

RECORD OF CHANGES

CHANGE NUMBER	DATE OF CHANGE	DATE ENTERED	BY WHOM ENTERED
1	19 NOV 85		CJA
NOTE: Change 1 was distributed before this page was added. Check page 2.12.1 to see if it was entered. If not, COMDTNOTE 5600 describes ordering it.			
2	29 JAN 86		CJA
3	1 Oct 86	11/14/86	CJA
4	22 DEC 86	2/18/87	CJA
5	15 Apr 87	18 May 87	CJA
6	15 Jun 87	19 Jun 87	CJA



• COMDTINST M5400.7B

28 AUG 1985

• COMMANDANT INSTRUCTION M5400.7B

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 9 Feb 1984. This republication includes changes to:
 - a. Table of Contents
 - b. The U. S. Coast Guard Organization Chart, Chapter 1.
 - c. Headquarters office, division, and branch functions and organization charts in Chapter 2.
 - d. Area branch functional statements in Chapter 3.
 - e. District division and branch functional statements and organization charts in Chapter 4.
 - f. Headquarters Unit functional statements and organization charts in Chapter 6.
3. APPLICABILITY. The provisions of this manual are mandatory.

MARTIN H. DANIELL
Deputy Chief of Staff

DISTRIBUTION - SDL No.121

	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
A																										
B		5	15	1	9	5	5	5	2	2	2	2	1	5	1		2	33	1	2	2		3			
C																			1							
D											1															
E																										
F	1	1	1	1	1	1			1	1		1	1	1	1											
G																										
H																										

NON-STANDARD DISTRIBUTION:



COMDTNOTE 5400

JAN 29 1986

COMMANDANT NOTICE 5400

CANCELLED: JUL 28 1986

Subj: Change 2 to COMDTINST M5400.7B, Coast Guard Organization Manual

1. PURPOSE. This notice publishes Change 2 to Commandant Instruction M5400.7B, Coast Guard Organization Manual.
2. MAJOR CHANGES.
 - a. The Office of the Comptroller (Chapter 2) has reorganized its Procurement Division (8 Dec 1985).
 - b. The Commander, Coast Guard Activities, Europe (Chapter 5) has reorganized by combining the functions of the Readiness Staff and the Personnel Division, forming the new Personnel and Readiness Division (13 Sep 1985).
3. MINOR CHANGES.
 - a. Updated the Table of Contents.
 - b. The Coast Guard Headquarters Organization chart has been updated to reflect the new organization structure of the Office of the Comptroller.
 - c. Updated the functional statement for the Office of Readiness (Chapter 2).
 - d. Corrected typographical errors in Chapter 3.
 - e. Included a Record of Changes sheet.

DISTRIBUTION - SDL No. 122

	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
A																										
B		5	15	1	9	5	5	5	2	2	2	2	1	5	1		2	33	1	2	2	2	3	2	1	
C																			1							
D											1															
E																										
F	1	1	1	1	1	1			1	1		1	1	1	1											
G																										
H																										

NON-STANDARD DISTRIBUTION:

4. ACTION. Remove and insert the following pages:

Remove

1 through x
2.1.1 through 2.1.6
2.6.1 through 2.6.34
3.1.3 through 3.2.8
5.1.1 through 5.1.3
6.1.47 through 6.1.49

Insert

1 through x
2.1.1 through 2.1.6
2.6.1 through 2.6.41
3.1.3 through 3.2.8
5.1.1 through 5.1.4
6.1.47 and 6.1.48
Record of Changes sheet



MARTIN H. DANIELL
Deputy Chief of Staff

Encl: (1) Change 2 to Commandant Instruction M5400.7B



COMDTNOTE 5400

01 OCT 1986

COMMANDANT NOTICE 5400

CANCELLED: 31 MAR 1987

Subj: CH-3 to COMDTINST M5400.7B (Coast Guard Organization Manual)

1. **PURPOSE.** This notice publishes changes to COMDTINST M5400.7B.
2. **SUMMARY OF MAJOR CHANGES.** Significant changes are marked by a vertical line in the left margin. Editorial changes are not marked.

a. Established the Office of Acquisition (G-A).

Note: This change publishes only the Office statement for G-A. The remaining functional statements for divisions, branches, and staffs will be published in a later change.

b. Reorganized the Office of Command, Control, and Communications (G-T):

- (1) created the Telecommunications Systems Division (G-TTS), by combining telecommunications functions previously assigned to the Electronics Systems Division (G-TES) and the Plans and Policy Division (G-TPP),
- (2) reduced the size and scope of G-TPP, shifting the focus for Information Resources Management (IRM) planning to the Data Systems Division (G-TDS) and transferring responsibility for systems planning functions to the three "operating" G-T divisions (G-TDS, G-TES, and G-TTS), and
- (3) established the Information Center Staff (G-TDS-4) as an organizational element of G-TDS and transferred certain Standard Terminal technical and support functions from G-TDS to Station Alexandria.

DISTRIBUTION - SDL No. 123

	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
A																										
B		5	15	1	9	5	5	5	2	2	2	2	1	5	1	1	2	33	1	2	2	2	3	2	1	1
C								1											1						1	
D											1															
E																										
F	1	1	1	1	1	1			1	1		1	1	1	1											
G																										
H																										

NON-STANDARD DISTRIBUTION:



COMDTNOTE 5400
15 APR 1987

COMMANDANT NOTICE 5400

CANCELLED: **14 OCT 1987**

Subj: CH-5 to COMDTINST M5400.7B (Coast Guard Organization Manual)

1. **PURPOSE.** This notice publishes Change 5 to Commandant Instruction M5400.7B, Coast Guard Organization Manual.
2. **MAJOR CHANGES.**
 - a. Adds functional statements for G-A divisions and branches.
 - b. Transfers the Headquarters Small Purchase Function from G-A to G-CAS-4 and creates G-CAS-4, Small Purchase Branch.
 - c. Reorganizes G-CAS, renames G-CAS-2, Facilities Branch; Abolishes HAIL and G-CAS-6 and transfers their functions to G-CAS-3 and G-CAS-2, respectively.
 - c. Consolidates all environmental support programs and requirements in G-ECV-5. Renames this branch, the Environmental Programs Branch.
 - d. Deletes G-FCP and G-FQA. Transfers these functions to G-A.
 - e. Reorganizes, restructures and renames several divisions and branches of G-N.
 - f. Reorganizes and renames several G-O divisions/branches and revises their functional statements accordingly. Transfers the Exercise Branch functions of G-ODO to G-R.
 - g. Centralizes the adjudication of all Coast Guard personnel security clearances in G-OIS-2 and abolishes G-PS-6.

DISTRIBUTION - SDL No 125

	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
A																										
B	5	15	1	9	5	5	5	2	2	2	2	1	5	1	1	2	33	1	2	2	2	3	2	1	1	
C								1											1						1	
D																										
E																										
F	1	1	1	1	1	1			1	1		1	1	1	1											
G																										
H																										

NON-STANDARD DISTRIBUTION

15 APR 1987

2. h. Changes the title of G-PS-4 and affected functional statements referencing Special Services, to Housing, Morale, Welfare and Recreation.
- i. Reorganizes and renames: G-RE, Readiness Budget and Administrative Staff; G-RER, Readiness Analysis and Exercise Division; RER-1, Readiness Criteria and Analysis Branch; RER-2, Exercise and War Gaming Branch.
- j. Transfers processing of allotments and garnishments for certain support obligations from G-LGL to the Pay and Personnel Center.
- k. Transfers Motion Picture/television industry liaison from CCGD11 to G-BPA.

3. MINOR CHANGES.

- a. Updates the Table of Contents.
- b. Updates the Coast Guard Headquarters Organization Chart reflecting changes made after July 1986.
- c. Corrects typographical and other minor errors.
- d. Removes the Office of Secretary of Transportation Organization chart from Chapter 2.

4. ACTION. Remove and insert the following pages:

<u>Remove</u>	<u>Insert</u>
i through xi	i through xi ✓
1.1.1 through 1.1.10	1.1.1 through 1.1.11 ✓
2.1.1 and 2.1.2	2.1.1 and 2.1.2 ✓
2.2.19 through 2.2.26	2.2.19 through 2.2.26.2 ✓
2.3.9 and 2.3.10	2.3.9 and 2.3.10 ✓
2.3.13 and 2.3.14	2.3.13 and 2.3.14 ✓
2.5.9 through 2.5.12	2.5.9 through 2.5.12 ✓
2.5.15 through 2.5.25	2.5.15 through 2.5.26 ✓
2.6.9 and 2.6.10	2.6.9 and 2.6.10 ✓
2.6.19 through 2.6.41	2.6.19 through 2.6.34 ✓
2.10.1 through 2.10.18	2.10.1 through 2.10.18 ✓
2.11.1 through 2.11.38	2.11.1 through 2.11.41 ✓
2.12.29 through 2.12.41	2.12.29 through 2.12.42 ✓
2.13.1 through 2.13.22	2.13.1 through 2.13.23 ✓
2.15.19 through 2.15.27	

15 APR 1987

4. ACTION. (cont'd)

Remove

2.16.1 and 2.16.2
4.2.9 through 4.2.12
4.6.5 through 4.6.9
4.8.3 through 4.8.6
6-39 and 6-40

Insert

2.15.1 through 2.15.19 ✓
4.2.9 through 4.2.12 ✓
4.6.5 through 4.6.8 ✓
4.8.3 through 4.8.6 ✓
6-39 and 6-40 ✓

R. E. Kramek

R. E. KRAMEK
Acting Chief of Staff

Encl: (1) CH-5 to COMDTINST M5400.7B



COMDTNOTE 5400
15 JUN 1987

COMMANDANT NOTICE 5400

CANCELLED: 14 DEC 1987

Subj: CH-6 to COMDTINST M5400.7B (Coast Guard Organization Manual)

1. **PURPOSE.** This notice publishes Change 6 to Commandant Instruction M5400.7B, Coast Guard Organization Manual.
2. **MAJOR CHANGES.**
 - a. Consolidates G-D and G-E, to form one office, the Office of Engineering and Development, G-E.
 - b. Abolishes G-FPS, transferring travel management responsibilities to G-P-1 and subsistence and imprest funds management to G-FRS.
 - c. Assigns responsibility for the policy, oversight and review of the Coast Guard's logistics process to G-F.
 - d. Transfers technical control of the CG Research and Development Center to G-E.
3. **MINOR CHANGES.**
 - a. Changes the Marine Safety Council membership to reflect the G-E/G-D consolidation.
 - b. Amends all functional statements referencing the Office of Research and Development.
 - c. Updates the Table of Contents.
 - d. Updates the Coast Guard Headquarters Organization Chart.
 - e. Corrects typographical and other minor errors.

DISTRIBUTION - SDL No. 125

	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
A																										
B		5	20	1	12	5	5	5	2	2	2	2	1	5	1	1	2	33	1	2	2	2	3	2	1	1
C								1											1						1	
D											1															
E																										
F	1	1	1	1	1	1			1	1		1	1	1	1											
G																										
H																										

NON-STANDARD DISTRIBUTION.

COMDTNOTE 5400

15 JUN 1987

4. ACTION. Remove and insert the following pages:

Remove

✓ i through xi
✓ 2.1.1 through 2.1.4
✓ 2.2.3 and 2.2.4
✓ 2.3.5 and 2.3.6
✓ 2.4.1 through 2.4.7
✓ 2.5.1 through 2.5.26
✓ 2.6.1 through 2.6.2.b
✓ 2.6.31 through 2.6.34
✓ 2.12.1 through 2.12.8
✓ 2.14.9 and 2.14.10
✓ 2.14.17 and 2.14.18
✓ 2.14.35 through 2.14.38
✓ 6-41 and 6-42

Insert

i through x
2.1.1 through 2.1.4
2.2.3 and 2.2.4
2.3.5 and 2.3.6
2.4.1
2.5.1 through 2.5.32
2.6.1 through 2.6.2.b
2.6.31 through 2.6.34
2.12.1 through 2.12.8
2.14.9 and 2.14.10
2.14.17 and 2.14.18
2.14.35 through 2.14.38
6-41 and 6-42

R. E. Kramek

R. E. KRAMEK
Deputy Chief of Staff

Encl: (1) CH-6 to COMDTINST M5400.7B

CONTENTS

CHAPTER 1 - INTRODUCTION	PAGE
U. S. Department of Transportation Organization (Chart)...	1.1.1
U. S. Coast Guard Organization (Chart).....	1.1.2
Introduction.....	1.1.3

CHAPTER 2 - HEADQUARTERS ORGANIZATION

U. S. Coast Guard Headquarters Organization (Chart).....	2.1.1
Headquarters Organization.....	2.1.3
Commandant(G-C).....	2.2.1
Vice Commandant(G-CV).....	2.2.2
Staff Chaplain (G-CH).....	2.2.3
Marine Safety Council.....	2.2.4
Executive Secretariat (G-CMC).....	2.2.4.b
Chief Administrative Law Judge (G-CJ).....	2.2.6
Foreign Policy Advisor (G-CP).....	2.2.7
International Affairs Staff (G-CPI).....	2.2.8
Master Chief Petty Officer of the Coast Guard (G-CMCPO)...	2.2.10
Congressional Affairs Staff (G-CC).....	2.2.11
Office of Civil Rights(G-H).....	2.2.13
Civilian Equal Opportunity Division (G-HCE).....	2.2.15
Military Equal Opportunity Division (G-HME).....	2.2.16
Chief of Staff(G-CCS).....	2.2.17
Headquarters Civil Rights Staff (G-CCS-1).....	2.2.18
Administrative Services Division (G-CAS).....	2.2.19
Military Personnel Action Branch (G-CAS-1).....	2.2.21
Facilities Branch (G-CAS-2).....	2.2.24
Security and Logistics Branch (G-CAS-3).....	2.2.25
Small Purchase Branch (G-CAS-4).....	2.2.26.1
Headquarters Civilian Personnel Branch (G-CAS-5).....	2.2.26.2
Budget Division (G-CBU).....	2.2.27
Formulation Branch (G-CBU-1).....	2.2.28
Execution Branch (G-CBU-2).....	2.2.29
Analysis and Review Branch (G-CBU-3).....	2.2.30
Management Analysis Division (G-CMA).....	2.2.31
Management Services and Inspection	
Liaison Branch (G-CMA-1).....	2.2.32
Management and Organization Branch (G-CMA-2).....	2.2.33
Directives, Publications and Printing Branch (G-CMA-3).....	2.2.34
Paperwork Management Branch (G-CMA-4).....	2.2.35
Plans Evaluation Division (G-CPE).....	2.2.36
Plans Branch (G-CPE-1).....	2.2.38
Systems Branch (G-CPE-3).....	2.2.39
Programs Division (G-CPA).....	2.2.40
Program Review Branch(G-CPA-1).....	2.2.41
Personnel Allowances Branch (G-CPA-2).....	2.2.42
Safety Programs Division (G-CSP).....	2.2.43
Flight Safety Branch (G-CSP-1).....	2.2.44
Shore Facility Safety Branch (G-CSP-2).....	2.2.45
Vessel Safety Branch(G-CSP-3).....	2.2.46

Industrial Hygiene Branch (G-CSP-4).....	2.2.47
Standards and Performance Staff (G-CSP-5).....	2.2.48
Office of Boating, Public and Consumer Affairs (G-B).....	2.3.1
Consumer Affairs Staff (G-BC).....	2.3.3
Governmental Affairs Staff (G-BG).....	2.3.4
Policy Planning and Evaluation Staff (G-BP).....	2.3.5
Program Development and Analysis Branch (G-BP-1).....	2.3.6
Management Information Services Branch (G-BP-2).....	2.3.7
Accident Review Branch (G-BP-3).....	2.3.8
Public Affairs Division (G-BPA).....	2.3.9
Visual Services Branch (G-BPA-1).....	2.3.10
Editorial Services Branch (G-BPA-2).....	2.3.11
Community Relations Branch (G-BPA-3).....	2.3.13
Programs Branch (G-BPA-4).....	2.3.15
Auxiliary Division (G-BAU).....	2.3.16
Auxiliary Programs Branch (G-BAU-1).....	2.3.17
Auxiliary Operations Branch (G-BAU-2).....	2.3.18
Boating Safety Division (G-BBS).....	2.3.19
Product Safety Assurance Branch (G-BBS-1).....	2.3.21
State Affairs Branch (G-BBS-2).....	2.3.22
Regulatory Coordination Branch (G-BBS-3).....	2.3.23
Boating Education Branch (G-BBS-4).....	2.3.24
Office of Engineering and Development(G-E).....	2.5.1
Research and Development Staff (G-ER).....	2.5.3
Planning Branch (G-ER-1).....	2.5.4
Coordination Branch (G-ER-2).....	2.5.5
Aeronautical Engineering Division (G-EAE).....	2.5.6
Management Branch (G-EAE-1).....	2.5.8
Fixed Wing Branch (G-EAE-2).....	2.5.9
Rotary Wing Branch (G-EAE-3).....	2.5.11
Avionics Branch (G-EAE-4).....	2.5.13
Civil Engineering Division (G-ECV).....	2.5.14
Bridge Alteration Branch (G-ECV-1).....	2.5.16
Construction and Engineering Branch (G-ECV-2).....	2.5.17
Aids to Navigation Branch (G-ECV-3).....	2.5.18
Program Review and Analysis Branch (G-ECV-4).....	2.5.20
Environmental Programs Branch (G-ECV-5).....	2.5.21
Naval Engineering Division (G-ENE).....	2.5.23
Shipbuilding Branch (G-ENE-3).....	2.5.24
Maintenance Branch (G-ENE-4).....	2.5.26
Design Branch (G-ENE-5).....	2.5.28
Management Branch (G-ENE-7).....	2.5.30
Boat Construction & Maintenance Branch (G-ENE-9).....	2.5.31
Office of Comptroller (G-F).....	2.6.1
Planning and Analysis Staff(G-FP).....	2.6.3
Planning and Administration Branch (G-FP-1).....	2.6.4
Operating Funds Management Branch (G-FP-2).....	2.6.5
Directives Control Branch (G-FP-3).....	2.6.6
Accounting Division (G-FAC).....	2.6.7
Review and Reconciliation Branch (G-FAC-2).....	2.6.9
General Accounting Branch (G-FAC-3).....	2.6.10
Consolidation, Reports and Analysis Branch (G-FAC-4).....	2.6.11

Accounts Payable and Control Branch (G-FAC-5).....	2.6.12
Cost Analysis Branch (G-FAC-6).....	2.6.13
Accounting Systems Development Division (G-FAD).....	2.6.14
Accounting Systems Development Branch (G-FAD-1).....	2.6.15
Accounting Systems Design Branch (G-FAD-2).....	2.6.16
Accounting Systems Maintenance Branch (G-FAD-3).....	2.6.17
Accounting Policy and Procedures Branch (G-FAD-4).....	2.6.18
Procurement Management Division (G-FPM).....	2.6.19
Minority Business Program Officer (G-FPM-S/1).....	2.6.20
Administrative Services Staff (G-FPM-S/2).....	2.6.21
Competition Advocate Staff (G-FPM-S/3).....	2.6.22
Acquisition Management Review Branch (G-FPM-1).....	2.6.23
Liaison Branch (G-FPM-2).....	2.6.24
Policy Branch (G-FPM-3).....	2.6.25
Supply and Property Division (G-FLP).....	2.6.26
Supply and Transportation Systems Management Branch (G-FLP-1).....	2.6.28
Support Requirements Branch (G-FLP-2).....	2.6.29
Real Property Management Branch (G-FLP-3).....	2.6.30
Resale and Subsistence Division (G-FRS).....	2.6.31
NAFA, Commissary, and Uniform Clothing (G-FRS-1).....	2.6.32
Subsistence and Imprest Funds Management Branch (G-FRS-2).....	2.6.34
Office of Health Service (G-K).....	2.7.1
Planning and Evaluation Staff (G-K-1).....	2.7.3
Medical Administration Division (G-KMA).....	2.7.4
Financial Management Branch (G-KMA-1).....	2.7.6
Patient Affairs Branch (G-KMA-2).....	2.7.7
Facilities Branch (G-KMA-3).....	2.7.8
Publications and Directives Branch (G-KMA-4).....	2.7.9
Career Management Branch (G-KMA-5).....	2.7.10
Coast Guard HQ Clinic Branch (G-KMA-6).....	2.7.11
Operational Medicine Division (G-KOM).....	2.7.12
Special Medical Operations Branch (G-KOM-1).....	2.7.14
Dental Service Branch (G-KOM-2).....	2.7.15
Pharmacy Branch (G-KOM-3).....	2.7.16
Environmental Health and Occupational Medicine Branch (G-KOM-4).....	2.7.17
Physical Disability Evaluation Division (G-KDE).....	2.7.18
Office of the Chief Counsel (G-L).....	2.8.1
Legal Administration Division (G-LLA).....	2.8.3
Court of Military Review (G-L-3).....	2.8.4
Claims and Litigation Division (G-LCL).....	2.8.5
General Law Division (G-LGL).....	2.8.7
Legislation Division (G-LLX).....	2.8.9
Regulations and Administrative Law Division (G-LRA).....	2.8.10
Maritime and International Law Division (G-LMI).....	2.8.12
Military Justice Division (G-LMJ).....	2.8.14
Procurement Law Division (G-LPL).....	2.8.15
Office of Marine Safety, Security and Environmental Protection.....	2.9.1
Technical Advisor for Safety, Security and Pollution Prevention (G-MI).....	2.9.3
Planning Staff (G-MP).....	2.9.4

Plans and Analysis Branch (G-MP-1).....	2.9.6
Administrative Branch (G-MP-2).....	2.9.7
Training Branch (G-MP-3).....	2.9.9
Marine Safety Information System Branch (G-MP-4).....	2.9.10
Office Automation and Systems Branch (G-MP-5).....	2.9.12
Marine Technical and Hazardous	
Materials Division (G-MTH).....	2.9.14
Hazardous Materials Branch (G-MTH-1).....	2.9.16
Engineering Branch (G-MTH-2).....	2.9.18
Naval Architecture Branch (G-MTH-3).....	2.9.20
Ship Design Branch (G-MTH-4).....	2.9.22
Marine Investigation Division (G-MMI).....	2.9.24
Casualty Review Branch (G-MMI-1).....	2.9.26
Personnel Action Branch (G-MMI-2).....	2.9.27
Marine Safety Evaluation Branch (G-MMI-3).....	2.9.29
Merchant Vessel Inspection and Documentation	
Division (G-MVI).....	2.9.31
Compliance and Enforcement Branch (G-MVI-1).....	2.9.33
Standards Development Branch (G-MVI-2).....	2.9.35
Survival Systems Branch (G-MVI-3).....	2.9.37
Offshore Activities Branch (G-MVI-4).....	2.9.39
Tonnage Survey Branch (G-MVI-5).....	2.9.41
Vessel Documentation Branch (G-MVI-6).....	2.9.43
Merchant Vessel Personnel Division (G-MVP).....	2.9.45
Seamen Documentation and Records Branch (G-MVP-1).....	2.9.47
Licensing and Evaluation Branch (G-MVP-2).....	2.9.48
Merchant Vessel Personnel Qualification	
Branch (G-MVP-3).....	2.9.49
Merchant Vessel Manning Branch (G-MVP-4).....	2.9.50
Port Safety and Security Division (G-MPS).....	2.9.51
Port Operations Branch (G-MPS-1).....	2.9.52
Port Security Branch (G-MPS-2).....	2.9.54
Program Development Branch (G-MPS-3).....	2.9.56
Marine Environmental Response Division (G-MER).....	2.9.57
Analysis Branch (G-MER-1).....	2.9.58
Pollution Response Branch (G-MER-2).....	2.9.59
Environmental Coordination Branch (G-MER-3).....	2.9.61
Financial Responsibility Division (G-MFR).....	2.9.62
Funds Management Branch (G-MFR-1).....	2.9.64
Vessel Certification Branch (G-MFR-2).....	2.9.66
Office of Navigation (G-N).....	2.10.1
Navigation Liaison and Coordination Staff (G-NP).....	2.10.3
Bridge Administration Division (G-NBR).....	2.10.4
Alterations, Drawbridges and Systems Branch (G-NBR-1).....	2.10.5
Permits Branch (G-NBR-2).....	2.10.6
Radionavigation Division (G-NRN).....	2.10.7
Loran Branch (G-NRN-1).....	2.10.8
OMEGA/RBN/GPS Branch (G-NRN-2).....	2.10.9
Short Range Aids to Navigation Division (G-NSR).....	2.10.11
Signal Management Branch (G-NSR-1).....	2.10.12
Facility Management Branch (G-NSR-2).....	2.10.13
Navigation Information Branch (G-NSR-3).....	2.10.14
Navigation Systems Safety Division (G-NSS).....	2.10.15
Vessel Traffic Services Branch (G-NSS-1).....	2.10.16

Regulations and Policy Branch (G-NSS-2)	2.10.17
Office of Operations (G-O)	2.11.1
Operations Plan and Programs Staff (G-OP)	2.11.3
Planning Branch (G-OP-1)	2.11.4
Programming and Budgeting Branch (G-OP-2)	2.11.5
Defense Operations Division (G-ODO)	2.11.6
Defense Requirements Branch (G-ODO-1)	2.11.8
Defense Capabilities Branch (G-ODO-2)	2.11.9
Ice Operations Division (G-OIO)	2.11.10
IO Program Branch (G-OIO-1)	2.11.12
Icebreaking Facilities Branch (G-OIO-2)	2.11.13
Science Branch (G-OIO-3)	2.11.15
Intelligence, Investigations and Security Division (G-OIS)	2.11.16
Investigations Branch (G-OIS-1)	2.11.17
Security Branch (G-OIS-2)	2.11.18
Intelligence Branch (G-OIS-3)	2.11.20
Records, Budget and Data Collection Branch (G-OIS-4)	2.11.22
Operational Law Enforcement Division (G-OLE)	2.11.23
ELT Program Branch (G-OLE-1)	2.11.24
Fisheries Law Enforcement Branch (G-OLE-2)	2.11.25
General Law Enforcement Branch (G-OLE-3)	2.11.27
Search and Rescue Division (G-OSR)	2.11.29
Policy Development and Budget Branch (G-OSR-1)	2.11.30
Operations Branch (G-OSR-2)	2.11.31
Systems Branch (G-OSR-3)	2.11.32
Liaison Branch (G-OSR-4)	2.11.33
Aviation Division (G-OAV)	2.11.34
Aviation PPB Branch (G-OAV-1)	2.11.35
Aviation Operations Branch (G-OAV-2)	2.11.36
Aviation Life Support Branch (G-OAV-3)	2.11.37
Cutter Division (G-OCU)	2.11.38
Cutter PPB Branch (G-OCU-1)	2.11.39
Cutter Management Branch (G-OCU-2)	2.11.40
Cutter Training Branch (G-OCU-3)	2.11.41
Office of Personnel (G-P)	2.12.1
Personnel Systems Division (G-P-1)	2.12.3.1
Compensation Management Branch (G-P-1/1)	2.12.4.1
Personnel Policy Analysis Branch (G-P-1/2)	2.12.5.1
Planning and Financial Management Branch (G-P-1/4)	2.12.5.2
Information Resources Management Branch (G-P-1/5)	2.12.6.2
Performance Management Systems Staff (G-P-3)	2.12.7
Civilian Personnel Division (G-PC)	2.12.9
Programs and Evaluation Branch (G-PC-1)	2.12.10
NAFA Personnel Branch (G-PC-2)	2.12.11
Training and Labor-Management Relations Branch (G-PC-3)	2.12.12
Position and Pay Management Branch (G-PC-4)	2.12.13
Enlisted Personnel Division (G-PE)	2.12.14
Career Branch (G-PE-1)	2.12.16
Assignments Branch (G-PE-2)	2.12.17
Records Branch (G-PE-3)	2.12.18
Programs Branch (G-PE-4)	2.12.20

Officer Personnel Division (G-PO).....	2.12.21
Officer Assignment Branch (G-PO-2).....	2.12.22
Officer Status Branch (G-PO-3).....	2.12.23
Officer Records Branch (G-PO-4).....	2.12.24
Personnel Services Division (G-PS).....	2.12.25
Retired Military Affairs Branch (G-PS-1).....	2.12.27
Military and Family Social Actions Branch (G-PS-2).....	2.12.28
Housing, Morale, Welfare and Recreation Branch (G-PS-4).....	2.12.29
Medals and Awards Branch (G-PS-5).....	2.12.30
Training and Education Division (G-PTE).....	2.12.31
Advanced Training and Education Branch (G-PTE-1).....	2.12.32
Functional Training Branch (G-PTE-2).....	2.12.33
Planning, Programming and Budgeting Staff (G-PTE-3).....	2.12.34
Training, Design, Analysis and Evaluation Branch (G-PTE-4).....	2.12.35
Recruiting Division (G-PMR).....	2.12.36
Officer Recruiting Branch (G-PMR-1).....	2.12.38
Enlisted Recruiting Branch (G-PMR-2).....	2.12.40
Advertising Branch (G-PMR-3).....	2.12.41
Office of Readiness and Reserve (G-R).....	2.13.1
Readiness Budget and Administrative Staff (G-RE).....	2.13.3
Reserve Staff (G-RS).....	2.13.4
Reserve Directives and Publications Branch (G-RS-1).....	2.13.5
Reserve Information Systems Branch (G-RS-2).....	2.13.6
Readiness Analysis and Exercise Division (G-RER).....	2.13.7
Readiness Criteria and Analysis Branch (G-RER-1).....	2.13.8
Exercise and War Gaming Branch (G-RER-2).....	2.13.9
Readiness Plans Division (G-REP).....	2.13.10
Readiness Plans Branch (G-REP-1).....	2.13.11
Mobilization Planning Branch (G-REP-2).....	2.13.12
Reserve Administration Division (G-RSA).....	2.13.13
Reserve Personnel Systems/Records Branch (G-RSA-1).....	2.13.14
Reserve Officer Promotion/Performance Branch (G-RSA-2).....	2.13.16
Reserve Programs Division (G-RSP).....	2.13.17
Reserve Plans Branch (G-RSP-1).....	2.13.18
Reserve Budget Branch (G-RSP-2).....	2.13.19
Reserve Mobilization Branch (G-RSP-3).....	2.13.20
Reserve Training Division (G-RST).....	2.13.21
Training Support Branch (G-RST-1).....	2.13.22
Training Development Branch (G-RST-2).....	2.13.23
Office of Command, Control and Communications (G-T).....	2.14.1
Technical Advisor (G-TT).....	2.14.3
Data Systems Division (TDS).....	2.14.5
Data Administration Staff (G-TDS-DA).....	2.14.7
Major Systems Acquisition Branch (G-TDS-1).....	2.14.8
Standards and Applications Development Branch (G-TDS-2).....	2.14.11
Systems Support Branch (G-TDS-3).....	2.14.13
Information Center (G-TDS-4).....	2.14.14
Electronics Systems Division (G-TES).....	2.14.15
Shipboard Systems Branch (G-TES-1).....	2.14.17
Maintenance Branch (G-TES-2).....	2.14.18
Navigation Systems Branch (G-TES-3).....	2.14.20

Headquarters Command Center (G-TGC).....	2.14.21
Flag Plot Staff (G-TGC-1).....	2.14.22
National Response Center (G-TGC-2).....	2.14.23
Telecommunications Center (G-TGC-3).....	2.14.24
Plans and Policy Division (G-TPP).....	2.14.25
Resource Allocation Branch (G-TPP-1).....	2.14.26
Human Resource Allocation Branch (G-TPP-2).....	2.14.28
Strategic Planning Branch (G-TPP-3).....	2.14.30
Telecommunications Systems Division (G-TTS).....	2.14.31
Requirements Analysis Staff (G-TTS-1).....	2.14.33
Shore Communications Systems Branch (G-TTS-2).....	2.14.34
Marine Radio Policy Branch (G-TTS-3).....	2.14.36
Secure Communications Branch (G-TTS-4).....	2.14.38
Office of Acquisition (G-A).....	2.15.1
Acquisition Legal Staff (G-AL).....	2.15.3
Acquisition Management Staff (G-AM).....	2.15.4
Contract Support Division (G-ACS).....	2.15.5
Special Acquisition Branch (G-ACS-1).....	2.15.6
Material Acquisition Branch (G-ACS-2).....	2.15.6
Major Systems Acquisition Branch (G-ACS-3).....	2.15.6
Contract Support Staff (G-ACS-4).....	2.15.7
Planning and Administration Division (G-APA).....	2.15.8
Administration Branch (G-APA-1).....	2.15.9
Planning, Programming and Budgeting System Branch (G-APA-2).....	2.15.10
Project Managers (G-APM).....	2.15.12
Project Support Division (G-APS).....	2.15.13
Technical Support Branch (G-APS-1).....	2.15.14
Logistics Support Branch (G-APS-2).....	2.15.15
Quality Assurance Division (G-AQA).....	2.15.17
Specification Control Branch (G-AQA-1).....	2.15.18
Product Verification Branch (G-AQA-2).....	2.15.19

CHAPTER 3 - AREA ORGANIZATION

Atlantic Area Organization (Chart).....	3.1.1
Pacific Area Organization (Chart).....	3.1.2
Area Offices Organization.....	3.1.3
Commander, Atlantic Area/Maritime Defense Zone	
Atlantic (A/N-00).....	3.2.1
Deputy Commander, Atlantic Area/Maritime Defense Zone	
Atlantic (Ad/N-01).....	3.2.4
Chief of Staff, Atlantic Area/Maritime Defense Zone	
Atlantic (Acs/N-02).....	3.2.5
Administration and Logistics Division (Aa/N-1).....	3.2.6
Administration Branch (Aaa/N-11).....	3.2.7
Finance Branch (Aaf/N-12).....	3.2.8
Medical Branch (Aak/N-13).....	3.2.9
Logistics Branch (Aal/N-14).....	3.2.10
Intelligence Division (Ai/N-2).....	3.2.11
Law Enforcement Intelligence Branch (Ail/N-21).....	3.2.12
Support Intelligence Branch (Aii/N-22).....	3.2.13
Military Intelligence Branch (Aim/N-23).....	3.2.14

Operations Division (Ao/N-3).....	3.2.15
Current Operations Branch (Aoc/N-31).....	3.2.16
Future Operations Branch (Aof/N-32).....	3.2.17
Ports and Shipping Branch (Aop/N-33).....	3.2.18
Readiness and Training Division (Ar/N-4).....	3.2.19
Training Branch (Art/N-41).....	3.2.20
Readiness and Technical Assistance Branch (Arr/N-42)....	3.2.21
Exercise Evaluation Branch (Are/N-43).....	3.2.22
Plans Division (Ap/N-5).....	3.2.23
MARDEZ Plans Branch (Apz/N-51).....	3.2.24
Exercise Branch (Ape/N-52).....	3.2.25
Coast Guard Plans Branch (Apg/N-53).....	3.2.26
Information Systems Division (At/N-6).....	3.2.27
Telecommunications Branch (Att/N-61).....	3.2.29
Computer Systems Branch (Ati/N-62).....	3.2.32
Loran-C Branch (Atl/N-63).....	3.2.35
Commander, Pacific Area/Maritime Defense Zone	
Pacific (P/N-00).....	3.3.1
Deputy Commander, Pacific Area/Maritime Defense Zone	
Pacific (Pd/N-01).....	3.3.4
Chief of Staff, Pacific Area/Maritime Defense Zone	
Pacific (Pcs/N-02).....	3.3.5
Administration and Logistics Division (Pa/N-1).....	3.3.6
Administration Branch (Paa/N-11).....	3.3.7
Finance Branch (Paf/N-12).....	3.3.8
Medical Branch (Pak/N-13).....	3.3.9
Logistics Branch (Pal/N-14).....	3.3.10
Intelligence Division (Pi/N-2).....	3.3.11
Law Enforcement Intelligence Branch (Pil/N-21).....	3.3.12
Support Intelligence Branch (Pii/N-22).....	3.3.13
Military Intelligence Branch (Pim/N-23).....	3.3.14
Intelligence Team (Pit/N-24).....	3.3.15
Operations Division (Po/N-3).....	3.3.16
Current Operations Branch (Poc/N-31).....	3.3.17
Future Operations Branch (Pof/N-32).....	3.3.19
Ports and Shipping Branch (Pop/N-33).....	3.3.20
Readiness and Training Division (Pr/N-4).....	3.3.21
Training Branch (Prt/N-41).....	3.3.22
Readiness and Technical Assistance Branch (Prr/N-42)....	3.3.23
Exercise Evaluation Branch (Pre/N-43).....	3.3.24
Plans Division (Pp/N-5).....	3.3.25
MARDEZ Plans Branch (Ppz/N-51).....	3.3.26
Exercise Branch (Ppe/N-52).....	3.3.27
Coast Guard Plans Branch (Ppg/N-53).....	3.3.28
Information Systems Division (Pt/N-6).....	3.3.29
Telecommunications Branch (Ptt/N-61).....	3.3.30
Computer Systems Branch (Pti/N-62).....	3.3.31
Loran-C Branch (Ptl/N-63).....	3.3.32

CHAPTER 4 - DISTRICT OFFICE ORGANIZATION

District Office Organization (Chart).....	4.1.1
District Office Organization.....	4.1.2
The District Commander (d).....	4.2.1

Chief of Staff(dcs).....	4.2.2
Command Enlisted Advisor (dea).....	4.2.4
Civil Rights Officer (dh).....	4.2.5
District Inspection Staff (di).....	4.2.6
Hearing Officer (dj).....	4.2.7
Medical Advisor to the District Commander (dk).....	4.2.8
Legal Officer (dl).....	4.2.9
Public Affairs Officer (dpa).....	4.2.10
Planning Officer(dpl).....	4.2.11
Information Resources Management Staff (dt).....	4.2.12
Great Lake Pilotage Staff (dgp).....	4.2.14
Boating Safety Division (b).....	4.3.1
Auxiliary Branch (ba).....	4.3.2
Boating Standards Branch (bs).....	4.3.3
Engineering Division (e).....	4.4.1
Civil Engineering Branch (evc).....	4.4.2
Electronics Engineering Branch (eee).....	4.4.3
Naval Engineering Branch (ene).....	4.4.4
Comptroller Division (f).....	4.5.1
Accounting Branch (fac).....	4.5.3
Personal Support Branch (fpa).....	4.5.5
Procurement Branch (fcp).....	4.5.6
Logistics and Property Branch (flp).....	4.5.8
Budget and Review Branch (fbr).....	4.5.11
Marine Safety Division (m).....	4.6.1
Marine Environmental Protection Branch (mep).....	4.6.4
Port Safety Branch (mps).....	4.6.6
Commerical Vessel Safety Branch (mvs).....	4.6.7
Operations Division (o).....	4.7.1
Aids to Navigation Branch (oan).....	4.7.3
Bridge Branch (obr).....	4.7.5
Intelligence and Law Enforcement Branch (oil).....	4.7.6
Readiness Branch (or).....	4.7.8
Search and Rescue Branch (osr).....	4.7.10
Operations Center (opc).....	4.7.11
Personnel Division (p).....	4.8.1
Civilian Personnel Branch (pc).....	4.8.3
Health Services Branch (pk).....	4.8.4
Military Personnel Recruiting Branch (pmr).....	4.8.6
Military Personnel Branch (pp).....	4.8.7
Personnel Services Branch (ps).....	4.8.9
Reserve Division (r).....	4.9.1
Programs Branch (rp).....	4.9.2
Administration Branch (ra).....	4.9.3
Training Branch (rt).....	4.9.4

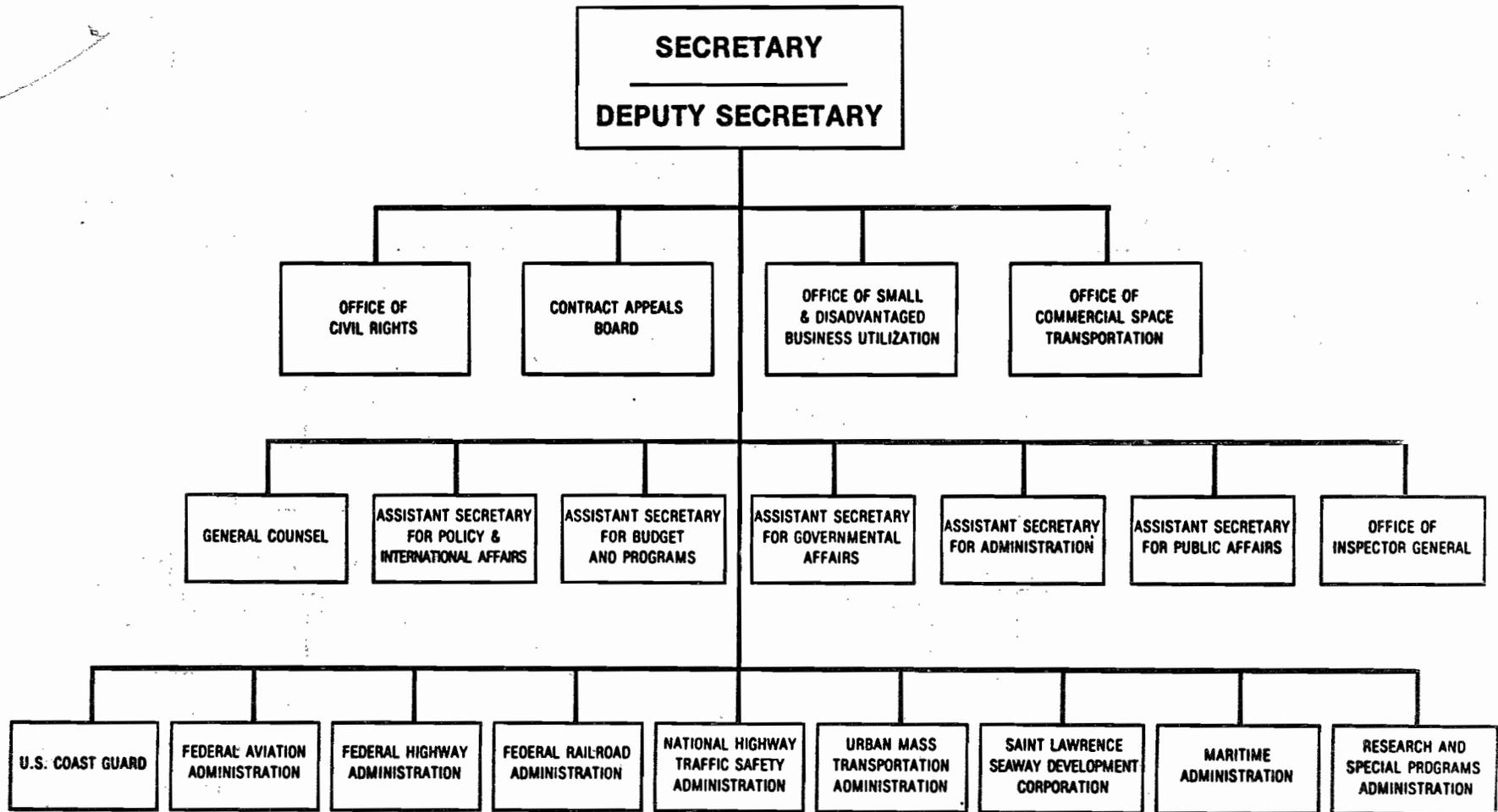
CHAPTER 5 - ACTIVITIES EUROPE OFFICE ORGANIZATION

Activities Europe Office Organization (Chart).....	5.1.1
Activities Europe Office Field Organization (Chart).....	5.1.2
Activities Europe Organization.....	5.1.3

CHAPTER 6 - HEADQUARTERS UNITS ORGANIZATION

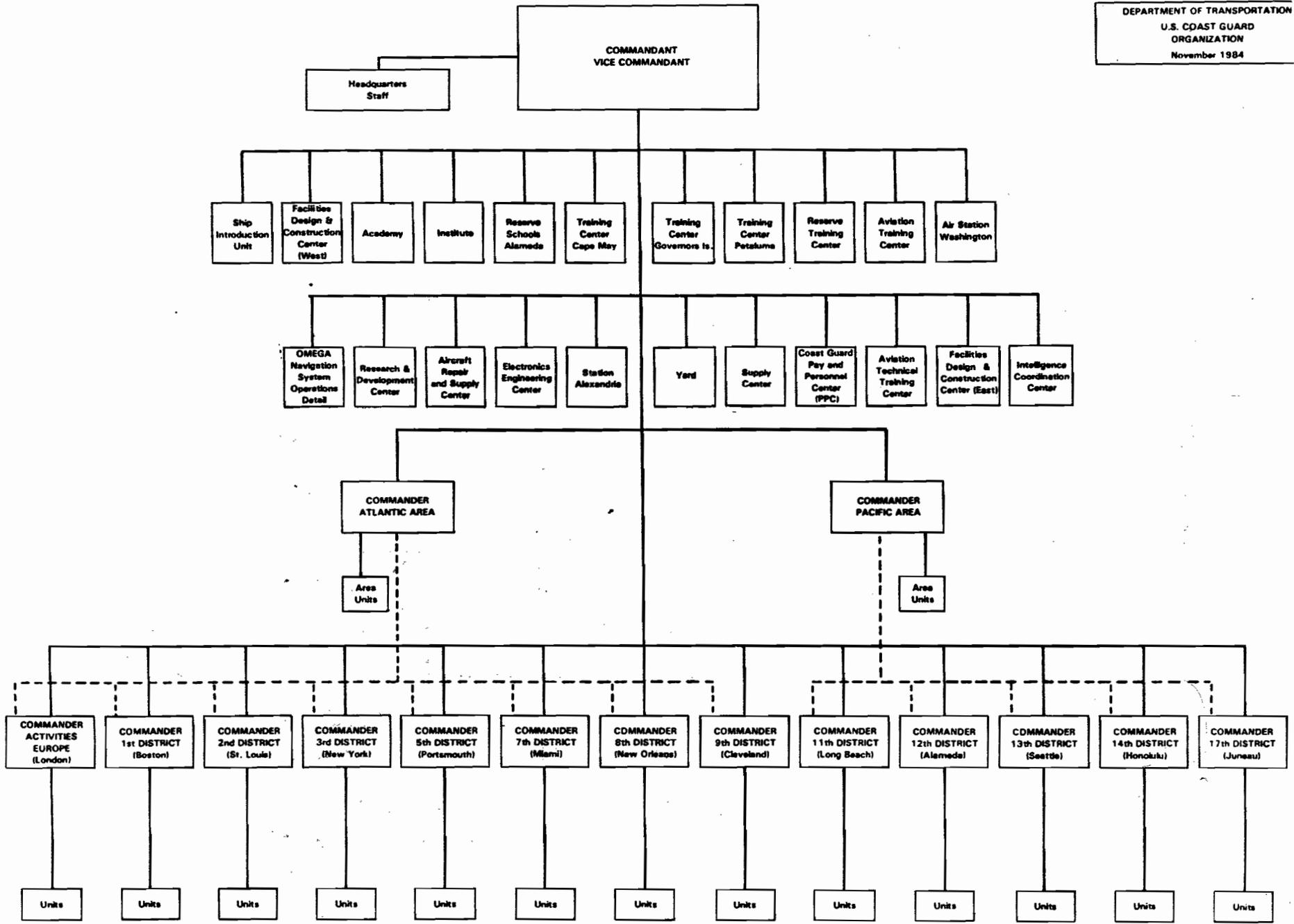
Headquarters Units Organization.....	6-1
Headquarters Units Organization (Chart).....	6-5
CG Academy.....	6-7
CG Academy (Chart).....	6-8
Administrative Law Judge Offices.....	6-9
Aircraft Repair and Supply Center.....	6-11
Aircraft Repair and Supply Center (Chart).....	6-12
Air Station Washington.....	6-13
Air Station Washington (Chart).....	6-14
Aviation Technical Training Center.....	6-15
Aviation Technical Training Center (Chart).....	6-16
Aviation Training Center	6-17
Aviation Training Center (Chart).....	6-18
Central Oil Identification Laboratory (COIL).....	6-19
Central Oil Identification Laboratory (Chart).....	6-20
COMDAC Support Facility.....	6-21
COMDAC Support Facility (Chart).....	6-23
Electronics Engineering Center.....	6-25
Electronics Engineering Center (Chart).....	6-26
Facilities Design and Construction Centers (East & West).....	6-27
Facilities Design and Construction Centers (Chart).....	6-28
CG Institute.....	6-29
CG Institute (Chart).....	6-30
Intelligence Coordination Center.....	6-31
Intelligence Coordination Center (Chart).....	6-32
Marine Safety Center.....	6-33
Marine Safety Center (Chart).....	6-34
National Motor Lifeboat School.....	6-35
National Motor Lifeboat School (Chart).....	6-36
Omega Navigation System Center.....	6-37
Omega Navigation System Center (Chart).....	6-38
Pay and Personnel Center	6-39
Pay and Personnel Center (Chart).....	6-40
Research and Development Center.....	6-41
Research and Development Center (Chart).....	6-42
Reserve Schools.....	6-43
Reserve Schools (Chart).....	6-44
Reserve Training Center.....	6-45
Reserve Training Center (Chart).....	6-46
Ship Introduction Unit.....	6-47
Ship Introduction Unit (Chart).....	6-48
Station Alexandria.....	6-49
Station Alexandria (Chart).....	6-50
Supply Center.....	6-51
Supply Center (Chart).....	6-52
Training Center Cape May	6-53
Training Center Cape May (Chart).....	6-54
Training Center Governors Island.....	6-55
Training Center Governors Island (Chart).....	6-56
Training Center Petaluma.....	6-57
Training Center Petaluma (Chart).....	6-58
CG Yard.....	6-59
CG Yard (Chart).....	6-60

U.S. DEPARTMENT OF TRANSPORTATION



I.I.I

CH-5



1.1.2

————— Chain of Command

- - - - - Lines for coordination of specified functions.

