Transportation, and develop or coordinate the development of civil rights and equal opportunity reports prescribed by OST.
  - f. Be the Support Director for the Civil Rights Support Program.

**CIVILIAN EQUAL OPPORTUNITY DIVISION  
(G-HCE)**

1. Under the general direction and supervision of the Chief, Office of Civil Rights, the Chief, Civilian Equal Opportunity Division shall:

a. In close coordination with other components of the Office of Civil Rights, develop guidelines, procedures, internal policies and directives as necessary to establish an effective Civil Rights Program as it relates to Coast Guard civilian personnel.

b. Be responsible for a continuing evaluation of the Coast Guard's civilian equal employment opportunity posture, and initiate remedial measures as necessary.

c. Review internally-developed plans, policies, directives, etc., relating to civil rights matters affecting

Coast Guard civilian personnel to assure that they are consistent with laws and issuances of higher authority.

d. Provide assistance, as required by the DOT Director of Equal Employment Opportunity, in the investigation of complaints of discrimination by employees of or applicants for employment in the Coast Guard.

e. Assist and advise Coast Guard managers and civilian members on Civil Rights matters.

f. Serve as central coordinating point for the recreational activities of the Coast Guard Youth Opportunity Campaign.

**MILITARY EQUAL OPPORTUNITY DIVISION  
(G-HME)**

1. Under the general direction and supervision of the Chief, Office of Civil Rights, the Chief, Military Equal Opportunity Division shall:
  - a. In close coordination with other components of the Office of Civil Rights, develop guidelines, procedures, internal policies and directives as necessary to establish an effective Civil Rights Program as it relates to Coast Guard military personnel and their dependents.
  - b. Be responsible for a continuing evaluation of the Coast Guard's military equal employment opportunity posture, and initiate remedial measures as necessary.
  - c. Review internally-developed plans, policies, directives, etc., relating to civil rights matters affecting Coast Guard military personnel and their dependents to assure that they are consistent with laws and issuances of higher authority.
  - d. Provide assistance, as required by the DOT Director of Equal Employment Opportunity, in the investigation of complaints of discrimination filed by personnel or applicants for service in the military establishment of the U.S. Coast Guard, Regular and Reserve.
  - e. Maintain a continuing surveillance of external civil rights matters, including housing, relating to Coast Guard military personnel and when necessary initiate corrective action within the framework of applicable laws and issuances.
  - f. Assist and advise Coast Guard managers and military members on civil rights matters.

**CHIEF OF STAFF  
(G-CCS)**

1. **Mission.** To develop, coordinate and control service policies and programs, with particular reference to general administrative and management activities.
2. **Functions.** Under the general direction and supervision of the Commandant and Vice Commandant, the Chief of Staff shall:
  - a. Advise and assist the Commandant and Vice Commandant in the general administration of the Service.
  - b. Keep the Commandant and Vice Commandant informed of the problems encountered and the progress made in effectuating policies and executing the programs of the Service, and act as principal management advisor to those officers.
  - c. Have general responsibility for the initiation, development, and review of basic policies and programs for the Service and for the control and coordination of plans and activities evolving therefrom to insure adherence to the policies approved by the Commandant.
  - d. Generally direct the activities of the Chiefs of Offices at Headquarters (except the Office of Civil Rights), particularly with a view toward promoting and securing effective coordination: in the Headquarters Staff; between Headquarters and the Area and District Commanders; between Headquarters and Headquarters Units.
  - e. As the principal management officer of the Coast Guard, generally direct: (a) program evaluation; (b) long-range planning; (c) budget development; (d) review and establishment of organizational and functional structure; (e) manpower allocation and evaluation; (f) safety programs; and (g) coordination of area inspection functions for the Commandant.
  - f. Assure that the Chiefs of Offices are kept fully informed as to the broad policies and programs approved by the Commandant.
  - g. Prepare, present, and execute the budget program.
  - h. Act as Commanding Officer of Headquarters (except for enlisted personnel).
  - i. Be the Support Director for the General Administration Program and the Safety and Occupational Health Support Program.
  - j. Act as the Designated Safety and Health Official of the Coast Guard.

**HEADQUARTERS EQUAL EMPLOYMENT OPPORTUNITY OFFICER  
(G-CCS-1)**

1. Under the direction of the Chief of Staff, the Headquarters Equal Employment Opportunity Officer shall:

a. Plan, implement, and evaluate a program to assure equal employment opportunity for all civilian personnel at Headquarters.

b. Manage the Equal Employment Opportunity Counseling Program at Headquarters, including:

- (1) Recommending individuals for appointment as counselors.
- (2) Arranging for necessary training for personnel appointed as counselors.

(3) Providing advice, guidance, and direction to counselors.

(4) Evaluating the effectiveness of the counseling program and making recommendations for improvement.

c. Review proposed changes in Headquarters policies and procedures to determine their impact on equal opportunity, and advise the Chief of Staff of any adverse effects of such changes.

d. Advise and consult with the Chief of Staff and key officials and supervisors at Headquarters concerning the full range of equal opportunity matters, with particular emphasis on furthering the equal opportunity effort by resolving or forestalling complaints of discrimination.

**ADMINISTRATIVE SERVICES DIVISION  
(G-CAS)**

1. **Mission.** To provide administrative and personal support services to Headquarters components.
2. **Functions.** Under the general direction and supervision of the Chief of Staff, the Chief, Administrative Services Division shall:
  - a. Act as Commanding Officer for Headquarters enlisted personnel and administer Headquarters military personnel matters.
  - b. Administer funds for logistic and administrative support of Coast Guard Headquarters.
  - c. Administer civilian personnel matters for Headquarters, and Headquarters Units located in the Washington metropolitan area.
  - d. Coordinate Headquarters maintenance, safety and internal security matters with OST.
  - e. Allocate office space to Headquarters components and supervise the procurement, storage, maintenance and movement of furniture and equipment within Headquarters.
  - f. Administer the Housing Administration and Liaison Office for the Washington Metropolitan Area including the Headquarters leased housing program.
  - g. Issue military certificates of clearance to handle classified matter, vehicle operator permits, and identification cards; maintain liaison with the OST concerning parking permits.
  - h. Coordinate Headquarters mail services with OST.
  - i. Maintain the Headquarters Secret and Confidential Material Control Center.
  - j. Administer the Headquarters Records Management Program.
  - k. Act as Director, Headquarters Welfare District, Coast Guard Welfare.
  - l. Provide labor details, shipping services, and fingerprinting services; dispatch and operate government vehicles.
  - m. Administer the Headquarters blood donor program.
  - n. Ensure that CG policy for telephone equipment (including facsimile machines) procurement and use is implemented at CGHQ. Coordinate with OST all telephone service requirements for Headquarters and all Washington area Coast Guard units.
  - o. Provide pay, travel and transportation, including household goods, unaccompanied baggage, mobile homes and POV's, service to all military personnel in the Washington, D.C. area and Headquarters civilians.
  - p. Acts as Executive Officer of Headquarters.

## HOUSING ADMINISTRATION, INFORMATION, AND LIAISON (HAIL) STAFF

1. Under the direction and supervision of the Chief, Administrative Services Division, the Staff Assistant for Housing Administration, Information, and Liaison shall:
  - a. Provide housing referral services for all military personnel permanently or temporarily assigned to Coast Guard units within the D. C. Metropolitan Area; administer the Leased Housing Program for the Washington Leasing area; conduct interim and scheduled inspections on all leased housing.
  - b. Provide information on available housing and make available to all military personnel specific data on suitable housing.
  - c. Maintain listings of non-discriminatory rental housing units and houses available for purchase, and a separate listing of housing facilities against which sanctions have been applied. Establish procedures to ensure that military personnel do not obtain unsanctioned housing.
  - d. Establish and maintain contact with apartment owners, realtors, and other sources to secure the maximum number of listings of properties suitable for occupancy within the community area.
  - e. Establish and maintain liaison with the other Armed Forces Housing Offices in the local area and extend full cooperation in the exchange of housing information. Maintain liaison with other Government agencies, e.g., VA and FHA, regarding the availability of housing assets to satisfy local housing needs.
  - f. Administer, monitor, and control all housing surveys conducted in the D. C. Metropolitan area.
  - g. Provide housing information to uniformed members of the Department of Defense and to transferring employees of the Department of Transportation regarding vacancies, desirable and undesirable locations, community support and other data as may be available.

**MILITARY PERSONNEL ACTION BRANCH  
(G-CAS-1)**

1. Under the direction and supervision of the Chief, Administrative Services Division, the Chief, Military Personnel Action Branch, shall:
  - a. Maintain a system of personnel accountability and record movements of all military personnel assigned to Headquarters.
  - b. Maintain and/or prepare personnel records, including Officer leave records, reports of personnel authorized and on board; enlisted service records; and personnel diaries.
  - c. Act as Assistant Education Officer, including making entries of all educational achievements in military personnel records; administering tests and examinations to military personnel enrolled in Coast Guard, USAFI and other correspondence courses. Provide guidance necessary to select proper courses and assistance in obtaining enrollment.
  - d. Administer the physical fitness program at Headquarters, including retaining custody of all physical fitness records of Headquarters military personnel.
  - e. Generally administer the service wide examination program for advancement of enlisted personnel assigned to Headquarters.
  - f. Effect the separation, extension of enlistment and reenlistment of all military personnel assigned to Headquarters as required.
  - g. Prepare original and/or renew Government drivers permits to qualified military personnel.
  - h. Prepare for military personnel assigned to Headquarters certificates of clearance to handle classified documents; exchange information concerning clearances with other agencies.

**HEADQUARTERS PERSONAL SUPPORT BRANCH  
(G-CAS-2)**

1. Under the direction and supervision of the Chief, Administrative Services Division, the Chief, Headquarters Personal Support Branch shall:
  - a. Be responsible for servicing and answering all claims and questions concerning military pay, travel vouchers, and shipment of household goods.
  - b. Maintain a service desk area to solve problems and process claims and answer questions in the area of military pay, travel, and shipment of household goods.
  - c. Provide payroll service to military members in the Washington, D.C. area.
  - d. Provide civilian payroll liaison for Headquarters personnel including all required coordination between Headquarters' personnel and the centralized civilian pay office under FAA in Oklahoma City.
  - e. Prepare authorizations and vouchers for travel advances for Headquarters military and civilian personnel.
  - f. Schedule travel vouchers for payment.
  - g. Prepare all correspondence concerning matters in the pay, travel, and household goods shipment area.
  - h. Provide travel, transportation, and shipment of household goods services are required at Headquarters.
  - i. Maintain military pay records; post, close, and open pay records semi-annually and certify vouchers and payrolls for payment by the Treasury Department.
  - j. Insure that allotment action requests are prepared, posted, and forwarded for military members.
  - k. Issue formal W-2 statements to active duty military members whose pay records are currently maintained by the branch.

**SECURITY AND LOGISTICS BRANCH  
(G-CAS-3)**

1. Under the direction and supervision of the Chief, Administrative Services Division, the Chief, Security and Logistics Branch shall:

a. Coordinate with OST for the internal security of Coast Guard spaces in the DOT Headquarters building(s).

b. Request procurement of, receive, store, maintain, and issue office equipment and furniture; coordinate and supervise the movement of existing office furniture and equipment; furnish labor details and shipping and receiving services; supervise the operations of the Headquarters motor pool.

c. Prepare and control the issuance of necessary Coast Guard military and civilian personnel identification cards; provide fingerprinting and laminating services;

issue necessary name tags for Headquarters military and civilian personnel. Issue decals for Headquarters under the CG Vehicle Registration Program.

d. Provide liaison with OST parking management and provide general guidance and information to Coast Guard personnel for parking matters.

e. Coordinate with OST for mail dispatch and delivery and messenger mail services.

f. Plan, coordinate and direct the operations of the Headquarters Secret and Confidential Control Center and the registered and certified mail distribution control point. Conduct annual inventory of Secret material in Headquarters. Publish directives concerning handling of classified material in Headquarters.

**HEADQUARTERS CIVILIAN PERSONNEL BRANCH  
(G-CAS-5)**

1. Under the direction and supervision of the Chief, Administrative Services Division, the Chief, Headquarters Civilian Personnel Branch shall:

a. Plan, direct, and execute a complete civilian personnel management program for Headquarters and Headquarters Units located in the Washington Metropolitan area.

b. Provide program advice and guidance on civilian personnel management and assist supervisors in carrying out their personnel management responsibilities.

c. Represent Headquarters on all personnel matters including labor-management relations and participate in all personnel management activities.

d. Maintain liaison with personnel officials of Coast Guard, Department of Transportation, Office of Personnel Management and other activities on matters pertaining to civilian personnel administration.

**RECORDS AND DIRECTORY BRANCH**  
**(G-CAS-6)**

1. Under the direction and supervision of the Chief, Administrative Services Division, the Chief, Records and Directory Branch, shall:

a. Plan, and administer the Headquarters Records Management Program.

b. Ensure the Coast Guard Comprehensive Records Control Schedule is maintained current. Prepare and issue correspondence and instructions relative to the records disposal program for Headquarters.

c. Compile, edit, and publish the Register of Military Personnel in the Washington Area. Provide information concerning Headquarters military and civilian personnel for publication in the DOT Telephone Directory.

d. Operate a central information desk to answer telephone inquiries and to assist visitors.

e. Maintain a system of control over records loaned by the National Archives and the Federal Records Center.

**BUDGET DIVISION  
(G-CBU)**

1. **Mission.** To develop the budget estimates to properly reflect the financial requirements of the Coast Guard.
2. **Functions.** Under the general direction and supervision of the Chief of Staff, the Chief, Budget Division shall:
  - a. Develop budget estimates, assure that they properly reflect the financial requirements of the Coast Guard, and assist the Chief of Staff in the presentation of such estimates to the Secretary of Transportation, the Office of Management and Budget, and the Congress.
  - b. Prepare instructions to the districts, the several Headquarters units, and the various offices and divisions at Headquarters, relating to the preparation of budget estimates to meet the requirements of Coast Guard programs; and advise and assist in such preparations.
  - c. Prepare operating stage financial plans, release targets and target modifications to Headquarters organizations and field units, and prepare requests for apportionment and reapportionment of funds including establishment and release of reserves.
  - d. Coordinate and review the execution of all current year financial plans in each appropriation; act on requests from Headquarters fund managers and field units for modification(s).
  - e. Conduct special studies/analyses of the execution of financial plans and recommend reprogramming necessary for effective funds utilization.
  - f. Prepare budgetary reports as required by the Congress, the Office of Management & Budget and the Secretary of Transportation and as may be required for internal administrative use.
  - g. Administer funds not specifically allocated to other components of organization, including chief of Staff contingency funds.
  - h. Maintain the Manual of Budgetary Administration.
  - i. Coordinate all preparations for annual budget hearings (authorization and appropriation) before OST, OMB and the Congress.

**FORMULATION BRANCH  
(G-CBU-1)**

1. Under the direction and supervision of the Chief, Budget Division, the Chief, Formulation Branch shall:

- a. Translate policies and programs and priority lists into budget estimates for submission to OST; Office of Management and Budget; and to Congress.
- b. Prepare multi-year and long range budget projections.
- c. Advise the division chief in matters of budget formulation, including development of phased-time schedules for accomplishment.
- d. Prepare the program budget distribution for all appropriations and maintain program cost trend charts.
- e. Prepare resource change proposals for annualizations, all civilian pay adjustments, and cost-of-living increases.
- f. Maintain segment of the Manual of Budgetary Administration related to budget formulation.
- g. Conduct or coordinate the review of pending legislation to develop long range budget projections.
- h. Prepare all supporting and amplifying data for OST and OMB stage budgets.

**EXECUTION AND ANALYSIS BRANCH  
(G-CBU-2)**

1. Under the direction and supervision of the Chief, Budget Division, the Chief, Execution and Analysis Branch shall:

- a. Advise the division chief in matters related to budget execution, including the status of financial plans.
- b. Prepare tentative and operating stage budget and modifications based upon final Congressional action on Coast Guard appropriations.
- c. Coordinate the execution of budgets through direct liaison with allotment target, operating guide, and project administrators at Headquarters, and with administrative target units.
- d. Prepare financial plans and apportionment schedules.
- e. Consolidate planned obligation programs, evaluate execution of the financial plans, conduct variance analyses, initiate program modifications and/or prepare evaluation reports on the progress of the execution of each target/project as required.
- f. Conduct analyses of all phases of budget execution.
- g. Recommend reprogramming actions to division chief in order to meet unprogrammed requirements.
- h. Administer OG-40, Chief of Staff Contingency Fund and other funds not specifically allocated to other components of organization.
- i. Maintain segment of Manual of Budgetary Administration related to budget execution.
- j. Coordinate reimbursable programs.
- k. Coordinate preparations for annual appropriations and authorizations hearings before the Congress.

**MANAGEMENT ANALYSIS DIVISION  
(G-CMA)**

1. **Mission.** To provide a wide range of administrative and management advisory services and assistance for the Headquarters and field organization.
2. **Functions.** Under the general direction and supervision of the Chief of Staff, the Chief, Management Analysis Division shall:
  - a. Act as Headquarters focal point for the Coast Guard Inspection System.
  - b. Conduct special staff studies and comprehensive management surveys embracing any organizational component of the Coast Guard.
  - c. Develop, promulgate and monitor implementation of Coast Guard organizational policy, principles and patterns and delegations of authority.
  - d. Conduct studies, initiate recommendations, and review proposals involving changes in Coast Guard organization.
  - e. Administer the Coast Guard Directives Management System and Printing and Duplicating System.
  - f. Develop Service-wide Filing Systems.
  - g. Administer the Coast Guard Records Management, Forms Management, Reports Management and Correspondence Management Programs.
  - h. Administer the Privacy Act of 1974 and act as Privacy Act Officer of the Service.
  - i. Administer the military and civilian Beneficial Suggestion Program.
  - j. Administer mail and postal matters.
  - k. Implement Service-wide policy relative to interservice support agreements, Federal Executive Boards, DOT Field Coordinating Groups and Federal Executive Associations.
  - l. Act as Headquarters focal point relative to externally conducted audits of Coast Guard activities.
  - m. Carry out the Coast Guard's requirements relative to the Freedom of Information Act.

**MANAGEMENT SERVICES AND INSPECTION LIAISON BRANCH**  
**(G-CMA-1)**

1. Under the direction and supervision of the Chief, Management Analysis Division, the Chief, Management Services and Inspection Liaison Branch shall:
  - a. Develop and administer the Military and Civilian Suggestion Program.
  - b. Conduct research for and prepare periodic and special reports as required for submission to the Secretary of Transportation, the White House, Congressional bodies, and other Federal agencies. Included in this category are the Weekly Highlights and Action Book Reports for the Secretary and bi-weekly Secretarial Staff/Briefing Agenda items, Executive retreats, etc.
  - c. Administer mail and postal matters for the Coast Guard and prescribe procedures for the establishment and operation of Coast Guard post offices.
  - d. Maintain background material on Commandant's policy and support agreements between the Coast Guard and other Federal agencies, and advise management officials on these matters as requested.
  - e. Maintain background material on Coast Guard policy and guidance issued by higher authority.
  - f. Serve as the point of contact and coordinator for all evaluations and audits levied on the Coast Guard by external entities such as OST, GAO, OMB, GSA, etc.
  - g. Develop general inspection policies for the Commandant for the district-administered inspection system to ensure that the Commandant is advised of achievements, problems and state of readiness of field commands.
  - h. Serve as coordinator and liaison between inspection officers and cognizant HQ program officials on inspection matters.
  - i. Monitor development and maintenance of service-wide standard inspection check lists.
  - j. Receive inspection reports from district commanders requiring action by Headquarters. Coordinate review and analysis of such reports and follow up to assure appropriate evaluation and action as necessary by cognizant program officials.
  - k. Evaluate the general effectiveness of the Coast Guard inspection system within the policies and parameters established by the Commandant. Advise superiors as to progress and the need for changes.

**MANAGEMENT AND ORGANIZATION BRANCH**  
**(G-CMA-2)**

1. Under the direction and supervision of the Chief, Management Analysis Division, the Chief, Management and Organization Branch shall:
  - a. Conduct and/or coordinate management studies involving Headquarters and the field. This includes review, analysis, and improvement of organization, command relationships, delegations of authority and general administrative management practices.
  - b. Evaluate planning proposals in terms of organizational implications and impact.
  - c. Review legislative proposals as they relate to Coast Guard organization and functions.
  - d. Develop Coast Guard position with respect to management proposals and inquiries (organizational changes and delegations of authority) from the Office of the Secretary of Transportation and other federal agencies.
  - e. Conduct reviews of management functions in Coast Guard districts and headquarters units.
  - f. Provide consultant services to Coast Guard officials and their staffs on a variety of general management matters.
  - g. Develop directives which prescribe organizational policy, principles and patterns, and delegations of authority policy.

**DIRECTIVES, PUBLICATIONS, AND PRINTING BRANCH**  
**(G-CMA-3)**

1. Under the direction and supervision of the Chief, Management Analysis Division, the Chief, Directives, Publications and Printing Branch shall:

a. Develop and administer the Coast Guard directives management system.

b. Develop and administer the service-wide printing and duplicating program.

c. Handle printing and distribution matters for CG Headquarters.

**PAPERWORK MANAGEMENT BRANCH**  
**(G-CMA-4)**

1. Under the direction and supervision of the Chief, Management Analysis Division, the Chief, Paperwork Management Branch shall:

a. Develop service-wide Filing Systems and procedures and maintain the numerical subject classification system.

b. Develop and administer the Coast Guard Records Management Program, including establishment of systems and standards for effective service-wide control over creation, use, maintenance and disposal of records.

c. Develop and administer the Coast Guard Forms and Reports Management Programs.

d. Develop and administer the Coast Guard Correspondence Management Program, developing and establishing standards, procedures and techniques for improvement of correspondence practices.

e. Administer the Privacy Act of 1974.

f. Administer the Freedom of Information Act.

**PLANS EVALUATION DIVISION  
(G-CPE)**

- 1. Mission.** To Initiate, review, coordinate, and evaluate Coast Guard long range plans.
- 2. Function.** Under the general direction and supervision of the Chief of Staff, the Chief, Plans Evaluation Division shall:
  - a. Synthesize and prepare digests of on-going and projected external conditions and trends for use of the Strategic Planning Council. Serve as Executive Secretary to the Council.
  - b. Coordinate program planning beyond the budget year plus one, encompassing:
    - (1) Evaluation of programs and new initiatives.
    - (2) Evaluation of long range objectives.
    - (3) Evaluation of policies.
    - (4) Evaluation of cost-effectiveness and cost-benefit measures.
  - c. Develop annual update of the CG Long Range View.
  - d. Develop annual Spring Preview, highlighting major issues for future budgets.
  - e. Coordinate, monitor and evaluate Program Plans and Plan Summaries for consistency and completeness in support of CG objectives.
  - f. Initiate, monitor and review the conduct of all major analytical efforts within the Coast Guard designed to examine new programs, major changes in emphasis of existing programs, or methods of accomplishing ongoing programs, including Program Standards.
  - g. Coordinate the preparation, review, and updating of the major facility plans and the Headquarters review of Planning Proposals and Development Plans.
  - h. Annually prepare statement and background for Legislative Oversight Hearings.
  - i. Review AC & I Projects and Resource Change Proposals, as necessary for consistency with long-range plans.
  - j. Monitor Program and Support planning beyond BY+1 and provide analytical assistance to Program and Support Managers, as needed.
  - h. Maintain the Planning and Programming Manual in conjunction with the Chief, Programs Division.
  - l. Make determinations concerning which services provided by the Coast Guard could/should be susceptible to the imposition of user charges.

**PLANS BRANCH  
(G-CPE-1)**

1. Under the direction and supervision of the Chief, Plans Evaluation Division, the Chief, Plans Branch shall:

a. Be responsible for coordinating all long range and all middle range plans and programs of the Coast Guard, within the framework of the PPB System, as follows:

- (1) Assist in the promotion, evaluation, and development of new program initiatives, and of new and more effective means of conducting existing programs.
- (2) Identify and define interface areas with other Government agencies.

(3) Review and prepare position and issue papers on current and anticipated plans, programs, and problem areas of the Coast Guard.

(4) Coordinate all major analytical efforts within the Coast Guard, and monitor the implementation of all long range and middle range programs.

(5) Review and coordinate Headquarters action on Planning Proposals and Development Plans.

**SYSTEMS BRANCH  
(G-CPE-2)**

1. Under the direction and supervision of the Chief, Plans Evaluation Division, the Chief, Systems Branch, shall:

a. Be responsible for the systems analysis of all long range and middle range plans and programs of the Coast Guard, within the framework of the PPB System, as follows:

- (1) Evaluate, monitor and project present and future deficiencies and strengths in Coast Guard resource utilization.
- (2) Develop and apply economic analyses, mathematical models, simulation techniques, operations research and other scientific methods to facilitate the coordination and implementation of all long range plan and programs.

(3) Review and conduct comprehensive analyses in justification of existing programs, program alternatives, and new program initiatives.

(4) Evaluate all major analytical efforts undertaken within the Coast Guard in order to insure that the best analytical methods and concepts in the technical fields of economics and mathematics are employed.

**PROGRAMS DIVISION  
(G-CPA)**

1. **Mission.** To review and coordinate the execution and planning of current and proposed programs.
2. **Functions.** Under the general direction and supervision of the Chief of Staff, the Chief, Programs Division shall:
  - a. For the time frame including the budget year (current year + two), review and coordinate as necessary the execution and planning of current and proposed programs including capital construction. Provide necessary annual planning factors to the field for budgetary development, and be the Support Manager for the General Administration Program.
  - b. Prescribe the requirements for, and coordinate the development and final submission of, all annual program memoranda, including the Program and Financial Plans.
  - c. Coordinate the development of all program resource change proposals and their respective priorities at the various stages of the budget process. Perform such analysis as required to insure adoption of best alternatives within the framework of approved long-range planning.
  - d. Regularly review the program structure of the Coast Guard looking toward (1) adjustments to facilitate management and analysis, and (2) clarification of objectives, output measures, and policies.
  - e. Establish and maintain military and civilian personnel allowances for all Coast Guard units in accordance with statutory requirements, established ceilings, fiscal limitations, and approved staffing criteria. Prepare plans at various stages of the annual budgetary process, showing the number of military and civilian personnel required to staff approved operating units of the Coast Guard.
  - f. In conjunction with Chief, Plans Evaluation Division, maintain the Planning and Programming Manual.
  - g. Direct the Coast Guard's Workforce Planning program, including the establishment of manning standards, staffing criteria and the conduct of manpower audits; carry out special studies on manpower requirements and skills.

**PROGRAM REVIEW BRANCH**  
**(G-CPA-1)**

1. Under the direction and supervision of the Chief, Programs Division, the Chief, Program Review Branch shall:

a. Review and coordinate as necessary the execution and planning of current and proposed programs including capital construction to insure consistency with program objectives, on-going planning, established priorities and compatibility with other programs. In this connection, provide assistance to the Chief, Budget Division in the development and preparation of each budget submission and in developing answers to questions from higher authority which occur during each budget cycle. Develop, coordinate and distribute the necessary annual planning factors to the field for budgetary development.

b. Review all program Resource Change Proposals and recommend priorities at the various stages of the budget process. Develop and maintain scoring systems and other analytical tools used in setting and adjusting the priorities of all Resource Change Proposals. Perform such analysis as required to insure adoption of best

alternatives within the framework of approved long-range planning. Plan and schedule Coordinating Board meetings as required and develop and publish records of those meetings. Develop analysis techniques, program/plans procedures and related activities for improving Coast Guard-wide program development and execution.

c. Regularly review the program structure of the Coast Guard looking toward (1) adjustments to facilitate management and analysis, and (2) clarification of objectives, output measures, and policies. Review proposed changes to approved operating plans (billet/position adjustments, OFCOs, Boards of Survey, etc.) to insure adherence to existing policies.

d. In coordination with Chief, Plans Evaluation Division, develop the Spring Preview. Co-ordinate development of the Commandant's "Determinations." Develop the Commandant's Background Data Book and the AC&I Picture Book for use in the preparation and presentation of the budget to Congressional committees.

**PERSONNEL ALLOWANCES BRANCH**  
**(G-CPA-2)**

1. Under the direction and supervision of the Chief, Programs Division, the Chief, Personnel Allowance Branch shall:

a. Allocate or reallocate military and civilian personnel allowances for all Coast Guard units in accordance with statutory requirements, established ceilings, fiscal limitations, approved program changes, and staffing criteria.

b. Develop, refine, and maintain essential Management Information Systems for: (1) total manpower resource accounting (PAL), and (2) the budget development process (BUDS).

c. Prepare plans at various stages of the annual budgetary process showing the number of military personnel required to man all units of the Coast Guard.

d. Review manpower requirements submitted in Resource Change Proposals for consonance with approved programs, to detect deviations from approved staffing criteria, determine impact of changes upon total manpower structure, and consider capability of the Office of Personnel to provide skills.

e. Perform staff work for, and recommend action on, requests for changes to established personnel allowances, reprogrammings of resources, planning proposals involving manpower, or proposals of any nature dealing with utilization of existing personnel resources (reorganizations, studies, etc.).

f. Maintain close liaison with Program and Support Directors/Managers in the execution of that portion of budget programs involving manpower resources.

g. Allocate the Coast Guard civilian employment authority, respond to all reporting requirements imposed from OST (or other higher echelons), and monitor the employment level restrictions on a continuing basis.

Reprogram positions as program, operational or personnel considerations require. Maintain liaison with the Civilian Personnel Division in Coast Guard Headquarters and the appropriate OMB/OST officials.

### **WORKFORCE PLANNING BRANCH (G-CPA-3)**

1. Under the direction and supervision of the Chief, Programs Division, the Chief, Workforce Planning Branch shall:

a. Develop and implement policies, procedures and guidelines for the workforce planning program of the Coast Guard.

b. Conduct and coordinate manpower validation surveys to insure that military and civilian personnel are effectively employed in the performance of tasks which have been determined to be essential to mission accomplishment. Such studies include: (1) the development of work standards and application of them and other relevant factors to assure that a bona fide need exists for position/billets; (2) review and analysis to

assure that the grouping and assignment of duties and responsibilities to positions/billets are such as to assure economical and efficient employment of the work force; and (3) analysis of positions/billets to ascertain that military personnel are not used in jobs that are primarily civilian in character and vice versa.

c. Develop staffing criteria and conduct special studies on manpower requirements and skills to: (1) establish proper classification (billet levels) for officer and enlisted billets; (2) develop, maintain and disseminate staffing standards and planning data for use in manpower studies, budget justifications, etc.; and (3) integrate the requirements imposed by higher authority into the Coast Guard workforce planning program.

**SAFETY PROGRAMS DIVISION  
(G-CSP)**

1. **Mission.** To provide guidance and direction to those organizations and officers who are responsible for maintaining places and conditions of employment or service for Coast Guard personnel in a safe and occupationally healthful condition.
2. **Functions.** Under the general direction of the Chief of Staff, the Chief, Safety Programs Division, shall:
  - a. Review occupational safety and health guidelines and requirements and evaluate the applicability, suitability, and feasibility of CG adoption, including cost/benefit analyses and related impact on field units. Develop, recommend, and promulgate occupational safety and health policies and standards in consultation with responsible program managers.
  - b. Provide for the conduct of evaluations, surveys, and inspections to identify any unsafe and/or occupationally unhealthful places or conditions of employment which might exist within the Coast Guard. When actual or potential hazards are found, consult with and assist those offices which are responsible for correcting such conditions.
  - c. Act as the Support Manager for the Safety and Occupational Health Program.
  - d. Serve as Chairman of the Coast Guard Safety and Occupational Health Committee.

**FLIGHT SAFETY BRANCH  
(G-CSP-1)**

Under the general direction and supervision of the Chief, Safety and Occupational Health Division, the Chief, Flight Safety Branch, shall:

- a. Establish and monitor a Coast Guard-wide Flight Safety Program.
- b. Review aviation safety requirements and guidelines, evaluate their applicability, suitability, and feasibility for Coast Guard adoption, including cost/benefit analyses and related impact on field units.
- c. Develop, recommend, promulgate and monitor policies and procedures for field unit safety, in consultation with appropriate program managers.
- d. Recommend policies and procedures to protect the public from being hazarded by Coast Guard activities.
- e. When actual or potential conditions are found that would adversely affect flight safety, advise and assist the responsible organization to correct the condition.

**SHORE FACILITY SAFETY BRANCH  
(G-CSP-2)**

Under the general direction and supervision of the Chief, Safety and Occupational Health Division, the Chief, Shore Facility Safety Branch, shall:

- a. Establish and monitor a Coast Guard-wide Shore Facility Safety Program.
- b. Review shore facility safety requirements and guidelines, evaluate their applicability, suitability, and feasibility for Coast Guard adoption, including cost/benefit analyses and related impact on field units.
- c. Develop, recommend, promulgate and monitor policies and procedures for field unit safety, in consultation with appropriate program managers.
- d. Recommend policies and procedures to protect the public from being hazarded by Coast Guard activities and monitor contractor compliance with safety and occupational health specifications of Coast Guard contracts.
- e. Develop programs to minimize manpower losses associated with off-duty activities.
- f. When actual or potential conditions are found that would adversely affect field unit safety, advise and assist the responsible organization to correct the condition.
- g. Establish and monitor a Coast Guard-wide Fire Safety Program.

**VESSEL SAFETY BRANCH  
(G-CSP-3)**

Under the general direction and supervision of the Chief, Safety and Occupational Health Division, the Chief, Vessel Safety Branch, shall:

- a. Establish and monitor a Coast Guard-wide Vessel Safety Program, encompassing all Coast Guard cutters and boats.
- b. Review surface vessel safety requirements and guidelines, evaluate their applicability, suitability, and feasibility for Coast Guard adoption, including cost/benefit analyses and related impact on field units.
- c. Develop, recommend, promulgate and monitor policies and procedures for field unit safety, in consultation with appropriate program managers.
- d. Recommend policies and procedures to protect the public from being hazarded by Coast Guard activities.
- e. When actual or potential conditions are found that would adversely affect vessel safety, advise and assist the responsible organization to correct the condition.

**INDUSTRIAL HYGIENE BRANCH  
(G-CSP-4)**

Under the general direction and supervision of the Chief, Safety and Occupational Health Division, the Chief, Industrial Hygiene Branch, shall:

- a. Establish and monitor the Coast Guard Industrial Hygiene Program.
- b. Develop, recommend, and promulgate occupational health criteria, policies, and procedures, relating to health hazardous conditions associated with the work environment and work operations, within the Coast Guard, in consultation with responsible program managers.
- c. Respond to specific requests for and conduct systematic evaluations and studies of Coast Guard work environments and systems to identify and evaluate health hazardous operations and environments.
- d. When actual or potential conditions are found that would adversely affect occupational health, advise and assist the responsible organization to correct the condition.

**STANDARDS AND PERFORMANCE STAFF  
(G-CSP-5)**

Under the general direction and supervision of the Chief, Safety and Occupational Health Division, the Chief, Standards and Performance Staff, shall:

- a. Review standards, criteria, requirements and guidelines related to safe and healthful performance, evaluate their applicability, suitability and feasibility for Coast Guard adoption, including cost/benefit analyses, and related impact on field units.
- b. Coordinate the development and adoption of supplementary safety and occupational health standards; and develop, recommend and promulgate safety and occupational health performance criteria, in consultation with responsible program managers.
- c. Recommend, evaluate, and monitor activities and materials for the attainment of performance criteria through formal, operational, and on-the-job training, in consultation with responsible program managers; provide for the maintenance of a high degree of safety and occupational health awareness.
- d. Establish and monitor a Coast Guard-wide Traffic Safety Program.
- e. Advise and assist responsible organizations in the correction of behavior that would adversely affect safe and healthful performance.
- f. Be responsible for the coordination of long-range planning for the Safety and Occupational Health Program.

## OFFICE OF BOATING, PUBLIC, AND CONSUMER AFFAIRS

### 1. Mission.

- a. To provide for a comprehensive and effective public relations and consumer affairs program aimed at keeping the private sector abreast of Coast Guard developments and events of general interest.
- b. To oversee the program for prevention of recreational boat casualties including enforcement of Federal laws and regulations; supervision of Coast Guard Auxiliary operations; establishment of pleasure craft safety standards; administration of public education and training programs; and, maintenance of liaison with other authorities and organizations concerned with boating safety.

### 2. Functions. Under the general direction and supervision of the Commandant, the Vice Commandant, and Chief of Staff, the Chief, Office of Boating, Public, and Consumer Affairs shall:

- a. Maintain a comprehensive public affairs program.
- b. Coordinate Coast Guard public affairs with Departmental policy.
- c. Coordinate the Coast Guard effort to comply with Executive Order 12160 and the five consumer elements enumerated therein and elaborated upon in the Department's Consumer Program. Act as Consumer Affairs Officer for the Coast Guard.
- d. Act as the Program Director of the Recreational Boating Safety Program.
- e. Act as the Support Director of the Public Affairs Support Program.
- f. Act as special assistant to the Commandant for external relations, and advise him on broad policy matters and the general impact of Coast Guard operations on the domestic scene.
- g. Develop, coordinate and direct a recreational boating safety program with the objectives of reducing accidents, injuries and fatalities as well as protecting environmental quality in regard to the operation of pleasure craft on waters subject to the jurisdiction of the United States.
- h. Develop policies, long range plans and budget forecasts consistent with projected program growth and technological advances in the boating industry.
- i. Actively promote the assumption of the education and compliance aspects of boating safety by the States and jurisdictions under the mandate of the "New Federalism" policy.
- j. Oversee the operations of the Coast Guard Auxiliary.
- k. Direct a public education and boating safety information program designed to keep boat owners, operators and occupants, as well as the several States, apprised of the elements of boating safety.
- l. Establish the necessary construction and performance standards as well as technical criteria for boats and associated equipment; and implement a control system to ensure compliance with such requirements including the operation of a defects notification program.

- m. Initiate, coordinate, and assure the development of regulations necessary for timely implementation of new laws or executive orders associated with assigned programs. Monitor the adequacy of existing regulations and update as needed to conform with legislative revisions or changed conditions.
- n. Administer the enforcement of Federal laws and regulations governing boating, including the assignment of enforcement/compliance responsibility, the reporting and investigation of boating accidents, and the publication of boating statistics.
- o. Maintain liaison with the various States and jurisdictions, Federal agencies, private industry, and other private and public, domestic and international organizations concerned with boating safety.
- p. Monitor and coordinate the activities of the National Boating Safety Advisory Council (NBSAC).
- q. Coordinate the operational training of Coast Guard units, regular and reserve, State and local boating safety personnel, and other groups sharing boating safety responsibility.
- r. Periodically advise the Commandant on the relative performance of districts regarding their assigned boating safety responsibility.
- s. Advise the Chief, Office of Personnel, on the procurement, training, and assignment of personnel to meet boating safety requirements.
- t. Keep cognizant Headquarters elements apprised of marine related matters under consideration by various Governmental and non-governmental organizations.
- u. Monitor Coast Guard participation in committee activities other than Federal Advisory Committees.

**CONSUMER AFFAIRS AND ADMINISTRATIVE STAFF  
(G-BA)**

1. Under the general direction and supervision of the Chief, Office of Boating, Consumer, and Public Affairs, the Chief, Consumer Affairs and Administrative Staff shall:
  - a. Serve as the Executive Director, National Boating Safety Advisory Council (NBSAC).
  - b. Coordinate the plans and activities of NBSAC and the committee/panels of the Council; prepare the agenda for meetings.
  - c. Prepare recommendations and resolutions reflecting determinations of NBSAC on substantive issues.
  - d. Recommend new members of the Council to the Commandant in accordance with the Federal Boat Safety Act of 1971.
  - e. Provide general support for the Office.
  - f. Monitor and provide guidance in regulations prepared within the Office; coordinate regulations with other appropriate Coast Guard elements.
  - g. Represent the Coast Guard on the National Safe Boating Council as its secretariat.
  - h. Coordinate consumer advocacy recommendations of the NBSAC.
  - i. Coordinate a program of consumer representation and participation in the formulation and execution of the various Coast Guard programs that affect the public.
  - j. Develop and coordinate an education and information program to increase consumer awareness of opportunities to participate in relevant rulemaking and decision making processes.
  - k. Ensure Coast Guard compliance with applicable consumer representation statutes, orders, and directives.

**CONSUMER AFFAIRS/REGULATIONS/NBSAC COORDINATORS  
(G-BA-1)**

1. Under the direction and supervision of the Chief, Consumer Affairs and Administrative Staff, Consumer Affairs/Regulations/NBSAC Coordinators shall:

a. Develop and administer Coast Guard procedures and directives to achieve Government goals of consumer representation (as expressed in applicable consumer representation statutes, orders, and directives.)

b. Represent the consumer viewpoint or interest in the review and clearance of Coast Guard regulations and legislation affecting the public.

c. Serve as the Coast Guard member of the DOT Consumer Affairs Coordinating Committee. Represent the Coast Guard on various interagency committees and task forces concerned with consumer representation and participation in Government affairs.

d. Monitor and provide guidance in the preparation of regulations within the Office; coordinate regulations with other Coast Guard elements.

e. Coordinate the preparation and internal review of the documentation in compliance with Section 6 of the Federal Boat Safety Act of 1971 for submission to the National Boating Safety Advisory Council (NBSAC).

f. Provide legal consultation to the Chief, Office of Boating, Public and Consumer Affairs.

g. Assist the Executive Director of NBSAC in the development and implementation of plans, schedules and arrangements for the activities of the Council and other ancillary or advisory committees and/or panels as directed.

h. Perform functions in connection with the Advisory Committee Management Program.

i. Develop, implement, and maintain effective administrative controls and records systems to support the activities of advisory committees; prepare minutes of appropriate meetings.

j. Prepare recommendations and resolutions reflecting determinations of NBSAC on substantive issues.

k. Coordinate NBSAC membership process and maintain associated records.

l. Assist in the development and maintenance of budgetary requirements including a staff financial plan and NBSAC financial requirements.

**ADMINISTRATIVE BRANCH**  
**(G-BA-2)**

1. Under the direction and supervision of the Chief, Consumer Affairs and Administrative Staff, the Chief, Administrative Branch shall:
  - a. Be responsible for general Office management including publication of general Office notices and instructions.
  - b. Maintain centralized Office files of required directives, publications and forms; maintain classified material control; coordinate central files with those records maintained by other Office elements.
  - c. Route mail and maintain master mailing lists.
  - d. Monitor logistical needs and maintain a master property file in accordance with the Headquarters Personal Property Reporting System.
  - e. Review appropriate directives, instructions and publications for relevancy, conformity, and currency with program needs and other applicable governmental directives.
  - f. Coordinate Freedom of Information Act and Privacy Act requests with Office components consistent with Coast Guard policy and regulations; maintain Office files of all information released.
  - g. Act as Office liaison officer for the Coast Guard Inspection Program.
  - h. Coordinate the Suggestion program within the Office.

**POLICY PLANNING AND EVALUATION STAFF**  
**(G-BP)**

1. Under the general direction and supervision of the Chief, Office of Boating, Public and Consumer Affairs, the Chief, Policy Planning and Evaluation Staff shall:
  - a. Develop the Office long-range plans and coordinate the development of the required planning, programming and budgeting system documentation.
  - b. Design and operate a system to measure and evaluate mission performance and impact of proposed regulations.
  - c. Recommend priorities to meet established goals; provide a basis for distribution of resources, and execute program budget.
  - d. Recommend legislative changes based upon program review and evaluation.
  - e. Determine the priorities of research and development effort necessary to attain the basic program objectives.
  - f. Coordinate and prepare policy directives affecting the overall operation of the program.
  - g. Assist, in cooperation with other Office elements, in the identification of all objectives which require a planning overview with other Federal agencies and external modes.
  - h. Review organizational structure to ensure optimal mission accomplishment.
  - i. Coordinate Office personnel policy regarding ceilings, personnel allowances, use of reservists and related issues.
  - j. Coordinate assignment of study managers; evaluate and monitor studies.
  - k. Identify various external resources in the public and private sector which can contribute effectively to the Boating Safety Program.
  - l. Develop and maintain management information and word processing systems for the Office.
  - m. Publish accident statistics as required by law and regulations.
  - n. Administer the program for assignment of hull identification numbers to boats.

**PROGRAM DEVELOPMENT AND ANALYSIS BRANCH**  
**(G-BP-1)**

1. Under the direction and supervision of the Chief, Policy Planning and Evaluation Staff, the Chief, Program Development and Analysis Branch shall:
  - a. Develop and recommend program priorities in accordance with program objectives.
  - b. Develop required planning, programming and budgeting documentation.
  - c. Review and evaluate resource change proposals for plan substantiation and technical accuracy; coordinate submission and monitor their progress through the budgetary stages, providing input as necessary.
  - d. Develop, maintain and monitor an integrated financial plan and recommend operating guide allotments; administer operating guide 30 funds not specifically allotted to other Office elements.
  - e. Review, coordinate and recommend action on district planning proposals and other district budgetary/personnel requests.
  - f. Assist Office elements in measurement of economic impact of proposed regulations.
  - g. Analyze accident data to determine the basic cause of all accidents; perform analytical studies requested in support of line division; and publish accident statistics as required by applicable law and regulations.
  - h. Design and implement an evaluative system which will relate in-house measures of efficiency to external measures of effectiveness, by relating resource mix to resource disposition.
  - i. Recommend approval of study requests, coordinate assignment of cognizant study managers, monitor progress and evaluate results of studies.
  - j. Account for Office travel, civilian overtime and use of reservists.
  - k. Coordinate with the Office of Research and Development and other support managers to assure that program plans incorporate the required support. Generate required tentative safety requirements and provide project officers for all R&D work through the problem identification report.
  1. Close out grants to national, nonprofit, public-service organizations.

**MANAGEMENT INFORMATION SERVICE BRANCH  
(G-BP-2)**

1. Under the direction and supervision of Chief, Policy Planning and Evaluation Staff, the Chief, Management Information Service Branch shall:

a. Develop, implement, operate and maintain management information systems to meet the requirement of Office elements.

b. Coordinate requests for ADP services between the Office of Boating, Public, and Consumer Affairs and the Information Systems Division and any other division maintaining data bases.

c. Furnish ADP services as required by Office elements.

d. Administer the program for assignment of manufacturer ID codes in compliance with applicable laws.

e. Operate a management information center to assist in effective decision making regarding employment of resources.

f. Develop, implement, operate and maintain a word processing system to meet Office requirements.

**PUBLIC AFFAIRS DIVISION  
(G-BPA)**

1. Under the general direction and supervision of the Chief, Office of Boating, Public and Consumer Affairs, the Chief, Public Affairs Division shall:
  - a. Develop plans for and administer the public affairs program of the Coast Guard to promote public and internal knowledge and understanding of the activities and missions of the Coast Guard.
  - b. Conduct an active public affairs program.
  - c. Administer a boating information program using national mass media.
  - d. Provide for an effective public affairs personnel training program.
  - e. Prepare, clear, and distribute public affairs material such as pamphlets, booklets, magazine articles, radio and television materials.
  - f. Survey and analyze public opinion regarding the Coast Guard; advise as to the public relations implications of proposed programs or policies of the Coast Guard; initiate recommendations relative to improvement in the Coast Guard public affairs activities.
  - g. Maintain continuing liaison with the press and other mass media; clear information for release; and answer inquiries from these media and the public.
  - h. Provide overall guidance, coordination and policy determination for the Coast Guard History Program, the operation of Coast Guard Museums, the general preservation of Coast Guard artifacts, and the loan of Coast Guard memorabilia to qualified organizations.
  - i. Coordinate the cooperative public affairs efforts for the Coast Guard Reserve, the Coast Guard Auxiliary and retired personnel.
  - j. Ensure compliance with the visual identification program.
  - k. Administer the Coast Guard Public Service Award Program.
  - l. Serve as a member of the DOT Public Affairs Council.

**VISUAL SERVICES BRANCH  
(G-BPA-1)**

1. Under the direction and supervision of the Chief, Public Affairs Division, the Chief, Visual Services Branch shall:

a. Manage a service-wide system for the production of audiovisual programs; monitor procurements of new audiovisual equipment.

b. Arrange for production and distribution of public affairs training, documentary or special purpose video taped/films of the Coast Guard; assist and advise other Headquarters elements and field activities in authorized productions.

c. Photograph, process, catalog and store original stock motion picture footage, still photographs and video tapes for the Coast Guard; process requests for Coast Guard stock audiovisual material.

d. Manage Headquarters still-photo activities; maintain still camera and audiovisual equipment at Coast Guard Headquarters; provide still photographic service for the Office of the Commandant.

e. Maintain biographical statements and official photographs of senior Coast Guard officials.

f. Process all work orders for still photograph developing and printing in the DOT lab under the Working Capital Fund.

g. Prepare reports on Coast Guard audiovisual activities.

h. Develop, coordinate, and produce boating safety public service audiovisual material.

**EDITORIAL SERVICES BRANCH  
(G-BPA-2)**

1. Under the direction and supervision of the Chief, Public Affairs Division, the Chief, Editorial Services Branch shall:
  - a. Serve as the primary point of contact between Coast Guard Headquarters and the news media.
  - b. Prepare and coordinate news releases with the Office of the Secretary of Transportation.
  - c. Distribute audiovisual materials to the news media on a nationwide basis.
  - d. Coordinate major press conferences, interviews of senior Coast Guard officials and arrangements for the embarkation of media representatives aboard Coast Guard units when appropriate.
  - e. Conduct the National Spot News program.
  - f. Provide media relations guidance to field units.
  - g. Promote internal knowledge and understanding of the activities and missions of the Coast Guard by editing and publishing the Commandant's Bulletin.
  - h. Review speeches, articles, books, and advertising copy for conformance with Coast Guard and Departmental policy.
  - i. Prepare and assist in the preparation of special articles and feature releases about the Coast Guard for the news media, book and magazines.
  - j. Serve as liaison with the Fleet Home Town News Center.
  - k. Conduct a minority public affairs program for the Coast Guard.
  - l. Provide guidance to field units concerning the publishing of command newspapers. Monitor command internal information.
  - m. Develop, coordinate and administer a boating information program directed toward mass media consumption.
  - n. Advise Coast Guard public affairs and boating safety personnel of items concerning professional development and interest through appropriate newsletters.
  - o. Coordinate with public affairs counterparts in the Auxiliary to increase Coast Guard exposure in local media.
  - p. Assist Public Information Assist Team (PIAT) in G-WER by staffing National News Center when PIAT members are deployed on major oil spills.
  - q. Provide additional public affairs personnel to Districts as necessary to augment staff during emergency situations.

**COMMUNITY RELATIONS BRANCH**  
**(G-BPA-3)**

1. Under the direction and supervision of the Chief, Public Affairs Division, the Chief, Community Relations Branch shall:
  - a. Serve as primary point of contact between Coast Guard Headquarters and the general public, answering routine oral and written inquiries from the public.
  - b. Serve as project manager for public affairs functions requiring Coast Guard participation in the Washington, D. C. area.
  - c. Administer the operations of the Coast Guard Exhibit Center, acquire and preserve artwork, models, and historical artifacts and maintain a Coast Guard wide centralized listing; review requests for construction or procurement of any Coast Guard exhibit; and control and direct scheduling of appearances for exhibits, artwork, models and artifacts.
  - d. Coordinate and direct the activities of the Coast Guard Band when appearing outside the New London area; coordinate the scheduling of the Coast Guard Ceremonial Honor Guard and Precision Drill Team outside the Washington, D. C. area.
  - e. Coordinate arrangements for launching and commissioning of major ships and for other important ceremonies as directed.
  - f. Coordinate parade and ceremonial representations, dedications, presentations, and ship visits in the Washington, D. C. area.
  - g. Coordinate responses to recommendations concerning the naming of Coast Guard shore units and ships.
  - h. Administer the Coast Guard Public Service Awards program.
  - i. Coordinate and develop programs to enhance the image of the Coast Guard in communities of the United States.
  - j. Coordinate and direct public orientation visits to Coast Guard units as requested.
  - k. Act as the special assistant for Navy League matters and provide liaison with respect to Coast Guard policies and programs.
  - l. Maintain liaison with Veterans organizations, youth groups, civic groups, business, boating safety organizations, and other organizations as appropriate.
  - m. Administer the Coast Guard's speakers' bureau for the Washington, D. C., area and foster the creation of speakers' bureaus in the field.
  - n. Ensure compliance with the visual identification program.
  - o. Coordinate Coast Guard participation in special projects, ceremonies, dedications and presentations by field units as appropriate.
  - p. Coordinate all information and production materials pertaining to U. S. Coast Guard participation in the National Safe Boating Council.
  - q. Provide creative writing, arrange for reproduction and distribute public affairs and boating safety pamphlets, booklets, and brochures.
  - r. Coordinate with public affairs counterparts in the auxiliary to increase Coast Guard participation in local community activities.
  - s. Develop, coordinate and implement all boating safety promotional campaigns on a national and regional level under the intent of the Federal Boat Safety Act of 1971.

**PROGRAMS BRANCH**  
**(G-BPA-4)**

1. Under the direction of the Chief, Public Affairs Division, the Chief, Programs Branch shall:
  - a. Coordinate Coast Guard information policy with the Office of Reserve and the Coast Guard Auxiliary.
  - b. Serve as Public Affairs liaison with the Coast Guard Institute and Defense Information School to coordinate training development.
  - c. Coordinate the Coast Guard public affairs program with the field units; disseminate public affairs guidance (speech themes, mission and program emphasis, etc., as directed by the Commandant).
  - d. Develop training plans for Coast Guard public affairs personnel; coordinate with the Office of Personnel matters of personnel qualification, training and assignment.
  - e. Develop plans for promoting internal and external knowledge and understanding of the activities and mission of the Service.
  - f. Promulgate Coast Guard public affairs policy in appropriate manuals and directives.
  - g. Survey and analyze public opinion regarding the Coast Guard.
  - h. Advise as to the public relations implications of proposed programs or policies of the Coast Guard.
  - i. Recommend improvement in the Coast Guard's public affairs activities.

**AUXILIARY DIVISION  
(G-BAU)**

1. Under the general direction and supervision of the Chief, Office of Boating, Public and Consumer Affairs, the Chief, Auxiliary Division shall:

a. Act as the Chief Director of Auxiliary, directing day-to-day functions in cooperation with the National Commodore.

b. Develop policy, plans, and procedures and determine standards for the enrollment, training, and organization of Auxiliary personnel and facilities.

c. Develop plans and procedures in accordance with 14 U. S. C. 721 et. seq. (Coast Guard Auxiliary) for the organization and utilization of Auxiliary personnel and facilities to assist the Coast Guard in promoting safety and effecting rescues on and over the high seas and upon the navigable waters' and to facilitate other operations of the Coast Guard; coordinate with Coast Guard programs managers to determine their requirements for the use of Auxiliary resources.

d. Coordinate with State government agencies in conducting patrols, using Auxiliary facilities, on sole State waters as authorized by the Federal Boat Safety Act of 1971.

e. Make recommendations for the use of Auxiliary personnel and facilities in the support of States and other government agencies, and the logistics support required for such operations.

f. Act as the reviewing authority for recommendations of the National Board, and National Board, Inc., relative to official publications, the standing rules, and by-laws, awards, uniforms, flags, burgees, pennants, and internal administrative matters of the Auxiliary.

**AUXILIARY PROGRAMS BRANCH  
(G-BAU-1)**

1. Under the direction and supervision of the Chief, Auxiliary Division, the Chief, Programs Branch shall:
  - a. Maintain essential records for the administration of the Auxiliary. Be user representative for the various districts relative to the operation and maintenance of the Auxiliary Management Information System (AUX-MIS).
  - b. Coordinate all Auxiliary public affairs efforts by the Coast Guard with the National Auxiliary Chief, Public Affairs Department (DC-P).
  - c. Review investigative reports involving claims for damages to Auxiliary facilities and/or death or injury to members of the Auxiliary when requested by the Chief Counsel; maintain liaison with the Chief Counsel concerning legal matters related to the Auxiliary program.
  - d. Develop budgetary requirements including preparation of Resource Change Proposals; maintain a division financial plan in support of the Auxiliary program.
  - e. Coordinate Coast Guard input to National Conferences, including preparation for the Headquarters presentation and agenda items, and the follow-up on recommendations presented.
  - f. Develop input to publications necessary for the administration of the Auxiliary.
  - g. Develop and maintain Division program plans, criteria and standards; monitor the progress towards program milestones.
  - h. Oversee the operation of the Auxiliary National Supply Center.
  - i. Develop and administer Auxiliary training programs in cooperation with the Auxiliary National Chief, Department of Training (DC-T).

**AUXILIARY OPERATIONS BRANCH  
(G-BAU-2)**

1. Under the direction and supervision of the Chief, Auxiliary Division, the Chief, Auxiliary Operations and Training Branch shall:
  - a. Develop in coordination with the National Auxiliary chief, Department of Operations (DC-O) all authorized Auxiliary operational programs including Auxiliary Patrols, the Chart Updating program, and the Auxiliary communications system.
  - b. Coordinate matters relating to the Auxiliary communications system; the Auxiliary Chart Updating program; the Courtesy Marine Examination program and education matters for Auxiliary member training; and Auxiliary member training in marine radio-telephone communications.
  - c. Develop and administer the Auxiliary Vessel Examination program including Auxiliary facility inspections and Courtesy Marine Examinations (CME) in cooperation with the Auxiliary National Chief, Department of Vessel Examination (DC-V).
  - d. Coordinate the Auxiliary facility inspection program to insure its compatibility with the purpose of the program.
  - e. Coordinate with the Search and Rescue Division, and other appropriate Headquarters divisions, for Coast Guard requirements for operational use of Auxiliary vessels on aircraft.
  - f. Coordinate within the Office and with the Auxiliary National Chief, Department of Education (DC-E) in the development and review promotion of materials used in the Auxiliary public education program including printed and audio-visual materials.
  - g. Develop policy, plans, and procedures and determine standards for the design, development, implementation and evaluation of training; coordinate and manage the Auxiliary National Staff in their role as users and developers of training.
  - h. Maintain liaison with appropriate Office elements to insure proper Auxiliary CME program content and compatibility with various state boating safety programs.
  - i. Develop input to directives and publications necessary for the administration of the Auxiliary.

**BOATING TECHNICAL DIVISION  
(G-BBT)**

1. Under the general direction and supervision of the Chief, Office of Boating, Public, and Consumer Affairs, the Chief, Boating Technical Division shall:

a. Develop and administer a boating safety and environmental quality standards program, coordinating with other DOT modes and other Federal agencies as required.

b. Initiate and participate in processing regulations relating to boating standards.

c. Prepare and administer a manufacturer compliance program and defect notification program.

d. Provide assistance to and coordinate with the Auxiliary and Boating Education and Liaison Divisions in developing an education program concerning boating standards and regulations.

e. Provide technical and regulatory interpretive assistance in the development of both standards and exemptions, and develop in coordination with the Policy Planning and Evaluation Staff, the economic and environmental impact of proposed regulations.

f. Coordinate those matters affecting both the boating standards and the merchant marine technical program with the Office of Merchant Marine Safety.

g. Recommend and coordinate the supporting research and development program as it applies to standards development.

h. Monitor and coordinate Coast Guard participation and membership in all national and international boating standards organizations.

**ADMINISTRATIVE SUPPORT BRANCH  
(G-BBT-1)**

1. Under the direction and supervision of the Chief, Boating Technical Division, the Chief, Administrative Support Branch shall:

a. Furnish administrative support for the Division.

b. Maintain and update the current Divisions and milestones; provide periodic status reports to the Division Chief.

c. Coordinate development of personnel and financial requirements and travel budget planning.

**STANDARDS DEVELOPMENT BRANCH  
(G-BBT-2)**

1. Under the direction and supervision of the Chief, Boating Technical Division, the Chief, Standards Development Branch shall:

- a. Administer the program for development of boating safety and environmental quality standards.
- b. Continuously monitor data from external and internal sources and make recommendations for new or changed standards for presentation to the Policy Planning and Evaluation Staff, National Boating Safety Advisory Council and Marine Safety Council.
- c. Keep abreast of all national and international boating standards.
- d. Provide technical evaluation and input to standards being considered for adoption as Coast Guard

standards and technical interpretive assistance to other Coast Guard staff elements.

- e. Develop testing procedures for Coast Guard standards.
- f. Monitor Office of Engineering projects affecting the boat standards program.
- g. Monitor research and development projects affecting the boating standards program.
- h. Serve on technical committees of voluntary standards setting groups.
- i. Evaluate effectiveness of regulations by in-depth technical analysis of selected accidents.

**PRODUCT ASSURANCE BRANCH  
(G-BBT-3)**

1. Under the direction and supervision of the Chief, Boating Technical Division, the Chief, Product Assurance Branch shall:

- a. Initiate and participate in processing boating standards regulations.
- b. Interpret regulatory standards for manufacturers and other Coast Guard staff elements.
- c. Develop policy for, implement and administer the enforcement of a manufacturer's compliance and defect notification program.

d. Monitor the activities of laboratories testing components to ensure compliance with Coast Guard standards.

- e. Respond to consumer complaints concerning boats and associated equipment.
- f. Administer a technical information service program directed to boat and associated equipment manufacturers.

**GOVERNMENTAL AFFAIRS DIVISION  
(G-BGA)**

1. Under the general direction and supervision of the Chief, Office of Boating, Public and Consumer Affairs, the Chief, Governmental Affairs Division shall:
  - a. Advise on public policy issues which might involve the Coast Guard.
  - b. Serve as the primary contact and point of coordination for Coast Guard maritime policy information and initiatives.
  - c. Maintain liaison with interagency and non-government organizations and committees, and Federal and state agencies concerned with water transportation and ocean policy.
  - d. Monitor or conduct special studies and projects related to the Coast Guard in the broad areas of water transportation and ocean policy.
  - e. Represent the Coast Guard, as appropriate, in Federal Government efforts addressing existing and future water transportation and ocean policy matters.

**BOATING EDUCATION AND LIAISON DIVISION  
(G-BEL)**

1. Under the general direction and supervision of the Chief, Office of Boating, Public and Consumer Affairs, the Chief, Boating Education and Liaison Division shall;
  - a. Develop and administer a program to promote uniformity, comity and reciprocity in boating laws among the several States.
  - b. Provide liaison with State Boating Law Administrators, working through the district boating safety organizations; coordinate State liaison training billet assignment.
  - c. Monitor and coordinate agreements between the Coast Guard Districts and the States to insure the maximum cooperation between the Federal government and the States.
  - d. Initiate and monitor regulations that relate to boat operator requirements, and assist the Boating Technical Division in preparing standards for operator required equipment.
  - e. Supervise Federal financial assistance grants to the States.
  - f. Develop and promote uniform requirements for numbering and casualty reporting systems; coordinate boating accident investigative procedures and reports.
  - g. Plan and administer comprehensive training programs for Federal, State and local boating law enforcement officials.
  - h. Administer the boat operator compliance program.
  - i. Administer Boating Safety Team matters.
  - j. Assist in developing and operating a system to measure the effectiveness of nationwide boating law enforcement efforts.
  - k. Develop and monitor research and development projects associated with operator compliance and boating accident investigations.
  - l. Develop enforcement and environmental quality policies for Coast Guard operating personnel involved with the enforcement of Federal boating regulations.
  - m. Develop policies and procedures for the coordination and implementation of national recreational boating education programs.
  - n. Monitor OMB Circular No. A-95 requirements regarding Federal, State, and local assistance contact and coordination.

**STATE AFFAIRS BRANCH  
(G-BEL-1)**

1. Under the direction and supervision of the Chief, Boating Education and Liaison Division, the Chief, State Affairs Branch, shall:

a. Maintain liaison with State Boating Law Administrators, working through the District boating safety organization.

b. Develop policy to encourage greater uniformity in boating laws; reciprocity and comity among the several jurisdictions' and cooperation and assistance between the Federal Government and the States in developing, administering and enforcing Federal and State boating laws.

c. Promote the development of formal cooperative agreements between the States and the Coast Guard

relative to boating law enforcement, accident investigations and search and rescue.

d. Initiate and monitor Federal regulations which relate to boat numbering and casualty reporting.

e. Coordinate the review of State boating laws and initiate action to resolve conflicts between State and Federal laws and regulation.

f. Administer boating safety Federal financial assistance grants to the States.

g. Coordinate the evaluation of State boating programs by District boating safety organizations.

**ACCIDENT REVIEW BRANCH  
(G-BEL-2)**

1. Under the direction and supervision of the Chief, Boating Education and Liaison Division, the Chief, Accident Review Branch, shall:

a. Develop and disseminate standard procedures for reporting and investigating boating accidents.

b. Review all Boating Accident Reports and Investigations and take necessary corrective action, including alerting other elements of potential safety problems.

c. Maintain required files of all Boating Accident Reports and Investigations.

d. Prepare coding input files for computer processing of statistical data extracted from Boating Accident Reports.

e. Endorse, and if necessary comment upon, Boating Accident Investigations requiring action by the Commandant.

f. Develop and maintain a boating accident investigation training program for Federal, State and local boating investigation and law enforcement officials.

**OPERATOR COMPLIANCE BRANCH  
(G-BEL-3)**

1. Under the direction and supervision of the Chief, Boating Education and Liaison Division, the Chief, Operator Compliance Branch, shall:
  - a. Initiate and monitor Federal regulations which relate to operator requirements, excluding numbering and casualty reporting systems.
  - b. Oversee the enforcement of Federal laws and regulations concerning recreational boating, with the exception of the manufacturer compliance and defect notification program.
  - c. Administer an operator compliance training program for law enforcement personnel of the Coast Guard, other Federal agencies, the States and local enforcement agencies.
  - d. Monitor curriculum and coordinate attendance of State officials at the National Boating Safety School.
  - e. Administer Boating Safety Team (BOSTEAM) matters.
  - f. Monitor research and development projects pertaining to operator compliance.
  - g. Coordinate the preparation of division budget requests and maintain financial plans.

**BOATING EDUCATION BRANCH  
(G-BEL-4)**

1. Under the direction and supervision of the Chief, Boating Education and Liaison Division, the Chief, Boating Education Branch shall:
  - a. Monitor and coordinate the National Recreational Boating Education Program within the Coast Guard, with other government agencies, and with other organizations.
  - b. Establish and maintain liaison with international, national, state and local government agencies; boating industry; universities; and other organizations interested in developing boating education materials and programs.
  - c. Identify boating accident causes; develop and distribute education materials to publicize them.
  - d. Maintain a reference library of all printed and audio-visual materials used in boating education, excluding mass media materials.
  - e. Coordinate and administer grant programs for boating safety education grants.
  - f. Plan, develop, and monitor research and development projects in the field of boating safety education.
  - g. Promote state programs for the boating education of the general public and within the public school system.
  - h. Develop and implement programs to promote boating education to the boating public.
  - i. Identify and develop long range goals and objectives for boating education; develop resource requirements to accomplish in a cost effective manner.