CHAPTER 1 -- INTRODUCTION

A. THE UNITED STATES COAST GUARD

1. **Mission of the United States Coast Guard.** One of America's five Armed Forces, the United States Coast Guard is a versatile military service with a wide variety of peacetime and wartime responsibilities. Broadly stated, Coast Guard duties fall in the following categories:
 - a. Remain constantly ready to defend the United States, ensure national security, and protect national interest.
 - b. Minimize loss of life and property, national injury and property damage at sea and in U. S. waters.
 - c. Enforce the laws and international agreements of the United States.
 - d. Assure the safety and security of marine transportation, ports, waterways and related shoreside facilities.
 - e. Facilitate marine transportation and other waterborne activity in support of national economic, scientific, defense, and social needs.
 - f. Protect the marine environment and its creatures.
 - g. Protect the interests of the United States in relationships with the maritime nations of the world.
 - h. Assist other agencies in the performance of their duties and cooperate in joint maritime ventures.
 - i. Assure effective United States presence in polar regions.
 - j. Provide an effective maritime communications system.
2. **General Description**
 - a. The Coast Guard is a unique and complex organization which serves the diverse roles of military service, regulator, operator, ambassador, and handyman. It developed into its present character through a series of changes starting from its roots as the Revenue Cutter Service in 1790 and adding such other specialized functions as The Lifesaving Service and The Lighthouse Service over the years.
 - b. Consisting of a regular establishment of about 38,000 military men and women and 5,000 civilians, the Coast

Guard is by far the smallest of the U.S. Armed Forces. It is augmented by 12,000 Reservists and over 40,000 civilian volunteer Auxiliarists. Proud of their traditions and highly motivated, Coast Guard people have a strong esprit de corps and a "can do" approach to their duties. Their motto, Semper Paratus, means "Always Ready," and they are.

- c. This small service has a worldwide reputation for excellence and it has a national and international impact far beyond what one might expect. While there is no service exactly like it in the world, the Coast Guard is looked upon as a model for similar agencies and the navies of smaller nations.
- d. At home, the Coast Guard's public "constituency" is large and vocal, with their strong sense of personal attachment reflected in their oft-expressed reference to "our Coast Guard." Congressional support is also intense.
- e. With its operating fleet of ships, aircraft and boats, its shore facilities, communications network and training facilities, the Coast Guard is a force-in-being, ready to 'turn to' in any national emergency. In the meantime, its capital equipment and people are actively employed in the myriad services which contribute to fulfilling the duties described above. Thus, the U.S. taxpayer receives double benefit: an effective defense force and a cost-effective service, enhancing national security in peacetime through contributions to:
 - (1) law and order
 - (2) economic well-being
 - (3) safety and health
 - (4) citizen morale and confidence
 - (5) safe and effective transportation
 - (6) positive international relationships
 - (7) protection of natural resources.
- f. Some of the specific functions performed to carry out the complex assortment of duties Congress has prescribed for the Coast Guard are as follows:
 - (1) **Military Operations and Preparedness** ... training and exercising with the other Armed Forces.

- (2) **Maritime Search and Rescue** ... in addition to its fleet of ships, aircraft and boats, this also involves an extensive network of small stations and a high seas mutual assistance service for merchant ships of all nations.
- (3) **Commercial Vessel Safety** ... vessel inspections, shipbuilding and repair oversight, licensing and certifying mariners, documenting vessels, accident investigations, etc.
- (4) **Recreational Boating Safety** ... boater education, oversight of boat construction standards and equipment, state liaison, accident investigation, regatta patrols, etc.
- (5) **Enforcement of Laws and Treaties** ... drug interdiction, fisheries, shipping, navigation, illegal immigration, etc.
- (6) **Aids to Navigation** ... lighthouses, buoys, and other audio-visual aids, LORAN and OMEGA (two electronic navigation systems with stations located worldwide, with joint international operation in several areas). Operate a fleet of buoy tenders and smaller craft to service audio-visual aids.
- (7) **Port and Environmental Safety** ... monitor transfer of oil and hazardous cargoes, escort hazardous vessels, oversee visits of selected special-interest foreign vessels, anti-terrorism, safety of terminals, enforce ocean dumping laws, etc.
- (8) **Bridge Administration** ... ensure safe clearance for marine traffic, marking and lighting, permits, altering obstructive bridges, oversee drawbridge operations, etc.
- (9) **Waterways Management** ... vessel traffic coordination and control, oversee anchorages and safety/security zones and special navigation areas.
- (10) **Marine Environmental Response** ... oversee commercial clean-ups after spills, investigate accidents, conduct clean-up when necessary, operate National Response Center, coordinate Federal and local activities, etc. Included is the National Strike Force -- three teams of highly-skilled anti-pollution and hazardous materials experts who operate worldwide on request.

- (11) **Protecting national interest** ... includes training foreign nationals, taking the lead in forums like the International Maritime Organization, International Lifeboat Conference, International Association of Lighthouse Authorities, etc., provide expertise for international negotiations, etc.
- (12) **Ice Operations** ... operate all U.S. polar and domestic icebreakers, support national defense and scientific efforts in the north and south polar regions; at home: assist icebound communities, prevent flooding, assist commercial vessels, and generally ensure safe access to icebound regions.

3. **Place of the Coast Guard in the Federal Government Organization Structure.**

- a. 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.
- b. 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 Transportation. Top representation in the Executive branch of the government is afforded by the Secretary of Transportation as a member of the Presidential Cabinet.
- c. 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 wartime directives.

4. **Pattern of Coast Guard Organization.**

- a. **The Commandant**, assisted by the Headquarters staff, plans, directs, coordinates and evaluates Coast Guard activities carried out by Area, District and Activities Commanders, and provides immediate direction to Headquarters units.
- b. **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.

- c. **The District Commanders**, assisted by their staffs, provide regional direction, support and coordination for functions performed by subordinate units assigned.
- d. **Activities, Section and Group Commanders**, assisted by their staffs, provide direction, support and coordination, for functions performed by subordinate units assigned.
- e. **Field Units** execute and support the mission, programs, and functions assigned to the Coast Guard.
- f. **Headquarters Units** provide support services for the Coast Guard as a whole, and are under the immediate direction of the Commandant, assisted by the Headquarters Staff.

B. POLICIES AND PROCEDURES GOVERNING THE ORGANIZATION OF THE COAST GUARD

1. Definitions

- a. **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.
- b. **Sub-unit.** A separately identified segment of a Coast Guard unit. A sub-unit is designated when:
 - (1) That segment is geographically separated from the parent unit, or
 - (2) The essential character and mission of that segment is uniquely different from the parent unit.
- c. **Command.** The authority which a commander in the military service lawfully exercises over subordinates by virtue of rank or assignment. Command includes the authority and responsibility for effectively using available resources and organizing, directing, coordinating, controlling, and planning the employment of military forces for the accomplishment of assigned missions. It also includes responsibility for the 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 units in their static homeport situation.)

- (1) **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.
- (2) **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 mission of the subordinate or other organizations.

NOTE: The term '**Administrative Control**' should not be confused with the term '**Administrative Support**'. Administrative Support is often used to describe the support one unit provides to another under the terms of a formal or informal agreement, such as an intraservice support agreement. Administrative Support can be provided and received among units at a variety of command levels regardless of their organizational relationships.

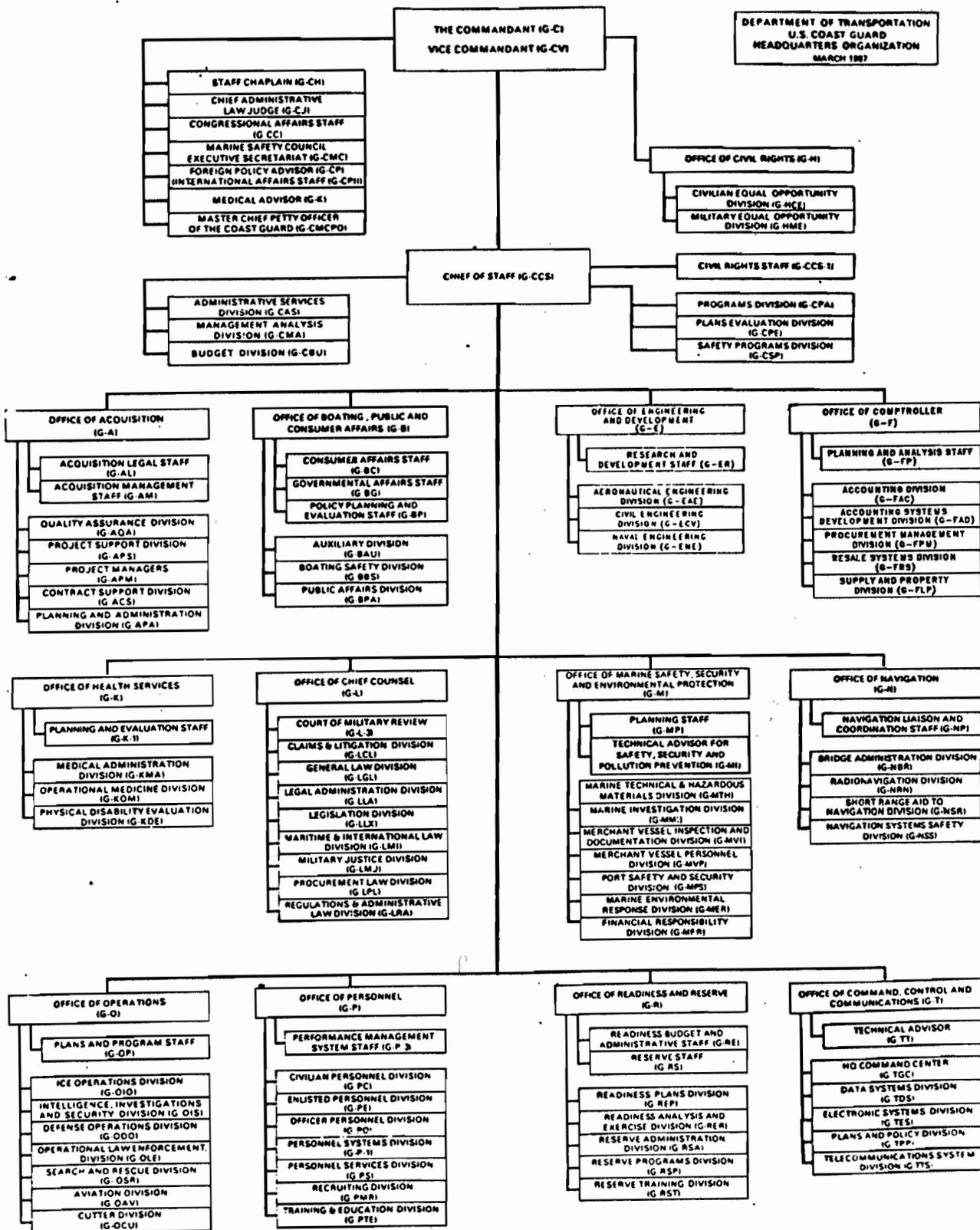
- d. **Chain of Command.** The succession of commanding officers from a superior to a subordinate through which command is exercised.
- e. **Technical Control.** The staff responsibility of a designated Headquarters Office Chief for coordinating policy for the overall management of a specific Headquarters unit. This includes planning, programming and budgeting for resources; provision of mission policy, doctrine and procedures; and evaluation of mission performance. Only one Headquarters Office Chief shall be designated to exercise **Technical Control** over each Headquarters unit, regardless of the number of Service-wide support functions performed by a unit.

(d) A statement of the anticipated effect of the proposal on the Equal Employment Opportunity Program.

(e) The name of the individual to be contacted for further information.

d. **Consultation on Organizational Changes.** Officials considering organizational changes should consult with Commandant (G-CMA) in the development and planning stages.

Department of Transportation U.S. Coast Guard Headquarters Organization



BLANK

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 acts as Commandant in the Commandant's absence. Staff components under the immediate direction of the Commandant/Vice Commandant are:
 - a. **Special Staff Elements:**
 - (1) Staff Chaplain (G-CH)
 - (2) Marine Safety Council (G-CMC)
 - (3) Chief Administrative Law Judge (G-CJ)
 - (4) Chief, Congressional Affairs Staff (G-CC)
 - (5) Foreign Policy Advisor (G-CP)
 - (6) Medical Advisor (G-K)
 - (7) Master Chief Petty Officer (G-CMCP)
 - (8) 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 Acquisition (G-A)** has staff responsibility for managing and controlling Coast Guard procurement, including major systems acquisition. To acquire cutters, standard boats, aircraft, electronics equipment and communications, information, and support systems through an effective major systems acquisition network to fulfill Coast Guard

management and operational requirements.

- c. **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.
- d. **The Chief, Office of Engineering and Development (G-E)** has 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, and utilities; Administers a program of research and development responsive to the needs of the Service for new or improved systems, equipment, methods and procedures.
- 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 financial management of Comptroller responsibilities, supply systems management, real and personal property management, transportation management, and general administration of non-appropriated fund activities, commissary operations and the military uniform system.
- f. **The Chief, Office of Health Services (G-K)** has staff responsibility for the provision of a comprehensive health program for Coast Guard 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 ruling of higher authority.
- h. **The Chief, Office of Marine Safety, Security and Environmental Protection (G-M)** has staff responsibility for establishing and maintaining a coordinated federal port safety and security program, a comprehensive environmental program, a program for licensing and certificating merchant marine personnel, a program for the inspection of merchant vessels, for the prevention of marine casualties, and for the

comprehensive development of standards.

- j. **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.
- k. **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.
- l. **The Chief, Office of Personnel (G-P)** has staff responsibility for the logistics of the Service that are of a personnel nature, including the training, assignment, and separation of active duty military and civilian personnel and the provision of morale services.
- m. **The Chief, Office of Readiness and Reserve (G-R)** has staff responsibility for oversight of Coast Guard Readiness to perform peacetime missions and fullfill wartime roles and for the Reserve logistics of the Service to insure readiness of Coast Guard Reserve Forces.
- n. **The Chief, Office of Command, Control, Communication, (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.

B. Assignment of Functions and Related Delegations of Authority.

The functions assigned to the various organizational components of Headquarters are contained in this part (Chapter 2). Assignment of functions to the chief of an organizational component gives that individual the authority necessary to oversee and manage the functions and responsibilities of that organizational component, subject to reservations of authority, 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 evaluation and budget development relative to improvement of current operations and implementation of plans and programs as approved by competent authority.

COMMANDANT Bold
(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 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.

Bold all letters

1-7.5

**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.

1-7.5

**STAFF CHAPLAIN
(G-CH)**

1. **Mission.** To advise the Commandant on religious matters and to facilitate and coordinate religious ministries to meet the needs of Coast Guard personnel and their dependents.
2. **Functions.** Under the general direction and supervision of the Commandant, the Staff Chaplain shall:
 - a. Act as the principal advisor to the Commandant on religious matters.
 - b. Maintain liaison with the Chief of Chaplains of the Navy in matters affecting religious ministries in the Coast Guard.
 - c. Maintain liaison with the Chief of Chaplains of the Navy and the Chief of Naval Reserve regarding the assignment and training of Navy Reserve Chaplains for duty with the Coast Guard.
 - d. Provide supervision, pastoral support and guidance to chaplains assigned to Coast Guard units; and facilitate and coordinate religious ministries of chaplains and civilian clergy within the Coast Guard to support budget allocations.
 - e. In conjunction with the Office of Personnel, monitor chaplain billet requirements and distribution to ensure optimum allocation of manpower.
 - f. Develop orientation programs for chaplains assigned to Coast Guard units and implement professional development programs promulgated by the Chief of Chaplains of the Navy.
 - g. Identify requirements for support of religious ministries within the Coast Guard to support budget allocations. ^{7.4}
 - h. Monitor programs, resources and plans to ensure optimum ministries are provided to Coast Guard personnel and their dependents.
 - i. Coordinate chaplain participation in inspection programs relating to unit religious programs.
 - j. Ensure compliance with pertinent regulations, instructions, procedures and policies in the management of chapel funds.

1-9.5

MARINE SAFETY COUNCIL

1. **Mission.** The Marine Safety Council is the focal point of the Coast Guard public regulatory system. The Marine Safety Council has oversight, review, and guidance responsibilities for all Coast Guard regulatory projects and submits reports and recommendations to the Commandant. Subject to current Executive Orders and Department of Transportation directives, the Marine Safety Council classifies regulatory projects and recommends or designates subsequent levels of review that will be required of regulatory projects and authorizes the appropriate Program Director (including district commanders where appropriate) to sign on behalf of the Commandant. The council also has oversight responsibility for the Coast Guard civil penalty assessment process carried out by the District Civil Penalty Hearing Officers.

Field vs. District

2. **Membership.** The council is composed of six members, including the chiefs of all offices which issue and administer public regulations, and other officers who have either direct interest in those regulations or can offer constructive advice from a technical or policy standpoint. The members are: The Chief Counsel (permanent chairman); and the Chiefs, Offices of Marine Safety, Security and Environmental Protection; ~~Boating, Public and Consumer Affairs~~; Navigation; Operations; and Engineering and Development.

3. **Functions.** The Marine Safety Council shall:

- a. Review all regulatory proposals under the criteria specified in current statutes, Executive Orders and Department of Transportation directives to determine which involve policy or other considerations which require the Commandant's personal attention and signature and which can be appropriately signed by the cognizant Program Director at the direction of the Council.
- b. Require public hearings on rulemakings when there is reason to expect sufficient public reaction to make a public hearing an effective mechanism for either collecting opinions and views from affected parties and the public or demonstrating the Coast Guard's willingness to conduct rulemaking in an open and responsive way.
- c. Sponsor the Towing Safety Advisory Committee which acts in an advisory capacity to the Secretary of Transportation on regulatory and other matters relating to shallow draft inland and coastal waterway navigation and towing safety through the United States Coast Guard. The Chairman, Marine Safety Council, shall co-chair full committee meetings with the Committee Chairman appointed by the Secretary.

- 1-7.5
- field*
- d. Provide oversight and guidance to District Civil Penalty Hearing Officers with respect to their general duties in considering and deciding civil penalty cases. This does not include the specific responsibilities of Hearing Officers to conduct hearings, decide individual cases and, as appropriate, assess civil penalties, or supplant the Chief Counsel's responsibilities, including reviewing and acting on appeals of Hearing Officer's decisions.

EXECUTIVE SECRETARIAT
(G-CMC)

REMOVE
NOW
GLRAY

1. **Mission.** In carrying out its functions the Marine Safety Council is assisted by its Executive Secretariat, which is comprised of an Executive Secretary, a deputy and staff. The Secretariat shall provide administrative support to the Council and perform whatever duties the Council shall direct, including administering the public regulatory functions of the Coast Guard and providing oversight and guidance for the District Civil Penalty Hearing Officers. Functions routinely administered by the Executive Secretariat are enumerated below.
2. **Functions.** The Executive Secretary of the Marine Safety Council shall do the following:
 - a. With concurrence of the Council, develop and issue guidelines for procedures applicable to Coast Guard public rulemaking and management of the public rulemaking program. These internal guidelines shall be issued in the Marine Safety Council's Procedures Guide or other Coast Guard directives.
 - b. Recommend to the Council or cognizant Program Director the need for public hearing, extension of comment period, change of regulatory classification or other action which may be considered by the Executive Secretary as advisable from review of rulemaking documents and comments received thereon.
 - c. Maintain the public docket and records for all rulemakings conducted by Headquarters staff components, including a public inspection facility.
 - d. Perform the duties of Alternate Liaison Officer, Certifying Officer, and Authorizing Officer with the Office of the Federal Register.
 - e. Provide administrative support for public hearings and meetings concerning regulatory matters.
 - f. The Executive Secretary of the Marine Safety Council will serve as the Executive Director of the Towing Safety Advisory Committee and provide such secretarial, clerical, and other services as are necessary for the Committee.
 - g. Initiate or review proposals regarding civil penalty hearing and assessment policies or guidelines.
 - h. Indoctrinate and act as the information focal point for the District Civil Penalty Hearing Officers.

- i. Coordinate the collection of information to be used in the review of the performance and accomplishments of the Civil Penalty Assessment Process and collate, array and disseminate statistics that may assist the District Civil Penalty Hearing Officers and Program Directors in the conduct of their duties.
- j. Review and assess the performance and conduct of the Civil Penalty Assessment Process to ensure its integrity and credibility as an independent and impartial forum for deciding civil penalty cases while guaranteeing the preservation of parties' rights.
- k. Publish the Proceedings of the Marine Safety Council, a cross-program publication of the several offices represented on the Council.

**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 public 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. 1001-1111), 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 Judge.
 - 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 Judge.
 - 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 seaman 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.

1-7,5.

**FOREIGN POLICY ADVISOR
(G-CP)**

1. **Mission.** To advise, inform and assist the Commandant on matters that relate to foreign affairs.
2. **Functions.** Under the general direction and supervision of the Commandant, the Foreign Affairs Advisor shall:
 - a. Provide briefings and status reports on foreign policy issues of particular interest to the Coast Guard.
 - b. Provide briefings or background papers on foreign political and economic developments for use by the Coast Guard in connection with high level foreign visits.
 - c. Review message traffic, reports, and communications between the Coast Guard and the Department of State and other concerned foreign affairs agencies.
 - d. Attend meetings between officials of the Coast Guard and the Department of State.
 - e. Provide timely information to the Commandant on proposed or new policies as they are formulated within the Department of State that may affect the Coast Guard's areas of interest.
 - f. Assure that appropriate units of the Department of State and other relevant foreign affairs agencies have timely information on Coast Guard activities and policies that may have foreign affairs implications.
 - g. Generally oversee the Coast Guard's international affairs program and the work of the International Affairs Staff.

changed
per memo

INTERNATIONAL AFFAIRS STAFF
(G-CPI)

1. Under the general direction and supervision of the Foreign Affairs Advisor, the Chief, International Affairs Staff shall:
 - a. Assist the Foreign Affairs Advisor in advising the Commandant on foreign policy matters and the general impact of Coast Guard programs and operations on international affairs.
 - b. Develop and coordinate the international activities of the Coast Guard.
 - c. Ensure proper coordination of international activities with the Office of the Secretary of Transportation, the Department of State, and other appropriate agencies to assure consistency with current U.S. foreign policy.
 - d. Serve as the point of contact and coordinator on matters of interest to the Coast Guard with other agencies, foreign governments, and international organizations.
 - e. Monitor and coordinate Coast Guard participation and position formulation regarding international meetings and advise the Commandant on U.S. representation at international conferences. Ensure proper instruction of U.S. delegations to international conferences.
 - f. Have primary responsibility for coordination among the various governmental and industry groups to develop and prepare United States positions relative to matters of interest to the Coast Guard. Act as the Secretariat for the International Maritime Organization and coordinator of all Coast Guard participation in international organizations.
 - g. In consultation with other involved U.S. agencies, prepare and coordinate the Coast Guard's contribution to agreements with foreign governments and organizations.
 - h. Keep responsible Coast Guard offices advised of
 - (1) the status of relevant international conventions and agreements and
 - (2) other Coast Guard involvement in international affairs.
 - i. Arrange and coordinate visits of foreign personnel to Coast Guard Headquarters and field units.
 - j. Coordinate training of foreign personnel at Coast Guard facilities and all overseas training or security assistance projects involving Coast Guard personnel.

k. Arrange clearance/notification for foreign port visits by Coast Guard vessels.

1-7.5.

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

1. **Mission.** To advise and assist the Commandant on matters relating 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. Represent enlisted personnel on boards, committees and study groups as required.
 - e. Maintain liaison with Command Enlisted Advisors at field commands and with counterparts in other Armed Services.
 - f. Evaluate and recommend appropriate action regarding suggestions 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 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 interests.
 - f. Examine all replies to written requests for information received from members and committees and 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 Office of Personnel Management 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 Office of Personnel Management).

- 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 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 or 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 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 initiating, 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 Safety and Occupational Health Support Program.
 - j. Act as the Designated Safety and Health Official of the Coast Guard.

HEADQUARTERS CIVIL RIGHTS STAFF
(G-CCS-1)

1. Under the general direction and supervision of the Commanding Officer, Coast Guard Headquarters (Chief of Staff), the Headquarters Civil Rights Officer shall:
 - a. Plan, direct, and execute an equal employment opportunity (EEO) and military civil rights/equal opportunity (EO) program at Headquarters. The EEO program includes all civilian personnel at Headquarters, the Omega Navigation System Center (ONSC), the Intelligence and Coordination Center (ICC), Marine Safety Center (MSC), and Station Alexandria. The EO program includes all military personnel at Headquarters, ONSC, ICC, MSC and Air Station Washington.
 - b. Manage the EEO Counselor, Military Civil Rights Counselor, and Special Emphasis Programs at Headquarters, including:
 - (1) Recommending personnel for appointment;
 - (2) Arranging for training for collateral-duty program support staff; and
 - (3) Providing advice, guidance, and direction to collateral-duty program support staff.
 - c. Manage the civilian and military discrimination complaint systems in accordance with applicable laws, rules, regulations and in conformity with Departmental and Commandant (G-H) policies, programs, standards and procedures.
 - d. Provide for equal opportunity awareness training.
 - e. Review proposed changes in Headquarters policies, procedures, and organizations to determine their impact on equal opportunity and advise the Commanding Officer, Coast Guard Headquarters (Chief of Staff) on any adverse effect.
 - f. Formulate and ensure the dissemination of policy issuances regarding the administration of the Headquarters civilian EEO and military EO programs.
 - g. Advise and consult with the Commanding Officer, Coast Guard Headquarters (Chief of Staff), key management officials of the command, and collateral-duty program support staff concerning the full range of equal opportunity matters, with emphasis on problem identification and problem-solving strategies to further the Command's implementation of Commandant's policy and goals for equal opportunity.

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

1. **Mission.** To provide administrative and personal support service 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. Act as Executive Officer of Headquarters.
 - c. Administer funds for logistic and administrative support of Coast Guard Headquarters.
 - d. Administer civilian personnel matters for Headquarters, and Headquarters Units located in the Washington Metropolitan Area.
 - e. Coordinate Headquarters maintenance, space management, mail, transportation, safety and internal security matters with OST.
 - f. Supervise the procurement, storage, maintenance and movement of furniture and equipment within Headquarters.
 - g. Administer the Housing Administration and Liaison Office for the Washington Metropolitan Area including the Headquarters leased housing program.
 - h. Issue military certificates of clearance to handle classified matter, vehicle operator permits, and identification cards; maintain liaison with OST concerning parking permits.
 - i. Maintain the Headquarters Secret and Confidential Material Control Center.
 - j. Administer the Headquarters Records Management Program.
 - k. Act as District Director for Headquarters Mutual Assistance.
 - l. Provide labor details, shipping services, and fingerprinting services; dispatch and operate government vehicles.
 - m. Administer the Headquarters blood donor program.

- n. Ensure that Coast Guard policy for telephone equipment (including facsimile machines) procurement and use is implemented for Headquarters. Coordinate with OST all telephone service requirements for Headquarters and all Washington area Coast Guard units.
- o. Allocate space to various Headquarters components ensuring that applicable OST requirements/policies are followed.
- p. Provide pay, travel and transportation, including household goods, unaccompanied baggage, mobile homes and Privately Owned Vehicles (POVs), service to all military personnel in the Washington, D.C. area and Headquarters civilians.
- q. Provide freight traffic/transportation support and advice to Headquarters offices.
- r. Administer the small purchase program for Headquarters.

**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. Assume the responsibility as Personnel Reporting Unit (PERSRU), Washington, D.C.
- b. Execute the following duties:
 - (1) Maintain a system of personnel accountability and record movements of all military personnel assigned to Headquarters and those units under the PERSRU.
 - (2) Effect the separation, extension of enlistment and reenlistment of all military personnel assigned, as required.
 - (3) Prepare original and/or renewal Government Driver permits to qualified military personnel.
 - (4) Maintain service records, personal financial records and security status jackets for all personnel assigned.
 - (5) Prepare for military personnel assigned, certificates of clearance to handle classified documents; exchange information concerning clearances with other agencies as required.
 - (6) Handle all reports of indebtedness and/or overpayment of personnel whose records are maintained by the PERSRU.
 - (7) Administer the Service Wide Examination Program for advancement of enlisted personnel assigned, including Warrant Officer Examinations.
 - (8) Administer the off-duty tuition assistance program for Headquarters personnel and those personnel under the cognizance of PERSRU, Washington, D.C.
 - (9) Make office assignments for all enlisted personnel reporting to Headquarters.
 - (10) Act as Educational Services Officer, including making entries of all educational achievements in military personnel records; administer tests and examinations to military personnel in Coast Guard, USAFI and other correspondence courses. Provide guidance necessary to select proper courses and assistance in obtaining enrollment.

- (11) Administer the Weight Control Program at Headquarters and monitor the program for Headquarters military personnel.
- (12) Act as Disability Separation Representative (DSR) for Headquarters personnel. Serve as liaison between the Central Physical Evaluation Board (CPEB) and the Physical Disability Evaluation System (PDES) evaluatees. Monitor status of all required Disposition Medical Boards (DMB), all unresolved PDES cases. Handle all preliminary work involved in appointing legal counsel for CPEB evaluatees.
- (13) Provide for review of the JUMPS pay accounts to insure the proper and accurate payment of active duty military personnel in accordance with Coast Guard policies and procedures. Provide for the maintenance of pay accounts and payment of Reserve members performing active duty. Ensure that existing regulations relative to pay matters are properly carried out.
- (14) Be responsible for servicing and answering all claims and questions concerning military pay, travel and shipment of household goods.
- (15) Maintain service desk areas to solve problems, process claims and answer questions in the area of military pay, travel and shipment of goods.
- (16) Prepare payment schedules, certify them for payment and provide liaison services with the Regional Disbursing Officer.
- (17) Ensure that allotment action requests are prepared and forwarded for military members.
- (18) 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.
- (19) Be responsible for the certification of all vouchers pertaining to military personnel and civilian employees, including travel allowances and claims. 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.
- (20) Prepare authorizations and vouchers for travel advances for Headquarters military and civilian personnel.

- (21) Be the principal advisor on and have responsibility for reimbursement of travel expenses.
- (22) Provide shipment of household goods services as required at Headquarters.
- (23) Maintain liaison with other agencies and activities to ensure all available means and avenues are pursued in providing adequate shipping service to military personnel arriving and departing the Headquarters area.
- (24) Maintain track of incoming OER's, ensure documents are logged in and delivered to G-P-3.
- (25) Develop, prepare and issue appropriate transportation documentation, i.e., GBL's, MILSTAMP Transportation Control and Movement Documents, etc.
- (26) Determine proper freight descriptions and classifications.
- (27) Determine modes of transportation and carrier within a mode.
- (28) Develop and furnish route and rate data for Headquarters Offices when requested.

**FACILITIES BRANCH
(G-CAS-2)**

1. Under the direction and supervision of the Chief, Administrative Services Division, the Chief, Facilities Branch shall:
 - a. Coordinate repairs, maintenance and renovation of spaces within Coast Guard Headquarters with the applicable OST Division.
 - b. Coordinate with OST all telephone service requirements for Headquarters and all Washington area Coast Guard units.
 - c. Allocate office space to Headquarters components. Maintain records of space utilization. Ensure that all OST requirements and policies are followed.
 - d. Administer the Headquarters blood donor program.
 - e. Provide technical coordination for maintenance of Coast Guard owned flag quarters in the Washington, D.C. area.
 - f. Plan and administer the Headquarters Records Management Program.
 - g. 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.
 - h. Compile, edit, and publish the Register of Coast Guard Personnel in the Washington, D.C. area. Review information on Coast Guard Personnel published in the DOT telephone directory.
 - i. Operate a central information desk to answer telephone inquiries and to assist visitors.
 - j. Maintain a system of control over records sent to or on loan from the National Archives and Federal Records Center.
 - k. Determine from phone billings which phone calls are personal/unofficial. Take action to collect amounts owed from individuals. Monitor abuses of the phone system and bring to attention of G-CAS.
 - l. Coordinate arrangements for retirement ceremonies.

**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 military, dependents, 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. Provide budget and accounting service for the Chief of Staff, the Division and assist other divisions in the Chief of Staff's office.
 - g. Plan, coordinate and direct the operation 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.
 - h. Act as coordinator for the Headquarters urinalysis program.
 - i. Coordinate and supervise the Coast Guard Headquarters Store for issuance of office supplies and forms.
 - j. 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.

- k. Provide information on available housing and make available to all military personnel specific data on suitable housing.
- l. 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.
- m. 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.
- n. 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.
- o. Administer, monitor, and control all housing surveys conducted in the D.C. Metropolitan area.
- p. 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.

**SMALL PURCHASE BRANCH
(G-CAS-4)**

1. Under the direction and supervision of the Chief, Administrative Services Division, the Chief, Small Purchase Branch shall:
 - a. Serve as the Authorized Contracting Officer for Coast Guard Headquarters, and, as such, has obligation authority for all procurements from commercial sources up to \$25,000. Has maximum authority for all contracts with the General Services Administration.
 - b. Directs Headquarters acquisitions, including the purchase of all office supplies, rental equipment, training courses for both military and civilian personnel, electronics equipment, spare parts, word processing equipment, test equipment, subscriptions, and tuition reimbursements.
 - c. Monitor the performance of contractors, identifying those who are habitually delinquent and initiating appropriate action for termination or default of contract.
 - d. Issue Military Standard Requisitioning and Issue Procedures (MILSTRIP) requisitions and Military Interagency Procurement Requests (MIPR) to acquire material and services from the other Armed Forces, General Services Administration, and any other government sources.

**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 activities.
 - 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 the Coast Guard, Department of Transportation, Office of Personnel Management and other activities on matters pertaining to civilian personnel administration.

**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 allotted 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 resource change proposals for annualizations, all civilian pay adjustments, and cost-of-living increases.
 - e. Maintain segment of the Manual Budgetary Administration related to budget formulation.
 - f. Conduct or coordinate the review of pending legislation to develop long range budget projections.
 - g. Prepare all supporting and amplifying data for OST and OMB stage budgets.

**EXECUTION 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 district liaison with allotment target, operating guide, and project administrators, and with administrative target units.
 - d. Prepare financial plans and apportionment schedules.
 - e. Consolidate planned obligation programs, evaluate execution of the financial plans, initiate program modifications and/or prepare evaluation reports on the progress of the execution of each target/project as required.
 - f. Conduct analyses 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 authorization hearings before the Congress.

**ANALYSIS AND REVIEW BRANCH
(G-CBU-3)**

1. Under the direction and supervision of the Chief, Budget Division, the Chief, Analysis and Review Branch shall:
 - a. Conduct variance analyses on the progress of the execution of each target/project as required.
 - b. Conduct special studies/analyses of the execution of financial plans.
 - c. Prepare the program budget distribution for all appropriations and maintain program cost trend charts.
 - d. Maintain segment of the Manual of Budgetary Administration related to budget analyses.

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

1. **Mission.** To provide a wide range of administrative and management advisory services 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's 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 intraservice 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 OST, DOT, IG, 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 servicewide 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 review 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 program.
 - 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 Programs, 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. **Functions.** 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 of 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.
 - k. Maintain the Planning and Programming Manual in conjunction with the Chief, Programs Division.

1. 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 Develop Plans.

**SYSTEMS BRANCH
(G-CPE-3)**

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, and other scientific methods to facilitate the coordination and implementation of all long range plans 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 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 current 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 analyses as required to insure adoption of best alternatives within a 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 the 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 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, OFCO's, Boards of Survey, etc.) to insure adherence to existing policies.
 - d. In coordination with Chief, Plans Evaluation Division, develop the Spring Preview. Coordinate development of the Commandant's "Determination." 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 ALLOWANCE AND PLANNING BRANCH
(G-CPA-2)**

1. Under the direction and supervision of the Chief, Programs Division, the Chief, Personnel Allowance and Planning Branch shall:
 - a. Allocate or relocate 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. Maintain the Management Information Systems manpower resource accounting (PAL) and the budget development process (BUDS).
 - c. Review manpower requirements submitted in Resource Change Proposals for consonance with approved programs, to detect deviation from approved staffing criteria, and consider capability of the Office of Personnel to provide skills.
 - d. 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 kind dealing with utilization of existing personnel resources (reorganizations, studies, etc.).
 - e. Allocate the Coast Guard civilian employment authority, respond to all reporting requirements imposed from OST (or other 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.
 - f. Develop and implement policies, procedures and guidelines for workforce planning in the Coast Guard.
 - g. Review and provide guidance for workforce validation surveys and studies conducted by program and support managers, such as the development and application of work standards, and analyses of duties and responsibilities of positions and billets.
 - h. Recommend staffing criteria, workforce requirements and skills to establish proper classification (billet levels) for officer and enlisted billets.
 - i. Integrate the requirements imposed by higher authority into Coast Guard workforce planning.
 - j. Maintain Staffing Standards Manual.

**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 the Chairman of the Coast Guard Safety and Occupational Health Committee.

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

1. Under the direction and supervision of the Chief, Safety Programs 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 from being hazarded by Coast Guard activities.
 - e. When actual or potential 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)**

1. Under the direction and supervision of the Chief, Safety Programs 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)**

1. Under the direction and supervision of the Chief, Safety Programs 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, 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 study, 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)**

1. Under the direction and supervision of the Chief, Safety Programs 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 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.

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

1. Under the direction and supervision of the Chief, Safety Programs 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; provide for the maintenance of a high degree of safety and occupational health awareness.
 - 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
(G-B)

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; coordination 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, 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. Act as the Program Director of the Recreational Boating Safety Program.
- d. Act as the Support Director of the Public Affairs Support Program.
- e. Act as special assistant to the Commandant for external relations, and advise him of broad policy matters and the general impact on Coast Guard operations on the domestic scene.
- f. Coordinate and direct a recreational boating safety program with the objectives of reducing accidents, injuries and fatalities in regard to the operation of pleasure craft on waters subject to the jurisdiction of the United States.
- g. Develop policies, long range plans and budget forecasts consistent with projected boating growth accident trends and technological advances in the boating industry.
- h. 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.
- i. Oversee the operations of the Coast Guard Auxiliary.
- j. Monitor and oversee a public education and boating safety information designed to keep boat owners, operators and occupants, as well as the several States, apprised of the elements of boating safety.
- k. Establish the necessary construction and performance standards as well as the 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.

1. 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.
- m. Administer the enforcement of Federal laws and regulations governing boating, including compliance responsibility, the reporting and investigation of boating accidents, and the publication of boating statistics.
- n. 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.
- o. Monitor and coordinate the activities of the National Boating Safety Advisory Council (NBSAC).
- p. Coordinate the training of State and local boating safety personnel, and other groups sharing boating safety responsibility.
- q. Periodically advise the Commandant on the relative performance of districts regarding their assigned boating safety responsibility.
- r. Keep cognizant Headquarters elements apprised of marine related matters under consideration by various Governmental and non-governmental organizations.
- s. Monitor Coast Guard participation in committee activities other than Federal Advisory Committees.

**CONSUMER AFFAIRS STAFF
(G-BC)**

1. Under the direction and supervision of the Chief, Office of Boating, Public, and Consumer Affairs, the Chief, Consumer Affairs Staff 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 representations and participating in Government Affairs.

**GOVERNMENTAL AFFAIRS STAFF
(G-BG)**

1. Under the general direction and supervision of the Chief, Office of Boating, Public, and Consumer Affairs, the Chief, Governmental Affairs Staff shall:
 - a. Advise the Commandant on broad marine and ocean policy matters and assure that policy positions are conveyed with consistency and clarity to key external elements.
 - b. Conduct overall policy-level liaison with national advisory, intergovernmental and interagency committees, with other Executive branch and state agencies, with private sector associates, academic institutions and other non-governmental organizations concerned with inland marine, coastal, oceanic or marine transportation policies; advise on, formulate, recommend, present and negotiate responses which clarify and enhance Coast Guard organization, policies, and programs.
 - c. Serve as the primary contact point and point of coordination for significant "marine policy", "ocean policy", "marine transportation policy" or "seapower" related issues and initiatives; prepare constructive analyses and proposals which will enhance and lend proper recognition to the marine agency status, policies and interagency concerns of the Coast Guard within the Federal government.
 - d. Analyze the effects of the significant Executive branch initiatives and trends, and other external events and developments impacting upon Coast Guard organizational integrity, policies or programs.
 - e. Appraise and advise Office/Division Chiefs and other affected personnel of the major issues, under consideration by Governmental and non-governmental groups, which impact upon the Coast Guard, marine and ocean policies, or programs.
 - f. Represent the Coast Guard, as appropriate, in Departmental, Executive branch and Federal-state meetings and efforts which address existing and future marine or ocean policy initiatives in the coastal, oceanic, marine transportation and related policy areas.
 - g. Provide to the districts and other field units the Headquarters Focal Point for intergovernmental issues.
 - h. Monitor and conduct special studies and projects of significance to the Coast Guard and Department of Transportation in the broad policy spectrum of Marine Affairs.
 - i. Act as the Alternate DOT Observer on the National Advisory Committee on Ocean and Atmosphere (NACOA).

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

1. Under the direction and supervision of the Chief, Office of Boating, 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 evaluations.
 - 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 requires 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 manufacturer ID codes for boats.
 - o. Coordinate boating accident investigative procedures and reports.
 - p. Provide general support for the Office.

**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 substitution 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 Engineering 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.

MANAGEMENT INFORMATION SERVICE BRANCH
(G-BP-2)

1. Under the direction and supervision of the 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 requirements of Office elements.
 - b. Coordinate requests for ADP services between the Office of Boating, Public and Consumer Affairs and the Data Systems Division and any other divisions 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 services.
 - f. Develop, implement, operate and maintain a word processing system to meet Office requirements.

**ACCIDENT REVIEW BRANCH
(G-BP-3)**

1. Under the direction and supervision of the Chief, Policy Planning and Evaluation Staff, 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. Monitor the boating accident investigation training program for Federal, State, and local boating investigation and law enforcement officials.

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 programs.
 - 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 recommendations 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 the 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.
 - m. Maintain liaison with the motion picture/television industry.

**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 audio-visual programs; monitor procurement of new audiovisual equipment.
 - b. Arrange for production and distribution of public affairs training, documentary or special purpose video tape/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 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 guide to field units.
 - g. Promote internal knowledge and understanding of the activities and missions of the Coast Guard by editing and publishing the Commandants 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 future releases about the Coast Guard for the news media, books 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 the Marine Environmental Response Division 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 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 Veteran administrations, 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 pamphlet, 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 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 policy with the Office of Reserve and the Coast Guard Auxiliary.
 - b. Serve as Public Affairs liaison with 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 the 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.
 - 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, 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 (AUXMIS).
 - 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 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 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 communication.
 - c. Develop and administer the Auxiliary Vessel Examination program including Auxiliary facility inspections and Courtesy Marine Examination (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 or 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, 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 programs.
 - i. Develop input to directives and publications necessary for the administration of the Auxiliary.

**BOATING SAFETY DIVISION
(G-BBS)**

1. Under the general direction and supervision of the Chief, Office of Boating, Public, and Consumer Affairs, the Chief, Boating Safety Division shall:
 - a. Administer a manufacturer compliance and defect notification program.
 - b. Administer a program to develop boating safety standards and regulations.
 - c. Monitor applicable research and development projects, technical committees of voluntary standard setting groups, and the activities of component testing laboratories.
 - d. Maintain liaison with State Boating Law Administrators to promote uniformity, comity, and reciprocity in boating laws, regulations and numbering systems among the several states and the Federal government.
 - e. Supervise Federal financial assistance grants to states in accordance with applicable statutes, regulations and OMB carriers.
 - f. Monitor agreements between the Coast Guard districts and the States.
 - g. Serve as Executive Director, National Boating Safety Advisory Council.
 - h. Administer the Committee Management program.
 - i. Coordinate the preparation of regulations dealing with boating safety.
 - j. Coordinate matters affecting both the Recreational Boating Safety and Merchant Marine Safety programs with the Office of Marine Safety, Security and Environmental Protection.
 - k. Represent the Coast Guard on the National Safe Boating Council, Inc.
 - l. Monitor and coordinate the National Recreational Boating Safety Education program.
 - m. Develop, implement, and promote boating education programs within the public school systems and for the boating public.

- n. Act as point of contact for coordination of all Coast Guard Committee Management activities including oversight for all required reports, instructions, charters, and records.
- o. Coordinate the activities of the National Boating Safety Advisory Council including the preparation of agenda and meeting coordination, recording of all minutes of Council meetings, forwarding recommendations and resolutions of the Council, and all other activities for the smooth operation of the Council.

**PRODUCT SAFETY ASSURANCE BRANCH
(G-BBS-1)**

1. Under the direction and guidance of the Chief, Boating Safety Division, the Chief, Product Safety Division shall:
 - a. Administer the program for development of boating safety standards.
 - b. Participate in processing boating safety regulations and standards.
 - c. Develop policy and administer the enforcement of a manufacturer's compliance and defect notification program.
 - d. Interpret regulatory standards for manufacturers and other CG staff elements.
 - e. Respond to consumer complaints concerning boats and associated equipment.
 - f. Monitor applicable research and development projects.
 - g. Serve on technical committees of voluntary standards setting groups.
 - h. Develop testing procedures for Coast Guard standards.
 - i. Administer a technical information service program directed to boat and associated equipment manufacturers.
 - j. Keep abreast of all national and international boating standards.
 - k. Provide technical evaluation and input to standards being considered for adoption as Coast Guard standards.
 - l. Monitor the activities of laboratories testing components to ensure compliance with CG standards.
 - m. Evaluate effectiveness of regulations by in-depth technical analysis of selected accidents.

**STATE AFFAIRS BRANCH
(G-BBS-2)**

1. Under the direction and supervision of the Chief, Boating Safety Division, the Chief, State Affairs Branch shall:
 - a. Maintain liaison with State Boating Law Administrators 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.
 - b. Promote development of cooperative agreements between the States and the Coast Guard to encourage greater State responsibility related to boating law enforcement, accident investigations, education, and search and rescue.
 - c. Coordinate with the responsible Coast Guard office to monitor curriculum and coordinate attendance of State officials at the National Boating Safety Course at RTC Yorktown.
 - d. Resolve audit findings and close the Federal Financial Assistance Program authorized by the Federal Boat Safety Act of 1971.
 - e. Coordinate State numbering matters with responsible Coast Guard offices as required, and promote the assumption of the numbering function by those who do not have a State numbering system.

**REGULATORY COORDINATION BRANCH
(G-BBS-3)**

1. Under the direction and supervision of the Chief, Boating Safety Division, the Chief, Regulatory Coordination Branch shall:
 - a. Monitor and provide guidance in the preparation of legislation and regulations affecting boating within the Office and with other Coast Guard elements.
 - b. Coordinate the preparation of regulatory proposals with other Coast Guard offices, Federal agencies, and other governments (Canada).
 - c. Review state boating laws and regulation to identify any conflicts between State and Federal laws and regulations.
 - d. Review and prepare any operator compliance regulations necessary.

BOATING EDUCATION BRANCH
(G-BBS-4)

1. Under the direction and supervision of the Chief, Boating Safety 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 other organizations.
 - b. Establish and maintain liaison with international, national, state, and local government agencies; the boating industry; universities; and other organizations interested in developing boating education materials and programs.
 - c. Maintain a reference library of printed and audiovisual materials used in boating education, excluding mass media materials.
 - d. Promote state programs to conduct boating education within the public school system and to the boating public and encourage states to comply with the National Association of State Boating Law Administrators' Minimum Education Guide and/or for technical accuracy concerning boating laws and regulations as requested by various boating groups.
 - e. Review boating education material for compliance with the National Association of State Boating Law Administrators' Minimum Education Guide and/or for technical accuracy concerning boating laws and regulations as requested by various boating groups.

**THIS SECTION BLANK DUE TO THE DISESTABLISHMENT OF THE
OFFICE OF RESEARCH AND DEVELOPMENT (G-D)**

**OFFICE OF ENGINEERING AND DEVELOPMENT
(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; and to administer a program of research and development 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, Vice Commandant, and Chief of Staff, the Chief, Office of Engineering and Development 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. Formulate, develop, coordinate, and direct Coast Guard plans and programs for research, development, test and evaluation responsive to long range objectives, approved requirements, stated goals and advancing technology.

 - 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 chiefs of offices generally, in matters relating to the overall engineering activities of the Service and to identify existing or potential problems within Coast Guard mission areas that are susceptible to improvement through scientific research.

 - f. Administer funds in those appropriations or operating guides placed under the control of the Office of Engineering and Development, furnishing preliminary budget estimates and apportionment of allotment recommendations to the Chief of Staff, planning expenditures to accomplish essential programs with 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 ensure 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 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. Ensure external coordination and appropriate integration of Coast Guard research and development efforts with Department of Transportation efforts, and represent the Coast Guard (or Department of Transportation, as directed) in dealings with other governmental or private agencies, both domestic, and foreign, in matters pertaining to research and development.
- l. Serve as the Director of the Engineering and Research and Development Support Programs.
- m. Exercise technical control over assigned Headquarters units.
- n. Administer the Servicewide motor vehicle management program.

**RESEARCH AND DEVELOPMENT STAFF
(G-ER)**

1. Under the general direction of the Chief, Office of Engineering and Development, the Chief, Research and Development Staff shall:
 - a. Direct, formulate, develop and coordinate a program of research, development, test and evaluation responsive to the Coast Guard's long range objectives; the requirements of program and support managers; the physical and sociological environment; the technological opportunities for new or improved systems, equipment, methods, and procedures.
 - b. Inform and assist program and support managers, Chief of Staff divisions, and area/district staffs in identifying existing or potential problems that can be remedied through research and development project plans to assure Coast Guard R&D needs are met and assure successful hand-off of R&D products. Establish and maintain close liaison with other Department of Transportation administrations, the Department of Defense, and other public and private organizations to identify beneficial opportunities for joint research and development, and to avoid duplication. Represent the Coast Guard (or Department of Transportation, as directed) in dealings with other government or private organizations, both domestic and foreign, in research and development matters.
 - c. Administer all planning, programming and budgeting functions for the Research, Development, Test and Evaluation appropriation. Secure resources for and administratively support Coast Guard research and development facilities, principally the Research and Development Center. Furnish preliminary budget estimates and apportionment recommendations to the Chief of Staff. Process all funds transfers and reprogrammings. Prepare financial reports required by the Office of Management and Budget, National Science Foundation, Research and Development Coordinating Council and others.

PLANNING BRANCH
(G-ER-1)

1. Under the general direction of the Chief, Research and Development Staff, the Chief, Planning Branch shall:
 - a. Administer all planning, programming and budgeting functions for the Research, Development, Test and Evaluation appropriation.
 - b. Secure resources for and administratively support Coast Guard research and development facilities, principally the Research and Development Center.
 - c. Furnish preliminary budget estimates and apportionment recommendations to the Chief of Staff.
 - d. Process all funds transfers and reprogrammings.
 - e. Prepare financial reports required by the Office of Management and Budget, National Science Foundation, Research and Development Coordinating Council, and others.

**COORDINATION BRANCH
(G-ER-2)**

1. Under the general direction of the Chief, Research and Development Staff, the Chief, Coordination Branch shall:
 - a. Direct, formulate, develop and coordinate a program of research, development, test and evaluation responsive to the Coast Guard's long range objectives; the requirements of program and support managers; the physical and sociological environment; the technological opportunities for new or improved systems, equipment, methods, and procedures.
 - b. Inform and assist program and support managers, Chief of Staff divisions, and area/district staffs in identifying existing or potential problems that can be remedied through research and development.
 - c. Develop feasible and responsive research and development project plans to assure Coast Guard R&D needs are met and to assure successful hand-off of R&D products.
 - d. Establish and maintain close liaison with other Department of Transportation agencies, the Department of Defense, and other public and private organizations to identify beneficial opportunities for joint research and development, and to avoid duplication.
 - e. Represent the Coast Guard (or Department of Transportation, as directed) in dealings with other government or private agencies, both domestic and foreign, in research and development matters.

**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, designed, and specifications for the construction, installation, repair, maintenance, outfitting an 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 research and development staff 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 staff 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 of 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 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 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 logistics 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, alteration 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 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 logistics 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, alteration 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 direction and general 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; pollution response and diving equipment; and visual and audible short range aids to navigation, buoys, and beacon structures.
 - b. Prepare civil engineering cost and budget estimates and economic analyses for shore facilities and aids to navigation facilities, recommending apportionment of budgeted civil engineering funds to districts and Headquarters units, and administer all funds allocated to the Civil Engineering Division, including AC&I, OG 43, OG 46 and OG 30 funds.
 - c. Issue instructions, directions, standards, and similar information for administrative and technical guidance of the civil engineering program within the Coast Guard, including engineering support of the aids to navigation, pollution response, and diving programs.
 - d. Manage all engineering aspects of the Truman-Hobbs Obstructive Bridges Act.
 - e. Perform technical inspections of Coast Guard shore facilities and construction and aids to navigation facilities. Perform civil engineering management inspections for district offices and Headquarters units.
 - f. Ensure Coast Guard compliance with environmental laws and regulations.
 - g. Assist the Procurement Division in negotiating certain shore facility construction, architect-engineer and aids to navigation equipment contracts and be responsible for technical administration of such contracts.
 - h. Coordinate planning for Support Centers, providing budgetary input, management overview, and coordination of programs and missions involved.
 - i. Administer project material in Inventory Control Points (G-ECV), and review excess property reports and boards of survey.
 - j. Develop policy for establishment for motor vehicle allowances servicewide, and the maintenance, repair, and upkeep of the vehicle fleet operated by the Service.

- k. Coordinate work assigned to the Facilities Design and Construction Centers.
- l. Provide technical support, recommendations, and liaison to other program managers for the development of new concepts and systems, aids to navigation supply logistics, and maintenance training in accordance with current directives.
- m. Provide technical representatives for intergovernmental and international working groups as necessary.

**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. Provide technical support to the program manager and all Coast Guard districts in the administration of the entire bridge program.
 - 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 specification 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 involved.
 - d. Develop technical portions 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 costs 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 Engineering Branch shall:
 - a. Coordinate the G-ECV review and staffing of project planning documentation (planning proposals & project proposal reports) for the AC&I Construction Program. Coordinate the G-ECV approval of design documentation (design development submittals, STRUCTALT, & invitation for bid submittals) for the AC&I and other funding programs.
 - b. Conduct post occupancy reviews for selective projects in the AC&I construction program, to determine if the facility, as constructed, followed the approved planning and design documentation, to evaluate the effectiveness of the construction, and to evaluate the effectiveness of planning and design standards.
 - c. Develop and maintain facility planning criteria and standards to provide engineering shore facility support for operational missions and programs, and to insure effective, practical, and economic shore facilities.
 - d. Develop and maintain cost estimating policy and procedures for shore facilities.
 - e. Provide consultation for special projects at shore facilities; review land acquisition and disposal actions; provide guidance on civil engineering procurement problems relating to design, construction, and maintenance; and develop architectural solutions for Headquarters administered projects.
 - f. Administer special programs directed by Executive Order, public law, Departmental directive or other mandate, including energy conservation program, value engineering, vehicle program, and OSHA related programs as applied to shore facilities.
 - g. Publish and update the Civil Engineering Manual and other Civil Engineering Technical Publications.

**AIDS TO NAVIGATION BRANCH
(G-ECV-3)**

1. Under the direction and general supervision of the Chief, Civil Engineering Division, the Chief, Aids to Navigation Branch shall:
 - a. Manage the aids to navigation (ATON) engineering support program to include the planning, designing, constructing, altering, maintaining, and repairing of: (1) buoys and buoy markers, (2) light-houses, (3) acoustical and optical equipment, (4) beacon structures, and (5) electronic monitor and control systems, but excluding electronic navigational aids.
 - b. Prepare standards, directives, and guidance for execution of the ATON engineering support program by districts, field, and Headquarters units including maintenance policies and equipment standards.
 - c. Manage technical aspects of ATON, AC&I, and OE programs including recommendations for funds apportionment, cost and technical input to budget process, district project review and approval, central equipment procurement and distribution management where appropriate, and preparation of technical policy guidance.
 - d. Manage ATON service-wide maintenance training through liaison with ATON School, Training and Education Division, and Aids to Navigation Division in accordance with current training directives.
 - e. Initiate requests, provide liaison, and provide funding recommendations to the research and development staff or Electronics Engineering Laboratory for special studies and projects to bring improved concepts, systems, and hardware into the inventory.
 - f. Provide technical support for the supply of ATON hardware to field units including management of qualified products list testing where appropriate, update of drawings and specifications for equipment procurement by inventory control points, and execution of contracting officer's technical representative duties where appropriate.
 - g. Plan and execute Headquarters projects for the short term development and improvement of ATON hardware and systems including budgeting, preparation of procurement documentation, preparation of specifications and drawings, execution of contracting officer's technical representative duties, and management of field implementation.

- h. Provide recommendations and liaison for the management of ocean engineering and engineering physics postgraduate education programs and officer specialty career programs.
- i. Provide optical and acoustical technical advice and assistance to other organizational elements as requested.

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. Manage Acquisition, Construction and Improvement (AC&I) and Operating Expense (OE) resources for Civil Engineering and allot funds 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 and planning consultant services.
 - f. Develop new initiative (programs, policies and guidelines) in the area of shore facilities management.
 - g. Develop and administer the annual Minor AC&I Program.
 - h. Provide HQ planning coordination for, and management of, the two FD&CC's, assigning workload and evaluating performance.

ENVIRONMENTAL PROGRAMS BRANCH
(G-ECV-5)

1. Under the direction and general supervision of the Chief, Civil Engineering Division, the Chief, Environmental Programs Branch shall:
 - a. Provide engineering support to the marine environmental response and diving programs.
 - b. Prepare standards, directives and guidance for execution of the engineering support program for pollution response and diving by districts, field, area, and Headquarters units.
 - c. Manage technical aspects of pollution response under the National Contingency Plan and the diving program. Provide technical assistance and liaison to marine environmental response and diving program managers for development and administration of training programs.
 - d. Provide direct engineering support to strike teams and diving units.
 - e. Plan, develop, implement, and monitor the Coast Guard programs for compliance with the National Environmental Policy Act of 1969 (NEPA) and related legislation and regulations and abatement of pollution from Coast Guard facilities.
 - f. Coordinate the review of the Coast Guard and non-Coast Guard environmental impact statements, findings of no significant impact and environmental assessments, and categorical exclusions.
 - g. Assist in the preparation of environmental documentation for Coast Guard Headquarters actions.
 - h. Review drafts of proposed federal regulations necessary to implement all Coast Guard programs regarding compliance with environmental laws such as National Environmental Policy Act, Floodplain Management Guidelines, Wetlands Executive Order, DOT 4f requirements, Fish and Wildlife Coordination Act, Endangered Species Act, and National Historical Preservation Act.
 - i. Monitor Coast Guard compliance with Resource Conservation and Recovery Act and Toxic Substance Control Act including development of Coast Guard programs for control of hazardous wastes and PCBs.

- j. Plan, develop, implement, and monitor the Coast Guard programs for groundwater pollution prevention abatement, and remediation, and for control of hazardous wastes and toxic substances at all Coast Guard facilities.
- k. Manage the Coatings and Color Manual including issuance of timely manual updates, supply liaison, technical liaison with other agencies and staff elements, and the development and incorporation of improved coatings and new technologies when appropriate.

**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 research and development staff as appropriate.
 - h. Prepare the industrial program for the Coast Guard. 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 trade-offs; 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 the 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 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.
- (13) Maintain ship's material failure reports file, ship alterations file, and full power trials file in current condition.
- (14) 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 adoption 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 formal establishment of the design criteria for Coast Guard vessels, to include the approval thereof by the Design Safety 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 service 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 officers and 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 (PBS) 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. Operate a central division mail and files system, and carry out the records management program.
 - k. Coordinate the preparation and issuance of directives and publications sponsored by the Naval Engineering Division.
 - l. Serve as Program Officer for the Coast Guard YARD.
 - m. Coordinate division work assigned to the Ships Inventory Control Point (SICP), a division of the Coast Guard YARD, and act as a central contact and approving point for work desired by other elements and for all matters which affect SICP ability to perform its primary function.
 - n. Coordinate and monitor the impact as acquisition, supply, personnel, training, etc., on naval engineering missions.

**BOAT CONSTRUCTION AND 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 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 preview.
 - k. Maintain liaison with the contracting officer on Branch projects; prepare comments on claims on 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.

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

1. **Mission.** To provide for the logistics of the Coast Guard that involve the maintenance of accounts, the disbursement of funds, the financial management of Comptroller responsibilities, supply systems management, real and personal property management, transportation management, and general administration of non-appropriated fund activities, commissary operations and the military uniform system.
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 following activities; and have ultimate responsibility for:
 - (1) Maintenance of all formal accounting records and preparation of financial statements.
 - (2) 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) Management of the logistics system, encompassing the procurement, storage, and distribution of all equipment, supplies and services.
 - (5) Establishment of the policy for and continuing oversight and review of the Coast Guard logistics process.
 - (6) Supervision of mobilization planning for all phases of financial management, and supply support matters, both for Headquarters and district levels.
 - (7) Management of procurement policy and oversight within the framework of controlling regulations and management of the Coast Guard's Minority Business Enterprise program.
 - (8) Management of the real property, personal property, and transportation programs.

- b. Act as the Support Director for the Financial Management and Logistics Support Program.
- c. Determine basic plans, system requirements, system methodology and operating procedures under which program activities are to be carried out with due consideration of the existence of adequate internal controls and safeguards including certification of financial integrity for all financial systems.
- d. Maintain close coordination with other components of the organization with respect to financial management, and logistics support to assure uniform understanding and maximum results.
- e. Prescribe in coordination with program and facility managers, 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 appropriate directives to field units to ensure uniformly high standards of fiscal efficiency, effectiveness, and economy.
- f. Manage the Coast Guard's accounts receivables and Debt Collection Program.
- g. Administer the Coast Guard Supply Fund, Gift Fund, Surcharge Collection and Sale of Commissary Stores Fund and promulgate instructions for their operation and management.
- h. Manage execution of the Operating Expense (OE) appropriation consistent with the approved OPSTAGE budget and administer Operating Guide 30 - Operating and Maintenance.
- i. Keep informed, through field evaluations or otherwise, as to the status, effectiveness, and efficiency of financial management, logistics support activities, and procurement activities.
- j. Exercise technical control over assigned Headquarters units.
- k. Give central management to the administration of Coast Guard dining facilities with the object of providing a satisfactory diet at a reasonable price.
- l. Exercise general administration of Coast Guard commissaries, exchanges, non-appropriated fund messes, and the military uniform system.

- m. Provide oversight for the contracting function for all Coast Guard procurement activities.
- n. Serve as Competition Advocate of the Coast Guard.
- o. Establish Coast Guard policy for those socio-economic programs implemented through the acquisition process.
- p. Develop and issue contracting policy, directives, and procedures.
- q. Compile and review statistical data pertaining to Coast Guard procurement.
- r. Where required by regulation and at levels established therein, act as approving official for non-competitive procurements.
- s. Establish standards as a guide for program and facilities management and for use in the preparation and justification of budget estimates, statistical financial analysis, reimbursements, and user charges.
- t. Issue procedural guidance related to supply and financial matters in the event of Coast Guard transfer to the Department of Navy during wartime.

BLANK

OPERATING FUNDS MANAGEMENT BRANCH
(G-FP-2)

1. Under the direction and supervision of the Chief, Planning and Analysis Staff, the Chief, Operating Funds Management Branch shall:
 - a. Serve as the focal point for the execution and management of the Operating Expenses (OE) appropriation, the Supply Funds (SF) and Operating and Maintenance Funds (OG-30).
 - b. In coordination with the Budget division and operating guide, program and support managers establish the basic financial and apportionment plans for OE consistency with the Operating Stage budgets and financial management practices.
 - (1) Approve OE budget requests (CG-4144) submitted by field units and Headquarters offices. Establish and release initial targets and subsequent modifications. Receive and respond to funds requests.
 - (2) Coordinate refunds and reimbursables with other Coast Guard appropriations and external agencies.
 - (3) Establish and oversee the basic Headquarters operating budget.
 - (4) Prepare annual Standard Personnel Costs information.
 - c. Exercise financial management for the Supply Fund. Provide budgetary guidance to Headquarters and field units.
 - d. Review all planning documents, facility and personnel change documents, and budget inputs affecting OG-30. Manage OG-30 energy, wageboard, standard personnel costs, cost of living and other funds not readily identified to a specific program manager.

DIRECTIVES CONTROL BRANCH
(G-FP-3)

1. Under the direction and supervision of the Chief, Planning and Analysis Staff, the Chief, Directives Control Branch shall:
 - a. Serve as control and review point for directives and publications for the Office of Comptroller.
 - b. Coordinate printing and distribution matters for the Comptroller directives.
 - c. Compile, edit and publish the Comptroller Newsletter.
 - d. Administer the records management system for the Office of Comptroller.
 - e. Coordinate the evaluation of Beneficial Suggestions for the Comptroller program.
 - f. Serve as liaison with the Management Analysis Division for the development and maintenance of Comptroller program checklists for the Coast Guard inspection system.

**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, costs, 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 a 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 servicewide 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 authorization and certify vouchers for travel and travel advances. receive and handle transportation vouchers and commitment documents, and vouchers for other claims. Furnish transportation vouchers and commitment documents, and vouchers for other claims. furnish accrual documents as required for re-

ording in official accounting records. Prepare schedules and certify for payment.

- h. Maintain liaison with other departments (GAO, Navy, etc.) in fiscal and accounting matters.
- i. Be responsible for maintaining and monitoring a Coast Guard-wide system for statistical sampling of vouchers.

**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 service-wide Coast Guard cash balances against the balances reported by the 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 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 Governmental agencies, and commercial organizations for goods and services furnish 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 Center, and Activities Europe.
 - 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, Consolidation, 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. 20 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 propriety receipts, balance of payments (gold-flow) reports, military Federal Income and FICA tax reports, expenditures incurred for presidential protection, Service-wide reports of unpaid obligations for certification by Chief, Accounting Division, service-wide financial statement for Annual Report to Secretary of Transportation, geographic distribution of civilian payrolls, 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 voucher, advance payments and billings from commercial sources, carriers, and other Government agencies.
 - c. Prepare accrued expenditures 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 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.

**ACCOUNTING SYSTEMS DEVELOPMENT DIVISION
(G-FAD)**

1. Under the general direction and supervision of the Comptroller, the Chief, Accounting Systems Development Division shall:
 - a. Develop and review accounting principles, standards and procedures pertinent to fiscal and accounting operations.
 - b. Provide agency-wide guidance on accounting theory, innovations, controls and advice on systems and methods.
 - c. Assist in development of CG financial management policy and develop plans to provide an effective and responsive financial accounting program.
 - d. Review proposed legislation, and changes in central agency (GAO, OMB, GSA, DOT and Treasury) requirements concerning fiscal and accounting operations.
 - e. Develop and install accounting systems and subsystems for CG Headquarters and field accounting offices.
 - f. Assist accounting operations in identifying and resolving immediate problems with current systems requirements.
 - g. Analyze user requirements and initiate, study, and develop plans and methods for new techniques in both capturing input transactions and promoting usable reports.
 - h. Establish and maintain written operating procedures, accounting manuals, desk manuals and handbooks, design accounting forms and provide training in new techniques.
 - i. Maintain a continuing review of procedures utilized in existing accounting systems at Headquarters and field accounting offices.
 - j. Review, coordinate and prepare where necessary Division input to any special studies, analyses, or policy determinations required by the Comptroller.
 - k. Review and monitor field activities to ensure timely completion, resolution and compliance with approved CG policy and procedures.

ACCOUNTING SYSTEMS DEVELOPMENT BRANCH
(G-FAD-1)

1. Under the general direction and supervision of the Chief, Accounting Systems Development Division, the Chief, Accounting Systems Development Branch shall:
 - a. Identify immediate and long range requirements and related problems for activities serviced by Headquarters and field accounting systems.
 - b. Formalize systems concepts and related requirements.
 - c. Develop and approve general systems design reflecting CG accounting requirements.
 - d. Maintain current contact with GAO during system development phases.
 - e. Review available software packages to determine advisability for usage in development and implementation.
 - f. Monitor and develop systems implementation.
 - g. Develop accounting interfaces with related sub-systems (e.g., supply fund industrial accounting, etc.).
 - h. Train users in new system techniques.

**ACCOUNTING SYSTEMS DESIGN BRANCH
(G-FAD-2)**

1. Under the general direction and supervision of the Chief, Accounting systems Development Division, the Chief, Accounting Systems Design Branch shall:
 - a. Coordinate with Accounting systems Development and Maintenance Branches to preparation of logical systems design documentation.
 - b. Prepare logical system design documentation for user specifications prepared for the Standard Automated Accounting System.
 - c. Prepare logical system design documentation for existing systems.
 - d. Prepare logical system design documentation for proposed changes or enhancements to facilitate identification of impact of change.
 - e. Conduct walkthroughs with Development and Maintenance Branches to ensure proper interpretation of user specifications.
 - f. Act as primary contact with contractor systems analysis.

ACCOUNTING SYSTEMS MAINTENANCE BRANCH
(G-FAD-3)

1. Under the general direction and supervision of the Chief, Accounting Systems Development Division, the Chief, Accounting Systems Maintenance Branch shall:
 - a. Identify and resolve ongoing systems problems for Headquarters and field accounting offices.
 - b. Prepare user specifications for system modifications.
 - c. Review and monitor system performance to aid in maintaining system quality and integrity. Develop contacts with serviced activities to aid in ongoing evaluation of systems effectiveness.
 - d. Coordinate with Accounting Procedures Branch the development of desk procedures.
 - e. Develop close contact with the Office of Command, Control and Communications to resolve hardware problems.
 - f. Coordinate division training to enhance system performance.
 - g. Develop documentation for present automated accounting systems and all enhancements.
 - h. Assemble test data for testing modified systems applications.

ACCOUNTING POLICY AND PROCEDURES BRANCH
(G-FAD-4)

1. Under the general direction and supervision of the Chief, Accounting Systems Development Division, the Chief, Accounting Procedures Branch shall:
 - a. Assist in the development of financial management plans and policy.
 - b. Review legislation for effect on accounting operations.
 - c. Review DOT, Treasury, OMB, GSA, and GAO requirement changes.
 - d. Continually review overall service wide procedures.
 - e. Initiate charges to accounting manuals and handbooks.
 - f. Coordinate with Accounting Systems Maintenance Branch for development of desk procedures.
 - g. Design accounting forms.
 - h. Respond to field inquiries, audit and inspection findings, and management suggestions for policy interpretation and procedural definition.

**PROCUREMENT MANAGEMENT DIVISION
(G-FPM)**

1. Under the general direction and supervision of the Comptroller, the Chief, Procurement Management Division shall:
 - a. Direct and coordinate the review of all Coast Guard acquisition activities to assure efficiency and compliance with regulations and directives.
 - b. Coordinate Coast Guard programs of small and minority business participation, labor surplus area acquisition, Buy-American Act compliance, equal employment opportunity compliance, Defense priority allocation, and allotment system and similar programs associated with acquisition.
 - c. Perform the functions required for management of the total Coast Guard acquisition program, including compilation and review of statistical data, establishing standards of performance and arranging for training of acquisition personnel.
 - d. Coordinate Headquarters's action of field acquisition matters such as bid mistakes, protests, Determinations and Findings (D&Fs), Class Justifications, etc.
 - e. Direct the activities of the Acquisition Management Review Branch, the Minority Business Program Office, the Policy Branch, the Liaison Branch, and the Competition Advocate Staff.
 - f. Develop and issue contracting policy, directives, and procedures.
 - g. Provide CG contracting activities and other contracting offices with advice on all matters relating to contracting.
 - h. Manage the Contracting Officer Warrant Program.
 - i. Serve as a point of contact with OST and other government agencies regarding acquisition matters.
 - j. Respond to all Congressional inquiries regarding field contracts and acquisitions.
 - k. Serve as Chairman of the Acquisition Prenotification Board.

**MINORITY BUSINESS PROGRAM OFFICER
(G-FPM-S/1)**

1. Under the direction and supervision of the Chief, Procurement Management 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 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 Management Division. Insure that inquiries from industry regarding Coast Guard acquisition activities are referred to the appropriate Small and Disadvantaged Business Specialist.

ADMINISTRATIVE SERVICES STAFF
(G-FPM-S/2)

1. Under the direction and supervision of the Chief, Procurement Management Division, the Chief, Administrative Services Staff shall:
 - a. Develop and maintain the division budget.
 - b. Process and maintain all personnel actions.
 - c. Develop and maintain management information services for the division.
 - d. Track Congressional, Freedom of Information Act Requests (FOIAs), and other sensitive correspondence for Field contracts.
 - e. Track all acquisition pre-notification actions.
 - f. Develop a training plan for the Division and assist field commands in their procurement training needs.

COMPETITION ADVOCATE STAFF
(G-FPM-S/3)

1. Under the direction of the Coast Guard Competition Advocate, and the general policy guidance of the Chief, Procurement Management Division, the Chief, Competition Advocate Staff shall:
 - a. Review acquisitions, Coast Guard wide, during the planning and presolicitation phases to ensure compliance with statutes, regulations, and directives governing the Competition Advocate Program.
 - b. Develop and maintain Coast Guard wide policy and procedures to ensure full and open competition to the maximum extent practicable.
 - c. Identify and recommend corrective action for any policies, practices, or actions which have the effect of restricting competition.
 - d. Review all acquisitions that are planned to be awarded on the basis of other than full and open competition and advise the Competition Advocate on adequacy of justification.
 - e. Identify and report opportunities and actions taken, Coast Guard wide, to achieve full and open competition.
 - f. Prepare all reports required by OST for input into the annual Competition Advocate report to Congress.
 - g. Review and recommend goals and plans for increasing competition on a fiscal year basis.
 - h. Provide training to personnel involved in the acquisition process, including program managers and contracting personnel.
 - i. Interface with Competition Advocates in OST and other Government agencies.

ACQUISITION MANAGEMENT REVIEW BRANCH
(G-FPM-1)

1. Under the direction and supervision of the Chief, Procurement Management Division, the Chief, Acquisition Management Review Branch shall:
 - a. Review and analyze the performance of contracting activities by:
 - (1) Conducting periodic, recurring, on-site reviews of selected Headquarters and field solicitations and contracts to assure efficiency, quality, and compliance with regulations.
 - (2) Developing schedules and coordinating in advance with contracting activities scheduled for review.
 - (3) Appointing and training review team members.
 - (4) Performing entry and exit interviews.
 - b. Prepare reports on all acquisition management reviews conducted.
 - c. Make recommendations for improvements in CG policies and procedures.
 - d. Provide CG contracting activities and other CG offices training through workshops during Acquisition Management Reviews.

LIAISON BRANCH
(G-FPM-2)

1. Under the direction of the Chief, Procurement Management Division, the Chief, Liaison Branch shall:
 - a. Advise management of all CG contracting activities on acquisition issues.
 - b. Exercise oversight of field and headquarters contracting offices.
 - c. Manage responses and provide guidance to field and headquarters contracting personnel on all acquisition matters both in day to day contact and through formal correspondence.
 - d. Respond on field acquisition matters pertaining to Congressionals, Freedom of Information Act (FOIA) Requests, Bid Mistakes, and Protests.
 - e. Compile and review statistical data.
 - f. Prepare and conduct conferences and workshops on acquisition.
 - g. Assist in conducting Acquisition Management reviews.
 - h. Recommend changes in acquisition policy and procedures based upon analysis of field and headquarters acquisition procedures.
 - i. Serve as point of contact with the Office of the Secretary and Other Government Agencies regarding field and headquarters acquisition matters.

**POLICY BRANCH
(G-FPM-3)**

1. Under the direction and supervision of the Chief, Procurement Management Division, the Chief, Policy Branch shall:
 - a. Recommend, develop, and issue Coast Guard-wide contracting policies and procedures.
 - b. Prepare and disseminate changes to the Coast Guard Acquisition Regulations, Volume VIII of the Comptroller Manual, and other regulatory guidance as necessary.
 - c. Assist in conducting Acquisition Management Reviews.
 - d. Assist in the preparation for and the conduct of conferences and workshops on acquisition.
 - e. Review solicitation and contract award documents.
 - f. Respond to Inspector General and General Accounting Office (GAO) audits.
 - g. Review all proposed contract Terminations for Default.
 - h. Issue suspensions and debarments of Coast Guard contractors in accordance with the Federal Acquisition Regulation (FAR).
 - i. Review proposed legislation and Federal Regulatory changes affecting the Federal procurement process to ascertain potential impact on Coast Guard contracting procedures.
 - j. Provide answers to Congressional questions in preparation for and as a result of hearing that involve the Coast Guard contracting process.
 - k. Manage the Coast Guard Contracting Officer Warrant Program.

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

1. Under the general direction and supervision of the Comptroller, the Chief, Supply 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. Oversee management of leased space (SLUC). 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 things, including freight, household goods, unaccompanied baggage, mobile homes, and POVs.
 - 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 of specific categories of materials to 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. Determine resource requirements for effective supply, transportation, and real and personal property systems.
 - h. Maintain liaison and conduct business pertaining to Coast Guard supply, transportation, and property matters with the Department of Transportation, Department of Defense, General Services Administration, and other government agencies, including negotiation and maintenance of inter-service agreements.

- 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 or 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, Supply and Property Division, the Chief, Supply and Transportation Management Branch shall:
 - a. Plan, develop and publish policies, 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.
 - 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. Study, develop, implement and maintain Department of Defense and General Services Administration Standard Systems for Coast Guard use. Act as Coast Guard Headquarters liaison point for Federal supply and transportation matters. Act as Coast Guard control point for recording and reporting actions to implement, supplement or deviate from the Standard Systems.
 - f. 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.
 - g. Act for Coast Guard in matters involving international logistics and support as it applies to Coast Guard managed material.
 - h. Direct the transportation and traffic management program for the Coast Guard including freight, household goods, unaccompanied baggage, mobile homes, and POVs.
 - i. Provide technical advice and guidance concerning traffic management matters.
 - j. Research and provide technical advice and guidance concerning traffic management matters.
 - k. Maintain applicable portions of Volume III of the Comptroller Manual.

SUPPORT REQUIREMENTS BRANCH
(G-FLP-2)

1. Under the direction and supervision of the Chief, Supply and Property Division, the Chief, Support Requirements Branch shall:
 - a. Maintain close contact with Coast Guard Inventory Control Points (ICP) on supply logistical matters. Assist ICPs in the development, introduction and support of new equipment.
 - b. Develop supply support aspects of integrated logistics support. assist in the formulation, review, evaluation and administration of overall Coast Guard provisioning of specific equipment. Evaluate and act on requests for technical overrides to provisioning policies.
 - c. Develop and publish reporting systems necessary for managing and evaluating the supply and transportation systems. Collect and analyze data.
 - d. 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 ICPs.
 - e. 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 ICPs.
 - f. Determine requirements and justify resources for supply programs, including preparation of resource change proposals, cost-benefit studies, productivity studies, mid- and long-range plans and maintaining liaison with other budget organizations.
 - g. Exercise supply management over the Coast Guard Supply Fund. Provide guidance and review documents involving inventories, staffing, and support of supply operations.
 - h. Maintain applicable portions of Volume III of the Comptroller Manual.

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

1. Under the direction and supervision of the Chief, Supply 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. Prepare manuals and instructions pertaining to the real property management program.
 - b. Develop, improve maintain and coordinate the Coast Guard real property management program which includes:
 - (1) Processing of real property acquisitions and disposals, including assistance and directions as 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 improvements 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) Coordinating and/or preparing all reports relating to real property.
 - (7) Directing and monitoring the Coast Guard's effort to identify and preserve property considered historically significant.
 - (8) Managing the GSA-leased space program, including preparation of mid- and long-range plans, implementation of space utilization programs, and evaluation of service wide requests for changes.
 - 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. Determine requirements and justify resources for the real property program including preparation of resource change proposals, cost-benefit studies, lease-purchase studies, mid- and long-range plans, and maintaining liaison with other budget organizations.
 - e. Maintain Volume V of the Comptroller Manual.

**RESALE AND SUBSISTENCE DIVISION
(G-FRS)**

1. Under the direction and supervision of the Comptroller, the Chief, Resale and Subsistence Division shall:
 - a. Develop and promulgate policy, establish objectives and standards, and prescribe systems and procedures necessary for efficient and effective management and operation of Coast Guard commissary, subsistence, uniform clothing, and Non-Appropriated Fund Activity (NAFA), and ACO designation programs.
 - b. Determine appropriated and non-appropriated fund resource requirements for imprest fund, commissary, subsistence, uniform clothing, and NAFA support programs.
 - c. Maintain liaison and conduct business pertaining to Coast Guard imprest fund, commissary, subsistence, uniform clothing, NAFA, and ACO designation programs with Office of Personnel; Office of Boating, Public and Consumer Affairs; Office of Engineering; Office of Readiness and Reserve; Office of Command, Control and Communication; Chief of Staff; Department of Transportation; Department of Defense; Treasury Department; General Accounting Office;8 and other government agencies and industry.
 - d. Maintain Volume IV, Volume VII, and Part 17 of Volume I of the Comptroller Manual.
 - e. Serve as President of the Permanent Uniform Board.
 - f. Act as rating manager for the SS rate.

**NAFA, COMMISSARY AND UNIFORM CLOTHING
(G-FRS-1)**

1. Under the Direction and supervision of the Chief, Resale and Subsistence Division, the Chief, NAFA, Commissary and Uniform Clothing Branch shall:
 - a. Plan, develop and publish goals, tasks and procedures for the effective and efficient management and operation of Coast Guard Non-Appropriated Fund Activity (NAFA), Commissary, and Uniform Clothing Programs.
 - b. Provide technical and management advice and guidance on operation of the NAFA programs including exchanges, grocery sections, clubs, package stores, satellite exchanges, and other authorized NAF activities.
 - c. Direct the military uniform and commissary support program with regard to supply fund capitalization, investment in inventory, and designation of items authorized for resale.
 - d. Develop policy and provide advice and guidance for operation of the military uniform and commissary programs.
 - e. Maintain liaison and conduct business pertaining to Coast Guard NAFA, commissary, and uniform clothing programs with the Office of Personnel, Office of Readiness and Reserve, Office of Assistant Secretary of Defense, Military Manpower and Personnel Policy, Marine Corps Installations and Logistics Department, Navy Resale Systems and Support Office, Defense Personnel Support Agency, Air Force Commissary Systems, Troop Support Agency, and other Government agencies and industry.
 - f. Develop, publish and maintain reporting systems necessary for managing and evaluating the NAFA, commissary, and uniform clothing programs. Conduct 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 field management positions. Recommend addition, deletions, and changes to existing training courses and requirements.
 - h. Coordinate and prepare responses to all Congressional inquiries on military uniform, commissary, and NAFA matters.

- i. Determine requirements and justify resources for the NAFA, military uniform, and commissary programs. including preparation of resource change proposals, cost-benefit studies, productivity studies, and mid- and long-range plans.
- j. Maintain Volume VII of the Comptroller Manual.
- k. Recommend an annual NAF budget to the Coast Guard Trust Fund Board of Control which provides specific funding levels for Headquarters NAF overhead, the consolidated insurance program, reserve for self-insured portion of insurance program, and profit distributions to meet Special Services program requirements.
- l. Manage the centralized NAFI cash management and investment program, the NAFI consolidated insurance program, and the NAFI employee benefit program.
- m. Serve as Secretary of the Permanent Uniform Board. Develop the agenda and coordinate and manage all administrative matters directly associated with meetings of the Uniform Board.
- n. Plan and manage all projects, tests, and other action to initiate and control uniform development.
- o. Plan and direct the introduction of approved or adopted items into the Coast Guard supply system.
- p. Review and recommend policy for uniform clothing allowances including special and supplementary changes as required.
- q. Administer and manage the Uniform Certification Program insuring specification and quality compliance of all uniform and insignia items manufactured by private industry and sold in Coast Guard Uniform store and exchanges throughout the service.
- r. Represent the Coast Guard in all matters relating to uniform development, design, quality assurance and logistics with private industry, agencies of the Department of Defense, other Government agencies and trade organizations of private industry.