**NUMBERING BRANCH  
(G-BEL-5)**

1. Under the direction and supervision of the Chief, Boating education and Liaison Division, the Chief, Numbering Branch, shall:

a. Supervise the assignment of numbers to undocumented vessels as required by applicable law and regulation.

b. Process applications for boat numbers and maintain ownership records on boats numbered by the Coast Guard.

c. Maintain records of applications for boat numbers and deliver all monies collected to the Comptroller of the Coast Guard.

d. Coordinate motorboat numbering matters as required.

e. Update and distribute current numbering and letter forms to designated Coast Guard units and Post Offices in the jurisdictions where the Coast Guard issues numbers.

**OFFICE OF RESEARCH AND DEVELOPMENT  
(G-D)**

1. **Mission.** To administer a program of research and development which is responsive to the needs of the Service for new or improved systems, equipment, methods and procedures.
2. **Functions.** Under the general direction and supervision of the Commandant, the Vice Commandant and the Chief of Staff, the Chief, Office of Research and Development shall:
  - a. Develop, coordinate and direct a Coast Guard program of research, development, test and evaluation responsive to long range objectives and advancing technology.
  - b. Be responsible for the administration of the RESEARCH, DEVELOPMENT, TEST & EVALUATION appropriation.
  - c. Maintain close liaison with other office chiefs, the Chief of Staff and the Science Advisor to the Commandant to identify existing or potential problem areas susceptible to improvement through scientific research, and to determine the feasibility of research projects aimed at discovering new concepts and applications therefor in the Coast Guard's mission areas.
  - d. Formulate Coast Guard R&D plans and programs objectives as necessary to meet stated or approved requirements.
  - e. Insure external coordination and integration of the Coast Guard R&D program, collaborating with the Assistant Secretary for Systems Development and Technology, Department of Transportation, and with the Director, Transportation Systems Center with regard to peacetime missions, and with the Assistant Secretary of the Navy (Research and Development), with respect to wartime missions.
  - f. Review and make recommendations on the requirements for facilities and personnel to support the Coast Guard R&D program.
  - g. Represent the Coast Guard (or the Department of Transportation, as directed) in dealing with other governmental or private agencies, both domestic, and foreign, in matters pertaining to R&D.
  - h. Exercise technical control over the Research and Development Center and TSC Detail.
  - i. Be Support Director for Research, Development, Test and Evaluation Support Program. The Deputy Chief shall be the support manager.

**CHIEF SCIENTIST  
OFFICE OF RESEARCH AND DEVELOPMENT  
(G-DS)**

1. The Chief Scientist, Office of Research and Development, has the following responsibilities:

- a. Advises the Chief, Office of Research and Development in the planning, guidance, and monitoring of research and development programs and projects with specific reference to quality and realization of objectives.
- b. Represents the Coast Guard, independently or with the Chief, Office of Research and Development, at conferences, meetings of committees and study groups, involving R&D matters.
- c. Maintains liaison with the Assistant Secretary for Systems Development and Technology, Department of

Transportation and with members of the scientific community within the Federal Government, private industry and educational institutions to interchange information and keep abreast of new concepts and developments having potential applicability to the Coast Guard R&D program.

- d. Serves as the Permanent Vice Chairman of the Science Advisory Committee.
- e. Works with Chief, Plans and Evaluation Staff (G-DP) to relate R&D efforts to the long range plans of the Coast Guard.

**PLANS AND EVALUATION STAFF  
(G-DP)**

1. Under the general direction and supervision of the Chief, Office of Research and Development, the Chief, Planning and Evaluation Staff shall:

- a. Administer the planning, programming, and budgeting system for the Office of Research and Development.
- b. Coordinate and provide management overview of the programs, the operation and maintenance of the R&D facilities, and the general support effort for the Office of Research and Development.
- c. Assist program managers and support managers in developing general philosophy and direction for the R&D program including, but not limited to:

- (1) identification of long range objectives;
- (2) forecasting efforts to determine future R&D requirements; and

(3) coordination of program priorities with departmental R&D objectives.

- d. Coordinate financial management and resource allocation for the Office of Research and Development.
- e. Monitor effectiveness of R&D program.
- f. Manage the Research and Development Information System to provide timely data to top level management.
- g. Coordinate the research and development requirements of all offices with the programs of the R&D facilities.
- h. Coordinate planning and budgeting matters with other federal agencies and industry groups.

**SYSTEMS TECHNOLOGY DIVISION  
(G-DST)**

1. Under the general direction and supervision of the Chief, Office of Research and Development, the Chief, Systems Technology Division shall:
  - a. Assist the Office Chief, the Chief Scientist, and the Planning and Evaluation Staff in the formulation of the research and development program, as well as policies and long range plans in support of Coast Guard missions and goals.
  - b. Plan and administer the research and development, test, and evaluation projects assigned to the division.
  - c. Inform and assist program and support directors and managers regarding new scientific knowledge or technology which may be utilized in the improvement of operational missions.
  - d. Coordinate with and advise program and support managers during all phases of assigned projects to insure responsiveness to their requirements and the effective transfer of project output upon completion.
  - e. Assist Program Managers in the development and maintenance of 5 year RDT&E plans to support Coast Guard missions and goals.
  - f. Establish and maintain close liaison with appropriate Federal agencies, private companies, and other organizations engaged in research and development in order to coordinate efforts where practicable, to avoid duplication, and to obtain the benefits of previously developed technology.
  - g. As directed, represent the Coast Guard on inter-agency R&D working committees and panels so as to coordinate Coast Guard efforts with those undertaken by other agencies, and make presentations of assigned R&D projects.
  - h. Coordinate with the other R&D Division Chiefs and the CO, R&D Center to ensure balance in the utilization of R&D personnel resources.

**NAVIGATION SYSTEMS TECHNOLOGY BRANCH  
(G-DST-1)  
SENSOR TECHNOLOGY BRANCH  
(G-DST-2)  
CONTROL/COMMUNICATIONS TECHNOLOGY BRANCH  
(G-DST-3)**

1. Under the direction and supervision of the Chief, Operations and Environmental Technology Division, the Chief of each Branch listed above shall:

a. Assist in the formulation of research and development programs, policies, and long-range plans in support of Coast Guard missions and goals.

b. Plan and administer the research, development, test and evaluation efforts to support the missions and goals of programs as assigned.

c. Manage the allocated resources (personnel and funds) in the execution of R&D efforts to support assigned programs.

d. Supervise the execution of research and development projects assigned.

e. In the administration of assigned R&D efforts, insure that:

- (1) project area master plan, including a work breakdown structure, work plan and schedule, and progress reports, are developed and submitted for each project area.

(2) responsible seniors in the chain of command are advised of the status of projects by periodic reports.

(3) close liaison is maintained with appropriate program managers to insure responsiveness to their requirements and to provide effective transfer of project outputs upon completion.

(4) close liaison is maintained with other Branch Chiefs in the Office and with the Technical Director, R&D Center to ensure the proper execution of the assigned projects.

f. As directed, represent the Coast Guard on inter-agency R&D working committees and panels so as to coordinate Coast Guard efforts with those undertaken by other agencies, and make presentations of assigned R&D projects to various audiences of different interests.

g. Keep informed of new scientific and technical developments which may have application to activities of the Branch.

**MARINE TECHNOLOGY DIVISION  
(G-DMT)**

1. Under the general direction and supervision of the Chief, Office of Research and Development, the Chief, Safety and Advanced Technology Division shall:

a. Assist the Office Chief, the Chief Scientist, and the Planning and Evaluation Staff in the formulation of the research and development program, as well as policies and long range plans in support of Coast Guard missions and goals.

b. Plan and administer the research and development, test, and evaluation projects assigned to the division.

c. Inform and assist program and support directors and managers regarding new scientific knowledge or technology which may be utilized in the improvement of operational missions.

d. Coordinate with and advise program and support managers during all phases of assigned projects to insure responsiveness to their requirements and the effective transfer of project output upon completion.

e. Assist Program Managers in the development and maintenance of 5 year RDT&E plans to support Coast Guard missions and goals.

f. Establish and maintain close liaison with appropriate Federal agencies, private companies, and other organizations engaged in research and development in order to coordinate efforts where practicable, to avoid duplication, and to obtain the benefits of previously developed technology.

g. As directed, represent the Coast Guard on inter-agency R&D working committees and panels so as to coordinate Coast Guard efforts with those undertaken by other agencies, and make presentations of assigned R&D projects.

h. Coordinate with the other R&D Division Chiefs and the CO, R&D Center to ensure balance in the utilization of R&D personnel resources.

**MARINE SAFETY TECHNOLOGY BRANCH  
(G-DMT-1)  
MARINE VEHICLE TECHNOLOGY BRANCH  
(G-DMT-2)  
CONSERVATION AND ADVANCED TECHNOLOGY BRANCH  
(G-DMT-3)  
ENVIRONMENTAL TECHNOLOGY BRANCH  
(G-DMT-4)**

1. Under the direction and supervision of the Chief, Marine Technology Division, the Chief of each Branch listed above shall:
  - a. Assist in the formulation of research and development programs, policies, and long-range plans in support of Coast Guard missions and goals.
  - b. Plan and administer the research, development, test and evaluation efforts to support the missions and goals of programs as assigned.
  - c. Manage the allocated resources (personnel and funds) in the execution of R&D efforts to support assigned programs.
  - d. Supervise the execution of research and development projects assigned.
  - e. In the administration of assigned R&D efforts, insure that:
    - (1) project area master plan, including a work breakdown structure, work plan and schedule, and progress reports, are developed and submitted for each project area.
- (2) responsible seniors in the chain of command are advised of the status of projects by periodic reports.
- (3) close liaison is maintained with appropriate program managers to insure responsiveness to their requirements and to provide effective transfer of project outputs upon completion.
- (4) close liaison is maintained with other Branch Chiefs in the Office and with the Technical Director, R&D Center to attain the proper execution of assigned projects.
- f. As directed, represent the Coast Guard on inter-agency R&D working committees and panels so as to coordinate Coast Guard efforts with those undertaken by other agencies, and make presentations of assigned R&D projects to various audiences of different interests.
- g. Keep informed of new scientific and technical developments which may have application to activities of the Branch.

**OFFICE OF ENGINEERING  
(G-E)**

1. **Mission.** To provide logistics of the Service that are of an engineering character, including design, construction, maintenance, outfitting and alteration of vessels, aircraft, aids to navigation, shore establishments, machinery, and utilities.
2. **Functions.** Under the general direction and supervision of the Commandant, the Vice Commandant, and the Chief of Staff, the Chief, Office of Engineering shall:
  - a. Assure the effectiveness of the Engineering Support Program, including the design and execution of alterations, modifications, repairs, maintenance and outfitting of vessels, boats, aircraft, vehicles, aids to navigation, shore facilities, machinery, and utilities; and assure the adequacy of engineering test and evaluation activities associated with those functions.
  - b. In response to the requirements of other offices direct, supervise and coordinate the design, development, construction, test, evaluation, and operational deployment and demonstration (as applicable), of ships, boats and shore facilities having a conventional design and having a high probability of usefulness in the operational structure.
  - c. Participate as requested in the test, evaluation, and operational deployment and demonstration of research and development projects.
  - d. Determine basic plans, systems, methods, and procedures under which the above activities are to be carried out; consider and make recommendations as to broad policies which should control these recommendations.
  - e. Collaborate with the Chief of Staff and the chiefs of offices generally in matters relating to the overall engineering activities of the Service.
  - f. Administer funds in those appropriations or operating guides placed under the control of the Office of Engineering, furnishing preliminary budget estimates and apportionment of allotment recommendations to the Chief of Staff, planning expenditures to accomplish essential programs within available funds, passing on obligations against field allotments when Headquarters authorization is required, and otherwise insuring wise and economical expenditures of such funds.
  - g. Prescribe the engineering reports to be submitted by field units; review and analyze such reports and data, and initiate or issue appropriate directives to field units to insure uniformly high standards of engineering efficiency, effectiveness, and economy.
  - h. Periodically review the administration of district engineering divisions and initiate recommendations to the district commander to effect improvements in the organization and methods of administration of those divisions; keep informed through field inspections, or otherwise, as to the status, effectiveness, and efficiency of engineering activities generally.
  - i. Periodically advise the Commandant as to the relative performance of the districts with respect to district engineering responsibility.

- j. Establish and maintain close liaison with the Navy, Army, Air Force, Maritime Administration, General Services Administration, Department of Commerce (National Oceanic and Atmospheric Administration), Environmental Protection Agency and other public and private agencies in connection with Coast Guard engineering matters.
- k. Be the Support Director for the Engineering Support Program.
- l. Exercise technical control over the Yard, the Aircraft Repair and Supply Center, and Resident Inspector Offices.
- m. Administer the Service-wide motor vehicle management program.

**AERONAUTICAL ENGINEERING DIVISION  
(G-EAE)**

1. Under the general direction and supervision of the Chief, Office of Engineering, the Chief, Aeronautical Engineering Division shall:
  - a. Prepare or review preliminary and detailed plans, designs, and specifications for the construction, installation, repair, maintenance, outfitting and alteration of Coast Guard aircraft, engines, and related equipment.
  - b. Participate with the Procurement Division in the negotiation of contracts for the installation, repair, maintenance, and alteration of aircraft, engines and related equipment; and make final determinations as to acceptance terms and conditions included in such contracts insofar as dates of delivery, plans, specifications and characteristics of the items desired are concerned.
  - c. Transmit requests for procurement to the Procurement Division accompanied, when appropriate, by detailed plans, specifications, etc.
  - d. Follow up on contract performance insofar as inspections, tests, and technical judgment are necessary or desirable to assure compliance, and assist in contract expediting as required.
  - e. Prepare maintenance instructions and similar information concerning aircraft, engines, and related equipment, and release technical directives as specifically authorized by Chief, Office of Engineering.
  - f. Furnish, when required, progress, scheduling and material requirement information in connection with the installation, repair, maintenance and alteration of aircraft, engines and related equipment.
  - g. Prepare preliminary budget estimates, make allotment recommendations, administer funds allocated to the Division, and pass on obligations for items to be charged against field allotments in those instances where prior Headquarters authorization is required.
  - h. Review boards of survey concerning aeronautical engineering material.
  - i. Initiate requests for the Office of Research and Development to manage special studies, analyses and projects which involve bringing new aeronautical concepts, systems, and hardware into the Coast Guard inventory, and work closely with that office in such developmental efforts.
  - j. Prepare Proposed Technical Approaches in response to Tentative Operational Requirements.
  - k. Monitor and make recommendations concerning the training and assignment of officers to aeronautical engineering duty.
  - l. Manage the Coast Guard aircraft maintenance program.
  - m. Provide assistance to district commanders, as required, in maintaining, at air stations, the necessary facilities and support spares to repair, maintain, outfit and alter aircraft, engines and related equipment.
  - n. Insure visits to district offices and air stations by members of Aeronautical Engineering Division to coordinate engineering effort in support of Coast Guard aviation.
  - o. Coordinate Division work assigned to the Aircraft Repair and Supply Center and act as a central contact and approving point for work desired by other elements and for all matters which affect AR&SC's ability to perform its primary mission.

**MANAGEMENT BRANCH  
(G-EAE-1)**

1. Under the direction and supervision of the Chief, Aeronautical Engineering Division the Chief, Management Branch shall:
  - a. Coordinate the administration of all aircraft equipment and associated systems that are either common to both fixed wing and rotary wing aircraft or are not directly under the purview of the Fixed Wing or Rotary Wing Branch.
  - b. Manage the Headquarters controlled aviation ground support equipment program. Prepare specifications and provide technical coordination for the procurement of new equipment and systems, incorporating the latest state-of-the-art in order to satisfy operational requirements.
  - c. Provide Aeronautical Engineering technical and analytical services for the Division.
  - d. Maintain the Division's technical library and review all technical directives referred to or originating within the Aeronautical Engineering Division.
  - e. Administer the Unsatisfactory Report of Aeronautical Equipment Program for the Division.
  - f. Monitor technical progress in the Aeronautical Engineering field and keep abreast of new developments for possible application to Coast Guard aviation programs.
  - g. Monitor programs established for training or indoctrination of aeronautical engineering officers and enlisted technicians. Provide recommendations to cognizant divisions regarding changes necessary to ensure adequate training levels are established and maintained.

**FIXED WING BRANCH  
(G-EAE-2)**

1. Under the direction and general supervision of the Chief, Aeronautical Engineering Division, the Chief, Fixed Wing Branch shall:
  - a. Administer the procurement programs for assigned aircraft, engines, and special equipment.
  - b. Monitor the logistic support of assigned aircraft and provide technical guidance in the procurement and maintenance of replacement items, spare parts and special equipment.

c. Develop cost estimates, price determinations and specifications for procurement, modification, overhaul, and support of assigned aircraft and aircraft being considered for inclusion in the Coast Guard inventory.

d. Manage the aircraft maintenance program for assigned aircraft. Management of these programs includes but is not limited to:

- (1.) Overhaul programs.
- (2.) Aircraft configuration control.
- (3.) Initiation, preparation and review of technical directives.
- (4.) Implementation of procedures to minimize NORS and NORM rates.
- (5.) Monitoring of Unsatisfactory Reports of Aeronautical Equipment in order to alleviate problems and unsatisfactory trends.

(6.) Monitoring services of contract technical representatives.

(7.) Providing assistance, as required, to district commanders and commanding officers of Coast Guard aviation units on technical matters relating to maintenance, alternation and repair of aircraft.

e. Provide technical assistance, as required to other Coast Guard elements in the development of technical studies, engineering analyses and other special projects relating to assigned aircraft.

f. Monitor the activities of the Prime Unit regarding Headquarters assigned projects.

g. Provide Coast Guard representation on various technical committees.

h. Monitor technical progress in the field of aeronautical engineering and keep abreast of new developments for possible application to Coast Guard aviation programs.

#### **ROTARY WING BRANCH (G-EAE-3)**

1. Under the direction and general supervision of the Chief, Aeronautical Engineering Division the Chief, Rotary Wing Branch shall:

a. Administer the procurement programs for assigned aircraft, engines, and special equipment.

b. Monitor the logistic support of assigned aircraft and provide technical guidance in the procurement and maintenance of replacement items, spare parts and special equipment.

c. Develop cost estimates, price determinations and specifications for procurement, modification, overhaul, and support of assigned aircraft and aircraft being considered for inclusion in the Coast Guard inventory.

d. Manage the aircraft maintenance program for assigned aircraft. Management of these programs includes but is not limited to:

(1.) Overhaul programs.

(2.) Aircraft configuration control.

(3.) Initiation, preparation and review of technical directives.

(4.) Implementation of procedures to minimize NORS and NORM rates.

(5.) Monitoring of Unsatisfactory Reports of Aeronautical Equipment in order to alleviate problems and unsatisfactory trends.

(6.) Monitoring services of contract technical representatives.

(7.) Providing assistance, as required, to district commanders and commanding officers of Coast Guard aviation units on technical matters relating to maintenance, alternation and repair of aircraft.

e. Provide technical assistance, as required, to other Coast Guard elements in the development of technical studies, engineering analyses and other special projects relating to assigned aircraft.

f. Monitor the activities of the Prime Unit regarding Headquarters assigned projects.

g. Provide Coast Guard representation on various technical committees.

h. Monitor technical progress in the field of aeronautical engineering and keep abreast of new developments for possible application to Coast Guard aviation programs.

**AVIONICS BRANCH  
(G-EAE-4)**

1. Under the direction and supervision of the Chief, Aeronautical Engineering Division, the Chief, Avionics Branch shall:

a. Supervise the design, procurement, installation, and maintenance of Airborne Electronic Systems and ground support equipment.

b. Develop specifications for new equipment in order to satisfy operational requirements.

c. Maintain performance records and provide instructions for equipment installation, modification and maintenance.

d. Maintain liaison with Technical Avionics Electronics programs at Aircraft Repair and Supply Center.

e. Plan for the development of equipment to meet future avionics requirements.

**CIVIL ENGINEERING DIVISION  
(G-ECV)**

1. Under the general direction and supervision of the Chief, Office of Engineering, the Chief, Civil Engineering Division shall:
  - a. Be responsible for planning, designing, constructing, altering, maintaining, and repairing all Coast Guard shore facilities.
  - b. Prepare civil engineering cost and budget estimates and economic analyses for shore facilities, recommending apportionment of budgeted civil engineering funds for shore facilities to districts and Headquarters units, and administer all funds allocated to the Civil Engineering Division.
  - c. Design selected special civil engineering projects for districts and Headquarters units, including complete preparation of plans and specifications.
  - d. Issue instructions, directions, standards, and similar information for administrative and technical guidance of the civil engineering program within the Coast Guard.
  - e. Manage all engineering aspects of the Truman-Hobbs Obstructive Bridges Act.
  - f. Perform technical inspections of Coast Guard shore facilities and construction.
  - g. Perform civil engineering management inspections of district offices and Headquarters units.
  - h. Assist the Procurement Division in negotiating certain shore facility construction and architect-engineer contracts and be responsible for technical administration of such contracts.
  - i. Coordinate planning for Support Centers, providing budgetary input, management overview, and coordination of programs and missions involved.
  - j. Maintain and update the Shore Facilities Plan.
  - k. Administer project material in Inventory Control Points (G-ECV), and review inventory (excess property) reports and boards of survey.
  - l. Develop policy for establishment of motor vehicle allowances Service-wide, and the maintenance, repair and upkeep of the vehicle fleet operated by the Service.

**BRIDGE ALTERATION BRANCH  
(G-ECV-1)**

1. Under the direction and general supervision of the Chief, Civil Engineering Division, the Chief, Bridge Alteration Branch shall:

a. Develop technical support for economic analyses to determine bridge clearance requirements over navigable waters of the United States.

b. Develop technical support for the processing of obstructive bridge complaints and recommend the alteration of bridges and causeways which are considered to be unreasonably obstructive to the free navigation of navigable waters of the United States.

c. Review plans and specifications for alteration of obstructive bridges to assure that such altered bridges will provide adequate clearance for the reasonable needs of navigation and an adequate facility for the anticipated rail or highway traffic at a minimum cost to all parties concerned.

d. Develop technical portions of agreements for relocation of obstructive bridges, as provided for under Section 13 of the Truman-Hobbs Act.

e. Approve bids for project construction, develop the orders apportioning costs to the Government and to the bridge owners and obtain the guarantees of project costs from the bridge owners.

f. Monitor construction during alteration of obstructive bridges to approve disbursement of funds and to assure minimum negative impacts to navigation.

g. Develop final cost apportionments for bridge alterations, obtain settlements with the bridge owners and prepare final project reports.

h. Develop the engineering cost estimates used in preparing appropriation requests to finance the Government share of obstructive bridge projects, and prepare the financial plans for disbursement of funds.

**CONSTRUCTION AND ENGINEERING BRANCH  
(G-ECV-2)**

1. Under the direction and general supervision of the Chief, Civil Engineering Division, the Chief, Construction and Maintenance Branch shall:

a. Review shore station construction and maintenance project documentation site and development plans to insure compliance with applicable guidance and directives, approved project documentation, operational and program requirements and construction standards and policies to insure projects result in high quality, effective practical and economical shore facilities.

b. Develop and publish maintenance management and operating procedures and policies and construction and maintenance standards and policies for facilities to insure economical maintenance of the shore plant.

c. Provide engineering consultation as required for specialized technical problems at shore facilities, including land acquisition and disposal, site develop-

ment, construction materials, structures and techniques, utilizing either in-house resources or outside specialists.

d. Coordinate the civil engineering portion of site development, construction and maintenance of communications/navigation facilities worldwide.

e. Publish and update various Civil Engineering manuals and directives. Make recommendations for new publications to assist field units. Provide technical editorial service to the Civil Engineering Division.

f. Administer special programs directed by Executive Order, Public Law, Departmental directive or other mandate, including the Coast Guard Vehicle Program, Energy Conservation Program, Pollution Abatement and Control Program, applicable environmental laws, and OSHA-related programs as applied to shore facilities.

g. Provide Coast Guard representation on boards, committees, teams or other groups established for exchange of information, solution of specialized technical problems, or the advancement of the state-of-the-art in areas affecting Coast Guard Civil Engineering.

h. Conduct and actively promote cost engineering programs, including value engineering, quality assurance, post-construction reviews and other techniques to achieve maximum benefit from shore facility investments.

i. Develop and promote computer applications in specialized Coast Guard Civil Engineering technical and management areas.

j. Provide cost estimating service for verification of construction estimates from field. Make independent cost estimates to support planning documents or economical analyses.

### **DESIGN & ENGINEERING (G-ECV-3)**

1. Under the direction and general supervision of the Chief, Civil Engineering Division the Chief, Design & Engineering Branch shall:

a. Develop shore facility engineering and design policies for the Civil Engineering program. Establish physical and functional facility standards and material quality and construction standards for Coast Guard shore facilities.

b. Review shore station designs, construction project documentation, site and development plans to insure compliance with design standards and policies to insure projects result in high quality, effective, practical and economical shore facilities.

c. Provide multi-disciplinary technical expertise, guidance, consultation and design assistance to Coast

Guard Headquarters and field units relating to project development, site planning, design, construction, or alteration of shore and fixed offshore facilities.

d. Establish policies to obtain and develop representative designs for repetitive type shore facilities which can be re-used Coast Guard wide for similar type facilities.

e. Develop computer usage in the field of design including computer based guide construction specifications and computer aided design and drafting systems.

f. Maintains liaison with and provides Coast Guard representation to private and government research organizations, engineers and designers in other agencies and private industry, to keep abreast of the latest developments in shore facility planning and design.

**AS THIS CHANGE GOES TO PRINT, THERE IS ANOTHER REORGANIZATION OF G-ECV WHICH HAS BEEN APPROVED. THE TEXT OF THE FUNCTIONAL STATEMENTS REFLECTING THIS CHANGE WILL BE INCLUDED IN CHANGE 3 TO THE ORGANIZATION MANUAL.**

**PROGRAM REVIEW AND ANALYSIS BRANCH  
(G-ECV-4)**

1. Under the direction and general supervision of the Chief, Civil Engineering Division, the Chief, Program Review and Analysis Branch shall:

a. Develop long and short range civil engineering budgetary programs by reviewing and analyzing programs originated by field offices and within Coast Guard Headquarters.

b. Administer Acquisition, Construction and Improvement (AC&I) and Operating Expense (OE) funds for civil engineering and allot them to the Districts and Headquarters Units.

c. Establish policies for the management of civilian and military staffing requirements for the civil engineering program and specially assigned projects.

d. Manage budget and resource planning for Support Centers, providing budgetary input, management overview, and coordination of programs and missions involved.

e. Administer the shore facilities plan and provide shore facilities program planning advice within Coast Guard Headquarters and Districts and Headquarters units.

f. Develop new initiative (programs, policies and guidelines) in the area of shore facilities management.

**OFFICE MANAGEMENT BRANCH  
(G-ECV-5)**

1. Under the direction and general supervision of the Chief, Civil Engineering Division, the Chief, Office Management Branch shall:

a. Administer the mail, central file and records systems for the Division.

b. Assist and inform management personnel and other Division personnel on all aspects of civilian personnel policy and procedures.

c. Maintain the Division civilian personnel records and file system.

d. Procure office equipment and supplies. Maintain inventory of all furnishings, including property control and control of credit cards.

e. Act as secondary control point custodian for classified material and personnel security coordinator for the Division.

f. Act as Division control for civilian and military pay checks and bonds.

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**NAVAL ENGINEERING DIVISION  
(G-ENE)**

1. Under the general direction and supervision of the Chief, Office of Engineering, the Chief, Naval Engineering Division shall:

a. Prepare and review preliminary and detailed plans, designs and specifications for the construction, installation, repair, maintenance, outfitting and alteration of Coast Guard boats (except airborne lifeboats) and vessels, including hull, machinery and ordnance.

b. Participate with the Procurement Division in the negotiation of contracts for the construction, installation, repair, maintenance and alteration of vessels, machinery and floating aids to navigation other than buoys; make final determinations as to acceptance terms and conditions included in such contracts insofar as dates of delivery, plans, specifications, and characteristics of the items are concerned.

c. Transmit requests for procurement to the Procurement Division accompanied, when appropriate, by detailed plans, justifications, specifications, and other supporting data.

d. Follow up on contract performance insofar as inspections, tests, and technical judgement are necessary

to assure compliance; assist in contract expediting as required.

e. Prepare and review maintenance instructions, damage control instructions, boat and vessel trials instructions.

f. Prepare preliminary budget estimates for vessel construction and maintenance funds. Recommend allotments and provide administration of funds allocated to the Division. Pass on obligations for items to be charged against field allotments in instances where prior Headquarters authorization is required.

g. Conduct special studies relative to new or improved naval engineering designs or methods that have possible Coast Guard use. Coordinate with the Office of Research and Development as appropriate.

h. Prepare the industrial program for the Coast Guard Yard. Determine priorities for Coast Guard Yard repairs, maintenance, and facility improvement.

**SHIPBUILDING BRANCH  
(G-ENE-3)**

1. Under the direction and supervision of the Chief, Naval Engineering Division, the Chief, Shipbuilding Branch shall:

a. Assist the Chief, Naval Engineering Division in the execution of his responsibilities with respect to all matters relating to the control and coordination of conceptual, preliminary and contract designs and the construction of new cutters and boats not under the responsibility of the Boat Construction and Maintenance Branch.

b. Organize and direct all construction projects; maintain control of construction contracts by reviewing reports and data from various sources and visits to construction sites.

c. Execute the duties assigned to the Branch in the following detail:

- (1) Attend meetings of the Design Review Board as a member.
- (2) Attend meetings of the Ship Alteration Board as a member.
- (3) Review and approve tentative design criteria prepared by the Design Project Officers based on task statements from program directors and boards on the operating requirements for new cutters to be added to the Coast Guard fleet.
- (4) Review and approve primary design characteristics with alternate approaches and tradeoffs; present to the Design Review Board for approval; issue these characteristics, as modified by the Design Review Board's action, as the reference design characteristics for the new design.
- (5) Supervise preparation of requests for proposal (RFP) for out-of-house design and construction services in cooperation with the Procurement Division; develop contractor evaluation procedures; serve on proposal evaluation board with members of the Shipbuilding Branch and Design Branch.

Serve as Technical Advisor to Contracting Officer and Procurement Division for design contracts.

- (6) On Design Contracts, with approval of the Contracting Officer, serve as the contractor's authorized representative to furnish guidance to contractors during all phases of design.
- (7) Review and approve Request for Technical Services (RTS) for in-house design services during the conceptual, preliminary and contract design stages. Ensure that schedules for design services are met within budgeted limits and design objectives are achieved.
- (8) Technically review the results of conceptual, preliminary and contract design efforts against preestablished standards to ensure that all minimum requirements are satisfied for each stage.
- (9) Coordinate Design Project Officer efforts with design agents and in-house design groups to develop optimum cutter characteristics to satisfy operational requirements and translate these characteristics into contract and guidance specifications and drawings.
- (10) Maintain liaison with resident inspectors through Construction Project Officers and by inspection trips to the building sites.
- (11) Ensure the Project Officers, working with the Resident Inspector, if assigned, monitor contractor performance and progress on construction projects. Review and approve the estimated completion dates as furnished by project officers.
- (12) Establish the projected costs for projects assigned to Branch. Prepare an annual budget for programs under Branch cognizance.
- (13) Plan future changes in military AC & I billets necessary to accomplish construction projects.

14. Approve or disapprove installation details and performance standards. Review and approve all change proposal specifications prior to printing.
15. As requested, assist the Legal Officer and Procurement Officer in the resolution of any contract disputes or claims.
16. Develop and maintain long range plans for new cutter construction, including types,

estimated costs, design characteristics, new features, fiscal years. Initiate any studies required to develop new approaches.

- d. Serve as the central coordinating point within the Naval Engineering Division for changes to the cutter plan.
- e. Review and comment upon area inspection reports for Naval Engineering matters. Review documents pertaining to Boards of Investigation.

#### MAINTENANCE BRANCH (G-ENE-4)

1. Under the direction and supervision of the Chief, Naval Engineering Division, the Chief, Maintenance Branch shall:

a. Assist the Chief, Naval Engineering Division in carrying out his responsibilities and duties in the maintenance, conversion, and repair of all Coast Guard Cutters not assigned to the Boat Construction and Maintenance Branch.

b. Execute the following duties:

- (1) Attend meetings of the Design Review Board and the Ship Alteration Board as a member.
- (2) Review plans and sketches, emanating from within the Division or elsewhere, related to shipboard maintenance, conversion or repair.
- (3) Review specifications for maintenance, conversion or repair prior to printing.
- (4) Monitor the progress of vessel construction and be prepared to assume responsibility for maintenance and support.
- (5) Review and approve the estimated completion dates of contracts and project orders initiated by the Branch.
- (6) Evaluate the performance of contractors and the Coast Guard Yard on maintenance projects.

(7) Review Boards of Investigations Reports which concern equipment failures; study failure reports from the Ships Inventory Control Point; determine probable causes, and make recommendations for corrective action.

(8) Review reports initiated by the Pro-Tem Inspectors or Operational Evaluation Inspectors for matters which affect Naval Engineering.

(9) Plan future changes in AC & I billets necessary to accomplish major alteration projects.

(10) Coordinate with and serve as technical advisor to Contracting Officer and Procurement Division on matters of Branch cognizance.

(11) Inform the Chief, Naval Engineering Division on aspects of ship problems or situations which will or may result in extensive repairs, personal injury, death, or hazard, unreliable or operational problems, contractual difficulties.

(12) Maintain a schedule board of the status of alterations past, underway, and pending for each cutter.

- (14) Maintain ship's material failure reports file, ship alterations file, and full power trials file in current condition.
- (15) Prepare documents to initiate Resource Change Proposals required in cutter

structures and engineering systems to maintain safe, habitable, dependable, efficient operations, and maintain RCP's that reflect broad planning.

#### **DESIGN BRANCH (G-ENE-5)**

1. Under the direction and supervision of the Chief, Naval Engineering Division, the Chief, Design Branch shall:

a. Provide technical services required for new construction, major alterations, and conversion projects for Coast Guard ships and boats.

b. Supervise the preparation of preliminary and detailed plans and designs (including calculations and specifications), for construction, repair, maintenance, outfitting, alterations, and conversion of Coast Guard ships and boats and other assigned naval craft. (These duties include hull, machinery, ordnance, electrical and mechanical, and electronic installations.)

c. Supervise the preparation of technical data, calculations, plans, and designs requested by the Shipbuilding Branch, Maintenance Branch and Boat Construction and Maintenance Branch.

d. Maintain Record Plans in current condition for all ships and boats in operation, and for Coast Guard ships and boats having historical and/or technical value.

e. Prepare preliminary new designs based upon the Coast Guard's General Planned Ship and Boat Replacement Program, which consider newest developments in ship design.

f. Attend meetings of the Design Review Board and the Ship Alteration Board as a voting member.

g. Recommend study or adaptation within the Coast Guard of developments noted or anticipated outside of the Coast Guard.

h. Provide planning, organization and administration to individual project elements of the new construction program utilizing the operational requirements furnished

by the Shipbuilding Branch, Maintenance Branch and the Boat Construction and Maintenance Branch.

i. Perform design work as outlined in the job orders received from the Shipbuilding Branch, Maintenance Branch and the Boat Construction and Maintenance Branch.

j. Secure, maintain and update necessary catalogs, instruction books and engineering information required to support other Naval Engineering Division Branches.

k. Provide administrative and staff technical support for Damage Control Book Program, including staff preparation of timely instructional data.

l. Distribute construction plans, manufacturers' plans, equipment plans and other documents for technical review and processing.

m. Prepare the "Design Branch Advanced Work Plan" quarterly report, including broad work categories and major projects defined in man-day requirements.

n. Prepare the "Status of Design Branch Projects" monthly report, showing the percentage completion, required completion, and estimated completion dates.

o. Be responsible for the formal establishment of the design criteria for Coast Guard vessels, to include the approval thereof by the Design Review Board. Stability, firefighting and other designated requirements shall be defined.

p. Assure that maximum feasible utilization of computer design techniques is secured, through encouragement and instruction of Design Branch personnel.

q. Supervise and secure evaluation for application feasibility of value engineering proposals submitted to the Coast Guard on naval subjects.

**MANAGEMENT BRANCH  
(G-ENE-7)**

1. Under the direction and supervision of the Chief, Naval Engineering Division, the Chief, Management Branch shall:

a. Provide management information services to all other Branches in the Naval Engineering Division and coordinate and execute all fiscal and administrative matters within the Division.

b. Act as liaison between other Headquarters Divisions and Offices on matters pertaining to administration, personnel, and fiscal matters.

c. Maintain a system of timely financial records by programs which document past transactions, long range plans, current pending expenses, program surplus/deficit/end-cost status, and other information necessary to manage program development and execution.

d. Maintain records for and coordinate, and execute the planning, programming, and budgeting system (PPBS) for the Division.

e. Administer OE and AC&I financial programs within the Naval Engineering Division purview.

f. Coordinate management and cost reduction planning and implementation within the division.

g. Provide all logistics and administrative services for the division.

h. Solicit, coordinate, review, process and control division inputs for various publications and briefing material.

i. Process beneficial suggestions, Area inspection findings, and Congressional correspondence.

j. Serve as Program Officer for the Coast Guard YARD.

k. Operate a central Division mail and files system, and carry out the division records management program.

l. Coordinate the preparation and issuance of directives and publications sponsored by the Naval Engineering Division.

**BOAT CONSTRUCTION & MAINTENANCE BRANCH  
(G-ENE-9)**

1. Under the direction and supervision of the Chief, Naval Engineering Division, the Chief, Boat Construction and Maintenance Branch shall:

a. Execute as directed the boat construction, conversion and maintenance programs of the Naval Engineering Division for all Coast Guard WPB, WYTL, barges (less A to N barges), special craft and other vessels 65 feet in length and under.

b. Cooperate as directed to prepare specifications for vessels under Branch cognizance; supervise the execution of construction and conversion projects for assigned vessels; investigate, evaluate and comment upon improvements to assigned vessels.

c. Prepare directives and maintenance procedures for assigned vessels.

d. Review equipment casualties and recommend corrective action.

e. Prepare replies to queries on equipment of, alteration to and improvements for assigned vessels.

f. Attend meetings of the Design Review Branch and Ship Alteration Board as a voting member.

g. Insure that specifications received from vessel contractors are identified and maintained.

h. Review and correct specification drafts for assigned vessels construction and conversion projects prior to submission to printer.

i. Certify review of contractor-submitted drawings for assigned projects.

j. Initiate action documents on contractual matters within Branch purview.

k. Maintain liaison with the Contracting Officer on Branch projects; prepare comments on claims or supplemental agreement recommendations as directed; maintain liaison with Resident Inspectors assigned to current contracts under Branch purview.

l. Review boat plans produced within the Branch.

m. Initiate, define and prepare description of design problems on assigned vessels for submission to appropriate design technical group for study, plan preparation and/or specification drafting.

n. Prepare preliminary engineering cost estimates; cooperate with others as directed to develop AC&I Programs for assigned vessel classes.

o. Develop and improve procedures for full power trials; review reports of full power trials; act and recommend to secure uniformity with a vessel class.

p. Determine class defects in a timely manner. Review inspection and failure reports (BAMS) seeking indications of possible class defects.

q. Supervise boat/ship maintenance programs for assigned vessels.

r. Review and comment upon operational engineering reports received from field units.

s. Coordinate and cooperate with technical personnel to secure improvement to existing vessel designs, conversion and alterations proposed for components and systems; provide knowledge gained from previous shipboard experience to the design personnel; assist in technical problem evaluation as directed.

**OCEAN ENGINEERING DIVISION  
(G-EOE)**

1. Under the general direction and supervision of the Chief, Office of Engineering, the Chief, Ocean Engineering Division shall:
  - a. Prepare or review preliminary and detailed plans, designs and specifications for the construction, procurement, installation, repair, maintenance and alteration of Coast Guard marine science and pollution control support material, visual and audible short range aids to navigation, buoys and beacons structures.
  - b. Participate with the Procurement Division in the negotiation of contracts for the construction, installation, repair, maintenance, alteration and rental of marine science, maritime environmental protection and A/N equipment; and make final determinations as to acceptance terms and conditions included in such contracts insofar as dates of delivery, plans, specifications and characteristics of the items are concerned.
  - c. Transmit requests for procurement to the Procurement Division accompanied, when appropriate, by detailed plans and specifications.
  - d. Follow up on contract performance insofar as inspections, tests, and technical judgment are necessary to assure compliance, and assist in contract expediting as required.
  - e. Prepare or review maintenance instructions and similar information relating to marine science, pollution control and A/N equipment.
  - f. Furnish, when required, information in connection with the construction, installation, repair, maintenance, alteration and rental of marine science, pollution control and A/N equipment as to progress, scheduling and material requirements.
  - g. Prepare preliminary budget estimates, make recommendations as to allotments, administer funds allocated to the Division and pass on obligations for items to be charged against field allotments in those instances where prior authorization by Headquarters is required.
  - h. Prepare or review allowance lists, inventory reports, and boards of survey insofar as they involve ocean engineering matters.
  - i. Initiate requests for the Office of Research and Development to manage special studies, analyses and projects which involve bringing new ocean engineering concepts, systems, and hardware into the Coast Guard inventory, and work closely with that office in such developmental efforts.
  - j. Provide technical representatives for intergovernmental and international working groups.

**MANAGEMENT BRANCH  
(G-EOE-1)**

1. Under the direction and supervision of the Chief, Ocean Engineering Division, the Chief, Management Branch shall:

a. Perform division PPB activities, including preparation of plans for the Ocean Engineering Support Sub-Program, RCP development and control and budget preparation and execution.

b. Administer operating Guide 46, allocated AC&I funds and division operating expense funds.

c. Administer information systems, reporting the status of division and allotment unit projects.

d. Coordinate division procurement activities.

e. Coordinate the supply and logistics policies for the division with respect to:

(1) Supply and Logistics Division (G-FLP)

(2) Electronics/General Supplies Inventory Control Point (E/GICP).

(3) Ships Parts Inventory Control Point (SICP).

**ENVIRONMENTAL SYSTEMS BRANCH  
(G-EOE-2)**

1. Under the direction and supervision of the Chief, Ocean Engineering Division, the Chief, Environmental Systems Branch shall:

a. Provide engineering support for the MEP and MSA programs including determination of the need of replace programs including determination of the need of replacement or improvement, design, technical administration of procurements and contracts, preparation of guidance and requirements, and monitoring of maintenance, spare equipment, spare parts, and technical personnel for:

(1) Oil spill sampling, identification, prevention, containment, and recovery equipment.

(2) Ground transport and handling equipment for items listed above including aircraft loading equipment.

(3) Hazardous substance pollution response equipment.

(4) Oceanographic sensors, sampling equipment and laboratory spaces.

(5) Diving equipment.

b. Provide technical support to the Coast Guard Oceanographic Unit and Strike Teams.

**SUPPORT EQUIPMENT BRANCH  
(G-EOE-3)**

1. Under the direction and supervision of the Chief, Ocean Engineering Division, the Chief, Support Equipment Branch shall:

a. Provide engineering support including determination of the need of replacement or improvement, design, specification, technical administration of procurements and contracts, preparation of guidance and requirements, and monitoring of maintenance, spare equipment, spare parts, and technical personnel for:

(1) Specific aids-to-navigation electronics equipment including sensors, remote control and monitor equipment, and telemetry links.

(2) Meteorological, oceanographic and maritime-environmental-protection electronic equipment and sensors.

(3) Aids-to-navigation power systems.

b. Provide standards for and coordinate all aspects of the lighthouse and Large Navigational Buoy (LNB) systems including:

(1) Reliability and servicing

(2) Technical manuals

- (3) Programming of funds
- (4) Servicing personnel
- (5) Supply and logistics

c. Coordinate all electronics efforts within the division with respect to:

- (1) Adherence to Coast Guard Standards

- (2) Electronics Engineering Division (G-EEE)
- (3) Electronics Engineering Center (EECEN)
- (4) Electronics Engineering Laboratory (Station Alexandria)
- (5) Modular Repair Branch (SUPCEN)

**SIGNAL BRANCH  
(G-EOE-4)**

1. Under the direction and supervision of the Chief, Ocean Engineering Division, the Chief, Signal Branch shall:

a. Provide engineering support including determination of the need of replacement or improvement, design, specification, technical administration of procurements and contracts, preparation of guidance and requirements, and monitoring of maintenance, spare equipment, spare parts, and technical personnel for:

- (1) Aids-to-navigation acoustical and optical equipments.
- (2) Buoys and buoy moorings.
- (3) Minor aids-to-navigation structures.

b. Provide standards for and coordination of all aspects of the beacon-and-buoy system including:

- (1) Reliability and servicing
- (2) Technical manuals
- (3) Programming of funds

- (4) Servicing personnel
- (5) Supply and logistics

c. Coordinate the aids-to-navigation efforts of the Support Equipment Branch and the Signal Branch with respect to:

- (1) Technical manuals
- (2) Servicing personnel
- (3) Supply and logistics
- (4) International Association of Lighthouse Authorities (IALA)
- (5) Office of Research and Development (G-D)
- (6) Research and Development Center (R&DCEN)

d. Provide technical optical and acoustical advice to those divisions dealing with regulatory matters.

**OFFICE OF COMPTROLLER  
(G-F)**

1. **Mission.** To provide for the logistics of the Service that involve the maintenance of accounts, the disbursement of funds, the financial management of comptroller responsibilities, supply system management, and general administration of non-appropriated fund activities.
2. **Functions.** Under the general direction and supervision of the Commandant, the Vice Commandant, and the Chief of Staff, the Comptroller shall:
  - a. Direct, supervise and coordinate the activities of the Chiefs of the Economic Review, Accounting, Personal Support, Logistics and Property, Procurement, and Quality Assurance Divisions in connection with their assigned functions; assure the efficient performance of duty by those officers; and have ultimate responsibility for:
    - (1) The maintenance of all formal accounting records.
    - (2) The examination of bills and claims and payment of all items properly due for payment.
    - (3) Development and maintenance of a program of financial management including: review and appraisal of matters relating to the Coast Guard's financial responsibilities; evaluation of appropriated fund activities; review of accounting systems; development of methodology for financial analysis; and examination of organization, staffing and workload standards for Headquarters and field comptroller offices.
    - (4) The management of the supply system, encompassing the procurement, storage, and distribution of all equipment, supplies and services.
    - (5) The management of the procurement program, within the framework of controlling regulations.
    - (6) Supervision of mobilization planning for all phases of financial management, personal, and supply matters, both for Headquarters and district levels.
  - b. Determine basic plans, systems, methods, and procedures under which accounting (including cost and asset accounting for property, inventories, and other resources), vouchering, pay-rolling, disbursing, and supply activities are to be carried out with due consideration of the existence of adequate audit controls and safeguards; consider and make recommendations as to broad policies which should control these determinations.

- c. Develop and prescribe methods to be employed in the maintenance of perpetual stock records and in the taking of physical inventories, and in the maintenance of central inventory control records as are required.
- d. Maintain close coordination with other components of organization with respect to financial management, personal, and supply supports to assure uniform understanding and maximum results.
- e. Prescribe the fiscal reports and data to be submitted by field units to meet financial management and reporting requirements of the Coast Guard, Department of Transportation, and other Government agencies. Review and analyze such fiscal reports and data and initiate or issue appropriate directives to field units to insure uniformly high standards of fiscal efficiency, effectiveness and economy.
- f. Administer the Coast Guard Supply Fund and promulgate instructions for its operation and management.
- g. Periodically review the administration of the Comptroller Divisions of district offices and initiate recommendations to the district commanders to effect improvements in the organization and methods of administration of those divisions. Keep informed, through field evaluations or otherwise, as to the status, effectiveness, and efficiency of financial management, personal, and supply activities generally.
- h. Periodically advise the Commandant as to the relative performance of the districts with respect to district comptroller responsibility.
- i. Exercise technical control over the Supply Center and the Military Pay Center.
- j. Give central supervision to the administration of general messes with the object of providing a satisfactory diet at a reasonable cost.
- k. Conduct the service's Payroll Savings Program for the sale of U.S. Savings Bonds.
- l. Administer the Coast Guard General Gift Fund, Surcharge Collection, and Sale of Commissary Stores Fund.
- m. Exercise general administration of Coast Guard exchanges and non-appropriated fund messes.
- n. Act as: approving official for sole source procurements between \$25,000 and \$100,000; review official for proposed contract awards between \$100,000 and \$1,000,000; and source selection official when required by procurement regulations for procurement of \$1,000,000 or less.
- o. Develop cost analysis principles, policies, and procedures.
- p. Evaluate and interpret cost data and provide periodic and special reports for management.
- q. Integrate selected statistical data with cost data and relate various available indices of activity and performance effectiveness to costs.

- r. Be the Support Director for the Financial Management, Personal, and Supply Support Program.
- s. Establish cost standards as a guide for the management and control of overall operations and for use in the preparation and justification of budget estimates.
- t. Provide advice and service to and assist field units to assure uniform cost reporting and maximum utilization of cost data as a tool to management.
- u. Coordinate cost analysis and control requirements of other offices.
- v. Establish the level of user charges to be levied, within the framework of controlling regulations.
- w. Administer Operating Guide 30 – Operating and Maintenance Cost.

**PLANNING AND ANALYSIS STAFF  
(G-FP)**

Under the direction and supervision of the Comptroller, the Chief, Planning and Analysis Staff shall:

- a. Administer the Planning, Programming, and Budgeting System for the Office of the Comptroller.
- b. Manage the personnel system for the Comptroller including postgraduate education, officer assignments, and act as rating manager for the SK rating.
- c. Coordinate execution and review of all OMB Circular A-76 projects.
- d. Supervise and coordinate the allocation of office spaces, civilian personnel management, administration of OG-30 funds, and other administrative matters involving more than one division.
- e. Serve as the primary point for the administration of OG-30 (Operating and Maintenance Funds) service-wide.
- f. In coordination with program and support directors, and the Budget Division (G-CBU), establish the basic Financial Plan for the OG-30 insuring consistency with the overall operating plans of the Coast Guard.

**PLANNING AND ADMINISTRATION BRANCH  
(G-FP-1)**

Under the direction and supervision of the Chief, Planning and Analysis Staff, the Chief, Planning and Administration Branch shall:

- a. Provide review and evaluation of matters relating to the Comptroller's management functions with particular emphasis on planning, including objectives, systems procedures required to reach the objectives, and assignment of functions.
- b. Coordinate formulation of the Comptroller's budget and monitor the expenditure of funds by the various components of the Office of the Comptroller. Budget and manage OG-30 funds for the Planning and Analysis Staff. Review and monitor the expenditure of SADT funds within the Office of the Comptroller.
- c. Initiate and coordinate the development of the Comptroller Long Range View, Plan Summaries, Determinations, and Resource Change Proposals and their respective priorities for Comptroller activities.
- d. Review, coordinate, and prepare Comptroller input for planning proposals and related documents prepared by other Offices.
- e. Examine and evaluate organization, staffing, and workload standards in effect in Comptroller offices both in Headquarters and in their field.
- f. Coordinate overall operations and monitor Coast Guard compliance with the provisions of OMB Circular A-76.
- g. Act as control point for directives and publications within the Office of the Comptroller.
- h. Act as a liaison between the Management Analysis Division and divisional pro tem inspectors for the Area Inspection teams.
- i. Administer a Comptroller personnel assignment program that will optimize distribution of personnel.
- j. Administer a system of SK rating management that will optimize the use of these personnel resources.
- k. Administer training and postgraduate education programs for the Comptroller.

**OPERATING FUNDS MANAGEMENT BRANCH  
(G-FP-2)**

Under the direction and supervision of the Chief, Plans and Analysis Staff, the Chief, Operating Funds Management Branch shall:

a. Serve as the primary point for the administration of OG-30 (Operating and Maintenance Funds).

b. In coordination with program and support managers, and the Budget Division, establish the basic Financial Plan for OG-30 ensuring consistency with the overall operating plans of the Coast Guard and sound financial practices.

- (1) Distribute such funds as are available to the various allotment units and Headquarters Offices. Establish procedures and format for such distribution.
- (2) Review all requests for changes in the OG-30 Financial Plan, or in allotment levels. Make recommendations concerning, or act on, such requests.
- (3) Review requests for reprogramming of OG-30 funds to support unfunded requirements. Establish priorities for unfunded requirements.

c. Establish and oversee the basic Headquarters Operating Budget.

d. Review all planning documents, facility/personnel change documents, and budget inputs affecting the role of OG-30 in existing or potential operating plans.

- (1) Conduct an in-depth analysis of all Resource Change Proposals to ensure adequacy of funding to accomplish the proposal. Provide

guidance to program/support managers in the development of OG-30 needs for RCP input. Conduct a similar review of reimbursable/refundable budget provisions.

- (2) Review all Personnel Allowance Amendments and Distribute Standard Personnel Funds accordingly.
- (3) Review all Operating Facility Change Orders for financial cost/savings-transfers associated with such changes.
- (4) Assist program/support managers in developing OE follow-on funding levels for current AC&I projects.
- (5) Review Planning Factors, Planning Proposals, Determinations, and other inputs to ascertain their affect on OG-30.

e. Attend Coordinating Board meetings to support OG-30 needs and ensure familiarity with budgetary decisions and policy.

f. Directly administer those Headquarters OG-30 funds for which a program manager cannot be identified or for which separate control would be impractical.

g. Review "Cost of Living" determinations developed by the Budget Division to ensure adequacy of OG-30 funding. Conduct independent analyses to improve OG-30 utilization and management including techniques for budget development, standard costing, cost targets and target variance, and other matters. In general, review OG-30 accounting practices, management techniques, policies, and procedures at all levels.

**ACCOUNTING DIVISION  
(G-FAC)**

1. Under the general direction and supervision of the Comptroller, the Chief, Accounting Division shall:
  - a. Maintain a decentralized system of fund, resource, cost, revenue and property accounts under general ledger control and accrual accounting principles, standards and procedures prescribed by the Comptroller to reflect the currency, accuracy and completeness of the fiscal activities of the Coast Guard.
  - b. Exercise general supervision over and give direction to accounting operations in district offices and Headquarters units by the review, reconciliation and appraisal of the accuracy and validity of financial accounting information reported by all Coast Guard field accounting offices.
  - c. Exercise direct supervision over the maintenance of formal detailed accounting records for fiscal accounting transactions of Headquarters and those Headquarters units under the official accounting control of the Headquarters Accounting Division, including the timely rendition of meaningful, accurate and complete financial management reports to allotment and program administrators.
  - d. Exercise direct supervision over the review, control, follow-up and reconciliation of documents in support of general ledger control account balances for undelivered orders, outstanding liabilities, accounts receivable, and advances including necessary action to obtain clearance of average items.
  - e. Exercise direct supervision over the reconciliation, consolidation, and preparation of service-wide financial reports to meet Coast Guard management requirements of departmental and other Governmental reviewing authorities.
  - f. Advise field accounting offices regarding examination problems, certifying the more difficult field claims as required.
  - g. Receive and examine, for legality and propriety, purchase orders, contracts and all other procurement documents, vendors invoices, and receiving reports for supplies and materials. Prepare authorizations and certify vouchers for travel and travel advances. Receive and handle transportation vouchers and commitment documents, and vouchers for other claims. Furnish accrual documents as required for recording in official accounting records. Prepare schedules and certify for payment.
  - h. Direct development and review of principles, standards, systems and accounting procedures and regulations for promulgation in Volume 1 and designated sections of Volume 2 and 4 of the Comptroller Manual, and other instructions as appropriate, pertinent to fiscal and accounting operations.
  - i. Maintain liaison with other departments (GAO, Navy, etc.) in fiscal and accounting matters.
  - j. Be responsible for the maintenance of assigned sections of The Comptroller Manual.
  - k. Be responsible for maintaining and monitoring a Coast Guard-wide system for statistical sampling of vouchers.

**ACCOUNTING SYSTEMS, POLICY AND PROCEDURES BRANCH  
(G-FAC-1)**

1. Under the direction and supervision of the Chief, Accounting Division, the Chief, Accounting Systems, Policy and Procedures Branch shall:
  - a. Develop and review accounting principles, standards and procedures pertinent to fiscal and accounting operations.
  - b. Provide guidance Service-wide on accounting theory, innovations in accounting and controls, and advice on systems and methods.
  - c. Assist in development of Coast Guard financial management policy.
  - d. Review proposed legislation, and changes in OMB and OST requirements concerning fiscal and accounting operations.
  - e. Develop and install accounting systems and sub-systems for Coast Guard Headquarters and district offices.
  - f. Analyze user needs and develop new techniques for capturing input transactions and promoting useable reports.
  - g. Coordinate required division in-house training efforts, including college co-op program.

**REVIEW AND RECONCILIATION BRANCH  
(G-FAC-2)**

1. Under the direction and supervision of the Chief, Accounting Division, the Chief, Review and Reconciliation Branch shall:
  - a. Perform review and reconciliation of accounting records and supporting documents for general ledger control accounts maintained at Coast Guard Headquarters. Journalize appropriate corrective entries to the expenditure accounts.
  - b. Verify that all master files are in agreement.
  - c. Prepare Reconciliation Statements for Headquarters.
  - d. Perform check-off verification and review of prescribed reconciliations and follow-up assignments for areas under the control of the Accounting Division.
  - e. Review all field reports for propriety and conformance to accounting standards.
  - f. Reconcile reciprocal accounts for all Coast Guard accounting offices.
  - g. Reconcile servicewide Coast Guard cash balances against the balances reported by Treasury Department.
  - h. Review and validate monthly general ledger trial balances of Headquarters accounts.
  - i. Reconcile balances of personal property accounts of all Coast Guard accounting offices with asset reports from other Coast Guard systems.
  - j. Reconcile balances of real property accounts of all Coast Guard accounting offices with annual GSA real property reports.
  - k. Prepare input for computerized preparation of service-wide allotment status reports and general ledger trial balances for designated accounting offices.
  - l. Assist in resolving problems in automatic data processing of district accounting input.

**GENERAL ACCOUNTING BRANCH  
(G-FAC-3)**

1. Under the direction and supervision of the Chief, Accounting Division, the Chief, General Accounting Branch shall:
  - a. Maintain input-output control over all accounting documents lotted for processing by the Transportation Computer Center (TCC). Verify and reconcile output received from TCC.
  - b. Prevalidate all obligation documents.
  - c. Maintain appropriate formal controls over the appropriation-apportionments of the Coast Guard appropriations, the allotment-expenditures, receipts, repayments and disbursements.
  - d. Maintain liaison with the TCC for all data input and production output.
  - e. Control all SYCOR generated computer input including preparation of magnetic tapes for computer processing.
  - f. Prepare reimbursable billings to Coast Guard units, other Government agencies, and commercial organizations for goods and services furnished by the Coast Guard on a reimbursable basis.
  - g. Monitor booked accounts receivable — both refunds and reimbursements.
  - h. Receive and deposit all moneys collected at Coast Guard Headquarters for deposit in the U.S. Treasury.
  - i. Maintain accounting control over advance payments to the Yard.
  - j. Accomplish formal off-site accounting for designated Coast Guard units including Training Center Cape May, Reserve Training Center, Station Alexandria, Electronics Engineering Center, Air Station Washington, Omega Navigation System Operations Detail, Activities Europe, Oceanographic Unit.
  - k. Maintain accounting controls for Supply Fund clothing and commissary inventories at off-site units.
  - l. Review, reconcile, and follow-up for clearance in Headquarters clearing accounts for undistributed voucher payments and inventory transfer clearing account.
  - m. Maintain accounting control over cross-disbursement payments made by disbursing officers of other Military Services.

**CONSOLIDATION, REPORTS AND ANALYSIS BRANCH  
(G-FAC-4)**

1. Under the direction and supervision of the Chief, Accounting Division, the Chief, Consolidations, Reports and Analysis Branch shall:
  - a. Develop Service-wide financial statements which reflect the status of:
    - (1) Appropriations for current year and unexpended balances of prior year appropriations, including Operating Guide (O.G.) financial reports to fund administrators.
    - (2) AC&I Project allocations and allotments.
    - (3) Coast Guard Supply Fund.
    - (4) Pollution Fund.
    - (5) Gift Fund.
    - (6) Retired Pay.
    - (7) Allotted funds for O.G. 01 Military Pay and Allowance, O.G. 08 Salaried Civilian Personnel, O.G. 20 Headquarters Directed Travel, and O.G. 56 Headquarters Directed Travel of Personnel for Training.
  - b. Develop periodic financial statements and special management reports including consolidated commissary report, report of net obligations and outlays, reports of outlays and proprietary receipts, balance of payments (gold-flow) reports, military Federal Income and FICA tax reports, expenditures incurred for presidential protection, Service-wide report of unpaid obligations for certification by Chief, Accounting Division, service-wide financial statement for Annual Report to Secretary of Transportation, geographic distribution of civilian pay-

rolls, Appropriation Status Reports for presentation to OST and OMB, and Statement of Financial Condition.

c. Analyze trends in obligation of appropriated funds.

d. Analyze accounting data from all Coast Guard accounting offices.

e. Develop service-wide consolidated General Ledger to produce annual Statement of Financial Condition for the Coast Guard.

**ACCOUNTS PAYABLE AND CONTROL BRANCH  
(G-FAC-5)**

1. Under the direction and supervision of the Chief, Accounting Division, the Chief, Accounts Payable and Control Branch shall:

a. Maintain accounting controls over undelivered orders and accrued liabilities, conduct reviews of document files and insure agreement with general ledger control accounts.

b. Examine, audit, schedule, and certify for payment travel vouchers, advance payments and billings from commercial sources, carriers, and other Government agencies.

c. Prepare accrued expenditure documents for unbilled receiving reports, as required. Prepare data input documents to record expenditures and disbursement in automated files.

d. Prepare Schedule of Administrative Commitments, as required.

e. Review and evaluate all supporting documents for undelivered orders and accrued liability general ledger control accounts at close of fiscal year.

f. Provide advice to field offices regarding commercial voucher examination problems, certifying the more difficult claims when appropriate or initiate, referral to the Comptroller General, as required.

g. Maintain memorandum record and control over the Coast Guard payments for the Secretary of Transportation's Representational Fund.

h. Prepare periodic schedule of Service-wide administrative reservations reported by Coast Guard accounting offices.

i. Assist in development of the annual Service-wide consolidated general ledger.

**COST ANALYSIS BRANCH  
(G-FAC-6)**

1. Under the direction and supervision of the Chief, Accounting Division, the Chief, Cost Analysis Branch shall:

a. Continuously review the adequacy of existing cost data and recommend changes to the cost collection system as necessary.

b. Prepare, classify, consolidate and perform or review analyses of financial data used by support and program directors.

c. Prepare periodic economic analysis reviews and cost studies, and/or establish guidelines and parameters for use of such analysis as a management tool for Headquarters and field management.

d. Review, reconcile and summarize total appropriation expenditures by budget activity, component and object code.

e. Review and reconcile district and Headquarters unit cost reports to determine accuracy and compliance with established instructions.

f. Review and analyze reports from industrial units for the purpose of determining correctness, reconciliation with operating cost reports and preparation of comparative analyses of budgeted and actual costs.

g. Interview operating and supervisory personnel and conduct research to determine and recommend action to resolve management problems or improve efficiency or economy of operations within the Office of the Comptroller, or field comptroller divisions.

h. Be responsible for maintaining and monitoring a system for statistical sampling of vouchers.

i. As directed, perform reviews, inspections and evaluations of Headquarters and field units accounting systems for both appropriated and non-appropriated fund activities.

**NAFA MANAGEMENT DIVISION  
(G-FNM)**

1. Under the direction and supervision of the Comptroller the Chief, NAFA Management Division shall:
  - a. Plan, develop, and publish goals, tasks and procedures necessary for the effective and efficient management and operation of the Coast Guard's Non-Appropriated Fund Activity (NAFA) program. Act on proposals that affect the management or operation of the program.
  - b. Provide technical and management advice and guidance concerning all matters relating to the management and operation of the NAFA programs including exchanges, grocery sections, clubs, package stores, satellite exchanges, other authorized NAF activities, Volume VII of the Comptroller Manual, and the Coast Guard Non-Appropriated Fund Activity Manual.
  - c. Develop and maintain budget, report, and accounting systems required for NAFA management.
  - d. Develop, publish and maintain a reporting system necessary for managing and evaluating the NAFA program. Conduct NAFA management and operations studies, merchandising program surveys, audits, and inspections. Take action to eliminate deficiencies found and to improve customer satisfaction.
  - e. Recommend Headquarters overhead budget levels to the Coast Guard Trust Fund Board of Control, and allocate expenses. Recommend appropriate profit distribution to meet Special Services requirements while insuring the continued solvency, liquidity, and profitability of the NAFA program.
  - f. Maintain Volume VII of the Comptroller Manual.
  - g. Maintain liaison and conduct business pertaining to NAFA matters with the Office of Personnel, Office of Reserve, Department of Defense, and other government agencies and industry.
  - h. Monitor the training and performance of personnel in NAFA billets and positions. Recommend addition, deletion, and change to existing training courses and requirements.
  - i. Maintain and publish system performance standards.
  - j. Coordinate and prepare response to all Congressional inquiries on NAFA matters.
  - k. Administer the Coast Guard Trust Fund sub-account "Non-Appropriated Fund Account."
  - l. Perform budgetary functions related to the NAFA program, including cash management, consolidated insurance, NAFA loans, preparation of resource change proposals, budget forecasts, cost-benefit studies, productivity studies, and min- and long-range plans.

**LOGISTICS AND PROPERTY DIVISION  
(G-FLP)**

1. Under the general direction and supervision of the Comptroller, the Chief, Logistics and Property Division shall:
  - a. Direct the supply management program for the Coast Guard, embracing the functions of provisioning, item identification, cataloging, inventory and plant property management, allowances, storage, distribution, utilization and disposal of materials, controls over repairable materials, mobilization, professional training of personnel, utilization of DOD military standards systems and other related programs for supply logistics support.
  - b. Direct the Coast Guard real property management program coordinating the actions required for acquisition, use and disposal of real property, including preparation or review of deeds, licenses, permits, leases, easements, transfers and other documents. Maintain real property records and render external reports. Publish and maintain the Coast Guard Real Property Manual. Direct and monitor the Coast Guard's effort in identifying and preserving properties considered historically significant.
  - c. Direct the Coast Guard transportation management program for transportation of persons and things, including household goods, unaccompanied baggage, mobile homes and PQV's.
  - d. Develop and promulgate policy and plans, establish objectives and standards, and prescribe systems and procedures in the area of supply, transportation and property.
  - e. Evaluate operations at Inventory Control Points, other authorized issuing/stocking points, requisition processing points in districts and Supply Center to assure compliance with established policy. Assign responsibilities for inventory management for specific categories of materials to established Inventory Control Points.
  - f. Plan with program managers and Inventory Control Points for initial provisioning of new systems being introduced into the Coast Guard.
  - g. Perform budgetary functions to provide for effective supply, transportation, and real and personal property systems. Administer funds of the Coast Guard Supply Fund.
  - h. Maintain liaison and conduct business pertaining to Coast Guard supply, transportation, and property matters with the Office of Installations and Logistics, Office of the Secretary, Department of Transportation, Department of Defense, General Services Administration and other Government agencies, including negotiation and maintenance of interservice agreements. Implement the policies, procedures, and agreements concerning supply property programs of higher authorities as they pertain to Coast Guard functions.
  - i. Evaluate effectiveness of the supply, transportation, and property systems in terms of satisfying customer requirements, capability of meeting long range objectives, and unit performance. Based on this evaluation, recommend changes in numbers and types of facilities, personnel, and policies.
  - j. Implement the provisions of the Federal Property Management Regulations (FPMR) as they apply to Coast Guard functions. Coordinate Coast Guard requests for deviation from FPMR and other matters pertaining to those regulations.
  - k. Perform all other functions required for total management of the Coast Guard Supply System, transportation program, and Real Property Program, including compilation and review of statistical data, establishing standards of performance and arranging for the training of assigned personnel.