**SUBSISTENCE AND IMPREST FUNDS MANAGEMENT BRANCH
(G-FRS-2)**

1. Under the direction and supervision of the Chief, Resale and Subsistence Division, the Chief, Subsistence and Imprest Funds Management Branch shall:
 - a. Plan, develop and publish tasks and procedures for the effective and efficient management and operation of the Coast Guard subsistence, imprest fund and ACO designation programs. Act on proposals that affect the management or operation of the programs.
 - b. Develop, publish and maintain reporting systems necessary for managing and evaluating the subsistence and imprest fund programs. Conduct studies, surveys, audits and inspections.
 - c. Coordinate and control the designation of Authorized Certifying Officers (ACO's).
 - d. Evaluate and determine the location and amount of imprest funds, designate cashiers.
 - e. Monitor and track cases of loss of funds, until settlement.
 - f. Provide technical and management advice and guidance concerning all matters relating to the management operation of the subsistence program, Volume IV of the Comptroller Manual.
 - g. Coordinate and prepare responses to inquiries on subsistence matters.
 - h. Monitor the training and performance of personnel in subsistence billets. Recommend additions, deletions, and changes to existing training courses and requirements.
 - i. Maintain Volume IV and Part 17 of Volume I of the Comptroller Manual.
 - j. Develop and prescribe basic daily food allowance, central distribution of Armed Forces Recipe Cards, and sale of meal rates.
 - k. Develop and monitor standards of food service. Direct the Subsistence Advisor Team (SAT) program. Coordinate and perform SAT visits to Headquarters units.
 - l. Maintain the Treasury Fiscal Requirements Manual and Bulletins, reviewing all changes for relevance to Coast Guard Imprest Fund operations.

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

1. Under the direction and supervision of the Comptroller, the Chief, Planning, and Analysis Staff shall:
 - a. Manage the Operating Expense (OE) appropriation service wide, including establishment and execution of annual financial plans, allocation of funds and approval of target modifications.
 - b. Serve as the primary point for the administration of the Supply fund (SF) and Operating and Maintenance Funds (OG-30) service wide.
 - c. Administer the Planning, Programming, and Budgeting System for the Office of the Comptroller.
 - d. Manage the military personnel system for the Comptroller, including postgraduate education and officer assignments. Act as rating manager for the SK rating.
 - e. Examine and evaluate organization, staffing, workload standards and Information Resource Management (IRM) applications in the Financial Management, Personnel and Supply Support Programs.
 - f. Supervise and coordinate the allocation of office spaces, civilian personnel management and other administrative matters involving more than one division.

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

1. Under the direction and supervision of the Chief, Planning and Analysis, the Chief, Planning and Administration Branch shall:
 - a. Coordinate the development of the Long Range View, Support Program Plan, Determinations, Resource Change Proposals, and other planning and programming documents for the Office of Comptroller.
 - b. Review, evaluate and coordinate input for planning proposals and other documents impacting on the Comptroller program prepared by other offices.
 - c. Coordinate for formulation of the Comptroller's budget and monitor the expenditure of funds by Comptroller divisions. Budget and manage OG-30 funds for the Planning and Analysis Staff. Review and monitor the expenditures of TEMAC funds within the Office of Comptroller.
 - d. Act as the SK rating manager.
 - e. Administer training and the postgraduate education for the Office of Comptroller.
 - f. Act as control point for the issuance of travel order numbers (TONO's) and monitor travel expenditures for the Offices of Comptroller.
 - g. Coordinate the allocation of office space for the Office of Comptroller.
 - h. Examine and evaluate the organization, staffing and workload standards in effect in comptroller offices in Headquarters and in the field.
 - i. Act as focal point for Information Resource Management (IRM) in the Comptroller program.

**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 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 consideration.
 - 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 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, designing, 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 on 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.
 - l. Recommend 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 nonstandard 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 advise 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 of 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 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 Public Health Services 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 training and recommending approval/disapproval to the Chief, Training and Education (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 activity of designated Subject Matters Expert 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 of 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 direction and supervision of the Chief, Medical Administration Division, the Chief, Coast Guard Headquarters Clinic Branch shall:
 - a. Operate Coast Guard Headquarters 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 advise/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 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 advise 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 or 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 the Physical Disability Evaluation Division (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 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 fields of Aviation, Diving, Cold Weather Medicine, and Underwater Medicine, the medical aspects of SAR and survival equipment 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 non-standard 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 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 Division 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 Administration on matters relating to emergency medical services.
 - l. Coordinate with the Career Management Branch (G-KMA-5) concerning the Physician staffing requirement.

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

1. Under the 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 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 procedures 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 Program.
 - 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 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 Program.
 - 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.
 - 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 systems.
 - 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 a measurement 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, programming, 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 court-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; circulation 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 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 litigations 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 direction and supervision of the Chief Counsel, the Chief, Legislation Division shall:
 - a. Prepare the annual Coast Guard legislative program.
 - b. Draft Coast Guard sponsored legislative proposals for submission to the Congress; assist cognizant staff officers in formulation of policies to be embodied in legislative proposals. Assist, as required, in the clearance of CG sponsored legislative proposals through DOT and OMB.
 - c. Prepare reports on pending bills, executive orders, proclamations, and other agency report affecting the Coast Guard, or in which the Coast Guard has an interest. Assist cognizant staff officers in developing the Coast Guard's position on items affecting the Coast Guard or in which it has interest. Assist, as required, in the clearance of these reports through DOT and OMB.
 - d. Prepare reports and, where required, draft veto messages, on all enrolled bills referred to the CG for comment.
 - e. Provide drafting assistance to members of Congress, their staffs, and Congressional committees on legislation affecting the Coast Guard or in which it has an interest. Provide required notification to staff elements of OST and OMB of drafting assistance provided by the Coast Guard.
 - f. Draft CG sponsored Executive Orders and Proclamations for submission to the President; assist cognizant staff officers in formulation of policies to be embodied in these Executive Orders and Proclamations. Assist, as required, in the clearance of CG sponsored Executive Orders and Proclamations through DOT and OMB.
 - g. Review for legal sufficiency proposed testimony to be given by CG or other administration officials before a Congressional committee, on CG legislative proposals or pending legislation affecting the Coast Guard in which the Coast Guard has an interest.
 - h. Review for legal sufficiency each proposed environmental, economic, civil rights, state or local government, urban or community impact statement and Federal and non Federal paperwork requirements requiring supporting CG legislative proposal.
 - i. Provide supporting data for and attend hearings before Congressional committees considering legislation in which the CG has an interest.
 - j. Assist the Congressional Affairs Staff as required in obtaining passage of CG sponsored legislation.

**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 of 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, and notices and related material that are not related to public relations.
- 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 participate 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 arguments 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 pre-

paration, 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 as may be directed by higher authority.
 - 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 contractors 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 governments case in defense of 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 MARINE SAFETY, SECURITY AND ENVIRONMENTAL PROTECTION
(G-M)**

1. **Mission.** To establish and maintain a coordinated federal port safety and security program; a comprehensive environmental program; a program for the inspection of merchant vessels, for the prevention of marine casualties, and for the comprehensive development of standards; and a program for licensing and certificating 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 Marine Safety, Security and Environmental Protection shall:
 - a. Establish basic plans, systems, and procedures under which the marine safety, port and vessel security, and environmental protection activities of the Coast Guard are to be carried out, and consider and make recommendations as to broad policies which should control these activities.
 - b. Enforce Federal laws which fall under the purview of the specific programs of this Office.
 - c. Initiate coordinate and assure the development of regulations necessary for the timely implementation of new laws, treaties 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.
 - d. Manage Coast Guard resources for the prevention of, and response to, maritime terrorist threats and incidents.
 - e. Coordinate with the Office of Operations and the Office of Readiness and Reserve, Coast Guard port defense readiness contingency planning and liaison with other defense/transportation agencies for port mobilization and Maritime Defense Zone (MDZ) activities.
 - f. Serve as Vice Chairman, U. S. Safety of Life at Sea Committee and principal Coast Guard participant, National Committee for Prevention of Marine Pollution. Direct Coast Guard participation in international fora in areas of Office responsibility and authority.
 - g. As Secretary of Transportation representative, chair the U. S. Port Security Committee. Administer the Special Interest Vessel program as directed by the U. S. Port Security Committee and the National Security Council.

- h. Serve as the Commandant's coordinator, liaison, and spokesman on all environmental protection, marine safety and port security matters for which the Service has responsibility.
- i. Periodically review 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 these divisions.
- j. Promulgate guidelines, standards and directives governing field program management, and establish a system to enable review of field operations.
- k. Serve as Program Director for the Marine Inspection Program, Port Safety and Security Program, Marine Environmental Response Program and Marine Licensing Program.
- l. Issue such directives as may be necessary or appropriate to produce a correct and uniform administration of program functions.
- m. Administer all marine pollution liability, financial responsibility certifications, and compensation matters, including serving as Appropriation Manager and Fund Administrator of the special purpose 311(k) Pollution Fund, the offshore Oil Pollution Compensation Fund, and the Deepwater Port Liability Fund appropriations.
- n. Establish and maintain effective relationships with the maritime industry, port authorities, seamen's organizations, the environmental community, and various private and public advisory councils, groups and organizations.
- o. 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 inter-national arrangements with Canada, special interest groups and the Congress.
- p. Act as Chairman of the Ship Structure Committee.
- q. Exercise technical control over assigned Headquarters units, and National Strike Force elements.

**TECHNICAL ADVISOR FOR SAFETY, SECURITY AND POLLUTION PREVENTION
G-MI**

1. Under the general direction and supervision of the Commandant and the Chief, Office of Marine Safety, Security and Environmental Protection, the technical advisor shall:
 - a. Manage the international program of the office with emphasis on participation in international organizations.
 - b. Initiate, coordinate, Coast Guard participation in Department of State advisory committees for the preparation of coordinated U. S. positions to international organizations and conferences on issues for which the Office has responsibility.
 - c. Oversee the functioning of the U. S. SOLAS Working Groups to assure consistency of national policy.
 - d. Provide technical and managerial advice in the administration of the program under purview of the office.
 - e. Assist the Commandant, Office Chief, and Office of the Commandant as necessary, in preparation and planning for participation in Office related international organizations and conferences.
 - f. Assure timely incorporation and implementation of agreed international instruments relating to appropriate maritime issues to which the U. S. is party.

**PLANNING STAFF
(G-MP)**

1. Under the direction and supervision of the Chief, Office of Marine Safety, Security and Environmental Protection, the Chief, Planning Staff shall:
 - a. Direct and exercise oversight for the Office of the operating programs' planning, programming and budgeting (PPB) system functions. Coordinate the preparation of program data and other documents required under the PPB system.
 - b. Undertake and assist in the conduct of technical, personnel, and management studies in support of Office programs. Perform in-depth evaluations of Office programs to assess program effectiveness and utilization of resources.
 - c. Assist in coordinating Office programs with those of other Headquarters Offices, and work closely with those Offices in planning, utilization and priority allocation of multi-mission facilities, where the Offices have a common interest.
 - d. Administer budgeted OG-30 funds under the control of the Office, furnishing preliminary apportionments and allocation recommendations to the Chief, Office of Marine Safety, Security and Environmental Protection.
 - e. Coordinate Federal legislation and/or regulation development for the Office of Marine Safety, Security and Environmental Protection. Coordinate responses to legislative proposals referred to the Office for comment.
 - f. Administer the Marine Safety Training Program.
 - g. Coordinate all administrative matters including responses to correspondence and the submission of reports which require the action of the Office Chief on behalf of the divisions and staff components under his direction.
 - h. Coordinate, establish, and maintain liaison with appropriate Federal, state, municipal and private organizations concerned with any aspect of port development, operations, or the utilization of water and related land resources for transportation purposes.
 - i. 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.

- j. Plan, coordinate and direct the Marine Safety Information System.
- k. Administer the automation and data processing systems of the Office of Marine Safety, Security and Environmental Protection, including the Marine Safety Office Automation Network and the Vax Processing system.
- l. Review, analyze and coordinate the Department's position on all environmental impact statements in the water resources area which are initiated by other Federal agencies.

**PLANS AND ANALYSIS BRANCH
(G-MP-1)**

1. Under the direction and supervision of the Chief, Planning Staff, the Chief, Plans and Analysis Branch shall:
 - a. Exercise oversight of the operating programs' planning, programming and budgeting (PPB) system functions. Coordinate the preparation of program data and other documents required under the PPB system.
 - b. Perform in-depth evaluations of the operating programs to assess program effectiveness and utilization of resources. Develop and evaluate alternatives to support budgetary and policy decisions related to Office programs.
 - c. Review and prepare the Office position on all Planning Proposals, Development Plans and AC & I Project Proposals.
 - d. Act as facility manager for Office programs.
 - (1) Evaluate all reprogramming requests submitted by field units and district offices and prepare appropriate comments reflecting the Office position on such requests.
 - (2) Periodically evaluate the workload of field units and prepare appropriate recommendations for reprogramming resources.
 - (3) Coordinate and prepare Operating Facility Change Orders (OFCO's) for Office programs.
 - e. Review and coordinate the preparation of Resource Change Proposals for the Office.
 - f. Develop and maintain sources and systematic means for gathering information relative to political, economic and technological trends to provide environmental forecasts.
 - g. Conduct in-depth economic analyses of matters related to marine transportation issues affecting Coast Guard and Departmental programs.
 - h. Assist in the development of legislative proposals on complex issues such as user charges which require data development and complex economic analysis. Review economic regulatory requirements and perform economic analyses of regulatory impacts.
 - i. Serve as DOT Water Resources Coordinator for water resources planning.

ADMINISTRATIVE BRANCH
(G-MP-2)

1. Under the direction and supervision of the Chief, Planning Staff, the Chief, Administrative Branch shall:
 - a. Oversee budget execution for the Office. Manage the disposition of all Office budgeted OG-30 funds, including the apportionment of funds, reconciliation of accounts and preparation of appropriate financial reports.
 - b. Coordinate all administrative matters, including responses to correspondence and submission of reports which require the action of the Office Chief on behalf of the divisions and staff components under his direction.
 - c. Review proposed and newly enacted legislation for program impact and coordinate responses to legislative proposals referred to the Office for comment.
 - d. Study and review existing regulations in the light of subsequent changes in policy, operations, and legislation and initiate, coordinate and oversee all regulatory projects and regulatory reviews within the Office of Marine Safety, Security and Environmental Protection. Maintain Liaison with the Marine Safety Council.
 - e. Analyze proposed rule-making of other Federal agencies, identify conflicts with and restraints on Coast Guard program activities, and assist in their resolution.
 - f. Coordinate activities relating to Advisory Committees for the Office of Marine Safety, Security and Environmental Protection.
 - g. Maintain a Marine Safety Manual that is responsive to the needs of Office programs, including timely published changes to internal Coast Guard procedures, marine technology, and new legislative action.
 - h. Administer an awards and personnel recognition program for the Office.
 - i. Monitor and coordinate all requests received in the Office for information under the Freedom of Information Act and the Privacy Act of 1974.
 - j. Evaluate the organization and management practices for the Office and initiate action toward necessary improvements.
 - k. Coordinate Office support services.

1. Monitor and coordinate all matters pertaining to personnel, both military and civilian, for Office programs.

**TRAINING BRANCH
(G-MP-3)**

1. Under the direction and supervision of the Chief, Planning Staff, the Chief, Training Branch shall:
 - a. Administer the Marine Safety Training Program by:
 - (1) Serving as Executive Secretary for the Marine Safety Training Council.
 - (2) Providing administrative staff support for the Marine Safety Training Council.
 - (3) Developing, coordinating and executing the Marine Safety Training Plan for all marine safety professional resident courses.
 - (4) Compiling, evaluating, editing, distributing, and maintaining the Marine Safety Training Guides.
 - (5) Procuring, evaluating, distributing, and maintaining other instructional materials used in field unit training programs.
 - (6) Administering industry training for Office programs.
 - (7) Administering post-graduate training for Office programs.
 - (8) Procuring, organizing, and managing a lending library of marine safety training materials, available to field units, district staffs, and headquarters personnel.
 - (9) Maintaining records of training and qualification for marine safety personnel.
 - (10) Coordinating the periodic review of resident courses and curriculum outlines of the Marine Safety School.
 - (11) Providing budgetary control of the training program.
 - (12) Identifying new training needs, coordinating development of new training materials including, resident courses, self-paced lesson plans and video materials.
 - b. Coordinate all civilian training for the Office of Marine Safety, Security and Environmental Protection.
 - c. Function as the MST rating manager.

MARINE SAFETY INFORMATION SYSTEM BRANCH
(G-MP-4)

1. Under the general direction and supervision of the Chief, Planning Staff, the Chief, Marine Safety Information System Branch shall:
 - a. Serve as system manager and operational control authority for the nationwide Marine Safety Information System (MSIS).
 - b. Maintain security, privacy, integrity and access controls for MSIS data and physical facilities, including compliance with requirements of the Privacy Act and Freedom of Information Act.
 - c. Oversee all MSIS host facility operations, including system availability, data base back-ups, recovery operations, data extraction for analysis, and configuration management of hardware and software.
 - d. Manage and maintain system resources, including oversight of funding and contracting for continued operation and maintenance. Develop projections for system usage, performance, capacity, resource requirements and life-cycle costs.
 - e. Provide the system administrator for terminal/communications equipment at Headquarters for all program access to MSIS.
 - f. Provide system trouble-shooting and operational user support, including response to MSIS hot line calls, diagnosis of system problems, assistance with usage mechanics and procedures, and corrective maintenance of erroneous data.
 - g. Develop and maintain an MSIS data dictionary, and provide advice to marine safety programs on the use of MSIS data.
 - h. Maintain and apply standards for system design and data controls.
 - i. Coordinate the requirements of all marine safety programs and users for completion of MSIS system development, and direct the management of system changes, including:
 - (1) Initiate review of marine safety laws, regulations, policies and procedures for potential MSIS impact.
 - (2) Evaluate all MSIS change requests, and coordinate review by affected programs/users.

- (3) Analyze the operational and data needs of MSIS users and programs, determine the suitability of MSIS for meeting those needs, and develop system design specifications.
 - (4) Approve, prioritize and schedule all system maintenance.
 - (5) Coordinate testing and quality assurance.
- j. Develop, maintain and distribute all system and user documentation, and coordinate the management of MSIS forms.
 - k. Coordinate functional input for all MSIS training and personnel qualifications, and manage the MSIS training data base.
 - l. Coordinate development of program policy for system usage and related manual systems.
 - m. Plan and develop the integration of MSIS with other Coast Guard systems -- both automated and manual -- in coordination with the Office Automation and Systems Branch.
 - n. Provide planning assistance for MSIS follow-on system development.
 - o. Chair an MSIS Working Group and prepare annual reports outlining progress, status and plans for MSIS operations and maintenance.

OFFICE AUTOMATION AND SYSTEMS BRANCH
(G-MP-5)

1. Under the general direction and supervision of the Chief, Planning Staff, the Chief, Office Automation and Systems Branch shall:
 - a. Initiate and coordinate data needs analysis and strategic data planning for integrating information requirements and resources across all programs and Headquarters systems within the Office of Marine Safety, Security and Environmental Protection.
 - b. Establish and enforce data standards in support of the administration and analysis of the marine safety programs.
 - c. Assist other divisions in analyzing new data needs, and coordinate system solutions to meet those needs.
 - d. Coordinate and provide assistance for the procurement and maintenance of all information resources for other divisions and special staffs, including evaluating proposed new systems or utilities, or changes to existing systems, for compatibility, efficiency and adherence to Coast Guard-wide requirements for automated systems.
 - e. Monitor and support the evaluation of statistical data to assist divisions/program managers in identifying significant changes in their program's performance as a result of management/policy action taken or contemplated.
 - f. Support system analysis and modeling of real world situations affecting port and vessel safety, providing necessary assistance to and consultation with other divisions, offices, districts, and federal and state agencies to test the effectiveness of existing regulations and standards and the need for changes thereof.
 - g. Support, maintain and enhance the office automation capabilities within the Office of Marine Safety, Security and Environmental Protection, including both word processing and data processing.
 - h. Manage the Marine Safety Office Automation System and the Vax Processing System including operations, maintenance of hardware and software, user support and trouble shooting and establishment of operating standards and procedures.

- (1) Train users on hardware operation and system applications.
 - (2) Assist users in the development of specialized applications and keep users advised of the availability and utility of off-the-shelf software packages.
 - (3) Provide consultation service on all aspects of data processing and word processing.
 - (4) Maintain a library of system documentation and data processing texts and literature with ready user access.
- i. Manage the loading, conversion and maintenance of data from the Marine Safety Information System (MSIS) for Headquarters analysis, and provide feedback from analytical requirements for potential changes to the operational MSIS.
 - j. Maintain and support appropriate user groups who shall participate in policy decisions regarding system usage and development.

**MARINE TECHNICAL AND HAZARDOUS MATERIALS DIVISION
(G-MTH)**

1. Under the general direction and supervision of the Chief, Office of Marine Safety, Security and Environmental Protection, the Chief, Marine Technical and Hazardous Materials Division shall:
 - a. Assure that commercial vessels and marine structures are designed in accordance with federal safety and pollution abatement standards. This includes:
 - (1) Evaluate design plans and specifications for construction or alteration of commercial vessels and marine structures to assure compliance with Federal regulations.
 - (2) Develop policies and procedures for and review of load line certificates and computations and violations of load line regulations; maintain load line records; and reply to inquiries on load line matters.
 - (3) Respond to technical questions concerning vessel design and carriage of hazardous cargoes.
 - (4) Evaluate novel proposals involving vessel and structural design for the transportation of hazardous materials, considering safety aspects and associated pollution hazards.
 - (5) Evaluate design plans and coordinate the inspection program for foreign vessels carrying bulk hazardous cargoes.
 - (6) Provide general technical direction and coordination of the Division and Marine Safety Center.
 - b. Classify chemicals to determine which may be safely transported. Establish the minimum carriage requirements appropriate for tankships and barges.
 - c. Identify the need for, initiate and conduct research and development projects or special studies relating to the safety of commercial vessels, marine structures and hazardous material safety.
 - d. Analyze reports of marine casualties, recommend action to be taken in specific cases, and participate on marine boards of investigation.
 - e. Initiate and develop regulations for vessel and hazardous material safety and environmental protection on commercial vessels relating to naval architecture, marine

engineering, electrical engineering, fire protection and safety engineering and hazardous cargo containment and handling.

- f. Develop rules and regulations for the transportation, handling, loading, discharging, stowage, and use of explosives or other dangerous cargoes. Develop and maintain rules and regulations pertaining to the transportation by water of radioactive materials and other hazardous cargoes.
- g. Develop and implement the Coast Guard's marine safety occupational health and safety program.
- h. 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) and other international bodies.
- i. Participate in professional societies and national and international standards-making organizations to develop safety and pollution abatement codes and standards. Foster awareness of vessel safety, hazardous material safety and pollution prevention considerations.
- j. Provide direct policy and technical program support to Headquarters divisions and offices; the Department of Transportation, Office of Marine Safety, Security and Environmental Protection field units in areas related to vessel, hazardous cargo, and deepwater port safety and pollution abatement.
- k. Conduct oversight of those organizations delegated authority to perform plan approval, equipment and systems approval, stability review, and load line assignments.
- l. Coordinate the Research and Development Program for the Office of Marine Safety, Security and Environmental Protection.

HAZARDOUS MATERIALS BRANCH
(G-MTH-1)

1. Under the direction and supervision of the Chief, Marine Technical and Hazardous Materials Division, the Chief, Hazardous Materials Branch shall:
 - a. Develop and maintain bulk chemical and packaged cargo safety regulations, standards, and guidelines that promote the safety of life and protection of property and the environment. Provide expertise and technical support to the Commandant, Coast Guard units, U.S. governmental agencies, other national governments, industry, and the public relating to:
 - (1) Waterborne shipment of packaged and bulk hazardous materials
 - (2) Letter of Compliance Program
 - (3) Occupational health and safety of marine industry hazardous chemical workers and marine safety personnel
 - (4) Annexes II and III of MARPOL 73/78
 - (5) Classification of new cargoes for bulk shipment and specification of minimum carriage requirements
 - (6) Chemical Hazard Response Information System
 - (7) Bulk Solids Special Permits, Ship's Stores Certification and evaluation of DOT exemptions for water mode of transportation
 - b. Evaluate and approve concepts, plans, specifications, and technical data for vessels and marine structures of unusual or unique design to determine compliance with the intent of existing regulations.
 - c. Initiate and review proposed international and national regulations, standards, and specifications to assure adequate and reasonable safety in response to:
 - (1) New developments in marine transportation concepts
 - (2) Casualty analysis
 - (3) NTSB recommendations
 - (4) Research and development activities
 - (5) Legislative and executive mandates

- (6) International treaties and bilateral agreements
- d. Formulate policy and instructions for the guidance of naval architects, marine engineers, and shipbuilders outlining minimum acceptable safety standards for vessels. Answer inquiries and interpret regulations for district commanders, marine inspection offices, marine safety offices, and the marine industry. Maintain policy consistency among the Hazardous Materials Branch, Marine Safety Center, and field inspection offices.
 - e. Resolve formal appeals by industry of decisions rendered by Coast Guard officials or their representatives.
 - f. Maintain liaison with DOT Research and Special Programs Administration, Office of Hazardous Materials Transportation, other government agencies, and national and international standards development organizations. Participate in related committees and in the standards development activities of such organizations.
 - g. Represent the Coast Guard on the Marine Chemist Qualification Board.
 - h. Represent the Division at advisory committee meetings (CTAC, TSAC, HMAc) and industry consensus groups (Chlorine Institute, NFPA, ANSI, CMA).
 - i. Coordinate with the maritime industry to establish training programs for persons involved in the transport and handling of hazardous materials.
 - j. Provide technical oversight of delegated activities relating to branch responsibilities performed by other parties.
 - k. Participate as a United States representative to international fora such as the United Nations International Maritime Organization and other international groups such as the United Nations Committee of Experts on the Transport of Dangerous Goods.
 - l. Recommend, guide, and conduct research and development necessary to establish a technical basis for regulatory projects, policy, instructions, and guidance.
 - m. Provide technical support to marine boards of investigation and other Headquarters offices.

**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. Develop and maintain marine and electrical engineering regulations, standards and guidelines that promote the safety of life and the protection of property and the environment. Provide expertise and technical support to the Commandant, Coast Guard units, other government agencies, other national governments, industry, and the public relating to vessel:
 - (1) General design
 - (2) System operations
 - (3) Automation (including state-of-the-art computer based systems for reduced vessel manning)
 - (4) Boiler, pressure vessel and piping system design
 - (5) Electrical equipment and systems
 - (6) Diving Systems
 - (7) Unique concepts
 - b. Evaluate and approve concepts, plans, specifications, and technical data for vessels and marine structures of unusual or unique design to determine compliance with the intent of existing regulations.
 - c. Initiate and evaluate proposed international and national regulations, standards, and specifications to assure adequate and reasonable safety in response to:
 - (1) New developments in marine transportation concepts
 - (2) Casualty analysis
 - (3) Research and development activities
 - (4) Legislative and Executive mandates
 - (5) NTSB recommendations
 - (6) International treaties and bilateral agreements
 - d. Formulate policy and instructions for the guidance of naval architects, marine engineers, and shipbuilders outlining minimum acceptable safety standards for

vessels. Answer inquiries and interpret regulations for district commanders, marine inspection offices, marine safety offices, and the marine industry. Maintain policy consistency among the Engineering Branch, the Marine Safety Center and the field inspection offices.

- e. Resolve formal appeals by industry of decisions rendered by Coast Guard officials or their representatives.
- f. Maintain liaison with classification societies, other government agencies, and national and international standards development organizations. Participate in related committees and in the standards development activities of such organizations.
- g. Participate in technical and professional societies and industry committees such as IEEE, IEC, ANSI, ASME, ASTM and UL to develop, evaluate and promote, safety standards and third-party certification programs.
- h. Develop delegations to, and policies and programs for, oversight of vessel design evaluation functions performed by classification societies and other organizations on behalf of the Coast Guard.
- i. Participate as the United States representative to international fora such as the United Nations International Maritime Organization (IMO) and other international groups.
- j. Recommend, guide, and conduct research and development necessary to establish a technical basis for regulatory projects, policy, instructions, and guidance.
- k. Provide technical support to marine boards of investigation and other Headquarters Offices.

**NAVAL ARCHITECTURE BRANCH
(G-MTH-3)**

1. Under the direction and supervision of the Chief, Marine Technical and Hazardous Materials Division, the Chief, Naval Architecture Branch shall:
 - a. Develop and maintain structural and stability regulations, standards, and guidelines that promote the safety of life and protection of property and the environment. Provide expertise and technical support to the Commandant, Coast Guard units, U. S. governmental agencies, other national governments, industry, and the public relating to vessel:
 - (1) Stability
 - (2) Subdivision
 - (3) Load Lines
 - (4) Structures
 - (5) Materials
 - (6) Welding and fabrication
 - (7) Hydrodynamics
 - (8) Maneuverability
 - (9) Seakeeping
 - b. Evaluate and approve concepts, plans, specifications, and technical data for vessels and marine standards of unusual or unique design to determine compliance with the intent of existing regulations.
 - c. Initiate and review proposed international and national regulations, standards, and specifications to assure adequate and reasonable safety in response to:
 - (1) New developments in marine transportation concepts
 - (2) Casualty analysis
 - (3) NTSB recommendations
 - (4) Research and development activities
 - (5) Legislative and executive mandates
 - (6) International Treaties and bilateral agreements

- d. Formulate policy and instructions for the guidance of naval architects, marine engineers, and shipbuilders outlining minimum acceptable safety standards for vessels. Answer inquiries and interpret regulations for district commanders, marine inspection offices, marine safety offices, and the marine industry. Maintain policy consistency among the Naval Architecture Branch, Marine Safety Center, and field inspection offices.
- e. Resolve formal appeals by industry of decisions rendered by Coast Guard officials or their representatives.
- f. Maintain liaison with classification societies; other government agencies, and national and international standards development organizations. Participate in related committees and in the standards development activities of such organizations.
- g. Participate in technical and professional societies and industry committees to develop and evaluate safety standards.
- h. Provide technical oversight of activities performed by other parties on behalf of the Coast Guard relating to branch responsibilities.
- i. Participate as a United States representative to international fora such as the United Nations International Maritime Organization (IMO) and other international groups, such as bilateral committees with Canada.
- j. Recommend, guide, and conduct R & D necessary to establish a technical basis for regulatory projects, policy, instructions, and guidance. Coordinate structures research with the interagency Ship Structure Committee.
- k. Manage the Ship Review System and coordinate its use with the Marine Safety Center. Serve as the division coordinator for all technical computer usage and funding.
- l. Co-direct, with the Office Automation and Systems Branch, all activities, studies, and development on the CG maneuvering simulator.
- m. Provide technical support to marine boards of investigation and other Headquarters Offices.

**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. Develop and maintain fire and general safety regulations, standards, and guidelines that promote the safety of life and protection of property and the environment. Provide expertise and technical support to the Commandant, Coast Guard units, U. S. governmental agencies, other national governments, industry, and the public relating to vessel:
 - (1) General design
 - (2) Fire protection and life safety
 - (3) Operations
 - (4) Human engineering
 - (5) Systems interface
 - (6) Arrangements and outfitting
 - (7) Marine nuclear applications
 - b. Evaluate and approve concepts, plans, specifications, and technical data for vessels and marine structures of unusual or unique design to determine compliance with the intent of existing regulations. Serve as the lead branch for appeals and evaluation of vessel plans involving more than a single branch within the division.
 - c. Initiate and evaluate proposed international and national regulations, standards, and specifications to assure adequate and reasonable safety in response to:
 - (1) New developments in marine transportation concepts
 - (2) Casualty analysis
 - (3) NTSB recommendations
 - (4) Research and development activities
 - (5) Legislative and executive mandates
 - (6) International Treaties and bilateral agreements

- d. Formulate policy and instructions for the guidance of naval architects, marine engineers, and shipbuilders outlining minimum acceptable safety standards for vessels. Answer inquiries and interpret regulations for district commanders, marine inspection offices, marine safety offices, and the marine industry. Maintain policy consistency among the Ship Design Branch, Marine Safety Center, and field inspection offices.
- e. Resolve formal appeals by industry of decisions rendered by Coast Guard officials or their representatives.
- f. Maintain liaison with classification societies, other government agencies, and national and international standards development organizations. Participate in related committees and in the standards development activities of such organizations.
- g. Participate in technical and professional societies and industry committees to develop and evaluate safety standards and third party certification programs.
- h. Develop delegations to, policies for, and programs for oversight of vessel design evaluation functions performed by classification societies and other organizations on behalf of the Coast Guard.
- i. Participate as the United States representative to international fora such as the United Nations International Maritime Organization (IMO) and other international groups.
- j. Recommend, guide, and conduct R & D necessary to establish a technical basis for regulatory projects, policy, instructions, and guidance.
- k. Provide technical support to marine boards of investigation and other Headquarters Offices.

**MARINE INVESTIGATION DIVISION
(G-MMI)**

1. Under the direction and supervision of the Chief, Office of Marine Safety, Security and Environmental Protection, the Chief, Marine Investigation Division shall:
 - a. Develop, and administer an integrated inventory and accident evaluation system for the Office programs including:
 - (1) Collection, review, classification, evaluation and storage of raw data relating to marine casualties and accidents which can be processed into useful information.
 - (2) The orderly and timely transmittal of information, through periodic and/or special reports, to appropriate users. Included in these reports would be conclusions and/or recommendations for action as appropriate.
 - (3) Training and administration of personnel engaged in marine investigative functions, emphasizing liaison with all divisions within the Office of Marine Safety, Security and Environmental Protection and other users.
 - (4) Evaluation of information relating to vessel casualties and marine accidents for the purpose of initiating corrective measures and to satisfy the needs of other authorized users.
 - (5) Analysis and administration of all matters pertaining to remedial actions for commercial vessel personnel under the Suspension and Revocation proceedings.
 - (6) Supervision of 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-Office and intra-Coast Guard input regarding casualty investigations/Marine Boards of Investigation; integrate this input into a formal Commandant's Action consistent with Coast Guard policy.

- d. Initiate and review, for submission to the Marine Safety Council, regulations relating to 46 CFR, Parts 4 and 5.
- e. Provide primary liaison with the National Transportation Safety Board and coordinate Coast Guard responses to National Transportation Safety Board recommendations.
- f. Maintain the primary source of data on the occurrence of marine casualties and accidents for use in the development of a risk management system.
- g. Pursue an active liaison with appropriate components of G-B, G-N, and G-O 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.
- h. 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, and various protection and indemnity (P&I) associations and clubs.
- i. Pursue continuing liaison with investigative and safety evaluation elements of the National Transportation Safety Board and other governmental agencies, industry and research organizations.
- j. Monitor the assessment of penalties for violations of laws and regulations related to office programs to ensure that enforcement action is uniform and is in accordance with current Coast Guard policy.
- k. Require appropriate 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. 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 investigation reports and records requiring Commandant's action in accordance with current directives.
 - (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 Marine Safety, Security and Environmental Protection will be kept advised.
 - c. Refer reports requiring Commandant's action to other divisions for information and comments.
 - d. Prepare the Coast Guard's official position with respect to all reports requiring Commandant's action.
 - e. Maintain liaison with the National Transportation Safety Board with respect to the status of cases pending Board action.
 - f. Coordinate Coast Guard responses to National Transportation Safety Board (NTSB) recommendations and maintain records concerning all correspondence with NTSB.
 - g. 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) Reading all Decisions and Orders of Administrative Law Judges as a means of monitoring the effectiveness of Coast Guard investigating officer training and related matters. Maintaining the pertinent information for the seaman's record.
 - (3) Reviewing for completeness reports received from the various marine 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 field offices a "Seaman Wanted List" containing the names of seamen who are wanted for further investigation.
 - (6) Maintaining and distributing to the field offices a "Seaman 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 suspension and revocation appeals for completeness and prepare them for forwarding to Chief, Administrative Law Judge and the Maritime and International Law Division for Commandant's decision.
 - b. Be responsible for the screening of applicants for merchant mariners' documents relative to narcotic drug violations in accordance with 46 USC 7503.
 - c. 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.

- d. 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.
- e. Maintain and administer a civil penalty program for violations of laws and regulations related to Office programs.
- 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) Review all casualty investigations, reports and records, performing the extraction of accident and casualty data from all reports into automated storage systems.
 - (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, regulation 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 evaluate the relationship between the casualty investigation program and the personnel action program.
 - b. Prepare, circulate, publish and share information of broad interest to other Headquarters Divisions, other government agencies and the marine industry concerning:
 - (1) Various casualty and accident statistics.
 - (2) Trends of marine casualties and accidents.
 - (3) Results of special studies and casualty analysis.

- (4) 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' investigative 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 program.

**MERCHANT VESSEL INSPECTION AND DOCUMENTATION DIVISION
(G-MVI)**

1. Under the general direction and supervision of the Chief, Office of Marine Safety, Security and Environmental Protection, the Chief, Merchant Vessel Inspection and Documentation Division shall:
 - a. Serve as the Program Manager for the Marine Inspection Program.
 - b. Administer this 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, life-saving, fire-fighting, pollution prevention equipment, 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.
 - c. Initiate or review, for submission to the Marine Safety Council, regulations relating to merchant marine safety and marine environmental protection.
 - d. Provide as necessary, statistical reports based on available information supplied by field offices.
 - e. Review records of certificates of inspection to assure uniformity and compliance with applicable inspection laws and regulations.
 - f. Issue safety certificates and exemption certificates in accordance with the currently effective International Convention for Safety of Life at Sea.
 - g. Administer the approved equipment program on commercial vessels including equipment approval and factory inspections relating to life-saving, fire-fighting, fire-protection and environmental-protection equipment.
 - h. In accordance with MOUs, administer the inspection of public vessels for the Department of the Army, Navy and

other Government agencies.

- i. 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 and vessel documentation laws and regulations.
- j. Develop and maintain liaison with the Occupational Safety and Health Administration (OSHA). Develop and promulgate health and safety standards and regulations relative to U. S.-inspected vessels.
- k. Provide participation in national and international conferences (such as the International Maritime Organization (IMO) and meetings in the interest of advancing vessel standards including vessel inspection requirements, life-saving appliances, and tonnage admeasurement.
- l. Administer the 1969 Tonnage Convention and the tonnage regulations for U. S. vessels.
- m. Administer the International Convention for Safe Containers as well as a container certification program involving designation of certifying authorities.
- n. Maintain liaison with and oversight of those organizations delegated authority to perform inspection, equipment testing and approval, and admeasurement functions and responsibilities.
- o. Coordinate enforcement policy for foreign vessel boarding activities.
- p. Administer a system for the documentation of U. S. vessels to ensure uniformity in the application of statutes, rules, and regulations relating to vessel documentation.
- q. Maintain liaison with other government agencies, admiralty attorneys, ship owners and operators, naval architects, representatives of maritime labor, municipal and industry associations, and research organizations relative to legal, administrative, technical, and policy issues related to vessel documentation.

**COMPLIANCE AND ENFORCEMENT BRANCH
(G-MVI-1)**

1. Under the direction and supervision of the Chief, Merchant Vessel Inspection and Documentation Division, the Chief, Compliance and Enforcement Branch shall:
 - a. Develop procedures and provide guidance to Marine Safety Offices (MSOs) and Marine Inspection Offices (MIOs) for conducting required commercial vessel inspections, including the following:
 - (1) Revise, as necessary, the existing vessel inspection regulations, including those changes made necessary because of approved recommendations of National Transportation Safety Board (NTSB), Marine Boards, and marine casualty investigations.
 - (2) Prepare Marine Safety Manual changes and provide division control for changes to Volume II of the Marine Safety Manual (COMDTINST M16000.3).
 - (3) Research and draft required Navigation and Vessel Inspection Circulars (NVICs) and Commandant Instructions.
 - (4) Administer various experimental vessel inspection programs.
 - (5) Administer inspector workplace safety programs.
 - (6) Initiate action on the recommendations of field commands concerning vessel inspection methods and procedures.
 - b. Monitor the compliance of U. S. and foreign commercial vessels with U. S. laws and regulations, and international treaties, through the following:
 - (1) Prepare various safety certificates and exemption certificates for U. S. passenger vessels under the International Convention for the Safety of Life at Sea (SOLAS).
 - (2) Develop and maintain standards for third party inspections.
 - (3) Review reports of casualties related to failure of vessel equipment and operations. Review reports of fires, collisions and groundings.
 - (4) Review Structural Failure and Equipment Failure Reports to determine trends or class problems.

- (5) Monitor MSO/MIO field workload and provide temporary inspector assistance as required.
 - (6) Provide input to the preparation of division responses concerning vessel inspection matters on NTSB or Marine Board recommendations and marine casualty investigations.
 - (7) Provide participation in national and international conferences (such as IMO) and meetings in the interest of advancing vessel inspection standards.
- c. Enforce compliance with vessel inspection standards, including the following:
- (1) Administer the application of international treaty requirements on U. S. vessels and foreign vessels operating in U. S. waters. Prepare reports to IMO concerning intervention on foreign flag vessels.
 - (2) Prepare Commandant's Action on Appeals of inspection requirements issued by OCMI's.
 - (3) Coordinate Coast Guard policy for marine sanitation device enforcement activities on vessels.
- d. Provide commercial vessel inspection information management, through the following:
- (1) Participate in the development of the Marine Safety Information System (MSIS). Develop and maintain the operating policies for the vessel inspection products of MSIS.
 - (2) Maintain existing U. S. vessel inspection files and foreign flag vessel files and records.
 - (3) Review certificates of inspection for compliance with applicable laws and regulations.
 - (4) Consolidate and compile pertinent vessel inspection reports.
- e. Perform the following administrative duties related to commercial vessel safety:
- (1) Respond to public and congressional inquiries relating to commercial vessel safety.
 - (2) Establish and maintain contact with public and other Federal agencies regarding vessel inspection matters of mutual concern.

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

1. Under the direction and supervision of the Chief, Merchant Vessel Inspection and Documentation Division, the Chief, Standards Development Branch, shall:
 - a. Be responsible for the initiation, development, review and/or modification of safety and pollution prevention regulations, voluntary standards, and other guidance for commercial vessels (uninspected as well as inspected vessels.) This includes:
 - (1) Initiating and developing major regulatory projects for the division except in those areas where other branches have been designated specific responsibility. The branch shall use technical assistance from other branches as necessary and maintain a working relationship with G-MTH.
 - (2) Maintaining expertise with regard to the regulatory process and staying abreast of all current requirements for regulatory projects including economic analyses and environmental impact statements.
 - (3) Providing technical assistance to other branches within the division on the regulatory process.
 - (4) Maintaining liaison with classification societies, industry sponsored and consensus organizations and technical societies with the express intent of identifying or helping to develop standards that may be utilized in lieu of regulations.
 - (5) Analyzing data from casualty investigations, structural and equipment failure reports to detect areas where remedial action is indicated.
 - (6) Keeping current on industry trends and developments by a program of technical reading and research.
 - b. Act as division coordinator for Commandant's Action on marine casualties and NTSB recommendations, preparing responses to issues under the purview of the division.
 - c. Be responsible for development of guidance and policy for implementing the International Convention for the Prevention of Pollution from Ships, 1973 as modified by the Protocol of 1978 relating thereto (MARPOL 73/78) for U. S. and foreign vessels and for addressing requests for exemptions or waivers to the pollution prevention regulations pertaining to vessels.

- d. Administer the International Convention for Safe Containers (CSC) and the container certification program.
- e. Coordinate division efforts in the development and enforcement of SOLAS and MARPOL vessel requirements. The branch shall maintain a current comparison of SOLAS, MARPOL and domestic regulations with the object of making them compatible in G-MVI's areas of responsibility.
- f. Develop occupational safety and health policy and guidance for marine inspectors. Work with the Marine Inspection/Environmental Response Personnel Occupational Health Standing Committee to provide equipment support.