**SUPPLY AND TRANSPORTATION SYSTEMS MANAGEMENT BRANCH  
(G-FLP-1)**

1. Under the direction and supervision of the Chief, Logistics and Property Division, the Chief, Supply and Transportation Management Branch shall:

a. Plan, develop, and publish goals, tasks and procedures necessary for the effective and efficient management and operation of the Coast Guard Supply and Transportation support systems. Act on proposals that affect the management or operation of the supply and transportation systems.

b. Develop and publish reporting systems necessary for managing and evaluating the supply and transportation systems. Collect and analyze data. Conduct supply and transportation management and operations studies, surveys, audits and inspections. Take action to eliminate deficiencies found and to improve customer satisfaction.

c. Provide policy guidance and advice to Headquarters components and field units on such supply operations as provisioning, allowance lists, cataloging and standardization, inventory control, materials handling, storage, distribution and disposal.

d. Develop, maintain, and be prepared to implement Coast Guard mobilization and contingency plans pertaining to supply and transportation logistics matters.

e. Monitor the training and performance of personnel in supply and transportation billets. Recommend additions, deletions, and changes to existing training courses and requirements.

f. Study, develop, implement and maintain Department of Defense and General Services Administration

Standard Systems for Coast Guard use. Act as Coast Guard Headquarters liaison and contact point for Federal supply and transportation logistics matters. Act as the Coast Guard control point for recording and reporting actions to implement, supplement or deviate from the Standard System.

g. Negotiate support agreements with the Department of Defense, its agencies and military services and other Government agencies. Respond to proposed changes to Coast Guard system-wide support agreements. Develop and publish procedures required to accumulate data for submission to the various Naval System Commands for logistics planning purpose.

h. Act for Coast Guard in matters involving international logistics and support as it applies to Coast Guard managed material.

i. Direct the transportation and traffic management program for the Coast Guard, in all matters involving requirements in the transportation of persons and things, including household goods, unaccompanied baggage, mobile homes and POV's.

j. Provide technical advice and guidance concerning traffic management matters.

k. Research and provide determinations and decisions concerning questionable or disputed claims for payment of travel.

l. Maintain Volume III of the Comptroller Manual.

**SUPPORT REQUIREMENTS BRANCH  
(G-FLP-2)**

1. Under the direction and supervision of the Chief, Logistics and Property Division, the Chief, Support Requirements Branch shall:

a. Maintain close contact with Coast Guard inventory control points (ICP'S) on supply logistical matters. Assist ICP's in the development, introduction and support of new equipments.

b. Develop supply and transportation aspects of integrated logistics support. Assist in the formulation, review, evaluation, and administration of overall Coast Guard provisioning policies and procedures. Participate in planning the initial provisioning of specific equipments. Evaluate and act on requests for technical overrides to provisioning policies.

c. Participate in the review, study and analysis of ICP, stock point, District supply and transportation operations. Initiate action to eliminate deficiencies and to improve customer satisfaction. Assign item management responsibilities to ICP's.

d. Review for action and prepare replies to position, issue and study papers, AC&I projects, and Shore Unit Development Plans from the viewpoint of financial and work load impact on supply, transportation and real property programs.

e. Perform budgetary functions related to the supply, transportation and real property programs, including preparation of resource change proposals, budget forecasts, cost-benefit studies, productivity studies, mid- and long-range plans, and maintaining liaison with other budget organizations.

f. Exercise financial control over the Coast Guard Supply Fund. Provide budgetary guidance and review budget documents involving funding of inventories and staffing and support of supply operations.

### REAL PROPERTY MANAGEMENT BRANCH (G-FLP-3)

1. Under the direction and supervision of Chief, Logistics and Property Division, the Chief, Real Property Management Branch shall:

a. Develop and promulgate policy and procedural guidance on property management matters affecting acquisition, utilization and disposal of real property consistent with existing laws, regulations and directives. Recommend for publication manuals and instructions pertaining to the real property management program.

b. Assist in developing, improving, maintaining and coordinating the Coast Guard real property management program which includes:

- (1) Processing of real property acquisitions and disposals including assistance and directions to the field as necessary and coordinating action with GSA, DOD, and other Government agencies.
- (2) Maintaining central real property records.
- (3) Initiating reviews and studies for improvement of property management.

(4) Coordinating the screening of Coast Guard excess property and that of other Government agencies.

(5) Reviewing justifications for retention of idle property and providing appropriate recommendations.

(6) Coordinate and/or prepare all reports relating to real property.

(7) Direct and monitor the Coast Guard's effort in identifying and preserving properties considered historically significant.

c. Represent Coast Guard as a member of the DOT Real Property Inventory Systems Committee and the Protection and Enhancement of the Cultural Environment Committee.

d. Perform budgetary functions related to real property, including preparation of resource change proposals, budget forecasts, cost-benefit studies, lease-purchase studies, mid and long range plans, and maintaining liaison with other budget organizations.

**PERSONAL SUPPORT DIVISION  
(G-FPS)**

1. Under the general direction and supervision of the Comptroller, the Chief, Personal Support Division shall:

a. Promulgate regulations, policy and procedures for the military pay management programs of the Coast Guard for the operation of centralized systems for payment of pay and allowances, allotments from pay, payment of retired pay and payment of inactive duty for training reservists, for active and former members of the Coast Guard and Coast Guard Reserve.

b. Administer the provisions of the Federal Claims Collection Act of 1966 for the Coast Guard.

c. Administer the Waiver of Claims law for erroneous overpayments of pay for the Coast Guard.

d. Recommend new or revised systems and procedures for military and civilian payrolls to the Comptroller of the Coast Guard.

e. Direct the installation of new or revised pay systems for the Coast Guard, and obtain General Accounting Office approval.

f. Maintain liaison and conduct business pertaining to Coast Guard pay and travel matters with the Office of Personnel, Office of Reserve, Chief of Staff, Department of Transportation and the armed services in the Department of Defense. Counsel and advise the Comptroller,

Chief of Staff, and Commandant on matters affecting the payment of travel, pay and allowances to Coast Guard personnel.

h. Provide Coast Guard representatives to the per diem, Travel and Transportation Allowance Committee; and Pay Procedures Committee.

i. Maintain Volume II and Volume IX of the Comptroller Manual.

j. Provide technical advice and guidance concerning pay and travel management matters.

k. Provide technical advice, guidance, and instructions to ACO's in resolution of pay entitlements and certification questions.

l. Develop and promulgate policy and plan, establish objectives and standards and prescribe systems and procedures in the area of pay and travel.

m. Perform budgetary functions to provide for effective pay and travel programs.

n. Perform all other functions required for total management of the Coast Guard pay and travel programs, including compilation and review of statistical data, establishing standards of performance and arranging for training of assigned personnel.

**TRAVEL MANAGEMENT BRANCH  
(G-FPS-1)**

1. Under the direction and supervision of the Chief, Personal Support Division, the Chief, Travel Management Branch shall:
  - a. Plan, develop, and publish goals, tasks and procedures necessary for the effective and efficient management and operation of the Coast Guard travel support program. Act on proposals that affect the management or operation of the program.
  - b. Provide technical advice, guidance, and instructions to ACO's in resolution of travel entitlement and certification questions.
  - c. Provide determination and decisions concerning questionable or disputed claims for payment of travel claims.
  - d. Provide technical advice and guidance concerning all matters relating to the Joint Travel Regulations and Volume IX Comptroller Manual, Coast Guard Travel Supplement to JTR.
  - e. Act as representative to the Per Diem, Travel and Transportation Allowance Committee, Department of Defense.
  - f. Maintain Volume IX of the Comptroller Manual.
  - g. Disseminate information concerning statutes, laws, or bills affecting travel and transportation allowances.
  - h. Coordinate and prepare responses to all Congressional inquiries on travel matters.
  - i. Establish functional requirements for ADP system modification to implement new laws and decisions affecting travel and transportation allowances.
  - j. Monitor the training and performance of personnel in travel billets. Recommend additions, deletions, and changes to existing training courses and requirements.
  - k. Perform budgetary functions related to the travel program, including preparation of resource change proposals, budget forecasts, cost-benefit studies, productivity studies, and mid- and long range plans.

**PAY MANAGEMENT BRANCH  
(G-FPS-2)**

1. Under the direction and supervision of the Chief, Personal Support Division, the Chief, Pay Management Branch shall:
  - a. Plan, develop, and publish goals, tasks and procedures necessary for the effective and efficient management and operation of the Coast Guard pay support program. Act on proposals that affect the management or operation of the program.
  - b. Provide technical advice, guidance, and instructions to ACO's in resolution of pay entitlement and certification questions.
  - c. Provide determinations and decisions concerning questionable or disputed claims for payment of pay.
  - d. Act as representative to the Pay and Allowance Committee and Pay Procedures Committee, Department of Defense.
  - e. Maintain Volume II of the Comptroller Manual.
  - f. Establish functional requirements for ADP system modifications to implement new laws and decisions affecting pay and allowances.
  - g. Provide liaison with the Federal Aviation Administration Uniform Pay System for civilian pay matters.
  - h. Determine system impact of new legislation affecting pay, changes in Treasury requirements, and changes made by other Government agencies that both military and civilian pay.
  - i. Disseminate information concerning statutes, laws, or bills affecting pay or pay procedures.
  - j. Coordinate and prepare responses to all Congressional inquiries on pay and allowance matters.
  - k. Provide technical advice and guidance concerning pay and allowance matters.
  - l. Monitor the training and performance of personnel in pay billets. Recommend additions, deletions, and changes to existing training courses and requirements.
  - m. Perform budgetary functions related to the pay program, including preparation of resource change proposals, budget forecasts, cost-benefit studies, productivity studies, and mid-and long-range plans.

**SUBSISTENCE MANAGEMENT BRANCH  
(G-FPS-3)**

1. Under the direction and supervision of the Chief, Personal Support Division, the Chief, Subsistence Management Branch shall:

a. Plan, develop, and publish goals, tasks and procedures necessary for the effective and efficient management and operation of the Coast Guard subsistence and commissary support programs. Act on proposals that affect the management or operation of the programs.

b. Provide technical and management advice and guidance concerning all matters relating to the management operation of the subsistence and commissary programs, Volume IV of the Comptroller Manual, and the Coast Guard Subsistence Manual.

c. Develop and prescribe monetary ration rates, central distribution of Armed Forces receipt cards, and sale of meal rates.

d. Maintain Volume IV of the Comptroller Manual.

e. Maintain liaison and conduct business pertaining to Coast Guard subsistence and commissary matters with the Office of Personnel, Office of Reserve, Department of Defense, other government agencies and industry.

f. Develop, publish, and maintain reporting systems necessary for managing and evaluating the subsistence

and commissary programs. Conduct subsistence and commissary management and operations studies, surveys audits and inspections. Take action to eliminate deficiencies found and to improve customer satisfaction.

g. Monitor the training and performance of personnel in subsistence and commissary billets and positions. Recommend addition, deletion, and change to existing training courses and requirements.

h. Recommend change to the structure and utilization of the Subsistence Specialist rate necessary for improved food service and retention of sufficient numbers of qualified members of the rate.

i. Develop and monitor standards of food service. Direct the Subsistence Advisory Team (SAT) program. Coordinate SAT visits to Headquarters units.

j. Coordinate and prepare response to all Congressional inquiries on subsistence and commissary matters.

k. Perform budgetary functions related to the subsistence and commissary program, including preparation of resource change proposals, budget forecasts, cost-benefits studies, productivity studies, and mid- and long-range plans.

**PROCUREMENT DIVISION  
(G-FCP)**

1. Under the general direction and supervision of the Comptroller, the Chief, Procurement Division, shall:
  - a. Plan and administer the Coast Guard procurement program in conformity with the Federal Procurement Regulations, Department of Transportation Procurement Regulations, Coast Guard Procurement Procedures, and other regulations as applicable.
  - b. Serve as Chief, Contracting Officer of the Coast Guard.
  - c. Direct the activity of the Minority Business Program Officer, The Administrative and Review Branch, the Research and Development Contract Branch, Electronics Contract Branch, Facilities Contract Branch and the ADP Contract Branch in accomplishment of the procurement function for Headquarters.
  - d. Develop budgetary and planning documents and conduct studies in the procurement area to support changes in resources as required.
  - e. Perform all other functions required of total management of the Coast Guard procurement program, including compilation and review of statistical data, establishing standards of performance and arranging for training of procurement personnel.
  - f. Serve as chairman of the Sole Source Review Board and Award Review Board.

**MINORITY BUSINESS PROGRAM OFFICER  
(G-FCP-S)**

1. Under the supervision and direction of the Chief, Procurement Division the Minority Business Program Officer shall:
  - a. Establish policies and programs to govern acquisition actions in accordance with the Small Business Act. Conceive, develop and manage the Coast Guard total program. Study, analyze and resolve the most difficult and complex policy problems associated with minority acquisition activities.
  - b. Assist in the effective execution of the Minority Business Enterprise (MBE) Program. Develop and monitor implementation of nationwide policy for the Commandant. Serve as the primary business community contact within the Coast Guard.
  - c. Insure that the Coast Guard is implementing the Small Business Act. Assure that Coast Guard contract opportunities are identified and communicated to disadvantaged businesses. Develop and arrange for publication of brochures and documents relating to opportunities for these businesses.
  - d. Serve as liaison regarding minority business activities with other Federal and State agencies and Congressional officers. Represent the Coast Guard at various MBE Program conferences and seminars.
  - e. Analyze contractor effectiveness in accomplishing the objectives of the Coast Guard Subcontracting Program.
  - f. Advise the Small and Disadvantaged Business Specialist within the Procurement Division. Insure that inquiries from industry regarding Coast Guard procurement activities are referred to the appropriate Small and Disadvantaged Business Specialist.

**ADMINISTRATIVE AND REVIEW BRANCH  
(G-FCP-1)**

1. Under the general supervision and direction of the Chief, Procurement Division, the Chief, Administrative and Review Branch shall:

- a. Review and analyze the performance of CG procurement activities to assure efficiency and compliance with regulations and directives.
- b. Coordinate Coast Guard programs of small business participation, labor surplus area procurement, Buy-American Act compliance, equal employment opportunity compliance, Defense priority allocation, and allotment system and similar programs associated with procurement.
- c. Develop budgetary and planning documents and conduct studies in the procurement area to support changes in personnel resources as required.
- d. Perform the functions required for management of the total CG procurement program, including compilation and review of statistical data, establishing standards of performance and arranging for training of procurement personnel.

e. Coordinate HQ action on field procurement matters such as bid mistakes, protests, D & F's, etc.

f. Direct the activity of the Policy, Programs and Support Section, the Order Section, the Cost and Price Analysis Section, and the Administrative and Reports Section.

g. Assist Division Chief, in organization and management of the Division.

h. Coordinate Division Training Program and personnel actions.

i. Maintain current bidders lists, and serve as central receiving office for unsolicited contract proposals.

j. Act in the absence of the Assistant Division Chief and the Division Chief.

**RESEARCH AND DEVELOPMENT CONTRACT  
BRANCH  
(C-FCP-2)**

**FACILITIES CONTRACT BRANCH  
(G-FCP-3)**

**ELECTRONICS CONTRACT BRANCH  
(G-FCP-4)**

**ADP CONTRACT BRANCH  
(G-FCP-5)**

1. Under the supervision and direction of the Chief, Procurement Division, the Chief of each of the above branches shall:

a. Act as procuring and Administrative Contracting Officer for assigned area of responsibility and other contracts as assigned.

b. Prepare solicitation which will ultimately result in the issuance of formal contracts.

c. Maintain for public examination copies of bids received, copies of all Invitations for Bids issued, but not opened, and a file of bid/abstracts showing by Invitation number: bids received, prices, awards, and contract numbers.

d. Formulate, award, administer and terminate contracts resulting from Headquarters procurement requirements.

e. Maintain liaison with other Headquarters components to insure timely initiation and planning for future procurement programs, both funded and unfunded, with particular emphasis on selection of the type and method of procurement early enough to achieve full consistency between the statement documents.

f. Acts as alternate Bid Opening Officer.

g. Supervises personnel in this branch and is responsible for distribution of work.

h. (Facilities Contract Branch, only): Serve as Chief Procuring and Administrative Contracting Officer for all "real estate" leases.

**QUALITY ASSURANCE DIVISION  
(G-FQA)**

1. Under the general direction and supervision of the Comptroller, the Chief, Quality Assurance Division shall:
  - a. Review proposed procurement documentation to ensure that the proposal and specifications incorporate the highest cost-effectiveness standards necessary to meet specified operational requirements.
  - b. Assist the Contracting Officer and cognizant Engineering Division in specification development to ensure that:
    - (1) Specifications contain adequate provisions for quality, reliability and maintainability assurance.
    - (2) Specifications are written free of ambiguities and are susceptible to contract administration/enforcement.
  - c. Maintain familiarity with military and industrial specifications.
  - d. Participate in design and proposal reviews. Analyze material and labor estimates on technical proposals. Evaluate contractor performance capability, quality control organization and procedures and submit recommendations to the Contracting Officer.
  - e. Perform the contractual inspection and testing function for electronic equipment and related components for the Electronic Engineering Division and other Engineering Divisions as required. Supervise, evaluate and approve in-plant testing of prototype and production equipment. Ensure that Government furnished equipment is adequately protected and accounted for by the contractor.
  - f. Review contractor change proposals and progress payment requests and submit recommendations to the Contracting Officer.

**SPECIFICATION REVIEW BRANCH  
(G-FQA-1)**

1. Under the direction and supervision of the Chief, Quality Assurance Division, the Chief, Specification Review Branch shall:
  - a. Assist electronics equipment specification development from a Quality Assurance viewpoint.
  - b. Participate in evaluation boards and evaluate technical manuals and "software."
  - c. Assist in-plant testing when directed.

**INSPECTION BRANCH  
(G-FQA-2)**

1. Under the direction and supervision of the Chief, Quality Assurance Division, the Chief, Inspection Branch shall:
  - a. Coordinate the activities of the Inspection Branch. Indoctrinate and train inspectors in special requirements and assign inspection responsibilities.
  - b. Maintain familiarity with military and industrial specifications and standards.
  - c. Supervise maintenance of the Technical Library and changes to manuals.
  - d. Perform in-plant testing of electronics equipment.
  - e. Assist review of procurement documents when directed.
  - f. Insure government-furnished property is protected by contractor.
  - g. Recommend action to Contracting Officer on contractor requests.

**OFFICE OF HEALTH SERVICES  
(G-K)**

1. **Mission.** To develop and implement the overall health services program of the Coast Guard.
2. **Functions.** Under the general direction and supervision of the Commandant, the Vice Commandant, and the Chief of Staff, the Chief, Office of Health Services shall:
  - a. Act as Medical Advisor to the Commandant for: interdepartmental and interservice agreements for health care of Coast Guard personnel and their dependents, legislative matters affecting the health services program, and important developments in other federal agencies which affect the health services program.
  - b. Serve as advisor to the Secretary in developing and implementing national defense emergency medical, health, and sanitation policies and plans of the Department of Transportation, and such other advisory services that may be required or requested.
  - c. Plan, develop and administer a comprehensive health program for military personnel, including medical and dental examinations, the provision of medical and dental care to Coast Guard military personnel and their dependents, the maintenance of adequate sanitary standards, and the prevention of disease.
  - d. Plan, develop and administer an occupational medicine and environmental health program.
  - e. Direct the administration of funds in those appropriations or Operating Guides under the control of the Chief, Office of Health Services, including preparing budget estimates and allotment recommendations to Chief of Staff.
  - f. Advise, responsible offices relative to the establishment of physical standards for military duty, and special operational programs.
  - g. Procure, assign, and review the performance of Public Health Service personnel detailed to the Coast Guard.
  - h. Maintain liaison with the U.S. Public Health Service, the Veterans Administration, and the medical departments of the Department of Defense and other federal agencies. Also serves on interservice Boards and Committees as appointed.
  - i. Establish, promulgate, and monitor policies and procedures for a service-wide physical disability evaluation system. Review all personnel separations based on medical considerations.
  - j. Provide consultation and advice to the Safety Programs Division.
  - k. Provide medical services to DOT Headquarters and Coast Guard Headquarters Building personnel. Act as Executive Agent for the DOT Headquarters clinic.
  - l. Provide staff functions to operating program managers.

**PLANNING AND EVALUATION STAFF  
(G-K-1)**

1. Under the general direction and supervision of the Chief, Office of Health Services, the Planning and Evaluation Staff shall:

a. Analyze support requirements for the Coast Guard health care program and coordinate proposals for resource acquisition.

b. Coordinate the development of the Long Range View, Program Standards, Support Program Plans, Plan Summaries and Determinations for the Office of Health Services, and coordinate the development of Resource Change Proposals pertinent to the Coast Guard health care program.

c. Coordinate the development of and maintain health care staffing standards.

d. Coordinate the development of mobilization requirements for the Coast Guard health care program.

e. Maintain liaison with Department of Defense health personnel staffs and other outside groups with respect to planning and evaluation of health care staffing requirements.

f. Monitor the progression of the Health Services portion of future year budgets for both Operating Expenses and Acquisition, Construction, and Improvement.

g. Visit and inspect Coast Guard health care facilities in the field, providing advice and assistance in staff utilizations and planning.

**MEDICAL ADMINISTRATION DIVISION  
(G-KMA)**

1. Under the general direction and supervision of the Chief, Office of Health Services, the Chief, Medical Administration Division shall:
  - a. Supervise the administrative, budgetary, financial, supply and logistics aspects of the Health Services program.
  - b. Perform financial accounting for the Office of Health Services, to include the administration of Operating Guides 57 and 30.09 and administer other reimbursable programs that are under the cognizance of the Office of Health Services.
  - c. Maintain liaison with the Office of Civilian Health and Medical Programs of the Uniformed Services (OCHAMPUS), the DoD Medical Review Board (DODMRB), and the medical departments of the Armed Forces, Public Health Service, and Veterans Administration.
  - d. Administer the CHAMPUS program for the Coast Guard.
  - e. Investigate and provide data to Congressional Liaison Officer on matters concerning health care delivery.
  - f. Coordinate and plan all civilian and military training for personnel in the Health Services program.
  - g. Provide technical advice and liaison to the Chief, Civil Engineering and Chief, Naval Engineering Divisions for planning, desinging, and equipping health care facilities ashore and afloat.
  - h. Maintain a Health Services Management Information System to include statistics for health care delivery, medical equipment inventory control, and financial management.
  - i. Process for payment all invoices for health care rendered to Coast Guard beneficiaries in both Federal and nonfederal medical treatment facilities.
  - j. Supervise the contracting of health care for Coast Guard personnel and monitor annual outlay of funds.
  - k. Review and administratively process all physical examinations and requests for corrective lenses for active duty Coast Guard personnel.
1. Recomend to the Chief, Officer Personnel Division (G-PO) duty assignments for medical administrative officers.
- m. Coordinate the formulation, printing, and distribution of Health Services Program directives and publications.
- n. Coordinate the ProTem Inspection Program for the Office of Health Services and provide follow-up remedial action.
- o. Provide medical records liaison with Federal Records Center. Review and extract medical records as required in accordance with the Privacy and the Freedom of Information Acts.
- p. Act as Inventory Control Point (ICP) for the Health Services Program.
- q. Coordinate a training program for Coast Guard and USPHS Reserve personnel to include Temporary Active Duty (TEMACDU), Special Active Duty for Training (SADT), and Active Duty for Training (ADT).
- r. Maintain resource file of Coast Guard, Public Health Service, other Armed Forces and DOT Instructions, Notices, and Manuals for the Office of Health Services use.
- s. Coordinate the Upward Mobility Program for the Office of Health Services.
- t. Visit and inspect field units to assist with analysis of health care staff utilization, budgeting, and equipment and facility acquisition and replacement programs.
- u. Maintain and operate a word processing center for the Office of Health Services.
- v. Operate the Coast Guard Headquarters Clinic.

**FINANCIAL MANAGEMENT BRANCH  
(G-KMA-1)**

1. Under the direction and supervision of the Chief, Medical Administration Division, the Chief, Financial Management Branch shall:

a. Plan, develop, implement and evaluate service-wide financial programs for the Coast Guard health care delivery system.

b. Administer Operating Guide 57 and 30.09, as directed.

c. Coordinate service-wide contracting for health care services to Coast Guard beneficiaries.

d. Examine, audit, schedule and certify for payments all voucher claims for health care treatment and services rendered at civilian facilities for authorized beneficiaries.

e. Process invoices for health care rendered by Federal Medical Treatment Facilities for Coast Guard personnel.

f. Review Resource Change Proposals generated by the Planning and Evaluation Staff (G-K-1) for the Coast Guard Health Services program for OG's 57 and 30.09 budgetary impact.

**PATIENT AFFAIRS BRANCH  
(G-KMA-2)**

1. Under the direction and supervision of the Chief, Medical Administration Division, the Chief, Patient Affairs Branch shall:

a. Maintain liaison with OCHAMPUS including review of proposed CHAMPUS directives and provide administrative guidance to field units on the CHAMPUS program.

b. Review and make recommendations to legislative proposals affecting medical benefits and programs.

c. Process requests for health records and respond to Privacy Act and Freedom of Information requests concerning the health services program and patient records.

d. Review and administratively process reports of physical examinations forwarded by the field.

e. Administratively process and coordinate with the Operational Medicine Division (G-KOM) requests for treatment from nonfederal health care sources.

f. Administratively process requests for non-standard corrective lenses.

**FACILITIES MANAGEMENT BRANCH  
(G-KMA-3)**

1. Under the direction and supervision of the Chief, Medical Administration Division, the Chief, Facilities Management Branch shall:

a. Provide technical guidance to the Financial Management Branch (G-KMA-1) for the apportionment and expenditures of OG-57 funds.

b. Provide technical advice and liaison to the Chief, Civil Engineering and Chief, Naval Engineering Divisions for planning, designing, and equipping health care facilities ashore and afloat.

c. Provide technical advice and assistance including clinical design and health care equipment specifications and requirements to field units.

d. Act as Health Services Program inventory control point.

e. Maintain and coordinate with the Chief, Operational Medicine Division (G-KOM), amendments to the Medical Allowance List (COMDTINST 6700. SERIES).

f. Function as property custodian and facility manager for the Office of Health Services.

g. Collect health services statistical data reports from field activities for submission to the ADP system.

h. Visit, inspect and analyze requirements at Coast Guard units and make recommendations for acquisition, construction, outfitting, and staffing of health care facilities.

**PUBLICATIONS AND DIRECTIVES BRANCH  
(G-KMA-4)**

1. Under the direction and supervision of the Chief, Medical Administration Division, the Chief, Publications and Directives Branch shall:

a. Prepare in standard format and route for clearance drafts of Instructions, Notices, Manual Instructions and special projects which relate to the Health Services Program of the Coast Guard.

b. Publish monthly Commandant Notice 6700 which provides all field medical units with current and updated medical supply and technical information.

c. Supervise the Word Processing Center which provides clerical support for all Office of Health Services staff elements.

d. Review and update Office of Health Services Staffing List, Medical Administration Officer Assignment listing, Physicians' Assistant Assignment list, and the Public Health Service Officer Assignment listing.

e. Review and prepare coordinated replies to concurrent clearances for various manual instructions

and publications initiated by Headquarters offices and district offices impacting on the Coast Guard Health Services program.

f. Evaluate and process Procurement Requests for medical publications (journals, technical papers, etc.) for the Office of Health Services.

g. Review and evaluate new office equipment products and operating supplies required by Office of Health Services staff elements.

h. Coordinate the printing and distribution of Health Services program directives and publications. Maintain resource file of Coast Guard Instructions, Notices, Manuals for Office of Health Services use.

i. Coordinate the development of new or revised Coast Guard forms utilized by the Health Services Program.

j. Maintain a library of Health Services Directives and Manuals developed and issued by the other Armed Forces, the U.S. Public Health Service and the Department of Transportation.

**CAREER MANAGEMENT BRANCH  
(G-KMA-5)**

1. Under the direction and supervision of the Chief, Medical Administration Division, the Chief, Career Management Branch shall:
  - a. Perform duties relative to recruitment and retention of health care personnel and provide liaison with the Public Health Service for personnel operations.
  - b. Recommend to the Chief, Office of Personnel duty assignments for USPHS health services personnel resources.
  - c. Review all civilian and military training requests for health services personnel for short and long term training and recommending approval/disapproval to the Chief, Training and Education Division (G-PTE) or the Chief, Headquarters Civilian Personnel Branch (G-CAS-5), as appropriate.
  - d. Coordinate development of the Office of Health Services Annual Training Plan for submission to the Chief, Training and Education Division.
  - e. Review requests from health services personnel for correspondence courses from the Communicable Disease Center (CDC), Atlanta, GA.
  - f. Coordinate the Upward Mobility Program for the Office of Health Services.
  - g. Coordinate the activities of designated Subject Matter Experts for review of the Hospital Corpsmen and Dental Technician School curriculums. Develop and review HM "A" and DT "A" Schools curriculum Terminal Performance Skill and Knowledge Objectives in conjunction with course content expert from the HM and DT "A" schools.
  - h. Coordinate a program of training for Coast Guard and USPHS Reserve health care personnel to include: Temporary Active Duty (TEMACDU), Special Active Duty for Training (SADT), and Active Duty for Training (ADT). Review personnel records of PHS Inactive Reserve Officers for TEMACDU with the Coast Guard.
  - i. Analyze proposed and existing training programs for applicability and cost benefit to the Health Services Program.
  - j. Assist in analyzing health care requirements at Coast Guard units and make proposals for staffing at appropriate Coast Guard health care facilities.
  - k. Assist in the development of staffing standards for the Coast Guard health care program.

**COAST GUARD HEADQUARTERS CLINIC BRANCH  
(G-KMA-6)**

1. Under the general direction and supervision of the Chief, Medical Administration Division, the Chief, Coast Guard Headquarters Clinic Branch shall:
  - a. Operate Coast Guard Headquarters Health Clinics located at DOT Headquarters (Nassif Building) and Coast Guard Headquarters Building for eligible military and civilian personnel.
  - b. Provide health benefits and CHAMPUS advisory services for personnel assigned to Coast Guard Headquarters or personnel utilizing the health clinic.
  - c. Supervise the overall delivery of health care to include diagnosis, screening, counseling, therapy, follow-up, and dental care to eligible beneficiaries.
  - d. Conduct Medical Boards as required on active duty personnel.
  - e. Maintain a pharmacy adequate to the needs of the beneficiary population and ensure its proper functioning.
  - f. Maintain adequate facilities to perform physical examinations, including civilian employment, Occupational Medical monitoring, routine military, enlistment, retirement, flight and diving exams consistent with existing directives.
  - g. Provide medical advice/technical expertise and health education programs to other CG and DOT offices, as required.

h. Provide medical expertise to Physical Evaluation Boards, as required.

i. Arrange for secondary and tertiary care for Coast Guard beneficiaries, as required, and provide essential follow-up to assure continuity of care.

j. Perform other medical/military duties as required by the Chief, Medical Administration Division, including in-service education training programs to assure uniformity and quality of care.

k. Maintain the medical records for Headquarters military and civilian personnel.

### **OPERATIONAL MEDICINE DIVISION (G-KOM)**

1. Under the direction and supervision of the Chief, Office of Health Services, the Chief, Operational Medicine Division shall:

a. Review and evaluate the delivery of health services to the Coast Guard community; interpret and implement all established policies; and recommend needed changes to Chief, Office of Health Services.

b. Provide technical expertise in areas of medical and dental care; aviation and diving medicine; emergency services; physical standards; and human factors engineering.

c. Provide consultative services to other elements of the Coast Guard and other agencies, within the constraints of resources available.

d. In cooperation with the Medical Administration Division, develop cost-effective methods of health care delivery.

e. Analyze trends in illness patterns.

f. Provide consultative services to Physical Disability Evaluation Staff.

g. Provide technical assistance and medical advice to field units.

h. Monitor professional competence of individuals providing health services to Coast Guard beneficiaries.

i. Develop the capability to assure professional response to emergency medical situations developing ashore and afloat.

j. Recommend to the Chief, Medical Administration Division duty assignments for Physicians Assistants, Physicians, Dentists, and other Allied Health Care Professionals.

k. Coordinate with G-KDE regarding review of special medical evaluation and initiation of appropriate disability or administrative action.

l. Make recommendations to G-KDE concerning interpretation of medical standards for retention on active duty of evaluatee found not fit for duty.

m. Act as technical advisor to the Chief, Office of Health Services in matters pertaining to Environmental Health and Occupational Medicine.

n. Coordinate and monitor the preventive medicine aspects of the Coast Guard's Environmental Health and Occupational Medicine Programs.

o. Provide technical advice and guidance to field units relative to Environmental Health and Occupational Medicine by on site inspections, and monitoring of major and minor AC&I projects for compliance with state-of-the-art design standards.

p. Monitor the activities of the Area Environmental Health Officers.

**SPECIAL MEDICAL OPERATIONS BRANCH  
(G-KOM-1)**

1. Under the general direction and supervision of the Chief, Operational Medicine Division, the Chief, Special Medical Operations Branch shall:
  - a. Develop the specialized aspects of the Medical Program in the field of Aviation, Diving, Cold Weather Medicine, and Underwater Medicine, the medical aspects of SAR and survival equipment development and use.
  - b. Provide professional guidance in establishing specialized physical standards in the fields listed above.
  - c. Make medical recommendations to the Chief, Medical Administration Division concerning physical examination findings.
  - d. Make recommendations to the Chief, Medical Administration Division for all requests for nonstandard corrective lenses.
  - e. Serve as an advisor to the various branches of the Search and Rescue Division on the human factors aspects of search and rescue operations.
  - f. Serve as the medical member of the Commandant's Aviation Safety Board, and as an advisor to the Chief, Flight Safety Programs Branch.
  - g. Serve as the flight surgeon advisor to the Chief, Aviation Branch on matters of aviation medicine.
  - h. Serve as the flight surgeon for Coast Guard Air Station, Washington.
  - i. Serve as the medical advisor to the various branches of the Systems Technology and Marine Technology Divisions for research and development projects.
  - j. Serve as an advisor on matters relating to diving medicine.
  - k. Serve as the medical advisor to the Enforcement and Emergency Services Division of the National Highway Traffic Safety Administration on matters relating to emergency medical services.
  - l. Coordinate with the Career Management Branch (G-KMA-5) concerning Physician staffing requirement.

**DENTAL SERVICE BRANCH  
(G-KOM-2)**

1. Under the general direction and supervision of the Chief, Operational Medicine Division, the Chief, Dental Service Branch shall:
  - a. Advise the Chief, Office of Health Services on all matters pertaining to the Coast Guard Dental Care Program.
  - b. Maintain liaison with operating officials from the Public Health Service, DoD, and VA dental programs.
  - c. Coordinate with the Career Management Branch (G-KMA-5) concerning dental staffing requirements.
  - d. Maintain liaison with other Coast Guard programs as those programs relate to the dental program.
  - e. Coordinate the Dental Preceptorship Program with dental schools throughout the United States.
  - f. Maintain responsibility for the coordination of the various Dental Residency Programs.

**PHARMACY BRANCH  
(G-KOM-3)**

1. Under the direction and supervision of the Chief, Operational Medicine Division, the Chief, Pharmacy Branch shall:

- a. Monitor and formulate procedurs relative to the proper operation, security, and safeguards at all Coast Guard operated pharmacies.
- b. Prepare and update drug allowance lists for all units. And coordinate these actions with the Chief, Medical Administration Division.
- c. Supply drug expertise needed for Coast Guard Drug Abuse Program.
- d. Participate in Drug Education Programs.

e. Review drug dispensing systems service-wide and recommend appropriate procedures and systems.

f. Recommend training programs for Pharmacy Technicians.

g. Attend Defense Medical Material Board meetings, as directed.

h. Coordinate with the Career Management Branch (G-KMA-5) concerning pharmacy staffing requirements.

i. Work with Inspector General, Department of Transportation in Coast Guard drug related matters.

**ENVIRONMENTAL HEALTH AND  
OCCUPATIONAL MEDICINE BRANCH  
(G-KOM-4)**

1. Under the direction and supervision of the Chief, Operational Medicine Division, the Chief, Environmental Health and Occupational Medicine Branch shall:

a. Act as technical advisor to the Chief, Office of Health Services in matters pertaining to Environmental Health and Occupational Medicine.

b. Coordinate and monitor the preventive medicine aspects of the Coast Guard's Environmental Health and Occupational Medicine Programs.

c. Maintain liaison and provide technical input to all program and support managers relative to the impact of preventive medicine on various portions of the Coast Guard's Environmental Health and Occupational Medicine Programs.

d. Monitor the promulgation and implementation of physical standards and standards for the delivery of health care to merchant mariners and coordinate with outside agencies as required.

e. Provide technical advice and guidance to field units relative to Environmental Health and Occupational Medicine by on site inspections, and monitoring of major and minor AC&I projects for compliance with state-of-the-art design standards.

f. Monitor the activities of the Area Environmental Health Officers.

**PHYSICAL DISABILITY EVALUATION DIVISION  
(G-KDE)**

1. Under the direction and supervision of the Chief, Office of Health Services, the Chief, Physical Disability Evaluation Staff shall:
  - a. Develop and implement the overall Coast Guard Physical Disability Evaluation System.
  - b. Develop and recommend policy regarding the Physical Disability Evaluation System.
  - c. Formulate and publish operating procedures for all physical evaluation boards, including the Central Physical Evaluation Board, Formal Physical Evaluation Boards, Physical Review Council and Physical Disability Appeal Board.
  - d. Initiate precepts for the Central Physical Evaluation Board and the Physical Review Council for promulgation by the Chief, Office of Health Services.
  - e. Directly manage and provide all administrative support for the Central Physical Evaluation Board, Physical Review Council and Physical Disability Appeal Board, including arranging for board membership, assuming accountability for all cases in the administrative and review phases of the system, and maintaining status of evaluatees in the disability system.
  - f. Provide oversight and coordination of Formal Physical Evaluation Boards.
  - g. Maintain statistical data on the activities of the Physical Disability Evaluation System.
  - h. Review special medical evaluations and initiate the appropriate disability or administrative action.
  - i. Recommend and interpret medical standards for retention on active duty of evaluatee found not fit for duty.

**OFFICE OF THE CHIEF COUNSEL  
(G-L)**

1. **Mission.** To provide legal services for the Coast Guard, aimed at assuring that the operations and activities of the Service are legally consistent with the requirements of law and the rulings of higher authority.
2. **Functions.** Under the general direction and supervision of the Commandant, Vice Commandant and the Chief of Staff, the Chief Counsel shall:
  - a. Serve as the principal legal advisor to the Commandant, furnishing advice and opinions as to the legal implications and consequences of actions proposed or taken by the Coast Guard.
  - b. Plan, develop, coordinate and direct the Legal Program of the Coast Guard.
  - c. Furnish legal advice and opinions to officials at Headquarters and in the field as to the interpretation and application of statutes, treaties, executive orders, regulations, etc.
  - d. Provide legal representation for the Coast Guard in dealing with other elements of the Department of Transportation, the Department of Justice, the Comptroller General, and other Federal agencies. Act as legal counsel for the Service in its relations with state and local governments and agencies, industry and the general public.
  - e. Coordinate with the General Counsel, Department of Transportation, in accordance with DOT 1100.23, DOT Organization Manual.
  - f. Administer all matters within the purview of the Uniform Code of Military Justice and the Manual for Courts-martial (and Coast Guard Supplement), including Courts-martial, Boards of Investigation, and assist the General Counsel, Department of Transportation, in the exercise of his responsibilities under 10 U.S.C., Chapter 47.
  - g. Furnish legal counsel, guidance and advice and render opinions and decisions relating to military and civilian personnel.
  - h. Provide legal assistance for military personnel.
  - i. Render decisions within delegated authority on admiralty and tort claims arising from Coast Guard operations, and prepare Coast Guard's position in matters involving litigation of such claims.
  - j. Render decisions on legal matters involving such maritime-related operations as: law enforcement; port security; appeals by merchant seamen under R. S. 4450 or 46 U.S.C. 239a-b; appeals from penalties imposed by District Commanders; documentation and admeasurement of vessels; Great Lakes Pilotage; vessel anchorage; aids to navigation; oil pollution; administration of bridge operations.
  - k. Provide advice, assistance, and render legal opinions to Coast Guard officials on international law matters involving treaties, agreements, etc.
  - l. Furnish legal advice and opinions to Coast Guard officials representing the Service as members of, or appearing before, international organizations.

- m. Provide legal assistance to procurement officials in the development of Coast Guard contracts.
- n. Present the Coast Guard's case before the Board of Contract Appeals when contracts are contested, and assist the Department of Justice in representing the Government before the Court of Claims when Coast Guard contracts are involved.
- o. Provide legal services dealing with the acquisition, use and disposal of real property and related tax matters.
- p. Provide legal services in development of Coast Guard's legislative program for submission to the Congress.
- q. Draft, or provide legal review for, regulations and amendments thereto for publication in the Federal Register. Assist, as requested, in the draft of internal regulations having legal implications.
- r. Furnish legal advice and assistance and make determinations with respect to the release of information, records and files of the Service, and the availability of Coast Guard personnel as witnesses.
- s. Serve as Chairman, Marine Safety Council and provide legal services to that body in connection with its public regulatory responsibilities.
- t. Assign, as requested, lawyers for membership on Physical Evaluation Boards, the Physical Review Council and Physical Disability Appeal Boards, and make available lawyers to act as counsel for evaluatees. Review the work of such bodies for legal sufficiency.
- u. As requested by the Board for Correction of Military Records or by Boards on Review of Discharges and Dismissals, provide legal advice and opinions. Review for legal sufficiency and implication recommendations of the Board on Review of Discharges and Dismissals made to the Secretary.
- v. Respond to requests for the temporary assignment of legal officers to serve in various capacities on Courts, boards and other activities.

**LEGAL ADMINISTRATION DIVISION  
(G-LLA)**

1. Under the direction and supervision of the Chief Counsel, the Chief Legal Administration Division shall:

- a. Administer the planning, programing, and budgeting system of the Office.
- b. Develop and maintain the legal publications issued by the Office; procure legal and related publications and maintain the Office Library.
- c. Administer the legal assistance program of the Guard; and provide legal assistance pursuant to current directives.
- d. Assign military lawyers to represent individuals before Physical Evaluation Boards, Physical Disability Appeal Boards, and appropriate court martials.
- e. Prepare briefs on behalf of the Government in appropriate Board for Correction of Military Records cases.
- f. Coordinate training programs for military and civilian Coast Guard lawyers. Maintain liaison with Coast Guard officers attending law school.
- g. Coordinate the military personnel program of the Office; supervise procurement of direct commissioned military attorneys and act as liaison with Office of Personnel concerning them.
- h. Coordinate civilian personnel actions for the office.
- i. Provide Classified Material Control, responsible for the protection and accountability for such material for the Office.
- j. Provide video tape services for preparing transcripts of courts-martial, and for other uses.
- k. Serve as liaison for Office participation in the inspection program.

**COURT OF MILITARY REVIEW**  
**(G-L-3)**

1. The Court of Military Review, constituted under Article 66 UCMJ, is composed of the Chief Judge and four appellate judges (officers or civilians). In general, it reviews all courts-martial in which the sentence affects a flag officer or extends to death, dismissal of a commissioned officer or cadet, dishonorable discharge, bad conduct discharge, or confinement of one year or more. It must also review general courts-martial with lesser sentences if any part of the findings or sentence is found on examination in the Office of the General Counsel to be unsupported; or if the General Counsel so directs.

2. The Chief Judge performs the following functions:

a. Determines on which panel of the Court appellate judges will serve.

b. Presides at public hearings of the Court.

c. Notifies appellate counsel of hearings; sets cases for argument; receives briefs and motion papers; rules on applications for extension of time, with power to grant extension for such time and as often as appears just.

d. Participates in decisions of the Court; presides at closed session deliberations of the Court; drafts opinions of the Court; represents the Coast Guard in drafting and revising the Uniform Rules of Procedure for Courts of Military Review; circulates copies of Court decisions to legal officers of the Coast Guard and other JAG offices.

**CLAIMS AND LITIGATION DIVISION  
(G-LCL)**

1. Under the general direction and supervision of the Chief Counsel, the Chief, Claims and Litigation Division shall:

a. Perform the following functions with respect to matters in litigation in the federal courts:

- (1) Gather, evaluate, and provide materials, information, and witnesses required by the Department of Justice in civil litigation arising out of Coast Guard activities.
- (2) Provide active attorney support to the Department of Justice in the various stages of litigation arising out of the operational activities of the Coast Guard where the decision of the federal courts may impact upon operational Coast Guard programs (e.g. search and rescue, aids to navigation, oil pollution, and vessel traffic systems litigation).
- (3) Provide guidance and assistance to the field in all civil litigation arising out of Coast Guard activities where the matter has been referred to the Department of Justice directly by the field.
- (4) Provide guidance and assistance to the field and to the Department of Justice in all criminal litigation arising out of the Coast Guard's law enforcement activities.

b. Perform the following functions with respect to administrative claims:

- (1) Develop and prescribe claims regulations, procedures and instructions, and furnish guidance and advice to the field with respect to claims arising under the authorities listed in paragraphs (2) and (3) below.

(2) Adjudicate and provide recommendations to the Chief Counsel with respect to all administrative claims against the Coast Guard or its employees arising under the following authorities:

- (a) Federal Tort Claims Act
- (b) Military Claims Act
- (c) Foreign Claims Act
- (d) Non-Scope of Employment Claims Act
- (e) Admiralty Claims Act
- (f) Military Personnel and Civilian Employees Claims Act
- (g) Article 139, UCMJ
- (h) 14 U.S.C. §830, Auxiliary Claims

(3) Attempt collection of and provide legal advice to the Chief Counsel on all administrative claims on behalf of the Coast Guard arising under the following authorities:

- (a) Federal Claims Collection Act
- (b) 14 U.S.C. §647, Admiralty Claims
- (c) 14 U.S.C. §642, Aids to Navigation Damage Claims

c. Provide legal advice on the impact of claims and litigation on the activities of the Coast Guard.

d. Provide legal advice and assistance on public requests for Coast Guard witnesses, documents, and information arising out of all litigation, quasi judicial proceedings, and administrative proceedings.

**GENERAL LAW DIVISION  
(G-LGL)**

1. Under the general direction and supervision of the Chief Counsel, the Chief, General Law Division shall:

a. Provide legal advice, review for legal sufficiency, and furnish opinions on investigations, administrative discharge boards and other proceedings required by the Coast Guard Supplement to the Manual for Courts-Martial. Take final action on such proceedings, or refer them to the cognizant Headquarters office.

b. Make line of duty/misconduct determinations on inquiries into injuries and other disabilities of military personnel.

c. Provide legal services for military and civilian personnel matters.

d. Review the proceedings, findings of fact, recommendations, and handle proposed actions relating to Physical Evaluation Disability Appeals Board for legal sufficiency.

e. As requested, provide legal advice to Board for Correction of Military Records. Review and comment on records of proceedings of the Board of Review, Discharges and Dismissals.

f. Provide legal services concerning the acquisition, utilization and disposal of real and personal property.

g. Provide legal services and act upon matters relating to trademarks, copyrights and patents.

h. Process patent applications for inventions of military and civilian personnel involving areas of interest

to the Coast Guard. Prepare findings and determinations on the relative rights of the Government and inventors for approval by the Commissioner of Patents.

i. Provide legal services on the authority and jurisdiction and the operations and activities of the Coast Guard regarding appropriated monies.

j. Provide legal services and review, for legal sufficiency and implications, actions drafted on matters regarding the location and clearance of bridges, the operation and maintenance of drawbridges, and the alteration of obstructive bridges over the navigable waters of the United States.

k. Provide legal advice and decisions on: acceptance of gifts or donations by the Coast Guard; Civil Rights; conscientious objectors; and civil proceedings against Coast Guard members arising from performance of official duties.

l. Provide legal services for the release of records and information to the public. (Where the Coast Guard is or may be a party to litigation or where Coast Guard personnel are sought as witnesses, see Claims and Litigation Division.)

m. Advise and lend assistance to the Department of Justice in the prosecution and defense of litigation involving all matters within the cognizance of the division, and as appropriate, coordinate Coast Guard action thereon.

**LEGISLATION DIVISION  
(G-LLX)**

1. Under the general direction and supervision of the Chief Counsel, the Chief, Legislation Division shall:

a. Draft Coast Guard sponsored legislative proposals for submission to the Congress; and in this connection, participate in preparatory conferences and assist cognizant staff officers in formulation of policies to be embodied in such legislative proposals.

b. Assist, as required, in the clearance of Coast Guard-sponsored legislative proposals through the Department of Transportation and the Office of Management and Budget.

c. Participate in preparatory conferences and assist cognizant staff officers in developing the Coast Guard's position on pending bills affecting the Coast Guard, or in which the Coast Guard has an interest.

d. Prepare reports on pending bills affecting the Coast Guard, or in which the Coast Guard has an interest.

Assist, as required, in the clearance of any such report through the Department of Transportation and the Office of Management and Budget.

e. When directed, provide supporting data for and attend hearings before Congressional committees considering legislation in which the Coast Guard has an interest.

f. Review proposed Coast Guard testimony to be given before a Congressional Committee for legal sufficiency. Review any proposed Environmental Impact Statement supporting a Coast Guard legislative proposal for legal sufficiency.

g. Assist the Congressional Affairs Staff as required in obtaining passage of Coast Guard sponsored legislation through the Congress.

**REGULATIONS AND ADMINISTRATIVE LAW DIVISION  
(G-LRA)**

1. Under the general direction and supervision of the Chief Counsel, the Chief, Regulations and Administrative Law Division shall:

a. Be responsible for the legal sufficiency of the Coast Guard's public rules, public rule making and related regulatory matters under the statutory authorities of the Commandant including:

- (1) Substantive rules of general and particular applicability;
- (2) Rule making procedures and compliance with the rules of administrative practice;
- (3) Organizational descriptions;
- (4) Statements of general policy or interpretations relating to rules of general applicability;
- (5) Each amendment, repeal, or revision of, and each exemption from, the foregoing;
- (6) Notices of proposed rule making;
- (7) Notices, plans, orders, policies, and any other documents that are authorized or required by law to be published in the Federal Register.

b. Provide drafting services or assistance in drafting of the foregoing and be responsible for the form, style, and placement within the Code of Federal Regulations of documents published in the Federal Register.

c. Provide legal counsel, advice, guidance, opinions, and interpretations with respect to the procedural requirements for rule making in laws, orders, and directives.

d. Provide legal representation at all public rule-making proceedings, advisory committee meetings, industry meetings and international meetings dealing with the foregoing rules and related matters.

e. Furnish or review for legal sufficiency, opinions and interpretations with respect to the foregoing rules and other matters after consultation or coordination with the technical office that has responsibility for substance of the rule or matter.

f. Be responsible for assuring the legal sufficiency of internal instructions, notices, directives, and orders and public advisory information that interpret, implement, or are otherwise related to the Coast Guard's public regulations.

g. Upon request provide advice, guidance, drafting assistance, and legal review of internal regulations, instructions, notices and related material that are not related to public regulations.

h. With respect to the foregoing:

- (1) Develop and recommend Coast Guard rule making policy, standards, procedures, and programs.
- (2) Provide legal counsel, advice, and guidance to the Commandant, Marine Safety Council, and Chiefs of the Offices and Divisions having regulatory responsibility.
- (3) Provide guidance and assistance to districts and other field elements in the conduct of delegated rule-making programs and participates in the evaluation of the adequacy of such programs.

**MARITIME AND INTERNATIONAL LAW DIVISION  
(G-LMI)**

1. Under the general direction and supervision of the Chief Counsel, the Chief, Maritime and International Law Division shall:

a. Furnish legal counsel and render opinions and decisions to Coast Guard officials in Headquarters and in the field on matters involving maritime operations and activities, including: vessel inspection; navigation; documentation and admeasurement; manning of vessels; licensing of merchant marine personnel and furnishing opinions as to their rights, benefits and obligations; the Dangerous Cargo, Tanker and Load Line Act; numbering and other matters relating to recreational boating; Great Lakes Pilotage; anchorages; artificial islands and fixed structures, marking and lighting and aids to navigation; law enforcement; port security; and oil pollution.

b. Consider and prepare final actions on appeals from, and requests for mitigation or remission of, penalties administratively assessed by the Coast Guard.

c. Collaborating with other Government agencies as necessary, make determinations as to "navigable waters of the United States," thereby delineating Coast Guard's geographical jurisdiction and authority for the purpose of its administration and enforcement of laws and regulations.

d. Provide legal counsel on the initiation and conduct of investigations of major marine casualties and review for legal sufficiency reports thereon, recommending action to be taken by the Commandant.

e. Handle appeals by merchant seamen from orders of suspension or revocations entered by Administrative Law Judges under R.S. 4450, as amended, or the Act of 15 July 1954 (46 U.S.C. 239a-b), and draft the Commandant's final decision. Sit as a member of any board authorized by the Commandant for the hearing of oral argument in such appeal cases and recommend to the Commandant the disposition thereof. In cases where appeal is not taken but the Judge has made a finding against a Merchant seaman, recommend to the Commandant such action as the circumstances and equity may warrant, and draft the Commandant's action.

f. Act as legal counsel for the Coast Guard, on matters within the cognizance of the Division, in its dealings with other government agencies and officials,

industry and the public generally. As requested, prepare the Coast Guard's position and lend other assistance to the Department of Justice in litigation involving such matters. In cases appealed to the National Transportation Safety Board involving Mariner's documents, advise the Chief Counsel, as legal representative of the Commandant, as to the extent to which the Coast Guard should participate in the proceedings. As authorized by the Chief Counsel, act "of counsel" for him in the preparation, submission and service of appropriate papers and documents such as: pleadings, motions, notices, briefs, and associated memoranda and correspondence in such proceedings, and present oral argument to the Board, when so authorized by the Board.

g. Provide legal counsel and furnish opinions and decisions to Coast Guard officials on the meaning, application and affect upon the authority and jurisdiction of the Coast Guard and its operations and activities of international law, conventions, treaties, accords, agreements, and understandings, involving such matters as the Officer's Competency Certificates; the International Load Line and the International Rules of the Road conventions; safety of life and property at sea; ice patrols; fish and fishing; and crimes on the high seas. Also included are such matters as the breadth of the territorial seas; submerged and continental shelf land; the rights to explore for and exploit the resources of the high seas; the establishment, maintenance, or operation of aids to navigation, sea lanes or data buoys and other oceanographic research systems, vessels or devices; and to the respective rights of nations and their nationals on, in, and under the high seas.

h. Counsel, guide and participate with Coast Guard officials in the formulation and development of Coast Guard positions, policies and programs relating to international law matters and give direction thereto.

i. Provide legal counsel, and furnish opinions and decisions and Coast Guard positions, including supporting data, to Coast Guard officials representing the Coast Guard or, upon request, to officials of other government agencies, who are attending, appearing before, or serving as members of interdepartmental or international groups, committees, bodies or organizations; and, as directed, so attend, appear or serve.

**MILITARY JUSTICE DIVISION  
(G-LMJ)**

1 • Under the general direction and supervision of the Chief Counsel, the Chief, Military Justice Division shall:

a. Administer the military justice system of the Coast Guard, and provide legal services on questions relating to military justice and interpretations of military law.

b. Advise, inform, and develop guides for district legal officers on UCMJ developments and questions arising in court-martial practice and procedure.

c. Process court-martial cases requiring appellate review by the Coast Guard Court of Military Review and/or the U.S. Court of Military Appeals.

d. Prepare clemency and suspension actions on courts-martial as may be directed by higher authority.

e. Review and prepare final action for all courts-martial, the appellate review of which is not otherwise provided for. Examine all records of courts-martial tried in the Coast Guard.

f. Review and furnish legal opinion and comment on appeals from non-judicial punishment.

g. Initiate and assist in drafting amendments and revisions of the Coast Guard Supplement to the Manual for Courts-Martial and other publications of the Service pertaining to matters within the cognizance of the Division.

h. Receive and review applications for relief under Art. 69, UCMJ, as amended.

i. Provide staff guidance to the District Hearing Officer (dj) organization as necessary.

**PROCUREMENT LAW DIVISION  
(G-LPL)**

1. Under the general direction and supervision of the Chief Counsel, the Chief, Procurement Law Division shall:

a. Provide legal counsel, and furnish opinions and decisions to contracting officers, contract administrators and other cognizant officers on the legal aspects of all processes of procurement, from the initial planning and development through initiation of procurement action, award and administration of contracts, and completion or termination thereof. Interpret statutory and regulatory requirements pertaining to contracts.

b. Furnish legal counsel on the drafting of, or prepare or review for legal sufficiency and implication, awards, contracts, specifications, change orders or other modifications, performance and payment bonds, insurance policies, assignments of monies due, and other contract-related actions, documents, correspondence and papers.

c. Provide legal counsel for, and review for legal adequacy and implications, the proposed findings and final decisions of contracting officers.

d. Upon request, act as Coast Guard legal representative in disputes and dealings involving contractors, and represent the Service on contract matters with other government agencies and the Comptroller General.

e. Serve as counsel for the Coast Guard in asserting the government's position or defense against claims of contractors who appeal contracting officers' decisions to the Board of Contract Appeals. In this respect the counsel shall:

- (1) Assemble, review and analyze background material and documents.

- (2) Evaluate the contractor's claim and determine if payment, compromise, or settlement is warranted, or if the claim should be partially or totally opposed.

- (3) Follow up such determinations with appropriate action, such as the preparation of offers to compromise or settle and participation as counsel in negotiation efforts, or the development of the government's defense against the claim.

- (4) Prepare and file with the Board all necessary pleadings, motions, notices, briefs, and other papers, and present the government's case in defense against the contractor's claim before the Board.

- (5) In the event of appeal from a decision of the Board of Contract Appeals, represent the Coast Guard in liaison with and lend assistance to the Department of Justice in preparation of the government's case.

- (6) Prepare actions pertinent to the foregoing, and review for legal sufficiency and implication actions drafted or prepared in other organizational components.

f. Initiate, and assist in drafting, or review for legal sufficiency and implication, drafts of regulatory material or instructions relating to contracts and procurements.

g. Exercise technical control over District Legal Offices in providing legal counsel to cognizant field officers concerning contracts and procurements.

**OFFICE OF MERCHANT MARINE SAFETY  
(G-M)**

1. **Mission.** To oversee the program for prevention of marine casualties, including the inspection of merchant vessels to insure compliance with established standards; approval of vessel plans and equipment; and the development and application of standards for merchant marine personnel.
2. **Functions.** Under the general direction and supervision of the Commandant, the Vice Commandant, and the Chief of Staff, the Chief, Office of Merchant Marine Safety shall:
  - a. Determine basic plans, systems, procedures under which marine safety activities are to be carried out, and consider and make recommendations as to broad policies which should control these determinations.
  - b. Issue, by direction of the Commandant, such directives as may be necessary or appropriate to produce a correct and uniform administration of marine safety functions.
  - c. Prescribe the marine safety reports to be submitted by field units. Review and analyze such reports. Initiate or issue appropriate directives to field units to insure uniformly high standards of efficiency, effectiveness and economy in marine safety matters.
  - d. Participate with the Chief, Office of Marine Environment and Systems in periodic reviews of the administration of district Marine Safety Divisions and initiate recommendations to the district commander to effect improvements in the organization and methods of administration of those divisions. Keep informed, through field inspections or otherwise, as to the status, effectiveness, and efficiency of marine safety activities generally.
  - e. Periodically advise the Commandant as to the relative performance of the districts with respect to district marine safety responsibility.
  - f. Administer funds in those appropriations or operating guides placed under the control of the Office of Merchant Marine Safety; furnishing preliminary budget estimates and apportionment or allotment recommendations to the Chief of Staff; planning expenditures to accomplish essential programs within available funds; passing on obligations against field allotments when Headquarters authorization is required; and otherwise insuring wise and economical expenditure of such funds.
  - g. Assist the Chief of Staff as requested in the establishment of the military personnel billet plan.
  - h. Establish and maintain effective relationships with the maritime industry, including seamen's organizations, ship operators, shipbuilders, and manufacturers of equipment.
  - i. Act as Chairman of the Ship Structure Committee.
  - j. Be Program Director for the Commercial Vessel Safety Program. (The Deputy Chief shall be the Program Manager.)
  - k. Administer the Underwater Safety Project and the Outer Continental Shelf Project.

- l. Select, arrange for printing, and distribute significant technical papers obtained while representing the Coast Guard at Intergovernmental Maritime Consultative Organization meetings.
- m. Administer the Great Lakes Pilotage Act of 1960. With respect to this act, develop policy guidance, conduct reviews, and develop coordinated positions on issues involving international arrangements with Canada, special interest groups and the Congress.
- n. Initiate, coordinate and assure the development of regulations necessary for timely implementation of new laws or Executive Orders associated with assigned programs. Monitor the adequacy of existing regulations, and update as needed to conform with legislative revisions or changed conditions.

**TRAVELING INSPECTOR AND TRAINING STAFF  
(G-MT)**

1. Under the general direction and supervision of the Chief, Office of Merchant Marine Safety, the Chief, Traveling Inspector and Training Staff shall:

a. Promote uniformity in the application of marine safety laws and regulations to vessels and facilities by performing material inspections.

b. Perform special inspection of any vessel or facility for the information of the Chief, Office of Merchant Marine Safety.

c. Conduct studies of field offices to assure uniformity in application regulatory program.

d. Represent the Chief, Office of Merchant Marine Safety in reviewing, studying, researching or witnessing developments in technology and techniques relative to construction, design and operation of vessel and facilities.

e. Perform special missions or studies which may not be practical or appropriate for a Division in the Office of Merchant Marine Safety or a field office to conduct, or which will support the accomplishment of projects being conducted by any Division in the Office of Merchant Marine Safety.

f. Administer the Marine Safety Training Program, including:

(1) Providing the Executive Secretary for the Marine Safety Training Council.

(2) Developing and maintaining the Marine Safety qualification and training program for field personnel.

2. When directed by the Chief, Office of Merchant Marine Safety, any officer shall perform or participate in a casualty investigation.

## PLANNING

(G-MP)

1. Under the direction and supervision of the Chief, Office of Merchant Marine Safety, the Chief, Planning Staff shall:

- a. Develop short and long-range planning guides to carry out the mission of the Commercial Vessel Safety (CVS) Program.
- b. Undertake and assist in the conduct of technical, personnel, and management studies in support of the Program.
- c. Coordinate the preparation of program data and other documents required under the Planning, Programming and Budgeting System.

## STAFF

- d. Administer budgeted funds under the control of the Office of Merchant Marine Safety, furnishing preliminary apportionments and allocation recommendations to the Chief, Office of Merchant Marine Safety.
- e. Coordinate Federal legislation and/or regulation development for the Office.
- f. Review and coordinate all requests for legislative proposal comments referred to G-M.
- g. Supervise the management of all special projects assigned to the Office.

## PROGRAMS BRANCH

(G-MP-1)

1. Under the direction and supervision of the Chief, Planning Staff, the Chief, Programs Branch shall:

- a. Manage the submission and the disposition of all CVS Program operating expense budgetary documents for the Office of Merchant Marine Safety; including the preparation of Resource Change Proposals.
- b. Maintain a continuous inventory of the CVS Program clientele with respect to numbers and kinds of vessels, with numbers of personnel both crew and passengers, forecasting significant trends.
- c. Periodically evaluate the workload of field units with respect to CVS functions and prepare, annually, appropriate recommendations for reprogramming of CVS resources.
- d. Evaluate and initiate appropriate amendment to the billet structure of the CVS Program with respect to existing personnel resource requirements, on-the-job training at field units, interprogram relationships, grade/rank levels, and allocation of new resources.

- e. Coordinate evaluation of the cost benefit effectiveness of the CVS Program and initiation of recommendations for program improvements.
- f. Coordinate the various studies in support of the CVS Program.
- g. Manage the disposition of all CVS budgeted funds including its OG30 funds within HQ and HQ units.
- h. Analyze the organization and management practices for G-M and initiate necessary improvements.
- i. Coordinate office support services for G-M.

**ADMINISTRATIVE BRANCH  
(G-MP-2)**

1. Under the direction and supervision of the Chief, Planning Staff, the Chief, Administrative Branch shall:
  - a. Coordinate response to correspondence, which requires the action of the Chief, Office of Merchant Marine Safety on behalf of the Divisions and Staff components under his direction.
  - b. Coordinate and maintain an effective policy communication system for G-M.
  - c. Coordinate the submission of reports for G-M.
  - d. Administer an awards and personnel recognition program for G-M.
  - e. Coordinate G-M efforts relative to Savings Bond, Combined Federal Campaign, CG Mutual Assistance and other similar duties.
  - f. Coordinate activities relating to Advisory Committees for G-M.
  - g. Administer the clerical functions within the Division of G-MP.
  - h. Carry out short range special projects as assigned.

**LEGISLATIVE/REGULATORY MANAGEMENT  
BRANCH  
(G-MP-3)**

1. Under the direction and supervision of the Chief, Planning Staff, the Chief, Legislative/Regulatory Management Branch, shall:
  - a. Coordinate the development of responses to all requests for legislative proposal comments requested of the Chief, Office of Merchant Marine Safety.
  - b. Coordinate management of legislative proposals for the restatement of, or modifications to, those provisions of Title 46, United States Code, administered by G-M.
  - c. Provide principal liaison with the Chief Counsel to determine legal ramifications of, and alternatives to, proposed actions and program changes within G-M.
  - d. Develop and administer criteria to insure consistency of deliniation among statutory, regulatory and policy matters within G-M.
  - e. Manage and administer federal regulations relating to the Commercial Vessel Safety Program, including:
    - (1) Assisting in the development of regulatory projects;
    - (2) Identifying and rectifying defective, repetitive, and outdated regulations;
    - (3) Maintaining liaison with the Marine Safety Council;
    - (4) Assisting in the training of G-M regulation writers;
    - (5) Coordinating the obtaining of clearance from the Office of Management and Budget, pursuant to the Paperwork Reduction Act and Executive Order 12291, for reporting requirements imposed on the public by G-M, and the maintenance of attendant official records.
  - f. Monitor and coordinate all requests received in G-M for information under the Freedom of Information Act and the Privacy Act of 1974.

**RECORDS MANAGEMENT BRANCH**  
**(G-MP-4)**

1. Under the direction and Supervision of the Chief, Planning Staff, the Chief, Records Management Branch shall:

a. Develop, implement, and manage a records system for the CVS Program.

b. Manage the micrographics system for the Commercial Vessel Case File Program.

c. Monitor the Records Disposal Schedules affecting both Headquarters and field CVS staff elements.

d. Be the directives control point for G-M; maintain running account of costs involved for technical publications, vessel documentation requests and other general requests.

e. Coordinate all inter and intraoffice input to the Marine Safety Manual.

f. Supervise the maintenance of the Marine Safety Manual to reflect changes in internal Coast Guard procedures, marine technology, and new legislative action.

g. Coordinate all civilian training for G-M.

h. Serve as incentive awards coordinator for G-M.

i. Process mailing list requests for List CG-12 (NVC's) and List CG-40 (CIT's).

j. Maintain NVC Stock Point.

k. Serve as management control for G-M Forms and Reports.

l. Coordinate the collection of selected workload data from reports and other records for referral to the Programs Branch (G-MP-1).

**INFORMATION AND ANALYSIS STAFF  
(G-MA)**

1. Under the direction and supervision of the Chief, Office of Merchant Marine Safety, the Chief, Information and Analysis Staff shall:

a. Maintain and administer a program for the analysis of marine casualties and accidents involving commercial vessels to include:

- (1) Process all casualty and accident reports, investigations and records to insure the completeness of data entries.
- (2) Perform the extraction of accident and casualty data from all reports and the preparation of such data for entry into automated storage systems.
- (3) Provide casualty statistics to other Coast Guard Divisions and Staff Components, other government agencies, special committees and industry associations for information to improve or more properly effectuate sound standards of safety.
- (4) Perform statistical analysis and special studies of automated casualty records for use in the development, improvement enforcement of commercial vessel safety standards.

b. Prepare and submit information of broad interest to the marine industry concerning:

- (1) Various casualty and accident statistics.

(2) Various statistics related to clientele growth and decline.

c. Develop, maintain, service, and administer a program for implementation of an integrated management information system for the Commercial Vessel Safety Program including:

- (1) The identification of data required for program management.
- (2) Insuring the elimination of unnecessary duplication of data reporting.
- (3) The development of responsive reports relating to the management of automated data and information.
- (4) The integration of automated filing systems necessary for program support.
- (5) Assist in the development of field reporting procedures and documents.

d. Establish liaison with other government agencies and private associations for the purpose of information exchange.

e. Serve as the primary control point for the further development of automated data processing within the Office of Merchant Marine Safety.

**MARINE TECHNICAL AND HAZARDOUS  
MATERIALS DIVISION  
(G-MTH)**

1. Under the general direction and supervision of the Chief, Office of Merchant Marine Safety, the Chief, Marine Technical and Hazardous Materials Division shall:

a. Administer Federal program for assuring commercial vessels and deepwater ports are designed in accordance with federal safety and pollution abatement standards. This includes the functions listed below:

- (1) Review of plans and specifications for construction or alteration of commercial vessels and deepwater ports to assure compliance with Federal Regulations and distribution of approved plans to the field inspection offices.
- (2) Conduct stability tests on commercial vessels and preparation of stability letters. Review load line certificates and computations and violations of load line regulations; maintain load line records; and reply to inquiries on load line matters.
- (3) Consider and initiate action upon technical questions concerning vessel and hazardous cargoes referred to Headquarters in connection with inspections of new constructions, repairs, mill and factory products, and vessels and deepwater ports in service.
- (4) Review and comment upon applications for waivers of the navigation and vessel inspection laws under 46 CFR 2.45 referred by the Merchant Vessel Inspection Division. Analyze those which have been granted in the field; and recommend general waivers of technical requirements for national defense purposes.
- (5) Review novel proposals involving the transportation of hazardous materials in bulk, considering safety aspects and associated pollution hazards.

(6) Technically review, administer and coordinate an inspection program for foreign vessels carrying bulk hazardous cargoes.

(7) Provide general technical direction and coordination of the technical personnel of the Division and field (mmt) branches.

b. Review characteristics of chemicals proposed for water-borne bulk shipment to determine which chemicals may be safely transported. Establish the minimum carriage requirements appropriate for tankships and barges.

c. Identify the need for, initiate and either monitor or conduct research and development projects or special studies relating to the safety of commercial vessels and hazardous material safety.

d. Review reports of marine casualties, recommend action to be taken in specific cases, and analyze the casualty records for vessel and cargo safety experience.

e. Initiate, develop or review for submission to the Marine Safety Council regulations for vessel and hazardous material safety and environmental protection on commercial vessels in matters relating to naval architecture, marine engineering, electrical engineering, fire protection engineering and hazardous cargo containment and handling.

f. Draft rules and regulations for the transportation, handling, loading, discharging, stowage, and use of explosives or other dangerous cargoes as required by the Dangerous Cargo Act, 46 USC 170 as amended. Develop and maintain rules and regulations pertaining to the transportation by water of radioactive materials and other hazardous cargoes.

g. Develop or provide technical assistance in the development of United States position papers on technical matters affecting commercial vessel and hazardous materials safety and pollution abatement. Represent the United States in discussion of such matters at the international level through the International Maritime Organization (IMO) as well as other international bodies.

h. Participate in professional societies and national and international standards making organizations to develop safety and pollution abatement codes and standards. Foster an awareness of vessel safety, hazardous material safety and pollution prevention considerations.

i. Provide direct policy and technical program support to the Office of Marine Environment and Systems; other Headquarters divisions and offices; the Department of Transportation, Office of Marine Transportation, Ports Division; State Agencies and Coast Guard field units in areas related to vessel, hazardous cargo, and deepwater port safety and pollution abatement.

j. Act as liaison with the "Interagency Collaborative Group on Environmental Carcinogenesis," the National Cancer Institute, the Environmental Protection Agency, the Consumer Product Safety Commission and the Occupational Safety and Health Administration for collecting data and coordination of regulations in the areas of mutual concern.

k. Maintain direct liaison with the Office of Hazardous Materials Regulations, Materials Transportation Bureau, in order to develop shippers' requirements which can be used by all modes in domestic transportation. Coordinate dangerous cargo regulations issued by the Coast Guard with other Federal agencies.

l. Maintain liaison with an oversight of those organizations performing plan approval, equipment and systems approval, stability review, and load line assignment on behalf of the U.S. Coast Guard.

**CHEMICAL TECHNICAL ADVISORY STAFF  
(G-MTH)**

1. Under the direction and supervision of the Chief, Marine Technical and Hazardous Materials Division, the Senior Technical Advisor shall:
  - a. Serve as expert in house advisor to the Division Chief, Office Chief and other Divisions in the field of hazardous cargo safety; participate in and keep abreast of engineering and scientific developments relating to problems in the shipment and handling of hazardous cargoes.
  - b. Initiate and technically manage research and development projects relating to hazardous material safety.
  - c. Manage and coordinate work of the Chemical Transportation Advisory Committee to (1) formulate new hazardous materials regulations and (2) provide industry technical support for U.S. representatives to International Maritime Organizations.
  - d. Provide technical guidance in the development of publications on hazardous cargo safety.
  - e. Represent the Coast Guard in meetings of national and international industry and government groups and technical and professional organizations.
  - f. Review and make recommendations concerning proposed legislation relating to hazardous material safety.
  - g. Represent the Coast Guard in departmental and interdepartmental groups concerned with the Departments' hazardous materials function.
  - h. Provide technical support to United States delegates to intergovernmental organizations such as IMO and the UN.
  - i. Technically evaluate casualty reports and investigations.

**CHEMICAL ENGINEERING BRANCH  
(G-MTH-1)**

1. Under the direction and supervision of the Chief, Marine Technical and Hazardous Materials Division, the Chief, Chemical Engineering Branch shall:
  - a. Supervise and coordinate the activities of the IMO Support, Bulk Cargo Regulations, and Foreign Vessel Sections within the Chemical Engineering Branch.
  - b. Assist in the drafting of regulations pertaining to the transportation in bulk of dangerous cargoes.
  - c. Insure maximum possible uniformity of the bulk dangerous cargo regulations with those proposed by IMO.
  - d. Review special safety equipment peculiar to chemical carriage and recommend requirement of special safety features for vessels transporting certain bulk chemicals.
  - e. Assist in the administration of the foreign vessel Letter of Compliance program, coordinate the Technical Review of Foreign Vessel Plans, Documentation and Certification within the Division and prepare Cargo and Restrictions Lists in support of the foreign vessel LOC Program.
  - f. Provide technical assistance relating to the prevention of water pollution from tank vessels and terminals and concerning the safe transportation, transfer and storage of bulk dangerous cargoes.
  - g. Represent the Division at joint Coast Guard — industry meetings as directed. Participate in technical societies and committees.
  - h. Provide assistance to U.S. delegation to IMO's Subcommittee on Bulk Chemicals and to IMO's Marine Environmental Protection Committee.
  - i. Assist in representing the Coast Guard and the Division on CTIAC Task Groups.

j. Assist in reviewing Research and Development studies related to the carriage of bulk liquid cargoes.

k. Assist in the review of Marine Boards when vessel design or equipment is involved.

l. Prepare environmental and inflation impact statements for new regulations.

### ENGINEERING BRANCH (G-MTH-2)

1. Under the direction and supervision of the Chief, Marine Technical and Hazardous Materials Division, the Chief, Engineering Branch shall:

a. Review and approve plans and specifications for the design, construction, installation, repair, alteration, and inspection of boilers, pressure vessels, piping systems, nuclear power plants and electrical equipment and systems. Also review plans, specifications and technical data for marine engineering and electrical equipment and installations on representative vessels under review at mmt field offices and on vessels of novel design or unique service.

b. Establish and maintain safety regulations covering electrical and marine engineering systems on merchant vessels. Study new technological developments, keep pace with the current state of the engineering art and investigate industry trends which could affect the maritime posture of the country.

c. Formulate instructions for the guidance of naval architects, electrical engineers, marine engineers, shipbuilders, and marine equipment suppliers detailing the minimum safety standards for merchant vessels and equipment.

d. Maintain close liaison with other government agencies and with agencies such as the American Bureau of Shipping and the classification societies of other nations.

e. Recommend and guide research necessary to keep abreast of technological developments and thereby ensure that new materials, methods of fabrication, and items of equipment afford a degree of safety commensurate with Coast Guard standards.

f. Actively participate in technical societies and committees such as IEEE, ANSI, AASME, ASTM and UL which formulate engineering standards which may be used by the marine industry.

g. Maintain a uniform policy with regard to plan review and regulation interpretation within the Engineering Branch and the field mmt branches.

h. Participate in and support international committee activities working toward multinational standards in equipment and installations.

i. Review and offer technical advice on marine casualties which involve matters falling within the purview of the Branch.

j. Administer liquefied gas safety project, including new and existing gas ship plan review and containment system concept approval for the Division.

**CARGO SYSTEMS BRANCH  
(G-MTH-3)**

1. Under the Chief, Marine Technical and Hazardous Materials Division, the Chief, Cargo Systems Branch shall:

a. Develop regulations governing the carriage of dry bulk hazardous cargoes and the use of materials as ships' stores items; and the shipment of packaged hazardous materials via the water mode.

b. Issue Coast Guard Special Permits permitting exemptions from the regulations governing the shipment of dry bulk hazardous materials.

c. Evaluate requests for certification of hazardous materials as items of ships' stores and issue appropriate certification.

d. Review Department of Transportation exemptions allowing deviation from the regulations governing shipment of packaged hazardous materials via the water mode.

e. Maintain direct liaison with the Office of Hazardous Materials Operations, Materials Transportation

Bureau in order to assist in the development of shipper's requirements applicable to all modes of transport.

f. Ensure uniformity between the Department of Transportation regulations governing shipment of hazardous materials and the recommendations of the IMCO Subcommittee on the Carriage of Dangerous Goods and the United Nations Committee of Experts on the Transport of Dangerous Goods.

g. Prepare technical papers for submission to IMCO or the United Nations and provide support to the United States Representative to these committees.

h. Analyze hazardous materials incident reports to determine the effectiveness and adequacy of existing regulations.

i. Administer the Coast Guard responsibilities for the international convention on multi-modal cargo containers.

**SHIP DESIGN BRANCH  
(G-MTH-4)**

1. Under the direction and supervision of the Chief, Marine Technical and Hazardous Materials Division, the Chief, Ship Design Branch shall:

- a. Review and approve plans and specifications for vessels of unusual or unique design to determine compliance with the concept of regulations relating to general design, structure, maneuverability, fire safety, arrangement, marine nuclear applications, and outfitting. Serve as the lead branch for review of vessel plans and appeals involving more than a single branch within the division to insure completeness and consistency of the review.
- b. Develop regulations, standards and policies to insure adequate and reasonable safety for the general design, structure, maneuverability, arrangement, fire safety and outfitting of merchant vessels in response to: (a) New developments in marine transportation concepts, (b) New or novel material and structure usage, (c) Casualty analysis, (d) Research and development activities, (e) Legislative and executive mandates, (f) NTSB recommendations, and (g) IMO resolutions and conventions. Examine current maritime problems with respect to protection of life, property and the environment.
- c. Monitor work of field mmt branches to the extent necessary to insure uniform and fair application of standards relating to general design, arrangement, maneuverability, structure, fire safety and outfitting of merchant vessels.
- d. Formulate instructions for the guidance of naval architects, owners, builders, field technical units, inspection offices and other Headquarter's divisions regarding technical aspects of the general design, arrangement, structure, maneuverability, fire safety and outfitting and marine nuclear applications.
- e. Maintain liaison with the American Bureau of Shipping to exchange knowledge and experience in branch related areas of responsibilities. Participate in related ABS committees and in classification rule development. Work with the Bureau to solve technical problems, responses to NTSB inquiries, and research and development projects. Be responsible for oversight of branch related functions performed by ABS on behalf of the Coast Guard under current agreements and directives.
- f. Maintain liaison with other government agencies, industrial groups and classification societies concerned with various aspects of marine standards.
- g. Develop technical background material related to general design structure, general arrangement, maneuverability, fire safety and outfitting of merchant vessels necessary to support effective presentation of marine safety concepts on both the national and international forums. Represent the United States on such matters as IMO, foreign classification societies, and in committees of SNAME, ASTM, and related industry organizations.
- h. Recommend and guide research relating to ship structure hydrodynamics, maneuverability, fire safety, outfitting and marine nuclear application for merchant vessels. Co-direct, with the Port and Waterways Staff of the Office of Marine Environment and Systems, all activities, studies and development on the vessel maneuvering simulator.
- i. Review and offer technical advice to investigators of marine casualties, involving aspects falling within the scope of branch activities.
- j. Coordinate the various studies in support of the CVS Program arising from the Research and Development Plan.

**SHIP CHARACTERISTIC BRANCH**  
**(G-MTH-5)**

1. Under the direction and supervision of the Chief, Marine Technical and Hazardous Materials Division, the Chief, Ship Characteristic Branch shall:

a. Review and approve plans and specifications and technical data for vessel subdivision, stability and strength and load lines on representative vessels of the merchant marine, especially vessels of novel design or unique service not currently covered by our national regulations.

b. Initiate and review proposed regulations, standards, both international and national, and specifications concerning subdivision, stability, strength, and load lines. Maintain a uniform policy in the mmt field branches relative to these subjects.

c. Formulate instructions for the guidance of naval architects, marine engineers and shipbuilders outlining the minimum safety standards for vessels.

d. Maintain close liaison with other government agencies and agencies such as the American Bureau of Shipping and the National Cargo Bureau. Study industry trends and review casualty data to permit continuing reevaluation of marine safety standards.

e. Recommend and guide the necessary research to keep abreast of technical developments which relate to stability, subdivision, load line and structure with the

objective of providing an equivalent degree of safety. Conduct or assist in special studies toward development of equivalent degree of safety in these matters.

f. Participate in technical societies and committees and evaluate industry standards for equivalent levels of safety.

g. Answer inquiries and interpret regulations for field mmt branches and Commanding Officers of Marine Inspection Offices.

h. Participate in international committee work working toward multinational standards in stability, subdivision, structure, or load lines. This includes not only the International Maritime Organization but also smaller international groups such as bilateral committees with Canada.

i. Manage Ship Characteristic Review System and coordinate its use by field mmt branches. Serve as headquarters representative for computer usage by the office. Manage the division's computer funding for non-Coast Guard program usage.

j. Advise and assist other branches in the Merchant Marine Technical Division and other divisions of the office in interrelated matters.

**HAZARD EVALUATION BRANCH  
(G-MTH-6)**

1. Under the Chief, Marine Technical and Hazardous Materials Division, the Chief, Hazard Evaluation Branch shall:
  - a. Conduct the hazard analysis of chemicals prior to the authorization for shipment.
  - b. Evaluate the use and production of chemicals and chemical intermediates to predict trends in chemical shipments.
  - c. Identify the need for and initiate research aimed at assigning toxicity, fire and reactivity hazards to chemicals being or likely to be carried by water.
  - d. Review characteristics of chemicals proposed for water-borne bulk carriage to determine which chemicals may be safely transported by water.
  - e. Recommend limits on the severity of a hazard that a chemical may possess and still be authorized for carriage in bulk.
  - f. Review and interpret toxicological data from controlled animal studies or accidental human exposure.
  - g. Study the behavior and effects of pollutants released in the environment under normal and accidental conditions.
  - h. Assess and use standards developed by other government agencies such as the Environmental Protection Agency for augmentation into Coast Guard regulations related to chemical hazards.
    - i. Ensure that the occupational safety and health standards prescribed by the Occupational Safety and Health Administration are the minimum safety and health requirements for Coast Guard personnel involved in Port Safety, Pollution Prevention, and Commercial Vessel Safety Programs.
    - j. Ensure that the maritime industry personnel over which the Coast Guard exercises regulatory authority are adequately protected by Safety and Health standards.
    - k. Coordinate with other Divisions within the Office of Merchant Marine Safety on drafting of safety and health standards for the maritime industry.
    - l. Coordinate with the maritime industry to establish training programming for persons involved in the transport and handling of dangerous cargoes.
    - m. Provide technical support for various Coast Guard Marine Boards of Investigation in areas of fire and explosion.

**MERCHANT VESSEL DOCUMENTATION DIVISION  
(G-MVD)**

1. Under the general direction and supervision of the Chief, Office of Merchant Marine Safety, the Chief, Merchant Vessel Documentation Division shall:

a. Give central direction to the administration of matters under the cognizance of the Division to ensure uniformity in application of statutes, rules, and regulations.

b. Plan and administer a system for the documentation of United States vessels, as follows:

- (1) Initiate or review rules and regulations for referral to the Marine Safety Council and develop standards and procedures under which the documentation of vessels is regulated; follow up on administrative practices relative to such documentations.
- (2) Provide for the recordation of bills of sale and conveyance, preferred mortgages and related instruments, ordinary mortgage releases, satisfactions, assignments, hypothecations, abstracts of title presented for recording, and similar instruments concerning vessel transactions and ensure the availability of such records for public inspection.
- (3) Maintain certain other records showing the particulars of every vessel documented as a vessel of the United States, and provide statistics and other information necessary to answer appropriate inquiries.

(4) Assign official numbers and signal letters to vessels, and approve the registration of house flags and funnel marks for such vessels.

c. Compile, edit, and issue the publications "Merchant Vessels of the United States" and "Merchant Marine Statistics"; and prepare and issue monthly supplements to the former.

d. Review decisions made by an officer in charge of marine inspection or any district commander on matters under the cognizance of the Division, which have been appealed to the Commandant, and initiate proper action.

e. Maintain adequate liaison with other Divisions at Headquarters, other Government agencies, admiralty attorneys, ship-owners and operators, naval architects, representatives of maritime labor, municipal and industrial associations, and research organizations relative to pertinent legal, administrative, technical, and policy questions.

f. Participate as Coast Guard and Departmental representative on special research, management, and coordinating committees concerned with the administration of pertinent laws.

g. Grant yacht commissions and regulate the use of documented yachts.

**REGULATIONS AND RULINGS BRANCH  
(G-MVD-1)**

1. Under the direction and supervision of the Chief, Merchant Vessel Documentation Division, the Chief, Regulations and Rulings Branch shall:

- a. Initiate or review rules and regulations and develop standards and procedures under which the documentation of vessels is regulated, and follow up on administrative practices relative to such documentation.
- b. Conduct studies and/or review and comment upon reports of studies conducted by others relating to legislation, regulations, practices and procedures.
- c. Advise and instruct personnel in correct and appropriate interpretation of the laws governing

documentation of vessels and related matters to promote uniformity and efficiency in the administration of those laws.

- d. Provide for the recordation of bills of sale and conveyances, preferred mortgages and related instruments, ordinary mortgages, releases, satisfactions, assignments, hypothecations, abstracts of title presented for recording, similar instruments concerning vessel transactions; and ensure the availability of such records for public inspection.
- e. Regulate the documentation of yachts.
- f. Approve the registration of house flags and funnel marks for vessels.

**RECORDS AND PUBLICATIONS BRANCH  
(G-MVD-2)**

1. Under the direction and supervision of the Chief, Merchant Vessel Documentation Division, the Chief, Records and Publication Branch shall:

- a. Maintain records showing the particulars of every vessel documented as a vessel of the United States.
- b. Compile, edit, and issue the publication "Merchant Vessels of the United States," and the monthly supplements thereto.

- c. Assign official numbers and signal letters to vessels.
- d. Examine and verify vessel documents issued by documentation officers throughout the United States.
- e. Grant yacht commissions.

**MERCHANT VESSEL INSPECTION DIVISION  
(G-MVI)**

1. Under the general direction and supervision of the Chief, Office of Merchant Marine Safety, the Chief, Merchant Vessel Inspection Division shall:

a. Administer the program for the improvement and enforcement of commercial vessel material and operational safety standards, including:

- (1) The inspection of commercial vessels, vessels operating on the OCS, deep water ports, hulls, machinery, boilers, lifesaving, fire fighting, and other equipment.
- (2) The development and enforcement of regulations with respect to uninspected commercial vessels.
- (3) The development of improved inspection compliance standards or other corrective measures based upon a continuing program of marine casualty analyses.
- (4) The development and enforcement of safety standards for the Outer Continental Shelf Safety Program which includes MODUs, fixed platforms, foreign vessels on the OCS, and commercial diving.

b. Initiate or review, for submission to the Marine Safety Council, regulations relating to all aspects of merchant marine safety and marine environmental protection.

c. Provide as necessary, statistical reports based on available information supplied by field offices.

d. Maintain records of certificates of inspection to assure uniformity and compliance with applicable inspection laws and regulations.

e. Issue safety certificates and exemption certificates in accordance with the currently effective International Convention for Safety of Life at Sea.

f. Administer the approved equipment program on commercial vessels including equipment approval and factory inspections relating to lifesaving, firefighting, fire protection and environmental protection equipment.

g. Administer the inspection of public vessels for the Department of the Army, Navy and of other Government agencies, as per existing MOUs.

h. Act for the Commandant on appeals from decisions or actions of any Officer in Charge, Marine Inspection, or district commander, in matters relating to compliance with vessel inspection laws and regulations.

i. Act as liaison with the Occupational Safety and Health Administration (OSHA). Develop and promulgate health and safety standards and regulations relative to U.S. inspected vessels.

j. Provide participation in international conferences (such as IMCO) and meetings in the interest of advancing vessel inspection standards, lifesaving appliances, and tonnage admeasurement.

k. Administer the tonnage regulations for vessels of the U.S. and the 1969 Tonnage Convention including the oversight of the American Bureau of Shipping in performing admeasurement function on our behalf.

l. Administer a container certification program involving designation of certifying authorities for customs acceptance, approval of fee schedules, maintenance of records, reviews and recommendations for legislation and regulations, and participation in national and international conferences.

m. Maintain liaison with and oversight of those organizations performing inspection; equipment testing and approval; and admeasurement functions and responsibilities on behalf of the U.S. Coast Guard.

**INSPECTION COMPLIANCE BRANCH  
(G-MVI-1)**

1. Under the direction and supervision of the Chief, Merchant Vessel Inspection Division, the Chief, Inspection Compliance Branch shall:

a. Develop procedures for the required inspections of all U.S. and foreign vessels and the required factory inspections of approved equipment for use on vessels.

b. Exercise cognizance over matters related to compliance with vessel inspection laws, regulations and international conventions including but not limited to:

- (1) Revise, as necessary, the existing vessel inspection regulations.
- (2) Maintain U.S. vessel inspection files and foreign flag vessel files and records.
- (3) Review certificates of inspection for compliance with applicable laws and regulations.

c. Perform the following administrative duties related to vessel inspections:

- (1) Prepare, for G-MVI, decisions on appeals relative to compliance with vessel inspection laws and regulations.
- (2) Prepare designated SOLAS safety certificates and exemption certificates.
- (3) Consolidate and compile pertinent vessel inspection reports.

(4) Oversee the assignment of TAD inspection services for overseas inspections of U.S. vessels.

(5) Prepare reports to IMCO concerning intervention on board foreign flag vessels based on field supplied information.

(6) Coordinate division responses to FOIA requests.

d. Participate in the development of the Marine Safety Information System (MSIS). Develop and maintain the operating policies for the vessel inspection products of MSIS.

e. Maintain liaison with and oversee the vessel inspection agreements with ABS or other classification societies.

f. Prepare and coordinate for the division, appropriate responses concerning vessel inspection matters to NTSB, Marine Board Recommendations, and marine casualty investigations. Initiate necessary action to comply with the approved recommendations.

g. Initiate action relative to the Division's role in pursuing Title II Ports and Waterways Act, and the Port and Tanker Safety Act.

h. Develop procedures and policy to assure the compliance of uninspected U.S. commercial vessels with applicable laws and regulations.

**INSPECTION STANDARDS DEVELOPMENT BRANCH  
(G-MVI-2)**

1. Under the direction and supervision of the Chief, Merchant Vessel Inspection Division, the Chief, Inspection Standards Development Branch shall:

- a. Initiate, develop and modify inspection regulations pertaining to new and uniquely designed commercial vessels such as, air-cushion vehicles, very large and ultra large crude carriers, LNG carriers, etc. This includes existing vessel regulations which directly involve matters to be covered by regulations under development.
- b. Coordinate the interface between MVI Division and the Office of Research and Development, responsive to long-range objectives, immediate requirements, advancing technology and budgetary limitations.

c. Provide participation in conferences (such as TSAC) and meetings in the interest of advancing vessel inspection and safety standards.

d. Review, process and maintain records of all proposed regulations changes initiated within the Merchant Vessel Inspection Division.

e. Act as liaison with the Occupational Safety and Health Administration (OSHA). Develop and promulgate health and safety standards and regulations relative to inspected U.S. vessels.

f. Develop and modify safety standards or other corrective measures as a result of a continuing program of marine casualty analysis.

**SURVIVAL SYSTEMS BRANCH  
(G-MVI-3)**

1. Under the direction and supervision of the Chief, Merchant Vessel Inspection Division, the Chief, Survival Systems Branch shall:

- a. Administer approval programs for lifesaving, fire protection and pollution abatement equipment, arrangements and materials, including, but not limited to, lifeboats, life rafts, personal flotation equipment, exposure suits, davits, breathing apparatus, EPIRBS, pyrotechnic distress signals, fire extinguishing systems, structural fire protection materials, marine sanitation devices, oily water separators and monitoring equipment.

b. Develop or provide technical assistance in the preparation of position papers on technical and policy matters affecting maritime safety and pollution abatement and represent the United States in discussion of such matters at the international level through the Intergovernmental Maritime Consultative Organization (IMCO).

c. Provide direct policy and technical support and administer approval programs in support of the Office of G-B, Office of Marine Environment and Systems, other Headquarters Offices and Coast Guard field activities in areas related to vessel fire protection, lifesaving and pollution abatement.

**OFFSHORE ACTIVITIES/COMMERCIAL DIVING  
BRANCH  
(G-MVI-4)**

1. Under the direction and supervision of the Chief, Merchant Vessel Inspection Division, the Chief, Offshore Activities Branch shall:
- a. Administer, coordinate, and develop policy for the Outer Continental Shelf Safety Program.
  - b. Administer, coordinate, and develop policy for commercial diving safety.
  - c. Administer, coordinate, and develop policy for deep water ports.

**MARINE SYSTEMS EVALUATION BRANCH  
(G-MVI-5)**

1. Under the direction and supervision of the Chief, Merchant Vessel Inspection Division, the Chief, Marine Systems Evaluation Branch shall:
- a. Analyze problem areas within the total marine transportation system which pose a hazard to safety or the marine environment and evaluate alternative solutions to such problems.
  - b. Establish and maintain standards, initiate regulations and/or review proposed regulations for vessel design, construction, alteration, repair and maintenance so as to achieve the optimum degree of vessel safety and protection of the marine environment.
  - c. Formulate instructions for guidance of naval architects, marine engineers, shipbuilders and equipment suppliers, detailing the minimum safety and environmental protection standards for vessels and equipment.
  - d. Participate in technical societies and committees and accept, where possible, industry standards.
  - e. Conduct or assist in the conduct of special studies toward the development of international and national documents on technical matters affecting maritime safety or environmental protection which relate to design, construction, alteration, repair and maintenance of vessels.
  - f. Study industry trends and review casualty data to permit a continuing re-evaluation of the marine safety and environmental protection regulations.
  - g. Administer the Coast Guard responsibilities for the international convention on multi-modal cargo containers.

**ADMEASUREMENT BRANCH  
(G-MVI-6)**

1. Under the direction and supervision of the Chief, Merchant Vessel Inspection Division, the Chief, Admeasurement Branch shall:

a. Review and approve vessel admeasurements carried out by field officers for compliance with United States, Panama Canal, and Suez Canal tonnage laws and regulations. Review and prepare decisions on claims of error in tonnage measurement cases in which an owner or his agent appeals decisions made by field officers or the American Bureau of Shipping.

b. Establish and maintain tonnage measurement regulations for vessel of the United States and coordinate the implementation of the 1969 Tonnage Convention during its 12 year transition.

c. Formulate instructions for the guidance of field admeasurers, naval architects, vessel designers, shipbuilders, and vessel operators on the application of United States, Panama Canal, and the Suez Canal tonnage measurement laws and regulations.

d. Maintain liaison, and oversight of the American Bureau of Shipping admeasurement activities with respect to interpretations of United States measurement rules.

e. Research, interpret, and compare tonnage measurement rules of other countries with those of the United States to provide a basis for official acceptance by United States.

f. Inspect field operations and visit the American Bureau of Shipping to advise personnel on admeasurement matters and to examine facilities, records and procedurs to assure compliance with standard practices. Monitor Quarterly Workload Reports to estimate quantity and quality of assignments in each admeasurement area of responsibility.

g. Coordinate and, if necessary, carry out admeasurement of United States vessels outside the country. Perform the same services for vessels inside the United States in cases where the workload or the complexity of the job exceeds the local capability.

h. Represent the United States at international meetings and conferences on tonnage measurement. Cooperate with foreign measurement authorities, including the representatives of the Panama Canal and Suez Canal, in exchanging information concerning current tonnage measurement practices and the developing and implementing of new international standards.

**MERCHANT VESSEL PERSONNEL DIVISION  
(G-MVP)**

1. Under the general direction and supervision of the Chief, Office of Merchant Marine Safety, the Chief, Merchant Vessel Personnel Division shall:

- a. Plan and follow up on the development and administration of the standards, procedures, and practices under which merchant marine personnel are regulated.
- b. Initiate or review, for referral to the Marine Safety Council, such rules and regulations as relate to the licensing and certificating of merchant marine personnel and the shipment and discharge of seamen.
- c. Develop policy for the development of examinations for merchant vessel personnel, as performed at the Coast Guard Institute.
- d. Receive and examine papers relative to the issuance, exchange, or withholding of officer's, seamen's, and motor-boat operators' licenses or certificates.
- e. Receive copies of shipping articles, or forms used in lieu thereof, together with copies of certificates of discharge and records of entry issued to the crew and check for compliance with manning and citizenship requirements.
- f. Maintain central records, showing the service record of every seaman, and other related records, and provide

statistical and other information necessary to answer any appropriate inquiries; exchange continuous discharge books for certificates of identification and service and vice versa; furnish, upon receipt of a properly executed affidavit, duplicates of these and other seamen's papers.

g. Keep generally informed as to the availability, competence, conduct, and service records of merchant seamen and keep the Marine Safety Council informed of developments relating thereto.

h. Review and initiate action on appeals to the Commandant from decisions or actions of any Officer in Charge, Marine Inspection or district commander, which are made regarding any matters under the cognizance of the division.

i. Reply to inquiries, as appropriate, from other agencies and the public regarding merchant marine personnel.

j. Provide a chairman for the Administrative Clemency Board (five members) which reviews all pertinent material submitted by applicants whose license or document has been revoked or voluntarily surrendered to avoid hearing (46 CFR 10.13-17 and 137.03-30). The Chairman prepares digest of the votes of the individual board members and makes appropriate recommendation to Commandant in such cases.

**SEAMEN DOCUMENTATION AND RECORDS BRANCH  
(G-MVP-1)**

1. Under the direction and supervision of the Chief, Merchant Vessel Personnel Division, the Chief, Seamen Documentation and Records Branch shall:

- a. Receive copies of shipping articles and certificates of discharge, and check for accuracy, compliance with manning and citizenship requirements.
- b. Maintain a service record for every seaman, and other related records, and provide information necessary to answer inquiries, and provide duplicates of these and other seaman's papers.

c. Instruct marine inspection offices on certification, shipment and discharge of merchant seamen.

d. Inform Department of State concerning merchant vessel personnel procedures abroad.

e. Respond to inquiries concerning seamen's records from Congress, organizations, seamen and the public.

f. Prepare memoranda, instructions and proposed regulation changes in laws and procedures relating to certification, shipment and discharge of seamen.

**LICENSING AND EVALUATION BRANCH  
(G-MVP-2)**

1. Under the direction and supervision of the Chief, Merchant Vessel Personnel Division, the Chief, Licensing and Evaluation Branch shall:

a. Regulate and supervise the licensing of merchant marine personnel and issuance of certificates of registry to merchant marine staff officers.

b. Review and evaluate applications relative to the issuance, exchange, cancellation or withholding of officers', seamen's and operators' licenses or documents.

c. Initiate character check of applicants for original license or certificates of registry by processing applicant's fingerprints.

d. Maintain central files and statistical records of licenses issued by the field Marine Safety Offices and prepare reports concerning such issuance.

e. Maintain liaison with other government agencies, steamship companies, maritime academies, seamen's unions and other schools pertaining to the training, licensing and certificating of merchant marine personnel.

f. Interpret the rules and regulations for the licensing and certificating of merchant marine personnel and provide such interpretations to the field Marine Safety Offices.

g. Consider, initiate, coordinate and submit proposals for changes to Title 46 CFR 10, 11, 12 and 187 as may be required; review and update, as necessary, the contents of publications concerning rules and regulations for the licensing and certificating of merchant marine personnel.

h. In conjunction with other components of the Division, review, analyze and make recommendations concerning the curriculum, facilities and staff of the various schools for training merchant marine personnel.

i. In conjunction with other components of the Division, prepare special examinations for novel vessels, i. e. column stabilized drill vessels, mineral and oil industry vessels, sail vessels, etc.

j. Review, evaluate and prepare correspondence relating to the approval of maritime training courses of instruction.

k. Prepare replies to congressional inquiries and inquiries from the public pertaining to the licensing and certificating of merchant marine personnel.

l. Serve as a member of the Administrative Clemency Board.

m. Serve as a member of the Permanent Examining Board.

**MERCHANT VESSEL PERSONNEL QUALIFICATIONS BRANCH  
(G-MVP-3)**

1. Under the direction and supervision of the Chief, Merchant Vessel Personnel Division, the Merchant Vessel Personnel Qualifications Branch shall:

a. Recommend actions identified as required for effective and efficient merchant vessels personnel qualification services within the statutory responsibility of the Secretary of Transportation and Commandant of the U. S. Coast Guard.

b. Develop regulations, rules and proposals regarding merchant vessel personnel qualification matters.

c. Evaluate on a continuing basis, rules and regulations relative to merchant vessel personnel training and qualifications.

d. Update current license examinations in conjunction with the Institute.

e. Provide budgetary input related to personnel qualifications and training.

f. Initiate recommendations for maintaining an effective management information system concerning merchant vessel personnel qualifications.

g. Provide guidance and input for U.S. Government positions involving international conferences and meetings.

h. Perform liaison with the OST staff, Department of State, MARAD, NFPCA, IMCO, STW and various other organizations.

i. Coordinate study efforts to evaluate the human element in the merchant marine concerning critical skills, technological advancements and greater

operational responsibilities relative to today's seagoing personnel.

j. Coordinate with responsible members of industry, both management and labor, concerning the development of policy, regulations or legislation in the field of merchant vessel personnel qualifications.

#### GREAT LAKES PILOTAGE BRANCH (G-MVP-4)

1. Under the direction and supervision of the Chief, Merchant Vessel Personnel Division, the Great Lakes Pilotage Branch shall:

a. Review and evaluate on a continuing basis Great Lakes Pilotage pool financial and operational reports required by the Commandant as they relate to fair and equitable rates for efficient and effective performance of pilotage services on the Great Lakes.

b. Review current and recent financial data and determine whether the existing rates for pilotage services on the Great Lakes are fair and equitable consistent with the public interest. Develop and recommend adjustments to these rates, with due regard for reasonable cost and the expense of providing and maintaining the facilities and arrangements for the efficient performance of pilotage services.

c. Coordinate with the Director, Great Lakes Pilotage staff, pilotage matters impacting on Great Lakes Pilotage agreements and arrangements entered into between the U. S. Department of Transportation and the Ministry of Transport, Canada.

d. Coordinate matters of concern identified by the Director, Great Lakes Pilotage staff that are of interest to the Commandant or Secretary of Transportation.

e. Recommend actions identified as required for effective and efficient Great Lakes Pilotage services within the statutory responsibility of the Secretary of Transportation.

f. Coordinate with the appropriate staff in the Office of the Secretary preliminary considerations regarding concerns for equitable participation of United States

registered pilots with Canadian registered pilots in the pilotage of vessels to which the Great Lakes Pilotage Act of 1960 applies.

g. Coordinate with the appropriate staff in the Office of the Secretary the development and review of arrangements for equitable participation by U. S. registered pilots with Canadian registered pilots in the pilotage services required by both countries for vessels navigating the Great Lakes.

h. Draft and coordinate between the Office of Merchant Marine Safety; the Commander, Ninth Coast Guard District; the Chief Counsel, USCG; The Marine Safety Council; and the Office of the Secretary, as appropriate, changes or revisions to regulations, rules, and proposals regarding Great Lakes Pilotage matters.

i. Provide an area of expertise regarding general pilotage economics and administrative operations for the Office of Merchant Marine Safety.

j. Provide guidance and input for Coast Guard positions involving international conferences and meetings concerning Great Lakes Pilotage matters.

k. Periodically review and initiate recommendations for maintaining an effective management information system concerning Great Lakes Pilotage.

l. Perform liaison with the Office of the Secretary, Department of State, American Pilots' Association, users of Great Lakes pilotage services, other providers of pilotage service, and Canadian Government counterparts those matters related to Great Lakes Pilotage.

**MERCHANT VESSEL MANNING BRANCH  
(G-MVP-5)**

1. Under the direction and supervision of the Chief, Merchant Vessel Personnel Division, the Merchant Vessel Manning Branch shall:

- a. Evaluate manning scales assigned to new and existing vessels to insure uniformity in the Marine Industry.
- b. Evaluate all proposals for manning of new vessels or changes in manning levels of existing vessels that are based on any degree of automation and coordinate

policy and considerations so that manning concerns are administered in a standard fashion nationwide.

- c. Coordinate with responsible members of industry, both management and labor, concerning the development of new policy, regulations or legislation.
- d. Provide guidance and input for Coast Guard positions on manning matters involving international conferences and meetings.

**MARINE INVESTIGATION DIVISION  
(G-MMI)**

1. Under the direction and supervision of the Chief, Office of Merchant Marine Safety, the Chief, Marine Investigation Division shall:

a. Develop, maintain and administer an integrated investigatory and accident evaluation system for the Commercial Vessel Safety Program including:

- (1) Collection, review, classification, evaluation and storage of raw data relating to marine casualties and accidents which can be processed into useful information for use in the Commercial Vessel Safety Program by the Information and Analysis Staff (G-MA).
- (2) The orderly and timely transmittal of information, through periodic and/or special reports, to appropriate users within the Commercial Vessel Safety Program. Included in these reports would be conclusions and/or recommendations for action as appropriate.
- (3) Training and administrative supervision of personnel engaged in marine investigatory functions, emphasizing liaison with all divisions within the Office of Merchant Marine Safety and other users.
- (4) Evaluation of information relating to vessel casualties, marine accidents and trends in marine safety for the purpose of measuring the effectiveness of the Commercial Vessel Safety Program, to satisfy the needs of other authorized users, and to initiate meaningful analyses, studies, recommendations and proposals which would improve the level of safety on commercial vessels.
- (5) Identification and preparation of program management data, which would be serviced by the Information and Analysis Staff (G-MA).
- (6) Analysis and administrative supervision of all matters pertaining to remedial actions for commercial vessel personnel under the Suspension and Revocation proceedings.

- (7) Direct the Coast Guard's Merchant Seamen Screening Program, including the recommendation for appropriate changes in personnel character standards.
- (8) Supervise a coordinated effort in determining the causal factors in marine accidents, and in near-miss situations, to provide substantive input to the Chief, Merchant Vessel Personnel Division with respect to the man-machine interface.

b. Administer the Merchant Seamen Administrative Clemency Program to ensure that the best interests of justice are served concurrently with the achievement of the remedial action objective of the program.

c. Coordinate intra Merchant Marine Safety Office and inter Coast Guard Office input regarding casualty investigations/Marine Boards of Investigation; integrate this input into a formal Commandant's Action consistent with Coast Guard policy.

d. Provide primary liaison and coordinate intra Merchant Marine Safety Office and inter Coast Guard Offices response to National Transportation Safety Board recommendations; integrate responses into formal Coast Guard position regarding any recommended action.

e. Serve as the primary source of input relative to the occurrence of marine casualties and accidents in the development of a risk management system.

f. Pursue an active liaison with appropriate components of G-B, G-N, G-O and G-W relative to the evaluation of marine casualties and accidents and their relationship with traffic management systems, aids to navigation, search and rescue operations, and recreational boating experiences.

g. Provide primary liaison with the elements of the marine insurance industry including the American Institute of Marine Underwriters, the Hull Insurance Syndicate, United States Salvage Association, Lloyds, the Cargo Reinsurance Association, and various protection and indemnity (P&I) associations and clubs:

h. Pursue continuing liaison with investigatory and safety evaluation elements of the National Transportation Safety Board and other governmental agencies, industry and research organizations.

i. Monitor the assessment of penalties for violations of the navigation laws to ensure that enforcement action

is uniform and is in accordance with current Coast Guard policy.

j. Require appropriation storage and disposition of casualty and personnel action reports and records to be in accordance with current Coast Guard directives, and consistent with existing law and regulations regarding disclosure and privacy of information.

### CASUALTY REVIEW BRANCH (G-MMI-1)

1. Under the direction and supervision of the Chief, Marine Investigation Division, the Chief, Casualty Review Branch shall:

a. Maintain and administer a program for the investigation and review of marine casualties involving commercial vessels to include:

- (1) Developing directives and instructions for guidance of field personnel engaged in investigations.
- (2) Reviewing all casualty investigations, reports and records.
- (3) Maintaining custody of all casualty investigation reports and records.
- (4) Providing casualty records and information derived from same to other Coast Guard divisions, other government agencies, special committees and industry associations for

information to improve or more properly effectuate sound standards of safety.

b. Maintain a current status of all Marine Boards of Investigation and action on the reports of same and prepare status reports so that the Chief, Office of Merchant Marine Safety, will be kept advised.

c. Refer reports of Marine Boards of Investigation to other divisions for information and comment.

d. Prepare the Coast Guard's official position with respect to all reports of Marine Boards of Investigation and all casualties involving death.

e. Maintain liaison with the National Transportation Safety Board with respect to the status of cases pending Board action.

f. Provide membership to the Maritime Administration Awards Committee.

**PERSONNEL ACTION BRANCH**  
**(G-MMI-2)**

1. Under the direction and supervision of the Chief, Marine Investigation Division, the Chief, Personnel Action Branch shall:

a. Maintain and administer a program for taking remedial action against documents and licenses held by merchant seamen and other commercial vessel personnel to include:

- (1) Developing directives and instructions for guidance of field personnel.
- (2) Reviewing all Decisions and Orders of Administrative Law Judges as a means of monitoring the effectiveness of the Coast Guard investigating officer training and related matters. Record the pertinent information for the seaman's record.
- (3) Reviewing for completeness reports received from the various maritime inspection offices involving merchant seamen where action is indicated against their licenses and/or documents, and the forwarding of such cases to the cognizant Commanding Officer of the field unit, for appropriate action.
- (4) Maintaining disciplinary records of merchant seamen for use by field personnel.
- (5) Maintaining and publishing to the field offices a "Man Wanted List" containing the names of seamen currently sailing and who are wanted for R.S. 4450 action.
- (6) Maintaining and publishing to the field offices a "Seamen Locator List" containing

the names of seamen wanted for service of Decisions and Orders issued by Administrative Law Judges and/or for surrender of merchant mariners documents.

(7) Review R.S. 4450 appeals for completeness and prepare for forwarding to Chief, Administrative Law Judge and the Maritime and International Law Division for Commandant's action.

b. Be responsible for the screening of applicants for licenses to determine if the applicants' habits of life and character are such as to warrant the belief that he can be entrusted with the duties and station for which he made application.

c. Be responsible for the screening of applicants for merchant mariners' documents relative to narcotic drug violations in accordance with 46 USC 239b.

d. Serve as a member of the Security Evaluation Board and prepare summaries of information to be considered by the Board on the individual applicant pursuant to E.O. 10173.

e. Review applications for merchant mariners' documents and/or licenses under the administrative clemency procedures. Collect and assemble applications and associated documents for review by the Coast Guard Clemency Board. Also, serve as a member of each Board and prepare a summary of the Board's findings.

f. Serve as the Classified Material Control Officer for the Division.

**MARINE SAFETY EVALUATION BRANCH**  
**(G-MMI-3)**

1. Under the direction and supervision of the Chief, Marine Investigation Division, the Chief, Marine Safety Evaluation Branch shall:

a. Maintain and administer a program for the evaluation of causal factors related to marine casualties and accidents involving commercial vessels to include:

- (1) The submittal of all casualty and accident reports for the extraction of data to the Information and Analysis Staff.
- (2) Initiate statistical analyses and special studies of marine accident reports and records for use in the development, improvement and enforcement of commercial vessel safety standards.
- (3) Insure the elimination of unnecessary duplication of casualty and personnel data reporting.
- (4) Assist in the development of field reporting procedures and documents.
- (5) Prepare recommendations based upon completed analyses and special studies which would take the form of legislative proposals, regulations amendments, and/or policy changes which would improve the level of safety on commercial vessels.
- (6) Maintain a continuing review and follow-up of accidents, and near-misses, to more properly evaluate the relationship of commercial vessel personnel in the man-machine interface; initiate recommendations as appropriate.

(7) Review and coordinate the casualty investigation aspects of R.S. 4450 with the personnel negligence aspects of R.S. 4450.

b. Prepare and submit information of broad interest to other Headquarters Divisions, other government agencies and the marine industry concerning:

- (1) Trends of marine casualties and accidents.
- (2) Results of special studies and casualty analysis.
- (3) Articles specifically emphasizing lessons to be learned from casualty trends and statistics.

c. Maintain and administer a program for the aggressive pursuit of the liaison responsibilities assigned to the Marine Investigation Division in the areas of marine insurance, other Coast Guard Offices, and other agencies' investigatory and safety evaluation elements.

d. Maintain and administer a program related to the occurrences of marine casualties and accidents in the development of a risk-management system.

e. Review recommendations of the National Transportation Safety Board (NTSB) to the Coast Guard in their action of Marine Boards of Investigation and in their special studies. Refer same to the appropriate divisions; prepare the Coast Guard's official response.

f. Monitor status of actions responding to recommendations of Marine Boards of Investigation and the NTSB.

**OFFICE OF NAVIGATION  
(G-N)**

1. **Mission.** To develop basic policies, plan for, and provide resources for, Coast Guard operations involving short range aids to navigation, radionavigation aids, and bridge administration.
2. **Functions.** Under the general direction of the Commandant, Vice Commandant and Chief of Staff, the Chief, Office of Navigation, shall:
  - a. Provide policy guidance for and generally direct and coordinate the following major Service-wide functions:
    - (1) Establish and maintain the aids to navigation system, including short and long range aids to navigation, to meet the needs of marine and air commerce, the Armed Forces, and the boating public. Control the utilization of buoy tenders and aids to navigation structures and facilities.
    - (2) Approve the location and clearance of bridges over navigable waters; and regulate the operations of drawbridges.
  - b. Direct overall planning, budgeting and program evaluation, and provide for special studies, inter-Office liaison and coordination as required at the Office level.
  - c. Establish and maintain contacts with other Headquarters Offices concerning shared-use of facilities and required inputs to programs of the Office of Navigation.
  - d. Promulgate guidelines, standards and directives governing field program management, and establish a system to enable review of effectiveness of field operations.
  - e. Act as Program Director for the Short Range Aids to Navigation Program, the Radionavigation Aids Program, and the Bridge Administration Program.
  - f. Initiate, coordinate, and assure the development of regulations necessary for timely implementation of new laws or Executive Orders associated with assigned programs. Monitor the adequacy of existing regulations, and update as needed to conform with legislative revisions or changed conditions.
  - g. Exercise technical control over the Omega Navigation System Operations Detail.

**NAVIGATION LIAISON AND COORDINATION STAFF**  
**(G-NP)**

1. Under the general direction and supervision of the Chief, Office of Navigation, the Chief, Navigation Liaison and Coordination Staff, shall:

a. Coordinate, establish, and maintain liaison with appropriate Federal, state, municipal, and private organizations concerned with mutual aspects of navigation and associated systems.

b. Serve as Coast Guard representative on DOT Navigation Working Group and other Federal committees which are concerned with the development of national plans and policies for navigation services. Assist Chief, Office of Navigation, in his role of member of the DOT Navigation Council.

c. Coordinate and review long-range planning within the Office. Support Program managers by reviewing and analyzing reports and studies and, where required, initiating and conducting studies and analyses. Provide analytical assistance to program managers in determining efficient allocations of resources associated with the

implementation of long range plans. Provide economic input to navigation related issues.

d. Develop and analyze data and alternatives required to support budgetary and policy decisions in fulfilling the Coast Guard's role in the nation's navigation programs, including input to the Federal Radionavigation Plan, the DOT National Plan for Navigation or its successor, and the Joint Chiefs of Staff Master Navigation Plan. Coordinate Coast Guard involvement and interests in other navigation systems such as NAVSTAR Global Positioning System and Navy Navigation Satellite Systems TRANSIT.

e. Manage the planning of Coast Guard research, development, testing and evaluation activities related to systems of short range and radio aids to navigation.

f. Coordinate the preparation and administration of program data and other documents required under the Planning, Programming and Budgeting System.

**RADIONAVIGATION DIVISION  
(G-NRN)**

1. Under the general direction and supervision of the Chief, Office of Navigation, the Chief, Radionavigation Division, shall:
  - a. Manage the U. S. system of radio aids to navigation as provided in 14 USC 81 and assume responsibility for the effective performance of the radionavigation aids system.
  - b. Serve as Program Manager for the Radionavigation Aids (RA) Program. Develop and maintain those documents, reports, etc., required by the PPB system.
  - c. Initiate, review, and approve plans for the establishment and change of radio aids to navigation.
  - d. Develop planning criteria and operational requirements for the shore units and equipment necessary to operate and service Coast Guard radio aids to navigation.
  - e. Develop and approve requirements for staffing and equipping of support units.
  - f. Establish operational procedures and training requirements for Coast Guard units in support of the Radionavigation Aids Program.
  - g. Initiate requests for the Offices of engineering and Research and Development to conduct projects to improve the performance and efficiency of the radio aids to navigation system.
  - h. Coordinate plans and procedures for multifunctional Coast Guard units with other program managers.
  - i. Maintain liaison with other government agencies, particularly within the Department of Transportation, Department of Defense, and Department of Commerce, in all matters related to radionavigation.
  - j. Provide consultation, advisory service, and liaison to U. S. Federal, state and local government agencies, foreign governments and agencies, commercial interests, user groups, and other appropriate organizations concerning operational problems and developments pertaining to radionavigation and related subjects.
  - k. Supervise and coordinate the activities of the OMEGA Navigation System Operations Detail, evaluate mission performance, and ensure mission objectives are achieved.

**LORAN BRANCH  
(G-NRN-1)**

1. Under the direction and supervision of the Chief, Radionavigation Division, the Chief, Loran Branch shall:

a. Manage the Loran-C Radionavigation system. Develop and maintain those documents, reports, etc., required by the PPB system.

b. Coordinate operational standards for Loran-C stations and chains operated and funded by other countries to assist those countries in providing desired radionavigation service and to minimize interference.

c. Maintain liaison with government agencies and public firms operating similar systems in the Loran-C band to reduce mutual interference.

d. Initiate, review, and recommend appropriate action on plans for or changes to the Loran-C system.

e. Develop and review planning criteria and operational requirements for operating, staffing, and equipping Loran stations and support units.

f. Establish operational procedures and training requirements for Coast Guard units or facilities and Coast Guard, contract, or host nation personnel engaged in operation of the Loran-C system.

g. Support the designated Loran-C Acquisition Project Officer in the performance of his functions. Maintain the Loran-C Acquisition Paper and prepare periodic reports as required by the Project Officer.

h. Coordinate actions and provide guidance to the Loran-C Regional Managers in performance of their assigned responsibilities.

i. Coordinate requirements with operating and support program managers as necessary to meet objectives of the Radionavigation Aids Program.

**OMEGA/RBN BRANCH**  
**(G-NRN-2)**

1. Under the direction and supervision of the Chief, Radionavigation Division, the Chief, OMEGA/RBN Branch, shall:
  - a. Perform functions necessary to the operational administration and supervision of CG radionavigation systems assigned to the branch, including OMEGA, Radiobeacons, MARSAT and derivatives of these systems such as Differential OMEGA.
  - b. Define and review operational requirements and program objectives for assigned systems; prepare and implement plans to satisfy requirements, coordinating with appropriate Support Managers.
  - c. Develop policies and procedures for the operation and administration of assigned radionavigation aids; establish operational parameters and criteria including performance standards and staffing requirements; develop measures of performance and effectiveness of assigned radionavigation aids.
  - d. Review operational reports and, with the assistance of the appropriate Support Managers, identify problems or deficiencies in meeting established operating requirements. Initiate corrective action. Insure necessary consistency among technical, administrative and logistics requirements.
  - e. Identify and review resource requirements of assigned radionavigation systems, develop and supervise the preparation of budget requests and other PPB documentation required in support of assigned program areas. Coordinate training requirements with Support Managers as well as cost estimates and staffing changes required to achieve approved changes to the scope of assigned services.
  - f. Maintain liaison with cooperating agencies of foreign nations, to plan, coordinate and harmonize among similar radionavigation systems.
  - g. Monitor and assess navigation activity of maritime and air civil community users and potential users of assigned systems. Provide information and technical advice as appropriate. Evaluate user requirements, anticipate future problems and develop contingency plans.
  - h. Review navigation plans and requirements of the Department of Defense and participate, as appropriate, in their formulation.
  - i. Review developments in navigation technology and identify areas of application or their impact on established plans. Recommend changes to established system plans where necessary. As future changes are foreseen, prepare contingency plans and cost analyses. Identify research and development support and new engineering initiatives to satisfy future system requirements.
  - j. Provide consultation, advisory service and liaison to U. S. Federal, State and local government agencies, foreign governments and their agencies, commercial interests, user groups, and other entities concerning operational problems, developments pertaining to assigned systems and related subjects.

**RADIONAVIGATION INFORMATION BRANCH**  
**(G-NRN-3)**

1. Under the direction and supervision of the Chief, Radionavigation Division, the Chief, Radionavigation Information Branch shall:

a. Provide a single point of contact within the Coast Guard for persons desiring information on the Applications, status, and availability of Coast Guard operated radionavigation systems, as well as equipment, and other information needed to utilize these systems.

b. Coordinate Coast Guard efforts with other Federal, state and local agencies to provide the public with accurate and timely charts, tables, and data needed to use Coast Guard operated radionavigation systems.

c. Coordinate a Loran Chart Verification project. Verify accuracy of grid predictions for charts by conduc-

ting or arranging field surveys. Coordinate efforts of Defense Mapping Agency Hydrographic/Topographic Center and National Ocean Survey to produce charts with accurate radionavigation service over prints.

d. Provide advice to Coast Guard operating program manager staffs on applicability of user equipment to Coast Guard missions and platforms.

e. Conduct a program to inform the general public and Coast Guard operating units of the capabilities of Coast Guard operated radionavigation systems.

f. Coordinate requirements with operating and support program managers as necessary to meet objectives of the Radionavigation Aids Program.

**SHORT RANGE AIDS TO NAVIGATION DIVISION  
(G-NSR)**

1. Under the general direction and supervision of the Chief, Office of Navigation, the Chief, Short Range Aids to Navigation Division, shall:
  - a. Manage the U. S. system of marine navigation aids in accordance with the 14 USC 81 through 14 USC 86, except as these pertain to radionavigation aids, and assume responsibility for the effective performance of the Short Range Aids to Navigation system.
  - b. Serve as Program Manager for the Short Range Aids to Navigation (AN) Program. Develop and maintain those documents, reports, etc., required by the PPB system.
  - c. Initiate, review, and approve plans for the establishment and change of Short Range Aids to Navigation.
  - d. Develop planning criteria and operational requirements for the vessels, shore units, and equipment necessary to operate and service the Federal Short Range Aids to Navigation system.
  - e. Develop and approve requirements for staffing, equipping and deployment of support units.
  - f. Establish operational procedures and training requirements for Coast Guard units and personnel engaged in Short Range Aids to Navigation maintenance.
  - g. Establish and monitor operational proficiency standards of Coast Guard units in support of the Short Range Aids to Navigation Program.
  - h. Coordinate plans and procedures for multifunctional Coast Guard units with other program managers.
  - i. Disseminate information to the mariner concerning aids to navigation. Publish the "Light List" and other aids to navigation publications.
  - j. Supervise development of plans for implementation, management, and enforcement of rules for the prevention of collisions, rammings, and groundings.
  - k. Serve as Executive Director, Rules of the Road Advisory Committee.

**SIGNAL MANAGEMENT BRANCH**  
**(G-NSR-1)**

1. Under the direction and supervision of the Chief, Short Range Aids to Navigation Division, the Chief, Signal Management Branch shall:

a. Develop policies, procedures and criteria for establishing, altering and maintaining Federal and private short range aids to navigation.

b. Administer Federal regulations governing short range aids to navigation.

c. Manage programs and projects and administer funds concerned with the design performance, and construction of aids to navigation and associated structures within U. S. Waterways. Develop and maintain documents required by the PPB system.

d. Maintain liaison with Federal, state, and local government agencies and with the public concerning mutual interests in short range aids to navigation.

e. Represent the Coast Guard, when designated, at national and international meetings, conventions and symposiums on the subject of short range aids to navigation.

f. Coordinate requirements with operating and support program managers as necessary to meet objectives of the Short Range Aids to Navigation Program.

**FACILITY MANAGEMENT BRANCH**  
**(G-NSR-2)**

1. Under the direction and supervision of the Chief, Short Range Aids to Navigation Division, the Chief, Facility Management Branch shall:

a. Manage programs and projects concerning acquisition, alteration, or disposition of facilities utilized in the Short Range Aids to Navigation Program.

b. Coordinate the implementation of policies and procedures for the accurate positioning and maintenance of aids to navigation.

c. Coordinate and monitor the training of personnel in positioning, installation, servicing, maintenance, and repair of short range aids to navigation.

d. Coordinate requirements with operating and support program managers as necessary to meet objectives of the Short Range Aids to Navigation Program.

**AIDS POSITIONING BRANCH  
(G-NSR-3)**

1. Under the direction and supervision of the Chief, Short Range Aids to Navigation Division, The chief, Aids Positioning Branch shall:
  - a. Develop policies, procedures and criteria for:
    - (1) The accurate and reliable positioning of aids to navigation.
    - (2) Training of Coast Guard personnel for effective positioning of aids to navigation.
  - b. Conduct a program to educate and inform Coast Guard personnel and the public about the position accuracy of aids to navigation.
  - c. Maintain liaison with Federal, state and local government agencies on matters related to positioning of aids to navigation. Provide up-to-date information to Coast Guard units on techniques for surveying and positioning.
  - d. Coordinate requirements with operating and support program managers as necessary to meet objectives of the Short Range Aids to Navigation Program.

**MARINER INFORMATION AND RULES BRANCH  
(G-NSR-4)**

1. Under the direction and supervision of the Chief, Short Range Aids to Navigation Division, the Chief, Mariner Information and Rules Branch shall:
  - a. Develop policies and procedures for a program to provide timely dissemination of information to the mariner concerning changes in aids to navigation, hazards to navigation, and other hydrographic information.
  - b. Provide liaison and coordinate action with National Ocean Survey, Defense Mapping Agency Hydrographic/Topographic Center, and the Corps of Engineers in connection with publishing and charting aids to navigation information and the Weekly Notice to Mariners.
  - c. Prepare and issue the Coast Guard Light List, posters, and other publications which provide information concerning aids to navigation to the mariner and the general public.
  - d. Coordinate the printing and distribution of the Aids to Navigation Manual and other publications concerning aids to navigation; maintain records, publications, and mailing lists.
  - e. Coordinate allowances of charts and publications for all Coast Guard cutters.
  - f. Provide liaison with Federal agencies pertaining to Notice to Mariners, Light Lists, and Broadcasts, as they relate to issues before the International Hydrographic Organization, Monaco.
  - g. Supervise a program for the development of rules and additional measures for the prevention of collisions, rammings, and groundings, including management and review of the Coast Guard's responsibilities under the Bridge-to-Bridge Radiotelephone Act.
  - h. Serve as coordinator of the U.S. Coast Guard Rules of the Road Advisory Committee.
  - i. Supervise development and preparation of policy guidance and interpretations concerning the Rules of the Road and other rules and regulations under the Mariner Information and Rules Branch cognizance.
  - j. Coordinate the dissemination of information concerning new proposals regarding the Rules of the Road and related matters.
  - k. Assist the Office of the Chief Counsel staff as necessary in the review of penalty appeal cases as they relate to statutory and regulatory Rules of the Road.

**BRIDGE ADMINISTRATION DIVISION  
(GNBR)**

1. Under the general direction and supervision of the Chief, Office of Navigation, the Chief, Bridge Administration Division shall:
  - a. Administer the provisions of law and issue regulations relating to: approval of plans and location of bridges across navigable waters of the U. S., alteration of railroad and publicly owned highway bridges found to be unreasonable obstructions to navigation, operation of drawbridges, and lights and signals on bridges required the safety of navigation.
  - b. Review permit applications and issuance/denial of bridge permits.
  - c. Determine the need for alteration of obstructive bridges and establish priorities for alteration projects.
  - d. Promulgate drawbridge operation regulations and requirements for lights and signals on bridges. Develop policies governing bridge administration. Prepare directives and regulations for bridge administration.
  - e. Prepare budget requests and supporting documents.
  - f. Disseminate information about existing bridges and of criteria for proposed bridges.
  - g. Conduct economic studies and public hearings. Conduct environmental studies and prepare environmental impact statements for bridge projects as required by appropriate laws and directives.
  - h. Provide guidance to and review the work of the bridge administration organizations within the district offices.
  - i. Represent the Commandant and serve as the contact point within the Coast Guard for all bridge matters.
  - j. Be the Program Manager for the Bridge Administration Program.

**BRIDGE MODIFICATION BRANCH  
(G-NBR-1)**

1. Under the direction and supervision of the Chief, Bridge Administration Division, the Chief, Bridge Modification Branch shall:

- a. Assist District commanders as necessary in conducting preliminary investigation of complaints that specific bridges are unreasonable obstructions to navigation.
- b. Assist in conducting public hearings inquiring into the circumstances which cause a bridge to be considered an unreasonable obstruction to navigation.
- c. Assist in conducting detailed investigations which develop benefit/cost analyses in those cases where pre-

liminary investigation indicates that a bridge may in fact be an unreasonable obstruction to navigation.

- d. Recommend to the division chief such action as may be appropriate for the alteration of a bridge subsequent to the conclusion of the detailed investigation and the public hearing.
- e. Obtain, develop and keep necessary records in support of bridge modification budget requests, and maintain a current status of funds.
- f. Prepare environmental impact statements on bridge alteration projects, as required.

**BRIDGE PERMITS BRANCH  
(G-NBR-2)**

1. Under the direction and supervision of the Chief, Bridge Administration Division, the Chief, Bridge Permits Branch shall:

a. Review permit applications for proposed bridges and modification of existing bridges to insure that they provide for the reasonable needs of navigation and the environment. Among the factors considered are:

- (1) Type and amount of existing and prospective waterway traffic
- (2) Nature of the waterway
- (3) Flood heights and currents
- (4) Alignment of approaches to bridges
- (5) Safety hazards involved
- (6) Vessel maneuvering capabilities and practices
- (7) Limitations imposed by other bridges, locks, etc.
- (8) Requirements of section 4(f) of the DOT Act and requirements of National Environmental Policy Act and other appropriate legislation.

b. Insure that permit applications and reports and recommendations thereon are complete and comply with law and regulations.

c. Prepare permits or letters of denial as appropriate.

d. Review and act on recommendations for, and maintain records of, guide clearances proposed or in effect on waterways subject to Coast Guard jurisdiction.

e. Review proposals and make recommendations for appropriate bridge lighting in unusual cases referred to Commandant.

f. Prepare environmental impact statements on projects under cognizances of the Bridge Division as required.

g. Maintain staff liaison with bridge administration personnel in the district offices, and with appropriate persons outside the Coast Guard.

**DRAWBRIDGE REGULATIONS BRANCH  
(G-NBR-3)**

1. Under the direction and supervision of the Chief, Bridge Administration Division, the Chief, Drawbridge Regulations Branch shall:
  - a. Review proposed changes to drawbridge operation regulations and recommend final action thereon to insure that:
    - (1) Regulations are properly and fairly administered.
    - (2) New or revised regulations are brought to the attention of the public.
    - (3) The public interest is recognized and maximum usefulness of the waterways is maintained, consistent with the needs of other modes of transportation.
  - b. Develop guidelines by which proposed or existing drawbridge operation regulations may be evaluated.
  - c. Compile, analyse and organize background material, and prepare in final form Coast Guard directives, publications and regulations relating to bridge matters issued for the guidance of the district commanders and the information of the public.
  - d. Assist in conducting economic studies, investigations, and public hearings.
- (4) Waterways are treated as systems, with individual regulations being consistent with each other.