**SURVIVAL SYSTEMS BRANCH
(G-MVI-3)**

1. Under the direction and supervision of the Chief, Merchant Vessel Inspection and Documentation Division, the Chief, Survival Systems Branch shall:
 - a. Administer Federal approval programs for life-saving, fire protection and pollution abatement equipment, arrangements and materials, including, but not limited to, lifeboats, liferafts, personal flotation equipment, exposure suits, davits, breathing apparatus, emergency position indicating radio beacons (EPIRBs), pyrotechnic distress signals, fire extinguishing systems, structural fire protection materials, marine sanitation devices (MSDs), oily-water separators and monitoring equipment by directing and coordinating the following functions:
 - (1) Initiate and review regulations, standards and specifications for life-saving, fire protection and pollution abatement equipment and arrangements.
 - (2) Formulate instructions for the guidance of Coast Guard personnel, naval architects, marine engineers, shipbuilders and operators, USCG recognized laboratories and equipment and material manufacturers detailing the minimum safety and pollution abatement standards for vessel arrangements and equipment.
 - (3) Maintain close liaison with the Environmental Protection Agency (EPA), National Bureau of Standards (NBS), other government agencies, USCG recognized laboratories and organizations such as the American Bureau of Shipping (ABS), National Cargo Bureau (NCB), and the National Fire Protection Association (NFPA) as well as state enforcement agencies.
 - (4) Recommend and guide the necessary research to keep abreast of technical developments to permit acceptance of new methods of fabrication and items of the equipment specified above which provide an equivalent degree of safety or pollution abatement.
 - (5) Participate in technical societies and committees, study industry trends and review casualty and failure data to permit continuing reevaluation of marine safety and pollution abatement standards, and accept, where possible, industry standards.
 - (6) Maintain a uniform policy relative to the approval of vessel life-saving, fire-protection and pollution-abatement equipment arrangements and materials in USCG field organizations.

- (7) Guide and monitor private laboratories acting for the Coast Guard to assure their efforts are in accordance with Coast Guard policy.
 - (8) Administer a compliance program to ensure USCG-approved equipment and material is manufactured in accordance with the approved requirements.
- b. Develop or provide technical assistance in the preparation of position papers on technical and policy matters affecting Branch Responsibilities in maritime safety and pollution abatement, and represent the United States in discussions of such matters at the national and international levels (such as IMO).
 - c. Provide direct policy and technical support and administer Federal approval programs in support of the Office of Boating Safety, other Headquarters Offices and Coast Guard field activities in areas related to vessel fire protection, life-saving and pollution abatement.
 - d. Provide input to the preparation of division responses concerning equipment approval matters on NTSB or Marine Board recommendations and marine casualty investigations.

**OFFSHORE ACTIVITIES BRANCH
(G-MVI-4)**

1. Under the direction and supervision of the Chief, Merchant Vessel Inspection and Documentation Division, the Chief, Offshore Activities Branch shall:
 - a. Administer, coordinate, and develop policy for the Outer Continental Shelf (OCS) Safety Program. This will include the following:
 - (1) Review and analyze OCS injury and fatality data to develop improved safety standards or other corrective methods if determined necessary.
 - (2) Implement applicable sections of the OCS Lands Act Amendments of 1978 (OCSLAA '78).
 - (3) Implement the Memorandums of Understanding (MOU's) with the Minerals Management Service and with the Occupational Safety and Health Administration and maintain liaison with those agencies.
 - (4) Initiate, develop, and/or modify regulations, interagency memorandums, and guidance relating to OCS safety.
 - (5) Provide guidance to other branches/divisions/offices in an effort to coordinate Coast Guard initiatives that impact OCS activities.
 - (6) Provide annual reports as required by the OCSLAA '78.
 - b. Prepare correspondence, instructions, directives and changes to the Marine Safety Manual on matters relating to OCS safety.
 - c. Provide direct participation, where appropriate, and technical support for other Coast Guard participants in national and international meetings (such as IMO) and other government or industry-sponsored conferences in the interest of advancing OCS safety.
 - d. Provide input to the preparation of division responses concerning OCS matters on NTSB or Marine Board recommendations and marine casualty investigations.
 - e. Maintain liaison with classification societies and applicable organizations such as the International Association of Drilling Contractors (IADC) and American Petroleum Institute (API) to encourage industry participation in development of Coast Guard regulations and to promote Coast Guard involvement in the development of industry

standards that may be utilized in lieu of separate regulations.

- f. Prepare responses to inquires on OCS activities.
- g. Provide technical support to field and staff components relative to foreign and domestic issues involving off-shore drilling, production, and deep-sea mining activities.
- h. Provide technical support to field and Headquarters staff components, where appropriate, in matters relating to deep water ports.

TONNAGE SURVEY BRANCH
(G-MVI-5)

1. Under the direction and supervision of the Chief, Merchant Vessel Inspection and Documentation Division, the Chief, Tonnage Survey Branch shall:
 - a. Administer United States tonnage measurement laws and regulations for purposes of vessel documentation and for regulatory purposes in accordance with the interim tonnage measurement schemes.
 - b. Administer the provisions of the International Convention on Tonnage Measurement of Ships, 1969.
 - c. Maintain oversight and control of Coast Guard tonnage measurement activities to ensure compliance with national and international tonnage laws and regulations.
 - d. Review United States tonnage laws and regulations and propose, as needed, their further development or modification.
 - e. Advise and guide private and government sectors on tonnage matters by means of Navigation and Vessel Inspection Circulars or other means of communication.
 - f. Participate at the International Maritime Organization for the purposes of implementing and interpreting the International Tonnage Convention.
 - g. Conceive, develop and negotiate U. S. positions relating to the impact of tonnage in proposals to be considered at international forums.
 - h. Maintain liaison with government and industry and participate in meetings and conferences regarding tonnage measurement questions which affect the Marine Inspection program.
 - i. Study the uses of tonnage in U. S. laws, regulations and international conventions with the intent to identify potential parameters other than tonnage to regulate vessels both nationally and internationally.
 - j. Research, interpret and compare tonnage systems of other nations, including the rules of the Panama and Suez Canals, with those of the United States to provide a basis for official acceptance by the United States.
 - k. Research and coordinate with tonnage authorities of the Canadian Coast Guard and with private sector to establish a uniform tonnage measurement system for vessels operating exclusively on the Great Lakes.

- l. Review claims of error and process appeals of both Coast Guard and ABS tonnage determinations and prepare final decisions.
- m. Coordinate the random inspection of vessels for compliance with national and international tonnage laws and recommend penalty actions against vessels found to be in violation.
- n. Support districts by coordinating and providing, when necessary, measurement services for United States, foreign and U. S. naval vessels.
- o. Inspect field operations to insure uniform and fair application of procedures relating to the tonnage program.
- p. Establish and maintain the centralization of vessel measurement under the simplified admeasurement regulations.
- q. Review other Coast Guard tonnage-related reports, proposals, and studies to provide technical assistance.

VESSEL DOCUMENTATION BRANCH
(G-MVI-6)

1. Under the direction and supervision of the Chief, Merchant Vessel Inspection and Documentation Division, the Chief, Vessel Documentation Branch shall:
 - a. Plan and administer a system for the documentation of U. S. vessels and provide central direction for such a system.
 - b. 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.
 - c. Conduct studies and/or review and comment on reports of studies conducted by others relating to legislation, regulations, practices, and procedures for vessel documentation.
 - d. In consultation with the Chief Counsel, as appropriate, advise and instruct personnel in correct and appropriate interpretation of the laws governing documentation of vessels and related matters.
 - e. Provide for the recording of bills of sales and conveyances, preferred mortgages, and related instruments, ordinary mortgages, 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.
 - f. Approve the registration of house flags and funnel marks for vessels.
 - g. Maintain records showing the particulars of every vessel documented as a vessel of the U. S.
 - h. Assign official numbers to vessels.
 - i. Examine and verify vessel documents issued by documentation officers throughout the U. S.
 - j. Compile, edit, and issue periodically a list of all documented vessels of the U. S. along with pertinent or useful information about those vessels.
 - k. Participate as Coast Guard and Departmental representative on special research, management, and coordinating committees concerned with the administration of vessel documentation laws.

1. Respond to foreign inquiries for verification of U. S. registry in law enforcement cases.

**MERCHANT VESSEL PERSONNEL DIVISION
(G-MVP)**

1. Under the general direction and supervision of the Chief, Office of Marine Safety, Security and Environmental Protection, the Chief, Merchant Vessel Personnel Division shall:
 - a. Serve as the Program Manager for the Marine Licensing Program.
 - b. Plan and follow up on the development and administration of the standards, procedures, and practices under which merchant marine personnel are regulated.
 - c. 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.
 - d. Develop policy for the development of examinations for merchant vessel personnel, as performed at the Coast Guard Institute.
 - e. Receive and examine papers relative to the issuance, exchange, or withholding of officers', seamen's, and operators' licenses or certificates.
 - f. 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.
 - g. Maintain central records, showing the service record of every seaman, and other related records, and provide statistical data 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.
 - 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, regarding merchant marine personnel.
 - j. Provide a chairman for the Administrative Clemency Board which reviews all pertinent material submitted by an applicant whose license or document has been revoked or

voluntarily surrendered to avoid hearing.

- k. Review financial data and determine whether the existing rates for pilotage services of the Great Lakes are fair and equitable consistent with public interest. Develop and recommend adjustments to these rates, with due regard for reasonable costs and the expense of providing and maintaining facilities and arrangements for the efficient performance of pilotage services.
- l. 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.
- m. Coordinate matters of concern identified by the Director, Great Lakes Pilotage Staff that are of interest to the Commandant or Secretary of Transportation.
- n. Recommend actions identified as required for the effective and efficient Great Lakes Pilotage services within the statutory responsibility of the Secretary of Transportation.
- o. Coordinate with the appropriate staff in the Office of the Secretary the development and review of arrangements for equitable participation of United States registered pilots with Canadian registered pilots in the pilotage services required by both countries for vessels navigating the Great Lakes.
- p. Draft and coordinate with the Office of Marine Safety, Security and Environmental Protection; 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.
- q. Provide expertise regarding general pilotage economics and administrative operations for the Office of Marine Safety, Security and Environmental Protection.
- r. Provide guidance and input for Coast Guard positions involving international conferences and meetings concerning Great Lakes Pilotage matters.
- s. Perform liaison with the Office of the Secretary, Department of State, American Pilots' Association, users of Great Lakes pilotage service, other providers of pilotage services, and Canadian Government counterparts regarding matters related to Great Lakes Pilotage.

**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 field units on certifications, shipment and discharge of merchant seamen.
 - d. Inform Department of State concerning merchant vessel personnel procedures abroad.
 - e. Respond to inquiries from Congress, organizations, seamen and the public.
 - f. Prepare memoranda and instructions and propose changes in laws and procedures relating to certifications, 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 personnel and issuance of certificates of registry to merchant marine staff officers.
 - b. Evaluate applications relative to the issuance, exchange, cancellation, and withholding of officers', seamen's and operators' licenses or documents.
 - c. Initiate character check of applicants for original licenses or certificates of registry.
 - 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 and other schools, seamen's unions 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 field units.
 - 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. Prepare replies to congressional inquiries and inquiries from the public pertaining to the licensing and certificating of merchant marine personnel.
 - i. Serve as a member of the Administrative Clemency Board.
 - j. Serve as a member of the Permanent Examining Board.

**MERCHANT VESSEL PERSONNEL QUALIFICATION BRANCH
(G-MVP-3)**

1. Under the direction and supervision of the Chief, Merchant Vessel Personnel Division, the Chief, Merchant Vessel Personnel Qualifications Branch, shall:
 - a. Develop rules, regulations, and policies regarding merchant vessel personnel qualifications.
 - b. In conjunction with the Maritime Administration, evaluate the curriculum, facilities, and staff of maritime training schools and prepare correspondence relating to their course approvals.
 - c. Maintain liaison with international organizations, other government agencies, shipping companies, seamen's unions, industry advisory committees, maritime academies, and other schools involved in the training of merchant vessel personnel.
 - d. Prepare replies to inquiries from Congress, the public, and other agencies pertaining to qualifications and training of merchant vessel personnel.
 - e. Consolidate the division's budgetary requirements for submission to the program manager.
 - f. Review and update Coast Guard publications which are maintained by the Merchant Vessel Personnel Division.
 - g. 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.
 - h. Provide guidance to the Coast Guard Institute for the preparation and revision of examinations for the licensing and certification of merchant vessel personnel.
 - i. Monitor Regional Examination Center operating procedures to ensure uniform application of regulations and policy concerning the administration of examinations.

**MERCHANT VESSEL MANNING BRANCH
(G-MVP-4)**

- I. Under the direction and supervision of the Chief, Merchant Vessel Personnel Division, the Chief, Merchant Vessel Manning Branch, shall:
 - a. Evaluate manning scales assigned to vessels to insure uniformity in the Marine Industry.
 - b. Coordinate, with responsible members of industry, both management and labor, the development of new policy, regulations, or legislation. Coordinate with the Chief Counsel, where appropriate.
 - c. Provide guidance and input for Coast Guard positions on manning matters involving international conferences and meetings.
 - d. Evaluate requests for exemptions from the citizenship requirements of the Outer Continental Shelf Lands Act Amendments.
 - e. Be responsible for revising regulations pertaining to the Certification of Seamen (46 CFR 12).
 - f. Oversee the Implementation of seamen welfare and relief laws.

**PORT SAFETY AND SECURITY DIVISION
(G-MPS)**

1. Under the general direction and supervision of the Chief, Office of Marine Safety, Security and Environmental Protection, the Chief, Port Safety and Security Division shall:
 - a. Serve as the Program Manager for the Port Safety and Security (PSS) Operating Program. The PSS Program includes port safety, port security, port environmental protection, and maritime counter-terrorism activities.
 - b. Serve as the Secretary of Transportation'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).
 - c. Supervise the development of training requirements for personnel and units involved in PSS program activities.
 - d. Supervise the Coast Guard Port Safety and Security Division Reserve Unit.
 - e. Provide guidance to and oversee activity of the COTPs.
 - f. Serve as Coast Guard liaison to the OST Office of Commercial Space Transportation.
 - g. Initiate or review, for submission to the Marine Safety Council, regulations relating to the PSS Program.

**PORT OPERATIONS BRANCH
(G-MPS-1)**

1. Under the direction and supervision of the Chief, Port Safety and Security Division, the Chief, Port Operations Branch, shall:
 - a. Develop implementation guidelines for mission activity in support of the port safety elements of the PSS Operating Program.
 - b. Coordinate law enforcement responsibilities of the port safety elements of the PSS Program with other agencies and other Headquarters programs.
 - c. Coordinate and supervise offshore aerial pollution surveillance and maintain liaison with Coast Guard district offices conducting offshore pollution surveillance activities.
 - d. Maintain liaison with field units and industry representatives to ascertain the effectiveness of field activities in the enforcement of relevant port safety regulations. Recommend changes to program policies as needed to improve effectiveness.
 - e. Coordinate research and development requirements in support of the port safety objectives.
 - f. Supervise enforcement of regulations pertaining to the siting, construction, safety, and operation of deep water ports, offshore nuclear power plants, ocean thermal energy conversion plants and other related outer continental shelf activities.
 - g. Administer the waterfront facility inspection program and marine safety investigations of accidents on waterfront facilities and other structures on, over, or adjacent to the navigable waters of the U. S.
 - h. Administer Coast Guard activities for all MARPOL 73/78 enforcement activities, except MARPOL vessel equivalencies and exemptions.
 - i. Administer Coast Guard policy for ocean dumping and ocean incineration activities.
 - j. Administer program activities for military/commercial explosives, radioactive material, packaged hazardous material, cargoes of particular hazard and other dangerous cargo loading and handling at facilities and on vessels.

- k. Administer program activities for establishment and enforcement of safety zones.
- l. Draft replies to requests for exemptions and waivers to the pollution prevention regulations pertaining to port facilities and operations.
- m. Oversee and develop in conjunction with the Marine Safety Training Council training requirements for PSS program areas of responsibility.
- n. Coordinate enforcement policy for all COTP PSS responsibilities.
- o. Coordinate and administer offshore lightering activities.
- p. Provide guidance to field units for all port operations related activities including harbor patrols and watch standing.
- q. Act as program boat manager/coordinator for 32 ft PWB.
- r. Supervise the management of the reserve firefighter (FI) rating and explosive loading team (ELT) qualifications and coordinate and develop port fire-fighting policy.

**Port Security Branch
(G-MPS-2)**

1. Under the direction and supervision of the Chief, Port Safety and Security Division, the Chief, Port Security Branch, shall:
 - a. Develop implementation guidelines for mission activity in support of the Port Security element of the PSS Operating 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. Coordinate the development and maintenance of contingency plans for the military readiness and emergency preparedness functions (E.O. 11490) of the PSS Program resources.
 - d. Coordinate law enforcement, military readiness and emergency preparedness (E.O. 11490) planning with other readiness/defense agencies and other elements of Coast Guard Headquarters.
 - e. Coordinate and supervise Coast Guard activities with the international community, intelligence agencies and other federal agencies, as appropriate, in matters concerning threats or acts of terrorism, espionage or sabotage in U. S. ports, harbors, and territorial waters.
 - f. Develop and administer domestic port counter-terrorism security program.
 - g. Maintain oversight of and liaison with the Coast Guard Reserve Unit having emergency preparedness responsibilities in support of the Port Safety and Security Division.
 - h. Coordinate research and development requirements in support of Port Security objectives.
 - i. Manage a program for the establishment and enforcement of security zones and restricted areas.
 - j. Provide technical expertise for training requirements of the Port Security element of the PSS Program.
 - k. Provide a liaison officer to the Military Traffic Management Command (MTMC).
 - l. Administer the Port-Security rating. Oversee and develop rate training in coordination with G-RST and the Marine Safety Training Council.

- m. Maintain custody and control of all classified material held by the Port Safety and Security Division.
- n. Administer a continuous watch during periods other than normal working hours for all matters of concern to the Port Security Branch and the Port Safety and Security Division.
- o. Assist Coast Guard G-ICC staff in development of the Joint Maritime Information Element (JMIE).

**PROGRAM DEVELOPMENT BRANCH
(G-MPS-3)**

1. Under the direction and supervision of the Chief, Port Safety and Security Division, the Chief, Program Development Branch, shall:
 - a. Supervise the development and oversight of the PSS Operating Program, including long-range policy guidance, planning, evaluation, and programming for the following program objectives:
 - (1) Security of vessels and of ports and waterways and their related facilities.
 - (2) Safety 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. Initiate the development, review, and revision or revocation of regulations for the program objectives noted above.
 - c. Coordinate the procurement and budgeting system activities of the Division.
 - d. Maintain oversight of the Environmental Management Post-graduate Program. Represent the Port Safety and Security Program at the Marine Safety Training Council.

**MARINE ENVIRONMENTAL RESPONSE DIVISION
(G-MER)**

1. Under the general direction and supervision of the Chief, Office of Marine Safety, Security and Environmental Protection, the Chief, Marine Environmental Response Division shall:
 - a. Serve as the Program Manager for the Marine Environmental Response Program.
 - b. Coordinate and administer Coast Guard investigation of, and response to, reports of pollution incidents and threats of pollution incidents in the costal zone.
 - c. Advise appropriate Headquarters elements of current environmental planning priorities and of their responsibilities for contributing to the total program output.
 - d. Serve as Vice-Chairman of the National Response Team (NRT).
 - e. Represent the Coast Guard, its view and positions, on environmental planning matters at meetings with officials of the Department, other governmental agencies, the private sector, and international bodies.
 - f. Establish training requirements for Coast Guard personnel and units engaged in pollution response activities.
 - g. Provide technical oversight of the Central Oil Identification Laboratory (COIL) in support of field oil investigation. Manage and coordinate the National Strike Force (NSF).
 - h. Serve as manager for the 311(k) Pollution Fund and for all Coast Guard Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) resources.
 - i. Coordinate, together with appropriate government agencies and private sector organizations, Coast Guard sponsorship of and participation in exercises and conferences designed to help prevent releases of oil/hazardous substances and enhance emergency response capabilities to such incidents.
 - j. Initiate or review, for submission to the Marine Safety Council, Regulations relating to the Marine Environmental Response Program.

**ANALYSIS BRANCH
(G-MER-1)**

1. The Chief, Analysis Branch under the direction and supervision of the Chief, Marine Environmental Response Division shall:
 - a. Develop and maintain program criteria and standards.
 - b. Evaluate program initiatives in light of field requirements and make recommendations to improve support. Analyze the overall program effectiveness of field units. Monitor progress toward program objectives, goals, and milestones, including information obtained from program support managers.
 - c. Develop and maintain the operating Program Plan for the coast Guard Marine Environmental Response Program. Coordinate with other Operating and Support Programs and Headquarters staffs as necessary.
 - d. 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 divisions. Coordinate the planning, programming and budgeting system functions for the division.
 - e. Develop and promulgate policy guidance for the financial management of CERCLA resources provided to the Coast Guard and monitor the status of these resources. Ensure compliance with all rules and regulations that apply to their use. Promulgate policy guidance and provide management oversight of the 311 (k) Pollution Fund, authorized by the FWPCA. Coordinate with EPA and other members of the National Response Team (NRT) policy pertaining to financial management issues of interest to the Coast Guard.
 - f. Monitor congressional activities relating to the Marine Environmental Response Program, and develop or assist other division elements in development of responses to Congressional inquiries or preparation for Congressional testimony.
 - g. Determine information needs of the MER Program and the Division. Establish, implement, or coordinate systems, including ADP systems, that collect, transmit, evaluate, store, and/or distribute Program related information. Provide technical oversight of ADP systems, hardware, and software that support the MER Program.

**POLLUTION RESPONSE BRANCH
(G-MER-2)**

1. Under the direction and supervision of the Chief, Environmental Response Division, the Chief, Pollution Response Branch, shall:
 - a. Plan and implement the Coast Guard program in response to threats of pollution incidents in the coastal zone. Develop policy and issue directives and regulations concerning on-site pollution investigation, response, and removal.
 - 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 the National Strike Force (NSF).
 - d. Provide guidance and technical assistance to the National Response Center (NRC). Coordinate liaison between NRC, National Response Team (NRT) and Regional Response Team (RRT).
 - e. Review 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.
 - f. Monitor and evaluate district response activities and perform necessary liaison with RRTs.
 - g. Develop and coordinate the provision of resources for removal activities including equipment development and procurements support.
 - h. Coordinate emergency preventive actions in accordance with FWPCA 311(d) and the Intervention on the High Seas Act, as directed by the Commandant.
 - i. Develop and promulgate Coast Guard diving policy for application to both military and civilian members.
 - j. Identify, coordinate, plan and budget for a specific diving need by program.
 - k. Maintain a pool of qualified divers by coordinating field diving requirements, providing training requirements to and coordinating diving billet requirements with the Office of Personnel.
 - l. Identify and promulgate procedures for obtaining diving and salvage assistance available from U. S. Navy and commercial sources under Navy contract.

- m. Review Coast Guard diving accidents and/or casualties and initiate corrective action, as appropriate.
- n. Coordinate pollution response training programs for Coast Guard personnel and units engaged in pollution response activities.
- o. Exercise oversight responsibility for spill investigation.

ENVIRONMENTAL COORDINATION BRANCH
(G-MER-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 Divisions, Departmental Offices, Coast Guard District Offices and field units, and other Federal and State Departments and Agencies to ensure the coordination of the Coast Guard's Environmental Response Program.
 - b. Represent the Coast Guard at meetings involving government agencies, the private and public sectors, and international organizations regarding international pollution response matters.
 - c. Provide Coast Guard representation and coordinate technical assistance to appropriate international organizations, including the International Maritime Organization (IMO), United Nations Environment Program (UNEP), United Nations Disaster Relief Organization (UNDRO), Organization of American States (OAS), and the Pan-American Health Organization (PAHO).
 - d. Coordinate development of appropriate international marine pollution contingency plans for all U.S. geographic border regions; coordinate development of bilateral and multilateral international pollution response cooperation agreements. Oversee national and field implementation of such agreements, and maintain a national level framework for inter-governmental cooperation.
 - e. Coordinate the international emergency response and technical assistance activities of the National Strike Force (NSF) Strike Teams.
 - f. Establish and maintain liaison with foreign governments through the Department of State, in conformance with international pollution response agreements.
 - g. Develop and manage inter-agency funding agreements, coordinated with the State Department, to provide Coast Guard pollution response technical assistance and training for foreign nations and regions of mutual interest.

**FINANCIAL RESPONSIBILITY DIVISION
(G-MFR)**

1. Under the general direction and supervision of the Chief, Office of Marine Safety, Security and Environmental Protection, the Chief, Financial Responsibility Division shall:
 - a. Serve as Program Manager for the Financial Responsibility Certification and Funds Management Programs, and in such capacity:
 - (1) Oversee the issuance of Certificates of Financial Responsibility to operators of vessels and facilities.
 - (2) Establish policy for the receipt and processing of enforcement inquiries from field units of the U. S. Customs Service and the Coast Guard.
 - (3) Oversee the detainment and release of foreign and U. S. flag vessels under the certification program, and the resolution of attendant questions and complaints from foreign and U. S. diplomatic personnel, Department of State representatives, and foreign and U. S. flag vessel owners/operators.
 - (4) Initiate criminal and civil actions for violations of the law and regulations relating to the program.
 - (5) Grant or deny approval as acceptable guarantors to foreign and U. S. based insurers, sureties and other persons under the program.
 - (6) Supervise the promulgation and timely revision of all program policy guidance and federal regulations pertaining to the certification of financial responsibility for vessels and facilities under the Federal Water Pollution Control Act, as amended, the Trans-Alaska Pipeline Authorization Act, the Outer Continental Shelf Lands Act Amendments of 1978, the Deepwater Port Act of 1974, and the Comprehensive Environmental Response, Compensation, and Liability Act of 1980.
 - b. Administer the Offshore Oil Pollution Compensation Fund and the Deepwater Port Liability Fund, ensuring necessary consultation with the Department of the Treasury, investment of Fund monies and reporting to Congress.
 - c. Coordinate all program related enforcement policies and pollution response liaison activities with cognizant Coast Guard and Customs Service Headquarters and field organizational elements.

- d. Represent the Secretary of Transportation and the Commandant before private and government sectors in matters involving financial responsibility certification, oil and hazardous substances liability coverage, and policy for statutory provisions in connection therewith.
- e. Provide vessel certification data and other information for the Marine Safety Information System.
- f. Represent the Secretary or Coast Guard on any panel, commission, committee, etc., requiring expertise on oil and hazardous substances pollution financial responsibility certification issues.
- g. Supervise the preparation, revision and coordination of all division operating program plans and related budget requirements.

FUNDS MANAGEMENT BRANCH
(G-MFR-1)

1. Under the general direction and supervision of the Chief, Financial Responsibility Division, the Chief, Funds Management Branch shall:
 - a. Manage the Offshore Oil Pollution Compensation 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, and to that end shall:
 - (1) Develop and promulgate regulations levying fees on oil obtained from the Outer Continental Shelf and on oil loaded or unloaded at deepwater ports, and containing the policies, uniform procedures, and administrative practices regarding overall management and general operation of the Funds.
 - (2) Serve as the Departmental representative in consultation with the Secretary of the Treasury on all matters related to collection and investment of the fees levied on oil obtained from the Outer Continental Shelf and on oil loaded or unloaded at deepwater ports.
 - (3) Determine the level of funding required to meet obligations and maintenance of the funds of those levels.
 - (4) Delegate authority to obligate available money in the Funds.
 - (5) Invest, in Treasury interest bearing securities, excess Fund revenues not immediately needed for administration and the satisfaction of claims.
 - 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 from liable persons, compensation paid by the funds to any claimants.
 - e. Administer a certification process to ensure OCS offshore facility owners and operators and vessel owners and operators who use a deepwater port are financially able to meet their statutory liability.

- 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 Port Safety and Security Division (G-MPS).

**VESSEL CERTIFICATION BRANCH
(G-MFR-2)**

1. Under the general direction and supervision of the Chief, Financial Responsibility Division, the Chief, Vessel Certification Branch shall:
 - a. Provide direct supervision over the issuance of Certificates of Financial Responsibility to operators of foreign and U. S. flag vessels, interfacing with foreign and domestic insurers, vessel owners and agents.
 - b. Supervise the receipt processing and logging of enforcement inquiries from field units of the U. S. Customs Service and the Coast Guard.
 - c. Provide direct supervision of the detainment and release of U. S. flag vessels under the Division's certification program. Recommend action, for resolution at the Division level, in connection with attendant questions and complaints from foreign diplomatic personnel and Department of State representatives.
 - d. Recommend criminal and civil actions for violations of the law and regulations relating to the vessel certification program.
 - e. Recommend the grant or denial of acceptable guarantor status to foreign and domestic insurers and other persons under the vessel certification program.
 - f. Supervise the promulgation and revision of regulations pertaining to the certification of financial responsibility for vessels under the Federal Water Pollution Control Act, Trans-Alaska Pipeline Authorization Act, the Outer Continental Shelf Lands Act Amendments of 1978, and the Comprehensive Environmental Response, Compensation and Liability Act of 1980.
 - g. Collect and account for financial responsibility application processing and certification user fees; recommend periodic adjustments necessary to ensure fees charged vessel owners and operators are set at appropriate levels for the services provided.

OFFICE OF NAVIGATION
(G-N)

1. **Mission.** To develop basic policies, plan and provide resources for Coast Guard operations involving short range aids to navigation, radionavigation aids, bridge administration, and waterways management.
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. Establish and maintain contacts with other Headquarters offices concerning shared use of facilities and required inputs to programs of the Office of Navigation.
 - c. Promulgate guidelines, standards and directives governing field program management and establish a system to enable review of effectiveness of field operations.
 - d. Act as Program Director for the Short Range Aids to Navigation Program, the Radionavigation Aids Program, the Bridge Administration Program, and the Waterways Management Program.
 - e. 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.
 - f. Exercise technical control over assigned Headquarters units.
 - g. Establish, operate, and maintain vessel traffic services for ports, harbors, and other waters subject to congested vessel traffic.

- h. Exercise technical control over the Omega Navigation Systems Center (ONSC).

**NAVIGATION LIAISON AND COORDINATION STAFF
(G-NP)**

1. Under the direction and supervision of the Chief, Office of Navigation, the Chief, Navigation Liaison and Coordination Staff shall:
 - a. 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.
 - b. Manage the planning of Coast Guard research, development, testing and evaluation activities related to systems of chart range aids to navigation and radionavigation aids.
 - c. Coordinate the preparation and administration of program data and other documents required under the Planning, Programming and Budgeting System.
 - d. Review AC&I projects, planning proposals, and other planning and budget documents for the programs directed within the Office of Navigation.
 - e. Coordinate and prepare responses for the office chief to external requests for information requiring inputs from more than one division.
 - f. Maintain, monitor, and evaluate statistical data to assist divisions in identifying significant changes in program inputs and outputs.
 - g. Supervise the administration of funds allotted to the programs/staffs within the Office of Navigation.
 - h. Coordinate and maintain a Management Information System to support the decision-making process within the Office of Navigation.

**BRIDGE ADMINISTRATION DIVISION
(G-NBR)**

1. Under the 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 and causeways 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 for the safety of navigation.
 - b. Review bridge and causeway permit applications and issue or deny the permit.
 - 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 polices governing bridge administration. Prepare directives and regulations for bridge administration.
 - e. Disseminate information about existing bridges and causeways and criteria for proposed bridges and causeways.
 - f. Conduct environmental studies and prepare environmental impact statements for bridge and causeway projects as required by appropriate laws and directives.
 - g. Provide guidance to and review the work of bridge administration organizations within the district offices.
 - h. Represent the Commandant and serve as the contact point within the Coast Guard for all bridge and causeway matters.
 - i. Be the Program Manager for the Bridge Administration Program.

ALTERATIONS, DRAWBRIDGES, AND SYSTEMS BRANCH
(G-NBR-1)

1. Under the direction and supervision of the Chief, Bridge Administration Division, the Chief, Bridge Alterations, Drawbridges, and Systems Branch shall:
 - a. Assist district commanders, as necessary, in conducting preliminary investigation of complaints that specific bridges are unreasonable obstructions to navigation.
 - b. Assist district commanders in their investigations and develop benefit/cost analyses in those cases where preliminary investigation indicates that a bridge may, in fact, be an obstruction to navigation.
 - c. Recommend to the Division chief such action as may be appropriate for the alteration of a bridge after the conclusion of the detailed investigation and the public hearing.
 - d. Obtain, develop, and keep necessary records in support of bridge modification budget requests, and maintain a current status of funds.
 - e. Review drawbridge operation changes to ensure that:
 - (1) Regulations are properly and fairly administered;
 - (2) New or revised regulations are brought to the attention of the public;
 - (3) Drawbridge operation regulations are continually reviewed and revised, restructured or recodified, as necessary;
 - (4) The public interest is recognized and maximum usefulness of the waterways is maintained, consistent with the needs of other modes of transportation; and
 - (5) Waterways are treated as systems, with individual regulations being consistent with each other.
 - f. Develop guidelines by which proposed or existing drawbridge operation regulations may be evaluated.
 - g. Compile, analyze and organize background material, and prepare in final form Coast Guard directives, publications and regulations relating to bridge regulation matters issued for the guidance of the district commanders and the information of the public.
 - h. Coordinate administrative functions for the Division to include data systems management, Resource Change Proposal (RCP) preparation, and budgeting.

**PERMITS BRANCH
(G-NBR-2)**

1. Under the direction and supervision of the Chief, Bridge Administration Division, the Chief, Permits Branch shall:
 - a. Ensure that permit applications and reports and recommendations thereon are complete and comply with law and regulations.
 - b. Review permit applications for proposed bridges and causeways and modification of existing bridges and causeways to ensure that they provide for the reasonable needs of navigation and the environment.
 - 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 the Commandant.
 - f. Assist district commanders as necessary to prepare environmental impact statements on projects under cognizance of the Bridge Division as required.
 - g. Maintain staff liaison with bridge administration personnel in district offices, and with appropriate persons outside the Coast Guard.
 - h. Review permit actions of district commanders for compliance with law and regulations.

**RADIONAVIGATION DIVISION
(G-NRN)**

1. Under the 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 inputs and equipment necessary to operate and service CG radio aids to navigation.
 - e. Develop and approve requirements for staffing and equipping of support units.
 - f. Establish operational procedures and training requirements for CG 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.
 - h. Coordinate plans and procedures for multifunctional Coast Guard units with other program managers.
 - i. Develop and analyze data and alternatives required to support budgetary and policy decisions in fulfilling the Coast Guard's role in the nations navigation programs, including input to the Federal Radionavigation Plan and the Joint Chiefs of Staff Master Navigation Plan.
 - j. Coordinate Coast Guard involvement and interests in other navigation systems such as NAVSTAR Global Positioning System and Navy Navigation Satellite Systems (TRANSIT).
 - k. Serve as CG 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 as member of the DOT Navigation Council.

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. Coordinate inter-agency loran projects.
 - 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. Coordinate actions and provide guidance to the Loran-C Regional Managers in performance of their assigned responsibilities.
 - h. Coordinate requirements with operating and support program managers as necessary to meet objectives of the Radionavigation Aids Program.
 - i. Provide a point of contact with the Coast Guard for persons desiring information on the applications, status, and availability of the Coast Guard operated LORAN-C systems, as well as equipment, and other information needed to utilize this system.
 - j. 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 the Coast Guard-operated LORAN-C system.
 - k. Provide advice to Coast Guard operating program manager staffs on applicability of user equipment to Coast Guard missions and platforms.

OMEGA/RBN/GPS BRANCH
(G-NRN-2)

1. Under the direction and supervision of the Chief, Radionavigation Division, the chief, OMEGA/RBN/GPS Branch shall:
 - a. Perform functions necessary to the operational administration and supervision of CG radionavigation systems assigned to the branch, including OMEGA, Radiobeacons, Satellite, 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 for deficiencies in meeting establish operating requirements. Initiate corrective action. Ensure 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. Perform liaison with Department of Defense (DOD) for management of Global Positioning System, ensuring requirements of civilian maritime community are represented.
 - g. Maintain liaison with cooperating agencies of foreign nations to plan, coordinate and harmonize among similar radionavigation systems.
 - h. 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.

- i. Review navigation plans and requirements of the Department of Defense and participate, as appropriate, in their formulation.
- j. Review developments in navigation technology and identify areas of application or their impact on establish plans. Recommend changes to establish 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.
- k. 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.
- l. Provide point of contact with the Coast Guard for persons desiring information on the applications, status, and availability of Coast Guard-operated OMEGA and radiobeacon systems, as well as equipment, and other information needed to utilize these systems.
- m. 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 OMEGA and radiobeacon systems.
- n. Provide advice to Coast Guard operating program manager staffs on applicability of user equipment to Coast Guard missions and platforms.

**SHORT RANGE AIDS TO NAVIGATION DIVISION
(G-NSR)**

1. Under the direction and supervision of the Chief, Office of Navigation, the Chief, Short Range Aids to Navigation Division shall:
 - a. Manage the U.S. systems of aids to marine navigation in accordance with 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 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 for CG 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. Coordinate and assist in preparing program and budget
 - k. Supervise the Administration of funds allotted to the Short Range Aids to Navigation Program Manager.

**SIGNAL MANAGEMENT BRANCH
(G-NSR-1)**

1. Under the direction and supervision of the Chief, Short Range Aids to Navigation, 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, including the accurate and reliable positioning of aids to navigation.
 - b. Ensure that Federal regulations governing short range aids to navigation reflect current policies and procedures.
 - c. Develop a program for determining the effectiveness of SRA systems.

**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.
 - e. Coordinate review of Program Proposals, Development Plans and other planning proposals related to facilities assigned to the Short Range Aid to Navigation program area.

NAVIGATION INFORMATION BRANCH
(G-NSR-3)

1. Under the direction and supervision of the Chief, Short Range Aids to Navigation, Division, the Chief, Navigation Information 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 mariners 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.

**NAVIGATION SYSTEMS SAFETY DIVISION
(G-NSS)**

1. Under the general direction and supervision of the Chief, Office of Navigation, the Chief, Navigation Systems Safety 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 development of, and implement plans for, management and enforcement of regulations for administration of federal anchorages, regulated navigation areas, and rules and regulations for the prevention of collisions, rammings and groundings.
 - d. Supervise development of plans for implementation, management and enforcement of rules for the prevention of collisions.
 - e. Serve as primary representative , U.S. Delegation to IMO Subcommittee on Safety of Navigation.
 - f. Serve as Chairman, SOLAS Subcommittee Working Group on Safety of Navigation.
 - g. Serve as Chairman, U. S. Coast Guard Waterways Management Coordinating Committee.
 - h. Supervise Executive Director, Rules of the Road Advisory Council.
 - i. Accomplish the planning, programming and budgeting functions to implement the Waterways Management Program.

VESSEL TRAFFIC SERVICES BRANCH
(G-NSS-1)

1. Under the direction and supervision of the Chief, Navigation Systems Safety Division, the Chief, Vessel Traffic Services Branch, shall:
 - a. Supervise the implementation and enforcement of the marine traffic management provisions of the Port and Tanker Safety Act. This includes:
 - (1) Periodically reviewing and developing policy recommendations concerning national management of vessel traffic services.
 - (2) Development and implementation of vessel traffic services in U.S. ports and waterways.
 - (3) Coordination and monitoring of all RDT&E efforts affecting marine traffic management systems.
 - b. Act as Headquarters Planning Coordinator for Vessel Traffic Services.
 - c. 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 marine traffic management responsibilities.
 - d. 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.
 - e. Maintain and develop statistical data and perform quantitative and qualitative analyses of the need for and cost effectiveness of marine traffic management activities.
 - f. Assist Chief, Navigation Systems Safety Division in the accomplishment of special projects, reports, and studies in support of overall program management.

REGULATIONS AND POLICY BRANCH
(G-NSS-2)

1. Under the direction and supervision of the Chief, Navigation Systems Safety Division, the Chief, Regulations and Policy 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 waterways safety.
 - (2) Setting vessel navigational safety equipment standards and requirements in accordance with U.S. and international regulations and guidelines.
 - (3) Coordination and dissemination of information concerning new proposals regarding Navigation Rules and related matters.
 - (4) Program oversight and policy guidance for regulatory matters involving anchorages, navigation regulations, including speed control and Regulated Navigation Areas, delegated to district commanders.
 - (5) Development of policy guidance for and management of regulatory matters concerning Bridge-to-Bridge Radio-telephone, Traffic Separation Schemes, Artificial Reefs, and Shipping Safety Fairways.
 - 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 waterways safety regulations responsibilities.
 - c. Assist the Office of Chief Counsel Staff, as necessary, in the review of penalty appeal cases as they relate to statutory and regulatory Rules of the Road.
 - d. Assist Chief, Navigation Systems Safety Division, in role as primary representative, U.S. delegation to IMO Subcommittee Working Group on Safety of Navigation.
 - e. Assist Chief, Navigation Systems Safety Division, in his role as Chairman, Waterways Management Coordinating Committee.
 - f. Serve as Executive Director of the U.S. Coast Guard Rules of the Road Advisory Council.

- g. Maintain and develop statistical data and perform quantitative and qualitative analyses of the need for and cost effectiveness of marine traffic management activities.

**OFFICE OF OPERATIONS
(G-0)**

1. **Mission.** Development of basic policies, planning for and provision of 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 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) Enforcement of Federal laws and international agreements on and under the territorial waters, contiguous fishing zones 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) Conduct of other ocean operations such as the International Ice Patrol.
 - (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. 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.
- d. Prescribe the operational reports to be submitted by field units.
- e. 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.
- f. Advise the Commandant in the supervision of area operational responsibilities.
- g. Exercise technical control over assigned Headquarters units.
- h. 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.
- i. 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.
- j. Develop operational requirements for the functional specification and design characteristics for the acquisition, construction, and/or maintenance of ships, boats, aircraft, and shore facilities of the Coast Guard. Provide the Office of Acquisitions with such requirements for translation to engineering specifications.

**OPERATIONS PLANS AND PROGRAMS STAFF
(G-OP)**

1. Under the general direction and supervision of the Chief, Office of Operations, and in accordance with all current regulations and directives, the Operations Plans and Programs Staff Chief shall perform the following functions:
 - a. Administer the planning, programming and budgeting system for all programs for which the Chief, Office of Operations is the program director in accordance with the U.S. Coast Guard Planning and Programming Manual (COMDTINST M16010.1 series). Manage any assigned Operating Guide account in accordance with the Manual of Budgetary Administration (COMDTINST M7100.3 series).
 - b. Establish, coordinate and administer intra-Office administrative procedures.
 - c. Provide analytical assistance to program and facility managers; coordinate study efforts.
 - d. Coordinate and manage multi-division information systems for the Office.
 - e. Coordinate multi-division interface for inter-office, inter-agency and inter-departmental administrative matters.
 - f. Coordinate and manage the Coast Guard Energy Conservation Program.
 - g. Supervise and coordinate the allocation of office space, review of boards of investigation, civilian personnel administration, administration of OG-30 funds, and other matters involving more than one division or program, as directed.

**PLANNING BRANCH
(G-OP-1)**

1. Under the direction and supervision of the Chief, Plans and Programs Staff, the Chief, Planning Branch shall:
 - a. Provide appropriate analytical assistance to program and facility managers in the development of criteria and methodologies for program evaluation and evaluation of facility effectiveness.
 - b. Review and evaluate program performance, effectiveness and benefits.
 - c. Review Operating and Support Program Plans for Operations programs and Aviation, Boat, and Cutter Requirements documents for Operations facilities.
 - d. Act as control point for issuance of Operating Facility Change Orders (OFCOs).
 - e. Maintain and publish the Operating Facilities of the U. S. Coast Guard, the Register of Cutters, the Abstract of Operations, and Energy Statistics.
 - f. Serve as liaison with the Office of Command, Control and Communications (G-T) for the integration of the Office of Operations management systems into the Coast Guard management information system.

**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, evaluate and coordinate the preparation and submission of budgetary and supporting documents by program and facility managers.
 - b. Coordinate the development and execution of the Office of Operations Financial Plan.
 - c. Coordinate and program the allocation of Office of Operations OG-30 funds.
 - d. 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.
 - e. Supervise the allotment and expenditure of the Staff OG-30 funds.
 - f. Coordinate the review of boards of investigation, planning proposals, AC&I proposals and other matters involving more than one division, as directed.
 - g. Coordinate and manage the Energy Conservation Program, and administer the Energy Management System for all facilities under the responsibility of the Chief, Office of Operations.