**OFFICE OF OPERATIONS  
(G-O)**

1. **Mission.** To develop basic policies and plan for and provide resources for Coast Guard operations involving search and rescue, enforcement of laws and treaties, polar and domestic ice-breaking operations, operational and military readiness, marine science, ocean operations, and intelligence and security.
2. **Functions.** Under the general direction and supervision of the Commandant, the Vice Commandant, and the Chief of Staff, the Chief, Office of Operations shall:
  - a. Be program/support director and have ultimate responsibility for:
    - (1) Search and rescue on, over and under the high seas and waters under the jurisdiction of the United States, including flood disaster relief.
    - (2) The enforcement of Federal laws and international agreements on and under the territorial waters, contiguous fishing zone and special interest areas of the high seas, except those laws related to pollution, traffic control, and port and waterway safety.
    - (3) Polar operations to facilitate commercial marine transportation and to provide ice-breaking services to meet the scientific and logistic needs of Federal and non-Federal agencies.
    - (4) Domestic icebreaking to facilitate the movement of waterborne commerce and to assist other agencies in the prevention of flooding.
    - (5) The operational and military readiness of the Service.
    - (6) The conduct of other ocean operations such as ocean weather stations, International Ice Patrol and marine science activities.
    - (7) Intelligence and security activities.
  - b. Determine basic plans, systems, methods, and procedures under which the above activities are to be carried out; consider and make recommendations as to broad policies which should control these determinations.
  - c. Administer the Planning, Programming and Budgeting System as program director for assigned Coast Guard programs, and manage funds in those appropriations or operating guides placed under the control of the Office of Operations.
  - d. Coordinate preparation of Coast Guard data for Navy mobilization and logistics plans; develop Coast Guard general emergency operation and mobilization plans in support of Navy plans; develop Coast Guard plans for continuity of operations. Review supporting plans prepared by area and district commanders.

- e. Prescribe factors for determining the allocation, distribution, nomenclature, functional assignment, and status of air, shore, and floating facilities under the general supervision of the Office. Prescribe operational characteristics required in the several types of operating facilities. Recommend to the Commandant the number and types to be operated.
- f. Prescribe the operational reports to be submitted by field units.
- g. Review as necessary the administration of the operations divisions of district offices and initiate recommendations to district commanders to effect improvements in the organization and methods of administration of those divisions. Keep informed of the status, effectiveness, and efficiency of field operations.
- h. Advise the Commandant in the supervision of area operational responsibilities.
- i. Exercise technical control over Air Station, Washington, the Oceanographic Unit, and the Aviation Training Center.
- j. Initiate, coordinate and assure the development of regulations necessary for the timely implementation of new laws or Executive Orders associated with assigned programs. Monitor the adequacy of existing regulations, and update as needed to conform with legislative revisions or changed conditions.
- k. Coordinate and manage a total Energy Conservation Program for the Coast Guard, including internal conservation by Coast Guard units and responsibility for energy matters affecting Coast Guard clientele and the marine transportation sector generally.
- l. Develop operational requirements for the functional specification and design characteristics for the acquisition, construction, and/or maintenance of ships, boats, aircraft and shore facilities. Provide the Office of Engineering with such requirements for translation to engineering specifications.

**PLANS AND PROGRAM STAFF  
(G-OP)**

1. Under the general direction and supervision of the Chief, Office of Operations, the Chief, Plans and Program Staff shall:
  - a. Administer the Planning, Programming and Budgeting System for all programs for which the Chief, Office of Operations is the program director, including.
    1. Review, evaluate and coordinate Planning Proposals, plans and Plan Summaries; and
    2. Review, evaluate and generally coordinate the preparation and submission of budgetary and supporting documents by program managers, including Determinations and Resource Change Proposals.
  - b. Review and evaluate program performance, effectiveness and benefits. Initiate action to provide appropriate analytical assistance to program managers in the development of criteria and methodologies leading to program evaluation.
  - c. Maintain and publish long-range facility plans for aviation, cutter and shore unit facilities, coordinating as necessary with other offices when joint planning is involved or when facility responsibility has been assigned to Program Managers in those offices.
  - d. Maintain and publish the Operating Facilities of the U.S. Coast Guard and the Register of Coast Guard Cutters.
  - e. Manage and publish the Abstract of Operations.
  - f. Serve as liaison with the Information Systems Division for the integration of the Office of Operations management information systems into the Coast Guard management information system.
  - g. Manage the real property program for the Office of Operations, including the utilization of excess real property, the justification of real property acquisition, and recommendations for survey action on real property.
  - h. Supervise and coordinate the allocation of office space, review of boards of investigation, civilian personnel management, the administration of OG-30 funds, and other matters involving more than one division or program, as directed.
  - i. Coordinate study efforts within the Office of Operations.
  - j. Coordinate and manage the Energy Conservation Program, including internal conservation and energy matters affecting Coast Guard clientele and the marine transportation sector in general.

## PLANS AND ANALYSIS BRANCH

### (G-OP-1)

1. Under the direction and supervision of the Chief, Plans and Programs Staff, the Chief, Plans and Analysis Branch shall:
  - a. Maintain and publish long-range facility plans for cutters, boats and aircraft.
  - b. Review the Operating Program Plans prepared in the Office of Operations.
  - c. Coordinate and review all study efforts within the Office of Operations.
  - d. Review and evaluate program performance, effectiveness and benefits. Provide appropriate analytical assistance to program managers in the development of criteria and methodologies leading to program evaluation.
  - e. Initiate and conduct analytical studies in support of Coast Guard missions.
  - f. Maintain and publish the Abstract of Operations.
  - g. Maintain and publish the Register of Cutters.
  - h. Maintain and publish the Operating Facilities of the U. S. Coast Guard.
  - i. Coordinate the integration of Office of Operations management information (ADP) requirements into the total Coast Guard management information system.
  - j. Develop, maintain and publish the Office of Operations Research and Development plan.
  - k. Act as control point for issuance of Operating Facility Change Orders.

## PROGRAMMING AND BUDGETING BRANCH

### (G-OP-2)

1. Under the direction and supervision of the Chief, Plans and Programs Staff, the Chief, Programming and Budgeting Branch shall:
  - a. Review and generally coordinate the preparation and submission of budgetary and supporting documents by program managers, including Determinations and Resource Change Proposals.
  - b. Coordinate and program the allocation of Office of Operations OG-30 funds.
  - c. Supervise the allotment and expenditure of the Staff OG-30 funds.
  - d. Coordinate and supervise civilian personnel management for the Office of Operations.
  - e. Manage the real property program for the Office of Operations.
  - f. Coordinate the allocation of office space for the Office of Operations.
  - g. Coordinate the review of board of investigation, planning proposals, AC&I proposals and such other matters involving more than one division or program, as directed.
  - h. Maintain and publish the Office of Operations Financial Plan.

**ENERGY BRANCH  
(G-OP-3)**

1. Under the direction and supervision of the Chief, Plans and Programs Staff, the Chief, Energy Branch shall:
  - a. Establish policies for the management of Coast Guard energy conservation efforts.
  - b. Establish and maintain liaison with various Federal agencies and the Department of Transportation for energy matters.
  - c. Establish and coordinate effective Coast Guard representation to various Regional Energy Advisory Boards.
  - d. Establish energy conservation goals and objectives to comply with Federal mandates while maintaining consistency with Coast Guard Long Range Objectives.
  - e. Plan and direct Coast Guard energy conservation efforts in research and development, operations, training and education and capital investment.
  - f. Develop and manage execution of the 10 Year Building Plan and General Operations Energy Plan.
  - g. Plan and direct development of Coast Guard Fuel Shortage Contingency Plans in order to sustain maximum public services during periods of supply shortages.
  - h. Plan, develop and maintain the energy management and information system.
  - i. Advise and assist Coast Guard field commanders through the area inspection program and other liaison efforts.
  - j. Administer OG-30 Funds for energy conservation retrofit and program management.
  - k. Coordinate all Coast Guard responses regarding energy matters.

**INTELLIGENCE AND SECURITY DIVISION  
(G-OIS)**

1. Under the general direction and supervision of the Chief, Office of Operations, the Chief, Intelligence and Security Division shall:

a. Establish and maintain liaison with other military services; Federal, state and local officials; intergovernmental committees and organizations; and other officials as appropriate, on all matters pertaining to intelligence, investigative and security matters coming under cognizance of the Coast Guard.

b. Establish procedures for and administer an investigative service for the Coast Guard excluding investigations conducted by the Office of Personnel Management

(former Civil Service Commission) on certain civilian employees of the Coast Guard or investigation responsibility specifically vested in the Offices of Merchant Marine Safety or Marine Environment and Systems.

c. Develop plans, policy and procedures for implementation of the security support program throughout the Coast Guard, and for the collection and dissemination of operational intelligence required for the proper conduct of Coast Guard operations.

d. Insure that all internal security investigations conducted within the program are adequate, complete and appropriate.

**INVESTIGATIONS BRANCH  
(G-OIS-1)**

1. Under the direction and supervision of the Chief, Intelligence and Security Division, the Chief, Investigations Branch shall:
  - a. Develop plans, procedures and prescribe policy directives for Coast Guard Intelligence investigations, including the contents of the Investigations Manual.
  - b. Review and evaluate, for completeness and accuracy, all investigations conducted by Coast Guard Intelligence, and maintain quality control for same.
  - c. Determine internal dissemination at Headquarters of investigative reports received which are of official interest to other staff components on a "need to know" basis.
  - d. Periodically conduct on site inspections and evaluations of district investigative offices, and make other evaluations as necessary.
  - e. Administer the National Agency Check Program.
  - f. Conduct background investigations as required by current directives.
  - g. Administer the personnel security phase of the Port Security Program.
  - h. When so directed, conduct highly sensitive and complex investigations of interest to the Commandant, Secretary of Transportation and members of Congress.
  - i. Develop criteria for, supervise, direct and administer all phases of training needs or requirements pertaining to investigative personnel in the Service.
  - j. Make recommendations relative to the selection, training, and assignment of all special agents.
  - k. Coordinate the activities of the Washington Field Office.

**SECURITY BRANCH  
(G-OIS-2)**

1. Under the direction and supervision of the Chief, Intelligence and Security Division, the Chief, Security Branch shall:
  - a. Establish policies and procedures relative to the security of classified material maintained by the Coast Guard.
  - b. Establish plans and policies for the physical security of Coast Guard installations and facilities.
  - c. Supervise and coordinate the technical surveillance countermeasure program throughout the Coast Guard.
  - d. Advise and assist in the preparation of plans relative to the security (physical and technical) of new Coast Guard installations.
  - e. Develop and supervise a Coast Guard-wide security education, orientation, and training program.
  - f. Establish, in conjunction with other Headquarters offices, security programs for ADP installations.
  - g. Develop criteria for, supervise, direct and recruit security managers assigned to all districts, areas and Headquarters units.
  - h. Be the point of contact, and final authority on matters pertaining to classification management.
  - i. Conduct surveys and inspections of Coast Guard units and facilities to insure compliance with existing security regulations.

- j. Develop and promulgate instructions and regulations pertaining to security of Coast Guard resources.
- k. Administer the Armed Forces Censorship Program.
- l. Administer the Industrial Security Program.
- m. Evaluate all Coast Guard investigations pertaining to loss or compromise of classified material.
- n. Maintain a capability for technical investigative support of Coast Guard Intelligence field components.

**OPERATIONAL INTELLIGENCE BRANCH  
(G-OIS-3)**

- 1. Under the direction and supervision of the Chief, Intelligence and Security Division, the Chief, Operational Intelligence Branch shall:
  - a. Administer all phases of the Coast Guard's positive intelligence collection program.
  - b. Evaluate and disseminate intelligence information collected and received from units and personnel within the Coast Guard.
  - c. Evaluate intelligence information received from other agencies; disseminate this information to appropriate units and personnel within the Coast Guard.
  - d. Administer the operational intelligence phase of the Port Security Program.
  - e. Maintain liaison with the Central Intelligence Agency, Defense Intelligence Agency, and all other agencies in the intelligence community for the purpose of exchanging intelligence information and providing intelligence support for all Coast Guard programs and mission areas.
  - f. Review new legislation and issuances of higher authority bearing on the operational intelligence field; recommend appropriate courses of action, and/or submit drafts of required implementing directives.
  - g. Establish lists of intelligence publications and directives that are required to be held by various Coast Guard operational units; continually evaluate new publications for possible use and benefit to the Coast Guard.
  - h. Maintain an intelligence library for Headquarters in support of all mission areas.
  - i. Provide a Special Security Officer and an Alternate Special Security Officer responsible for the administration of the special intelligence program.
  - j. Administer all phases of the Coast Guard's intelligence functions in the maritime law enforcement area.
  - k. Assist in providing policy guidance for operational intelligence (or external law enforcement) investigations.

**RECORDS, BUDGET AND DATA COLLECTION BRANCH**  
**(G-OIS-4)**

1. Under the direction and supervision of the Chief, Intelligence and Security Division, the Chief, Records Budget, and Data Collection Branch shall:
  - a. Maintain control card index and the Coast Guard central repository of investigative dossiers for Coast Guard military personnel, merchant mariner applicants, port security card applicants, and others as directed by the Commandant.
  - b. Develop, collect, compile and analyze investigative statistical data and information for the Division.
  - c. Develop, collect and maintain appropriate budget data for the Division.
  - d. Function as the principal contact point and coordinator for all Freedom of Information and Privacy Act matters for the Office of Operations.
  - e. Develop and implement Service-wide policy concerning security, issue and control procedures pertaining to Armed Forces Identification Cards, Uniformed Service Identification and Privilege Cards, DOT/USCG Identification Cards and the Maritime Law Enforcement Credential.
  - f. Administer Service-wide Intelligence and Security Forms Control Program.
  - g. Function as Postal Distribution Control for the Division.

**MILITARY READINESS DIVISION  
(G-OMR)**

Under the general direction and supervision of the Chief, Office of Operations, the Chief, Military Readiness Division shall:

- a. Administer a program designed to assure operational efficiency and military readiness of the Service, embracing all phases of preparedness for contingency operations, operations as a part of the Navy in time of national emergency, and peacetime operations.
- b. Be the Program Manager for the Military Operations and Military Preparedness Programs.
- c. Determine, promulgate, and evaluate plans and training programs for military readiness and other operational programs. Coordinate, direct, and evaluate unit and functional training programs, including those conducted by Coast Guard training detachments and Navy fleet training commands, and cutter pre-commission training. Administer the small arms program.
- d. Review and evaluate the Coast Guard wartime tasks and capabilities. Recommend, as needed, the formation of joint Navy - Coast Guard ad hoc boards to study changes in the wartime tasks.
- e. Maintain liaison with other government agencies concerning military readiness. Serve as Coast Guard Member of the National Board for the Promotion of Rifle Practice.
- f. Administer and maintain cognizance of Coast Guard forces assigned to contingency or other military operations.
- g. Coordinate the development of personnel mobilization requirements and the establishment of mobilization procedures. Conduct "capabilities and requirements" studies to provide a base for recommendations for Reserve personnel ceilings. Coordinate development of mission objectives for Reserve Training.
- h. Advise the Commandant on matters concerning disaster preparedness. Keep informed on and coordinate the development of operational requirements for weapons, anti-submarine warfare, chemical, biological and radiological warfare defense, damage control, shipboard internal communications, combat information, and tactical operations. Furnish technical information for new ordnance installations and for alterations of ordnance installations and related equipment. Coordinate and publish standard unit organization guides. Supervise the development of the combat information centers.
- i. Supervise overall acquisition of all weapons and ammunition both for current use and for mobilization requirements. Supervise Headquarters controlled material (G-OMR). Administer and control Subhead 54, ammunition and small arms.
- j. Coordinate the preparation of Coast Guard input to Navy general war plans and Department of Transportation emergency plans. Coordinate, develop, and maintain Coast Guard general war plans, logistics capabilities plans, contingency plans, continuity of operations plans, disaster preparedness and other emergency plans. Review supporting plans for subordinate commanders.
- k. Maintain liaison with the Office of Emergency Transportation (DOT) and other agencies concerned with emergency transportation planning and operations. Provide Coast Guard membership on the Inter-Agency Emergency Transportation Committee. Act as the Emergency Coordinator for the Coast Guard.
- l. Coordinate the development and maintenance of a program to enhance the competency of those in command of Coast Guard cutters, including the training and screening of such officers selected for command at sea.

**WAR PLANS BRANCH  
(G-OMR-1)**

1. Under the supervision of the Chief, Military Readiness Division, the Chief, War Plans Branch shall:
  - a. Administer a program designed to insure the currency and adequacy of planning for domestic peacetime emergencies within the Department of Transportation and wartime operations within the Department of Defense.
  - b. Provide Coast Guard inputs to Department of Defense mobilization, logistic, contingency and continuity of operations plans.
  - c. Develop and maintain Coast Guard general war plans, logistic capability plans, and contingency capability plans.
  - d. Develop and maintain Headquarters Continuity of Operations Plan.
  - e. Review and evaluate the Coast Guard wartime tasks. Recommend, as needed, the formation of specialized study groups to investigate changes in the wartime tasks.
  - f. Provide guidance in the form of planning factors and mission standards to assist subordinate commanders in the preparation of supporting plans.
  - g. Review supporting plans of subordinate commanders.
  - h. Maintain liaison with the Office of Emergency Planning, Office of Emergency Transportation and other government agencies concerned with emergency planning and emergency operations which are transportation orientated.
  - i. Maintain cognizance over command post training exercises, primarily concerned with war planning, originated by other armed forces in which Coast Guard participation is planned or required.

**MILITARY CAPABILITIES BRANCH  
(G-OMR-2)**

1. Under the supervision of the Chief, Military Readiness Division, the Chief, Military Capabilities Branch shall:
  - a. Administer programs designed to assure operational efficiency and military readiness of the service, embracing all phases of preparedness for contingency operations, as well as operations as a specialized service in the Navy in time of national emergency.
  - b. Establish warfare policies and military readiness equipment requirements.
  - c. Monitor the conduct of Antisubmarine Warfare, Gunnery and Electronic Warfare training within the Coast Guard. Evaluate potential capabilities in specialized areas such as Inshore Undersea Warfare.
  - d. Coordinate all aspects of the Coast Guard ASW Program to include sonar and weapon systems, personnel and training requirements, wartime tasks, and participation in fleet exercises.
  - e. Establish and maintain effective liaison with the Navy Department and other DOD agencies for a lateral exchange of readiness information and operational requirements.
  - f. Prepare Resource Change Proposals for program elements pertaining to armament, other equipment, and personnel required to meet Coast Guard military capabilities requirements.
  - g. Supervise overall acquisition of all weapon systems and ammunition both for current use and for mobilization requirements.

**OPERATIONAL READINESS TRAINING BRANCH  
(G-OMR-3)**

1. Under the supervision of the Chief, Military Readiness Division, the Chief, Operational Readiness Training Branch shall:
  - a. Administer a program designed to ensure the currency and adequacy of functional and operational team training, other than individual and aviation training, throughout the service.
  - b. Evaluate the training programs for ships training detachments, activation detachments, and other Coast Guard facilities used for team or unit training, other than aviation training.
  - c. Evaluate curricula from existing organized training programs of other agencies, particularly those of the Navy, to facilitate Coast Guard use.
  - d. Evaluate the development and revision of cutter formal school training standards as well as standard unit organizational and training publications.
  - e. Prepare Resource Change Proposals for Coast Guard training resources to eliminate voids in team and unit training, other than aviation training.
  - f. Supervise any established precommissioning programs for new construction or reactivated cutters.
  - g. Prepare annual summary of training accomplishments and relate to readiness posture of the Coast Guard where statistics permit.

**OPERATIONAL LAW ENFORCEMENT DIVISION  
(G-OLE)**

1. Under the general direction and supervision of the Chief, Office of Operations, the Chief, Operational Law Enforcement Division shall:
  - a. Be the Program Manager for the Enforcement of Laws and Treaties (ELT) Program.
  - b. Administer the ELT program to enforce all federal maritime laws of the United States except those pertaining to pollution, traffic control and port and waterway safety, and enforce all provisions of international treaties to which the United States is signatory on and under the territorial seas, contiguous zone and special interest areas of the high seas.
  - c. Develop and review federal maritime operational law enforcement strategy for dissemination externally by the Coast Guard.
  - d. Develop and review plans, policies, agreements for the implementation and conduct of the Coast Guard operational law enforcement mission.
  - e. Establish operational procedures, performance standards, and training requirements for Coast Guard units and personnel engaged in operational law enforcement activities.
  - f. Initiate and review research and development projects to meet the operational requirements of the ELT program.
  - g. Coordinate plans and procedures for multi-mission Coast Guard units with other operating and support program managers.
  - h. Act as the Headquarters Planning Coordinator for high endurance cutters.

**PLANNING AND PROGRAMMING BRANCH  
(G-OLE-1)**

1. Under the direction and supervision of the Chief, Operational Law Enforcement Division, the Chief, Planning and Programming Branch shall:
  - a. Prepare Planning, Programming and Budgeting documents for the ELT Program.
  - b. Prepare studies, analyses, evaluations and investigations.
  - c. Coordinate preparation of mid and long range plans.
  - d. Provide statistical and analytical support to other division elements.
  - e. Review AC&I projects, planning proposals and other planning and budget documents.
  - f. Be the principal staff officer for planning and other actions involving high endurance cutters, including:
    - (1) Preparing and recommending operational policy, planning criteria and operational requirements for manning, equipping and deployment.
    - (2) Reviewing operational and personnel training procedures.
    - (3) Coordinating plans, policies and procedures of those cutters which are engaged in mission activities under sponsorship of other program managers.
    - (4) Maintaining supervision over scheduling and employment plans.
    - (5) Reviewing and recommending disposition of investigations and other special incident reports of matters occurring aboard these cutters.

**TRAINING BRANCH  
(G-OLE-2)**

1. Under the direction and supervision of the Chief, Operational Law Enforcement Division, the Chief, Training Branch shall:
  - a. Review and develop standard training requirements for operational units and personnel involved in the ELT Program.
  - b. Prepare a comprehensive "master" training plan to satisfy service-wide ELT training requirements.
  - c. Develop and monitor ELT training programs which implement the master training plan. Develop/update courses, training aids, on the job training, etc.
  - d. Conduct a continuing analysis and evaluation of ELT training effectiveness.
  - e. Review and coordinate establishment of allowances for training aids and equipment required to carry out the ELT training program. Where appropriate, initiate procurement of training aids and equipment.

**GENERAL LAW ENFORCEMENT BRANCH  
(G-OLE-3)**

1. Under the direction and supervision of the Chief, Operational Law Enforcement Division, the Chief, General Law Enforcement Branch shall:
  - a. Administer the general law enforcement element of the Enforcement of Laws and Treaties (ELT) Program and maintain cognizance over related operations. This involves enforcement within the territorial waters, contiguous zone, and special interest areas of the high seas, all Federal laws and international agreements except those related to fisheries, pollution, traffic control and port and vessel safety.
  - b. Recommend plans, policies, agreements and procedures for the ELT general law enforcement element. Develop long range program plans and supervise the periodic revision of these plans.
  - c. Prepare planning criteria and operational requirements for manning, equipping, and deploying facilities engaged in general law enforcement operations.
  - d. Prepare operational procedures for facilities involved in general law enforcement.
  - e. Coordinate plans and procedures for those Coast Guard units engaged in multimission operations involving both general law enforcement and operations under the cognizance of another program.
  - f. Initiate and review research and development projects designed to more effectively meet the operational requirements of the general law enforcement element of the (ELT) Program.

**FISHERIES LAW ENFORCEMENT BRANCH  
(G-OLE-4)**

1. Under the direction and supervision of the Chief, Operational Law Enforcement Division, the Chief, Fisheries Law Enforcement Branch shall:
  - a. Administer fisheries enforcement element of the Enforcement of Laws and Treaties (ELT) Program and maintain cognizance over related operations. This involves fisheries enforcement within the territorial waters, contiguous zone, fishery conservation zone, and other special interest areas on the high seas.
  - b. Recommend plans, policies, agreements and procedures for fisheries enforcement. Develop long range program plans and supervise the periodic revision of these plans.
  - c. Prepare planning criteria and operational requirements for manning, equipping, and deploying facilities engaged in at-sea fisheries enforcement operations.
  - d. Initiate and review research and development projects designed to more effectively meet the operational requirements of the fisheries law enforcement element of the ELT Program.
  - e. Coordinate plans and procedures for those Coast Guard units engaged in multimission operations involving both fisheries law enforcement and operations under the cognizance of another program.

**ICE OPERATIONS DIVISION  
(G-OIO)**

1. Under the general direction and supervision of the Chief, Office of Operations, the Chief, Ice Operations Division shall:

a. Administer and coordinate Coast Guard responsibilities for icebreaking operations, ice reconnaissance and reporting programs and related scientific support efforts.

b. Act as Program Manager for the Ice Operations Program (Polar Ice Operations, Domestic Ice Operations, International Ice Patrol and Cooperation with other Agencies).

c. Establish operational capability requirements, performance standards, and training requirements for Coast Guard facilities and personnel to ensure the effective conduct of assigned programs.

d. Administer, coordinate, and schedule polar icebreakers and operations in response to the requirements of user agencies, maintenance schedules and training requirements.

e. Administer and coordinate Coast Guard responsibilities in the International Ice Patrol and support of the NOAA Data Buoy program.

f. Act as Headquarters Planning Coordinator for the WAGBs, WTGBs, WAGO, WYTM's, WYTLs and Icebreaker Support Facility.

g. Participate in and, as appropriate, plan for and manage the acquisition and improvement of facilities and systems to meet the future operational requirements of the Ice Operations program.

h. Initiate and monitor research and development projects in support of assigned program.

i. Negotiate and coordinate mission requirements with user agencies to ensure continuity and future capabilities of polar icebreakers to meet national needs.

**PROGRAMS BRANCH  
(G-OIO-1)**

1. Under the general direction and supervision of the Chief, Ice Operations Division, the Chief, Programs Branch shall:

a. Administer the Ice Operations Program.

b. Prepare Planning, Programming and Budgeting documents for assigned program.

c. Recommend plans, policies and agreements to accomplish assigned missions. Plan for and initiate facility acquisition processes to meet future operational requirements.

d. Provide planning and programming guidance for operation of International Ice Patrol, Domestic Ice Operations and Polar Ice Operations.

e. Conduct mid-range planning in the form of Operating Program Plans for assigned program.

f. Evaluate program performance through utilization of management information systems and program standards.

g. Develop, implement, and monitor Research and Development programs and the application of science and technology in support of current and future program needs.

**FACILITIES BRANCH  
(G-OIO-2)**

1. Under the direction and supervision of the Chief, Ice Operations Division, the Chief, Facilities Branch shall:
  - a. Act as Headquarters Planning Coordinator for WAGBs, WAGO, WTGB, WYTM, WYTLs, and Icebreaker Support Facility.
  - b. Maintain liaison with Headquarters Planning Coordinators for multi-mission capabilities of program facilities to meet mission requirements of Coast Guard programs.
  - c. Review recommendations for personnel allowance changes, shipalts, allowance list changes and other recommendations regarding the operation and management of program facilities.
  - d. Provide input and participate in the acquisition of facilities systems to meet requirements of assigned program.
  - e. Prepare and coordinate facility schedules to ensure effective employment of resources to meet user agency requirements and continue multi-mission concepts consistent with overall Coast Guard mission.
  - f. Review and develop operational procedures and training requirements for assigned facilities.

**SCIENCE BRANCH  
(G-OIO-3)**

1. Under the direction and supervision of the Chief, Ice Operations Division, the Chief, Science Branch shall:
  - a. Maintain liaison and coordinate Coast Guard activities with other agencies concerning national effort in oceanography, meteorology and related sciences.
  - b. Develop and maintain expertise in remote sensing systems and initiate application of these systems to meet requirements of assigned program.
  - c. Provide input and participate in the development, acquisition and evaluation of systems designed to meet or improve requirements of assigned program.
  - d. Establish and maintain contact with scientific and technical specialties within Coast Guard, other agencies, institutions, societies and foreign interests to ensure utilization and application of latest scientific concepts to assigned program.
  - e. Assist and coordinate oceanographic related requirements of Area Commanders and Commander, International Ice Patrol.

**SEARCH AND RESCUE DIVISION  
(G-OSR)**

1. Under the general direction and supervision of the Chief, Office of Operations, the Chief, Search and Rescue Division shall:
  - a. Administer the Coast Guard responsibilities for search and rescue.
  - b. Be the Program Manager for the Search and Rescue Program, including Underwater Search and rescue.
  - c. Establish operational performance standards, procedures and training requirements for Coast Guard units and personnel engaged in the Search and Rescue Program.
  - d. Coordinate plans and procedures for multifunctional Coast Guard units with other program/support managers.
  - e. Establish and maintain liaison with other Governments, international bodies, other U.S. Services, Government agencies, and private institutions with respect to search and rescue.
  - f. Provide technical guidance to Air Station, Washington.
  - g. Initiate research and development projects to meet the new operational requirements of the Search and Rescue Program.

**SURFACE FACILITIES BRANCH  
(G-OSR-1)**

1. Under the direction and supervision of the Chief, Search and Rescue Division, the Chief, Surface Facilities Branch shall:

a. Formulate and administer plans, programs, and procedures designed to insure coordination, uniformity and effectiveness of operations of stations and cutters engaged in Search and Rescue (SAR).

b. Prepare inputs to the PPB System for those units under branch cognizance. Coordinate inputs for recommended changes to the Shore Facilities Plan, Cutter Plan and OPFAC.

c. Evaluate and make recommendations concerning the operational characteristics of surface SAR units, and associated SAR equipment.

d. Coordinate and supervise the assignment by district and numbering of all Coast Guard boats and the numbering and naming of all Coast Guard SAR cutters.

e. Manage the replacement program for all Coast Guard boats. Administer all Coast Guard boats except those administered by the Reserve Training Program.

f. Establish and maintain operational performance standards and analyze performance of surface SAR units.

Establish and maintain manning, training, and facility requirements for SAR stations and SAR cutters.

g. Coordinate division action on Planning Proposals, Unit Development Plans and Acquisition, Construction and Improvement Project Proposals which pertain to or have impact upon surface SAR units or resources.

h. Coordinate that part of the real property program related to the utilization of real property for surface SAR support; justify and establish SAR operational requirements for real property acquisition. Review surveys, leases and agreements involving property used by surface SAR facilities.

i. Coordinate surface SAR facilities and unit plans and procedures with those for other Coast Guard programs.

j. Recommend permanent stations and duty assignments for SAR cutters.

k. Maintain current and permanent historical records for all surface SAR units.

**AVIATION BRANCH  
(G-OSR-2)**

1. Under the direction and supervision of the Chief, Search and Rescue Division, the Chief, Aviation Branch shall:

a. Formulate and administer plans, programs and procedures designed to insure coordination, uniformity and effectiveness of aviation in support of all Coast Guard missions.

b. Develop planning criteria and operational requirements and characteristics for aviation including: Aircraft, personnel, equipment and support facilities.

c. Coordinate as necessary the development and maintenance of manning, training and facility standards for aviation.

d. Establish and maintain operational performance standards and monitor performance of aviation forces.

e. Develop and maintain the long range facility programs for aviation.

f. Develop, analyze and prepare information requirements needed for:

(1) Effective management of aviation.

(2) Preparation of budget documents and;

(3) Inclusion in Coast Guard publications.

- g. Prepare budget documents needed in support of aviation programs.
- h. Schedule Headquarters directed administrative flights.
- i. Supervise flight program for aviators assigned to the Washington area.
- j. Provide technical assistance to Air Station, Washington.
- k. Serve as a member of the Aircraft Configuration Control Board (ACCB), and the Commandant's Aviation Safety Board.

**INFORMATION SYSTEMS STAFF  
(G-OSR-3)**

- 1. Under the direction and supervision of the Chief, Search and Rescue Division, the Chief, Information Systems Staff shall:
  - a. Develop, operate, and supervise information reporting systems for the management of the SAR system.
  - b. Provide SAR data support services to Headquarters program managers, as well as to district planning officers.
  - c. Compile and publish service-wide SAR statistics.
  - d. Develop and operate the search and rescue simulation model (SARSIM).
  - e. Conduct SAR data system analysis and special studies as directed.

**LIAISON STAFF  
(G-OSR-4)**

- 1. Under the direction and supervision of the Chief, Search and Rescue Division, the Liaison Staff shall:
  - a. Establish and maintain effective liaison with other governments, international bodies, other US Services, government agencies, and private institutions with respect to search and rescue (SAR) matters.
  - b. Study and analyze existing SAR agreements and national policies and make recommendations for improvements or changes as necessary.
  - c. Provide members for all national and international bodies considering SAR matters.
  - d. Develop or prepare drafts of Coast Guard positions on all national and international matters relating to SAR.
  - e. Exercise cognizance of the boundaries of SAR responsibilities and national and international SAR agreements.
  - f. Develop and maintain a library concerning SAR agreements, treaties, publications and procedures, and documents concerning related emergency systems.
  - g. Provide administrative support for national SAR matters.

h. Develop, revise, and update all Coast Guard SAR publications.

i. Exercise cognizance over and develop plans, policies, and procedures in support of the Automated Mutual-Assistance Vessel Rescue System (AMVER).

j. Prepare for dissemination within and outside Coast Guard of SAR items of an informative or educational nature.

k. Coordinate all matters concerning the International Civil Aviation Organization (ICAO) within Coast Guard Headquarters. Assist operational and technical divisions, as necessary, with format and procedures used by ICAO and the Interagency Group on International Aviation (IGIA). Maintain a central library of ICAO publications and central files of IGIA papers of interest to the Coast Guard.

l. Monitor operation of the SAR School.

m. Develop improved operational SAR procedures and provide for standardization of new procedures. Coordinate with national and international bodies to insure the highest possible degree of standardization.

n. Develop and supervise a SAR operational analysis program of actual cases and operational development

projects. Publish significant findings and incorporate into standard procedures.

o. Prepare, edit, and publish a SAR magazine for dissemination to all interested agencies.

p. Initiate and monitor research and development projects to meet the requirements of the search and rescue mission.

q. Catalogue and prepare standards for Rescue and Survival Equipment of a portable nature for Coast Guard use. Develop and maintain expertise in similar equipment used by military and civilian operators to provide advice when needed and to keep SAR activities informed about what emergency equipment they may expect to find when assisting military or civilian craft. Develop plans for appropriate displays of such equipment.

r. Exercise cognizance over developmental programs for computer applications to SAR operations.

s. Coordinate SAR training for all Coast Guard SAR facilities. Review and take action on reported training deficiencies.

t. Maintain cognizance over manning procedures and standardization requirements for Coast Guard Rescue Coordination Centers.

**OFFICE OF PERSONNEL  
(G-P)**

1. **Mission.** To provide the logistics of the Service that are of a personnel nature, including the procurement, training, assignment and separation of personnel and the provision of morale services.
2. **Functions.** Under the general direction and supervision of the Commandant, the Vice Commandant, and the Chief of Staff, the Chief, Office of Personnel shall:
  - a. Generally manage and direct the functions assigned to the Office of Personnel, encompassing procurement, training, assignment and separation of military and civilian personnel.
  - b. Direct the administration of funds in those appropriations or operating guides under the control of the Office of Personnel.
  - c. Exercise technical control over the Academy, the Institute, and the following Training Centers: Cape May, Governor's Island and Petaluma; and the Aviation Technical Training Center.
  - d. Administer the program for the remission of indebtedness of Coast Guard enlisted personnel.
  - e. Direct, supervise, and administer the functions of the Permanent Uniform Board; maintain current the Uniform Regulations as amended for Coast Guard use; and maintain all records pertaining thereto.
  - f. Act as member of Coast Guard Board of Awards and the Physical Disability Appeals Board.
  - g. Be the Support Director for the Personnel Support Program and the Retired Pay Program.
  - h. Administer the Retired Serviceman's Survivor Benefit Plan.

**PLANNING AND EVALUATION STAFF  
(G-P-1)**

1. Under the direction of the Chief, Office of Personnel, the Chief, Planning and Evaluation Staff shall:
  - a. Direct and coordinate the planning, programming, and budgeting system of the Office of Personnel.
  - b. Provide general direction for psychological research activities in support of the Coast Guard personnel
  - c. Oversee the development of the personnel management information system.
  - d. Coordinate the directives program of the Office of Personnel.

**PLANNING AND PROGRAMMING BRANCH  
(G-P-1/1)**

1. Under the direction and supervision of the Chief, Planning and Evaluation Staff, the Chief, Planning and Programming Branch, shall:
  - a. Provide policy support to the Office of Personnel in areas involving more than one division.
  - b. Coordinate and review all Resource Change Proposal submissions from the Office of Personnel and monitor their progress through the budget cycle.
  - c. Provide mid- and long-range term planning for the Office of Personnel, including preparation of the Support Program Plan and Plan Summary; coordination of Spring Preview Issues; preparation of Determinations; and coordination of responses to OST, OMB and Congressional Stage budget questions.
  - d. Coordinate review of planning proposals and AC&I PPR's for the Office of Personnel.

**PSYCHOLOGICAL RESEARCH BRANCH  
(G-P-1/2)**

1. Under the direction and supervision of the Chief, Planning and Evaluation Staff, the Chief, Psychological Research Branch shall:
  - a. Develop and utilize mathematical (psychological and manpower) computer simulation models and forecasting models and procedures.
  - b. Conduct job-task analysis.
  - c. Develop and validate selection/classification/assignment/promotion instruments and procedures.
  - d. Conduct training research, operation/systems research and attitude and survey research.
  - e. Develop and improve performance evaluation procedures.
  - f. Provide psychological (and statistical) advisory and consultant services throughout the Coast Guard.
  - g. Review personnel research and development output from both government and industry for possible application in the Coast Guard and maintain professional liaison.
  - h. Manage or assist in the management of contract personnel research.
  - i. Develop and maintain a variety of statistical programs in support of personnel information requirements throughout the Coast Guard.
  - j. Provide assistance to the Office of Personnel in the analysis and evaluation of personnel information.

**UNIFORM BRANCH  
(G-P-1/3)**

1. Under the direction and Supervision of the Chief, Planning and Evaluation Staff, the Chief, Uniform Branch, shall:
  - a. Serve as Secretary of the Permanent Uniform Board.
  - b. Coordinate and manage all administrative matters directly associated with meetings of the Uniform Board.
  - c. Manage all projects, tests, and other action to initiate and control uniform development.
  - d. Act as administrative liaison with Chief, Logistics and Property Division, in the introduction of approved or adopted items into the Coast Guard Supply System.
  - e. Review and recommend policy for uniform clothing allowances including special and supplementary changes as required.
  - f. Establish and sustain an effective quality control program for uniform items.
  - g. Maintain current the Uniform Regulations.

**FINANCIAL MANAGEMENT BRANCH**  
(G-P-1/4)

1. Under the direction and supervision of the Chief, Planning and Evaluation Staff, the Chief, Financial Management Branch, shall:

- a. Develop annual standard personnel costs and standard compensation tables for Coast Guard military personnel.
- b. Develop apportionment schedule and annual obligation program for OG-01 funds.
- c. Develop obligation program for FICA tax contribution for Coast Guard military personnel.
- d. Develop the annual apportionment and monthly obligation plan for the RT training program.
- e. Analyze and determine the cost of military pay and allowances legislation.
- f. Administer the Coast Guard-wide Headquarters directed travel programs.
- g. Develop the financial plan for OG-20 funds ensuring the plan is consistent with the overall operational needs of the Coast Guard.
- h. Monitor the execution of all reimbursable budget programs that involve the expenditure of OG-01 funds.
- i. Research, validate and approve all requests for extension of HHG Shipment limitations.
- j. Administer the Office of Personnel personal award and recognition program.
- k. Provide classified material control for the Office of Personnel.
- l. Administer the Office of Personnel OG-30 funds.
- m. Formulate and maintain the Military Employment Capability Plan (MECP) as required by Manual of Budgetary Administration.

**MANAGEMENT INFORMATION BRANCH**  
(G-P-1/5)

1. Under the direction and supervision of the Chief, Planning and Evaluation Staff, the Chief, Management Information Branch shall:

- a. Coordinate the development of all personnel management information systems. Serve as liaison between users in the Office of Personnel and Information Systems Division.
- b. Serve as liaison with other offices developing interfacing management information systems to reduce redundancy of data collection.
- c. Control all input data to PMIS (JUMPS) and associated files. Resolve all exceptions and assist field units in submitting data.
- d. Prepare amendments to the Personnel Management Information System Manual.
- e. Assist analysts or other users in obtaining data from PMIS (JUMPS) and associated files.

**DIRECTIVES BRANCH**  
(G-P-1/6)

1. Under the direction and supervision of the Chief, Planning and Evaluation Staff, the Chief, Directives Branch, shall:

- a. Study and research directives and regulations, public laws, pending legislation, and regulations and instructions of other Armed Forces, pertaining to military personnel administration.
- b. Develop and maintain the Personnel Manual.
- c. Perform functions of the Directives Control Point for the Office of Personnel.
- d. Review Navy directives in the Military Personnel Series and route to cognizant offices and divisions.
- e. Maintain files and reference library concerning personnel policies and procedures.
- f. Act as coordinator for the suggestion program for the Office of Personnel.

**CIVILIAN PERSONNEL DIVISION  
(G-PC)**

1. Under the general direction and supervision of the Chief, Office of Personnel, the Chief, Civilian Personnel Division shall:

a. Develop Coast Guard policy and procedures for and implement a Civilian Personnel Management Program keyed to organizational needs within the framework of law or executive policy and the rules and regulations of the Office of Personnel Management (OPM) and the Department of Transportation, encompassing the following:

- (1) Conditions of civilian employment in the organization.
- (2) Recruiting to provide the best qualified person available for each civilian position.
- (3) Evaluation of performance of employees and the use of such evaluations as a basis for recognizing outstanding performances and for initiating corrective or improvement actions if indicated.
- (4) A civilian employee training and development program.
- (5) An employee relations and services program, including establishing procedures for disciplinary and adverse actions, grievances and appeals; and implementing employee services

programs such as health, insurance, and retirement programs.

- (6) Providing for recognition of employees through special honor and service awards, incentive awards, or other appropriate means.
- (7) A system of personnel record and provision of reports and analyses for the use of Coast Guard management, OST, and the OPM.
- (8) Conducting comprehensive evaluations of the civilian personnel management program.
- (9) A labor relations program.
- (10) Providing for accurate grade assignment to classified and wage grade positions.

b. Administer the Lighthouse Service Retirement Act and make recommendations to the OPM relating to retirement cases under the OPM retirement system.

c. Develop and implement a personnel management system for Coast Guard Non-appropriated fund activities (NAFA) employees.

**PROGRAMS AND EVALUATION BRANCH  
(G-PC-1)**

1. Under the direction and supervision of the Chief, Civilian Personnel Division, the Chief, Programs and Evaluation Branch shall:

- a. Provide program direction and leadership in employee recruitment, promotion, discipline, retention and utilization.
- b. Exercise responsibility for planning, scheduling and conducting personnel management surveys of district offices and Headquarters units. Submit to commanding officers reports of findings together with recommendations for appropriate changes in policies, procedures and programs.

c. Develop and recommend civilian personnel program fiscal year goals and objectives.

d. Exercise responsibility for the design, development and maintenance of an automated system. Develop and analyze statistical data on civilian personnel.

e. Maintain necessary personnel records, provide reports and analyses for the use of Coast Guard management, OST and the Office of Personnel Management.

**NAFA PERSONNEL BRANCH  
(G-PC-2)**

1. Under the direction and supervision of the Chief, Civilian Personnel Division, the Chief, NAFA Personnel Branch shall:

- a. Provide program direction and leadership in the formulation and maintenance of a personnel system for employees of Nonappropriated Fund Activities (NAFA) operated by the Coast Guard.

b. Develop recommended NAFA personnel policies and procedures.

c. Establish a uniform personnel record system which will provide reliable information on each NAFA employee's qualification, employment history, and status.

**TRAINING AND LABOR-MANAGEMENT RELATIONS BRANCH  
(G-PC-3)**

1. Under the direction and supervision of the Chief, Civilian Personnel Division, the Chief, Training and Labor-Management Relations Branch shall:

- a. Provide advice and guidance in training of employees and in labor-management relations including the interpretation of all applicable laws, rules, regulations and instructions.

b. Exercise responsibility for the overall administration of various programs concerning civilian career management, including the Coast Guard-wide central referral system, long term training and executive development.

c. Develop recommended training and labor-relations policies and procedures.

d. Review and recommend approval of annual civilian training plans prepared by districts and Headquarters units.

e. Establish criteria and monitor the design, development, production and distribution of Coast Guard-wide civilian training materials and training aids.

f. Administer funds for training activities and assist in the preparation of preliminary budget estimates for civilian training and in recommending allocations of available funds to district offices and Headquarters units.

g. Plan information and training programs to promote Coast Guard objectives in labor-management relations.

h. Review negotiated agreements before they become effective to determine compliance with applicable law and DOT policy, and to assure consistency of approach and uniformity in interpretation of regulations or negotiated agreements.

i. Advise on and, when necessary, participate in the negotiation of labor agreements and the resolution of bargaining impasses.

### **POSITION AND PAY MANAGEMENT BRANCH**

**(G-PC-4)**

1. Under the direction and supervision of the Chief, Civilian Personnel Division, the Chief, Position and Pay Management Branch shall:

a. Develop policies, procedures and techniques for, and administer the Federal Wage System for the classification of trades, crafts, and labor positions; and the General Schedule plan for the classification of professional, technical, administrative, and clerical positions.

b. Evaluate Service-wide the effectiveness of position management, classification, and compensation programs.

c. Advise and assist all organizational elements concerning staffing patterns and career ladders; job design;

classification implications pertaining to reorganizations; establishment of new positions; evaluations of positions; and allowances and pay differentials.

d. Act on classification appeals.

e. Manage the position management program for the Coast Guard.

f. Establish and promulgate pay schedules governing changes in compensation for administrative pay plan personnel.

**ENLISTED PERSONNEL DIVISION  
(G-PE)**

1. Under the general direction and supervision of the Chief, Office of Personnel, the Chief, Enlisted Personnel Division shall:
  - a. Administer an enlisted personnel program which includes assignment, advancement, discharge, and retirement actions. (The term "enlisted personnel" includes Reserve enlisted personnel on extended active duty.)
  - b. Analyze enlisted complements and allowances and develop assignment plans commensurate with on board strength so as to minimize excesses and deficiencies with respect to complements and allowances and make an equitable distribution of available resources.
  - c. Receive, evaluate and act on requests for assignment of enlisted personnel.
  - d. Initiate all transfer orders to implement the Commandant's enlisted personnel distribution policy.
  - e. Administer the service-wide examination program for advancements or changes in rating of enlisted personnel.
  - f. Process advancements or reductions in rate as ordered by the Commandant.
  - g. Consider requests and recommendations for retirement of enlisted personnel and issue retirement orders and retirement certificates.
  - h. In cases involving possible physical disability, assist in the processing of boards of medical survey, and take action as required by final action of such boards held on enlisted personnel.
  - i. Receive, evaluate and act on requests for discharge or early release of enlisted personnel.
  - j. Maintain comprehensive records and compile statistics on enlisted personnel. Furnish such information to components in the Coast Guard and to other agencies as necessary.
  - k. Develop and formulate policy with respect to enlisted personnel management and recommend legislation, if appropriate; review all legislation proposed extrinsically to the Coast Guard affecting enlisted personnel and make recommendations thereto.
  - l. Review and determine the training requirements for enlisted personnel and make recommendations necessary to implement a program to fulfill these requirements.
  - m. Maintain a complete file and listing of individuals on Temporary Disability Retired list, and order periodic exams as required.
  - n. Administer the enlisted incentive pay program.

**CAREER BRANCH  
(G-PE-1)**

1. Under the direction and supervision of the Chief, Enlisted Personnel Division, the Chief, Career Branch shall administer all matters relating to advancements, separations, retirements, incentive pay programs and miscellaneous career actions as follows:
  - a. Administer the servicewide exam program for advancement and change in rating, maintain master eligibility lists for all Petty Officer advancements, authorize advancements, issue CPO certificates, process requests for waiver of eligibility requirements.
  - b. Process all requests for administrative separation, extension of enlistments and early release under various programs.
  - c. Prepare final action on medical boards.
  - d. Process requests for additional sick leave, excess, advance and emergency leave.
  - e. Process and schedule all enlisted retirements for service, age, and disability. Issue retirement certificates.
  - f. Take final action on PE Boards directing removal from TDRL.
  - g. Issue orders for periodic physical examinations to personnel on TEMPRET list.
  - h. Receive, process, and direct final action on PE boards as approved by the Commandant.
  - i. Receive and process all intelligence files on new recruits and civil arrest cases.
  - j. Administer the enlisted incentive pay program.
  - k. Review recommendations submitted to Commandant for changes of policy and procedure in connection with the administration of the enlisted personnel program.
  - l. Review and make recommendations involving changes to the Personnel Manual, Instructions, Notices.

**ASSIGNMENTS BRANCH  
(G-PE-2)**

1. Under the direction and supervision of the Chief, Enlisted Personnel Division, the Chief, Assignments Branch shall:
  - a. Administer an enlisted personnel assignment program that will optimize distribution of on-board strength commensurate with unit personnel allowances, including:
    - (1) Control of assignment of all petty officers from unit to unit.
    - (2) Assignment of non-rated men upon graduation from recruit training, and control of the inter-district assignment of all non-rated men.
    - (3) Consideration of requests for humanitarian assignment.
    - (4) Consideration of requests for autogenous transfer.
    - (5) Upon advice from district commanders, assignment of petty officers for temporary additional duty.
  - b. Budget and manage the Headquarters OG 20 funds for the transfer of enlisted personnel.
  - c. Counsel enlisted men on career patterns.

**RECORDS BRANCH  
(G-PE-3)**

1. Under the direction and supervision of the Chief, Enlisted Personnel Division, the Chief, Records Branch shall:

a. Maintain the official records of the enlisted personnel of the regular Coast Guard and Reserve members on extended active duty which include:

- (1) Official Personnel Jacket File (a record for each enlisted member on active duty and those completely separated less than six months).
- (2) Alphabetical Service Number and Social Security Number Index Files.
- (3) File on deserters.

b. Reconstruct lost service records, prepare and issue discharge certificates for lost or destroyed certificates and those changed by Board action.

c. Prepare and issue certifications of Coast Guard service for use of the courts in accordance with the provisions of Section 601 of the Soldiers' and Sailors' Civil Relief Act of 1940, as amended (50 U. S. Code App. 581).

d. Search records for service and pay date required to answer Social Security inquiries on active and former enlisted Coast Guard Personnel.

e. Act as principal liaison representative for the Coast Guard in handling all (Officer, Reserve and Enlisted) Veterans Administration cases.

f. Act as principal liaison representative with the Military Personnel Record Center (MPRC) St. Louis, Missouri.

g. Verify applications and issue Identification Cards (DD Form 2CG) to regular retired enlisted members.

h. Prepare transcripts of sea service for use in connection with applications of Coast Guard enlisted members for Merchant Marine Licenses.

i. Prepare Statements of Creditable Service for pay purposes, physical evaluation boards, severance pay and retirements. Establish and adjust pay base date (PBD).

j. Upon request, provide information on a wide variety of personal and official matters concerning Coast Guard enlisted personnel to members of Congress, other Government agencies, and to private agencies, where no restrictions on releasing such information exist.

k. Furnish certified copies of "Report of Separation from Active Duty" and process corrections, as required.

l. Furnish service data on active and former Coast Guard enlisted personnel to Selective Service, State Bonus, and State Unemployment Offices as requested.

**PROGRAMS BRANCH**  
**(G-PE-4)**

1. Under the direction and supervision of the Chief, Enlisted Personnel Division, the Chief, Programs Branch shall:
  - a. Develop and furnish to offices and divisions at Headquarters, and to other individuals as may be appropriate, information and statistics on enlisted personnel which includes the preparation of reports concerning estimates of military strength for ensuing three month period; personnel onboard vs authorized operating allowance comparative status reports; military employment capability plans; enlisted personnel retirement schedules for ensuing five year period; and monthly statistics on expirations of enlistments and reenlistments which encompass preceding twelve month period.
  - b. Determine monthly service needs for advancement of enlisted personnel, and develop cut-offs for eligibility lists resulting from servicewide competition for advancement.
  - c. Determine regular recruit and Class "A" school training requirements through evaluation of actual and projected attritions and accessions.
  - d. Review applications submitted by prior service personnel for enlistment in the Coast Guard and make recommendations concerning approval of such applications.
  - e. Administer funds allocated for the conduct of enlisted incentive pay programs (proficiency pay and variable reenlistment bonuses) and conduct periodic reviews of existing programs to ensure that funds are expended in full compliance with the laws governing programs of this nature.
  - f. Review proposed Coast Guard directives and publications which effect program changes involving active duty enlisted personnel, and review directives of other Armed Services which may be applicable or which may be of general interest to Coast Guard enlisted programs.

**OFFICER PERSONNEL DIVISION  
(G-PO)**

1. Under the general direction and supervision of the Chief, Office of Personnel, the Chief, Officer Personnel Division shall:

- a. Execute officer appointments in the regular service and effect separations from active duty.
- b. Review and maintain records of officer complements and allowances; develop a rotation plan; develop and maintain an officer classification system for officer qualifications and billets; effect the assignment of all officer personnel in accordance with policies governing assignments and rotation of assignments.
- c. Maintain the active duty officer promotion list and similar lists for all other officers on active duty; administer the system for officer performance evaluation; and plan all promotion actions.
- d. Initiate, review, and take appropriate administrative action on officer medical boards of survey and retirement boards.
- e. Administer the current leave regulations for officers; act for the Commandant, as authorized, on requests from officers for a leave of absence which requires the Commandant's action; authorize delay (to count as leave) for officers enroute to new duty stations when such action is appropriate.
- f. Maintain comprehensive individual records of each officer and prepare such reports and statements as may be required by other offices at Headquarters, appropriate individuals, and other agencies.
- g. Compile and distribute a Register of Coast Guard Officers.
- h. Review or initiate proposed legislation affecting officer personnel of the Coast Guard.
- i. Determine, in accordance with operating needs, the training requirements for officer personnel and the billet requirements to sustain the proposed training level.

## OFFICER ASSIGNMENT BRANCH

(G-PO-2)

1. Under the direction and supervision of the Chief, Officer Personnel Division, the Chief, Officer Assignment Branch shall:

- a. Execute or effect assignment and transfer of commissioned officer and warrant officer personnel by rank and specialty to meet manning requirements, established allowances, and training requirements.
- b. Direct preparation of and issue orders and correspondence thereon.
- c. Develop career interests and implement transfer and rotation policies.

d. Insure maintenance of comprehensive records and statistical data to reflect pertinent information such as availability of personnel based on training requirements, procurement, and transfer actions.

e. Analyze data comparing on board strength with allowances, totally and by rank and specialty, and initiate corrective action.

f. Maintain liaison with cognizant program managers relative to assignments and transfers within specialties.

g. Review and make recommendations on requests from commands and from individuals regarding transfer and assignment matters.

## OFFICER STATUS BRANCH

(G-PO-3)

1. Under the direction and supervision of the Chief, Officer Personnel Division, the Chief, Officer Status Branch shall:

a. Direct and perform details of actions required for those personnel functions which pertain to status of commissioned officer and warrant officer personnel, such as temporary and permanent appointments and promotions, integration, resignations, reversions, revocations, retirements, or other separation.

b. Assure that the foregoing actions conform to legal limitations and approved plans.

c. Maintain comprehensive status files and records.

d. Maintain and effect changes to retired lists.

e. Prepare the Register of Officers and Cadets.

f. Furnish data for personnel actions and boards, such as eligibility lists for promotion, and prepare related correspondence and reports.

## OFFICER RECORDS BRANCH

(G-PO-4)

1. Under the direction and supervision of the Chief, Officer Personnel Division, the Chief, Officer Records Branch shall:

a. Develop and maintain officer service records which include a medical record, a fitness file, a security clearance record, an educational record, and a general file for all regular officers and reserve officers on extended active duty.

b. Receive all fitness reports, review for administrative accuracy, and route to appropriate offices in Headquarters prior to filing.

c. Maintain accountability for the service records and prepare a variety of correspondence/forms per-

taining thereto, such as transcripts of service, statements of service, summary records for use by selection boards, and applications for ID cards for active and retired officers.

d. Transfer service records of regular officers who retire or resign to MPRC, St. Louis, Mo., and transfer records of reserve officers who leave active duty to the Office of Reserve.

e. Search records for service and pay data required to answer Social Security inquiries on active and former Coast Guard Officers.

f. Furnish service data on active and former Coast Guard officers to Selective Service, State Bonus and State Unemployment Offices as requested by those agencies.

**PERSONNEL SERVICES DIVISION  
(G-PS)**

1. Under the direction and supervision of the Chief, Office of Personnel, the Chief, Personnel Services Division shall:

a. Administer those elements of the military personnel program which pertain to the well-being and morale of the individual and his dependents including:

- (1) Dependents schooling overseas.
- (2) Servicewide recreation activities.
- (3) Recreation funds.
- (4) Dissemination of information and answering queries on civil readjustment, veterans benefits, and Retired Serviceman's Family Protection Plan.
- (5) Administration of the PS Account of the Headquarters Trust Fund.
- (6) Providing membership on the joint board for Retired Serviceman's Family Protection Plan.
- (7) Administration of the Absentee Voting Program.
- (8) Disseminating information of Federal fund raising programs.
- (9) Morale Funds.
- (10) Developing and implementing instructions for application, insurance, verification and validation for Armed Forces and Uniformed Services Identification and privilege cards.

b. Administer the Coast Guard Family Housing and Leasing Program.

c. Administer the Coast Guard Bachelor Housing Program.

d. Administer the Decedent Affairs Program within the Coast Guard.

e. Adjudicate and process claims of military personnel submitted under the Military Personnel and Civilian Employees Claims Act of 1964.

f. Administer the following functions related to military discipline and other matters:

- (1) Reviewing and taking appropriate action on complaints received relative to indebtedness, nonsupport of dependents and paternity.
- (2) Reviewing and processing applications for appointment of trustees for retired members found mentally incompetent.
- (3) Reviewing and processing applications for remission of indebtedness under 14 USC 461 and 50 APP USC 2211.
- (4) Reviewing all courts-marital referred to the Division for consideration of sentences and for morale implications.
- (5) Reviewing Boards of Investigation that are referred for consideration of the appropriateness of disciplinary action.
- (6) Reviewing and preparing action of Final Reviewing Authority on all Administrative Discharge Boards.
- (7) Reviewing requests of imprisoned personnel for restoration to duty.
- (8) Preparation of letters of caution, admonition and reprimand which are signed by the Commandant.
- (9) Waiver of claims for erroneous payments of pay and allowances to military members in accordance with Public Law 92-453.

g. Administer the program for Coast Guard decorations and awards. Provide administrative support and maintain records for the Coast Guard Board of Awards.

h. Administer the Military and Civilian Personnel Security Programs.

i. Administer the Drug and Alcohol Control Program.

j. Administer the Retired Affairs Program.

**RETIRED MILITARY AFFAIRS BRANCH  
(G-PS-1)**

1. Under the direction and supervision of the Chief, Personnel Services Division, the Chief, Retired Military Affairs Branch shall:

a. Administer the Coast Guard programs for Survivor Benefit Plan, the Retired Serviceman's Family Protection Plan, and civil readjustment.

b. Determine entitlement of dependents of retired and deceased personnel for Uniformed Services Identification and Privilege Cards.

c. Provide Service-wide pre-retirement counseling for members and their dependents.

d. Review initial reports of all personnel casualties. Initiate action to ensure prompt notification of next of kin.

e. Certify eligibility for burial in national cemeteries of deceased active duty Coast Guard personnel.

f. Approve and distribute, as appropriate, "Report of Casualty", form DD-1300.

g. Receive and review claims submitted by next of kin for accrued pay and allowances or retired pay due, death gratuity, funeral expenses, etc., and coordinate examination and settlement.

**MILITARY AND FAMILY SOCIAL ACTIONS BRANCH  
(G-PS-2)**

1. Under the direction and supervision of the Chief, Personnel Services Division, the Chief, Military and Family Social Actions Branch shall:

a. Develop, coordinate and review programs involving Family Awareness and Advocacy including the dissemination of information, the training of personnel, and the providing of policy and guidance to all units. Family Awareness is a term used to describe a program to provide comprehensive family-related information and services for Coast Guard families and single service members. Family Advocacy is a term used to describe the program of support to victims of child/spouse abuse and neglect.

b. Monitor the other service's Family Awareness/Advocacy Programs and develop agreements for use of their facilities.

c. Perform the following functions in the Military Personnel Actions area:

- (1) Review administrative discharge boards and investigative boards and reports dealing with inefficient, negligent or derelict performance of duty.

(2) Review all courts martial referred for severity, appropriate sentence, effect on current policies and concepts of discipline and justice, and for requests of restoration to duty and/or residual clemency.

(3) Review complaints of indebtedness, non-support of dependents, and paternity.

(4) Process application for the trusteeship for retired members found to be mentally incompetent.

(5) Prepare letters of censure addressed to officer personnel by the Commandant.

(6) Initiate action on requests for remission of indebtedness and waiver of claims against the U.S. Government.

d. Direct the substance abuse prevention, education, identification, treatment and rehabilitation programs.

e. Provide liaison with and support for the Navy Chaplains assigned to the Coast Guard.

**HOUSING AND SPECIAL SERVICES BRANCH  
(G-PS-4)**

1. Under the direction and supervision of the Chief, Personnel Services Division, the Chief, Housing and Special Services Branch, shall:
  - a. Develop, supervise, and administer the housing program.
  - b. Develop the Annual Family Housing Leasing Program authorization. Monitor program-wide costs and ensure statutory monetary limitation is not exceeded.
  - c. Coordinate policy matters on Government furnishings for public quarters owned by or under the control of the Coast Guard.
  - d. Provide service-wide policy guidance, and technical and administrative direction of the Coast Guard Special Services Program.
  - e. Coordinate with the Department of Navy matters pertaining to international sports competition, and other special services activities.
  - f. Administer the Coast Guard's Voting Assistance Program.
  - g. Prepare funding allocations for District Offices and Headquarters Units administering special services funds. Coordinate administration of the Personnel Services Account as a subaccount under the Coast Guard Trust Fund.
  - h. Administer service-wide program for the establishment and management of Coast Guard Morale Funds.
  - i. Administer program for dependents' schooling, including the Operating Guide.

**MEDALS AND AWARDS BRANCH  
(G-PS-5)**

1. Under the direction and supervision of the Chief, Personnel Services Division, the Medals and Awards Branch shall:
  - a. Provide administrative support for the Board of Awards.
  - b. Prepare citations for award of the major decorations and letters of commendation for the Commandant and the Secretary.
  - c. Maintain liaison with other military services of the Armed Forces on related interpretation and application of regulations on awards.
  - d. Initiate instructions concerning new awards and decorations and criteria for award.
  - e. Maintain a chronological record and the Lifesaving Record Book for National Archives of the recipients of the Gold and Silver Lifesaving awards.
  - f. Make determination as to eligibility of personnel for Campaign medals and ribbons.
  - g. Develop procedures to evaluate the effectiveness and impact of programs administered and services provided to the field.

**PERSONNEL SECURITY BRANCH  
(G-PS-6)**

1. Under the direction and supervision of the Chief, Personnel Services Division, the Chief, Personnel Security Branch shall:

- a. Review and process personnel loyalty and security risk cases.
- b. Screen applications for enlistment and appointment, and screen records and reports for loyalty or security risk information.
- c. Coordinate personnel security matters with personnel in Intelligence Staff, OST, and other agencies.
- d. Develop and maintain instructions for security clearance procedures.
- e. Maintain records of loyalty or security risk information.
- f. Prepare Certificate of Clearance, CG-3625, for district commanders and commanding officers of Headquarters units requiring signature of Commandant, or Chief, Office of Personnel.
- g. Evaluate all investigations for security clearances.
- h. Keep appropriate persons and boards advised of known or suspected security risks.
- i. Develop procedures to evaluate the effectiveness and impact of programs administered and services provided to the field.

**TRAINING AND EDUCATION DIVISION  
(G-PTE)**

1. Under the direction and supervision of the Chief, Office of Personnel, the Chief, Training and Education Division, shall:
  - a. Supervise and coordinate the education and training activities of the Coast Guard with regard to military personnel, including the initiation, planning, administration and review of training programs, except operational and on-the-job training.
  - b. Act as Headquarters planning coordinator for Coast Guard training centers dedicated to the support of training for active service missions. Arrange for the assignment of trainees at these establishments.
  - c. Develop recommendations concerning cadet education and training at the Academy.
  - d. Maintain Headquarters liaison with DOD training facilities where Coast Guard personnel are trained and all other sources of training. Approve all curricula of Coast Guard schools, including the Academy.
  - e. Plan for the training of all foreign nationals in Coast Guard schools.
  - f. Prepare planning proposals and budget documents for all training resources and programs except civilian peculiar and operational and on-the-job training. Administer OG 56 funds.

**ADVANCED TRAINING AND EDUCATION BRANCH  
(G-PTE-1)**

1. Under the direction and supervision of the Chief, Training and Education Division, the Chief, Advanced Training and Education Branch, shall:

- a. Manage the postgraduate and advanced training programs.
- b. Coordinate the activities of officer and enlisted resident school programs in excess of 20 weeks (other than class "A" schools).
- c. Process applications for education in postgraduate and secondary schools. Process applications for flight training. Establish selection boards for either.
- d. Keep apprised of progress, course requirements and admission standards at those institutions at which Coast Guard personnel are enrolled.
- e. Consult with Program Managers concerning the various curricula and insure that the objectives of the postgraduate and specialized training programs meet their needs.
- f. Provide initial review point for matters involving cadet affairs at the Academy. Coordinate the annual visit of the Congressional Board of Visitors to the Academy.
- g. Administer Coast Guard Headquarters off-duty tuition assistance program, including approving requested exceptions to that program.

**FUNCTIONAL TRAINING BRANCH  
(G-PTE-2)**

1. Under the direction and supervision of the Chief, Training and Education Division, the Chief, Functional Training Branch, shall:

- a. Provide for planning and programming in support of the Coast Guard functional training program (generally courses less than 20 weeks duration and all Class "A" schools).
- b. Obtain and control required quotas for officer and enlisted short term courses from DOD commands, CG training centers and commercial training facilities.
- c. Consult with the International Affairs Staff in establishing requirements for the training of foreign nationals in Coast Guard schools.
- d. Process requests for Class A schools and assign people as appropriate.