**DEFENSE OPERATIONS DIVISION
(G-ODO)**

1. Under the general direction and supervision of the Chief, Office of Operations, and in accordance with all current regulations and directives, the Defense Operations Division Chief shall perform the following functions relative to the Defense Operations (DO) program.
 - a. Be the Program Manager for the Defense Operations Program. Develop, coordinate, administer, review and evaluate plans, policies, procedures, and standards regarding program execution and performance. Initiate, review and evaluate program-related analyses. Manage assigned Operating Guide accounts. Comply with all planning, programming and budgeting requirements for program managers contained in the U. S. Coast Guard Planning and Programming Manual.
 - b. Provide Coast Guard forces with combat capability necessary to operate as a specialized service in the Navy in wartime, to execute contingency plan commitments, and to conduct peacetime operations requiring the use of force.
 - c. Identify and coordinate acquisition of warfighting systems for Coast Guard use.
 - d. Manage munitions, pyrotechnics, and chemical/biological/radiological (CBR) equipment and material.
 - e. Act as Headquarters Planning Coordinator (HQPC) for the small arms program, including acquisition, maintenance and training.
 - f. Administer and control OG-54 ammunition procurement financial account.
 - g. Coordinate the development of operational requirements for all naval warfare areas and combat systems. Coordinate and publish standard combat systems doctrines.
 - h. Supervise program-specific training.
 - i. Promulgate and publish program-related directives and publications.
 - j. Provide programmatic input to facility management processes including such areas as acquisition, training, geographic distribution and scheduling.

- k. Maintain liaison with Department of Defense, Department of the Navy, and other federal government agencies on matters concerning military operations and readiness.
- l. Act as coordinator for Coast Guard principal point of contact (G-O) for the Navy-Coast Guard (NAVGARD) Board.
- m. Serve as the Coast Guard member of the National Board for the Promotion of Rifle Practice.
- n. Exercise oversight of and provide support for assigned special Headquarters units.
- o. Monitor current operations and maintain cognizance of forces assigned when the Coast Guard is participating in military or contingency operations and national emergencies.

DEFENSE REQUIREMENTS BRANCH
(G-ODO-1)

1. Under the direction and supervision of the Chief, Defense Operations Division, the Chief, Defense Requirements Branch shall:
 - a. Establish and review Coast Guard naval warfare policies.
 - b. Establish and review warfare mission areas and corresponding characteristics for Coast Guard forces. Coordinate the development and maintenance of required operational capabilities (ROCs) and Projected operating environments (POEs) for cutters and aircraft.
 - c. Identify combat sensor, weapon, countermeasures, and tactical information systems requirements for Coast Guard forces. Develop armament and combat systems plans for Coast Guard cutters, boats and aircraft. Keep abreast of new technology and weapon system R&D efforts.
 - d. Maintain liaison with the Department of the Navy regarding Coast Guard requirements for operation as a specialized service in the Navy in time of war. Coordinate NAVGARD Board activities.
 - e. Coordinate the Office of Operations input to the US/USSR INCSEA Agreement, JINTACCS, Navy's peacetime Rules of Engagement and other Joint/Navy publications relating to military requirements.
 - f. Carry out planning and programming functions as required by COMDTINST M16010.1 (serial) for the Defense Operations Program.

**DEFENSE CAPABILITIES BRANCH
(G-ODO-2)**

1. Under the direction and supervision of the Chief, Defense Operations Division, the Chief, Defense Capabilities Branch shall:
 - a. Coordinate programs to outfit and equip Coast Guard forces with combat sensor, weapon, countermeasures, and tactical information systems which provide the warfighting capabilities necessary to meet wartime and contingency requirements and peacetime operational needs. Promulgate standard combat system doctrines and tactical manuals.
 - b. Act as munitions manager for the Coast Guard and establish procedures for the procurement, distribution, use, reclassification, and disposition of ammunition, pyrotechnics and other explosives.
 - c. Manage Coast Guard chemical/biological/radiological (CBR) equipment and material and the RADIAC program.
 - d. Manage the Coast Guard small arms program. Coordinate acquisition of small arms and small arms ammunition. Act as Headquarters Planning Coordinator (HQPC) for the Small Arms Repair Facility, all armories, firing ranges and ordnance storage facilities operated by districts and Headquarters units. Maintain a standardized servicewide small arms training program.
 - e. Manage the OG-54 ammunition procurement financial account.
 - f. Act as program manager for the Warrant (Weapons) specialty and the enlisted combat ratings (ST/FT/GM/RD). Establish rate qualifications and practical factors, manning requirements, monitor career patterns, and review school curriculums and correspondence courses.
 - g. Manage the distribution of all ordnance related publications.
 - h. Establish and maintain liaison with agencies outside the Coast Guard for a lateral exchange of operational information and capabilities.

**ICE OPERATIONS DIVISION
(G-OIO)**

1. Under the general direction and supervision of the Chief, Office of Operations, and in accordance with all current regulations and directives, the Ice Operations Division Chief shall perform the following functions relative to the IO program:
 - a. Develop, coordinate, administer, review and evaluate plans, policies, procedures, and standards regarding program execution and performance; initiate, review and evaluate program-related analyses and R & D projects. Manage any assigned Operating Guide accounts and comply with all planning, programming and budgeting requirements for program managers contained in the U. S. Coast Guard Planning and Programming Manual (COMDTINST M16010.1 series).
 - b. Supervise program- and facility-specific training.
 - c. Perform information/data base management using data bases common to other divisions where possible.
 - d. Promulgate and publish program- and facility-related directives and publications.
 - e. Provide programmatic input to facility management processes including such areas as training, acquisition, geographic distribution and scheduling.
 - f. Maintain liaison with non-Coast Guard organizations as appropriate.
 - g. Exercise oversight of and provide support for assigned special Headquarters units.
 - h. Direct and coordinate Coast Guard Marine Science support programs.
 - i. Administer inter-agency reimbursement for operations involving polar icebreakers.
 - j. Act as Headquarters Planning Coordinator (HQPC) for all assigned multi-mission resources. Develop, coordinate, administer, review and evaluate plans, policies, procedures, and performance standards for assigned facilities. These functions include such management processes as facility operation, geographic distribution, changes, manning, training, human factors determinations, analysis, research and development, investigation, surveys, leasing and accident prevention. Comply with all planning, programming and budgeting requirements for HQPC's contained in the U. S. Coast Guard Planning and Programming Manual (COMDTINST M16010.1 series).

- k. Identify and participate in the acquisition of appropriate icebreaking facilities for the US Coast Guard.

IO PROGRAM BRANCH
(G-OIO-1)

1. Under the direction and supervision of the Chief, Ice Operations Division, the Chief, IO Program Branch shall:
 - a. Function as Assistant Chief, Ice Operations Division.
 - b. Administer interagency reimbursement for operations involving polar icebreakers.
 - c. Prepare the IO Operating Program Plan.
 - d. Determine user agency requirements for icebreaker facilities and combine with Coast Guard requirements, to provide input to the facilities acquisition process.
 - e. Maintain liaison with government, private and international organizations regarding Coast Guard policy in polar regions.
 - f. Prepare planning, programming and budgeting (PPB) documents for the IO program.
 - g. Prepare studies, analyses, evaluations and conduct investigations relating to the IO program.
 - h. Provide statistical and analytical support to other division and office elements.
 - i. Review AC&I projects, planning proposals and other planning and budget documents.
 - j. Initiate and monitor research and development projects to increase the effectiveness of the IO program.
 - k. Maintain cognizance over manning procedures and requirements for Coast Guard units with an IO mission.
 - l. Administer the division's OG-30 funds.
 - m. Provide input to the development and operation of pipeline training programs for new classes of cutters.

**ICEBREAKING FACILITIES BRANCH
(G-OIO-2)**

1. Under the direction and supervision of the Chief, Ice Operations Division, the Chief, Icebreaking Facilities Branch shall:
 - a. Prepare inputs to the PPB system for those facilities under division cognizance. Coordinate inputs for recommended changes to the Capital Investment Plan, Operating Program Plans and OPFAC.
 - b. Establish and maintain operating standards and analyze performance of cutters and major shipboard equipment. Establish and maintain manning requirements for assigned cutters.
 - c. Formulate and administer plans, programs and procedures designed to ensure effective management of assigned cutters.
 - d. Coordinate and supervise the assignment by district of assigned cutters.
 - e. Coordinate division action on planning proposals, unit development plans and acquisition, construction and improvement (AC&I) project proposals which pertain to or have impact upon assigned facilities.
 - f. Evaluate and make recommendations concerning the operational characteristics of assigned cutters.
 - g. Perform HQPC responsibilities for WAGBs, WTGBs, WYTMs, WYTLs, Ship Support Facility (Icebreaker Section) and such other cutter and cutter-related facilities as may be assigned.
 - h. Evaluate and make recommendations concerning the operational characteristics of assigned cutters. Prepare Required Operational Capabilities (ROCs) and Projected Operating Environments (POEs) documents for assigned cutters.
 - i. Maintain type manuals for assigned cutters.
 - j. Prepare cutter requirements documents lists. Maintain historical records for all assigned cutters.
 - k. Evaluate and make recommendations concerning mid-life renovation and replacement programs as appropriate for assigned cutters.
 - l. Maintain cognizance of shipboard allowance lists and recommend appropriate changes.
 - m. Coordinate and publish polar icebreaking schedules.

- n. Participate in government, private and international technical information exchange programs regarding ice-breaking and ice operations facilities.
- o. Develop and maintain Sponsor's Requirements Documents for appropriate replacement cutter classes.

**SCIENCE BRANCH
(G-010-3)**

1. Under the direction and supervision of the Chief, Ice Operations Division, the Chief, Science Branch shall:
 - a. Direct and coordinate Coast Guard marine science support, including the International Ice Patrol and ice operations-related reconnaissance.
 - b. Coordinate Coast Guard operational use of satellite remote sensing, except SARSAT and communications satellites.
 - c. Maintain liaison with government, private and international organizations regarding Coast Guard marine science policy and cooperative programs.
 - d. Develop and maintain expertise in remote sensing systems and initiate application of these systems to meet requirements of assigned programs.
 - e. Assist Headquarters Program Manager with input concerning the Marine Science Technician (MST) rating.
 - f. Oversee the USCG-National Data Buoy Center (NCBC) working agreement.

**INTELLIGENCE, INVESTIGATIONS AND SECURITY DIVISION
(G-OIS)**

1. Under the general direction and supervision of the Chief, Office of Operations, and in accordance with all current regulations and directives, the Intelligence, Investigations and Security Division Chief shall perform the following functions relative to the Intelligence and Security (GAI) Support Program:
 - a. Develop, coordinate, administer, review and evaluate plans, policies, procedures, and standards regarding program execution and performance; initiate, review and evaluate program-related analyses and R & D projects. Manage any assigned Operating Guide accounts and comply with all planning, programming and budgeting requirements for program managers contained in the U. S. Coast Guard Planning and Programming Manual (COMDTINST M16010.1 series).
 - b. Supervise program-specific training.
 - c. Perform information/data base management using data bases common to other divisions where possible.
 - d. Promulgate and publish program-related directives and publications.
 - e. Provide programmatic input to facility management processes including such areas as training, acquisition, geographic distribution and scheduling.
 - f. Maintain liaison with non-Coast Guard organizations as appropriate.
 - g. Exercise oversight of and provide support for assigned special Headquarters units.
 - h. Allocate and oversee administration of the Division's assigned OG-30 funds.

**INVESTIGATIONS BRANCH
(G-OIS-1)**

1. Under the direction and supervision of the Chief, Intelligence, Investigations and Security Division, the Chief, Investigations Branch shall:
 - a. Develop, coordinate, administer, review and evaluate plans, policies and standards regarding the execution and performance of:
 - (1) an investigative service for the Coast Guard, to include internal security investigations, personnel security investigations and investigations in connection with Coast Guard law enforcement and regulatory functions,
 - (2) a Protective Service program for the Coast Guard,
 - (3) the National Agency Check program for the Coast Guard,
 - (4) the personnel security phase of the Port Security program.
 - b. Review and evaluate--for completion, accuracy and adherence to standards--all investigations conducted by Coast Guard Intelligence.
 - 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. When so directed, conduct highly sensitive and complex investigations of interest to the Commandant, the Secretary of Transportation or members of Congress.
 - e. Develop criteria for, supervise and administer program-specific training for investigative personnel.
 - f. Make recommendations relative to the selection and assignment of all special agents.
 - g. Periodically conduct inspections/evaluations of district investigative offices.
 - h. Review, evaluate and coordinate the preparation and submission of budgetary and supporting documents relative to the Coast Guard's Investigative Program.
 - i. Act as Headquarters Program Manager for the Reserve Investigator (IV) rating.

**SECURITY BRANCH
(G-OIS-2)**

1. Under the direction and supervision of the Chief, Intelligence, Investigations and Security Division, the Chief, Security Branch shall:
 - a. Develop, coordinate, administer, review and evaluate plans, policies, procedures and standards for: physical security of Coast Guard installations, facilities and assets; classified information security; personnel security; computer security; technical security; technical countermeasures and counter-intelligence; operational security; and all other security functions and activities related to the Intelligence and Security (GAI) Support Program.
 - b. Develop and supervise a Coast Guard-wide security education, orientation and training program.
 - c. Act as the Headquarters point of contact and final authority on matters pertaining to classification management.
 - d. Develop and promulgate instructions and regulations pertaining to security of Coast Guard installations, facilities and assets.
 - e. Administer the Technical Countermeasures and Counter-intelligence Program throughout the Coast Guard.
 - f. Maintain a capability for technical investigative support of Coast Guard intelligence field components.
 - g. Evaluate all Coast Guard investigations pertaining to loss or compromise of classified material.
 - h. Administer the Armed Forces Censorship Program.
 - i. Administer the Industrial Security Program.
 - j. Develop criteria for, supervise, direct and recruit security managers assigned to Districts and Headquarters units.
 - k. Periodically conduct security inspections/evaluations of Coast Guard installations, facilities and assets in conjunction with District Security Managers.
 - l. Review, evaluate and coordinate the preparation and submission of budgetary and supporting documents relative to the Coast Guard's Security Program.

- m. Review and process personnel loyalty and security risk cases.
- n. Screen applications for enlistment and appointment, and screen records and reports for loyalty or security risk information.
- o. Coordinate personnel security matters with other personnel in G-OIS, OST, and other agencies.
- p. Develop and maintain instructions for security clearance procedures.
- q. Maintain records of loyalty or security risk information.
- r. Prepare Certificate of Clearance, CG-3625, for district commanders and commanding officers of Headquarters units requiring signature of Commandant, or Chief, Office of Personnel.
- s. Adjudicate Coast Guard military and civilian personnel security clearance investigations.
- t. Keep appropriate persons and boards advised of known or suspected security risks.
- u. Develop procedures to evaluate the effectiveness and impact of programs administered and services provided to the field.

**INTELLIGENCE BRANCH
(G-OIS-3)**

1. Under the direction and supervision of the Chief, Intelligence, Investigations and Security Division, the Chief, Intelligence Branch shall:
 - a. Develop, coordinate, administer, review and evaluate plans, policies, procedures and standards for the collection, production and dissemination of intelligence information in support of all Coast Guard missions.
 - b. Coordinate all Coast Guard intelligence collection and exchange initiatives involving foreign governments.
 - c. Represent the Coast Guard on various national committees and intelligence organizations for intelligence plans and policy matters.
 - d. Maintain liaison with the headquarters elements (plans and policy) of the National Intelligence Community and the federal law enforcement intelligence staffs.
 - e. Review new legislation and issuances of higher authority bearing on the intelligence field; recommend appropriate courses of action, and/or submit drafts of required implementing directives.
 - f. 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.
 - g. Maintain an intelligence library for Headquarters in support of all mission areas.
 - h. Manage Coast Guard participation at the El Paso Intelligence Center.
 - i. Establish training standards for personnel assigned to intelligence duties and manage postgraduate education opportunities for intelligence officers.
 - j. Provide the Coast Guard's Special Security Officer and alternate Special Security Officer for Coast Guard-wide management of Special Security Officer/Special Activities Officer programs, and other national compartmented programs.
 - k. Make recommendations relative to the selection and assignment of intelligence officers to district/area staffs and Headquarters units.

1. Initiate and review research and development projects designed to more effectively accomplish the intelligence missions of the Coast Guard.
- m. Review, evaluate and coordinate the preparation and submission of budgetary and supporting documents relating to the intelligence program.

**RECORDS, BUDGET AND DATA COLLECTION BRANCH
(G-OIS-4)**

1. Under the direction and supervision of the Chief, Intelligence, Investigations and Security Division, the Chief, Records, Budget and Data Collection Branch shall:
 - a. Maintain a control card index and the Coast Guard central repository of intelligence and investigative dossiers for Coast Guard military personnel, merchant mariner applicants, port security card applicants and others as directed by the Commandant.
 - b. Function as the principal contact point and coordinator for all Freedom of Information Act and Privacy Act matters for the Office of Operations.
 - c. Develop and implement servicewide policy concerning security, issue and control procedures pertaining to Armed Forces Identification Cards, Uniformed Service Identification and Privilege Cards, and DOT/USCG Identification Cards.
 - d. Develop, collect and maintain appropriate annual budget data for the Division.
 - e. Function as the Division's information resources management (IRM) coordinator, which includes acting as system manager for the Division Standard Terminal system. Review, evaluate and coordinate the preparation and submission of budgetary and supporting documents for the IRM needs of the Division.
 - f. Administer the Division's allocated OG-30 funds.

**OPERATIONAL LAW ENFORCEMENT DIVISION
(G-OLE)**

1. Under the general direction and supervision of the Chief, Office of Operations, and in accordance with all current regulations and directives, the Operational Law Enforcement Division Chief shall perform the following functions relative to the Enforcement of Laws and Treaties (ELT) program:
 - a. Develop, coordinate, administer, review and evaluate plans, policies, procedures, and standards regarding program execution and performance; initiate, review and evaluate program-related analyses and R & D projects. Manage any assigned Operating Guide accounts and comply with all planning, programming and budgeting requirements for program managers contained in the U. S. Coast Guard Planning and Programming Manual (COMDTINST M16010.1 series).
 - b. Supervise program-specific training.
 - c. Perform information/data base management using data bases common to other divisions where possible.
 - d. Promulgate and publish program-related directives and publications.
 - e. Provide programmatic input to facility management processes including such areas as training, acquisition, geographic distribution and scheduling.
 - f. Maintain liaison with non-Coast Guard organizations as appropriate.
 - g. Exercise oversight of and provide support for assigned special Headquarters units.

**ELT PROGRAM BRANCH
(G-OLE-1)**

1. Under the direction and supervision of the Chief, Operational Law Enforcement Division, the Chief, ELT Program Branch shall:
 - a. Prepare planning, programming and budgeting (PPB) documents for the ELT program.
 - b. Prepare studies analyses, evaluations and investigations.
 - c. Coordinate preparation of the ELT Operating Program Plan.
 - d. Provide statistical and analytical support to other division and office elements.
 - e. Review AC&I projects, planning proposals and other planning and budget documents relating to the ELT program.
 - f. Administer the division's allocated OG-30 funds.
 - g. Provide administrative support for national law enforcement organizations or operations in which the Coast Guard is a participating agency.
 - h. Initiate and monitor research and development projects to increase the effectiveness of the ELT program.
 - i. Maintain cognizance over manning procedures and requirements for Coast Guard units with an ELT mission, district Intelligence and Law Enforcement branches (oil), and area/district Operations Centers (opc).
 - j. Develop and implement computer applications to law enforcement programs. Operate and maintain the Law Enforcement Information System (LEIS).

FISHERIES LAW ENFORCEMENT BRANCH
(G-OLE-2)

1. Under the direction and supervision of the Chief, Operational Law Enforcement Division, the Chief, Fisheries Law Enforcement Branch shall:
 - a. Administer the fisheries enforcement element of the 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, supervise the periodic revision of these plans, and input these plans to the ELT Operating Program Plan.
 - c. Provide input and prepare planning criteria and operational requirements for manning, equipping, and deploying facilities engaged in 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 multi-mission operations involving both fisheries law enforcement and operations under the cognizance of another program.
 - f. Review Fishery Management Plans and associated proposed regulations to ensure they are in compliance with all statutorily-mandated requirements.
 - g. Review and oversee fisheries portions of the Maritime Law Enforcement School course curriculum.
 - h. Administer the enforcement of laws affecting the continental shelf and sea bed within the Exclusive Economic Zone (EEZ).
 - i. Administer the Marine Sanctuaries Program, including the review of regulations for each sanctuary as they are adopted.
 - j. Administer and update the Coast Guard's computerized Enforcement Management Information System (EMIS). Provide input to the development and implementation of computer applications to law enforcement programs.

- k. Represent Coast Guard interests in international fisheries negotiations such as Governing International Fisheries Agreements (GIFA), Inter-Regional Fisheries Management regimes and Tuna Conventions, and other international fisheries commissions.
- l. Provide operational support of fisheries enforcement cases requiring interagency coordination as per Presidential Directive NSC-27.
- m. Develop and maintain standards of practice for fisheries law enforcement boardings.
- n. Review existing or proposed laws and law enforcement agreements, and make recommendations for improvements or changes.
- o. Maintain cognizance over manning procedures and requirements for Coast Guard units tasked with a fisheries law enforcement mission.
- p. Maintain cognizance of and provide support to intelligence programs which complement Coast Guard fisheries enforcement efforts.

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 ELT program and maintain cognizance over related operations. This involves enforcement within the territorial waters, contiguous zone, and special interest areas on the high seas of 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 general law enforcement. Develop long range program plans, supervise the periodic revision of these plans, and input these plans to the ELT Operating Program Plan.
 - c. Provide input and prepare planning criteria and operational requirements for manning, equipping, and deploying facilities engaged in general law enforcement operations.
 - d. 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.
 - e. Coordinate plans and procedures for those Coast Guard units engaged in multi-mission operations involving both general law enforcement and operations under the cognizance of another program.
 - f. Develop operational procedures for facilities involved in general law enforcement.
 - g. Review and oversee general law enforcement portions of the Maritime Law Enforcement School course curriculum.
 - h. Work to develop additional bilateral agreements to strengthen existing measures taken against drug and alien trafficking.
 - i. Maintain cognizance of and provide support to the inter-district witness travel program.
 - j. Coordinate the development and maintenance of standards for Coast Guard use of personal protective law enforcement equipment.

- k. Provide input to the development and implementation of computer applications to law enforcement programs.
- l. Provide operational support of general law enforcement cases requiring interagency coordination as per Presidential Directive NSC-27. Ensure the appropriate disposition of all vessels seized on behalf of a foreign government.
- m. Develop and maintain standards of practice for general law enforcement boardings and use of force.
- n. Review existing or proposed laws, law enforcement agreements, and special law enforcement operations and make recommendations for improvements or changes.
- o. Maintain cognizance over manning procedures and requirements for Coast Guard units tasked with a general law enforcement mission.
- p. Maintain cognizance of and provide support to intelligence programs which complement Coast Guard general law enforcement efforts.
- q. Assist in the development and administration of an asset forfeiture program for Coast Guard seizure cases.
- r. Provide interagency/international instruction when requested to promote increased interagency/international effectiveness in law enforcement.
- s. Educate the public in matters concerning Coast Guard law enforcement efforts.
- t. Consult and confer with representatives of UN agencies, other countries and other U. S. departments and agencies concerning law enforcement matters.

**SEARCH AND RESCUE DIVISION
(G-OSR)**

1. Under the general direction and supervision of the Chief, Office of Operations, and in accordance with all current regulations and directives, the Search and Rescue (SAR) Division Chief shall perform the following functions relative to the Search and Rescue (SAR) program:
 - a. Develop, coordinate, administer, review and evaluate plans, policies, procedures, and standards regarding program execution and performance; initiate, review and evaluate program-related analyses and R & D projects. Manage any assigned Operating Guide accounts and comply with all planning, programming and budgeting requirements for program managers contained in the U. S. Coast Guard Planning and Programming Manual (COMDTINST M16010.1 series).
 - b. Supervise program- and facility specific training.
 - c. Perform information/data base management using data bases common to other divisions where possible.
 - d. Promulgate and publish program- and facility-related directives and publications.
 - e. Provide programmatic input to facility management processes including such areas as training, acquisition, geographic distribution and scheduling.
 - f. Establish and maintain liaison with United States Services, agencies, and private institutions, and international governments and bodies with respect to SAR.
 - g. Exercise oversight of and provide support for assigned special Headquarters units.
 - h. Establish operational performance standards, procedures and training requirements for Coast Guard units and personnel tasked with the SAR mission.
 - i. Coordinate plans and procedures with other program support managers for units tasked with a SAR mission.
 - j. Act as Headquarters Planning Coordinator for certain bases and all shore units tasked with SAR as a primary mission except air stations.
 - k. Supervise preparation of the Boat Requirements Document.

**POLICY DEVELOPMENT AND BUDGET BRANCH
(G-OSR-1)**

1. Under the direction and supervision of the Chief, Search and Rescue Division, the Chief, Policy Development and Budget Branch shall:
 - a. Prepare planning, programming and budgeting (PPB) documents for the SAR program, including the SAR Operating Program Plan, Boat Requirements document, and input to the Capital Investment Plan.
 - b. Conduct program evaluation and develop program requirements. Provide program input to facility and support managers.
 - c. Develop and standardize SAR operation procedures by publishing the National SAR Manual, coordinating review boards for SAR incidents and case studies, initiating and providing program guidance to Research and Development projects, and providing guidance to the Coast Guard Auxiliary.
 - d. Review, evaluate, and coordinate the preparation and submission of program budgetary and supporting documents.
 - e. Establish manning requirements for all shore units tasked with SAR as a primary mission and district and area SAR staff elements.
 - f. Act as Headquarters sponsor for the Rescue and Coordination Center (RCC) functions performed at District Operations Centers.
 - g. Develop and operate the SAR simulation model (SARSIM) and readiness model (SARQ).
 - h. Provide program guidance to the National SAR School, and input as needed to the EMT program.
 - i. Supervise all SAR program-specific training.

**OPERATIONS BRANCH
(G-OSR-2)**

1. Under the direction and supervision of the Chief, Search and Rescue Division, the Chief, Operations Branch shall:
 - a. Formulate and administer SAR plans, programs, and procedures to increase coordination, uniformity and effectiveness of Stations, assigned Bases, Coastal SAR Facilities, and Group Offices including GANTSEC.
 - b. Prepare inputs to PPBS system for assigned units.
 - c. Evaluate and make recommendations on operational characteristics of assigned units and associated SAR equipment.
 - d. Evaluate and make recommendations concerning the acquisition of new facilities as appropriate. Provide input to the replacement programs for all Coast Guard boats. Maintain all boat type manuals.
 - e. Coordinate and supervise the assignment by district and numbering of all Coast Guard boats.
 - f. Establish and maintain operational performance standards and analyze performance of assigned units.
 - g. Establish and maintain operational training requirements for assigned units. Support boat crew professionalism programs by managing the Boat Crew Training Qualification and Certification Program, acting as the Headquarters Program Manager for the Boatswain Mate (BM) rating, and providing program guidance to the Boatswainmate "A" and "C" School and the National Motor Lifeboat School.
 - h. Act as Headquarters Program Manager for the Seaman (SN) rating.
 - i. Coordinate part of real property program for assigned units; justify and establish SAR operational requirements for real property acquisition. Review surveys, leases and agreements involving property use by assigned units.
 - j. Maintain current and permanent historical records for assigned units.
 - k. Publish a program magazine.
 - l. Manage boat crew rescue and survival equipment.

**SYSTEMS BRANCH
(G-OSR-3)**

1. Under the direction and supervision of the Chief, Search and Rescue Division, the Chief, Systems Branch shall:
 - a. Establish Coast Guard standards for and maintain expertise in military and civilian rescue equipment.
 - b. Provide program guidance for the Computer Assisted Search Planning (CASP) model.
 - c. Monitor, evaluate and oversee technological developments and research and development projects, such as direction-finding systems, sensors, and computers applications with the potential to enhance SAR effectiveness.
 - d. Develop, operate, and supervise information reporting systems for the management of the SAR system and provide SAR data support to program managers and district planning officers. Compile and publish service-wide SAR statistics.
 - e. Manage search and rescue alerting network.

LIAISON BRANCH
(G-OSR-4)

1. Under the direction and supervision of the Chief, Search and Rescue Division, the Chief, Liaison Branch shall:
 - a. Establish and maintain liaison with United States Services, agencies and private institutions, and international governments and bodies with respect to SAR, including standardization of procedures and equipment.
 - b. Study and analyze national and international SAR agreements and make recommendations for improvements or changes.
 - c. Develop or prepare drafts of Coast Guard positions on national and international matters relating to SAR. Provide members as required for national and international bodies considering SAR matters.
 - d. Provide administrative support for national SAR matters, including Secretariat for ICSAR.
 - e. Coordinate SAR matters with the International Civil Aviation Organization (ICAO).
 - f. Cooperate with other nations and federal agencies in establishing liaison for a worldwide Search and Rescue Satellite-Aided Tracking (SARSAT) system and a Future Global Maritime Distress and Safety System (FGMDSS). Develop Coast Guard operational requirements for these systems.
 - g. Provide program guidance for the Automated Mutual-Assistance Vessel Rescue System (AMVER).
 - h. Develop and maintain a SAR library containing SAR agreements, ICAO publications, treaties, publications and procedures, and documents concerning related emergency systems.

**AVIATION DIVISION
(G-OAV)**

1. Under the general direction and supervision of the Deputy Chief, Office of Operations, and in accordance with all current regulations and directives, the Aviation Division shall perform the following functions relative to all aviation facilities:
 - a. Act as Headquarters Planning Coordinator (HQPC) for all assigned multi-mission resources. Develop, coordinate, administer, review and evaluate plans, policies, procedures, and performance standards for assigned facilities. These functions include such management processes as facility operation, geographic distribution, changes, manning, training, human factors determinations, analysis, research and development, investigation, surveys, leasing and accident prevention. Comply with all planning, programming and budgeting requirements for HQPC's contained in the U. S. Coast Guard Planning and Programming Manual (COMDTINST M16010.1 series).
 - b. Supervise facility-specific training.
 - c. Evaluate and make recommendations concerning the acquisition of new facilities as appropriate.
 - d. Maintain liaison with non-Coast Guard organizations as appropriate.
 - e. Exercise oversight of and provide support for assigned special Headquarters units.
 - f. Perform information/data base management using data bases common to other divisions where possible.
 - g. Develop operational requirements for the aviation life support field.
 - h. Supervise preparation of the Aviation Requirements document.
 - i. Serve as a member of the Commandant's Aviation Safety Board.

AVIATION PLANS AND PROGRAMS BUDGETING BRANCH
(G-OAV-1)

1. Under the direction and supervision of the Chief, Aviation Division, the Chief, Aviation Plans and Programs Budgeting (PPB) Branch shall:
 - a. Prepare inputs to the PPB system for those facilities under division cognizance. Coordinate inputs for recommended changes to the Capital Investment Plan, Operating Program Plans and the Operating Facilities of the U.S. Coast Guard (OPFAC).
 - b. Evaluate and make recommendations concerning the operational characteristics of Coast Guard aircraft.
 - c. Coordinate and supervise the assignment by district/HQ unit of Coast Guard aircraft.
 - d. Evaluate and make recommendations concerning acquisition of new facilities and the replacement of existing aircraft facilities as appropriate.
 - e. Establish and maintain operating standards and analyze performance of aviation facilities.
 - f. Coordinate division action on planning proposals, unit development plans and acquisition, construction and improvement (AC&I) project proposals which pertain to or have impact upon assigned facilities.
 - g. Prepare the Aviation Requirements document.
 - h. Review, evaluate and coordinate the preparation and submission of program, budgetary and supporting documents.
 - i. Provide Headquarters planning coordination for all aviation rates, namely AD, AT, AE, AM, and ASM.

**AVIATION OPERATIONS BRANCH
(G-OAV-2)**

1. Under the direction and supervision of the Chief, Aviation Division, the Chief, Aviation Operations Branch shall:
 - a. Formulate and administer plans, programs and procedures designed to ensure effective management of aviation facilities.
 - b. Maintain flight and performance manuals for Coast Guard aircraft.
 - c. Coordinate that part of the real property program related to utilization of real property for aviation units. Review surveys, leases and agreements involving property used by aviation units.
 - d. Establish and maintain manning, training and facility requirements for air stations, aviation detachments, and Aviation Training Center.
 - e. Respond to inquiries from other government entities or the public relating to assigned facilities.
 - f. Exercise oversight of and provide support for Air Station Washington.
 - g. Exercise oversight of and provide support for Aviation Training Center.
 - h. Manage professionalism and training programs for aviators less specialized training required by G-EAE and G-CSP-1.
 - i. Supervise maintenance of training records for all Coast Guard aviation personnel.
 - j. Act as Headquarters Program Manager for the Aviation Structural Mechanic (AD), Aviation Electrician's Mate (AE), Aviation Metalsmith (AM), and Aviation Electronics Technician (AT) ratings when they function as flight crew members. (G-EAE acts as Program Manager concerning technical knowledge and maintenance responsibilities.)
 - k. Prepare Required Operational Capabilities (ROCs) and Projected Operating Environments (POEs) documents for assigned aircraft.
 - l. Develop and maintain Sponsors' Requirements Documents for replacement aircraft.
 - m. Serve as supporting member of the Commandant's Aviation Safety Board.

AVIATION LIFE SUPPORT BRANCH
(G-OAV-3)

1. Under the direction and supervision of the Chief, Aviation Division, the Chief, Aviation Life Support Branch shall:
 - a. Maintain close liaison with operational units in order to provide effective support in the life support field.
 - b. Develop operational requirements for aircraft equipment, including equipment storage and delivery systems, and aircrew personal and survival equipment. Ensure timely field support of operational requirements through close liaison with support manager in development of specifications, procurement strategy, funding, and distribution of rescue and survival equipment.
 - c. Coordinate operational inputs for directives governing the use and maintenance of aircrew SAR and survival equipment in appropriate manuals and instructions. Provide input to update and maintain the Coast Guard Aviation Life Support Systems Manual (COMDTINST M13250.1 series).
 - d. Review life support directives/publications of the other military services to determine applicability to the Coast Guard.
 - e. Provide for review of courts of inquiry and investigation reports on matters concerning life support.
 - f. Serve as editor of Coast Guard Flight Lines.
 - g. Maintain liaison with components of the other military services and aviation industry as necessary to carry out the functions described.
 - h. Act as Headquarters sponsor for the CG Aviation Rescue Swimmers. Formulate and administer plans, programs, equipment, and procedures to maximize the resource.
 - i. Act as Headquarters sponsor for the CG Emergency Medical Technicians. This includes Headquarters sponsorship of CG EMT School at Petaluma. Coordinate with G-KOM, G-OSR, and other Program managers to support CG facilities with operational EMT capabilities including guidelines, training, and equipment.

**CUTTER DIVISION
(G-OCU)**

1. Under the general direction and supervision of the Chief, Office of Operations, and in accordance with all current regulations and directives, the Chief, Cutter Division shall perform the following functions relative to High Endurance Cutters (WHECs), Medium Endurance Cutters (WMECs), Patrol Boats (WPBs), Surface Effect Ships (WSESs), and Sea Based Aerostats (SBAs).
 - a. Act as Headquarters Planning Coordinator (HQPC) for all assigned multi-mission resources. Develop, coordinate, administer, review and evaluate plans, policies, procedures, and performance standards for assigned facilities. These functions include such management processes as facility operation, geographic distribution, changes, manning, training, human factors determinations, analysis, research and development, investigation, surveys, leasing and accident prevention. Comply with all planning, programming and budgeting requirements for HQPC's contained in the U. S. Coast Guard Planning and Programming Manual (COMDTINST M16010.1 series).
 - b. Supervise facility-specific training.
 - c. Perform information/data base management using data bases common to other divisions where possible.
 - d. Evaluate and make recommendations concerning the acquisition of new facilities and replacement of existing facilities as appropriate.
 - e. Maintain liaison with non-Coast Guard organizations as appropriate.
 - f. Exercise oversight of and provide support for assigned special Headquarters units.
 - g. Supervise preparation of the Cutter Requirements document.
 - h. Serve as the primary Office of Operations Representative on the Professional and Military Training Advisory Committee (PMTAC).
 - i. Serve as a Senior Member on the Commandant's Vessel Safety Board (CVSB).

**CUTTER PLANS AND PROGRAMS BUDGETING BRANCH
(G-OCU-1)**

1. Under the direction and supervision of the Chief, Cutter Division, the Chief, Cutter Plans and Programs Budgeting (PPB) Branch shall:
 - a. Prepare inputs to the PPB system for those facilities under division cognizance. Coordinate inputs for recommended changes to the Capital Investment Plan, Operating Program Plans and Operating Facilities of the U.S. Coast Guard (OPFAC).
 - b. Establish and maintain operating standards and analyze performance of cutters and major shipboard equipment. Establish and maintain manning, training and facility requirements for assigned cutters.
 - c. Formulate and administer plans, programs and procedures designed to ensure effective management of assigned multi-mission cutters.
 - d. Coordinate and supervise the assignment by district of assigned cutters.
 - e. Coordinate division action on planning proposals, unit development plans and acquisition, construction and improvement (AC&I) project proposals which pertain to or have impact upon assigned facilities.
 - f. Evaluate and make recommendations concerning the operational characteristics of assigned cutters.
 - g. Prepare the Cutter Requirements document.
 - h. Manage the Flight Deck Certification Program for flight deck equipped WHECs and WMECs.

**CUTTER MANAGEMENT BRANCH
(G-OCU-2)**

1. Under the direction and supervision of the Chief, Cutter Division, the Chief, Cutter Management Branch shall:
 - a. Perform HQPC responsibilities for WHECs, WMECs, WPBs, WSEs, Sea Based Aerostats and such other cutter and cutter-related facilities as may be assigned.
 - b. Evaluate and make recommendations concerning the operational characteristics of assigned cutters. Prepare Required Operational Capabilities (ROCs) and Projected Operating Environments (POEs) documents for all Coast Guard WHEC, WMEC and WPB cutters.
 - c. Maintain type manuals for assigned cutters as required.
 - d. Prepare cutter requirements documents lists. Maintain historical records for all assigned cutters.
 - e. Evaluate and make recommendations concerning FRAM, mid-life renovation and replacement programs as applicable for assigned cutters.
 - f. Maintain cognizance of shipboard allowance lists and recommend appropriate changes.
 - g. Develop and maintain Sponsor's Requirements Documents for replacement cutter classes.

**CUTTER TRAINING BRANCH
(G-OCU-3)**

1. Under the direction and supervision of the Chief, Cutter Division, the Chief, Cutter Training Branch shall:
 - a. Administer a program to ensure the currency of cutter functional and operational training, which includes:
 - (1) Development and maintenance of cutter formal school, watchstation qualification, and training exercise standards.
 - (2) Monitoring of cutter training programs offered by Coast Guard training teams, underway training at U.S. Navy training commands, and non-Coast Guard training facilities.
 - (3) Development and maintenance of a program to ensure the qualification of personnel to assume positions of greater responsibility aboard cutters (i.e. Commanding Officer, Officer-in-Charge, Executive Officer, Executive Petty Officer, Department Head).
 - (4) Development and maintenance of administrative procedures for cutter unit training programs.
 - b. Coordinate the development and maintenance of a program to ensure the adequacy of cutter equipment, doctrines and training, in the areas of navigation, shiphandling, visual signaling, seamanship and underway replenishment.
 - c. Coordinate the development and maintenance of standard cutter organization and regulations.
 - d. Coordinate and supervise precommissioning training and pre-delivery organizational activities for newly constructed and reactivated cutters.
 - e. Act as Headquarters Program Manager for the Quartermaster (QM) rating.
 - f. Act as Headquarters Planning Coordinator (HQPC) for FTG and FTC staffs.

**OFFICE OF PERSONNEL
(G-P)**

1. **Mission.** To provide the logistics of the Coast Guard that are of a personnel nature, including the procurement, training, assignment, maintenance of accounts and disbursement of funds related to pay, travel, 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, pay, travel, 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 assigned Headquarters units.
 - 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 and the Retired Pay Program.
 - h. Administer the Retired Servicemen's Survivor Benefit Plan.
 - i. Prescribe the fiscal reports and data relating to pay and travel, 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 ensure uniformly high standards of fiscal efficiency, effectiveness and economy.

- j. Determine basic plans, systems, methods, and procedures under which payrolling and disbursing pay and travel policy 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.
- k. Conduct the service's Payroll Savings Program for the sale of U. S. Savings Bonds.

**PERSONNEL SYSTEMS DIVISION
(G-P-1)**

1. Under the direction and supervision of the Chief, Office of Personnel, the Chief, Personnel Systems Division 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 the support of the Coast Guard personnel program.
 - c. Coordinate the directives program of the Office of Personnel.
 - d. Direct the Coast Guard pay management program encompassing the operation of systems for payment of active duty pay and allowances, allotments from pay, payment of retired and annuitant pay and payment of inactive duty for training reservists, for active and former members of the Coast Guard and Coast Guard Reserve through the USCG Pay and Personnel Center.
 - e. Administer the provisions of the Federal Claims Collection Act of 1966 and the Debt Collection Act of 1982 for overpayments of military pay to Coast Guard members.
 - f. Administer the Waiver of Claims law for erroneous overpayments of pay by the Coast Guard.
 - g. Maintain liaison and conduct business pertaining to Coast Guard pay and travel matters with the Office of the Comptroller, Office of Reserve, Office of Command, Control and Communications, Chief of Staff, Department of Transportation, General Accounting Office, Department of Defense, Treasury and other government agencies. Advise the Chief, Office of Personnel, Chief of Staff, and the Commandant on matters affecting the payment of pay and allowances to Coast Guard personnel.
 - h. Provide technical advice, guidance and support to the Coast Guard Pay and Personnel Center.
 - i. Develop and manage the Military Employment Capabilities Plans.
 - j. Manage Retired Pay Appropriation, OG-01, OG-20, and OG-08 Account.
 - k. Develop and coordinate all pay and personnel information systems, including PMIS, JUMPS, and RPMIS.

- l. Provide analysis and support to the Chief, Office of Personnel in the development of personnel, pay, travel, and compensation policies and procedures.
- m. Provide technical advice, guidance, and instructions to ACO's in resolution of pay and travel entitlements.
- n. Direct the Coast Guard travel management program for the transportation of people for the purposes of temporary duty and permanent change of station.

**COMPENSATION MANAGEMENT BRANCH
(G-P-1/1)**

1. Under the direction and supervision of the Chief, Personnel Systems Division, the Chief, Compensation Management Branch shall:
 - a. Plan, develop, and publish tasks and procedures necessary for the effective and efficient management and operation of the Coast Guard pay and travel programs.
 - b. Provide technical advice, guidance, and instructions to ACO's in resolution of pay questions, and travel entitlement and certification questions.
 - c. Provide determination and decisions concerning questionable or disputed claims for payment of pay.
 - d. Act as representative to the Pay and Allowance Committee, Pay Procedures Committee, and the Military Advisory Panel of the Per Diem, Travel and Transportation Allowance Committee, Department of Defense.
 - e. Maintain the contents and provide technical advice and guidance concerning the Coast Guard Pay Manual. Maintain Volume IX of the Comptroller Manual and provide technical advice and guidance concerning all matters relating to the Joint Travel Regulations and Volume IX, Comptroller Manual, Coast Guard Supplement to JTR, and the Department of Transportation travel regulations.
 - f. Establish functional requirements for electronic data processing needs for pay and travel programs and system modifications to implement laws, regulations and decisions affecting pay and travel.
 - g. Provide liaison with the Federal Aviation Administration Uniform Pay System for civilian pay matters.
 - h. Manage the execution of the Interagency agreement with NOAA by which the CG provides pay support.
 - i. Determine system impact of new legislation, changes in Treasury requirements, and changes made by other government agencies affecting pay and travel.
 - j. Disseminate information concerning statutes, laws, bills, and regulations affecting pay and travel programs and procedures.
 - k. Coordinate and prepare responses to all Congressional inquiries on pay and travel 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 and travel programs, including preparation of resource change proposals, budget forecasts, cost-benefit studies, productivity studies, and mid- and long-range plans.
- n. Forward cases, in dispute with conflicting regulations, to the Comptroller General for decision.
- o. Oversee the development of the personnel management information system.
- p. Recommend new or revised systems and procedures for military and civilian payrolls to the Chief, Office of Personnel.
- q. Direct the installation of new or revised pay systems for the Coast Guard, and obtain General Accounting Office approval.
- r. Coordinate quarterly submission and deposit of state taxes. Publish year end close out reconciliation instructions for state and federal tax reports.
- s. Act as Military Advisory Panel member on the Per Diem, Travel and Transportation Allowance Committee. Coordinate policy clearance and prepare Coast Guard position on proposed changes to the JTR.
- t. Prepare determination packets for approval and signature of the Commandant in accordance with the Per Diem, Travel and Transportation Allowance Committee charter.
- u. Develop, publish, and maintain reporting systems necessary for managing and evaluating the travel program. Conduct studies and surveys.
- v. Develop the financial plan and monitor the execution of OG-20 funds ensuring consistency with the overall operational needs of the Coast Guard.
- w. Research, validate, and approve all requests for extension of Household Goods (HHG) Shipment limitations.
- x. Provide classified material control for the Office of Personnel.