**PLANNING, PROGRAMMING AND BUDGETING STAFF  
(G-PTE-3)**

1. Under the direction and supervision of the Chief, Training and Education Division, the Chief, Planning, Programming and Budgeting Staff shall:
  - a. Develop Training Program (GAT) input to the Long Range View and GAT program plan, plan summaries, and determinations.
  - b. Supervise and coordinate CY+2 and beyond planning activities of the other branches in the Division.
  - c. Received all training plan inputs for the CY+2 budget year and beyond, act as initial point of contact for the development of the CY+2 Training Plan, and review for possible new resource requirements.
  - d. Perform HQ Planning Coordinator functions for training commands under G-P control.
  - e. Review resource requirements, OE and AC&I, prepare RCPs, and prepare reprogramming requests in support of the GAT program.
  - f. Develop management criteria and standards for training, including, but not limited to, revision of personnel costs, determination of planning factors, etc., and maintain records of CG training commands physical capacities, funds, and staffing so that resources may be reallocated as program changes occur.
  - g. Maintain cognizance of CG instructor/support billets assigned to DOD training activities and initiate requests for additional resources necessary to insure CG training requirements can be met by DOD training activities.
  - h. Prepare the Annual CG Training Level Authorization request.
  - i. Develop and revise as necessary the annual financial plan and apportionment for OG56 funds.
  - j. Prepare and modify as necessary OG56 targets for Administrative Target Units receiving OG56 funds.
  - k. Develop and recommend modifications as necessary to OG30 targets for CG training commands under G-P control.
  - l. Administer OG56 funds kept under G-P control through use of approved purchasing, accounting, and reporting procedures.

**INSTRUCTIONAL SYSTEMS DEVELOPMENT BRANCH  
(G-PTE-4)**

1. Under the direction and supervision of the Chief, Training and Education Division, the Chief, Instructional Systems Development Branch shall:

a. Act as program reviewer for new training proposals by reviewing Program/Support Manager problem definitions and supporting documentation and determining whether training is warranted.

b. Advise Program/Support Managers and their staffs on proper tasks our personnel perform which require training.

c. Develop training objectives designed to instruct the specific tasks selected for training.

d. Select appropriate delivery systems (training setting, media, and methodologies) to satisfy training objectives.

e. Control the development of course curricula accomplished both by Headquarters staff as well as field training commands.

f. Coordinate the systematic evaluation of course curricula to ensure quality of conformance and quality of design and to measure course efficiency and effectiveness.

g. Act as division representative on studies pertinent to the instructional development and quality of instruction activities of the division.

h. Administer the General Military Training and Educational Enrichment Programs.

**RECRUITING DIVISION  
(G-PMR)**

1. Under the general direction and supervision of the Chief, Office of Personnel, the Chief, Recruiting Division shall:
  - a. Administer Coast Guard officer and enlisted recruiting programs.
  - b. Prepare preliminary budget estimates for military recruitment, recommend allotments and allocations, and administer funds provided for military personnel recruiting purposes.
  - c. Develop, in consultation with the heads of other offices and divisions, plans and qualifications to be observed in the recruitment of Coast Guard military personnel.
  - d. Maintain liaison with the Academy with respect to cadet recruitment and make recommendations pertinent to cadet recruiting programs.
  - e. Maintain liaison with recruiting officers of the other Services.
  - f. Receive applications for original officer or warrant officer commissions under authority of 14 USC 211, check them for conformance with prescribed policies and procedures, and recommend action to be taken.
  - g. Act as final approval authority on enlistment applications which request waiver of prescribed standards.
  - h. Obtain or develop tests, as necessary, for officer and enlisted recruiting programs; prepare instructions for the administration of these tests; and administer the testing program from the Headquarters level as required.
  - i. Prepare, submit, or monitor, as appropriate, all military personnel recruiting directives and reports.
  - j. Provide guidance and assistance to districts and other field elements in the conduct of recruiting programs.

**OFFICER RECRUITING BRANCH  
(G-PMR-1)**

1. Under the direction and supervision of the Chief, Recruiting Division the Chief, Officer Recruiting Branch shall:

- a. Develop and carry out programs and policies for the recruitment of officers for the Coast Guard and Coast Guard Reserve. In consultation with members of the Officer Personnel Division and relevant program director staffs, evaluate existing officer recruiting programs and design new ones aimed at insuring that the Coast Guard's immediate and long range officer needs are met.
- b. Develop, review and update Commandant Instructions, Commandant Notices and the applicable sections of the Personnel Manual (CG-207) pertaining to officer recruiting programs.
- c. In conjunction with the Chief, Advertising Branch, develop and disseminate to the general public publicity and information on officer recruiting programs.
- d. Process applications for the various officer recruiting programs by assembling, insuring completeness

and that all requirements are met, initiating intelligence checks as required, scheduling selection boards as required, and notifying all applicants of selection or non-selection.

- e. Where dictated by the nature of the program, serve on the selection board. Where the Headquarters Permanent Examining Board functions as a selection board, draft the precept and convening authority letter, supply an officer to serve as reporter for the board, and insure that the board is appropriately endorsed and forwarded to the Commandant for approval.
- f. Answer all inquiries from the public and from Congressional sources relating to Coast Guard officer recruiting, coordinating replies as necessary with higher authority.
- g. Provide support, guidance and materials to personnel in the field responsible for officer recruiting.
- h. Review on a current basis local officer recruiting efforts Coast Guard wide. Serve as an evaluation and dissemination point for ideas and strategies on officer recruiting in the various districts of the Coast Guard.

**ENLISTED RECRUITING BRANCH  
(G-PMR-2)**

1. Under the direction and supervision of the Chief, Recruiting Division, the Chief, Enlisted Recruiting Branch shall:

- a. Develop and execute programs and administrative procedures necessary for recruitment of enlisted personnel for the Coast Guard and the Coast Guard Reserve.
- b. Maintain Sections G and H of Chapter 1 of the Personnel Manual pertaining to enlistments and re-enlistments except for reenlistments within twenty-four hours.
- c. Prepare and disseminate to each district monthly quotas for the enlistment of men and women into the Coast Guard and Coast Guard Reserve.
- d. Receive and process applications for enlistment which require waiver of prescribed standards and recommend action to be taken.

e. Collect and interpret recruiting statistical data on which to base managerial decisions relating to the enlisted recruiting effort.

- f. Administer the allocation of quotas for the Guaranteed Class A School enlistment option.
- g. Undertake periodic review of enlisted recruiting procedures in each district and recommend corrective action as necessary.
- h. Prepare instructional recruiting notices as necessary to keep the recruiting force informed.
- i. Monitor the selection and training of enlisted recruiters and recommend changes as necessary to achieve improved overall recruiter performance.

**MINORITY RECRUITING BRANCH  
(G-PMR-3)**

1. Under the direction and supervision of the Chief, Recruiting Division, the Chief, Minority Recruiting Branch shall:

a. Participate in the planning and implementation of that portion of our national advertising plan designed to penetrate the minority communities. Collect and develop recruiting statistical data on which to base managerial decisions relating to the minority recruiting effort.

b. Monitor minority recruiting statistics to identify trends and geographical responsiveness. Promulgate minority enlisted and officer recruiting goals as appropriate.

c. Maintain liaison with the Office of Civil Rights and the Officer and Enlisted Assignment Branches as required to administer the minority recruiting program.

d. Establish and maintain lines of communication with national civil rights organizations including:

(1) Direct communications with officials of such organizations to outline Coast Guard Opportunities.

(2) Coast Guard representation at major conferences and conventions of such organizations.

e. Maintain liaison with appropriate training and recruiting personnel in the field and assist as necessary in matters pertaining to the minority recruiting programs.

f. Maintain liaison with the Coast Guard Academy Office of Admissions relative to minority cadet recruitment. Assist the Academy in the development and implementation of programs and publicity material directed at increasing the minority cadet population.

g. Keep abreast of successful techniques being used by Coast Guard recruiters, recruiters of other services and the private sector to attract qualified minorities

**ADVERTISING BRANCH  
(G-PMR-4)**

1. Under the direction and supervision of the Chief, Recruiting Division, the Chief, Advertising Branch shall:

a. Develop, in coordination with appropriate advertising agency and Recruiting Division personnel, an annual plan for advertising in support of the Coast Guard and Coast Guard Reserve, including recommendation for advertising budget.

b. Supervise and coordinate the implementation of the annual advertising plan.

c. Keep all Coast Guard personnel who are involved with recruiting informed on a regular basis as to significant developments in Coast Guard and competitor advertising activities.

d. Monitor effectiveness of and determine new strategies for Coast Guard advertising through;

(1) analysis of response from advertisements;  
(2) test, surveys and other forms of research to determine awareness of Coast Guard advertising and attitudes towards this advertising among specific segments of the population.

e. Study new developments in advertising practices, techniques and media; suggest adoption of those which prove workable and beneficial.

f. Maintain, update, develop and evaluate literature and recruiting aids; ensure that recruiting personnel have the literature and recruiting aids they need in the required quantities to meet program support requirements.

g. Develop and maintain policy guidelines and standards for use of local advertising and use of literature and recruiting aids by recruiting personnel.

h. Work with Headquarters contracting officers to identify competent sources of supply for procurement or production of advertising materials and services, and prepare necessary paperwork to obtain such material and services as needed to implement the advertising plan and related functions.

i. Act as Coast Guard liaison with contract advertising agency personnel to interpret Coast Guard advertising policies and standards, to contribute creatively to the

agency's output by providing them with pertinent and appropriate information and ideas, with the objective of ensuring that the right advertising appears at the right time in the right medium.

j. Act as Coast Guard liaison with all contractors doing work related to Coast Guard recruitment advertising, including fulfillment houses, film production houses, etc.

**OFFICE OF RESERVE  
(G-R)**

1. **Mission.** To provide the Reserve logistics of the Service that are of a personnel nature, including the training, assignment, and separation of inactive Reserve personnel.
2. **Functions.** Under the general direction and supervision of the Commandant, the Vice Commandant and the Chief of Staff, the Chief, Office of Reserve shall:
  - a. Formulate plans, programs and policies of the Reserve, and generally direct, review and monitor the Reserve program.
  - b. Serve as a member of the Reserve Forces Policy Board.
  - c. Designate membership on Reserve personnel and policy boards.
  - d. Establish and maintain liaison with government and non-governmental organizations on matters pertaining to the Reserve.
  - e. Exercise technical control over the Reserve Training Center.
  - f. Be Program Director for the Coast Guard Reserve Forces Program.

## RESERVE ADMINISTRATION DIVISION

(G-RA)

1. Under the general direction and supervision of the Chief, Office of Reserve, the Chief, Reserve Administration Division shall:
  - a. Provide direction and continuity in the Administration of the Coast Guard Reserve Program.
  - b. Propose legislation deemed necessary for the Reserve.
  - c. Initiate changes and amendments to Part 8, Title 33, CFR (Regulations USCGR).
  - d. Review all boards concerning Reserve promotions, retirements, retention and physical disability.
  - e. Administer the program for enrollment and disenrollment of Temporary members of the U.S. Coast Guard Reserve; maintain records of this component.
  - f. Maintain the service records of all Reservists serving on inactive duty.
  - g. Administer appointments, promotions, retirement, separations and other status changes to Reserve members.
  - h. Administer the Survivor Benefit Plan for the Coast Guard Reserve.
  - i. Maintain liaison with the Department of Defense, other Armed Forces, other governmental agencies and appropriate civilian organizations.
  - j. Maintain Headquarters liaison for matters pertaining to officer uniform maintenance allowances.
  - k. Notify those reservists who complete twenty satisfactory years of service for retirement under the provisions of Sections 1331-1337, Title 10, USC.

**MANAGEMENT INFORMATION SYSTEMS BRANCH  
(G-RA-1)**

1. Under the direction and supervision of the Chief, Reserve Administration Division, the Chief, Management Information Systems Branch, shall:

a. Coordinate the participation of the Office of Reserve in the development of all personnel management information systems.

b. Maintain the Reserve Personnel Management Information Systems. (RPMIS). Control all input data to RPMIS (JUMPS) and associated files. Train and assist users in submitting and obtaining data from RPMIS and associated files.

c. Coordinate modification of the Reserve Master Personnel File system, as required.

d. Prepare letters to reservists who have completed eligibility for retirement.

e. Review all applications for retired identification cards.

f. Credit pay and retirement points. Issue corrected retirement point statements and full computation statements. Distribute all annual point count statements.

**RECORDS CONTROL BRANCH  
(G-RA-2)**

1. Under the direction and supervision of the Chief, Reserve Administration Division, the Chief, Records Control Branch shall:

a. Maintain all service records of Reservists serving on inactive duty.

b. Coordinate and maintain a records disposal program for the Reserve Administration Division.

c. Prepare certain indispensable operating records for shipment to relocation centers.

d. Prepare certain service records for shipment to military Personnel Records Center.

e. Furnish information and selected statistics on officer and enlisted personnel as required by official and private inquiries in accordance with regulations.

f. Prepare correspondence relating to the functions of the Branch.

g. Review all service records for completeness and accuracy.

h. Review Reserve officer fitness reports.

i. Act as service record liaison officer for Office of Reserve.

j. Coordinate mail for Reserve Administration Division.

**STATUS/REVIEW BRANCH**  
**(G-RA-3)**

1. Under the direction and supervision of the Chief, Reserve Administration Division, the Chief, Status/Review Branch shall:
  - a. Prepare congressional correspondence relating to Reserve personnel.
  - b. Review, interpret, seek appropriate opinions, and prepare directives about laws, Executive Orders, and decisions of Federal agencies affecting the Coast Guard Reserve.
  - c. Review all board action concerning members of the Coast Guard Reserve.
  - d. Administer programs involving appointments, promotions and continuation of all officers in the Coast Guard Reserve on inactive duty.
  - e. Prepare correspondence about the calling to active duty of enlisted Reservists whose participation in the Inactive Duty Program has been certified as unsatisfactory.
  - f. Review all medical examinations of Reservists serving on active duty and follow up claims resulting from injury or disease incurred. Monitor status of Reservists under a Notice of Eligibility for Disability Benefits.
  - g. Administer the Survivor Benefit Plan for the Coast Guard Reserve.
  - h. Certify those Reservists eligible for the Armed Forces Reserve Medal who are not so certified by the district commanders.
  - i. Maintain Headquarters liaison for matters pertaining to officer uniform maintenance allowances.
  - j. Act as classified material control officer, supply officer, and civilian personnel liaison officer for the Division.

## RESERVE PROGRAMS DIVISION

(G-RP)

1. Under the general direction and supervision of the Chief, Office of Reserve, the Chief, Reserve Programs Division shall:

- a. As Office of Reserve program element coordinator, develop goals and objectives, and coordinate the input and output of the PPB System for the Reserve Program.
- b. Initiate special studies and develop long-range plans to meet the Reserve personnel mobilization needs.
- c. Prepare Program Proposals and Resource Change Proposals in consonance with long-range plans.
- d. Submit budget estimates based on the Program Proposal and personnel and other statistics maintained by the division.
- e. Prepare the Operating Stage of the Budget, the Financial Plan, and administer and control the allotted funds.
- f. Establish numeric requirements and qualifications criteria for Reserve personnel procurement. Coordinate Reserve personnel procurement with the Recruiting Division of the Office of Personnel.
- g. Formulate and administer organizational and attendance standards for Reserve units and members.
- h. Administer the Reserve mobilization assignment system.
- i. Maintain, through the Chief, Office of Reserve, liaison with: the Department of Defense, other Reserve components, the Selective Service System, and other government and civilian organizations as required.

**RESERVE PLANS BRANCH  
(G-RP-1)**

1. Under the direction and supervision of the Chief, Reserve Programs Division, the Chief, Reserve Plans Branch shall:

1. Develop and maintain long-range plans to meet Reserve personnel needs, including associated equipment and facilities.
2. Prepare Resource Change Proposals, in accordance with long-range planning objectives and policies.
3. Develop and maintain long-range plans for facilities acquisition, construction and utilization. Coordinate with other Armed Forces on joint use of facilities.
4. Review Unit Development Plans pertaining to Reserve facilities and spaces.
5. Develop and maintain Tables of Organization and Equipment.
6. Establish Reserve personnel procurement objectives and coordinate procurement with the Office of Personnel.
7. Prepare planning factors for development of budget.
8. Develop drill attendance standards.
9. Develop structure and strength of Reserve forces including organization of Training Units.

10. Conduct or coordinate management surveys, staff studies, and analyses of program elements to maintain proper level of effectiveness.

11. Develop and maintain a Reserve information system correlating all Reserve related data processing applications into a management information system responsive to the needs of the program.
12. Coordinate, evaluate, and provide technical assistance to Reserve Divisions on proposed changes and additions to the Reserve information system.
13. Maintain background material and historical data relating to the Reserve program as a basis for preparation of policy and position papers on the Coast Guard Reserve.
14. Prepare and coordinate the publication of the Coast Guard Reserve Unit, Personnel, and Performance Statistics Report.
15. Coordinate activities within the Office of Reserve in preparation for appearances by the Office Chief before Congressional Committees.
16. Administer the awards programs.
17. Maintain liaison with: the Department of Defense, the Selective Service System, other Reserve components and other agencies in regard to Branch responsibilities.

**RESERVE BUDGET BRANCH  
(G-RP-2)**

1. Under the direction and supervision of the Chief, Reserve Programs Division, the Chief, Reserve Budget Branch shall:

1. Develop the Reserve budget estimates in consonance with statistical projections and Resource Change Proposals prepared by the Reserve Plans Branch.

2. Develop cost standards for Reserve training as a guide for management and control of Reserve training and for use in the development and justification of Coast Guard Reserve budget estimates.

3. Prepare the Reserve Training Appropriation Financial Plan, recommend allotments for district Reserve funds

and recommend apportionment and reapportionment of Reserve funds.

4. Prepare Reserve budget presentations for inclusion in the various Coast Guard budget stages.

5. Coordinate and insure proper funding of the Reserve reimbursable program to Operating Expenses.

6. Prepare and recommend changes in the Reserve financial plan to meet changing fund requirements as a result of changes in the Reserve program due to funding restrictions.

7. Prepare budgetary reports as may be required for internal management.

8. Administer Reserve Training funds maintained in Headquarter's accounts.

9. Maintain budget records for current and future years.

10. Develop and utilize cost analyses to insure effective use of funds and report as necessary to management.

11. Provide budgetary input for annual Planning Factors and advice to districts for uniform reporting and maximum effective utilization of funds.

12. Coordinate and execute matters involving logistic support, including supply, personnel, medical, and fiscal and financial services.

#### **RESERVE MOBILIZATION BRANCH (G-RP-3)**

1. Under the direction and supervision of the Chief, Reserve Programs Division, the Chief, Reserve Mobilization Branch shall:

1. Administer the Reserve Mobilization System.

2. Coordinate Reserve participation in readiness exercises.

3. Maintain records for RT funded military and civilian personnel allowances.

4. Make recommendations and prepare justifications for re-assignment of billets and positions and for reduc-

tions or additions to the overall RT funded personnel allowances.

5. Develop and maintain an energetic procurement and retention program for the Reserves.

6. Develop policies or changes to present policies on reserve procurement practices, entry requirements, or recruiting programs.

7. Maintain liaison with the Department of Defense, Department of the Navy, Defense Civil Preparedness Agency, Office of the Selective Service System, Military Readiness Division of the Office of Operations, the Recruiting Division of the Office of Personnel and with Reserve mobilization officers in each district office.

**RESERVE TRAINING DIVISION  
(G-RT)**

1. Under the general direction and supervision of the Chief, Office of Reserve, the Chief, Reserve Training Division shall:

- a. Identify training needs based upon mobilization and rate training requirements.
- b. Develop and administer the Inactive Duty for Training (IDT) program, including formal and practical IDT, correspondence courses, the enlisted advancement system, and initial appointment to warrant grade.
- c. Develop and administer the Active Duty for Training (ADT) program, including formal Annual Training (AT) courses, Initial Active Duty for Training (IADT), and Special Active Duty for Training (SADT).
- d. Coordinate Reserve training with activities of the regular service.
- e. Administer the officer experience indicator and enlisted qualification code programs.
- f. Administer the development, distribution, and maintenance of materials used in Reserve training, including curricula, publications, training aids, and small boats; coordinate the utilization of vessels and aircraft in Reserve training.
- g. Maintain liaison with other components of the armed forces, and with other government agencies and private sector organizations, to identify and develop training opportunities for Coast Guard reservists.

**TRAINING SUPPORT BRANCH  
(G-RT-1)**

1. Under the direction and supervision of the Chief, Reserve Training Division, the Chief, Training Implementation Branch shall:
  - a. Initiate, schedule, coordinate, and manage Reserve training programs.
  - b. Coordinate Reserve and active service conducted training efforts.
  - c. Manage the Initial Active Duty for Training (IADT) program, including assignment of non-prior service recruits to Class "A" schools and development of Reserve requirements for those schools.
  - d. Manage the Reserve Annual Training (AT) course program; arrange and schedule courses, administer the quota control system, and provide Instructor/Administrator (I/A) support.
  - e. Administer the Special Active Duty for Training (SADT) program.
  - f. Coordinate afloat training; develop and publish afloat training schedules; administer the afloat training quota control system.
  - g. Administer and control attendance at War and Staff College courses and at other courses for senior Reserve officers.
  - h. Obtain, distribute, control, and maintain Reserve training aids, including small boats.
  - i. Administer the following specific activities:
    - (1) Career Development Program (CDP)
    - (2) Officer experience indicator assignments
    - (3) Enlisted qualification code assignments
    - (4) Lateral and diagonal changes in rating
  - j. Coordinate and administer the Reserve enlisted advancement system, including the establishment of enlisted advancement requirements and the administration of Reserve servicewide examinations.
  - k. Process applications for advancement to E-7, E-8, E-9, and for initial appointment to warrant grade.

**TRAINING DEVELOPMENT BRANCH  
(G-RT-2)**

1. Under the direction and supervision of the Chief, Reserve Training Division the Chief, Training Development Branch shall:
  - a. Identify training needs and establish long and short range goals and priorities for Reserve Training Development.
  - b. Manage and coordinate the analysis, design, development, implementation and control of Reserve Training Programs, both resident and non-resident.
  - c. Identify and utilize internal and external resources for training program development, coordinate tasking/contracting, and monitor progress.
  - d. Coordinate Reserve and active service training development efforts.

**OFFICE OF MARINE ENVIRONMENT AND SYSTEMS  
(G-W)**

1. **Mission.** To establish and maintain a coordinated Coast Guard environmental program, responsive to intra-Service and external requirements; and a comprehensive ports and waterways system, encompassing all aspects of marine transportation, exclusive of vessel safety, aids to navigation, and bridge administration.
2. **Functions.** Under the general direction and supervision of the Commandant, Vice Commandant, and Chief of Staff, the Chief, Office of Marine Environment and Systems, shall:
  - a. Serve as the Commandant's internal and external coordinator, liaison and spokesperson on all environmental protection matters for which the Service has responsibility, to assure: a well-coordinated and effective Coast Guard effort in the prevention, detection and control of pollution; compliance with the Environmental Policy Act; and that required Coast Guard inputs to Departmental and interagency environmental matters are provided.
  - b. Provide policy guidance for and generally direct and coordinate the following major Service-wide functions:
    - (1) Manage and coordinate the marine environmental program as defined above, including the promulgation of policies and standards and guidelines to govern the operations of the National Strike Force.
    - (2) Act for the Secretary of Transportation (via delegation of authority) on intradepartment and external matters relating to port and water resources utilization and development for which the Department has responsibility.
    - (3) Establish, operate, and maintain vessel traffic services for ports, harbors, and other waters subject to congested vessel traffic.
    - (4) Investigate incidents, accidents, or acts involving the loss or destruction of, or damage to, structures which affect, or which may affect, the safety or environmental quality of ports, harbors, or navigable waters of the United States.
    - (5) Manage functions relating to safety of port facilities and adjacent waters, and movement of hazardous cargo to and from commercial vessels.
    - (6) Enforce Federal laws on navigable waters (not included are laws specifically the responsibility of the Offices of Merchant Marine Safety; Boating, Public & Consumer Affairs; and Navigation, as well as matters involving enforcement of maritime treaties and violations on the high seas).
    - (7) Administer an offshore oil spill liability fund.
  - c. Direct overall planning, budgeting and program evaluation, and provide for special studies, inter-Office liaison and coordination as required at the Office level.
  - d. Establish and maintain contacts with other Headquarters Offices concerning shared-use of facilities and required inputs to programs of the Office of Marine Environment and Systems.

- e. Promulgate guidelines, standards and directives governing field program management, and establish a system to enable review of effectiveness of field operations.
- f. Act as Program Director for the Port Security and Environmental Protection Program, the Pollution Response and Environmental Coordination Program, and the Waterways Management Program.
- g. Direct all counter-terrorism activities involving Coast Guard participation or the likelihood thereof.

**PLANNING, COORDINATION AND ANALYSIS STAFF  
(G-WP)**

1. Under the direction and supervision of the Chief, Office of Marine Environment and Systems, the Chief, Planning, Coordination and Analysis Staff, shall:
  - a. Coordinate the planning, programming and budgeting system for the Office.
  - b. Assist in coordinating the programs of Office of Marine Environmental and Systems with those of other HQ Offices, and work closely with those offices in planning, utilization and priority allocation of multi-mission facilities, where the Offices have a common interest.
  - c. Coordinate systems analysis and long range planning within the Office. Support program managers by reviewing and analyzing reports and studies and, where required, initiating and conducting studies and analyses. Provide analytical assistance to program managers in determining efficient allocations of resources associated with the implementation of long range plans. Provide economic input to water related transportation issues.
  - d. Coordinate, establish, and maintain liaison with appropriate Federal, state, municipal, and private organization concerned with any aspect of port development, operations, or the utilization of water and related land resources for transportation purposes.
  - e. Serve as departmental representative on numerous Water Resources Council committees, which include the development of major policy guidelines for and review of comprehensive water resources and associated land regional plans.
  - f. Review, analyze, and coordinate determination of the Department's position on all environmental impact statements in the water resources area, either received by the Department from other Federal agencies or initiated by the Coast Guard.
  - g. Develop analytical data and alternatives required for economic analysis to support budgetary and policy decisions in fulfilling the Department's role in the nation's water resource development programs, including input to the National Transportation Plan relating to water transportation policy.
  - h. Coordinate and maintain oversight responsibility for all Federal Regulations generated within the Office of Marine Environment and Systems.
  - i. Coordinate planning of Research, Development, Testing and Evaluation by all divisions.
  - j. Insure Coast Guard compliance with the National Environmental Policy Act of 1969 and other related environmental legislation.
  - k. Coordinate and prepare response for Office Chief to external requests for information requiring inputs from more than one division.

**PLANNING BRANCH  
(G-WP-1)**

1. Under the general direction and supervision of the Chief, Planning, Coordination and Analysis Staff, the Chief, Planning Branch shall:
  - a. Coordinate the planning, programming and budgeting system for the Office.
  - b. Coordinate long-range programming.
  - c. Review and coordinate real property management, AC&I Projects, and planning proposals.
  - d. Coordinate planning of Research, Development, Testing and Evaluation by all divisions.
  - e. Assist in coordinating systems analysis and long range planning within the Office.
  - f. Serve as DOT Water Resources Coordinator for water resources planning.

**SYSTEMS BRANCH  
(G-WP-2)**

1. Under the general direction and supervision of the Chief, Planning, Coordination and Analysis Staff, the Chief, Systems Branch shall:
  - a. Coordinate systems analysis and modeling of real world situations providing necessary assistance to and consultation with other divisions and offices to test the effectiveness of existing regulations and need for addition or deletion of regulations.
  - b. Conduct analytical review of waterways to determine methods to improve safety and facilitate commerce.
  - c. Develop and maintain necessary management information systems, including workload reports and other data required to evaluate effectiveness of programs in the field.
  - d. Monitor and evaluate statistical data to assist divisions in identifying significant changes in program inputs and outputs.
  - e. Assist in coordinating systems analysis and long range planning within the Office.
  - f. Provide technical evaluation and systems analysis in support of ports waterways safety and facilitation, technical review of regulatory actions including inter-office coordination/consultation.

**ANALYSIS BRANCH  
(G-WP-3)**

1. Under the general direction and supervision of the Chief, Planning, Coordination and Analysis Staff, the Chief, Analysis Branch shall:
  - a. Study and review existing regulations in the light of subsequent changes in policy, operations, and legislation, and initiate, coordinate, develop, review, and approve drafts of Federal regulations and standards, procedural material, and other interpretative literature necessary to communicate and implement the Coast Guard's program for port security and environmental safety, marine environmental response, and waterways management.
  - b. Provide economic input to water related transportation issues.
  - c. Assist in development of legislative proposals on complex issues such as user charges which require data development and complex economic analyses.
  - d. Review economic regulatory requirements and perform economic analyses of regulatory impacts.
  - e. Review proposed and newly enacted legislation for program impact and initiate coordinated office position papers on proposed legislation.
  - f. Conduct in-depth analyses of matters related to economic and marine transportation issues as related to CG and DOT programs.
  - g. Analyze maritime functions of other agencies directly related to CG program activities including Marine and Estuarine Sanctuaries Programs and CG enforcement role within marine sanctuaries.
  - h. Analyze proposed rulemaking of other federal agencies, identify conflicts with and restraints on CG program activities, and assist in their resolution.
  - i. Review existing CG regulations under provisions of Regulatory Flexibility Act for their impact on small businesses.

**ENVIRONMENTAL IMPACT BRANCH  
(G-WP-4)**

1. Under the direction and supervision of the Chief, Planning, Coordination, and Analysis Staff, the Chief, Environmental Impact Branch shall:
  - a. Plan, develop, promulgate and update procedures, implement, monitor, advise, assist, review, and direct the following Coast Guard Program for:
    - (1) Compliance with the National Environmental Policy Act of 1969 (NEPA) and related legislation and regulations.
    - (2) Abatement of pollution from Coast Guard facilities (vessels, vehicles, aircraft, structures and shore stations).
    - (3) Control of Hazardous Wastes and Toxic Substances at all Coast Guard Facilities.
  - b. Coordinate the review of Coast Guard and non-Coast Guard environmental impact statements and findings of no significant impact.
  - c. Prepare Environmental Documentation for Coast Guard Headquarters actions.
  - d. Initiate, review, develop and approve drafts of proposed federal regulations necessary to implement the Waterways Management, Port Safety and Marine Environmental Protection program respecting compliance with regulatory directives, economic analyses, or environmental laws such as Floodplain Management Guidelines, Wetlands Executive Order, DOT 4f requirements, Fish and Wildlife Coordination Act, Endangered Species Act, and National Historical Preservation Act.
  - e. Assure CG compliance with resource Conservation and Recovery Act and Toxic Substance Control Act including development of CG programs for control of Hazardous Wastes and PCBs.
  - f. Provide support to Deepwater Port activities, including EIS preparation, environmental protection programs, conduct of inspections. Develop technical and managerial policy for construction and operation and review engineering drawings for compliance.

**POLLUTION LIABILITY FUNDS MANAGEMENT  
BRANCH  
(G-WP-5)**

1. Under the general direction and supervision of the Chief, Planning, Coordination and Analysis Staff, the Chief, Pollution Liability Funds Management Branch shall:

a. Administer the Offshore Oil Spill Liability Fund in accordance with the provisions of the Outer Continental Shelf Lands Act Amendments of 1978 and the Deepwater Port Liability Fund in accordance with the provisions of the Deepwater Port Act of 1974.

b. Exercise direct control over all Coast Guard matters related to money collected or recovered on behalf of the Funds, including:

- (1) Development and promulgation of regulations levying the fee on oil obtained from the Outer Continental Shelf and on oil transported through a deepwater port.
- (2) Serving as the Departmental representative in consultation with the Secretary of the Treasury on all matters related to collection of the fee levied on oil obtained from the Outer Continental Shelf and on oil transported through a deepwater port.
- (3) Determination of the level of funding required and maintenance of the Funds at those levels.

(4) Delegation of authority to obligate available money in the Funds.

(5) Investment of unused income in Treasury interest bearing paper.

c. Establish and maintain a system for receipt, evaluation, adjustment and settlement of appropriate oil pollution damage claims presented to the Funds.

d. Initiate any action necessary to recover compensation paid by the Funds to a claimant by any person or government entity liable to the compensation claimant or the Funds.

e. Administer certification process that insures continental shelf facility owners and operators have sufficient financial responsibility.

f. Prepare for submission to Congress, within six months after the end of each fiscal year, an annual report on the administration of the Funds during such fiscal year, including any recommendation for legislative changes necessary or appropriate for improvement of Funds management and administration of the liability provisions of Title III of the Outer Continental Shelf Lands Act Amendments of 1978 and the Deepwater Port Act of 1974. The report on the Deepwater Port Liability Fund shall be included as a section of the report on the administration of the Deepwater Port Act prepared under the same time frame by the Prevention and Enforcement Division (G-WPE).

**PREVENTION AND ENFORCEMENT DIVISION  
(G-WPE)**

1. Under the general direction and supervision of the Chief, Office of Marine Environment and Systems, the Chief, Prevention and Enforcement Division, shall:

a. Serve as the Program Manager for the Port and Environmental Safety Operating Program.

b. Supervise the development of PES Operating Program policy guidance and program direction for the port safety, port security, and environmental protection activities of the Coast Guard including development of necessary regulations for implementation of applicable Federal statutes.

c. Serve as Secretary's representative to and Chair the U.S. Port Security Committee. Coordinate maritime security functions as required by national security policy. Serve as Coast Guard Member to the Joint Surface Movements Board (JSMB).

d. Supervise the development of training requirements for personnel and units involved in PES program activities.

e. Supervise the Coast Guard Reserve Unit (G-WPE).

f. Serve as program manager for all counterterrorism activities involving Coast Guard participation and the likelihood thereof.

**PES ENFORCEMENT BRANCH  
(G-WPE-1)**

1. Under the direction and supervision of the Chief, Prevention and Enforcement Division, the Chief, Enforcement Branch, shall:

a. Develop implementation guidelines for mission activity in support of the Port Safety and Environmental Protection elements of the PES Program including enforcement of Federal regulations within the cognizance of the Program Manager.

b. Develop and maintain emergency plans for the military readiness of Port Security and Environmental Protection resources, including oversight of and liaison with the Coast Guard Reserve Unit having emergency preparedness liaison responsibilities which are assigned to Headquarters.

c. Supervise enforcement of regulations pertaining to the siting, construction, safety, and operations of deep water ports, off-shore nuclear power plants and ocean thermal energy conversion plants.

**PORT SECURITY BRANCH  
(G-WPE-2)**

1. Under the direction and supervision of the Chief, Port and Environmental Safety Division, the Chief, Port Security Branch, shall:
  - a. Develop implementation guidelines for mission activity in support of the Port Security element of the Port and Environmental Safety (PES) Program, including enforcement of Federal regulations within the cognizance of the Program Manager.
  - b. Administer the Special Interest Vessel Program and provide an Executive Secretary for the U.S. Port Security Committee.
  - c. Develop and maintain emergency plans for the military readiness of Port and Environmental Safety Program resources.
  - d. Maintain oversight of and liaison with the Coast Guard Reserve Unit having emergency preparedness liaison responsibilities for the Prevention and Enforcement Division.
  - e. Coordinate establishment and enforcement of security zones.
  - f. Maintain custody of all classified material held by the Port and Environmental Safety Division.
  - g. Administer a continuous watch during periods other than normal working hours for all matters of concern to the Port Security Branch and the Port and Environmental Safety Division.
  - h. Coordinate all Coast Guard activities related to counter-terrorism or likelihood thereof.

**PROGRAM DEVELOPMENT BRANCH  
(G-WPE-3)**

1. Under the direction and supervision of the Chief, Port and Environmental Safety Division, the Chief, Program Development Branch, shall:

a. Supervise the development of the PES Operating Program, including policy guidance for the following program objectives:

- (1) Safety of vessels and of ports and waterways and their related facilities.
- (2) Security of vessels and of ports and waterways and their related facilities.
- (3) Maintenance or improvement of the quality of the marine environment.

(4) Maintenance of an effective, ready port organization prepared for immediate response to specific tasks in time of war or emergency.

(5) Facilitation of transportation with particular emphasis on waterborne activity in support of national economic, scientific, defense and social needs.

b. Supervise the development, review, and revision or repealing of regulations for the program objectives noted above.

**MANAGEMENT SYSTEMS BRANCH  
(G-WPE-4)**

1. Under the direction and supervision of the Chief, Port and Environmental Safety Division, the Chief, Management Systems Branch, shall:

a. Coordinate the planning, programming, budgeting, and administrative management activities of the Division.

b. Coordinate the development of training qualification requirements for personnel and units involved in activities in support of Port and Environmental Safety Program Objectives. Represent the program manager in training matters including membership on the Marine Safety Training Council.

c. Plan, coordinate, and supervise the Interim Marine Safety Information System (MSIS).

**ENVIRONMENTAL RESPONSE DIVISION  
(G-WER)**

1. Under the general direction and supervision of the Chief, Office of Marine Environment and Systems, the Chief, Environmental Response Division, shall:

a. Serve as the Program Manager for the Pollution Response and Environmental Coordination Program. Coordinate and administer the Coast Guard program involving threats to, response to, and removal of, pollution of the marine environment.

b. Advise appropriate Headquarters elements of current environmental planning priorities and of their responsibilities for contributing to the total program output.

c. Provide Department of Transportation membership on the National Response Team (NRT).

d. Represent the Coast Guard, its views and positions, on environmental planning matters at meetings with officials of the Department, other government agencies, the private sector, and international bodies.

e. Develop and manage statistical, analytical and information systems necessary for measuring and furthering program goals.

f. Establish training requirements for Coast Guard personnel and units engaged in pollution response activities.

**INFORMATION ANALYSIS BRANCH  
(G-WER-1)**

1. Under the direction and supervision of the Chief, Environmental Response Division, the Chief, Information Analysis Branch, shall:
  - a. Develop and maintain program criteria and standards, statistical and management information, and reporting systems, as appropriate; provide statistical and
  - b. Evaluate program activities in light of field requirements and make recommendations to improve support.
  - c. Develop and maintain statistical reports, to be promulgated to field units, indicating the overall program effectiveness of appropriate field units.
  - d. Monitor progress toward program objectives, goals, and milestones, including information obtained from program support managers.
  - e. Develop and maintain the operating program plan for the Coast Guard Pollution Response and Environmental Assessment Program.
  - f. Maintain the Pollution Incident Reporting System (PIRS) and prepare and promulgate statistical data on polluting incidents based on this system.
  - g. Ensure effective coordination of all budgetary and financial aspects of the Program through development and review of resource needs, budgetary information and status. Develop needs for additional resources in coordination with other division elements.
  - h. Monitor the status of the Pollution Fund, authorized by the FWPCA, and advise the program manager when supplemental budgetary action is required.
  - i. As requested, provide special assistance to other division elements on problem areas and special projects.
  - j. Develop, maintain, and give presentations on the Coast Guard's response activities relating to general program matters.
  - k. Monitor congressional activities relating to the Pollution Response and Environmental Assessment Program, and develop or assist other division elements in the development of, responses to Congressional inquiry or preparation for Congressional testimony.

**POLLUTION RESPONSE BRANCH  
(G-WER-2)**

1. Under the direction and supervision of the Chief, Environmental Response Division, the Chief, Pollution Response Branch, shall:

a. Plan, develop, implement, monitor, and direct the Coast Guard program involving threats to, response to, and removal of pollution from the navigable waters of the U.S., adjoining shorelines, or the waters of the contiguous zone. Develop policy and issue directives and regulations concerning threats of pollution, pollution response and removal; and the administration of the Pollution Fund authorized by the Federal Water Pollution Control Act.

b. Coordinate public and private efforts directed at the removal of pollutants resulting from disasters upon the navigable waters of the United States.

c. Manage and coordinate the National Strike Force (NSF).

d. Provide alternate Department of Transportation membership on the National Response Team (NRT).

e. Provide guidance and technical assistance to the National Response Center. Coordinate liaison between NRC, NRT, and regional response teams.

f. Review, evaluate, and monitor local and regional contingency plan development. Direct necessary changes and action to improve the efficiency of the plans and to assure their compliance with national policies.

g. Monitor and evaluate district response activities and perform necessary liaison with regional response teams.

h. Maintain the Chemical Hazards Response Information system (CHRIS).

i. Develop, plan, and coordinate the provision of resources for removal activities including equipment development and procurement support.

j. Coordinate emergency preventive actions in accordance with FWPCA 311 (d) and the Intervention on the High Seas Act.

k. Develop and promulgate Coast Guard diving policy for application to both military and civilian members.

l. Identify, coordinate, plan, and budget for specific diving needs, by program.

m. Maintain status of a pool of qualified divers by coordinating field diving requirements, providing training requirements to and coordinating diving billet requirements with the Office of Personnel.

n. Identify and promulgate procedures for obtaining diving and salvage assistance available from U.S. Navy and commercial sources under Navy contract.

o. Review all Coast Guard diving accidents and/or casualties and initiate corrective action, as appropriate.

p. Coordinate pollution response training programs for Coast Guard personnel and units engaged in pollution response activities.

**ENVIRONMENTAL COORDINATION BRANCH**  
**(G-WER-3)**

1. Under the direction and supervision of the Chief, Environmental Response Division, the Chief, Environmental Coordination Branch, shall:
  - a. Establish and maintain liaison with appropriate Headquarters and Departmental Offices to ensure coordination of the Coast Guard's environmental program.
  - b. Represent the Coast Guard at meetings involving governmental agencies, the private and public sectors, and international organizations regarding general environmental matters.
  - c. Establish and maintain liaison with foreign governments, through the Department of State, in conformance with international agreements.

**WATERWAYS MANAGEMENT DIVISION  
(G-WWM)**

1. Under the general direction and supervision of the Chief, Office of Marine Environment and Systems, the Chief, Waterways Management Division, shall:

a. Serve as Program Manager for the Waterways Management Program.

b. Supervise policy development for Vessel Traffic Services for individual U. S. ports.

c. Supervise regulations and administration of federal anchorages, safety and security zones and regulated navigation areas. Coordinate landside considerations with G-WPE.

d. Supervise development of plans for implementation, management and enforcement of rules and regulations for the prevention of collisions, rammings and groundings.

e. Serve as primary representative, U. S. Delegation to IMCO Navigation Safety Subcommittee.

f. Serve as Executive Director, Rules of the Road Advisory Committee.

g. Serve as Chairman, SOLAS Subcommittee Working Group on Safety of Navigation.

**VESSEL TRAFFIC SERVICES BRANCH**  
**(G-WWM-1)**

1. Under the direction and supervision of the Chief, Waterways Management Division, the Chief, Vessel Traffic Services Branch, shall:

a. Supervise the implementation and enforcement of the marine traffic management provisions of the Ports and Waterways Safety Act (Section 4, P.L. 95-474). This includes:

- (1) Development, implementation and periodic review of a national marine traffic management plan including vessel traffic services.
- (2) Development and implementation of vessel traffic services in U. S. ports and waterways.
- (3) Development and implementation of a program of regulated navigation areas including speed control on the inland navigable waters of the United States.
- (4) Coordination and monitoring of all RDT&E efforts affecting the marine traffic management systems.

b. Maintain liaison with other elements in the Coast Guard, the Department of Transportation, other Federal agencies, State and local governments, and other interested parties as necessary for the efficient and effective management of the marine traffic management responsibilities.

c. Develop United States position papers for the international coordination of marine traffic management. Promote and participate in the international exchange of information relating to marine traffic engineering and management.

d. Develop and maintain training programs for traffic management personnel.

e. Develop and maintain a VTS public information program.

f. Maintain statistical data to support the need for and cost effectiveness of marine traffic management activities.

**WATERWAY SAFETY BRANCH  
(G-WWM-2)**

1. Under the direction and supervision of the Chief, Waterways Management Division, the Chief, Waterway Safety Branch, shall:
  - a. Administer the program for the development of rules and regulations for the prevention of collisions, rammings, and groundings, including but not limited to:
    - (1) The preparation of recommendations for changes to statutory and regulatory actions affecting waterway safety;
    - (2) Reviewing casualty records which involve Rules of the Road;
    - (3) Setting vessel equipment requirements; and
    - (4) Designation of areas where pilots are required.
  - b. Serve as coordinator of the U. S. Coast Guard Rules of the Road Advisory Committee.
  - c. Supervise preparation of policy interpretations concerning Rules.
  - d. Coordinate dissemination of information concerning new proposals to the Rules and regulations.
  - e. Coordinate assistance to other departments and units in waterway safety matters.
  - f. Develop policy guidance and interpretation of the program regulatory areas.
  - g. Assist the Casualty Review Branch (G-MMI-3) as necessary in the review of casualty records involving collisions between vessels.
  - h. Assist Office of Chief Counsel staff as necessary in the review of penalty appeal cases as they related to statutory and regulatory Rules of the Road.
  - i. Coordinate the development and promulgation of regulations in the program area.

**OFFICE OF COMMAND, CONTROL AND COMMUNICATIONS  
(G-T)**

1. **Mission.** To develop policy for, maintain managerial oversight of, and acquire communications, information systems, and electronics equipment support for an effective command and control network to fulfill Coast Guard management and operational requirements.
2. **Functions.** Under the general direction and supervision of the Commandant, the Vice Commandant, and the Chief of Staff, the Chief, Office of Command, Control and Communications shall:
  - a. Review requirements for, provide policy guidance, be the acquisition approving authority, and support director for the Coast Guard telecommunications system; automated information systems support program; and electronics engineering support program.
  - b. Operate the Headquarters Communications Center, National Response Center and Flag Plot.
  - c. Provide decision and management information system support to fulfill management and operational requirements for Coast Guard operating and support programs.
  - d. Exercise technical control over the Electronics Engineering Center and Station Alexandria.
  - e. Conduct mobilization planning for telecommunications and information systems.
  - f. Initiate improvements and provide guidance to achieve maximum effectiveness and efficiency of information technology, telecommunications and electronics support towards better administration in district offices and headquarters units.
  - g. Participate as requested in the test, evaluation, operational deployment and demonstration of research and development projects.
  - h. Administer the Planning, Programming and Budgeting System as Support Director for assigned Coast Guard programs and manage funds in those appropriations and operating guides placed under the control of the Office.
  - i. Develop a comprehensive information technology and telecommunications plan; promulgate policies for the control and application of the plan; provide direction and leadership in implementing the plan.
  - j. Establish and maintain liaison with governmental and private agencies in connection with telecommunications, radio frequency assignments, information technology and electronics matters.
  - k. Responsible for the development and administration of a comprehensive standards program.
  - l. When or where applicable, coordinates with Departmental offices where matters of telecommunications policy are concerned.

**TECHNICAL ADVISOR  
(G-TT)**

1. Under the general direction and supervision of the Chief, Office of Command, Control and Communications, the Technical Advisor shall:
  - a. Provide technical direction and oversight to the C<sup>3</sup> laboratories: the Electronics Engineering Center (EECEN) and the Electronics Engineering Laboratory (EELAB) at Station Alexandria. Review all projects originated within the Office or suggested by the labs for technical content and compatibility with approved plans.
  - b. Identify resource or priority conflicts in lab project assignments and support the Office in resolving these.
  - c. Review data on lab projects and resources which are used in the Office's allocation processes. Represent the lab's interests in allocation actions, such as coordinating boards.
  - d. Monitor all ongoing technical work at the labs and review all formal outputs, such as reports, for technical content. Represent the Office at all technical activities involving the labs, such as acceptance testing and feasibility demonstrations.
  - e. Manage all processes, such as handoffs of new technology, that involve the labs and other Coast Guard organizations. Provide coordination and liaison for all lab projects that support other program directors.
  - f. Provide technical guidance for all formally designated project managers within the Office.
  - g. Provide technical advice to the Office staff in all C<sup>3</sup> subject areas. Represent the Office Chief, when designated, in all intra-Coast Guard meetings and decision processes involving C<sup>3</sup> technology and applications.
  - h. Maintain awareness of new C<sup>3</sup>-type technology and its potential use(s) in the GA(T) program.
  - i. Serve as chairperson of major technical review boards, committees, panels, etc., within the Office for matters involving, but not limited to: Acquisition Support Plan, System Acquisition Plan, and design review as well as statements of work for GA(T)-related projects.
  - j. Serve as the Coast Guard technical representative on designated inter-agency and government-industry committees concerned with C<sup>3</sup> technology and standards.

**GENERAL SUPPORT STAFF  
(G-TA)**

1. Under the general direction and supervision of the Chief, Office of Command, Control and Communications, the Senior Staff Administrator shall:
  - a. Provide administrative and logistic support for the Office. Act as the Office Support Services Coordinator.
  - b. Coordinate administration of all C<sup>3</sup> projects assigned to the Electronics Engineering Center, Station Alexandria and the Supply Center.
  - c. Administer the Beneficial Suggestion, Property Management, Records Management, Freedom of Information Act (FOIA), and Cost Avoidance, Reduction and Efficiency (CARE) programs within the Office.
  - d. Plan and execute the training programs for military and civilian members of the Office.
  - e. Operate the Office's mail distribution system; control the receipt, distribution, stowage and destruction of all classified material up to and including Secret within the Office; control the receipt, distribution, stowage and destruction of all Top Secret material within Coast Guard Headquarters.
  - f. Initiate and manage Action Documents for the Office; coordinate responses to correspondence requiring action by the Office Chief on behalf of the Division and staff elements under his direction.
  - g. Coordinate the preparation of various C<sup>3</sup> issue papers and status reports for distribution.
  - h. Administer the Coast Guard communications security (COMSEC) program and provide technical expertise concerning specialized COMSEC equipment. Review and analyze COMSEC violations and investigative reports Coast Guard wide. Maintain liaison with the COMSEC activities of the Departments of Transportation and Defense, National Security Agency, and other agencies as required.
  - i. Coordinate the preparation and distribution of directives and publications sponsored by the Office.
  - j. Coordinate the allowances, procurement, and distribution of Communications Security Material System (CMS) materials and Communications-Tactical Publications (COMTAC) materials within the Coast Guard. Administer the CMS account and maintain the COMTAC library within Coast Guard Headquarters.
  - k. Supervise the operation of Coast Guard Headquarters Armed Forces Courier service.
  - l. Maintain the Coast Guard NATO TOP SECRET Subregistry, issue all NATO clearances at Headquarters, receive and distribute all NATO classified material throughout the Coast Guard, and annually inspect all Coast Guard NATO TOP SECRET Control Points.
  - m. Serve as chairperson of the Office's Technical Documentation Review Board.
  - n. Provide technical services, including the drafting of sketches, line drawings, flow charts, schematics and other artwork, necessary for Coast Guard generated electronic equipments and systems; supervise the maintenance of drawing files, film files and display material for the Office.

**HEADQUARTERS COMMAND CENTER  
(G-TGC)**

1. Under the general direction and supervision of the Chief, Office of Command, Control and Communications, the Chief, Headquarters Command Center, shall:

a. Supervise the operation of Flag Plot, the National Response Center, and the Headquarters Telecommunications Center.

b. Provide periodic briefings to the Commandant and other Headquarters Flag Officers concerning current Coast Guard and transportation related operations.

c. Coordinate requirements for divisional support of the various Coast Guard programs.

d. Maintain liaison with the Commanding Officer, Coast Guard Headquarters Reserve Unit for augmentation for training and emergency operations.

**FLAG PLOT STAFF  
(G-TGC-1)**

1. Under the general direction and supervision of the Chief, Headquarters Command Center, the Chief, Flag Plot Staff shall:

a. Act as Supervisor of Flag Plot. Establish and supervise a continuous duty officer watch in Flag Plot.

b. Exercise cognizance of current Coast Guard surface and air operations and be prepared to provide briefings concerning these operations.

c. Maintain a geographical plot and reference files on all major current operations.

d. Maintain area and district operational schedules and plans.

e. Maintain copies of Headquarters, Area, and District Contingency Plans.

f. Keep cognizant Offices and Divisions informed of current operations.

g. Publish a periodic operational summary of major incidents of particular Coast Guard interest.

h. Maintain liaison with the Department of State, the White House, and other Government departments and agencies concerning operations which may impact upon U.S. foreign relations.

i. Take required action on Congressional and other inquiries into current search and rescue operations.

j. Operate the National Response Center. Maintain information on the status of water pollution incidents and provide support and services to the National Response Center Team as specified by the National Contingency Plan.

k. Operate the Central Reporting System required by the Hazardous Material Transportation Control Act of 1970.

l. Provide a DOT Duty Officer. Receive communications and notify DOT elements regarding transportation related accidents and incidents.

m. Conduct such training as is necessary to qualify Reserve members to augment Flag Plot. Arrange suitable schedules for Reserve augmentation of Flag Plot to permit qualified reservists to stand Flag Plot watches during their periods of active and inactive duty training.

**NATIONAL RESPONSE CENTER  
(G-TGC-2)**

1. Under the direction and supervision of the Chief, Headquarters Command Center, the Chief, National Response Center, shall:

a. Manage and operate the National Response Center (NRC) to support the National Response Team in accordance with the National Oil and Hazardous Substances Pollution Contingency Plan, appropriate Commandant Instructions, and such other directives as may be promulgated.

b. Ensure continuous, staffed operation of the NRC to receive, evaluate and disseminate reports on oil, hazardous substance, hazardous material and other environmental or populace-threatening discharges to members of the National Response Team, appropriate on-scene coordinators and other interested parties.

c. Ensure proper operation of the Hazard Assessment Computer System for emergency operational runs, contingency planning, and training.

d. Ensure proper operation of the Hazardous Materials Emergency Response data link among the NRC, CHEMTREC, and other on-line users. In this context, close liaison will be maintained with CHEMTREC, the Cargo and Hazardous Materials Division, and DOT's Materials Transportation Bureau, to insure proper coordination of notification and response actions requiring the services of more than either the NRC or CHEMTREC.

e. Maintain close liaison with other government and private agencies involved in emergency response to ensure that the NRC is responsive to the needs of the NRT, USCG, and the Department.

f. Maintain liaison with, and provide support to, the National News Office.

**TELECOMMUNICATIONS CENTER  
(G-TGC-3)**

1. Under the general direction and supervision of the Chief, Headquarters Command Center, the Chief, Telecommunications Center shall:

a. Supervise the organization and operation of the Headquarters Telecommunications Center and associated communications systems.

b. Maintain liaison with government agencies for and with whom the Telecommunications Center provides or receives communications services.

**DATA SYSTEMS DIVISION  
(G-TDS)**

1. Under the general direction and supervision of Chief, Office of Command, Control and Communications, the Chief, Data Systems Division shall:

a. Oversee and direct the activities of all organizational elements in the Data Systems Division, including the review of plans, designs, and specifications; the control and economical use of allotted funds; and the adherence to high productivity standards.

b. Develop, evaluate, and maintain assigned computer-based decision support and management information systems, initiating changes and improvements as necessary to ensure efficiency and effectiveness of operation.

c. Conduct feasibility and system studies, prepare specifications, and perform other technical and administrative activities associated with the acquisition of hardware, software, timesharing, and other ADP services for major Coast Guard systems.

d. Establish policies, standards, procedures, and contingency plans for the development, operation, backup, recovery, and security of automated information systems.

e. Keep abreast of externally developed applications; evaluate their potential for adoption, standardization, and implementation Coast Guard wide. Maintain a central library of such programs and provide technical assistance and coordination to installing activities.

f. Provide liaison with the Transportation Computer Center.

g. Develop policies, procedures, and standards for and maintain operational control of the Headquarters Data Terminal Center.

h. Monitor Coast Guard research and development activities involving C<sup>3</sup> systems assigned to the Data Systems Division.

i. Provide technical guidance to field commands for assigned systems.

**ACQUISITION BRANCH  
(G-TDS-1)**

1. Under the direction and supervision of the Chief, Data Systems Division, the Chief, Acquisition Branch shall:

a. Direct the activities of the Applications Section and the Major Systems Section.

b. Conduct systems analysis for the definition and design of major information systems leading to the preparation of functional requirements and user's data structuring.

c. Perform the detailed design, programming, testing, and implementation of all information system developments or major improvements undertaken by the Data Systems Division.

d. Serve as the primary source of subject matter expertise within the GA(T) program for Federal/Departmental ADP procurement procedures.

e. Perform tradeoff studies in alternative architectures for major information systems, reflecting technical issues as well as economic and government policy.

f. Prepare necessary Coast Guard-external approval and RFP documents for the acquisition of information system assets, hardware and system software, and/or major application software. Develop cost/performance proposal evaluation criteria to reflect user requirements and appropriate GA(T) program policies.

g. Provide technical project leadership in all assigned commercial acquisitions and evaluation boards.

h. Develop long-range support strategies for assigned acquisitions; deploy these systems, and conduct initial maintenance-support until turnover to the final user/operator.

i. Function as the project manager for the acquisition of all major timesharing services, or those used by multiple programs.

j. Conduct all acquisitions of general systems-analysis/program-development services required by the Coast Guard beyond those available from other Federal sources. Manage the resulting contracts and assist authorized users in employing such services.

k. Monitor technical developments and potentials of major information systems, especially software tools and application packages.

### SYSTEMS MANAGEMENT BRANCH (G-TDS-2)

1. Under the direction and supervision of the Chief, Data Systems Division, the Chief, Systems Management Branch shall:

a. Direct the activities of the Standards Section and the Applications Maintenance Section.

b. Prepare contingency plans and implement policies, procedures and standards for the development, operation, backup recovery, and security of automated information systems. Review risk analyses and ADP installation plans for adequacy and conformance to standards and federal directives.

c. Originate and maintain documentation standards appropriate to various information systems, reflecting their use, origination/development, and the tools employed.

d. Develop policies, procedures, and standards for the Headquarters Data Terminal Center. Manage operation of the Center.

e. Recommend priorities and be responsible for the maintenance, supporting documentation, and conversion of all ADP applications in production at the Transportation Computer Center (TCC) and under control of the Data Systems Division.

f. Manage the analysis and implementation of minor improvements to assigned ADP applications in production at TCC.

g. Manage the use of contractual assistance in converting and maintaining assigned applications in production at TCC.

h. Provide technical services support to application programmers and field terminal users.

i. Coordinate all operational matters with TCC for Headquarters and field users regarding ADP applications in production at TCC.

j. Act as liaison between users and staff providing TCC services.

k. Oversee user chargeback systems applicable to major ADP facilities to ensure that charges are allocated based on utilization of ADP equipment, services, and supplies in accordance with current policies. Maintain subject matter expertise in ADP cost accounting systems.

l. Provide technical guidance and advise field activities developing applications on their own information resources. Provide similar advice on general training needed to support local application development.

m. Provide informal communication channels and user-working-groups for field (ad-hoc) application programmers. Provide mechanisms to formally adopt and support local applications of broad benefit.

n. Foster the adoption of professional methods and software, such as utilities and program generators, that improve field programming productivity and reliability.

**ELECTRONICS SYSTEMS DIVISION  
(G-TES)**

1. Under the general direction and supervision of the Chief, Office of Command, Control and Communications, the Chief, Electronics Systems Division shall:
  - a. Manage Coast Guard activity relating to the design, testing, development, procurement, installation and maintenance of Coast Guard electronics equipment cited in the following paragraphs.
  - b. Manage electronics systems on Coast Guard vessels, including systems analysis and integration, specification development, electromagnetic compatibility analysis, antenna configuration design, equipment procurement, inspection and staging, configuration management, development of technical documents and the design, development and testing of shipboard operational and administrative computer software. Maintain liaison with CG Yard concerning electronics design and support matters.
  - c. Manage the procurement, installation, improvement and maintenance of shipboard radar and of RACONS. Manage the installation and maintenance of cryptographic and voice privacy equipment. Manage the Coast Guard shipboard TEMPEST program.
  - d. Manage the design, development, installation and maintenance of the Coast Guard's communications networks, including switched and dedicated telephone lines, VHF, microwave and satellite links, inter-office networks, submarine communications cables, and their interconnecting computer systems.
  - e. Manage the design, development, installation and maintenance of applications software for assigned computer systems, including office automation, communications nodes, stand-alone equipment and interfacing with other equipment.
  - f. Manage the design, development, installation, improvements and maintenance of the Coast Guard's shore-based radio communications facilities, including electromagnetic interference analysis and reduction, antenna and ground system design, signal coverage analysis and maintenance contract management. These shore-based facilities also include ground/air communications systems at air stations.
  - g. Manage the maintenance of Navy-owned electronics equipment (less avionics) in Coast Guard use. Maintain liaison activities with the U.S. Navy to obtain Navytype electronics equipment and maintenance funds for Navy-owned equipment on Coast Guard vessels.
  - h. Manage the development, testing, improvement, maintenance and engineering support for unique Coast Guard systems, including Loran-C, radiobeacons and Vessel Traffic Service (VTS) facilities. Develop/evaluate improvements to Loran-C transmitting and receiving equipment. Manage the technical aspects of the maintenance and improvement of VTS. Manage the maintenance and engineering support for the radiobeacon system.
  - i. Serve as subject matter expert for the ET, TT and RM ratings. Provide technical guidance for the training program for STs.
  - j. Maintain liaison with CG Supply Center concerning electronics support matters. Manage the establishment and operation of Systems Maintenance Engineering Facilities (SMEFs).
  - k. Monitor Coast Guard research and development activities involving C<sup>3</sup> systems assigned to the Electronics Systems Division.
  - l. Provide consultative technical services to other elements of the Coast Guard, to state and Federal Government agencies and to foreign governments regarding Loran-C, radiobeacons, RACONS, OMEGA, navigation satellites, and other technical subjects assigned by proper authority.
  - m. Provide technical guidance to field commands for assigned systems.

**SHIPBOARD SYSTEMS BRANCH  
(G-TES-1)**

1. Under the direction and supervision of the Chief, Electronics Systems Division, the Chief, Shipboard Systems Branch, shall:
  - a. Administer the Division's responsibilities for electronics equipment aboard vessels.
  - b. Provide for the design, technical evaluation, procurement, installation, and technical coordination of communications, radar, racons, shipboard data processing, secure communications, and associated equipment. Manage the Coast Guard shipboard TEMPEST program.
  - c. Review the existing and planned electronic systems and installations for optimum integration of antenna arrangements and minimum electromagnetic interference.
  - d. Prepare specifications and provide technical coordination for the procurement of new equipment and systems as well as renovation of existing equipment and systems.
  - e. Prepare specifications, procure equipment and coordinate administrative activities associated with electronics items for the construction of new vessels.
  - f. Provide liaison officer to represent the Coast Guard to Naval Electronics Systems Command (NAVELEX).
  - g. Provide for the design, procurement, installation, maintenance, and revision of computer systems for shipboard command, control, and communications equipment.
  - h. Prepare SHIPALTS and BOATALTS relating to electronics.
  - i. Serve as staff representative to support managers in technical matters concerning shipboard electronics systems.
  - j. Monitor assigned Coast Guard research and development activities involving shipboard equipment. Coordinate the conversion of selected Office of Research and Development projects involving shipboard electronic equipment to operational hardware and/or software.
  - k. Perform functions of Equipment Manager for those equipments/systems assigned and for which a Systems Maintenance Engineering Facility (SMEF) has not been designated.

**SHORE C<sup>3</sup> SYSTEMS BRANCH  
(G-TES-2)**

1. Under the direction and supervision of the Chief, Electronics Systems Division, the Chief, Shore C<sup>3</sup> Systems Branch, shall:
  - a. Administer the division's responsibilities for shore based command, control and communications (C<sup>3</sup>) systems including, but not limited to: national data/communications networks, data/communications terminals, telephone equipment, office automation systems, microwave communications systems, submarine cables, computer-based data routing, long-range MF/HF radio communications systems, COMMSTA/RADSTA support, VHF-FM and other short range radio C<sup>3</sup> systems, satellite and ground/air communications systems.
  - b. Assist the Plans and Policy Division (G-TPP) in coordinating Coast Guard-wide support requirements for shore-based C<sup>3</sup> systems and associated equipments.
  - c. Prepare detailed plans for the acquisition of shore-based C<sup>3</sup> equipment and systems necessary to satisfy operational and support requirements.
  - d. Provide for the design, technical evaluation and acquisition of shore-based C<sup>3</sup> equipment and systems. Develop specifications or work statements and provide technical leadership for the entire acquisition process.
  - e. Provide for the installation of newly acquired shore-based C<sup>3</sup> equipment and systems, and administer initial maintenance contracts.
  - f. Manage national data/communications networks to ensure most cost effective use of these resources. Oversee user chargeback systems applicable to major telecommunications facilities to ensure that charges are allocated based on utilization of telecommunications equipment, services, and supplies in accordance with current policies. Maintain subject matter expertise in telecommunications cost accounting systems.
  - g. Manage and coordinate the Coast Guard wide procurement and application of data/communications terminals, both TEMPEST and non-TEMPEST. Provide standard software for these terminals.
  - h. Manage and coordinate procurement and applications of telephone and microwave communications equipment.
  - i. Manage the Coast Guard's submarine telecommunications cable requirements. Coordinate the procurement of materials. Provide technical guidance to the program manager and to field units as needed.
  - j. Develop and manage computer based data routing systems, ensuring compatibility with the Coast Guard's terminals and communications networks.
  - k. Develop software applications as required by operational and support programs to operate on shore C<sup>3</sup> computer systems.
  - l. Coordinate COMMSTA/RADSTA resources and evaluate technical requirements. Provide for the procurement or refurbishment of MF/HF transmitters, receivers, antennas, and control systems. Review existing and planned installations for adequacy and cost-effectiveness.
  - m. Provide technical management of the Coast Guard's radio distress systems.
  - n. Be cognizant of satellite technology, and apply this technology to shore-based C<sup>3</sup> systems where cost-effective. Coordinate the Division's responsibilities relating to the SARSAT program.
  - o. Develop applications of office automation technology for Coast Guard use.
  - p. Serve as staff representative to support program managers and the Office of Research & Development in technical matters concerning shore-based C<sup>3</sup> systems.
  - q. Review for technical correctness ElectronAlts, planning proposals, PPRs, and other documents pertaining to shore-based C<sup>3</sup> systems.
  - r. Perform functions of Equipment Manager for those equipments/systems assigned and for which a Systems Maintenance Engineering Facility (SMEF) has not been designated.

**MAINTENANCE BRANCH  
(G-TES-3)**

1. Under the direction and supervision of the Chief, Electronic Systems Division, the Chief, Maintenance Branch, shall:
  - a. Manage the Coast Guard Electronics-Computer Equipment Maintenance Program; establish servicewide maintenance policies; determine maintenance philosophies, concepts and plans for installed equipment (less avionics, fire control systems and shipboard engineering control systems).
  - b. Originate and implement policy actions necessary to ensure the most effective use of personnel and material resources assigned to the various field support facilities.
  - c. Assist acquisition managers in determining maintenance plans for new acquisitions.
  - d. Manage all servicewide electronics-computer maintenance contracts, excluding depot level repair contracts.
  - e. Coordinate the resolution of all hardware/systems maintenance related problems referred to the Office.
  - f. Manage all maintenance related projects assigned to EELAB, EECEN, CG Yard and Supply Center Brooklyn, particularly Systems Maintenance Engineering Facility (SMEF) responsibilities.
  - g. Act as electronic material support program coordinator for the Office, and as interface with the Logistics and Property Division (G-FLP) and Supply Center Brooklyn.
  - h. Manage the Electronics Installation, Change, and Maintenance (EICAM) system.
  - i. Determine requirements for test and diagnostic systems, and coordinate service-wide procurement. Establish servicewide standards for test equipment calibration programs.
  - j. Determine support requirements for designated Navy-owned equipment, including sonar, air search radar and communications equipment. Manage Navy reimbursable funds for support of Navy-owned electronics equipment installed aboard Coast Guard units.
  - k. Coordinate the preparation of Electronics Repair Parts Allowance Lists (ERPAL) for all new construction.
  - l. Review system specifications and other documentation to insure safety, logistics, and general support requirements are included.
  - m. Coordinate the disposal and use of excess electronic material.
  - n. Function as subject matter expert for the ET, TT and RM ratings. Provide technical guidance for the ST training program. Act as liaison with the Office of Personnel, CG Institute, and other Coast Guard training commands. Approve referred courses offered by the CG Institute; approve course outlines and material for C<sup>3</sup> specialties at Coast Guard training commands.
  - o. Develop and specify requirements for audio-visual training aids for GA(T) field personnel.
  - p. Perform functions of Equipment Manager for those equipments/systems assigned and for which a Systems Maintenance Engineering Facility (SMEF) has not been designated.

**NAVIGATION SYSTEMS BRANCH  
(G-TES-4)**

1. Under the direction and supervision of the Chief, Electronics Systems Division, the Chief, Navigation Systems Branch, shall:
  - a. Direct engineering systems development, including development of principles of operation; facilities design; equipment procurement and development of applications of designated radio-navigation systems.
  - b. Provide for the design, specification, installation, and procurement of the equipment (less avionics) to evaluate, operate, and use these systems.
  - c. Assist the Program Managers in the development of energy and personnel efficient facility plans.
  - d. Monitor and evaluate the performance of these systems, provide assistance to Program Managers in developing operating doctrines for these systems, and provide field engineering services, as required.
  - e. Maintain liaison with other Government and civilian agencies as necessary to promote interagency consistency and efficiency in the development and use of these systems for navigational and ancillary purposes.
  - f. Perform functions of Equipment Manager for those equipment/systems assigned and for which a Systems Maintenance Engineering Facility (SMEF) has not been designated.
  - g. Provide technical support for Loran-C, marine radiobeacon and Vessel Traffic Services (VTS) systems.

**PLANS AND POLICY DIVISION  
(G-TPP)**

1. Under the general direction and supervision of Chief, Office of Command, Control and Communications, the Chief, Plans and Policy Division shall:
  - a. Coordinate required or recommended modifications to the Coast Guard C<sup>3</sup> systems and implement changes to the system within the context of the Office Support Program Plan.
  - b. Develop and maintain long range plans, policies, and objectives for Coast Guard information systems, including common user, office automation, and user chargeback systems; and direct the implementation and maintenance of the approved plans. Ensure consistency of policies and programs in the management of information resources. Analyze and recommend use of C<sup>3</sup> Office resources (funds, people, laboratories) and review major contracts and proposals to ensure compatibility with these plans.
  - c. Develop user requirements for the C<sup>3</sup> resources, and assist program and support managers in preparing resource change proposals (RCP) to support these requirements. Assist users with externally mandated ADP/telecom approval actions.
  - d. Serve as the Coast Guard Data Administrator to manage data and information as a resource to meet the multi-mission needs of the Coast Guard.
  - e. Provide radio spectrum management support to the Coast Guard, DOT surface mode agencies and other federal agencies under appropriate agreements.
  - f. Identify issues, studies or procurements that need C<sup>3</sup> project management support. Identify resources and establish project management teams.
  - g. Manage the C<sup>3</sup> program for human resource development, including graduate and special training programs. Provide guidance for the formulation of class A school curricula. Coordinate C<sup>3</sup> officer-specialty assignments and prepare recommendations regarding personnel actions involving the GA(T) program.
  - h. In consonance with OSD and OST, maintain liaison with the U.S. Navy and other agencies to develop and refine policies and procedures relating to command, control, ADP, and maritime communications. Participate in the work of national and international communications committees, and serve as Chairman of the U.S. SOLAS Subcommittee on Radiocommunications.
  - i. Coordinate support to other Federal agencies in accordance with National Communication System policies.
  - j. Review and specify requirements for Coast Guard R&D projects supporting command and control and communications. Serve as sponsoring office for GA(T) program initiatives and, when requested, for initiatives of other programs.

**HUMAN RESOURCES POLICY STAFF  
(G-TPP/HRP)**

1. Under the direction and supervision of the Chief, Plans and Policy Division, the Chief, Human Resources Policy Staff shall:
  - a. Monitor, coordinate and contribute to the planning and execution of the GA(T) program for C<sup>3</sup> human resources development.
  - b. Coordinate C<sup>3</sup> officer-specialty assignments and prepare recommendations regarding personnel actions involving the GA(T) program.
  - c. Maintain liaison with other program managers and identify billets/positions requiring information systems technology (electronics, telecommunications, automated data processing) expertise. Review personnel allowance list changes for impact on the GA(T) program and personnel specialty areas.
  - d. Analyze GA(T) post graduate and continuing (refresher) education, and special training needs. Develop the Office's selection criteria for, and allocation of training billets to, C<sup>3</sup> skill categories. Act as the primary point of contact within the Office for C<sup>3</sup> career information and education/training guidance. Review C<sup>3</sup> student academic records, monitor course performance, and provide advice/recommendations concerning such matters as course/curriculum selection, thesis topic and application.
  - e. Maintain liaison with the Office of Personnel and Coast Guard training commands, and provide advice regarding curricula and course content involving GA(T) program subject areas. Maintain awareness of C<sup>3</sup> related courses offered by other federal agencies and major educational institutions, and evaluate their potential use in the GA(T) program by Coast Guard military and civilian personnel.
  - f. Monitor the general development and content of Class A training programs and the overall C<sup>3</sup> technical skill levels resident in the Coast Guard; prepare recommendations for training program changes to better fill Service needs.
  - g. In association with the Office of Personnel and other program managers, develop and update officer specialty codes and enlisted qualification codes, reflecting current information systems technology, for use in the identification of C<sup>3</sup> technical skill requirements of Coast Guard billets, the technical expertise of individual members, and the matching of expertise with billet requirements in the personnel assignment process.
  - h. Monitor and prepare recommendations concerning modifications to the rate structure and professional rating requirements, and the development of career paths in the GA(T) program for enlisted personnel.
  - i. Act as the primary point of contact within the Office for guidance in the preparation of technical position descriptions and other matters associated with civilian employees within the GA(T) program.
  - j. Review and prepare recommendations concerning the long range training requirements (Coast Guard) and training plan (Office) for civilian employees within the GA(T) program.

**RESOURCE ALLOCATION AND FISCAL  
MANAGEMENT BRANCH  
(G-TTP-1)**

1. Under the direction and supervision of the Chief, Plans and Policy Division, the Chief, Resource Allocation and Fiscal Management Branch shall:

a. Identify, evaluate and analyze all resource (funds and personnel) requirements necessary to sustain world-wide Coast Guard C<sup>3</sup> support at desired levels of service and/or reliability.

b. Translate C<sup>3</sup> administrative and technical requirements into manageable and equitable subdivisions by program, office, district and field activity for the purpose of identifying and recommending user responsibility resource targets.

c. Coordinate, prepare and defend all planning, programming and budgeting documentation/activity for the Coast Guard's world-wide C<sup>3</sup> network and its support systems. Ensure the adequate reflection of PPB activity from related, but external programs in all resulting analyses, summaries and recommendations.

d. Review and evaluate, for technical content, internally and externally generated planning documents (e.g., PP, DP, PPR, STRUCTALT, SHIPALT, ELECTRONALT, etc.) and technical studies generated Coast Guard-wide so as to insure that all C<sup>3</sup> related resource changes and impacts are consistent with or incorporated into the Office of Command, Control and Communications plans.

e. Review and evaluate all C<sup>3</sup> resource initiatives presented to Congress by the DOD, sister DOT agencies and other Departments or independent agencies having operational or support relationships with the Coast Guard for the purpose of identifying resource impacts upon program operations.

f. Serve as the principal advisor to the Chief, Office of Command, Control and Communications for all matters and questions relating to budget formulation, budget execution, financial and cash planning, obligational authority and program/project resource allocations as well as Departmental, Interagency, OMB and Congressional directives for funds/resources management.

g. Provide a computer based information/decision support system for the use of the Office in nationwide C<sup>3</sup> resource management; including project obligation/expenditure tracking, project backlog measurement and resource planning/scheduling. Provide maintenance and improvements for all Office users of this computer system.

h. Identify, collect and analyze all internal and external data necessary to recommend allocation of resources to federal projects for design, acquisition, maintenance and modification of the Coast Guard's C<sup>3</sup> assets. Evaluate the intent of enabling Departmental, OMB, Congressional and Chief of Staff decisions in deriving recommendations.

i. Manage the C<sup>3</sup> internal resource allocation decision process. Chair division level committees for purposes of coordinating and prioritizing program-wide requirements with respect to available resources. Employ decision support systems for evaluating project backlogs and use quantitative models for supporting final committee guidance to the Office chief.

j. Supervise and manage the annual Office-wide allotments and expenditures of all Office controlled OG-230, OG-42, USN support funding, and AC&I resources. Identify and initiate measures to maximize their efficient utilization in pursuing office-wide goals and objectives.

k. In accordance with current OMB and OST requirements, develop, validate, prepare and manage the Coast Guard's annual budget submissions for ADP, WP and telecommunications inventories and planned initiatives. Serve as the Coast Guard subject area expert and the primary point of contact within the Office concerning these topics. Provide technical advice and assistance to the Chief of Staff (G-CCS), when required, in response to related inquiries/taskings from the offices of the Inspector General (J-1), Director of Automated Systems Policy (M-30), or other OST components.

**SYSTEMS PLANNING BRANCH  
(G-TPP-2)**

1. Under the direction and supervision of the Chief Plans and Policy Division, the Chief, Systems Planning Branch shall:
  - a. Coordinate and validate Coast Guard wide requirements for procurement and installation of communication, electronic and data systems equipment in support of C<sup>3</sup> common user systems and determine the functional characteristics for that equipment.
  - b. Initiate and/or review recommendations for establishment or modification to information systems (facilities and equipment).
  - c. Provide policy direction to Area and District Commanders for the operation administration, and inspection of Coast Guard ship and shore electronic systems.
  - d. Provide policy direction for evaluation of operation of the Coast Guard distress, safety, SAR, and command and control communications systems, and telecommunications support for the AMVER program.
  - e. Coordinate personnel resource needs for project teams.
  - f. Ensure compatibility of the Coast Guard and Navy communications plans and policies.
  - g. Provide policy guidance for corrections and updating of the Coast Guard communications, electronics and ADP manuals.
  - h. Conduct studies and initiate planning of advanced technology programs applicable to the Coast Guard C<sup>3</sup> System, and be the point of contact for the Office of Research and Development for review of C<sup>3</sup> related programs.
  - i. Provide policy guidance and coordinate the Coast Guard communications security program.
  - j. Maintain liaison with appropriate C<sup>3</sup> organizations in the Department of Transportation, Department of Defense and other agencies as required.
  - k. Review and monitor programs and projects involving C<sup>3</sup> systems to ensure compatibility with Coast Guard security programs.
  - l. Coordinate and integrate inputs on long range plans, policies and objectives to the GA(T) Support Program Plan.
  - m. Develop policy for information resources management, including organizational and operational considerations.
  - n. Assess current information management technology and integrate it with the objective defined in the GA(T) Support Program Plan.
  - o. Review planning proposals relative to impact on both long and short range objective of the GA(T) Support Program.

p. Function as C<sup>3</sup> system (network) architect. Analyze existing and proposed systems, and define functional requirements.

q. Function as analyst/advocate in determining user requirements for new or revised C<sup>3</sup> systems. Serve as a data resource consultant. Provide guidance in data modeling and data availability in all C<sup>3</sup> programs to user organizations.

r. Develop strategy and planning objectives for Coast Guard wide information resource utilization. Develop guidance for data resource policy and planning, and for the control and reduction of data redundancy.

s. Develop, maintain and coordinate the Coast Guard data resource directory. Manage the enforcement of policies developed for the application and maintenance of data dictionaries in functional areas.

t. Responsible for the policies which insure that information/data can be distributed organizationally and geographically, primarily with regard to data and systems compatibility and control of data redundancy.

u. Responsible for the review and enforcement of design standards relating to data resources, including standards for design and DBMS performance modeling, data element definitions, and data entry standards.

v. Responsible for decisions and standards of primary data ownership and access to authorized programs.

w. Responsible for ensuring all areas of data resource management are compatible with all applicable requirements and guidelines established by proper authority, including GSA and DOT security policies.

x. Provide necessary coordination liaison for internal data audit functions. Conduct internal ADP audits to ensure compliance with established policies and standards for data resource management.

y. Coordinate mobilization requirements for the Coast Guard Telecommunications System, including personnel services and facilities.

## **CHAPTER 3**

# **AREA OFFICE ORGANIZATION**

## CHAPTER 3 – ORGANIZATION OF AREA OFFICES

### A. SUMMARY OF AREA OFFICE ORGANIZATION.

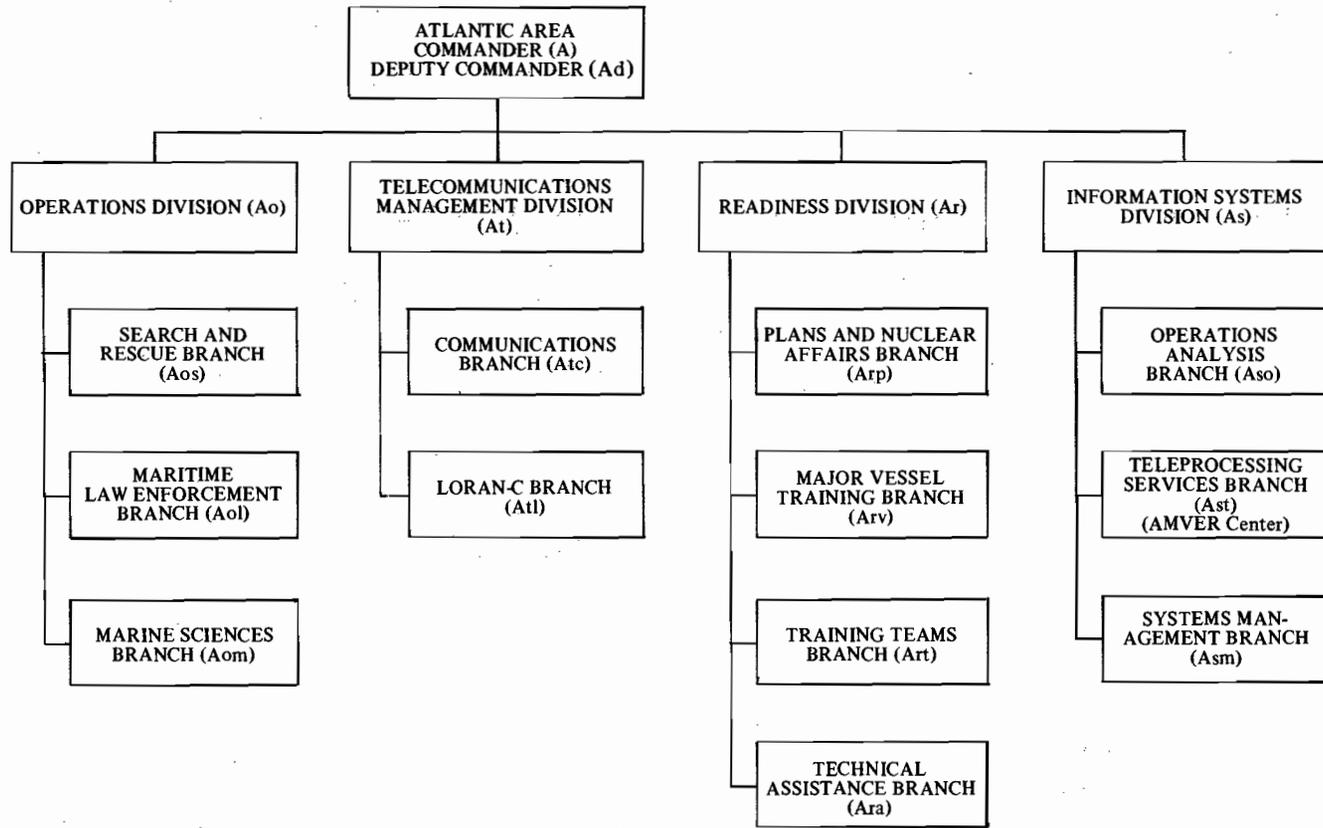
1. The Area Commander (A or P) under the direction of the Commandant, has responsibility for planning, coordinating and directing the interdistrict aspects of operations; and administration and direction of permanently assigned Area operating level units. (A only) has responsibility for planning, coordinating and directing the response oriented automated information system in support of Coast Guard-wide needs.

2. The Deputy Area Commander (Ad or Pd) has responsibility for advising and assisting the Area Commander in the general administration of Area activities; and acting as Area Commander in his absence. He directs and supervises the following staff components:

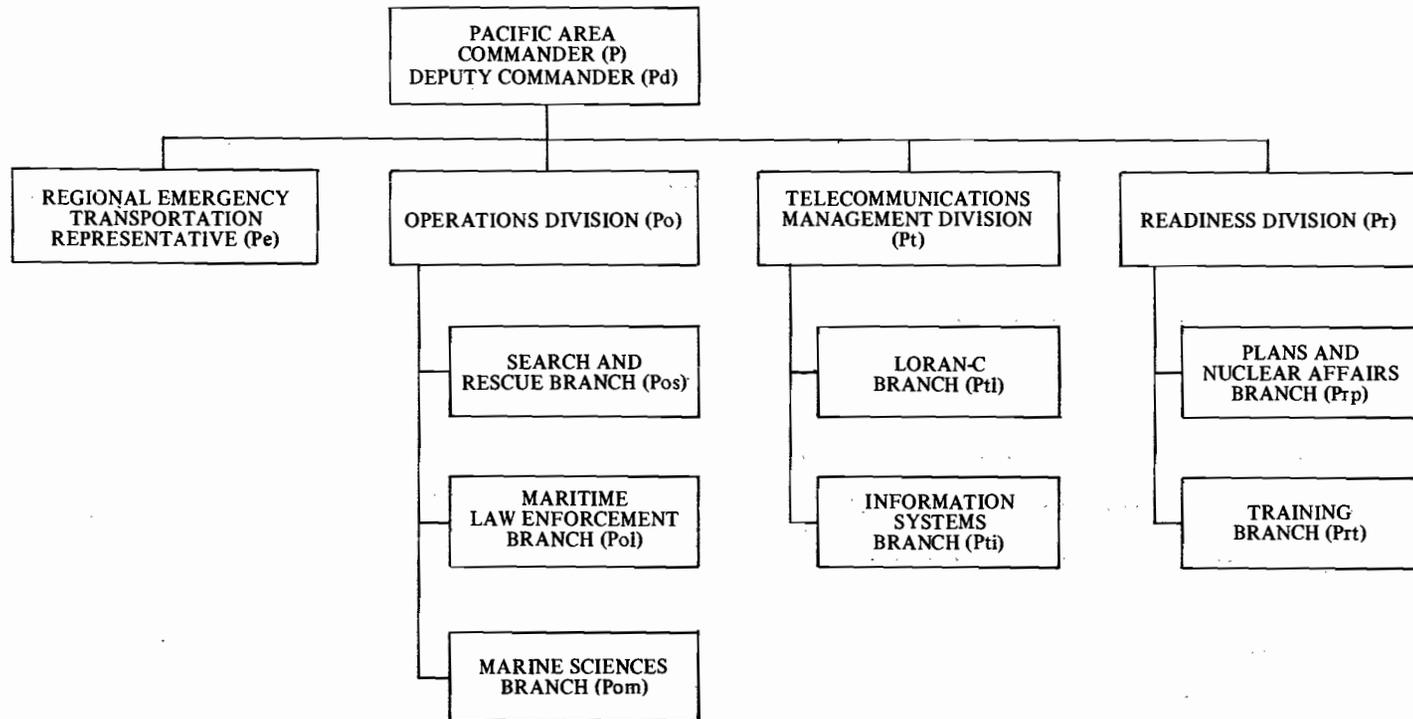
- a. The Chief, Operations Division (Ao or Po) has responsibility for planning, coordinating and controlling interdistrict law enforcement and search and rescue operational matters; coordinating assigned marine science and ice operations within the Area; and (Po only) administering the automated Mutual-Assistance Vessel Rescue (AMVER) system within the Area.
- b. The Chief, Telecommunications Management Division (At or Pt) has responsibility for planning, coordinating and supervising the overall interdistrict system control aspects of information systems with the Area.
- c. The Chief, Readiness Division (Ar or Pr) has responsibility for administering a training program to enhance the operational efficiency of forces within the Area, and development of plans in support of the emergency and wartime functions and tasks of the Area Commander.
- d. The Chief, Information Systems Division (As only) has responsibility for the administration and operation of the AMVER System in the Area.

**B. RELATIONSHIP OF AREA AND DISTRICT COMMANDERS.** The district commander is the direct representative of the Commandant and has full authority and responsibility for assigned functions within his district. The area commander on the other hand is responsible for planning and exercising control of individual operations and missions which involve more than one district, or for an operation involving a single district which requires augmented forces due to magnitude or urgency.

DEPARTMENT OF TRANSPORTATION  
 U.S. COAST GUARD  
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U.S. COAST GUARD  
PACIFIC AREA OFFICE ORGANIZATION  
JUNE 1982



**THE AREA COMMANDER**  
(A or P)

1. The Area Commander, under the general direction of the Commandant, shall:
  - a. Plan, coordinate and direct the interdistrict aspects of operations; and coordinate the interdistrict utilization of operational resources. This shall include, but not be limited to:
    - (1) Search and Rescue
    - (2) Enforcement of Laws and Treaties
    - \* (3) International Ice Patrol
    - (4) Polar Icebreaking
    - (5) Marine Science Activities
    - (6) Military Preparedness
    - (7) Mobilization
    - (8) Communications Services
    - (9) Loran - C
    - (10) Operational Evaluation
  - b. Control operational matters which, because of involvement or extent, are, in his opinion, most effectively coordinated at the Area level. This will usually include but not be limited to:
    - (1) Search and Rescue
    - (2) Enforcement of Laws and Treaties
    - \* (3) International Ice Patrol
    - (4) Major Icebreaking in ocean areas
    - (5) Military Preparedness
  - c. Coordinate interdistrict planning for such matters as:
    - (1) Port access routes
    - (2) Standardization of shipboard doctrine and training
    - (3) Significant common problems which cross district lines
  - d. Administer and direct activities of operating level area units under his immediate command on a permanent basis; and provide for logistic support of assigned area units by the District in which located. Area units currently include the following types:
    - (1) Strike Team
    - (2) Training Team
    - (3) Radar Installation Team
  - e. Administer the AMVER system.
  - f. Establish and maintain liaison with the maritime industry, commercial aviation, other armed forces, and others having an interest in Coast Guard activities.

\* (A) only

**DEPUTY AREA COMMANDER**  
**(A or P)**

1. Under the general direction of the Area Commander, the Deputy Area Commander shall:
  - a. Assist the Area Commander in the general administration and direction of Area activities.
  - b. Supervise and coordinate the activities of the various chiefs of divisions and advise these officers generally relative to the policies and programs of the Area Commander.
  - c. Supervise the preparation and execution of operating plans and programs for carrying out the functions of the Service in the Area.
  - d. Analyze and review proposals and problems for the Area Commander; prepare and issue orders, instructions, and directives affecting the conduct of Area affairs; interpret rules, regulations and other directives for area personnel as may be necessary; review such incoming and outgoing correspondence as may be specified by the Area Commander.
  - e. Act as Area Commander under authority and as provided for in Article 5-2-3, Coast Guard Regulations (COMDTINST M5000.3)

## OPERATIONS DIVISION

(Ao) (Po)

1. Under the general direction and supervision of the Area Commander and the Deputy Area Commander, the Chief, Operations Division shall:
  - a. Plan, coordinate and supervise all non-exercise Area operational matters including current and future operations.
  - b. Coordinate and control operational matters requiring a high degree of cooperation between districts or the employment of units assigned to two or more districts with the Area.
  - c. Plan and execute tasks required of the Regional SAR Coordinator, exercising coordination with other services and agencies which participate in the SAR Plan for the appropriate Maritime Region.
  - d. Maintain liaison with government and civilian agencies in support of the above responsibilities.
  - e. Supervise the preparation and maintenance of current Operations Plans.
  - \*f. Administer the AMVER system within Area.

\*(Po) only

## SEARCH AND RESCUE BRANCH

(Aos) (Pos)

1. Under the direction and supervision of the Chief, Operations Division, the Chief, Search and Rescue Branch shall:
  - a. Coordinate and supervise Area Search and Rescue facilities to provide for effective search and rescue.
  - b. Supervise the joint Area/District Operations Center for area matters. (See District Operations Center functional statement.)
  - c. Represent the Regional SAR Coordinator in the detailed execution of his duties.
  - d. Coordinate scheduling of all cutters engaged in area controlled operations.
  - e. Maintain SAR Annex of Area Operation Plan.
  - f. Review and maintain current SAR agreements.
  - g. Coordinate use of long-range aircraft.
  - h. Review, edit, and correct all assistance reports submitted with Area case numbers.
  - \*i. Provide effective liaison with the AMVER Center in New York.
  - \*j. Administer the AMVER System in the Pacific Area, including technical and operational coordination with governments within the physical boundaries of Coast Guard Pacific Area.
  - \*k. Provide Commander Atlantic Area with material for the AMVER Bulletin and advice on changes to AMVER instructions.
  - \*l. Conduct AMVER publicity and public relations programs as appropriate.
  - \*m. Promote the long-range goals of the AMVER program.

\*(Pos) only

## MARITIME LAW ENFORCEMENT BRANCH

(Aol) (Pol)

1. Under the direction and supervision of the Chief, Operations Division, the Chief, Maritime Law Enforcement Branch shall:
  - a. Plan, coordinate, and establish operational guidelines concerning Enforcement of Laws and Treaties (ELT) activities under the control of the Area Commander.
  - b. Prepare and maintain maritime law enforcement doctrines applicable to ELT activities within the Area, including the related Annex to the Area Operation Plan and associated Area Operation Orders.

c. Control operational matters involving offshore enforcement of laws and treaties which, in the opinion of the Area Commander, are beyond the jurisdiction of any District Commander (when operational control has not been delegated) or, because of involvement or extent, are most effectively coordinated at the Area level.

d. Establish and maintain effective liaison with other government agencies and civil organizations whose activities interface with or have an impact on ELT activities under the control of the Area Commander.

e. Furnish data in support of litigation stemming from Area ELT activities.

f. Represent the Area Commander, when appropriate, at meetings of local law enforcement organizations and of the Regional Fishery Management Council(s) to which the Area Commander has been designated as the Coast Guard nonvoting member.

g. Operate and maintain a fixed fishing gear reporting system, as necessary.

h. Prepare and disseminate appropriate public notices and information bulletins concerning ELT program matters (e.g., Notice to Fishermen, fixed gear area broadcasts).

i. Coordinate scheduling of all cutters engaged in Area controlled operations.

#### MARINE SCIENCES BRANCH (Aom) (Pom)

1. Under the direction and supervision of the Chief, Operations Division, the Chief, Marine Sciences Branch shall:

a. Coordinate the overall oceanographic activities of units within the Area.

b. Coordinate the participation in other scientific projects by units within the Area.

c. Provide oceanographic technical advice and assistance to vessels equipped with Coast Guard owned oceanographic gear.

d. Exercise operational control over polar icebreaker operations, when such control is not assigned to another command (i.e., CTF-43).

e. Coordinate Coast Guard operational support of federal ocean data buoys.

\*f. Exercise cognizance over, coordinate, and direct International Ice Patrol.

\*g. Study ice and current conditions in the North Atlantic Ocean. Plan and direct the Ice Patrol Scientific Program in coordination with other Coast Guard components with marine science responsibilities.

h. Study means for improving methods and facilities for the collection and dissemination of ice information.

\*(Aom) only.

i. Coordinate the overall marine environmental protection activities under Area cognizance.

j. Exercise cognizance over, supervise, coordinate, plan and direct the activities of the Area Strike Teams including training, preparedness and development of specialized pollution removal equipment and techniques.

k. Coordinate response to pollution incidents to insure full compliance with the National Contingency Plan.

l. Plan for response to pollution incidents including the deployment of specialized equipment and use of effective removal techniques and methodology, with full participation in Regional Contingency Plan development.

m. Train Coast Guard personnel and, as requested, personnel of other agencies to prepare them to engage effectively in pollution response activities.

n. Establish and maintain liaison with government, industry and public authorities to facilitate effective response.

o. Maintain the Marine Science Annex of the Area Operation Plan.

**TELECOMMUNICATIONS MANAGEMENT DIVISION**  
**(At) (Pt)**

1. Under the general direction and supervision of the Area Commander and the Deputy Area Commander, the Chief, Telecommunications Management Division shall:

a. Plan, coordinate and supervise the overall inter-district system control aspects of communications and Loran-C operations within the Area.

b. Operate domestic and international communications components of the AMVER System within their geographical boundaries and serve in an advisory capacity concerning AMVER Communications matters.

c. Maintain liaison with Government and civilian agencies and international authorities in support of the above responsibilities.

d. Be responsible for the maintenance of the Telecommunication and Movement Annexes of the Area Operation Plan.

\*e. Plan, coordinate and supervise the overall inter-district system control aspects of information systems within the Area.

\*(Pt) only.

**INFORMATION SYSTEMS BRANCH**  
**(Pti)**

1. Under the direction and supervision of the Chief, Telecommunications Management Division, the Chief, Information Systems Branch shall:
  - a. Coordinate and supervise overall Coast Guard information systems within the Area to provide reliable, secure and rapid communications and information processing necessary to meet mission requirements.
  - b. Exercise systems control over the Area Communication System including Communication Stations and Radio Stations supporting Area missions, inter-district landlines, Transportable Communication Centrals (TCC), and inter-computer links.
  - c. Maintain liaison with appropriate government and industry representatives in order to develop and improve Coast Guard communication services to the public.
  - d. Prepare communication studies of major SAR incidents as appropriate in order to assess and improve Coast Guard capabilities and techniques.
  - e. Advise and assist District Communication Officers in resolving District and interdistrict communication problems.
  - f. Make recommendations to the Commandant concerning redistribution of communication resources within the Area in order to insure maximum effective utilization of existing resources.
  - g. Prepare and submit to the Commandant for approval areawide long-range communication and information systems plans which will form the basis for budget requests in the Command and Control Program.
  - h. Exercise a coordination role with regard to Marine Information Broadcasts, MEDICO processing, and communications supporting district missions which require liaison to prevent interference or insure a uniform quality of service.
  - i. Conduct the communications inspection program of District Offices, Headquarters units and communications stations within the Area.
  - j. Supervise and direct the activities of the Area Staff Classified Material Control Officer.
  - k. Maintain the Communications and Movement Annexes of the Area Operation Plan.
  - l. Make recommendations to Commandant concerning the distribution and use of information processing resources within the Area in order to insure maximum effective utilization.
  - m. Advise and assist the districts in adapting state of the art information processing and communications systems to their needs.
  - n. Advise and assist the districts in identifying areas where improved information handling systems would enhance performance and efficiency.
  - o. In conjunction with Commandant, identify information systems with interdistrict applicability and establish and enforce hardware and software interface standards for them.
  - p. Maintain programming competence in those computer languages in common use within the Area and be prepared to provide programming and technical assistance to Commandant and the districts as required.
  - q. Maintain liaison with appropriate government and industry representatives in order to stay abreast of the information systems field and the resources available for utilization.

## COMMUNICATIONS BRANCH

(Atc)

1. Under the direction and supervision of the Chief, Telecommunications Management Division, the Chief, Communications Branch shall:
  - a. Coordinate and supervise overall Coast Guard communications within the Area to provide reliable, secure and rapid communications necessary to meet mission requirements.
  - b. Exercise systems control over the Area Communications System including Communication Stations and Radio Stations supporting Area missions, interdistrict landlines, and Transportable Communication Centrals (TCC).
  - c. Maintain liaison with appropriate government and industry representatives in order to develop and improve Coast Guard communication services to the public.
  - d. Prepare communication studies of major SAR incidents as appropriate in order to assess and improve Coast Guard capabilities and techniques.
  - e. Advise and assist District Communication Officers in resolving District and interdistrict communications problems.
  - f. Make recommendations to the Commandant concerning redistribution of communication resources within the Area in order to insure maximum effective utilization of existing resources.
  - g. Prepare and submit to the Commandant for approval areawide long-range communication plans which will form the basis for budget requests in the Command and Control Program.
  - h. Exercise a coordination role with regard to Marine Information Broadcasts, MEDICO processing, and communications supporting district missions which require liaison to prevent interference or insure a uniform quality of service.
  - i. Conduct the communications inspection program of District Offices, Headquarters units (and ACTEUR by LANTAREA) and communications stations within the Area.
  - j. Supervise and direct the activities of the Area Staff Classified Material Control Officer.
  - k. Maintain the Communications and Movement Annexes of the Area Operation Plan.

## LORAN-C BRANCH

(Atl) (Ptl)

1. Under the direction and supervision of the Chief, Telecommunications Management Division, the Chief, Loran-C Branch shall:
  - a. Coordinate the interdistrict and international aspects of Loran-C systems operations and technical support.

**READINESS DIVISION**  
**(Ar) (Pr)**

1. Under the direction and supervision of the Area Commander and the Deputy Area Commander, the Chief, Readiness Division shall:
  - a. Direct, supervise, and coordinate the activities of branch chiefs in connection with their assigned functions and assure the efficient performance of duty by these officers.
  - b. Be responsible for effecting a training program designed to enhance the operational efficiency and readiness of components and units within the Area.
  - c. Be responsible for the development of suitable plans in support of the emergency and wartime functions and tasks of the Area Commander. Insure familiarization with plans of commands within the Area by initiating and conducting periodic Area Readiness exercises, and by other appropriate means.
  - d. Keep informed of developments in nuclear affairs for potential effect on Area plans, policies and procedures.
  - e. Maintain liaison with military and civil agencies for coordination and cooperation in fields of mutual interest or concern.
  - f. Provide technical services to assist units in selected fields in maintaining optimum material condition of installed systems.

**PLANS AND NUCLEAR AFFAIRS BRANCH**  
**(Arp) (Prp)**

1. Under the direction and supervision of the Chief, Readiness Division, the Chief, Plans and Nuclear Affairs Branch shall:

- a. Develop, in conjunction with cognizant staff members, and keep current Area mobilization, mobilization logistics, disaster preparedness and other emergency plans as required in support of Coast Guard and appropriate Naval plans.
- b. Maintain files of mobilization plans, joint defense plans, war plans, and other similar plans originated by other commands and documents concerning the employment of forces within the Area in time of war or emergency.

c. Recommend appropriate commands revisions as necessary and initiate other actions with respect to the maintenance and correctness of joint defense plans, war plans and similar emergency and contingency plans and documents which concern employment of forces within the Area.

d. Review for content and ensure that Coast Guard district mobilization logistics, disaster preparedness and other emergency plans are maintained current.

e. Advise staff and subordinate units concerning nuclear matters including training in preparation for nuclear incident.

f. Act as Disaster Control Officer.

**TRAINING BRANCH**  
**(Prt)**

1. Under the direction and supervision of the Chief, Readiness Division, the Chief, Training Branch shall:

- a. Provide for training of all cutters and selected shore stations by:
  - (1) Maintaining liaison with Navy Fleet Training Command and scheduling ships for refresher training.
  - (2) Directing the operation of Ship Training Detachments Three and Five.
  - (3) Scheduling high endurance cutters for participation in Navy exercises and for submarine services.
  - (4) Developing a Coast Guard multi-unit exercise program, including UNREP drills.

(5) Coordinating NBC training of Area units.

b. Develop and promulgate operational, training and material standards for ASW and ESM systems and personnel. Provide technical assistance to District staffs and appropriately equipped vessels.

c. Maintain liaison with Navy and other Coast Guard commands relating to ASW, ESM, and ordnance technical matters.

d. Review reports of training. Submit required training reports to the Commandant. Make recommendations concerning changes to COMPACAREA Training Programs to improve operational efficiency.

e. Maintain the Operational Readiness Annex (E) of the Area OPLAN.

## MAJOR VESSEL TRAINING BRANCH

(Arv)

1. Under the direction and supervision of the Chief, Readiness Division, the Chief, Major Vessel Training Branch shall:

a. Provide for training of vessels 180' and over by:

- (1) Maintaining liaison with Navy Fleet Training Command and scheduling ships for refresher training.
- (2) Directing the operation of Ship Training Detachment (CIC Trailer).
- (3) Coordinating educational availabilities for ships at Navy Fleet Training Centers.
- (4) Scheduling Coast Guard participation in Navy/NATO exercises, and UNREP drills.
- (5) Maintaining the operational readiness annex (ECHO) of the Area OPLAN.

(6) Developing a Coast Guard multi-unit exercise program.

b. Review reports of training. Compile and analyze statistical data for publishing of reports to Commandant and the field, and for use in evaluation of:

- (1) Type and frequency of required drills and exercises.
- (2) Vessel training programs.
- (3) Training requirements for refresher training.
- (4) Optimum use of Navy Fleet Training courses ashore.

c. Make recommendations concerning changes to the COMLANTAREA Training Programs to improve the operational efficiency of vessels.

## TRAINING TEAMS BRANCH

(Art)

1. Under the direction and supervision of the Chief, Readiness Division, the Chief, Training Teams Branch shall:

a. Direct operation of Atlantic Area Training Teams to:

- (1) Provide training to floating units which are not scheduled for underway training. This includes all vessels less than 180 feet.
- (2) Provide training to certain WLBs which are too distant from training facilities to receive underway training.

(3) Provide special one time training at the request of the District Commander to any vessel having a peculiar or particular training problem.

b. Coordinate the NBC Warfare/Disaster Recovery Training of Area units.

c. Review reports of training. Compile and analyze statistical data for publishing reports to the Commandant and field units.

d. Make recommendations concerning changes to COMLANTAREA Training Programs to improve the operational efficiency of small vessels.

## TECHNICAL ASSISTANCE BRANCH

(Ara)

1. Under the direction and supervision of the Chief, Readiness Division, the Chief, Technical Assistance Branch shall:
  - a. Direct the operations of the ASW, ESM and Ordnance Technical Assistance Teams so as to provide technical assistance to vessels appropriately equipped and to provide support to District staffs responsible for supervising the maintenance of such equipment.
  - b. Develop, evaluate, and promulgate material standards for ASW and ESM systems in Atlantic Area and ordnance systems throughout the Coast Guard.
  - c. Develop, evaluate, and promulgate operational doctrine and training standards for ASW and ESM systems and personnel in the Atlantic Area.
  - d. Maintain liaison with Navy and other Coast Guard commands relating to ASW, ESM, and ordnance technical matters.
  - e. Schedule ASW Team training and submarine services for HAMILTON class cutters.
  - f. Review Gunnery Reports and compile a semi-annual summary of gunnery exercises in accordance with CG-272.
  - g. Coordinate intelligence collection by Area units with Coast Guard Headquarters and appropriate outside commands.
  - h. Fulfill the duties of Classified Material Custodian for Readiness Division in cooperation with the Area CMCO.
  - i. Maintain distribution of Readiness Publications and publications issued by non-Coast Guard commands applicable to Atlantic Area units.

## INFORMATION SYSTEMS DIVISION

(As)

1. Under the direction and supervision of the Commander, Atlantic Area the Chief, Information Systems Division shall:

a. Direct, supervise, and coordinate the activities of the Chiefs, Teleprocessing Services, Systems Management, and Operations Analysis Branches in connection with their assigned functions; and assure the efficient performance of duty by those officers.

b. Obtain information on plans and requirements as may be relevant for the purpose of developing information services aimed at providing timely, meaningful and accurate data required for Coast Guard operations.

c. Insure that the Commandant and the Commander, Pacific Area are cognizant of the status of services available and under development.

d. Establish and maintain liaison with the international maritime community with the objective of increasing interest, cooperation and participation in the Automated Mutual-Assistance Vessel Rescue (AMVER) System.

e. Insure that optimum utilization of Automated Data Processing (ADP) equipment is achieved consistent with limitations imposed by higher authority.

## SYSTEMS MANAGEMENT BRANCH

(Asm)

1. Under the direction and supervision of the Chief, Information Systems Division, the Chief, Systems Management Branch shall:

a. Supervise the operation of the AMVER Awards program, the publication of the AMVER Bulletin and liaison with shipping interest to solicit, obtain and effect optimum interest, cooperation and participation of merchant ships in AMVER.

b. Identify sources of merchant vessel characteristics data needed for Search and Rescue, and maintain accurate reference files for system use.

c. Coordinate the AMVER Boarding Program.

d. Disseminate and maintain procedures to permit controlled access to all automated systems supported by the Information Systems Division, to insure timely reporting of system problems. Provide for the timely dissemination of pertinent user information.

e. Control the evolution and organization of the data base. Control user access authorization in accordance with system specifications.

f. Coordinate the development of systems standards and practices.

g. Maintain a system auditing program to assure that performance controls are effective.

h. Ensure that user requests for new or modified systems are effectively utilized for system planning.

i. Ensure that the impacts of proposed applications are adequately reflected in plans for systems changes.

j. Develop timely plans for systems enhancements. Prepare resource requests to meet workload growth and revised tasking or needs.

## TELEPROCESSING SERVICES BRANCH

(Ast)

1. Under the direction and supervision of the Chief, Information Systems Division, the Chief, Teleprocessing Services Branch shall:

a. Direct and administer the operation of the AMVER Center and the Operations Computer Center to:

- (1) Obtain, process, and disseminate information on location and status of merchant vessels in accordance with AMVER System policy established by the Commandant.
- (2) Assure availability of user services and the rapid processing of demands for employment of information reference, analysis, and communications tools.

b. Insure that appropriate internal controls governing release of such information are in effect and observed.

c. Allocate and control system resources in accordance with established procedures and priorities. Coordinate and maintain operational readiness of terminals, communications services, and interfaces to external systems.

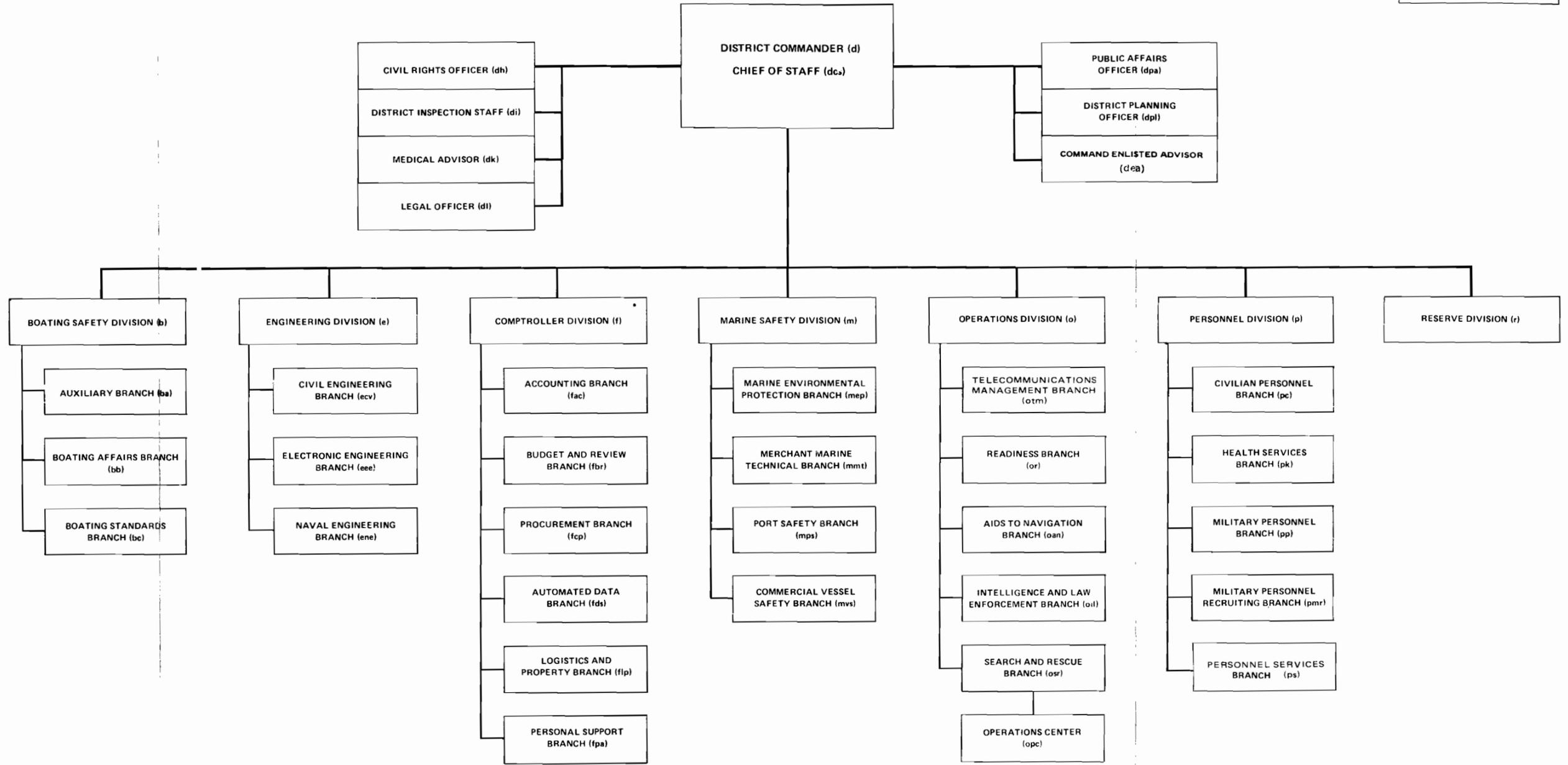
d. Collect, maintain, and evaluate statistical data concerning system components, procedures, organization, and utilization. Recommend modifications to improve system effectiveness.

**OPERATIONS ANALYSIS BRANCH**  
**(Aso)**

1. Under the direction and supervision of the Chief, Information Systems Division, the Chief, Operations Analysis Branch shall:
  - a. Investigate and analyze User requirements for information reference, analysis, and communications tools within mission-oriented decision support applications.
  - b. Maintain existing applications by correcting errors and implementing changes to accommodate revised requirements or improved methods.
  - c. Design, develop, test, and establish, based on approved plans, systems which provide the necessary information and analysis functions required in Coast Guard operations servicewide.
  - d. Provide technical coordination and control for the integration of externally developed applications or products with systems supporting operations.
  - e. Provide the necessary assistance required in development of long range plans for replacement or enhancement of ADP equipment and systems.
  - f. Evaluate proposals and analyze requirements for feasibility and necessity of ADP applications.

## **CHAPTER 4**

# **DISTRICT OFFICE ORGANIZATION**



(\*) BRANCH STRUCTURE MAY VARY, AS INDICATED IN FUNCTIONAL STATEMENTS FOR COMPTROLLER DIVISION.

## CHAPTER 4 – ORGANIZATION OF DISTRICT OFFICES

### A. SUMMARY OF DISTRICT OFFICE ORGANIZATION.

1. The District Commander (d), as the principal agent and representative of the Commandant, is responsible for the administration and general direction of district units under his command. Within his district, he is responsible for carrying out the functions and duties of the Coast Guard and for assuring that these duties are performed efficiently, safely and economically.
2. The Chief of Staff (dcs) has responsibility for advising and assisting the District Commander in the general administration of the District; and acting as District Commander in his absence. He directs and supervises the following staff components:
  - a. Special Staff Elements:

Civil Rights Officer (dh)	Public Affairs Officer (dpa)
District Inspection Staff (di)	District Planning Officer (dpl)
Medical Advisor (dk)	Command Enlisted Advisor (dea)
Legal Officer (dl)	Hearing Officer (dj)
  - b. The Chief, Boating Safety Division (b) has staff responsibility for administering Coast Guard boating safety activities including enforcement of Federal laws and regulations, coordinating with the Coast Guard Auxiliary and other public service or recreational boating groups, and administering the Boating Standards Program.
  - c. The Chief, Engineering Division (e) has staff responsibility for logistics of an engineering character, including the repair, maintenance, outfitting, and approved alteration of vessels, aircraft, aids to navigation, shore and marine structures, machinery, electronic equipment, utilities, and vehicles; and the design and construction of specified types of shore and marine structures.
  - d. The Comptroller (f) has staff responsibility for logistics that involve budget preparation and review, maintenance of accounts, the management of automated data systems, the disbursement of funds, and the management of the supply system.
  - e. The Chief, Marine Safety Division (m) has staff responsibility for the program of prevention of marine casualties including the inspection of merchant vessels to ensure compliance with established standards, approval of vessel plans and equipment, and the development and application of standards for merchant marine personnel; a coordinated Coast Guard environmental program; and for management of a comprehensive ports and waterways system excluding aids to navigation.
  - f. The Chief, Operations Division (o) has staff responsibility for the operational adequacy of the Service in the district in connection with the saving of life and property at sea as well as the conduct of aids to navigation, maritime law enforcement and operational readiness functions.

- (g) **The Chief, Personnel Division (p)** has staff responsibility for logistics that are of a personnel nature, including the procurement, training, assignment, and separation of active duty military and civilian personnel, and the provision of medical and morale services.
  - (h) **The Chief, Reserve Division (r)** has staff responsibility for Reserve logistics that are of a personnel nature, including the training, assignment and separation of inactive Reserve personnel.
- B. Collateral Duty.** While a standard organization plan is prescribed for district offices, it is recognized that the personnel allowance tables for the several district offices vary due to workload requirements. In some instances certain functions or groups of related functions may have to be assigned by the District Commander to district staff officers on a collateral-duty basis. In certain instances the Commandant may prescribe specific rules or impose definite limitations governing the particular collateral-duty assignments.
- C. Functions Common to All Organizational Elements.** Certain common functions are the responsibility of the heads of all organizational elements. To reduce duplication, these common functions are listed below:
1. Monitoring and evaluating internal management processes and taking steps to remedy problems associated with work procedures, manpower utilization, grade/rank structure and delegations of authority.
  2. Indoctrinating, supervising, coordinating and disciplining subordinate personnel. (Discipline shall include all legitimate and constructive action which promotes morale and efficiency among employees.)
  3. Coordinating assigned functions with the functions of other organizational elements.
  4. Taking action on communications.
  5. Maintaining adequate records.
  6. Preparing and/or processing special and routine reports.
  7. Developing directives and instructions.
  8. Maintaining liaison with other Federal agencies and outside organizations.
  9. Discharging responsibilities prescribed by Coast Guard Regulations and by other orders and directives issued by higher authority.
  10. Carrying out studies, planning and evaluation and budget development relative to improvement of current operations and to lay the ground work for implementation of plans as approved by competent authority.

## THE DISTRICT COMMANDER

(d)

1. The District Commander is the direct representative of the Commandant in all matters pertaining to the Coast Guard within his district. He is responsible for the proper administration of the district; for the efficient, safe, and economical performance of the duties of the Coast Guard within the district; and for the indoctrination, training, discipline, and proper utilization of the personnel under his command. Included in this responsibility is the implementation and administration of the Civil Rights program, consistent with directives and guidelines issued by the Commandant. He shall require his subordinates to attain and maintain a state of readiness to perform all duties for which they may be called upon, and to promptly, energetically, and effectively perform such duties. He shall establish and maintain an adequate relationship with the public generally and with the maritime industry specifically, and shall require his subordinates to do likewise.

**CHIEF OF STAFF**  
(dcs)

1. Under the general direction of the District Commander, the Chief of Staff shall:
  - a. Assist the District Commander in the general administration and direction of district activities, particularly with respect to the efficient, safe, and economical performance of Coast Guard duties and the proper utilization of assigned personnel and facilities.
  - b. Assist the District Commander in making inspections of units within the district, and otherwise keep him informed as to the status of district activities.
  - c. Supervise and coordinate the activities of the various chiefs of divisions and the independent staff officers and advise these officers generally relative to the policies and programs of the District Commander.
  - d. Supervise and coordinate the preparation and execution of operating plans and logistic programs for carrying out the functions of the Service in the district.
  - e. Supervise and coordinate the budgetary program of the district and assure the efficient management and utilization of district funds.
  - f. Analyze and review proposals and problems for the District Commander; prepare and issue orders, instructions, and directives affecting the conduct of district affairs; interpret rules, regulations and other directives for district personnel as may be necessary; review and route incoming correspondence; and review such outgoing correspondence as may be specified by the District Commander.
  - g. Analyze and review administrative procedures and practices in the district with a view to effecting their improvement; exercise control over forms used in the district; and administer the records management program for the district as directed by the Commandant.
  - h. Provide for administrative support and services for the district office staff.
  - i. Act as District Commander under authority and as provided for in Article 5-2-4, Coast Guard Regulations.
  - \*j. Through the District Commander, advise and assist the Commandant in the general administration of the Great Lakes Pilotage Act.
  - \*k. Through the District Commander, keep the Commandant informed of the problems encountered and the progress made in effectuating the policies and executing the program of the Service with respect to the Act.
  - \*l. Direct, supervise and coordinate the activities of the Director, Great Lakes Pilotage Staff, and assure the efficient performance of duties by that officer.
  - \*m. Assure that the Director, Great Lakes Pilotage Staff is kept fully informed as to the broad policy and programs approved by the Commandant.

\*Apply to Commander, Ninth Coast Guard District, only.

**COMMAND ENLISTED ADVISOR**  
(dea)

1. Under the direction and supervision of the District Commander and the Chief of Staff, the Command Enlisted Advisor shall:
    - a. Assist and advise the district commander/Chief of Staff in matters pertinent to the morale and general well-being of enlisted personnel and their dependents.
    - b. Remain informed concerning current personnel policies including pay and allowances, morale, welfare, housing and incentive programs and serve as a source of information about them to individual Coast Guardsmen.
    - c. Communicate periodically with the Master Chief Petty Officer of the Coast Guard to provide input data and exchange ideas regarding all enlisted members.
    - d. Provide articles of interest to enlisted members by district bulletins or newsletters addressing current enlisted programs, opportunities and policies.
    - e. Upon invitation, act as the enlisted representative of the district commander/Chief of Staff in community and civic functions, and accompany the district commander/Chief of Staff to official functions, inspections and ceremonies in which enlisted members are participating.
    - f. District advisors should frequently visit units within their districts and meet informally with enlisted men to exchange ideas and disseminate information which affects the enlisted community.
    - g. Assist in ensuring that lines of communication, both written and oral, are available to all enlisted personnel of the command.
    - h. Provide the district commander/Chief of Staff with an evaluation of the impact on enlisted personnel of proposed policy changes.
    - i. Assist in the reception of official enlisted visitors to the command.
    - j. Through all of his functions attempt to increase the desirability of a Coast Guard career.
- \*\*The majority of the day to day functions will be accomplished at the Chief of Staff level, however the Command Enlisted Advisor is authorized direct contact with the District Commander as the situation may warrant.

## LEGAL OFFICER

(dl)

1. Under the direction and supervision of the District Commander and the Chief of Staff, the Legal Officer shall:

a. Furnish legal advice upon the request of the District Commander, the Chief of Staff, or other staff officers.

b. Initiate, prepare or review documents and correspondence pertaining to legal matters or having legal implication, including but not limited to contracts, leases, claims, port security rules and regulations, and interpretations of statutes, executive orders, proclamations, court decisions, and decisions of the Attorney General or the Comptroller General.

c. Render legal advice with respect to, and when appropriate assist in the conduct of, courts and boards,

including marine casualty boards, and review the records of proceedings of all courts and boards convened in the district or subject to review by the District Commander as a supervisory authority.

d. Review for their legal implications all reported violations of the navigational laws and proposed actions to be taken on petitions submitted for relief by way of remission or mitigation of the penalties involved in such violations, and cooperate with the Chief, Marine Safety Division in this regard.

e. In close liaison with the Chief, Personnel Division, render such personal legal aid and assistance to Coast Guard personnel and their dependents as is deemed desirable for their morale or efficiency.

## CIVIL RIGHTS OFFICER

(dh)

1. Under the direction and supervision of the District Commander and the Chief of Staff, the Civil Rights Officer shall:

- a. Keep superiors informed as to the effectiveness of the District's Equal Opportunity Program, the major problems encountered, and recommend remedial measures which can be taken at the local level.
- b. Develop local directives as necessary for promulgation by the District Commander to supplement those issued by the Commandant.
- c. Maintain contact with military and civilian officers to assure their understanding of, and compliance with, program goals and requirements, and assist in resolving individual problems informally when possible.
- d. Monitor program's effectiveness via reports and special or periodic on-site inspections.
- e. As directed, carry out special investigations, either singly, or in conjunction with HQ or Departmental Equal Opportunity staff personnel, and prepare reports as necessary for higher level review.
- f. Serve as the District Commander's representative in investigating, reviewing and evaluating specific complaints relating to equal opportunity, and recommend course of action by superiors.

**PLANNING OFFICER**  
(dpl)

1. Under the direction and supervision of the District Commander and the Chief of Staff, the Planning Officer shall:

a. Review, coordinate and assist in the development of district input to the Coast Guard Planning, Programming, and Budgeting System, including:

- (1) Planning factors and criteria.
- (2) Long range objectives, plans and programs.
- (3) Planning proposals and development plans.
- (4) AC&I Project Proposals and Environmental Impact Statements.
- (5) Resource utilization.

b. Review, coordinate and participate in development of district relationships with Federal agencies, State and

local Governments and private organizations relative to mutual interest in other party's plans or programs, including; but not limited to:

- (1) Advancement of the Coast Guard's interest through evaluation of State plans and participation in implementation of State programs for coastal zone management.
- (2) Advancement of the Department's interest in waterway, port, harbor and other water resource project and planning activities.

c. Review, coordinate and participate in studies and analyses which affect the management of the district.

d. Initiate, coordinate and process environmental impact statements for all district generated projects and permits except for Bridge Administration matters. Coordinate and prepare endorsements on Environmental Impact Statements prepared by other agencies.

## **PUBLIC AFFAIRS OFFICER**

(dpa)

1. Under the direction and supervision of the District Commander and the Chief of Staff, the Public Affairs Officer shall:
  - a. Develop and supplement plans for the public information program of the Coast Guard in the district with a view toward fostering public and internal knowledge, understanding, confidence, and good will respecting the Service and its activities.
  - b. Conduct the public information program of the Coast Guard in the district utilizing all available public information media.
  - c. Prepare, obtain clearance of, and cause the distribution of public information material such as press and radio releases, radio and television scripts, speeches, and visual aids, as may be appropriate.
  - d. Provide photographic services, as available, and assure maximum photographic coverage of activities within the district.
  - e. Control the exhibition of Service films within the district.
  - f. Keep informed of the status of the public information program within the district and of public reaction to Coast Guard activities, and advise the District Commander and the Chief of Staff.

**MEDICAL ADVISOR TO THE DISTRICT COMMANDER**

(dk)

1. Under the direction and supervision of the District Commander and the Chief of Staff, the Medical Advisor to the District Commander shall:

required to be brought to the attention of, or requested by, the District Commander.

a. Offer directly such counsel and advice on medical matters concerning Coast Guard personnel as may be

## DISTRICT INSPECTION STAFF

(di)

1. Under the direction and supervision of the District Commander and the Chief of Staff, the Chief, Inspection Staff shall:

a. In accordance with inspection schedules approved by the District Commander, carry out inspections of district units (augmented as necessary by specialists temporarily assigned by the District Commander), consistent with policies, standards and guidelines promulgated by the Area Commander. (This includes compliance reviews for the safety program.) Inspection teams will:

- (1) Review and evaluate the readiness of units inspected to fulfill their authorized missions in terms of organization, management, utilization of resources, and operational sufficiency.
- (2) Ascertain compliance of inspected units with applicable laws, regulations, directives and policies.
- (3) Develop recommendations for improvement relating to those areas inspected.

(4) Submit reports on results of inspections to the District Commander, and follow up on progress made by responsible officials to remedy deficiencies and to implement recommendations which are approved.

(5) Carry out special investigations and inspections as may be directed by the Commandant or District Commander.

(6) Prepare and submit such periodic or special reports on the Inspection Program as may be directed.

b. In close coordination with the District Civil Rights Officer, gather facts relating to equal opportunity matters (exclusive of specific complaints) and furnish findings to the District Civil Rights Officer for analysis and appropriate action.

c. Supervise and coordinate the safety program in the district.

**HEARING OFFICER**  
**(dj)**

1. Under the direction and supervision of the District Commander and the Chief of Staff, the District Hearing Officer shall:

a. Conduct hearings and, if appropriate, assess civil penalties for cases referred to him/her in accordance with 33 CFR Part 1.

(\*) GREAT LAKES PILOTAGE STAFF  
(dgp)

(\*) 1. Under the direction and supervision of the District Commander and the Chief of Staff, the Director, Great Lakes Pilotage Staff shall:

a. Have primary responsibility for the administration of the functions required by section 4 of the Act (46 USC 216b), except those functions performed by the Office of Merchant Marine Safety.

b. Have primary responsibility for the implementation of written arrangements executed under the Act between the United States and Canada.

c. Enforce the regulations issued pursuant to the Act (46 USC 216b and 216c).

d. Issue notifications of availability of pilots under section 8 of the Act (46 USC 216f).

e. Initiate or review for submission to the Marine Safety Council, regulations and amendments to regulations necessary to administer the Act.

f. Through the Commandant (G-M) establish and maintain liaison with the State Department and the appropriate agency of Canada as necessary to the performance of all functions under the Act.

g. Make recommendations relative to the appointment of members to the Advisory Committee by the Commandant under section 10(a) of the Act (46 USC 216a).

h. Make recommendations to the Commandant (G-M) relative to the establishment of appropriate rates and charges for pilotage services by the Secretary under section 5 of the Act (46 USC 216c).

(\*) Applies to Commander, Ninth Coast Guard District Organization only.

## BOATING SAFETY DIVISION

(b)

1. Under the general direction and supervision of the District Commander and the Chief of Staff, the Chief, Boating Safety Division shall:
  - a. Administer and supervise the Coast Guard Recreational Boating Safety Program within the district.
  - b. Coordinate the efforts of the Boating Safety Program as appropriate with the Coast Guard Auxiliary, U. S. Power Squadron, Red Cross, and other public service or recreational boating oriented groups.
  - c. Administer the Boating Standards Program in accordance with instructions of the Commandant and applicable laws and regulations.
  - d. Administer the program of boat accident reporting, review, and investigation, in coordination with the district Marine Safety Division, OCMIs and State Boating Law Administrators, as indicated to promote uniformity and compliance with Federal Laws and Regulations.
  - e. Carry out the administrative penalty procedures in accordance with current laws, regulations, and instructions as they apply within the Recreational Boating Safety Program.
  - f. Administer a training program for boating safety, boarding, and law enforcement personnel of the Coast Guard, inviting attendance by personnel of other Federal, State, and local agencies concerned with the Recreational Boating Safety Program. Provide special training as indicated or required.
  - g. Administer the Coast Guard law enforcement programs pertaining to Recreational Boating and other uninspected vessels, except those functions specifically vested in the Marine Safety Division.
  - h. Maintain close liaison with State Boating Law Administrators and the Regional Association of State Boating Law Administrators in order to promote comity between jurisdictions, and encourage uniformity and reciprocity of boating laws and regulations; urge states' compliance with the Uniform State Waterway Marker System; encourage and review their public information and education programs; and, generally encourage greater state and local government participation in all aspects of recreational boating safety.
  - i. Oversee the operations of the Coast Guard Auxiliary in its program of assistance to the Service and its boating safety activities.
  - j. Administer the Boating Grant-In Aid Program for cognizant states in an equitable and fair manner in accordance with instructions of the Commandant and Federal laws and regulations.
  - k. Establish and maintain liaison with the major boating interests such as yacht club associations, marine trade associations, boat owners associations, etc. Ensure that lines of communication are maintained so the Coast Guard may participate with these organizations in boat shows, conferences, and public appearances.

1. Ensure that long range budget planning for the Recreational Boating Program is carried out in concert with the Office of Boating, Public, and Consumer Affairs and in response to specific needs arising within the district. Provide training to division staff in budget planning.
- m. Provide administrative review of the District Boating Safety Team budget, personnel, and equipment procurement.

#### AUXILIARY BRANCH

(ba)

1. Under the direction and supervision of the Chief, Boating Safety Division, the Chief, Auxiliary Branch shall:
  - a. Act as the District Director and, as such, the duly authorized representative of the District Commander to the Coast Guard Auxiliary. Develop and administer the program for the Coast Guard Auxiliary within the district in accordance with the policies, regulations and instructions prescribed by the Commandant.
  - b. Administer the program for the procurement of Auxiliary personnel and facilities in accordance with the standards prescribed by the Commandant.
  - c. Through the District Commodore, plan and assist the establishment of flotilla and other organizations; advise flotillas on matters of organization, program, regulation, and related activities; and encourage uniformity in the application of prescribed standards for these matters among the various Auxiliary components in the district.
  - d. Collaborate with other staff components concerned in the development and execution of the Auxiliary training program.
  - e. Consult with and advise other staff components concerned in regard to the utilization of Auxiliary personnel and facilities in connection with facilitating the operation of the Service.
  - f. Administer the Auxiliary Courtesy Motorboat Examination and Public Education programs in the district.
  - g. Review all material published by the Auxiliary in the district.
  - h. Maintain a system of records-keeping in connection with the Auxiliary program as prescribed by the Commandant.
  - i. While the Director is authorized to report directly to the District Commander in unusual circumstances, reports normally should be made through the Chief of Boating Safety.
  - j. Insure that Auxiliary public education and information efforts in support of the Boating Safety Program are properly coordinated with the efforts of others.

#### BOATING AFFAIRS BRANCH

(bb)

1. Under the direction and supervision of the Chief, Boating Safety Division, the Chief, Boating Affairs Branch shall:
  - a. Supervise and direct the activities of the Boating Safety Team, taking cognizance of any USCG/State agreements and coordinate with other law enforcement agencies, Coast Guard Groups, and adjacent Districts, where appropriate.
  - b. Prepare and administer a regular District Boating Safety Boarding and Law Enforcement Training Program for Coast Guard personnel, and additional training programs as may be requested by individuals, groups or agencies active in recreational boating.

c. Employ all feasible avenues of educating and informing the public on boating safety, coordinating with the Public Affairs Officer at all times.

d. In accordance with Coast Guard policy, carry out an active program of pilot projects to explore new possibilities in boating education and/or boating accident prevention.

e. Be cognizant of, and to the extent it is practical coordinate all National Safe Boating Week programs throughout the district as well as the efforts of Coast Guard and Coast Guard Auxiliary Units participating in the Recreational Boating Program throughout the year.

f. In accordance with applicable regulations conduct a program regulating regatta and marine events.

g. Administer the program of recreational boating accident reports, investigations required by regulations or policy, and the preparation of statistics.

h. Assist in all liaison matters concerning the Recreational Boating Safety Program.

i. Assist in establishing, reviewing and renewing agreements with the states.

j. Maintain mailing lists and distribute materials as required by office components.