PERSONNEL POLICY ANALYSIS BRANCH
(G-P-1/2)

1. Under the direction and supervision of the Chief, Personnel Systems Division, the Chief, Personnel Policy Analysis Branch shall:
 - a. Provide decision support to the Office of Personnel in the development of personnel policies and practices.
 - b. Provide in-depth policy analysis by evaluating past and present personnel policies and practices, and predict the impact of proposed policies and practices on the CG work force.
 - c. Provide consultation to program managers and G-PTE in the conduct of occupational measurement.
 - d. Provide consultation to the Office of Personnel and the Compensation Management Branch on the social, psychological, and long term policy issues involved in compensation.
 - e. Review the personnel research and development efforts of both the public and private sectors for possible application to the Coast Guard; maintain professional contacts and liaison with parallel groups in other organizations.
 - f. Develop, validate and improve selection, classification, assignment, and promotion instruments and procedures.
 - g. Advise various offices and divisions in the conduct (both content and process) of training system research, operations and systems research, and attitude and other survey research.
 - h. Provide psychological, organization development, and statistical advisory and consultant services throughout the Coast Guard.
 - i. Manage or assist in the management of contracted personnel research and development; maintain close working contact with the Office of Engineering and Development in the conduct of personnel research.

PLANNING AND FINANCIAL MANAGEMENT BRANCH
(G-P-1/4)

1. Under the direction and supervision of the Chief, Personnel Systems Division, the Chief, Planning and Financial Management 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 (RCP) submissions from the Office of Personnel and monitor their progress through the budget cycle.
 - c. Provide mid and long-term planning for the Office of Personnel, including preparation of the Support Program Plan and coordination of Spring Preview issues; preparation of Determinations; and coordinations to OST, OMB, and Congressional Stage budget questions.
 - d. Coordinate review of planning proposals and AC&I PPR's for the Office of Personnel.
 - e. Develop annual standard personnel costs and standard compensation tables for Coast Guard military personnel.
 - f. Develop apportionment schedule and annual obligation program for OG-01 funds.
 - g. Develop obligation program for FICA tax contribution for Coast Guard military personnel.
 - h. Develop the annual apportionment and monthly obligation plan for the RT training program.
 - i. Analyze and determine the cost of military pay and allowances legislation.
 - j. Monitor the execution of all reimbursable budget programs that involve the expenditure of OG-01 funds.
 - k. Administer the Office of Personnel OG-30 funds.
 - l. Formulate and maintain the Military Employment Capability Plan (MECP) as required by Manual of Budgetary Administration.
 - m. Administer the TEMAC program.
 - n. Maintain Personnel Allowances Records within the Office of Personnel.
 - o. Administer OG-08 funds.

- p. Administer Retired Pay funds.
- q. Coordinate Office of Personnel responses to Concurrent Clearances, OFCO's and Personnel Allowance Amendments.
- r. Provide liaison and support for A-76 initiatives as representative of the Office of Personnel.
- s. Study and research directives and regulations, public laws, pending legislation, and regulations and instructions of other Armed Forces, pertaining to military personnel administration.
- t. Develop and maintain the Personnel Manual.
- u. Perform functions of the Directives Control Point for the Office of Personnel.
- v. Review Navy directives in the Military Personnel Series and route to cognizant offices and divisions.
- w. Maintain files and reference library concerning personnel policies and procedures for reference purposes.
- x. Act as coordinator for the suggestion program for the Office of Personnel.
- y. Act as legislative coordinator for Office of Personnel.
- z. Keep the Uniform Regulations current.

**INFORMATION RESOURCES MANAGEMENT BRANCH
(G-P-1/5)**

1. Under the direction and supervision of the Chief, Personnel Systems Division, the Chief, Information Resources Management Branch shall:
 - a. Develop long and short range IRM Plans and budgets.
 - b. Develop or coordinate the development of all personnel management information systems. Serve as liaison between users in the Office of Personnel and the Office of Command, Control and Communications.
 - c. Serve as liaison with other offices developing interfacing management information systems to reduce redundancy of data collection.
 - d. Function as the Data Base Administrator for the Office of Personnel. Monitor the quality of the data in personnel management information systems.
 - e. Assist users in obtaining and analysis of personnel data by providing retrieval, reporting and decision support tools. Staff the Office of Personnel Computer User Support Center for this purpose.
 - f. Coordinate training for Office of Personnel computer system users.
 - g. Operate the Office of Personnel WANG and HARRIS computer systems.

PERFORMANCE MANAGEMENT SYSTEMS STAFF
(G-P-3)

1. Under the direction and supervision of the Chief, Office of Personnel, the Chief, Performance Management Systems Staff, shall:
 - a. Maintain the officer and enlisted performance appraisal systems.
 - b. Provide appropriate support to G-PO and G-PE as users of the performance appraisal systems.
 - c. Improve Coast Guard performance appraisal procedures.
 - d. Provide input to the development of performance appraisal training.

BLANK

CIVILIAN PERSONNEL DIVISION
(G-PC)

1. Under the 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 established 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.

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 training.
 - 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 program.
 - 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 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 components 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 order 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 of 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, 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 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 1904, 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 applicants 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 Governmental 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, Program Branch shall:
 - a. Develop and furnish to offices 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 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 Forces which may be applicable or which may be of general interest to Coast Guard enlisted programs.

**OFFICER PERSONNEL DIVISION
(G-PO)**

1. Under the 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 active 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 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 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 speciality, 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, reversion, 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 and Headquarters prior to filing.
 - c. Maintain accountability for the service records and prepare a variety of correspondence/forms pertaining 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 Servicemen'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-martial 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 notifications 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 Committee 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 to severity, appropriate sentence, effect on current policies and concepts of discipline and justice, and for requests of restoration of duty and/or residual clemency.
 - (3) Review complaints of indebtedness, nonsupport 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, MORALE, WELFARE AND RECREATION BRANCH
(G-PS-4)

1. Under the direction and supervision of the Chief, Personnel Services Division, the Chief, Housing, Morale, Welfare, and Recreation 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 Morale, Welfare, and Recreation Program.
 - e. Coordinate with the Department of the Navy matters pertaining to international sports competition, and other Morale, Welfare, and Recreation activities.
 - f. Administer the Coast Guard's Voting Assistance Program.
 - g. Prepare funding allocations for District Offices and Headquarters Units administering Morale, Welfare and Recreation 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 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.

**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 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 peculiar and operational 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 for either.
 - d. Keep appraised of progress, course requirements and admission standards at those institution 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 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 (GAP) input to the Long Range View and GAP 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 source requirements.
 - d. Perform HQ Planning Coordinator functions for training commands under G-P control.
 - e. Perform resource requirements, OE & AC&I, prepare RCP's, and prepare reprogramming requests in support of the GAP 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 capabilities, 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 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 fiscal 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 under G-P control.
 - l. Administer OG56 funds kept under G-P control through use of approved purchasing, accounting, and reporting procedures.

TRAINING DESIGN, ANALYSIS AND EVALUATION BRANCH
(G-PTE-4)

1. Under the direction and supervision of the Chief, Training and Education Branch, the Chief, Training, Design and Evaluation Branch, shall:
 - a. Support requests for new training programs by reviewing program/support manager problem definitions; identifying performance goals; identifying the existing skill level of the target trainee population; selecting appropriate delivery systems; assisting in the development of terminal performance objectives; managing the development and validation of new course curricula; advising programs managers on contract training specifications.
 - b. Maintain CG training programs by coordinating program managers' curriculum reviews; monitoring the TRACEN periodic review of curricula; recommending approval/disapproval of program managers' requests for major revisions to existing curricula; ensuring resource implications of curricula changes are determined; coordinating the validation of review program.
 - c. Direct the systematic evaluation of CG Training to ensure efficiency, effectiveness and quality of design, development, and implementation by providing and monitoring the use of guidelines for training center evaluations of course graduates; developing and monitoring measures of efficiency and effectiveness for training programs and developing training center staffing criteria; determining training needs and priorities; recommending curricula changes; recommending reallocation of resources.
 - d. Act as CG expert in Instruction Systems Development and as consultant to the training centers in implementation of ISD.
 - e. Coordinate the development and implementation of alternate training technologies.

**RECRUITING DIVISION
(G-PMR)**

1. Under the direction and supervision of the Chief, Office of Personnel, the Chief, Recruiting Division shall with the assistance of his immediate staff:
 - a. Supervise and coordinate the implementation of the annual budget proposal.
 - b. Maintain financial records and budget ledger, making necessary adjustments as dictated by the budget approving authority during the course of the fiscal year.
 - c. Prepare all procurement documents for supplies and services as requested by the Recruiting Division branch chiefs.
 - d. Maintain the general office supply locker, controlling the procurement and distribution of these supplies.
 - e. Maintain the personnel property records, procuring and/or replacing office furniture and other equipment.
 - f. Formulate the annual update of exhibits for the House Appropriations Hearing Committee, coordinating the input from the districts and from within Recruiting Division.
 - g. Complete all financial statistics for Recruiting Division reports and records.
 - h. Keep informed on current financial status of recruiting budget.
 - i. Obtain testing materials for: (1) Enlisted Testing Program; (2) Officer Procurement Program; (3) recruitment of enlisted personnel.
 - j. Serve as Coast Guard liaison with DOD testing facilities, maintaining current requirements authorized by that agency.
 - k. Distribute testing materials to users, providing security and accountability instructions.
 - l. When required, conduct research and make statistical studies of various testing programs of the Coast Guard.
 - m. Administer tests to all officer and enlisted applicants appearing at Coast Guard Headquarters.
 - n. Score tests and maintain record of results for tests administered by Coast Guard activities.

- o. Provide guidance and assistance to District Commander, units, and individuals in connection with the various testing 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 staff, 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. Maintain liaison with the Office of Civil Rights as required to administer the minority recruiting program.
 - b. 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 efforts.
 - c. Develop, review and update Commandant Instructions, Commandant Notices and the applicable sections of the CG PERSMAN, COMDTINST M1000.6 pertaining to officer recruiting efforts.
 - d. In conjunction with the Chief, Advertising Branch, develop and disseminate to the general public, publicity and information on officer recruiting programs. Monitor minority recruiting statistics to identify trends and geographical responsiveness. Promulgate minority officer recruiting statistics to identify trends and geographical responsiveness. Promulgate minority officer recruiting goals as appropriate.
 - e. Process applications for the various officer recruiting programs by assembling, ensuring 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.
 - f. 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 ensure that the board is appropriately endorsed and forwarded to the Commandant for approval.

- g. Answer all inquiries from the public and from Congressional sources relating to Coast Guard officer recruiting, coordinating replies as necessary with higher authority. 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.
- h. Provide support, guidance, and materials to personnel in the field responsible for officer recruiting. Maintain liaison with appropriate training and recruiting personnel in the field and assist as necessary in matters pertaining to the minority training programs.
- i. Review on current basis local officer recruiting efforts Coast Guard wide. Keep abreast of successful techniques being used by Coast Guard recruiters, recruiters of other services and the private sector to attract qualified minorities.
- j. 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.

**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 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. Monitor minority recruiting statistics to identify trends and geographical responsiveness. Promulgate minority enlisted personnel recruiting goals as appropriate.
 - f. Collect and interpret recruiting statistical data on which to base managerial decisions relating to the enlisted recruiting effort.
 - g. Administer the allocation of quotas for the Guaranteed Class A School enlistment option and the Reserve Program.
 - h. Undertake periodic review of enlisted recruiting procedures in each district and recommend corrective action as necessary.
 - i. Maintain the Recruiting Manual and prepare instructional recruiting notices as necessary to keep the recruiting force informed.
 - j. Monitor the selection and training of enlisted recruiters and recommend changes as necessary to achieve improved overall recruiter performance.
 - k. 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-3)

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 toward this advertising among specific segments of the population.
 - e. Study new developments in advertising practices, and techniques and media; suggest adoption of those which prove workable and beneficial.
 - f. Maintain, update, develop and evaluate literature and 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 by 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 on 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, included fulfillment houses, film production houses, etc.

OFFICE OF READINESS AND RESERVE
(G-R)

1. **Mission.** To oversee Coast Guard Readiness to perform its peacetime missions and to fulfill its wartime roles. To direct all aspects of the Reserve Program so as to insure the readiness of Coast Guard Reserve Forces to augment active forces in peacetime and fulfill specified duties in wartime.
2. **Functions.** Under the general direction and supervision of the Commandant, the Vice Commandant and the Chief of Staff, the Chief, Office of Readiness and Reserve shall:
 - a. Be the Flag Officer in charge of the Reserve Program.
 - b. Continuously review the various indicators of the readiness of Coast Guard units, other organizational entities and the Service as a whole; advise the Commandant and Program Directors regularly regarding the state of readiness and specific deficiencies noted.
 - c. Formulate plans, programs and policies of the Reserve, and generally direct, review and monitor the Reserve Program.
 - d. Provide for required logistics to train, equip, and administer the Reserve Forces, including all aspects of Reserve personnel management.
 - e. Establish and maintain liaison with government and non-governmental organizations on matters pertaining to Readiness and the Reserve.
 - f. Serve as a member of the Reserve Forces Policy Board.
 - g. Exercise technical control over the Reserve Training Center.
 - h. Evaluate field level planning for, and develop and maintain Headquarters level plans for: contingency operations; mobilization; and domestic emergencies.
 - i. Establish goals for exercising Coast Guard units; monitor exercises held; evaluate trends and performance; and provide oversight for Coast Guard Exercise and Remedial Action Program.
 - j. Designate membership on Reserve Personnel and Policy Boards.
 - k. Administer the operation of the emergency response organization and the Headquarters Crisis Action Center.

- l. Coordinate pre-execution preparations for Coast Guard continuity of operations plan.
- m. Serve as the Program Director for the Contingency Preparedness Program with the Deputy Chief for Readiness serving as Program Manager.
- n. Be the Headquarters coordinator for matters pertaining to the Maritime Defense Zones.

READINESS BUDGET AND ADMINISTRATIVE STAFF
(G-RE)

1. Under the general direction and supervision of the Chief, Office of Readiness and Reserve, the Chief, Readiness Budget and Administrative Staff shall:
 - a. Administer the Planning, Programming and Budgeting System including review, evaluation, and coordination of Planning Proposals; and review, evaluation, and coordination of the preparation and submission of budgetary and supporting documents by program manager, including Determinations and Resource Change Proposals.
 - b. Coordinate and program the allocation of OG-30 funds.
 - c. Supervise the allotment, expenditure, and accounting for the OG-30 funds for Headquarters Office Support.
 - d. Supervise and coordinate the allocation of office space, civilian personnel management, including functioning as Training Coordinator, and other administrative matters involving more than one division.
 - e. Provide fiscal support to the Area Commanders, District Commanders, and other subordinate commands for the planning, execution and analysis of military exercises.
 - f. Coordinate the review of boards of investigation, and other such administrative matters involving more than one division or program.

**RESERVE STAFF
(G-RS)**

1. Under the general direction and supervision of the Chief, Office of Readiness and Reserve, the Chief, Reserve Staff, shall:
 - a. Initiate and/or coordinate evaluations of management surveys, staff studies, and analyses of program elements to ensure proper levels of effectiveness.
 - b. Review and analyze legislation affecting the Reserve program and develop new legislation deemed necessary.
 - c. Develop goals and objectives of Reserve Information Systems.
 - d. Coordinate activities within the Office of Readiness and Reserve in preparation for appearances by the Office Chief before Congressional Committees.
 - e. Maintain liaison with other components of the armed forces and with other government and non-government organizations as necessary.
 - f. Serve as point of contact for the Coast Guard Liaison Officer on the OASD (MRA&L) staff.
 - g. Maintain a system of Reserve-originated directives and publications.
 - h. Develop Coast Guard Reserve information for dissemination by appropriate authority.
 - i. Coordinate the evolution of the annual Coast Guard Reserve Forces Policy board.
 - j. Review the findings of the Reserve Forces Policy Board.

RESERVE DIRECTIVES AND PUBLICATIONS BRANCH
(G-RS-1)

1. Under the direction and supervision of the Chief, Reserve Staff, the Chief, Reserve Directives and Publications Branch shall:
 - a. Prepare and coordinate publication of the The Coast Guard Reservist magazine.
 - b. Prepare and coordinate publication of the Reserve Administrative Manual (COMDTINST M1001.26).
 - c. Coordinate and maintain the Office of Readiness and Reserve Data Book.
 - d. Manage the Coast Guard Reserve awards program.
 - e. Maintain the Reserve directives and publication system.
 - f. Coordinate the directives and publications allowances lists of Reserve Units and Groups.
 - g. Prepare periodic reports for Headquarters, OST, and other agencies or departments as necessary.
 - h. Maintain background legislative material relating to the Reserve program.
 - i. Coordinate Office of Readiness and Reserve space allocation and layout.

**RESERVE INFORMATION SYSTEMS BRANCH
(G-RS-2)**

1. Under the direction and supervision of the Chief, Reserve Staff, the Chief, Reserve Information Systems Branch, shall:
 - a. Develop and maintain a management information system responsive to Reserve program needs.
 - b. Act as system manager for all Reserve systems (MOBILIZATION, RPMIS, and Reserve Register).
 - c. Provide programming support for all Reserve System users.
 - d. Assist in the development of RCP's for Reserve Information Systems.
 - e. Prepare budget input for all Reserve system computer user charges.
 - f. Act as single source contact for all outside agency contacts and information requests.
 - g. Act as liaison with PMIS and JUMPS system managers.
 - h. Coordinate development and implementation of all procedural and administrative changes to Reserve system.
 - i. Coordinate Coast Guard Reserve interaction with DOD's Reserve Component Common Personnel Data System.
 - j. Resolve conflicts between program managers and data users.

**READINESS ANALYSIS AND EXERCISE DIVISION
(G-RER)**

1. Under the general direction and supervision of the Chief, Office of Readiness and Reserve, the Chief, Readiness Analysis and Exercise Division shall:
 - a. Identify and establish indicators, sources and methods for assessing the state of Coast Guard readiness.
 - b. Receive and analyze data on the current state of readiness of Coast Guard units.
 - c. Report to the Headquarters Program Directors on the readiness of Coast Guard units under their administrative or technical control.
 - d. Recommend and evaluate actions for improvement of the readiness posture of Coast Guard programs and specific Coast Guard units.
 - e. Analyze specific incidents of readiness deficiency.
 - f. Conduct analyses of trends in Coast Guard readiness.
 - g. Coordinate and maintain cognizance over command post and field training exercises and monitor fleet exercises, in which Coast Guard participation is planned.
 - h. Assume management responsibility for Coast Guard policy, goals and objectives for exercise participation.
 - i. Review results of command post training exercises, field training exercises and fleet exercises, to correct shortcomings as appropriate.
 - j. Develop, organize, maintain and, when necessary, administer the operation of an emergency response organization and the Headquarters Crisis Action Center.

READINESS CRITERIA AND ANALYSIS BRANCH
(G-RER-1)

1. Under the supervision of the Chief, Readiness Requirements Division, the Chief, Readiness Criteria and Analysis Branch shall:
 - a. Coordinate the development of standards of Coast Guard readiness.
 - b. Determine and justify the scope of readiness evaluation for Coast Guard activities and units.
 - c. Evaluate actions taken to remedy readiness deficiencies.
 - d. Develop and publish, maintain, and update directives on readiness reporting standards, policies and procedures.
 - e. Serve as liaison for the integration of Readiness management information systems requirements into overall Coast Guard management information systems plans and requirements.
 - f. Evaluate and analyze trends in overall Coast Guard and individual unit readiness.
 - g. Provide current readiness feedback to senior Coast Guard management, Program Director and Area/District/Unit Commanders.
 - h. Manage and maintain readiness reports, information sources and records for the Readiness Requirements and Analysis Division.
 - i. Establish and maintain field liaison with area and district "readiness" personnel.
 - j. Identify sources of information and develop methods for assessing the state of current Coast Guard readiness.
 - k. Evaluate sources of current readiness data and recommend improvement of existing sources.
 - l. Develop and maintain Coast Guard WWMCCS and C3 software relating to "readiness" specific information and analyses.
 - m. Manage WWMCCS Intercomputer Network (WIN) Remote Site in Crisis Action Center.
 - n. Maintain current listing of units participating in the UNITREP and CASREP systems.

EXERCISE AND WAR GAMING BRANCH
(G-RER-2)

1. Under the supervision of the Chief, Readiness Requirements Division, the Chief, Exercise and War Gaming Branch shall:
 - a. Administer Coast Guard participation in military exercises, and war games including:
 - (1) Worldwide Command Post Exercise sponsored by the JCS.
 - (2) Other Command Post Exercises.
 - (3) Field Training Exercises, including:
 - (a) Deployment, employment, and redeployment exercises sponsored by other services, commands and agencies.
 - (b) Coast Guard exercises designed to test reserve mobilization and to conduct reserve familiarization.
 - (4) Navy, combined, and joint fleet exercises and war games.
 - b. Maintain continual liaison with other services, commands and agencies that also are sponsors of the participants in military exercises and war games. Provide the Coast Guard's input into the exercise scheduling processes for the JCS, unified and specified commands, and any other service, command or agency that sponsors or coordinates military exercises and war games.
 - c. Establish, monitor, and continually strive to enhance Coast Guard policy, goals and objectives for exercise participation.
 - d. Administer the operation of the Headquarters Crisis Action Center and promulgate crisis staffing procedures.
 - e. Administer Coast Guard Remedial Action Program.

**READINESS PLANS DIVISION
(G-REP)**

1. Under the general direction and supervision of the Chief, Office of Readiness and Reserve, the Chief, Readiness Plans Division shall:
 - a. Insure the currency and adequacy of planning for domestic peacetime emergencies and wartime operations.
 - b. Coordinate the preparation of Coast Guard input to Navy general war plans and Department of Transportation emergency plans, including Maritime Defense Zone Plans.
 - c. Coordinate, develop, and maintain Coast Guard general war plans, logistics capabilities plans, contingency plans, continuity of operations plans, disaster preparedness and other emergency plans.
 - d. Provide planning guidance, planning factors and mission standards to assist subordinate commanders in the preparation of required plans.
 - e. Review Maritime Defense Zone Plans and the required plans of subordinate commanders.
 - f. Coordinate the development of personnel mobilization requirements.
 - g. Maintain liaison with other government agencies on matters pertaining to the readiness plans and capabilities of the Coast Guard.

**READINESS PLANS BRANCH
(G-REP-1)**

1. Under the supervision of the Chief, Readiness Plans Division, the Chief, Readiness Plans Branch shall:
 - a. Coordinate, develop and maintain the Coast Guard's Emergency Planning System which includes both military and domestic emergencies.
 - b. Provide policy and planning guidance to assist subordinate commanders in the preparation of required plans, including Maritime Defense Zone Plans. Analyze plans of subordinate commanders.
 - c. Provide Coast Guard input to Department of Transportation, Department of Navy and joint planning documents.
 - d. Maintain a current capabilities plan for both military and domestic emergency preparedness planning.
 - e. Review and analyze plans and planning guidance of unified, specified and component commanders to determine extent of Coast Guard participation and force levels in joint plans. Participate in plan development on behalf of the Commandant.
 - f. Review readiness planning documents produced by other services and federal agencies to determine their effect on the Coast Guard.
 - g. Maintain liaison with the Office of Emergency Transportation (DOT) and other government agencies concerned with emergency planning.
 - h. Coordinate Continuity of Operations Planning, the Joint Emergency Evacuation Program and facilities at the Alternate National Military Command Center for Coast Guard Headquarters.
 - i. Coordinate pre-execution preparations for the Coast Guard Continuity of Operations Plan (COOP) including emergency relocation site maintenance and personnel identification.

**MOBILIZATION PLANNING BRANCH
(G-REP-2)**

1. Under the supervision of the Chief, Readiness Plans Division, the Chief, Mobilization Planning Branch shall:
 - a. Develop and implement policies, procedures and guidelines for mobilization workforce and logistics planning.
 - b. Develop, refine and maintain the Coast Guard logistics support and mobilization personnel requirements.
 - c. Conduct special studies on manpower and skills required during mobilization.
 - d. Develop and maintain the mobilization total manpower resource accounting system (wartime PAL).
 - e. Allocate or reallocate military and civilian mobilization personnel allowance for all Coast Guard units in accordance with statutory requirements, established ceilings, fiscal limitations, approved program changes and staffing criteria.
 - f. Review manpower requirements submitted in Resource Change Proposals in consonance with approved programs, to detect deviations from approved staffing criteria and total mobilization manpower requirements.
 - g. Review and approve subordinate commanders logistics and mobilization support plans.

**RESERVE ADMINISTRATION DIVISION
(G-RSA)**

1. Under the direction and supervision of the Chief, Office of Readiness and Reserve, the Chief, Reserve Administration Division, shall:
 - a. Provide guidance and continuity for administering Reserve Personnel matters.
 - b. Administer appointments, retirements, separations, and other status changes for all Reservists.
 - c. Administer promotions for Reserve Officers.
 - d. Administer the Temporary Reserve program.
 - e. Prepare and coordinate the publications of the Register of Reserve Officers (COMDTINST M1427.2 series).
 - f. Review all board actions concerning Reservists.
 - g. Maintain and manage Reserve personnel accounting data.
 - h. Administer IDT pay and points for Reservists.
 - i. Maintain liaison with other components of the armed forces and with other government and non-government organizations as necessary.

RESERVE PERSONNEL SYSTEMS/RECORDS BRANCH
(G-RSA-1)

1. Under the direction and supervision of the Chief, Reserve Administration Division, the Chief, Reserve Personnel Systems/Records Branch, shall:
 - a. Coordinate with the Pay and Personnel Center the processing of the Inactive Duty for Training (IDT) payroll.
 - b. Credit pay and retirement points.
 - c. Distribute annual point count statements.
 - d. Notify those Reservists who complete twenty satisfactory years for retirement.
 - e. Provide point computations as necessary.
 - f. Review all applications for retiree identification cards.
 - g. Process Reservists for retirement.
 - h. Administer the SBP, SGLI, and DEERS programs for Reservists.
 - i. Maintain and manage the Reserve personnel accounting data base of RPMIS.
 - j. Prepare and coordinate publication of the Reserve Personnel Management Information Manual (COMDTINST M1080.6).
 - k. Maintain all service records of Reservists serving on inactive duty.
 - l. Coordinate and maintain a records disposal program for the Reserve Administration Division.
 - m. Prepare service records for shipment to Military Personnel Records Center.
 - n. Furnish information and selected statistics on officer and enlisted personnel as required by official and private inquiries in accordance with regulations.
 - o. Recall service records from the National Personnel Records Center.
 - p. Prepare service records for personnel boards.
 - q. Serve as Service Record Liaison Officer for the Office of Readiness and Reserve.

- r. Certify the eligibility of Reservists death benefits, SBP, SGLI, awards, and other benefits or entitlements.
- s. Prepare statements of creditable service to establish prior service and pay base dates.
- t. Reconstruct lost service records.
- u. Establish service records for new enlistment for appointments.
- v. Administer the Temporary Reserve program.
- w. Review medical examinations of Reservists.
- x. Follow-up claims resulting from injury.
- y. Monitor status of Reservists under a Notice of Eligibility for Disability Benefits.
- z. Provide total service computations for prior service personnel.
 - (1) Verify service record information for FOIA/PA requests.
 - (2) Process medical discharges.
 - (3) Verify eligibility for awards.
 - (4) Monitor the receipt of inactive duty Reserve officer fitness reports.

**RESERVE OFFICER PROMOTION/PERFORMANCE BRANCH
(G-RSA-2)**

1. Under the direction and supervision of the Chief, Reserve Administration Division, the Chief, Reserve Officer Promotion/Performance Branch shall:
 - a. Review all board action concerning members of the inactive Reserve.
 - b. Review legislation impacting Reserve personnel matters.
 - c. Administer Reserve appointments, retirements, separations and other status changes.
 - d. Administer inactive duty Reserve officer promotions.
 - e. Prepare and coordinate publication of the Register of Reserve Officers (COMDTINST M1427.2 Series).
 - f. Administer the interservice transfer of officer personnel.
 - g. Administer FOIA/PA requests.
 - h. Review inactive duty Reserve officer fitness reports.
 - i. Administer the Key Federal Employee Program for the Reserve.
 - j. Compute the total commissioned service for Reservists.
 - k. Process BCMR actions.
 - l. Administer the 27 points annual screening of inactive duty Reserve officers in active status.

**RESERVE PROGRAMS DIVISION
(G-RSP)**

1. Under the direction and supervision of the Chief, Office of Readiness and Reserve, the Chief, Reserve Programs Division, shall:
 - a. As 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 Reserve Program needs.
 - c. Prepare Planning Proposals and Resource Change Proposals in consonance with the Operating Program Plan.
 - d. Submit budget estimates based on Planning Proposals and personnel and other statistics maintained by the division.
 - e. Prepare the Operating Stage of the Budget, and the Financial Plan, and administer and control the allotted funds.
 - f. Establish numeric requirements and qualifications criteria for Reserve personnel procurement.
 - g. Formulate and administer organizational and attendance standards for Reserve units and members.
 - h. Administer the Reserve mobilization assignment system.
 - i. Maintain liaison with other components of the armed forces and with other government and non-government organizations as necessary.

**RESERVE PLANS BRANCH
(G-RSP-1)**

1. Under the direction and supervision of the Chief, Reserve Programs Division, the Chief, Reserve Plans Branch, shall:
 - a. Develop and maintain long range plans to meet Reserve personnel needs, including facilities.
 - b. Prepare RCPs, in accordance with long range planning objectives and policies.
 - c. Develop and maintain long range plans for facilities acquisition, construction and utilization.
 - d. Prepare planning factors for development of budget.
 - e. Develop program structure and strength standards.
 - f. Process Operating Facility Change Orders and assess their organizational impact.
 - g. Maintain the Operating Program Plan.
 - h. Prepare and coordinate publication of the Reserve Unit, Personnel and Performance Statistics Report.
 - i. Serve as liaison with other armed forces concerning joint facility use.
 - j. Review Development Plans and Planning Proposals impacting the Reserve program, facilities and spaces.
 - k. Develop and maintain tables of organization.
 - l. Establish Reserve personnel recruiting objectives and coordinate procurement with the Office of Personnel.
 - m. Maintain background material and historical data relating to the Reserve program and prepare policy and position papers.
 - n. Maintain records of Reserve funded personnel allowances and prepare documentation for any changes.
 - o. Coordinate training for personnel in the Office of Readiness and Reserve.
 - p. Prepare documentation for Determinations and Spring Preview.
 - q. Manage the Enlistment Incentives program.

**RESERVE BUDGET BRANCH
(G-RSP-2)**

1. Under the direction and supervision of the Chief, Reserve Programs Division, the Chief, Reserve Budget Branch, shall:
 - a. Develop the Reserve budget estimates in consonance with statistical projections and Resource Change Proposals.
 - b. Develop cost standards to aid management and control of Reserve training and to use in the development and justification of Reserve budget estimates.
 - c. Prepare the Reserve appropriation financial plan and the apportionment of Reserve funds.
 - d. Develop changes to the Reserve appropriation financial plan to meet changing funding requirements.
 - e. Prepare Reserve budget presentations for inclusion in the various Coast Guard budget stages.
 - f. Prepare Reserve Budget reports as necessary for program management.
 - g. Coordinate and ensure adequate reimbursement to the OE appropriation.
 - h. Administer Reserve funds maintained in Headquarters accounts.
 - i. Develop cost analyses to ensure effective utilization of funds.
 - j. Provide budgetary input for the preparation of planning factors.
 - k. Advise districts on maximum effective utilization of funds and standard reporting procedures.
 - l. Maintain historical budget records.
 - m. Coordinate and resolve budget matters concerning logistics support.

**RESERVE MOBILIZATION BRANCH
(G-RSP-3)**

1. Under the direction and supervision of the Chief, Reserve Programs Division, the Chief, Reserve Mobilization Branch, shall:
 - a. Administer the Reserve mobilization program.
 - b. Administer the Reserve Readiness Evaluation Program.
 - c. Keep abreast of changing mobilization personnel and training requirements.
 - d. Develop and administer programs as necessary to meet changing mobilization needs.
 - e. Provide input for the preparation of Reserve advancement and training programs.
 - f. Coordinate Reserve participation in readiness exercises.
 - g. Coordinate the assignment of Coast Guard Reservists to drilling billets with the Selective Service System, Federal Emergency Management Agency, and other Defense-related agencies.
 - h. Maintain liaison with other components of the armed forces and with other government and non-government organizations as necessary.

**TRAINING DEVELOPMENT BRANCH
(G-RST-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 plans for Reserve training development.
 - b. Manage and coordinate the analysis, design, development, implementation and control of Reserve training programs.
 - 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.

**RESERVE TRAINING DIVISION
(G-RST)**

1. Under the direction and supervision of the Chief, Office of Readiness and Reserve, the Chief Reserve Training Division, shall:
 - a. Identify training needs 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 the active service.
 - e. Administer the officer experience indicator and enlisted qualification code programs.
 - f. Prepare and coordinate publication of the Reserve Training Manual (COMDTINST M1500.12).
 - g. Maintain liaison with other components of the armed forces and other government and non-government organizations as necessary.

**TRAINING SUPPORT BRANCH
(G-RST-1)**

1. Under the direction and supervision of the Chief, Reserve Training Division, the Chief, Training Support Branch, shall:
 - a. Initiate, schedule, coordinate, and manage Reserve training programs.
 - b. Coordinate Reserve training with the active service.
 - 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 Annual Training (AT) resident course program, arrange and schedule courses, administer the quota control system, and provide Instructor/Administrator (I/A) Support.
 - e. Manage the Special Active Duty for Training (SADT) program.
 - f. Administer and control attendance at War and Staff College courses and other courses for senior Reserve officers.
 - g. Obtain, distribute, control, and maintain Reserve training aids, including small boats.
 - h. Administer the following specific activities:
 - (1) Career Development Program (CDP).
 - (2) Officer experience indicator assignments.
 - (3) Enlisted qualification code assignments.
 - (4) Changes in rating.
 - i. Coordinate and administer the Reserve enlisted advancement system, including the establishment of enlisted advancement requirements and administration of Reserve service-wide examinations.
 - j. Process applications for advancement to E-7, E-8, E-9, and appointment to warrant grade.

**OFFICE OF COMMAND, CONTROL, AND COMMUNICATIONS
(G-T)**

1. **Mission.** To develop policy for, maintain managerial oversight of, and acquire (except major systems) 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 to, and 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 assigned Headquarters units.
 - 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. 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.
 - i. Establish and maintain liaison with governmental and private agencies in connection with telecommunications, radio assignments, information technology, and electronics matters.

- j. Be responsible for the development and administration of a comprehensive standards program.
- k. When or where applicable, coordinate with Departmental offices where matters of telecommunications policy are concerned.

**TECHNICAL ADVISOR
(G-TT)**

1. Under the direction and supervision of the Chief, Office of Command, Control and Communications, the Technical Advisor shall:
 - a. Provide technical direction and oversight to the Command, Control & Communications (C³) 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 C³ subject areas. Represent the Office Chief, when designated, in all intra-Coast Guard meetings and decision processes involving C³ technology and applications.
 - h. Maintain awareness of new C³ type technology and its potential use(s) in the GAT program.
 - i. Serve as chairperson of major technical review boards, committees, panel, 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 GAT-related projects.
 - j. Serve as the Coast guard technical representative on designated inter-agency and government-industry committees concerned with C³ technology and standards.

- k. Provide administrative and logistic support for the Office. Act as the Office Support Services Coordinator.
- l. Coordinate administration of all C³ projects assigned to the Electronics Engineering Center, Station Alexandria and the Supply Center.
- m. Supervise the maintenance of drawing files, film files and display material for the Office.

**DATA SYSTEMS DIVISION
(G-TDS)**

1. Under the general direction and supervision of the 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 quality 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. α
 - c. Conduct feasibility and systems studies, prepare specifications, and perform other technical and administrative activities associated with the acquisition of hardware, software, time-sharing, and other ADP services for major Coast Guard systems. α
 - d. Establish policies, standards, procedures, and contingency plans for the development, operation, back-up, 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.
 - f. Provide liaison with the Transportation Computer Center (TCC). α
 - 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 C³ systems assigned to the Data Systems Division.
 - i. Provide technical guidance to field commands for assigned systems.
 - j. Manage the design, development, installation and maintenance of applications software for assigned computer systems including shipboard computer systems including shipboard and office automation. α

- k. 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 in the management of information resources.
- l. 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.

DATA ADMINISTRATION STAFF
(G-TDS-DA)

1. Under the direction and supervision of the Chief, Data Systems Division, the Data Administration Staff shall:
 - a. Develop policy for data resource management, including organizational and operational considerations.
 - b. Develop strategy and planning objectives for Coast Guard wide data resource utilization. Develop guidance for data resource policy and planning, and for the control and reduction of data redundancy.
 - c. 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.
 - d. Participate in the analysis of major information systems and data structuring.
 - e. Participate in the Automated Information Systems (AIS) program as it relates to data policy, data categorization, and data value.
 - f. Serve as analyst/advocate for determining user requirements for new or revised Command, Control and Communications (C³) systems. Serve as a data resource consultant. Provide guidance in data modeling and data availability in all C³ programs to user organizations.
 - g. Develop policies to insure that information/data can be distributed organizationally and geographically.
 - h. Review design standards relating to data resources, including standards for Data Base Management System (DBMS) performance modeling, data element definition, and data entry standards.
 - i. Provide guidance for decisions and standards on primary data ownership and access to authorized programs.
 - j. Ensure all areas of data resource management are compatible with all applicable requirements and guidelines established by proper authority, including GSA and DOT security policies.
 - k. Provide coordination for internal data audit function. Conduct internal Automated Data Processing (ADP) audits to ensure compliance with established policies and standards for data resource management.

MAJOR SYSTEMS ACQUISITION BRANCH
(G-TDS-1)

1. Under the direction and supervision of the Chief, Data Systems Division, the Chief, Major Systems Acquisition Branch shall:

a. Direct the activities of the Development, Implementation, Special Project - Marine Safety Information Systems (MSIS) and Distributed Computing Systems (DCS) Project Sections.

2 a. Conduct systems analysis for the definition and design of assigned major information systems leading to the preparation of functional requirements and user's data structuring.

✓ c. Manage the detailed design, programming, testing, and implementation of assigned major information systems developments or major improvements undertaken by the Data Systems Division.

1 a. d. Serve as the primary source of subject matter expertise within the GAT program for Federal/Departmental ADP procurement procedures.

1 a. e. Perform trade-off studies in alternative architectures for major information systems, reflecting technical issues as well as economic and governmental policy.

1 a. f. Prepare necessary Coast Guard-external and RFP documents for the acquisition of information systems assets, hardware and system software, and/or major application software. Develop cost/performance proposal evaluation criteria to reflect user requirements and appropriate GAT program policies.

1 a. 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 manage the initial maintenance-support until turnover to the final user/operator.

Sta i. Function as the project manager for the acquisition of all major time-sharing services, or those used by multiple programs.

2 a. j. Conduct all acquisitions of general systems-analysis/program-development services required by the Coast Guard beyond those available from other Federal sources.

- k. Monitor technical developments and potentials of major information systems, especially software tools and applications packages.
- l. Coordinate and validate Coast Guard-wide requirements for procurement and installation of data systems equipment in support of C³ common user systems and determine the functional characteristics for that equipment.
- m. Initiate and/or review recommendations for establishment or modification to information systems (facilities and equipment).
- n. Provide policy guidance for correctness and updating of Coast Guard ADP manuals.
- o. Develop policy for information resources management, including organizational and operational considerations.
- p. Assess current information management technology and integrate it with the objective defined in the GAT Support Program Plan.
- q. Function as analyst/advocate₃ in determining user requirements for new or revised C³ systems. Serve as a data resource consultant. Provide guidance in data modeling and data availability in all C³ programs to user organizations.
- r. Develop strategy and planning objectives for Coast Guard 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 facilitating 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. Conduct and coordinate studies and initiate planning of advance technology programs applicable to the Coast Guard C³ System, and be the point of contact for the Office of Engineering and Development for review of C³ related programs relating to ADP.
- z. Function as C³ system (network) architect for information systems. Analyze existing and proposed systems, and define functional requirements.

STANDARDS AND APPLICATIONS DEVELOPMENT BRANCH
(G-TDS-2)

1. Under the direction and supervision of the Chief, Data Systems Division, the Chief, Standards and Applications Development Branch shall:
 - a. Direct the activities of the Standards Section and the Applications Development 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.
 - e. Conduct systems analysis for the definition and design of major information systems leading to the preparation of functional requirements and the user's data structuring.
 - f. Perform the detailed design, programming, testing, and implementation of all information system developments including office automation technology or major improvements taken on by the Data Systems Division.
 - g. Manage all assigned contracts for general system-analysis/program-development services required by the Coast Guard and assist authorized users in employing such services.
 - h. Oversee user chargeback systems applicable to major ADP facilities to insure 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.
 - i. Provide technical guidance and advise field activities developing applications on their own information resources. Provide similar advice on general training needed to support local applications development.

- 20 j. Provide informal communications channels and user-working-group for field (ad hoc) applications programmers. Provide mechanisms to formally adopt and support local applications of broad benefit.
- 72 k. Foster the adoption of professional methods and software, such as utilities and program generators, that improve field programming productivity and reliability.

2.14.12

**SYSTEMS SUPPORT BRANCH
(G-TDS-3)**

1. Under the direction and supervision of the Chief, Data Systems Division, the Chief, Systems Support Branch shall:
 - a. Direct the activities of the Applications Support, Mission Support and Standard Terminal Sections.
 - 52* b. Manage operation of the Headquarters Data Terminal Center.
 - 5JA* c. 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 System Coordinator.
 - 5JA* d. Manage the analysis and implementation of minor improvements to assigned ADP applications in production at TCC.
 - 5JA* e. Manage the use of contractual assistance in converting and maintaining assigned applications in production at TCC.
 - 5JA* f. Provide technical services support to application programmers and field terminal users.
 - 5JA* g. Coordinate all operational matters with TCC for Headquarters and field users regarding ADP applications in production at TCC.
 - 5JA* h. Act as liaison between users and staff providing TCC services.

**INFORMATION CENTER
(G-TDS-4)**

1. Under the direction and supervision of the Chief, Data Systems Division, the Chief, Information Center shall:
 - a. Manage the operation of the Information Center.
 - b. Provide consultations to users developing their own applications.
 - c. Provide training classes on selected equipment and software related to the standard terminal, Transportation Computer Center (TCC), or general computer literacy.
 - d. Maintain inventory of special use equipment and software for use by HQ personnel.
 - e. Maintain a library of technical publications and periodicals for use by HQ personnel.

**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 computer software. Maintain liaison with Coast Guard Yard concerning electronics design and support matters.
 - c. Manage the maintenance of Coast Guard operated, Navy-owned electronics equipment (less avionics). Maintain liaison activities with the U. S. Navy to obtain Navy-type electronics equipment and maintenance funds for Navy-owned equipment on Coast Guard vessels.
 - d. 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 of VTS). Manage the maintenance and engineering support for the radiobeacon system.
 - e. Provide technical guidance for the training program for Sonar Technicians (STs).
 - f. Maintain liaison with Coast Guard Supply Center concerning electronics support matters. Manage the establishment and operation of Systems Management Engineering Facilities (SMEFs).
 - g. Monitor Coast Guard research and development activities involving C³ systems assigned to the Electronics Systems Division.
 - h. 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.

- i. Provide technical guidance to field commands for assigned systems.
- j. Provide policy direction to Area and District Commanders for the operation, administration and inspection of Coast Guard ship and shore electronic systems.
- k. Provide inputs to G-TPP on long range plans, policies and objectives to the GAT Support Program Plan.
- l. Maintain liaison with appropriate C³ organizations in the Department of Transportation, Department of Defense and other agencies as required.
- m. Manage the procurement, installation, improvement, and maintenance of shipboard radar and RACONS.
- n. Provide policy guidance on correctness and periodically update Coast Guard electronics Plans and Manuals.

**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, shipboard data processing, and associated equipment.
 - c. Review the existing and planned electronics 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 item for the construction of new vessels.
 - f. Provide a 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 Engineering and Development projects involving shipboard electronic equipment to operational hardware and/or software.
 - k. Perform functions of Equipment Manager of those equipments/systems assigned and for which a Systems Management Engineering Facility has not been designated.
 - l. Serve as Headquarters coordinator for the Coast Guard COMDAC Support Facility by coordinating division action on Planning Proposals, Acquisition, Construction, and Improvement Project Proposals and other plans and projects pertaining to the CG COMDAC Support Facility and its activities.