### **BOATING STANDARDS BRANCH**

(bc)

1. Under the direction and supervision of the Chief, Boating Safety Division, the Chief, Boating Standards Branch shall:

a. Maintain contact with all segments of the boating industry within the district. Keep aware of needs and problems of this industry. Maintain and update a list of boat and associated equipment manufacturers in the district. Provide corrections and additions to the master industry list at Headquarters.

b. Provide standards regulatory interpretive assistance to manufacturers, state officials, consumers, and other staff elements within the district. Keep these groups informed of the content and effect of current and upcoming regulations.

c. Implement and administer the manufacturer compliance program within the district. Conduct a regular factory visit/audit program in accordance with guidelines promulgated by Headquarters, for the purpose of assuring manufacturer compliance with regulations.

d. Provide assistance to the boating industry, state officials and the public through response to written and oral inquiries in the boating standards area.

e. Implement and administer a defect notification program within the district. Investigate accidents and consumer complaints concerning boats and associated

equipment as necessary to determine whether safety related defects exist. Provide Commandant (G-BBT) with details concerning instances of safety related defects.

f. Implement and administer a standards enforcement program. Gather information for and process necessary civil administrative penalties. Provide the Commandant (G-BBT) with details of instances of apparent non-compliance with standards or regulations.

g. Implement and administer a technical information service program directed to boat and associated equipment manufacturers within the district.

h. Provide assistance as necessary to Commandant (G-BBT). Highlight and provide information in areas that need establishment of policy. Provide information to assist in the development of standards and regulations.

i. Provide input as required for training Coast Guard and state law enforcement personnel.

j. Provide technical assistance to other branches in the Boating Safety Division.

k. Administer and coordinate the backyard boat builder program within each state.

1. Plan resource changes necessary to reach established goals. Keep Commandant (G-BBT) informed of resource requirements.

m. Provide input to the compliance and defect testing programs.

## ENGINEERING DIVISION

(e)

1. Under the general direction and supervision of the District Commander and the Chief of Staff, the Chief, Engineering Division shall:
  - a. Direct, supervise, and coordinate the activities of the Chiefs of the Civil Engineering, Electronics Engineering, and Naval Engineering Branches in connection with their assigned functions; assure the efficient performance of duty by those officers; have ultimate responsibility for the effectiveness of the engineering program, including the design and construction of shore and marine structures and the repair, maintenance, outfitting, and approved alteration of vessels, boats, vehicles, aids to navigation, shore and marine structures, machinery, electronic equipment, and utilities.
  - b. Direct the program for periodic inspection of the material condition of district units. Keep fully informed of the requirements of the district for engineering personnel, facilities, and equipment by means of field inspections, records and reports.
  - c. Obtain from other staff officers such information on their plans and requirements as may be relevant in developing district engineering programs.
  - d. Supervise the planning and execution of work programs for carrying out the engineering activities in the district and the preparation of cost estimates and justifications supporting request for funds or expenditures.
  - e. Administer funds allocated to the Engineering Division as prescribed in current directives. Furnish appropriate preliminary budget estimates and fund allocations or suballocations to the Comptroller.
  - f. Review all requisitions, contracts, requests for work authorizations, etc., which are chargeable to funds for engineering work and which are submitted to Headquarters for approval. When necessary, review and approve or disapprove other requisitions for engineering supplies and equipment submitted by individual units to the district office.
  - g. Manage the district motor vehicle program.
  - h. Coordinate district staff level planning for any district Support Centers, insure the adequacy of shore plant and Support Center personnel, and represent Support Center interests on the District Budget Review Board.

## CIVIL ENGINEERING BRANCH

(ecv)

1. Under the direction and supervision of the Chief, Engineering Division, the Chief, Civil Engineering Branch shall:

a. Be responsible for design, construction, installation, repair, maintenance, outfitting, and alteration of shore structures and related equipment, and for the repair, maintenance and approved alteration of buoys except for their installation and maintenance on station. Be responsible for the maintenance, repair and upkeep of Coast Guard owned vehicles.

b. Plan and execute civil engineering projects.

c. When necessary, review requisitions and other requests chargeable to funds for civil engineering work, supplies and equipment; secure labor; prepare specifications for the structures, technical equipment and supplies; request the Chief, Procurement Branch to make purchases.

d. Prepare preliminary budget estimates, make recommendations as to fund allocations or suballot-

ments, and administer funds allocated to the Branch, as prescribed in current directives; promptly furnish the Chief, Comptroller Division with detailed information of all actions which will result in expenditures, suballotments, transfers between units, etc., of such funds.

e. Issue work orders as necessary to industrial facilities in the district, and inspect civil engineering work as required.

f. Inspect buildings, wharves, and other shore structures proposed for lease, acquisition or condemnation; determine and make reports as required on values, necessary repairs, or alterations.

g. Maintain detailed records of the physical characteristics of all shore structures, land, equipment, and public utilities in the district and prepare data for required reports of real property for submission to the Commandant.

h. Provide for allowance list modifications and the maintenance, repair and upkeep of the motor vehicle fleet operated by the district.

## **ELECTRONICS ENGINEERING BRANCH**

(eee)

1. Under the direction and supervision of the Chief, Engineering Division, the Chief, Electronics Engineering Branch shall:

a. Be responsible for the construction, installation, repair, maintenance, and approved alteration of electronics material, including radio, underwater sound, radar, telephone, telegraph, teletype, electronic interior communications, and electronic aids to navigation equipment.

b. Plan and execute radio and other electronic engineering projects.

c. When necessary review requisitions and other requests chargeable to funds for electronic engineering work, supplies and equipment; prepare specifications for technical equipment not provided by Headquarters; request the Chief, Procurement Branch to make purchases.

d. Prepare preliminary budget estimates, make recommendations as to funds allocations or suballocations, and administer funds allocated to the Branch, as prescribed in current directives; promptly furnish the Chief, Comptroller Division with detailed information of all actions which will result in expenditures, suballocations, transfers between units, etc., of such funds.

e. Issue work orders as necessary to industrial facilities in the district and arrange for work with Navy yards or commercial facilities. Inspect electronic engineering work as required.

f. Maintain detailed records of the physical and electronic characteristics of the equipment under his cognizance in the district.

## NAVAL ENGINEERING BRANCH

(ene)

1. Under the direction and supervision of the Chief, Engineering Division, the Chief, Naval Engineering Branch shall:

a. Be responsible for: the repair, maintenance and alteration of cutters assigned to the district including hull, machinery, electrical and ordnance systems; the major casualty repair of boats. Provide technical information to support the repair, maintenance and alteration of boats to other staff elements who are responsible for these tasks.

b. Administer a major maintenance financial program for all assigned cutters including,

- (1) A planned financial and major maintenance program.
- (2) A system of cost estimating and financial management.

(3) Reviewing of cutter routine and major maintenance requests.

c. Determine the material condition of assigned cutters and boats.

d. Plan and execute the Naval Engineering Maintenance and Repair Program.

e. Assist in the administration of the cutter and boat logistic system.

f. Provide engineering and personnel management to administer the District Naval Engineering Organization.

g. Serve as the District Naval Engineering expert for Boards of Investigation, Claims, Safety Boards, Inspection Finding Reviews and as otherwise directed by the District Commander.

## COMPTROLLER DIVISION

(f)

1. Under the general direction of the District Commander and the Chief of Staff, the District Comptroller shall:
  - a. Act as principal financial management, supply and automated data processing advisor to the District Commander, Chief of Staff and other staff officers.
  - b. Direct, supervise, coordinate, and have ultimate responsibility for the activities of the Deputy Comptroller, functions of the Assistant Disbursing Officers and Cashiers, and for the activities of the Chief, Accounting, Budget and Review, Procurement, Automated Data, Personal Support and Logistics and Property Branches in connection with their assigned functions.
  - c. Coordinate and consolidate estimates of budgetary requirements and subhead 30 targets.
  - d. Analyze the results of financial, supply and non-appropriated fund activities and supervise the preparation of financial management reports for use by district program managers, support managers and administration of subhead 30 targets.
  - e. Supervise personnel used for locating, negotiating for and securing the Commandant's approval of real estate and space requirements.
  - f. In coordination with the district inspector conduct evaluations of district units, assistant disbursing officers, and cashiers as may be required by regulations or necessary to foster good management and insure compliance with comptroller support programs.
  - g. Administer funds allotted to the District Commander for which responsibility of administration is charged to the Comptroller by the Commandant or the District Commander.
  - h. Supervise administration of general messes and non-appropriated fund activities.
  - i. Supervise the installation and use of data processing equipment and systems in the district covering all phases of management and not primarily for fiscal purposes.
  - j. Provide mobilization planning for all phases of financial management, personal and supply matters for the district in accordance with basic policies from the Commandant.
  - k. Supervise mail and other postal services for the district units and comply with current directives concerning mail and postal matters.
  - l. Insure that certification of balances is accomplished in accordance with existing regulations.
  - m. Review the existing system to insure the existence of adequate audit techniques and safeguards to insure fiscal integrity.
  - n. Insure that functions of the Assistant Disbursing Officer and Cashiers are accomplished in accordance with existing regulations.
  - o. Conduct the district's Payroll Savings Program for the sale of U.S. Savings Bonds.

## ACCOUNTING BRANCH

(fac)

1. Under the direction and supervision of the Comptroller, the Chief, Accounting Branch shall:

a. Be responsible for the maintenance of prescribed general ledger accounts and subsidiary records, and for the preparation of financial and operating statements, and other working papers required by applicable instructions.

b. Be responsible for the review of all requisitions, contracts, purchase orders, payrolls, travel orders, and other obligation documents for the availability of funds, and for prevalidation as prescribed; determine whether the proposed obligations are within the purpose of the designated allotment and are properly authorized.

c. Be responsible for the maintenance of expenditure and revenue accounts on the accrual basis to properly state the financial position and operating expenses and revenue of the Coast Guard at the end of each accounting period.

d. Be responsible for the acceptance, proper disposition and control of all collections tendered from whatever source and intended for deposit to the credit of the Treasurer of the United States.

e. Prepare the monthly statement of transactions according to appropriations, funds, and receipt accounts for the administrative approval of the Comptroller subject to adjustments that may be required to properly report the monthly transactions.

f. Record stores receipt and expenditure activity of general messes, clothing lockers, aviation units and stocking units for commissary provisions, uniform clothing, field stock and general stores. Audit and/or reconcile commissary reports and stores statements with supporting documents and general ledger control accounts. Prepare monthly financial reports therefor.

g. Maintain accounting control over direct labor and direct material costs of work orders being accomplished at industrial units and properly distribute the overhead

costs of the industrial units to productive work orders accomplished at the unit. Review financial and completion status of uncompleted work orders and reconcile the value thereof with general ledger control accounts.

h. Receive and examine for legality and propriety purchase orders, contracts and all other procurement documents, vendor's invoices, and receiving reports for supplies and materials. Receive and handle vouchers for payments other than travel. Furnish accrual documents as required for recording in official accounting records. Prepare and certify schedules for payment. As Authorized Certifying Officer, shall be responsible for the propriety of payments made. Prepare claims, except for pay allowances and travel, in doubtful cases, for submission to the General Accounting Office for decision via Commandant (G-FAC)

i. Prepare regular periodic statements for the purpose of currently advising the responsible administrative officers with regard to the financial status of allotment subheads and projects.

j. Prepare annual report of valid unpaid obligations outstanding at the close of each fiscal year under each appropriation and fund account for certification of the Comptroller.

k. Be responsible, if authorized to deviate from the standard organization, for the following:

- (1) **Budget and Review Branch (fbr)** – Perform within a separate section all budget functions designated for this branch.
- (2) **Automated Data Branch (fds)** – Perform within a separate section all functions designated for this branch.
- (3) **Personal Support Branch (fpa)** – Perform all functions relative to the processing of travel vouchers designated for this branch.

**PERSONAL SUPPORT BRANCH**  
(fpa)

1. Under the direction and supervision of the Comptroller, the Chief, Personal Support Branch shall:

a. Be principal advisor on and have responsibility for matters pertaining to payment of personnel for services rendered and reimbursement of travel expenses.

b. Provide for maintenance of pay accounts of military personnel and for the proper and accurate payment of military personnel in accordance with Coast Guard policies and procedures. This includes payment of Reserve members performing active duty. Ensure that existing regulations relative to pay matters are properly carried out at all district commands through reviews and inspection.

c. Be responsible for the certification of all vouchers pertaining to military personnel and civilian employees including pay, travel allowances and claims as authorized by Coast Guard Headquarters. As Authorized Certifying Officer, be responsible for the propriety of all payments made. Prepare claims in doubtful cases for submission to the General Accounting Office for decision.

d. Be responsible for providing civilian payroll liaison service to civilian employees paid by the Federal Aviation Administration.

e. Prepare payment schedules and certify for payment and provide liaison services with the Regional Disbursing Officer.

f. Be responsible, if authorized to deviate from standard organization, for the following:

- (1) **Budget and Review Branch (fbr)** — Perform within a separate section all field support functions designated for this branch.

**PROCUREMENT BRANCH**  
**(fcp)**

1. Under the general direction and supervision of the District Comptroller, the Chief, Procurement Branch shall:

- a. Act as principal assistant to the Comptroller in the administration of the district procurement program.
- b. Serve as the principal Contracting Officer for the district.
- c. Advise and assist district operation units relative to procurement practices, reports, standards and directives.
- d. Process procurement requests and requisitions received in the district office, including the operations of the district simplified requisition processing point, if authorized by the district commander.
- e. Direct the activity of the Contracting and Order Sections, including:
  - (1) Establish and maintain contacts with sources of supply, public, private and other government agencies.
  - (2) Negotiate, award and administer all contracts, purchase orders, and requisitions, including term contracts and leases.
  - (3) Administer the district's fuel procurements.
  - (4) Establish and maintain control and follow-up procedures; and expedite procurement actions to assure prompt and proper performance.
- f. Ensure and actively promote the District's participation in various procurement related programs, such as Small Business Set-Asides, 8(a) Minority Procurements, Labor Surplus Area Procurement, Buy American Act, and Equal Employment Opportunity.
- g. Conduct the Defense priority allocation, allotment system and similar programs associated with procurement.
- h. Assign a Small Business Specialist to carry out the requirements of the procurement regulations.
- i. Ensure legal review is accomplished in coordination with the district legal office for contract sufficiency and for compliance with procurement regulations.
- j. Develop and issue rules and procedures for the issuance and control of all credit cards. Maintain a record of all issued cards. Monitor the use of credit cards.
- k. Maintain a library of Federal Supply Catalogs. Screen requests for commercial procurement to determine the availability of items from the National Supply System and to assure purchase of items is in accordance with prescribed policies.
- l. Perform all other functions required of the district's procurement program, including compilation and review of statistical data, establishing standards of performance and arranging for training of procurement personnel and for visiting and evaluating the buying practices of subordinate commands.

**LOGISTICS AND PROPERTY BRANCH**  
(flp)

1. Under the direction and supervision of the Comptroller, the Chief, Logistics and Property Branch shall:

a. Act as the principal assistant to the Comptroller for planning and administering the supply support program for the district, for planning and carrying out the property and transportation management program for the district, and, when directed by the Chief of Staff, for providing the district staff with centralized office support.

b. Provide guidance to district staff and units on Coast Guard supply management policies in the functional areas of cataloging, identification, standardization, inventory management, provisioning, allowances, requirements determination, storage and distribution, disposal of materials in inventory, repair of economically repairable material, mobilization planning and Department of Defense military standard systems and programs for supply logistics support.

c. Provide advice to all staff elements on how to obtain support from supply sources under both normal and contingency operating conditions.

d. Develop, publish, and review the effectiveness of the logistics support plan for the district and its units laying out the logistics pattern for normal support and the logistics plan for supporting specific operations and projects. As required for district planning and operations, prepare and keep up-to-date the logistics operations and projects. As required for district planning and operations, prepare and keep up-to-date the logistics annexes to contingency and mobilization plans, as well as the Comptroller supplements to the district OPLAN.

e. Direct and administer the program to obtain estimates of district requirements for various categories and specific items of material and submit such estimates as appropriate to centralized inventory control points in the Coast Guard, General Services Administration, and Defense Supply Centers.

f. Be responsible for implementing procedures for and arrange official transportation of military and civilian members and dependents. Provide transportation requests, meal tickets, toll tickets and information on car rental services as appropriate.

g. Develop, publish and implement procedures for and arrange movement and storage of household goods of military and civilian members as authorized by official orders including appropriate pre and post move counseling as to entitlements and claims.

h. Provide for inspection of carrier facilities handling household goods movements for compliance with regulations, tariffs and tenders. Inspect household goods pickup and delivery operations by carriers for compliance and to protect interests of member and the Coast Guard.

i. Provide for transportation services for the district office including issuance of Government bills of lading and arranging for actual shipments. Provide technical advice to district staff and units on shipping practices and procedures.

j. Handle matters involving mail and postal service to all units within the district.

k. Exercise staff surveillance over the inventory functions at all district units. Monitor all Supply Fund operations.

l. Determine the need and usefulness of inter-service support agreements with supply and logistics support agencies, negotiate such agreements as directed, maintain a file of all outstanding agreements, and provide guidance to staff officers and units on the provisions of the agreements.

m. Act as the Recorder for the Real Property Board. Maintain the official records of all Coast Guard real property within the district.

n. Review Boards of Survey on real and personal property and excess property declarations to ensure compliance with current utilization and disposal guidelines. Coordinate district action and assure recording, follow-up, and feedback of information to the originating activity concerning property actions and determinations.

o. Coordinate and act as liaison in the acquisition of real property and complete the documentation required for district or Headquarters action. Prepare documentation for outleasing of Coast Guard real property.

p. Coordinate district participation in the utilization and disposal program for Government personal property. Conduct district-wide screening of excess property.

q. Prepare and submit all requests to the General Services Administration for space assignments for the district and its units.

r. Administer the district-wide program for control of general purpose property.

s. As directed, organize and administer the following functions to provide centralized office support services to the district staff: stationery locker, printing and reproduction, mail receipt, distribution, and posting control of general purpose property assigned to the district office.

t. Be responsible for the operation of the district Requisition Processing Point (RPP) for processing requisitions received under the Simplified Unit Requisition/Follow-up (SURF) System, if authorized by the district commander.

u. Be responsible, if authorized to deviate from the standard organization, for the following:

- (1) **Procurement Branch (fcp)** — Perform within a separate section all contracting and ordering functions assigned to this branch.

**BUDGET AND REVIEW BRANCH**  
(fbr)

1. Under the direction and supervision of the Comptroller, the Chief, Budget and Review Branch shall:

a. Coordinate and consolidate estimates for district budgets including coordination of Headquarters Planning Factors.

b. Be responsible for preparation of Subhead 30.00 targets and coordination of targets with program/support managers and with field units.

c. Evaluate, analyze and interpret cost data and prepare periodic and special financial management reports for program and support managers in the district.

d. Based on evaluation and analysis of cost data, recommend cost reduction programs and economies to be accomplished.

e. Coordinate and assist program and support managers in preparation of changes in financial plans.

f. Review records and reports, including nonappropriated fund activities prepared by field units to assure that they are prepared in accordance with existing procedures and policies.

g. Provide guidance and direction to field unit personnel in installation of new systems, procedures and in preparation of required reports, including nonappropriated fund activities.

h. Perform management audits of general mess and nonappropriated fund activity reports.

i. Visit and evaluate field units to assure compliance with prescribed procedures covering Financial Management, Personal and Supply Support matters and nonappropriated fund activities and develop recommendations for improvements. Follow up to assure that recommendations are carried out and deficiencies corrected.

j. When directed perform financial reviews of activities of Assistant Disbursing Officers, Cashiers, Collection Clerks and nonappropriated fund activities.

k. Provide supervision for nonappropriated fund activities and for the general mess operations of the district including Food Management Teams.

l. Prepare and submit reports covering inspections and financial reviews as required by procedures and such other special reports as directed by the Comptroller.

**AUTOMATED DATA BRANCH**  
**(fds)**

1. Under the direction and supervision of the Comptroller, the Chief, Automated Data Branch shall:

- a. Be responsible for operation and use of all data processing equipment in the district, including key punch equipment, remote terminal equipment, and other supporting equipment.
- b. Control the receipt and processing of input source documents.
- c. Schedule work to be accomplished, coordinate with users and the central site computer and maintain production records of work accomplished.
- d. Assemble and distribute data processing output.
- e. Maintain equipment utilization records and records of automated data processing equipment malfunctions.
- f. Maintain liaison with equipment maintenance personnel and building maintenance personnel to

assure that automated data processing equipment, air conditioning, power supply, etc., are maintained at a proper level.

- g. Maintain inventory records of paper, punched cards and other ADP supplies used in the branch.
- h. Maintain punched card files; and documentation files containing reference manuals and operating instructions.
- i. Analyze the feasibility of all proposed district data systems and improvements to existing systems and coordinate any change or additions with district users and with Headquarters.
- j. Assist district personnel in the study, design and installation of ADP systems or the alteration of existing systems and programs.
- k. Be responsible for control over terminal security codes and insure that only authorized users have access to security codes.

## MARINE SAFETY DIVISION

(m)

1. Under the general direction and supervision of the District Commander and the Chief of Staff, the Chief, Marine Safety Division shall:

a. Administer an integrated, multi-program system, encompassing Commercial Vessel Safety, Port and Environmental Security and Marine Environmental Response, in accordance with policies issued by cognizant program directors. These program responsibilities include:

**(1) COMMERCIAL VESSEL SAFETY**

- (a) Enforcement of the navigation and vessel inspection laws
- (b) Vessel inspection
- (c) Licensing and certificating merchant seamen
- (d) Shipment and discharge of seamen
- (e) Administering load line regulations
- (f) Processing violations of applicable marine safety laws and regulations
- (g) Investigations pursuant to R.S. 4450, as amended
- (h) Review of vessel and vessel equipment plans
- (i) Admeasurement of vessels
- (j) Documentation of vessels

**(2) PORT SAFETY AND SECURITY**

- (a) Monitoring explosive or other dangerous cargo loading operations
- (b) Maintenance of safety and security in designated port areas
- (c) Inspecting and boarding vessels
- (d) Patrolling ports and harbors and inspection of waterfronts
- (e) Monitoring movement of vessels carrying hazardous cargoes on U. S. navigable waters
- (f) Management of vessel traffic services
- (g) Investigation of damage or destruction of structures, causing—or having the potential for—adverse effect on marine environmental quality.
- (h) Administering the enforcement of applicable laws and regulations
- (i) Administering the Special Interest Vessel program

### **(3) MARINE ENVIRONMENTAL PROTECTION**

- (a) Plan, develop, implement and monitor the district marine environmental protection program to prevent and detect pollution in the marine environment**
  - (b) Plan, develop and implement the district program for pollution response in accordance with the National, and Regional Contingency Plans**
  - (c) Review district marine environmental protection activity contrasted to program performance standards**
  - (d) Review pollution reports and administer the district enforcement and investigation program regarding spills of oil and hazardous polluting substances**
  - (e) Administer district inspection program to insure vessel and facility compliance with pollution regulations**
- b. Develop a general program for the district looking toward a correct and uniform interpretation of the laws, rules, regulations, and other directives by all personnel assigned to such activities.**
  - c. Establish and maintain liaison and necessary working relationships with cognizant representatives of federal, state and local agencies, shipping interests, labor and other maritime groups on matters involving commercial vessel safety, port safety and security and marine environmental protection with the aim of improving coordination and responsiveness in these program areas throughout the district, as well as initiating recommendations for the formal revision of rules and regulations governing the multi-program area when the necessity for change or revision becomes evident.**
  - d. Advise the district commander on appeals resulting from actions taken by field units.**
  - e. Conduct periodic inspections of field units, conferring with the commanding officers and monitoring their activities. When necessary, instruct unit personnel in the proper performance of their duties with particular emphasis on effecting uniform interpretation and application of rules, regulations and directives.**
  - f. Monitor district commercial vessel safety, port safety and security, and marine environmental protection functions to develop budgetary requirements.**
  - g. Coordinate facility support requirements with Chief, Operations Division.**
  - h. Visit, when considered expedient, merchant vessels or port facilities to ascertain that laws and regulations have been observed and complied with by the field units as well as the masters, seamen and owners.**
  - i. Develop, for budgetary submission, district resource needs for the commercial vessel safety, port safety and security, and marine environmental protection programs.**

## MARINE ENVIRONMENTAL PROTECTION BRANCH

(mep)

1. Under the direction and supervision of the Chief, Marine Safety Division, the Chief, Marine Environmental Protection Branch, shall:
  - a. Administer and supervise the Marine Environmental Response Program and the environment safety aspects of the Port and Environmental Safety Program, and insure uniform and correct application of the marine environmental laws and regulations.
  - b. Process and review funding and resource requirements and planning proposals for district units performing marine environmental protection functions.
  - c. Administer and supervise the keeping of records (case files) of all reported spills.
  - d. Administer and process reported violations of the marine environmental laws and regulations. Prepare recommendations for disposition of civil and criminal violations to the Chief, Marine Safety Division. Keep records of all fines imposed and collected.
  - e. Process and prepare responses to all appeals to the district commander from decisions of the Chief, Marine Safety Division. If further appeal is made to the Commandant, prepare suitable recommendations and provide all information necessary for a final decision.
  - f. Prepare daily reports of minor spills and POLREPS of moderate and major spills for transmission to the Commandant (G-WER) in accordance with contingency plans and current instructions.
  - g. Closely monitor the effect and effectiveness of the National, Regional, and Sub-regional Contingency Plans. Maintain close liaison with signatories of the National Plan to recommend effective changes as the need arises.
  - h. Maintain a continuing and updated technical library of pertinent pollution control technical documents.
  - i. As directed by the district commander, assume the duties as on-scene coordinator when a major spill or declared pollution incident occurs.
  - j. Coordinate the environmental protection activities of the various district units.
  - k. Monitor the unit training of personnel performing environmental protection activities.
  - l. Maintain a continuing and effective liaison with federal agencies (especially Environmental Protection Agency), state agencies, and maritime organizations and industries involved in maritime environmental protection.
  - m. Review data and information from field units that contribute to management information systems at district and Headquarters levels.

## MERCHANT MARINE TECHNICAL BRANCH

(mmt)

1. When specifically authorized by the Commandant, a Merchant Marine Technical Branch shall be established under the direction and supervision of the Chief, Marine Safety Division. This branch shall handle plan approvals and pass on specifications for new construction, conversion, and alteration of vessels subject to inspection under the existing maritime laws. The geographic area for which the Merchant Marine Technical Branch is responsible shall be designated by the Commandant.

NOTE: Merchant Marine Technical Branches have been established as follows:

a. Third Coast Guard District to handle plan approvals within the geographic area encompassed by the First, Third, and Fifth Coast Guard Districts.

b. Eighth Coast Guard District to handle plan approvals within the geographic area encompassed by the Second, Seventh, and Eighth Coast Guard Districts.

c. Ninth Coast Guard District to handle plan approvals within the geographic area encompassed by the Ninth Coast Guard District.

d. Twelfth Coast Guard District to handle plan approvals within the geographic area encompassed by the Eleventh, Twelfth, Thirteenth, Fourteenth, and Seventeenth Coast Guard Districts.

**PORT SAFETY BRANCH**  
**(mps)**

1. Under the direction and supervision of the Chief, Marine Safety Division, the Chief, Port Safety Branch, shall:

a. Administer the district Waterways Management Program and the port safety aspects of the Port and Environmental Safety Program, including those responsibilities pertaining to vessels, customs, navigation and conservation laws, except those specifically vested in other district components.

b. Coordinate the port safety and security activities of the various Captains of the Port, or Marine Safety Offices, and in those ports where no Captain of the Port is assigned, carry out the district commander's port security duties.

c. Supervise and coordinate the activities of the investigative, port safety and security, and law enforcement forces in the district except those under supervision of other district staff components.

d. Maintain close liaison with all Coast Guard forces and with other federal, state, and local agencies in order to insure maximum efficiency and economy in all phases of port safety and security work.

e. Administer and process all reports of violations involving the port safety and security, dangerous cargo,

and anchorage regulations. Prepare recommendations for disposition of civil and criminal violations for Chief, Marine Safety Division.

f. Process all applications for anchorages and special anchorage areas, and prepare recommendations for review by higher authority.

g. Maintain close contact with the shipping industry, and provide assistance to the industry as necessary in order to insure compliance with appropriate federal regulations.

h. Carry out continual review of vessel traffic systems within the Coast Guard, and prepare for implementation of vessel traffic systems, as required, within the district.

i. Monitor the unit training of port safety and security personnel.

j. Review data and information from field units that contribute to management information systems at district and Headquarters levels.

k. Process and review funding and resource requirements and planning proposals for district units performing port safety and security functions.

**COMMERCIAL VESSEL SAFETY BRANCH**  
(mvs)

1. Under the direction and supervision of the Chief, Marine Safety Division, the Chief, Commercial Vessel Safety Branch, shall:
  - a. Administer the district Waterways Management Program and the port safety aspects of the Port and Environmental Safety Program, including those responsibilities pertaining to vessels, customs, navigation, and conservation laws, except those specifically vested in other district components.
  - b. Administer and supervise the merchant marine safety activities of district Marine Inspection Offices and Marine Safety Offices.
  - c. Conduct a continuing review and analysis of staffing and operating costs of the Marine Inspection Offices and Marine Safety Offices.
  - d. Process and review funding and resource requirements and planning proposals for district units performing commercial vessel safety functions.
  - e. Administer and process reported violations of the navigation and vessel inspection laws and regulations. Prepare recommendations for disposition of civil and criminal violations for the Chief, Marine Safety Division.
  - f. Process and prepare responses to all appeals to the District Commander of decisions of the Commanding Officers, Marine Inspection Offices. If further appeal is made to Commandant, prepare suitable recommendations and provide all necessary information necessary for a final decision.
  - g. Process, review, and, where authorized, approve all reports of investigation conducted under R. S. 4450, as amended (46 USC 239), involving marine casualties or misconduct, negligence, or incompetency of licensed or documented personnel.
  - h. Closely monitor the effect and effectiveness of laws and regulations applicable to commercial vessels to determine if they are suitable and practical to accomplish the purpose for which they are intended. Based on field reports and industry liaison, prepare recommendations for amendment, revision, or initiation of safety laws and regulations.
  - i. Maintain a continuing and effective liaison with vessel owners and operators, shipyards, and other maritime organizations, federal agencies, and industries directly concerned with the operation and utilization of commercial vessels as well as their support.
  - j. Conduct unit inspection of Marine Inspection Offices either independently or in conjunction with the District Inspector to insure field inspection, licensing and certificating, investigations, and other functions are performed as required and proper records maintained.
  - k. Monitor the training program of each MIO for compliance with the schedule established in the Merchant Marine Safety Manual. Insure full and complete records are maintained and that qualifications of individual inspectors are included in semi-annual fitness reports.
  - l. Review field submissions of data concerning commercial vessel safety activities to insure completeness, accuracy and timeliness of the contents of the submissions.
  - m. Analyze informational reports obtained from the headquarters management information system and make recommendations concerning additions, deletions or alterations in form necessary for improving the effectiveness of the district and field units.

## OPERATIONS DIVISION

(o)

1. Under the general direction and supervision of the District Commander and the Chief of Staff, the Chief, Operations Division shall:
  - a. In accordance with policies issued by cognizant program directors, plan, develop, implement and direct the following operational and support activities carried out by district units:
    - (1) Search and Rescue
    - (2) Domestic Icebreaking
    - (3) Short Range Aids to Navigation
    - (4) Radio Aids to Navigation (Loran and Omega)
    - (5) Bridge Administration
    - (6) Enforcement of Maritime Laws and Treaties
    - (7) Marine Science Activities
    - (8) Military Operations
    - (9) Military Preparedness
    - (10) Command and Control-Communications (Support element)
    - (11) Investigations and intelligence
  - b. Monitor district units to determine adequacy of resources and ascertain effective execution of programs.
  - c. Assist the District Inspection Staff in the inspection of district units as required. Initiate remedial action on findings which bear upon Operations Division programs.
  - d. Carry out program budgeting and manage funds allocated to the Operations Division.
  - e. Coordinate availability of multi-mission facilities to meet program requirements of other district division chiefs.
  - f. Administer the district weather reporting and aerological services.
  - g. Direct the activities of the District Operations Center. This function shall include liaison with and, as required, coordination of civil and military facilities used in Search and Rescue, and other emergency operations.
  - h. Administer the District's supporting program for the Automated Mutual-Assistance Vessel System (AMVER) and, where appropriate, designate an officer to supervise the program.

## AIDS TO NAVIGATION BRANCH

(oan)

1. Under the direction and supervision of the Chief, Operations Division, the Chief, Aids to Navigation Branch, shall:
    - a. Direct and administer the operation of all aids, including Loran, in the district so as to provide an integrated system of aids to navigation.
    - b. Initiate and maintain close liaison within the district and with government agencies, commercial enterprises, and private organizations, as appropriate, to determine current requirements for aids and to insure collaboration and coordination in aids to navigation matters of mutual concern and interest.
    - c. Initiate or review requests for the establishment, change, or disestablishment of aids to navigation including those for private aids. Whenever required, prepare the justification for the expenditure of official funds to implement recommended changes in the system of aids to navigation and indicate the priority of accomplishment.
    - d. Prepare and administer the plan for the operations of units assigned aids to navigation missions.
    - e. Supervise the collection of data for light lists, radio-beacon charts, and Notices to Mariners. Administer the plan for gathering promptly all information concerning the malfunction, failure, damage, or loss of aids to navigation and for processing and disseminating such information into Broadcast and Local Notices to Mariners.
    - f. Recommend and justify district allowances of aids to navigation equipment required to maintain authorized aids in effective operation and to mark sunken wrecks.
    - \*g. Formulate and submit to the Commandant recommendations on matters concerning the location and plans of bridges across the navigable waters of the United States, the operation of drawbridges, and bridges which may be considered to be unreasonable obstructions to navigation.
    - \*h. Take final action concerning permit actions as authorized.
    - \*i. Prescribe the lights and signals required on bridges for the safety of navigation. Exempt the requirement for bridge lighting over waterways with no significant night time navigation and in cases where lighting presently prescribed is not adequate for the safe passage of night time navigation, require modified or special lighting.
    - \*j. Authorize temporary departures from drawbridge regulations up to a limit of 60 consecutive days when a drawbridge is undergoing repairs or maintenance work or when the public interest, health or safety so requires.
    - \*k. Issue Public Notices; conduct Public Hearings; maintain close contacts with the maritime industry, other users of the navigable waters, federal, state and local government agencies having interests in bridges or related matters, and with the general public, to insure that bridges do not unreasonably obstruct navigation.
- \*Except in those Districts authorized a Bridge Branch.

## BRIDGE BRANCH

(obr)

1. Under the direction and supervision of the Chief, Operations Division, The Chief, Bridge Branch, shall:

a. Formulate for submission to the Commandant recommendations on matters concerning the location and plans of bridges across the navigable waters of the United States, the operation of drawbridges, and bridges which may be considered to be unreasonable obstructions to navigation.

b. Take final action concerning permit actions as authorized.

c. Prescribe the lights and signals required on bridges for the safety of navigation. Exempt the requirement for bridge lighting over waterways with no significant night

time navigation and in cases where lighting presently prescribed is not adequate for the safe passage of night time navigation, require modified or special lighting.

d. Authorize temporary departures from drawbridge regulations up to a limit of 60 consecutive days when a drawbridge is undergoing repairs or maintenance work or when the public interest, health or safety so requires.

e. Issue Public Notices; conduct Public Hearings; maintain close contacts with the maritime industry, other users of the navigable waters, federal, state and local government agencies having interests in bridges or related matters, and with the general public, to insure that bridges do not unreasonably obstruct navigation.

## TELECOMMUNICATIONS MANAGEMENT BRANCH

(otm)

1. Under the direction and supervision of the Chief, Operations Division, the Chief, Telecommunications Management Branch shall:

a. Administer, supervise and coordinate all communication matters affecting the operation and administration of the district office and district units.

b. Develop plans and procedures to assure coordination, uniformity and efficiency in the administration and operation of Coast Guard communications.

c. Coordinate and develop plans and instructions for handling distress, safety and SAR communications.

d. Insure the communication readiness of all district units by frequent inspections.

e. Evaluate all complaints of harmful interference resulting from Coast Guard use of the radio spectrum and initiate necessary action to eliminate or reduce harmful interference. As practicable, provide for monitoring of radio circuits.

f. Maintain close liaison with appropriate government and industry communication personnel as a means of improving Coast Guard communications, coordination and technical development.

g. Develop and issue communication plans in support of mobilization.

h. Initiate submission of annual planning and request for operational approval letters to Commandant for budgetary information and to make necessary communication plant improvements.

i. Administer the communication security programs.

j. Maintain the District Commander's Registered Publication Allowance, and operate a communication center, cryptographic center and courier service for the district office.

k. Provide operational guidance to district radio stations and other Coast Guard communication facilities.

## INTELLIGENCE AND LAW ENFORCEMENT BRANCH

(oil)

1. Under the direction and supervision of the Chief, Operations Division, the Chief, Intelligence and Law Enforcement Branch, shall:
  - a. Supervise or conduct appropriate investigations pertaining to law enforcement matters, as set forth in the Coast Guard Investigations Manual (exclusive of those matters specifically vested in other district components) and maintain close relationship with the district legal staff on matters of general investigative and law enforcement legal processes.
  - b. Supervise or conduct all categories of investigations pertaining to internal security and security violation matters, as requested or directed, and as established by the Coast Guard Investigations Manual.
  - c. Provide survey services as requested or directed pertaining to determination of the countermeasures necessary to protect a command, installation, or site from penetration through physical means, not including technical (electronic) surveillance, and provide recommendations for improvement in countermeasures where indicated.
  - d. Supervise and coordinate those activities required to:
    - (1) Protect and preserve the natural resources and national interests within the territorial waters, fishery conservation zone; treaty and international agreement areas, and special interest areas; and
    - (2) Enforce other federal statutes and international agreements in the navigable waters of the United States, contiguous zone, and on the high seas except those statutes, treaties and other international agreements related to commercial vessel safety, boating safety, port safety and security, and marine environmental protection.
  - e. Supervise or conduct all categories of personnel security investigations which may be ordered or required.
  - f. Provide investigative service to commanding officers on matters requiring special investigative attention or when it appears to be in the best interest of the Coast Guard for Coast Guard intelligence to conduct an investigation.
  - g. Plan and conduct investigative surveys when so directed by the Commandant in connection with violations of public trust, contractual procurement, or disposal fraud matters.
  - h. Maintain liaison with, and render appropriate assistance to, other federal agencies on matters pertaining to investigations, law enforcement, counterintelligence and intelligence. Disseminate to proper Coast Guard authority information furnished by other agencies, and furnish other agencies information derived from Coast Guard sources when necessary.
  - i. Analyze, evaluate, and disseminate information of criminal, counterintelligence or internal security significance. Collect and disseminate information pertinent to the security of Coast Guard installations, when information of this nature is generated on or in the vicinity of Coast Guard installations.
  - j. Monitor investigations by other federal, state, or local law enforcement agencies when of interest to the Coast Guard. Inform Coast Guard commands of the results of other agency investigations, including the action taken.
  - k. Keep appropriate commanders advised of the results of investigative activity so that they may take appropriate action.
  - l. Provide the central point of contact between Coast Guard districts and federal, state or local investigative and security agencies on matters related to the functions set forth above.
  - m. Follow up on the apprehension of deserters and assist in locating absentees as requested by Coast Guard district officers and units.

## READINESS BRANCH

(or)

1. Under the direction and supervision of the Chief, Operations Division, the Chief, Readiness Branch shall:

a. Be responsible for the operational readiness of all units in the district.

b. Administer the program for maintaining and improving operational readiness so as to ensure the maximum effectiveness of all units in the district. Adhere to such technical guidance as shall be furnished by the area staff in line with established Commandant's policies.

c. Ensure thorough understanding of current operational doctrine and compliance with established operating standards by all units in the district through a program of frequent inspections and/or visits which shall be closely coordinated with all district staff elements, especially inspection staffs.

d. Provide for utilization of all training facilities available, including those of the Navy and other services; and make necessary scheduling and other arrangements. Periodically observe units during actual training operations in order to have current knowledge of relative readiness of the various units for required operational tasks.

e. Be cognizant of current operational problems in order to initiate recommendations for changes in procedures, equipment, allowances, or training. Plan for operational testing and evaluation of equipment and techniques designed to improve operating efficiency of units as directed.

f. Establish district requirements and provide for procurement, distribution, and utilization of ordnance, small arms, and NBC warfare equipment and associated material.

g. Develop, in conjunction with cognizant staff members, and keep current district readiness and operations plans as required in support of Coast Guard and Navy Plans. Disseminate readiness planning information to district units and require preparation of supporting plans when necessary.

h. Recommend revisions when necessary and initiate other appropriate actions with respect to joint defense plans, emergency operating plans, mutual agreements and other similar plans and documents which concern employment of district forces.

i. Maintain a file of all readiness plans, logistic plans, joint defense plans, emergency operating plans, mutual agreements, operational training publications, and other similar plans and documents concerning the operational readiness and employment of district forces for contingency, national emergency or general war operations.

j. Maintain liaison with appropriate planning groups of the Navy, and other government agencies, civil and military, concerned in Coast Guard readiness planning.

## SEARCH AND RESCUE BRANCH

(osr)

1. Under the direction and supervision of the Chief, Operations Division, the Chief, Search and Rescue Branch shall:

- a. Administer the program for the operation of floating units, aeronautical units and shore units (except those under the cognizance of the Aids to Navigation Branch), and supervise their activities.
- b. Initiate or review proposals for the reduction, expansion, and modification of district operating facilities; be cognizant of operational requirements of the several areas comprising the district with a view to recommending changes in assigned facilities; and insure, insofar as practicable, adequate distribution of operating facilities to effect maximum coverage commensurate with available personnel and facilities.
- c. Develop and maintain the subregional or sector SAR plan for which the district is responsible, and conduct the liaison necessary for its proper functioning.
- d. Exercise general supervision over the operation of small boats and vehicles assigned to district units and direct supervision over those assigned to the district office.
- e. Provide aerological services when specified.
- f. Prepare preliminary budget estimates, make recommendations as to fund allocations or suballotments, and administer funds allocated to the Branch, as prescribed in current directives.
- g. Supervise the activities of the Operations Center, coordinating with other district office program/mission elements, as required.

## OPERATIONS CENTER

(opc)

1. Under the general direction and supervision of the Chief, Search and Rescue Branch, the Senior Controller, Operations Center, shall:

- a. Act as a first response point for operational incidents occurring within the District.
- b. Coordinate the use of operational resources for incidents requiring District action.
- c. Maintain working level liaison with other civilian and military agencies and coordinate mutual support for activities of common concern.

Notes: The Operations Centers of the 3rd and 12th Districts also serve the Atlantic and Pacific Areas, respectively.

The Rescue Coordination Center (RCC) is a part of the Operations Center. The Term "Rescue Coordination Center" or "RCC" will continue to be used for search and rescue matters, both national and international, in conformance with the National SAR Manual and International Civil Aviation Organization (ICAO) SAR plans.

## PERSONNEL DIVISION

(p)

1. Under the general direction and supervision of the District Commander and the Chief of Staff, the Chief, Personnel Division shall:

- a. Direct, supervise, and coordinate the activities of the Chiefs of the Civilian Personnel, Health Services, Military Personnel, Military Personnel, Recruiting, and Personnel Services Branches in connection with their assigned functions; assure the efficient performance of duty by those officers; and have ultimate responsibility for:
  - (1) Administration of the civilian personnel program in the district.
  - (2) Providing medical services and the maintenance of sanitation standards in the district. In the absence of a full time Medical Officer, assume primary responsibility for all medical activities in the district, including the supervision of medical and dental officers, hospital men, and other personnel engaged in providing medical service. The supervision of enlisted personnel of the Medical Department may be delegated to the Chief, Health Services Branch.
  - (3) Administration of the military personnel program in the district.
- b. Supervise the planning and execution of the programs for the administration of all categories of personnel in the district.
- c. Obtain from other staff officers such information on their plans and requirements as may be relevant in developing district personnel programs.
- d. Furnish appropriate preliminary budget estimates and fund allocations or suballotments to the Comptroller Division, and administer funds allocated to the Personnel Division, as prescribed in current directives.
- e. Develop estimates of personnel requirements and justifications therefor that may be required by Headquarters or for his own use.
- f. Take appropriate action to assure proper utilization of available personnel in the district.
- g. Handle disciplinary matters involving personnel in the district which are within the proper cognizance of the district office.
- h. Administer matters concerning the subsistence and quartering of personnel with respect to the adequacy of established messes and the use of cash subsistence or commuted rations in lieu of rations in kind, the availability, adequacy and allocation of government quarters, and the use of cash quarters allowance.
- i. Administer the district's substance abuse prevention program.

**NOTE:** The term "military personnel" in the various forms as used in this statement does not include Reserve personnel on inactive duty or on intermittent active training duty, but does include Reserve personnel on extended active duty.

## CIVILIAN PERSONNEL BRANCH

(pc)

1. Under the direction and supervision of the Chief, Personnel Division, the Chief, Civilian Personnel Branch shall:

a. Conduct the program for the administration of civilian personnel in the district, subject to the limitations prescribed by law and in accordance with the rules and regulations of the Civil Service Commission and the Commandant.

b. Arrange with the Regional Office of the Civil Service Commission and other authorized sources for the procurement of civilian personnel.

c. Develop and conduct a program for employee relations, including grievances, welfare and counseling activities.

d. Assist in the assignment of duties and responsibilities to positions and evaluate and classify positions within delegated authority.

e. Review requests for travel orders for civilian personnel and prepare such orders for signature by the District Commander or Chief of Staff.

f. Maintain required personnel records for all civilian employees in the district and a record of authorized positions; cooperate closely with the Chief, Comptroller Division, in regard to estimates, obligations and expenditures of funds for pay of civilian employees.

g. Administer civilian personnel leave and retirement laws and regulations; obtain data as necessary to support the establishment or revision of wage rates for trades or occupations; keep other components advised with respect to policies, interpretations, and procedures in this regard.

h. Plan and administer the employee development program by:

(1) Identifying and recording training needs,

(2) Arranging and providing courses and programs to meet identified needs,

(3) Funding the training program, and

(4) Evaluating and reporting the effectiveness of the training program.

## HEALTH SERVICES BRANCH

(pk)

1. Under the direction and supervision of the Chief, Personnel Division, the Chief, Health Services Branch shall:
  - a. Plan and administer all matters pertaining to the health of military personnel, the maintenance of adequate sanitary standards, and the prevention of disease within the district.
  - b. Maintain liaison with Public Health Service and Department of Defense medical facilities regarding provision of care and physical examinations, furnishing of necessary medical records, and medical matters generally.
  - c. Maintain liaison and cooperation with health programs of civilian and Public Health authorities, such as those for the prevention, control, and treatment of venereal diseases and tuberculosis.
  - d. Determine the adequacy of district allowances for medical personnel, supplies, and equipment, and make recommendations in regard to increases or reductions therein. Review or prepare requisitions for medical supplies and equipment.
  - e. Furnish advice and formulate contributory plans on the medical aspects of matters pertaining to operational and logistical plans of the district prepared for use in times of emergency or disasters.
  - f. Review medical reports such as Narrative Summaries, Reports of Physical Examination, Boards of Medical Survey, etc., and recommend administrative action to be taken thereon.
  - g. Conduct inspections of district units and submit reports to the district commander concerning sanitary conditions, prevalence of diseases, and dietetic adequacy of rations; make recommendations that will insure adequate training or other programs essential to the maintenance of sanitation standards and health within the district.
  - h. Inspect buildings and sites in use or proposed for lease or acquisition and review plans for proposed construction to insure that sanitary and other health standards are met.
  - i. Release information from medical records of Coast Guard personnel to authorized individuals and agencies when authorized by competent authority as indicated in Coast Guard Supplement, Section 0714, MCM 1951.
  - j. Furnish information and advice to dependents and retired personnel concerning eligibility and procedures for obtaining medical care at government expense.
  - k. Supervise enlisted personnel of the Medical Department when such supervisory authority has been delegated to the Health Services Branch by the Chief, Personnel Division.
  - l. Supervise or conduct all physical examinations given in the district, including annual examinations and those given to recruits.

## MILITARY PERSONNEL RECRUITING BRANCH

(pmr)

1. Under the direction and supervision of the Chief, Personnel Division, the Chief, Military Personnel Recruiting Branch shall:
  - a. Have primary responsibility for all military personnel procurement activities in the district (officer and enlisted).
  - b. Supervise district recruiting stations, providing adequate instruction to recruiting personnel.
  - c. Maintain liaison with the Chief, Reserve Division in connection with Reserve procurement programs.
  - d. Maintain close liaison with other Armed Forces recruiting activities and insure that the Coast Guard is adequately represented in joint activities.
  - e. Conduct the program for procurement of candidates for cadetship.
  - f. Utilize facilities available to the Public Affairs Officer concerning procurement programs.
  - g. Prepare preliminary budget estimates, make recommendations as to fund allocations and administer funds allocated to the branch.
  - h. Maintain necessary records related to personnel procurement and submit reports as required by current directives.

## MILITARY PERSONNEL BRANCH

(pp)

1. Under the direction and supervision of the Chief, Personnel Division, the Chief, Military Personnel Branch shall:

a. Have primary responsibility for all personnel training activities in the district, except those controlled by Headquarters; develop and carry out plans for personnel training within the district; maintain lists of requests for specialist or advanced training and assist in the selection of men for such training; arrange for participation of district office personnel in Coast Guard Institute courses; and, in connection with these responsibilities, administer a program for the maintenance of appropriate records relative to the skills and aptitudes of enlisted personnel.

b. Have primary responsibility for all activities in the district pertaining to the development and maintenance of good morale; including the recreational program and procurement of supplies, equipment and facilities to further that program; render assistance to military personnel and their families in obtaining dependency allowances, reimbursement for personal effects lost in marine disasters and rescue operations, death gratuities, and funeral expenses; render appropriate services in case of death, including notification of next of kin and assistance in funeral arrangements; assist personnel in matters relative to government insurance; and assist the district commander in the direction of Coast Guard Welfare.

c. Administer and act as custodian of the morale fund of the district. Have cognizance over the operation, establishment and disestablishment of exchanges at district units and assure proper and efficient administration of such activities.

d. Have primary responsibility for the administration and distribution of military personnel in the district, including assignment, transfers, changes in rating of all categories, discharges, extensions of enlistments, etc., of enlisted personnel, and transfers, promotions, releases etc., of officer personnel.

e. Have primary responsibility for assuring proper utilization of available personnel in the district.

f. Prepare all papers, records, and forms in connection with the administration of military personnel, including duty and travel orders, endorsements, authorizations for the travel of dependents and the transportation of household effects, etc.

g. Maintain necessary records relating to military personnel including service records of personnel attached to district offices, assignment records, rating and qualification records; maintain records of the allocation of all military personnel, showing authorized allowances for each unit in the district and actual number of military personnel on board.

h. Prepare preliminary budget estimates, make recommendations as to fund allocation or suballotments, and administer funds allocated to the branch, as prescribed in current directives.

**NOTE:** The term "military personnel" in various forms as used in this statement does not include Reserve personnel on inactive duty or on intermittent active training duty but does include Reserve personnel on extended active duty.

## PERSONNEL SERVICES BRANCH

(ps)

1. Under the direction and supervision of the Chief, Personnel Division, the Chief, Personnel Services Branch shall:

a. Have primary responsibility for administration of the Coast Guard Housing Program.

b. Have primary responsibility for all activities in the District pertaining to the Special Services Program including procurement of supplies, equipment and facilities to further that program.

c. Administer and act as custodian of the morale fund of the District. In coordination with District Comptroller, provide guidance as to operation, establishment and disestablishment of nonappropriated fund activities (Resale and Special Services) at District units

and assure proper and efficient administration of such activities.

d. Render assistance to military personnel and their families in reimbursement for personal effects lost in marine disaster and rescue operations, death gratuities, funeral expenses, appropriate services in case of death and assistance in funeral arrangements.

e. Administer Coast Guard's Voting Assistance Program.

f. Perform administrative assistance in the administration of the medals and awards program.

g. Administer the Retired Affairs Program.

## RESERVE DIVISION

(r)

1. Under the general direction and supervision of the District Commander and the Chief of Staff, the Chief, Reserve Division shall:
  - a. Develop and administer the program for the Coast Guard Reserve, (\*) including the temporary component thereof, in the district in accordance with the policies, regulations, and instructions prescribed by the Commandant.
  - b. Administer the program for the training, organization, and assignment of all Reserve personnel on inactive duty or on intermittent active training duty.
  - c. Maintain liaison and assist the Chief, Military Personnel Recruiting Branch in his administration of the military personnel procurement activities for Reserve personnel.
  - d. In consultation with the divisions concerned and within the limits prescribed by the Commandant, develop the scope and extent of the Reserve training program and the degree and manner in which Service facilities are to be utilized in furthering this program.
  - e. Collaborate and maintain effective liaison with the divisions concerned in regard to such logistic support elements, including supply, medical service, and fiscal and financial service, as may be required for the successful conduct of the Reserve program.
  - f. Maintain a system of records-keeping in connection with the Reserve program as prescribed by the Commandant.
  - g. Administer funds allocated for Reserve purposes in accordance with current applicable directives.
  - h. Administer the program for the temporary component of the Reserve in the district; maintain such records relative to temporary members of the Reserve as are required.
  - i. Establish and maintain close liaison with the Naval District Deputy Chief of Staff for Naval Reserve and Training and local Naval Reserve Unit Commanders, particularly with respect to promoting Coast Guard utilization of naval training and other facilities.

(\*)NOTE: The term "Reserve personnel" in various forms as used in this statement includes Reserve personnel on inactive duty or on intermittent active training duty, but does not include Reserve personnel on extended active duty.

## PROGRAMS BRANCH

(rp)

1. Under the direction and supervision of the Chief, Reserve Division, the Chief, Programs Branch, shall:
  - a. Provide for Reserve Program development and evaluation.
  - b. Manage district reserve facilities. Assist in drafting Development plans which affect the Reserve Program, and prepare planning proposals in consonance with district long range plans.
  - c. Develop Reserve Program budget estimates and prepare the financial plan.
  - d. Manage the obligation of allotted funds and perform supply functions for district reserve groups and units.
  - e. Administer the reserve mobilization planning and assignment system, and coordinate reserve augmentation of the district readiness branch.
  - f. Maintain contingency plans for the utilization of reservists in domestic emergencies.
  - g. Manage district reserve manpower and strength. Coordinate reserve personnel recruiting.
  - h. Administer the reserve officer career development system including performance evaluation, unit assignments, promotion, and attrition.

## ADMINISTRATION BRANCH

(ra)

1. Under the direction and supervision of the Chief, Reserve Division, the Chief, Administration Branch, shall:

- a. Maintain records and statistical data for all reserve personnel assigned to the district except those on extended active duty.
- b. Process reserve personnel assignments, discharges, reenlistments, extension of enlistments, transfers, advancements, promotions, retirements, and changes of rate.
- c. Administer the program for the temporary component of the reserve in the district.
- d. Assume command responsibilities for Individual Ready Reserve (IRR) personnel.
- e. Process drill attendance reports, and monitor reserve unit absenteeism. Resolve individual drill pay problems with Headquarters.
- f. Supervise the physical examinations and immunization program for ready reservists.
- g. Initiate and process investigations and security clearances for reserve personnel; issue and control Reserve ID cards.
- h. Process medal and awards requests for reservists.
- i. Administer the screening of the Ready and Stand-by Reserve.
- j. Provide training and assistance on administrative procedures to reserve groups and units.

## TRAINING BRANCH

(rt)

1. Under the direction and supervision of the Chief, Reserve Division, the Chief, Training Branch, shall:

- a. Maintain training records on district training activities.
- b. Monitor and support individual career counselling and the Career Development Program.
- c. Administer augmentation training of reserve personnel in the district.
- d. Administer the ADT program including issuing and processing orders and arranging for transportation, messing, and berthing.
- e. Coordinate all inter-district ADT augmentation and training activity.
- f. Administer the correspondence course program.
- g. Administer the service-wide examination system and review all recommendations for participation.
- h. Process all requests for change in rating.
- i. Administer the Warrant Officer Examination Program.
- j. Administer the direct commission officer training program and review officer designators for current qualification.
- k. Administer the reserve training aid and small boat program.

## **CHAPTER 5**

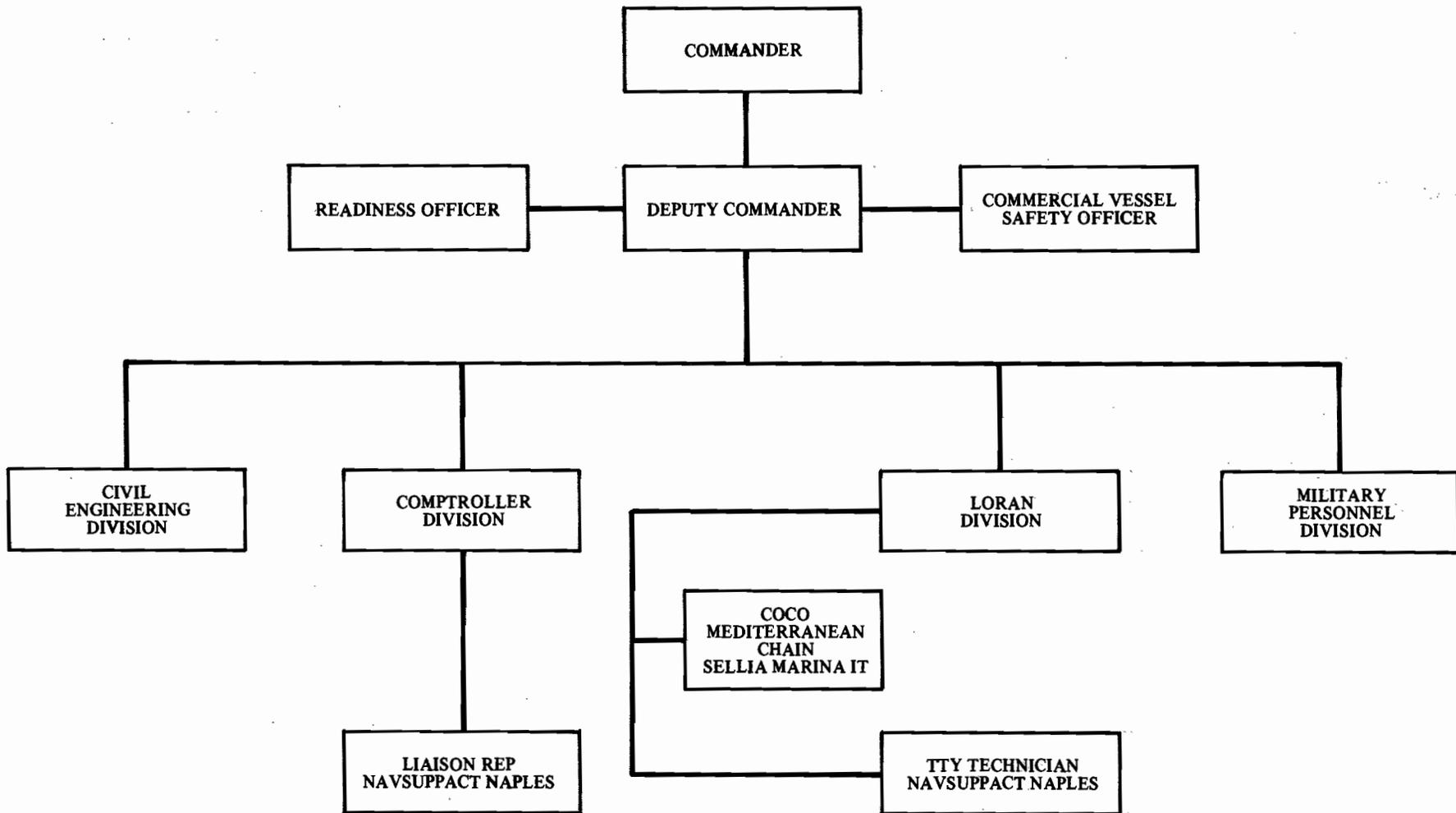
# **ACTIVITIES EUROPE ORGANIZATION**

## CHAPTER 5 — ORGANIZATION OF ACTIVITIES EUROPE

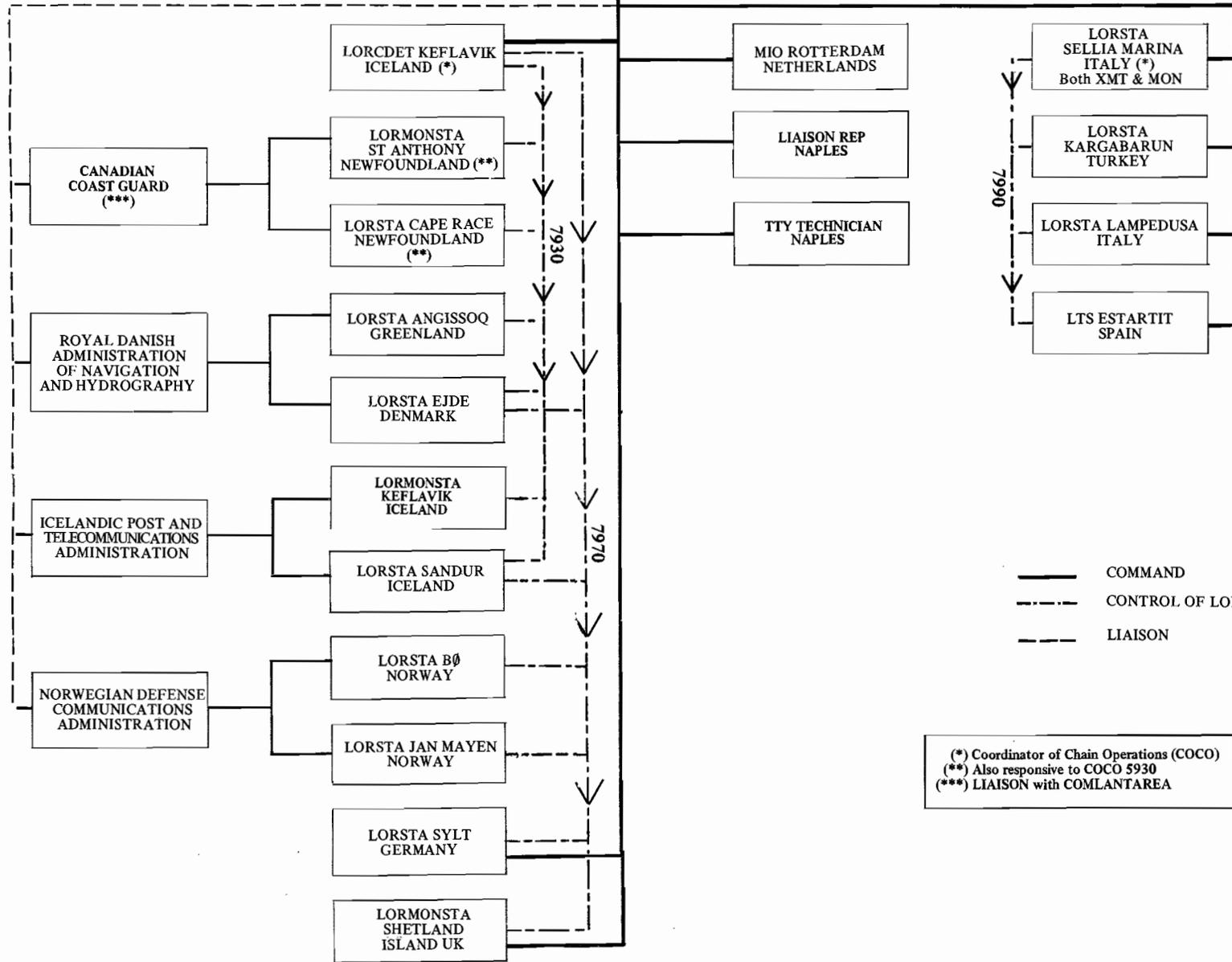
### A. SUMMARY OF ACTIVITIES EUROPE OFFICE ORGANIZATION.

1. THE COMMANDER, ACTIVITIES EUROPE is responsible to the Commandant for the administration and general direction of Activities Europe Units under his command.
2. THE DEPUTY COMMANDER-ACTIVITIES EUROPE has responsibility for advising and assisting the Commander, Activities Europe in the general administration of the Command; and acting as Commander in his absence. He directs and supervises the following staff components:
  - a. STAFF ELEMENTS
    - (1) Commercial Vessel Safety Officer
    - (2) Readiness Officer
  - b. THE CHIEF, CIVIL ENGINEERING DIVISION has responsibility for logistics support of an engineering nature, involving design, construction, alteration, repair, maintenance, outfitting or replacement of shore structures, machinery or equipment (excluding electronics equipment), loran antennas, boats and vehicles, as applicable, for Coast Guard units throughout the command; also, for providing technical and logistics assistance on engineering matters to host nation operating agencies on request; and providing non-electronic engineering assistance, including required station inspections of the Omega Stations in Norway, Liberia, La Reunion, and Argentina.
  - c. THE CHIEF, COMPROLLER DIVISION has responsibility for logistics that involve the maintenance of accounts and rendition of financial statements, the settlement of obligations and the procurement of equipment, supplies and services for units throughout the Command.
  - d. THE CHIEF, LORAN DIVISION has responsibility for supervision of the installation, operation, maintenance and modification of electronics equipment and systems throughout the command; providing technical assistance in Loran-C matters and communications to host nation operating agencies; and acts for the Commander in his capacity as Regional and Chain Manager, assisting him in maintaining liaison with organizations concerned with Loran-C matters of interest to the Coast Guard.
  - e. THE CHIEF, MILITARY PERSONNEL DIVISION has responsibility for administering the military personnel program of the command and monitoring the civilian personnel at outlying Coast Guard units. In this capacity, he assumes the functions of the Personnel Division of a district office, as well as the staff elements' responsibilities for legal matters and public affairs.

DEPARTMENT OF TRANSPORTATION  
U.S. COAST GUARD  
ACTIVITIES EUROPE STAFF ORGANIZATION  
JUNE 1982



COMMANDER  
 COAST GUARD ACTIVITIES  
 EUROPE  
 LONDON ENGLAND



— COMMAND  
 - - - CONTROL OF LORAN SIGNALS  
 - - - LIAISON

(\*) Coordinator of Chain Operations (COCO)  
 (\*\*) Also responsive to COCO 5930  
 (\*\*\*) LIAISON with COMLANTAREA

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CH-1

## **CHAPTER 6**

# **HEADQUARTERS UNIT ORGANIZATION**