**MAINTENANCE BRANCH
(G-TES-2)**

1. Under the direction and supervision of the Chief, Electronics Systems Division, the Chief, Maintenance Branch shall:
 - a. Manage the Coast Guard Electronics-Computer Equipment Maintenance Program; establish service-wide 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 service-wide, 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, Coast Guard Yard and Supply Center, Brooklyn, particularly Systems Management Engineering Facility (SMEF) responsibility.
 - 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 service-wide standards for test equipment calibration programs.
 - j. Determine support requirements for designated Navy-owned equipment, including sonar, air search radar and communications equipment.
 - k. Coordinate the disposal and use of excess electronic material.
 - l. Provide technical guidance for the Sonar Technician (ST) training program.

- m. Coordinate the disposal and use of excess electronic material.
- n. Provide technical guidance for the ST training program.
- o. Perform functions of Equipment Manager for equipment/systems assigned for which a Systems Maintenance Engineering Facility (SMEF) has not been designated.

**NAVIGATION SYSTEMS BRANCH
(G-TEG-3)**

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 radionavigation 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 equipment/systems assigned for which a Systems Maintenance Engineering Facility (SMEF) has not been designated.
 - g. Provide technical support for Loran-C, marine radio-beacon, shore-based radars, RACONS, and Vessel Traffic Services (VTS) systems.

2.14.20

**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 conditions.

**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 interests.
 - h. Maintain liaison with the Department of State, the White House, and other Governmental 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 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.

2.14.22

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 operations run, 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 governmental 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 operations 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.

2.14.24

**PLANS AND POLICY DIVISION
(G-TPP)**

1. Under the general direction and supervision of the Chief, Office of Command, Control and Communications, the Chief, Plans and Policy Division shall:
 - a. Coordinate required or recommended changes to the Coast Guard C³ systems, and implement changes within the context of the GAT Support Program Plan.
 - b. Analyze and recommend use of C³ resources (funds, people, laboratories) and review major contracts and proposals to ensure compatibility with these plans.
 - c. Coordinate, or prepare, and defend, all planning, programming and budgeting documentation/activity for the Coast Guard's world-wide C³ 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. Identify issues, studies or procurements that need C³ project management support. Identify resources and establish project management teams and project review process.
 - e. Manage the C³ program for human resource developments, including graduate and special training programs. Provide guidance for the formulation of Class A school curricula. Coordinate C³ officer specialty assignments and prepare recommendations regarding personnel actions in the GAT program.
 - f. Establish and manage a process within G-T for validating all C³ requirements and assigning responsibility to G-T Divisions (G-TES, G-TDS, or G-TTS) for executing projects.
 - g. Accomplish all office-wide strategic planning, including the Support Program Plan and the C³/IRM Plan.

**RESOURCE ALLOCATION BRANCH
(G-TPP-1)**

1. Under the direction and supervision of the Chief, Plans and Policy Division, the Chief, Resource Allocation Branch shall:
 - a. Identify, evaluate and analyze all resource (funds and personnel) requirements necessary to sustain world-wide Coast Guard C³ support at the desired levels of service and/or reliability.
 - b. Translate C³ 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 C³ network and its support systems. Ensure the adequate reflection of PPB activity from related, but external programs in all resulting analysis, 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 C³ related resources changes and impacts are consistent with or incorporated in the Office of Command, Control and Communications plans.
 - e. Review and evaluate all C³ 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, obligations 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 C³ resource management; including project publication/expenditure tracking, project backlog measurement and resource planning/scheduling. Provide maintenance and improvements for all Office users of this computer system.

2.14.26

- 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 C³ assets. Evaluate the intent of enabling Departmental, OMB, Congressional and Chief of Staff decisions in deriving recommendations.
- i. Manage the C³ 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-30, 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 office of the Inspector General (J-1), Director of Automated Systems Policy (M-30), or other OST components.

**HUMAN RESOURCE ALLOCATION BRANCH
(G-TPP-2)**

1. Under the direction and supervision of the Chief, Plans and Policy Division, the Chief, Human Resource Allocation Branch shall:
 - a. Monitor, coordinate and contribute to the planning and execution of the GAT program for C³ human resources development.
 - b. Coordinate C³ officer-specialty assignments and prepare recommendations regarding personnel actions involving the GAT 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 GAT program and personnel specialty areas.
 - d. Analyze GAT post graduate and continuing (refresher) education, and special training needs. Develop the Office's selection criteria for, and allocation of training billets to, C³ skill categories. Act as the primary point of contact with the Office for C³ career information and education/training guidance. Review C³ 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 GAT program subject areas. Maintain awareness of C³ related courses offered by other federal agencies and major educational institutions, and evaluate their potential use in the GAT program by Coast Guard military and civilian personnel.
 - f. Monitor the general development and content of Class A training programs and the overall C³ 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 C³ 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.

2.14.28

- h. Monitor and prepare recommendations concerning modifications to the rate structure and professional rating requirements, and the development of career paths in the GAT 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 GAT program.
- j. Review and prepare recommendations concerning the long range training requirements (Coast Guard) and training plan (Office) for civilian employees within the GAT program.
- k. Serve as subject matter expert for the Electronics Technician (ET), Telephone Technician (TT) and Radioman (RM) ratings.
- l. Develop and specify requirements for audio-visual training aids for GAT field personnel.
- m. Administer the Freedom of Information Act (FOIA) program with the Office.
- n. Plan and execute the training programs for military and civilian members of the Office.

**STRATEGIC PLANNING BRANCH
(G-TPP-3)**

1. Under the direction and supervision of the Chief, Plans and Policy Division, the Chief, Strategic Planning Branch shall:
 - a. Perform long range strategic planning for the Office of Command, Control and Communications.
 - b. Review inputs on long-range plans, policies and objectives to the GAT Support Program Plan.
 - c. Coordinate and validate all plans, policies, and directives proposed by G-T divisions.

**TELECOMMUNICATIONS SYSTEMS DIVISION
(G-TTS)**

1. Under the general direction and supervision of the Chief, Office of Command, Control and Communications, the Chief, Telecommunications Systems Division shall:
 - a. Manage Coast Guard activity relating to the design, testing, development, procurement, installation and maintenance of Coast Guard telecommunications equipment cited in the following paragraphs.
 - b. Manage the installation and maintenance of cryptographic and voice privacy equipment.
 - c. Manage the Coast Guard TEMPEST program.
 - d. Manage the design, development, installation and maintenance of the Coast Guard's communication networks, including switched and dedicated telephone lines, VHF, microwave and satellite links, inter-office networks, submarine communication cables, and their interconnecting computer systems.
 - e. 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.
 - f. Monitor Coast Guard research and development activities involving telecommunications systems.
 - g. Develop and maintain long range plans, policies and objectives for Coast Guard telecommunications systems, including common user and user chargeback systems; direct, implement and maintain these plans. Be specifically responsible for the USCG Telecommunications Plan.
 - h. Develop user requirements for telecommunications resources, and assist program and support managers in preparing, or prepare directly, Resource Change Proposals (RCPs) to meet these requirements. Assist users with externally mandated telecommunications approval actions (e.g., APR, DPA).
 - i. Provide radio spectrum management support to the Coast Guard, DOT surface mode agencies and other Federal agencies under appropriate agreements.

- j. In consonance with OSD (Office of Secretary of Defense) and OST, maintain liaison with the U.S. Navy and other agencies to develop and refine policies and procedures relating to telecommunications. Participate in the work of national and international communications committees, and serve as the Chairman of the U.S. Safety of Life at Sea (SOLAS) working group on radiocommunications.
- k. Coordinate support to other Federal agencies in accordance with National Communications Systems Policies.
- l. Serve as Program Manager and Support Manager for Telecommunications.
- m. Serve as the focal point for Coast Guard operational communications.
- n. Manage the implementation, installation, procurement, and accounting of Coast Guard and Navy-owned cryptographic equipment for voice, record, and data communications. Manage all voice privacy equipment; manage the Coast Guard Communications Security (COMSEC) and COMSEC Materiel System (CMS) programs.
- o. Manage the Coast Guard Communications Tactical (COMTAC) program.

**REQUIREMENTS ANALYSIS STAFF
(G-TTS-1)**

1. Under the direction and supervision of the Chief, Telecommunications Systems Division, the Chief, Requirements Analysis Branch shall:
 - a. Provide policy guidance for correctness and updating of Coast Guard telecommunications plans and manuals.
 - b. Function as C³ system (network) architect for telecommunications systems. Analyze existing and proposed systems, and define functional requirements.
 - c. 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.
 - d. Ensure compatibility of Coast Guard and Navy communications plans and policies.
 - e. Provide policy guidance and coordinate the Coast Guard communications security program.
 - f. Coordinate mobilization requirements for the Coast Guard Telecommunications System, including personnel services and facilities.
 - g. Maintain liaison with appropriate C³ organizations in the Department of Transportation, Department of Defense and other agencies as required.
 - h. Review and monitor programs and projects involving C³ systems to ensure compatibility with Coast Guard security programs.
 - i. Provide inputs on long range plans, policies and objectives to the GAT Support Program Plan.

**SHORE COMMUNICATIONS SYSTEMS BRANCH
(G-TTS-2)**

1. Under the direction and supervision of the Chief, Telecommunications Systems Division, the Chief, Shore C³ Systems Branch shall:
 - a. Administer the divisions' responsibilities for shore base command, control and communications (C³) systems including, but not limited to: national data and voice communications networks, data/communications terminals (except the Coast Guard standard terminal), telephone equipment, microwave communications systems, submarine cables, computer-based data routine, long-range MF/HF radio communications systems, COMMSTA/RADSTA support, VHF-FM and other short-range ration C³ systems.
 - b. Assist the Plans and Programs Division (G-TPP) in coordinating Coast Guard-wide support requirements for shore-based C³ systems and associated equipment.
 - c. Prepare detailed plans for the acquisition for shore-based C³ equipment and systems necessary to satisfy operational and support requirements.
 - d. Provide for the design, technical evaluation, and acquisition of shore-based C³ 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 C³ equipment and systems and administer initial maintenance contracts.
 - f. Manage national data and voice 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 procurement and applications of telephone and microwave communications equipment.
 - h. 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.
 - i. Develop and manage computer-based data routing systems, ensuring compatibility with the Coast Guard's terminals and communications networks.

2.14.34

- j. Coordinate COMSTA/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.
- k. Provide technical management of the Coast Guard's radio distress systems.
- l. Be cognizant of satellite technology, and apply this technology to shore-based C³ systems where cost effective. Coordinate the Division's responsibilities relating to the Sarsat program.
- m. Serve as staff representative to support program managers and the Office of Engineering and Development in technical matters concerning shore-based C³ systems.
- n. Review for technical correctness ELECTRONALTS, planning proposals, PPR's, and other documents pertaining to shore-based C³ systems.
- o. Perform functions of Equipment Manager for equipment/systems assigned for which a System Management Engineering Facility (SMEF) has not been designated.

**MARINE RADIO POLICY BRANCH
(G-TTS-3)**

1. Under the general direction and supervision of the Chief, Telecommunications Systems Division, the Chief, Marine Radio Policy Branch shall:
 - a. Represent and supervise the participation in all activities of the Interdepartmental Radio Advisory Committee (IRAC) in behalf of the Coast Guard and, as directed by the Secretary, other surface-mode operating administrations of the Department; Military Communications Electronics Board's Joint Frequency Panel (MCED/JFP); official liaison with the Federal Communications Commission (FCC) for national radio frequency management matters and with the International Telecommunications Union (ITU), through the Department of State, for international frequency management matters.
 - b. In the IRAC or other appropriate forums, negotiate with the National Telecommunications Information Administration (NTIA), the FCC, or other governmental agencies for the development of national and international policies which facilitate the support of those plans, programs, and operations which employ the radio frequency spectrum of the Coast Guard and surface elements of DOT.
 - c. Participate in policy making for those plans and programs which use the radio frequency spectrum and would be affected by the radio regulations. Advise and assist officials of the Coast Guard and other DOT surface-mode administrations as to national and international radio frequency management matters affecting policies and programs. These matters include regulations, standards, the allocation and assignment of radio frequency spectrum space, electromagnetic compatibility (EMC), non-ionizing radiation hazards and radio frequency interference (RFI).
 - d. Direct the radio frequency management program of the Coast Guard and surface-mode administrations of the Department, including the procurement of radio frequency spectrum space, its subsequent protection from harmful interference, national and international registration of radio frequency assignments, participation in national and international frequency management programs, committees, and technical working groups, maintaining the Coast Guard Frequency Plan.
 - e. Undertake broad and comprehensive scientific research and development projects in the area of electromagnetic spectrum planning and utilization which are prerequisite to determinations of the feasibility of developing and implementing new telecommunications systems.

- f. Establish and maintain liaison with various organizations concerned with operational aspects of telecommunications (e.g. IMCO, ICAO, IALA, CIRM, etc.) to ensure that positions taken are compatible with operational interests and national frequency management policies.
- g. Establish and maintain close liaison with organizations responsible for foreign radio communication operations deemed likely to pose frequency utilization of EMC/RFI problems for the purpose of preventing or facilitating the favorable resolution of such problems.

**SECURE COMMUNICATIONS BRANCH
(G-TTS-4)**

1. Under the general direction and supervision of the Chief, Telecommunications Division, the Chief, Secure Communications Systems Branch shall:
 - a. Administer the Division's responsibilities for secure communications and voice privacy systems aboard vessels, aircraft and shore units.
 - b. Provide for the design, technical evaluation, procurement, technical coordination and support of all secure communications and voice privacy equipment. Coordinate installations with G-TES-1, G-TTS-2, and G-EAE.
 - c. Manage the Coast Guard TEMPEST program including dissemination of National Security Agency and Sub-Committee on Compromising Emanations (SCOCE) requirements. Manage the Field Technical Authority (FTA) program. Provide for site surveys and inspections. Review all FTA reports.
 - d. Provide a liaison officer to represent the Coast Guard in secure communications matters to National Security Agency (NSA) and U.S. Navy (USN), except as otherwise provided by G-TTP or other appropriate staff elements.
 - e. Coordinate secure communications/voice privacy plans with other appropriate civil law enforcement agencies (e.g., DEA, FBI, Customs, etc.) and with USN, to ensure interoperability and efficient, effective equipment support.
 - f. Provide direction and guidance to the Electronics Engineering Laboratory in its secure communications/voice privacy efforts.
 - g. Prepare detailed plans for the acquisition of secure communications/voice privacy equipment.
 - h. Serve as Alternate Representative to NSA SCOCE.
 - i. Monitor assigned Coast Guard research and development activities involving COMSEC equipment or voice privacy equipment. Assist the Office of Engineering and Development, G-TES-1, and G-TTS-2 in the conversion of these projects to operational hardware.

- j. 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.
- k. Coordinate the allowances, procurement, and distribution of communications Security Material System (CMS) materials within the Coast Guard.
- l. Perform functions of Equipment Manager for those equipments/systems assigned and for which a Systems Maintenance Engineering Facility (SMEF) has not been designated.

2.14.39

CH-3

**OFFICE OF ACQUISITION
(G-A)**

1. **Mission.** To manage and control Coast Guard Headquarters procurement (except small purchases), including major systems acquisition. To acquire cutters, boats, aircraft, electronics equipment, and communications, information, and support systems through an effective acquisition 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 Acquisition shall:
 - a. Collaborate with the Chief of Staff and the chiefs of offices generally in matters relating to the overall acquisition activities of the Service.

 - b. Administer funds in those appropriations or operating guides placed under the control of the Office of Acquisition. Furnish preliminary budget estimates and apportionment of allotment recommendations to the Chief of Staff, planning expenditures to accomplish essential programs within available funds. Pass on obligations against field allotments when Headquarters authorization is required, and otherwise insure wise and economical expenditures of such funds.

 - c. Coordinate the system for establishing the project priority and status with individual program decisions.

 - d. Tailor an acquisition strategy for each project, encompassing all internal and external elements of the acquisition process, including early integration of manpower, training and logistic support.

 - e. Pursue a program of Integrated Logistics Support (ILS).

 - f. Develop improved long range plans, realistic budget and cost estimates, economical production rates, considering multiyear contracting when appropriate.

 - g. Evaluate and recommend tradeoffs between life cycle costs, system effectiveness, and time between program initiation and approval for production.

 - h. Serve as primary point-of-contact with the Department of Transportation for acquisitions.

 - i. Serve as Support Director for the Systems Acquisition Program. The Deputy Chief shall act as the Support Manager.

- j. Act as the approving official for procurements, and Source Selection Official for acquisitions in accordance with the guidelines established by the Office of the Secretary, as implemented and updated by the Coast Guard Comptroller.
- k. Conduct contract/proposal cost analysis in accordance with current policy set forth in Federal Acquisition Regulations, as implemented by the Department of Transportation and the Coast Guard.

**ACQUISITION LEGAL STAFF
(G-AL)**

1. Under the general direction and supervision of the Chief, Office of Acquisition, the Chief, Acquisition Legal Staff shall:
 - a. Provide legal services for the Office of Acquisition in contracting for systems acquisitions.
 - b. Provide legal assistance to procurement officials in development of Coast Guard contracts.
 - c. Prepare hi-lites on major legal issues pertaining to procurement matters for the purpose of advising and, as appropriate, seeking consultation on such issues.

**ACQUISITION MANAGEMENT STAFF
(G-AM)**

1. Under the general direction and supervision of the Chief, Office of Acquisition, the Chief, Acquisition Management Staff shall:
 - a. Serve as the principal advisor to the Office of Acquisition for acquisition.
 - b. Provide business management guidance to ensure Project Managers follow accepted project management procedures during project execution.
 - c. Develop and maintain integrated acquisition plans for all efforts, in consort with the Project Managers and Division Chiefs. Prepare acquisition determinations documents. Provide the Planning and Administration Division (G-APA) with projections of resource (personnel, facility and funding) requirements to meet acquisition goals.
 - d. Review and recommend prioritized Project Master Plans (PMPs) and Resource Change Proposals (RCPs) which include coordination with and input from Program Directors. Program Directors' priority listings of RCPs will be submitted to Chief of Staff with G-A's priority list.
 - e. Coordinate with Project Managers and provide oversight of logistics support analysis to ensure that project objectives are being met within budget and on schedule.
 - f. Provide members for Ad Hoc boards, such as Source Evaluation Boards (SEB).
 - g. Serve as primary liaison with the Department of Defense for major systems acquisition.
 - h. Plan and execute military acquisition career patterns for members of the Office.

**CONTRACT SUPPORT DIVISION
(G-ACS)**

1. Under the general direction and supervision of the Chief, Office of Acquisition, the Chief, Contract Support Division shall:
 - a. Plan and administer the Coast Guard contracts program for systems acquisition and assigned contracts in conformity with the Federal Acquisition Regulations, Department of Transportation Acquisition Regulations, Coast Guard Acquisition Regulations (Comptroller's Manual, Vol. VIII), and other regulations as applicable.
 - b. Serve as the Head of the Contracting Activity and chair the Sole Source Review Board and Award Review Board, for contracts within the Office.
 - c. Direct the activity of the various Contracting Officers and staffs in contracting for systems acquisitions performed by the Office.
 - d. Perform all other functions required for total management of the Coast Guard contracts program in support of systems acquisitions, including the provision of statistical data and establishing standards of performance.

**Special Acquisition Branch
G-ACS-1**

**Material Acquisition Branch
G-ACS-2**

**Major Systems Acquisition Branch
G-ACS-3**

1. Under the direction and supervision of the Chief, Contract Support Division, the Chiefs of the above branches shall:
 - a. Act as Acquisition and Administrative Contracting Officer for assigned area of responsibility and other contracts as assigned, in conformity to Federal Acquisition Regulations (FAR), Transportation Acquisition Regulations (TAR), the Comptroller's Manual (COMPTMAN), and other applicable regulations.
 - b. Prepare solicitations which will eventually 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 acquisition requirements.
 - e. Maintain liaison with other Headquarters components to insure timely initiation and planning for future acquisition programs, both funded and unfunded, with particular emphasis on selection of the type and method of acquisition early enough to achieve full consistency between the statement documents.
 - f. Supervise personnel in the respective branch and be responsible for distribution of work.
 - g. Special Acquisition Branch only: Serve as Chief Procuring and Administrative Contracting Officer for all real estate leases.

**CONTRACT SUPPORT STAFF
(G-ACS-4)**

1. Under the general direction and supervision of the Chief, Contract Support Division, the Chief, Contract Support Staff shall:
 - a. Provide cost and pricing support for division personnel.
 - b. Advise and assist field contracting offices regarding cost and pricing problems.
 - c. Act as a pricing member on Source Evaluation Boards.
 - d. Perform as a member of preaward team to review contractor responsibility.
 - e. Obtain other Government Agency Audits where necessary.
 - f. Maintain liaison with Defense Contract Audit Agency, Defense Contract Administrative Services, and other Government audit agencies.

**PLANNING AND ADMINISTRATION DIVISION
(G-APA)**

1. Under the general direction and supervision of the Chief, Office of Acquisition, the Chief, Planning and Administration Division shall:
 - a. Administer and coordinate the Planning, Programming and Budgeting System for the Office of Acquisition, including the preparation and submission of data for budgetary justification purposes.
 - b. Manage the personnel system for the Office of Acquisition including training.
 - c. Supervise and coordinate the administrative logistics, administration of OG-30 and AC&I funds, and other administrative matters involving more than one division.
 - d. Provide appropriate analytical assistance to Project Managers in the planning and execution of acquisition projects.
 - e. Maintain and publish long-range plans for large acquisitions, coordinating as necessary with other offices when joint planning is involved.
 - f. Coordinate with the Office of Command, Control and Communications for the integration of the Office of Acquisition management information systems into the Coast Guard management information system.
 - g. Coordinate study efforts within the Office of Acquisition.
 - h. Manage MIS support operation within the Office of Acquisition.

**ADMINISTRATION BRANCH
(G-APA-1)**

1. Under the direction and supervision of the Chief, Planning and Administration Division, the Chief, Administration Branch shall:
 - a. Coordinate and supervise military and civilian personnel management responsibilities including ensuring that necessary actions required by personnel management procedures are accomplished.
 - b. Supervise a Management Information System which shall:
 - (1) Provide MIS support for the Office of Acquisition, including information generated for or used by Project Managers, integrated logistics support managers, and budgetary personnel.
 - (2) Plan and coordinate MIS training in Office's areas of interest.
 - (3) Determine Office's MIS needs.
 - (4) Initiate action to plan for and obtain ADP hardware/software tools to satisfy Office's MIS needs.
 - (5) Perform System Manager functions for the Office. This includes installing system hardware and software to maintain operational reliability, implementing of software updates on contractor furnished software, preparing and filing documentation for developed application software, scheduling and performing routine file backups and executing recovery as necessary, and establishing and maintaining a technical library for installed ADP hardware and operating software.
 - (6) Function as Office ADP Security Officer.
 - (7) Coordinate preparation of all required ADP hardware/software reports and lease renewals.
 - c. Coordinate the administrative logistics requirements for the Office.
 - d. Provide policy support to the Office in areas involving more than one division.

**PLANNING, PROGRAMMING, AND BUDGETING SYSTEM BRANCH
(G-APA-2)**

1. Under the direction and supervision of the Chief, Planning and Administration Division, the Chief, Planning, Programming and Budgeting System (PPBS) Branch shall:
 - a. Administer and coordinate the PPBS for the Office of Acquisition from mission inception onward.
 - b. Prepare recommendations for annual Office of Acquisition AC&I billet requirements. Prepare AC&I personnel and administrative support resource requirement RCPs.
 - c. Assist Project Managers in planning financial requirements and submitting necessary resource requirements documents.
 - d. Review project annual budget submissions and guide them through the budget process. Coordinate queries from OST, OMB, and Congress.
 - e. Manage execution of appropriations including maintaining a system of fund, resource, cost, revenue, reconciliation and appraisal accounts.
 - f. Provide financial planning and financial management for the Office, including coordinating, preparing and updating required, external, financial management data such as planned apportionments, obligations and outlays.
 - g. Prepare financial information for project status reviews.
 - h. Review all planned expenditures of funds in accordance with approved budget plans for the projects and the Office.
 - i. Maintain a system of financial records for projects and account for expenditures.
 - j. Determine integrated logistics support and Project Managers' logistics funding requirements and update as changes occur.
 - k. Coordinate and review all study efforts within the Office.
 - l. Review and evaluate program performance, effectiveness and benefits. Provide appropriate analytical assistance to Project Managers and other divisions in the Office.
 - m. Respond to Congressional inquiries and Freedom of Information Act/Privacy Act (FOIA/PA) requests directed to the Office of Acquisition.

- n. Coordinate, review and recommend necessary reprogrammings between projects and/or functions.
- o. Supervise Office of Acquisition training requirements which include:
 - (1) Coordinate the education and training activities of the Office to include the identification, planning, review, and evaluation of training programs in support of Office missions and goals.
 - (2) Identify the need for training based on needs analysis of positions supporting the acquisition process.
 - (3) Develop and submit to G-PTE a training plan to meet the deficits identified in the needs analysis.
 - (4) Estimate the cost of training needed.
 - (5) Develop a training budget.
 - (6) Locate possible sources for the required training either in DOT, DOD, Coast Guard, other agencies, or commercial vendors.
 - (7) Maintain liaison with G-PTE for implementation of approved training plan.

**PROJECT MANAGERS
(G-APM)**

1. Under the general guidance of the Chief, Office of Acquisition, the Project Managers shall:
 - a. Ensure that projects are managed in compliance with DOT directives and guidance from higher authority and using sound business practices.
 - b. Manage all aspects of each project to meet approved cost, schedule, performance and support goals. Adjust cost, schedule and performance goals within the authority provided in the Project Manager's charter.
 - c. Act as the central focal point for information within the Coast Guard for the project assigned. Answer queries from higher authority and provide project liaison with OST.
 - d. Develop and coordinate project planning and execution documents such as the Project Master Plan (PMP) in accordance with standard guidance.
 - e. Develop and maintain a Project Transition Plan which defines how responsibility for acquired systems, including their associated logistic support, will be transferred from the Office of Acquisition to Program and Support Managers.
 - f. Prepare all project financial documents including preparation of RCPs. Coordinate RCP preparation with appropriate Program Directors, who will cosign the RCPs. Act as project fund manager and final approval authority for execution of funds appropriated for the project. Solicit reprogramming action as required to meet changes in requirements.
 - g. Plan for and acquire adequate resources to meet project goals. Coordinate with program/support managers to assign duties outside G-A when necessary. Manage contractor support as required.

**PROJECT SUPPORT DIVISION
(G-APS)**

1. Under the general direction and supervision of the Chief, Office of Acquisition, the Chief, Project Support Division shall:
 - a. Provide support to Project Managers in their acquisition efforts by administering an integrated logistics support system.
 - b. Incorporate established integrated logistics support policy and objectives in the acquisition phase of assigned projects.
 - c. Direct developmental activities to follow sound principles in planning and developing logistics support for new systems.
 - d. Provide support for Project Managers in requirements/configuration management and logistics support analysis.
 - e. Conduct special studies as required.

TECHNICAL SUPPORT BRANCH
(G-APS-1)

1. Under the direction and supervision of the Chief, Project Support Division, the Chief, Technical Support Branch shall:
 - a. Compile and maintain technical data needed to develop, produce, support, operate and maintain systems and equipment in prescribed states of readiness. Technical data includes research and engineering data, engineering drawings and blueprints, specifications, process sheets, manuals, technical reports, catalog item identification, related information and computer program documentation (flow charts, handbooks, etc.).
 - b. Plan for testing and evaluating the support system during development and operational testing. This includes test requirements for assessing achievement of reliability, maintainability, and readiness requirements of the contract.
 - c. Provide requirements/configuration management assistance to Project Managers, as follows: define and control system requirements, including main and sub-systems' electronics, computers, safety and human factors; describe the baseline equipment configuration, control of engineering changes and planning for systems modifications; and define required technical data for procurement, "parts breakout", and procurements required to develop, produce, support, operate and maintain systems.

LOGISTICS SUPPORT BRANCH
(G-APS-2)

1. Under the direction and supervision of the Chief, Project Support Division, the Chief, Logistics Support Branch shall:
 - a. Integrate logistics reliability and maintainability in each system's design process, ensuring the system's ability to be operated and maintained under defined operational and support concepts.
 - b. Establish concepts and requirements for each system's equipment maintenance performed throughout the life cycle of the equipment. This includes defining the actions and support necessary to ensure that the system or equipment attains the specified operational capability, with minimum life cycle cost, and establishing specific criteria for repair times, repair levels, testability, logistics reliability and maintenance characteristics, support equipment requirements, manpower skills, and facility requirements.
 - c. Determine the interservice, organic and contractor mix, workloads, and time phasing for developing plans to accomplish depot maintenance requirements.
 - d. Determine the extent and use of interim contractor support.
 - e. Ensure that all required facilities are available to operating forces and support activities concurrently with the prime system and equipment.
 - f. Provide decision analysis to Project Managers for integrated logistics support issues.
 - g. Assist Project Managers in defining the requirements for supply support, packaging, handling, transportation, logistics support resource funds, and logistics support management information.
 - h. Provide for initial support, as well as planning for acquiring, distributing and replenishing inventory spares and repair parts at the time and place needed for each system.
 - i. Ensure that plans include early determination of logistics funding requirements, regular updating of these requirements, and allocation of program funds to logistics requirements.
 - j. Plan, acquire and distribute support equipment for each system, ensuring its availability to operating, maintenance and training activities, when needed.

- k. Develop human resource requirements to meet mission support demands throughout the life cycle of a system.
- l. Ensure that workforce requirements are based on integrated logistics support elements and predicated on accomplishing the mission in the most efficient and economical way.
- m. Ensure that personnel assignments meet the staffing requirements with available resources. This includes coordination with the Office of Personnel to ensure qualified personnel are assigned when and where needed.
- n. Define qualitative and quantitative requirements for training of operating and support personnel throughout the system's life cycle. This includes requirements for instructors and the identification of needed training equipment.

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

1. Under the general direction and supervision of the Chief, Office of Acquisition, the Chief, Quality Assurance Division shall:
 - a. Manage the Coast Guard Quality Assurance Program.
 - b. Serve as Specification Control Advocate of the Coast Guard.
 - c. Set standards and promulgate guidelines for preparing contract specifications and statements of work.
 - d. Conduct independent reviews of statements of work, specifications, and contracts to ensure user requirements are met at minimum cost in the shortest time avoiding unnecessary risk.

**SPECIFICATION CONTROL BRANCH
(G-AQA-1)**

1. Under the direction and supervision of the Chief, Quality Assurance Division, the Chief, Specification Control Branch shall:
 - a. Maintain knowledge of the latest quality assurance, reliability, maintainability, and configuration management techniques. Be familiar with military, governmental, and industrial standards.
 - b. Review statements of work, specifications, and contracts to assure user requirements are met, streamlining has been used to minimize cost and acquisition time while ensuring minimum controls necessary for goods and services to conform to contract specifications.
 - c. Develop policy, procedure, and standards for specification preparation and review.
 - d. Ensure adequate service-wide training of personnel in quality assurance techniques.
 - e. Serve on technical evaluation teams and source evaluation boards; provide technical support for contract negotiations as required by the Contracting Officer.
 - f. Administer a quality deficiency reporting system. Analyze quality deficiency reports.

**PRODUCT VERIFICATION BRANCH
(G-AQA-2)**

1. Under the direction and supervision of the Chief, Quality Assurance Division, the Chief, Product Verification Branch shall:
 - a. Serve as the Quality Assurance representative for supply contracts administered at Coast Guard Headquarters unless specifically assigned to another activity for administration (e.g., SUPSHIP, DCAS). Assign Quality Assurance Representatives (QARs) to contracts and supervise QARs in performance of duties.
 - b. Develop policy and procedures for evaluating contractor's quality assurance programs on pre-award surveys.
 - c. Develop policy and procedures for quality assurance audits.
 - d. Provide technical support for and attend post-award conferences.
 - e. Provide COTR services on Independent Verification and Validation (IV&V) contracts for computer software development projects.
 - f. Monitor contractor performance to provide early warning of cost overruns and schedule delays.
 - g. Provide independent review of contractor design and engineering proposals, and requests for waivers and deviations to support contracting officers in negotiations.
 - h. Review contractors' requests for progress payments.
 - i. Analyze test plans and needs for specific test requirements.
 - j. Monitor contract control of government furnished equipment.
 - k. Ensure adequate acceptance and delivery procedures including preservation, packaging, and packing.

Department of Transportation
 U.S. Coast Guard
 Atlantic Area Office Organization
 December 1986

COMMANDER
 ATLANTIC AREA / MDZ ATLANTIC
 A / N-00

DEPUTY COMMANDER
 Ad / N-01

CHIEF OF STAFF
 Acs / N-02

LEGAL ADVISOR
 AI / N-022

PUBLIC AFFAIRS
 Apa / N-021

ADMINISTRATION & LOGISTICS DIVISION
 Aa / N-1

ADMINISTRATION BRANCH
 Aaa / N-11

FINANCE BRANCH
 Aaf / N-12

MEDICAL BRANCH
 Aak / N-13

LOGISTICS BRANCH
 Aal / N-14

INTELLIGENCE DIVISION
 Ai / N-2

LAW ENFORCEMENT INTELLIGENCE BRANCH
 Aii / N-21

INTELLIGENCE SUPPORT BRANCH
 Aij / N-22

MILITARY INTELLIGENCE BRANCH
 Aik / N-23

OPERATIONS DIVISION
 Ao / N-3

CURRENT OPERATIONS BRANCH
 Aoc / N-31

FUTURE OPERATIONS BRANCH
 Aof / N-32

PORTS AND SHIPPING BRANCH
 Aop / N-33

READINESS & TRAINING DIVISION
 Ar / N-4

TRAINING BRANCH
 Art / N-41

READINESS AND TECHNICAL ASSISTANCE BRANCH
 Art / N-42

EXERCISE EVALUATION BRANCH
 Are / N-43

PLANS DIVISION
 Ap / N-5

MARDEZ PLANS BRANCH
 Apz / N-51

EXERCISE BRANCH
 Ape / N-52

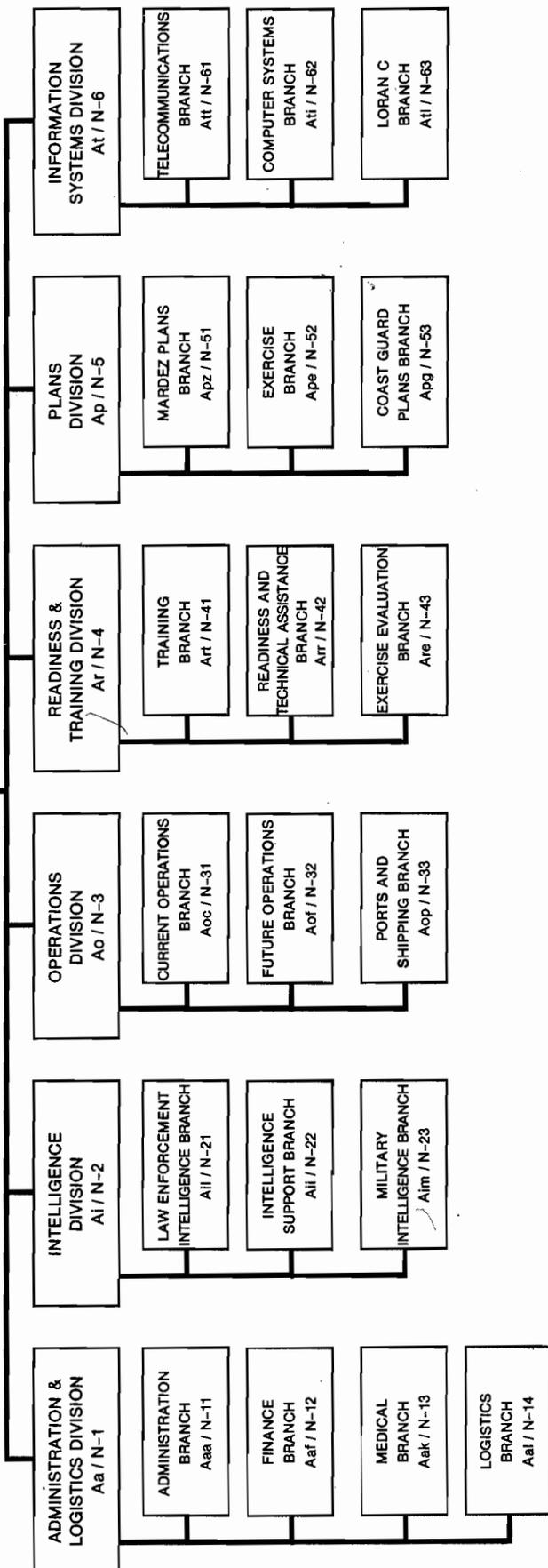
COAST GUARD PLANS BRANCH
 App / N-53

INFORMATION SYSTEMS DIVISION
 At / N-6

TELECOMMUNICATIONS BRANCH
 Att / N-61

COMPUTER SYSTEMS BRANCH
 Ati / N-62

LORAN C BRANCH
 Atl / N-63



Department of Transportation
 U.S. Coast Guard
 Pacific Area Office Organization
 December 1986

COMMANDER
 PACIFIC AREA / MDZ PACIFIC
 P / N-00

DEPUTY COMMANDER
 Pd / N-01

CHIEF OF STAFF
 Pcs / N-02

PUBLIC AFFAIRS
 Ppa / N-021

LEGAL ADVISOR
 Pl / N-022

**ADMINISTRATION &
 LOGISTICS DIVISION**
 Pa / N-1

**ADMINISTRATION
 BRANCH**
 Paa / N-11

**FINANCE
 BRANCH**
 Paf / N-12

**MEDICAL
 BRANCH**
 Pak / N-13

**LOGISTICS
 BRANCH**
 Pal / N-14

**INTELLIGENCE
 DIVISION**
 Pi / N-2

**LAW ENFORCEMENT
 INTELLIGENCE BRANCH**
 Pli / N-21

**INTELLIGENCE
 SUPPORT BRANCH**
 Pli / N-22

**MILITARY
 INTELLIGENCE BRANCH**
 Plm / N-23

**INTELLIGENCE
 TEAM**
 Pli / N-24

**OPERATIONS
 DIVISION**
 Po / N-3

**CURRENT OPERATIONS
 BRANCH**
 Poc / N-31

**FUTURE OPERATIONS
 BRANCH**
 Pof / N-32

**PORTS AND
 SHIPPING BRANCH**
 Pop / N-33

**READINESS &
 TRAINING DIVISION**
 Pr / N-4

**TRAINING
 BRANCH**
 Prt / N-41

**READINESS AND
 TECHNICAL ASSISTANCE
 BRANCH**
 Ptr / N-42

**EXERCISE EVALUATION
 BRANCH**
 Pre / N-43

**PLANS
 DIVISION**
 Pp / N-5

**MARDEZ PLANS
 BRANCH**
 Ppz / N-51

**EXERCISE
 BRANCH**
 Ppe / N-52

**COAST GUARD
 PLANS BRANCH**
 Ppg / N-53

**INFORMATION
 SYSTEMS DIVISION**
 Pt / N-6

**TELECOMMUNICATIONS
 BRANCH**
 Ptt / N-61

**COMPUTER SYSTEMS
 BRANCH**
 Pti / N-62

**LORAN C
 BRANCH**
 Ptl / N-63

CHAPTER 3 -- ORGANIZATION OF AREA OFFICES

A. Summary of Area Office Organization.

1. The **Area Commander** under the direction of the Commandant, is responsible for overall operational mission performance within the respective Area. The Area Commander:
 - a. Has specific authority and responsibility to plan, coordinate and control operations in any mission which involves more than one district or which, by the Area Commander's judgment, is better dealt with at the Area level.
 - b. May reassign resources to meet temporary, specific operational situations.
 - c. May recommend to the Commandant permanent resource changes which will improve operational efficiency and/or effectiveness.
2. The **Deputy Area Commander** acts as Area Commander in the absence of the Area Commander.
3. The **Chief of Staff** acts for the Area Commander and the Deputy Area Commander in their absence and supervises and directs the following staff components:
 - a. The **Assistant Chief of Staff for Administration and Logistics** prepares, issues and maintains directives/instructions affecting the conduct of Area affairs; and supervises the planning and execution of the programs for the administration of all categories of personnel in the Area.
 - b. The **Assistant Chief of Staff for Intelligence** manages the Area intelligence program and the Area operations security program.
 - c. The **Assistant Chief of Staff for Operations** plans, coordinates and supervises all non-exercise operational matters including current and future operations; plans and exercises tasks required of the Regional SAR Coordinator; develops schedules for WHECs, WMECs, WAGBs, and fixed wing aircraft in the Area.
 - d. The **Assistant Chief of Staff for Readiness and Training** establishes and maintains a training program to enhance the operational efficiency and readiness of Area units; evaluates all training and exercises in which Area resources participate.

- e. The **Assistant Chief of Staff for Plans** develops and maintains all war plans and schedules exercises to evaluate all war plans.
- f. The **Assistant Chief of Staff for Information Systems** exercises operational control over Area communication systems and manages all Area Loran-C operations.

B. RELATIONSHIP OF AREA AND DISTRICT COMMANDERS. The Area Commander is the senior Coast Guard operational Commander in the respective Area. While District Commanders have full operational authority within their District, they will keep their respective Area Commander informed about significant operational matters in their districts. When by the Area Commander's judgment a specific operation is better dealt with at the Area level, the Area Commander may take control of that event. In doing so the Area Commander may take temporary control of district resources and/or place them under the control of another District Commander, when by the Area Commander's judgment such action is needed. Area Commanders may schedule and control routine operations of major assets such as fixed wing aircraft, WHECs, WMECs and WAGBs to improve overall mission performance. Administrative control/responsibility will remain with the District Commanders to whom those resources are permanently assigned. District Commanders will insure the Area Commander is kept aware of proposals to add, delete or permanently change operating resources/capabilities.

C. RELATIONSHIP OF AREA AND MARITIME DEFENSE ZONE. The Area Commander is also a U. S. Naval Commander as Commander, U. S. Maritime Defense Zone (Atlantic Area (A) - COMUSMARDEZLANT; Pacific Area (P) - COMUSMARDEZPAC) with the additional responsibilities as a Task Force Commander (A - CTF 89; P - CTF 16) under the command of the respective U. S. Navy Fleet Commander in Chief. Maritime Defense Zone Commands are contingency organizations. In peacetime, only a skeletal organization is maintained to develop and maintain required plans, to conduct training exercises relating to the coastal defense of the United States and to carry out administrative activities necessary to insure preparedness of the command to meet full contingency responsibilities. Maritime Defense Zone Commands may be fully activated whenever such action is in the best interests of the country. When functioning as Maritime Defense Zone Commander, the Area Commander is the principal assistant to the cognizant Fleet Commander in Chief for coastal defense matters. While acting as a Maritime Defense Zone Commander, the Area Commander continues to function as the senior Coast Guard Commander for Coast Guard matters.

**COMMANDER, ATLANTIC AREA/MARITIME DEFENSE ZONE ATLANTIC
(A/N-00)**

1. Commander, Atlantic Area, under the general direction of the Commandant shall:
 - a. Plan, coordinate and direct interdistrict operations and utilization of operational resources. This shall include, but not be limited to:
 - (1) Search and Rescue
 - (2) Enforcement of Laws and Treaties
 - (3) Polar Icebreaking
 - (4) Marine Environmental Response
 - (5) Marine Science Activities
 - (6) Military Readiness/Operations
 - (7) Mobilization
 - (8) Communications Services
 - (9) Loran-C
 - (10) Operational Evaluation
 - (11) Port and Environmental Safety
 - (12) International Ice Patrol
 - (13) Operational Intelligence
 - b. Control any operations which, in the judgment of the Area Commander, are most effectively coordinated at the Area level. This will include the operational activities described in 1(a) above and the utilization of WHEC, WMEC, WAGB and fixed wing aircraft resources in the Area.
 - c. Coordinate interdistrict planning for such matters as:
 - (1) Port access
 - (2) Standardization of shipboard doctrine and training
 - (3) Significant common problems which cross district lines. This will include the temporary transfer of resources between districts (e.g., funds, personnel, capital resources, etc.) to meet specific operational needs and the development of recommendations for the

permanent reallocation of such resources when appropriate.

- d. Administer and direct activities of operating level units under the Area Commander's immediate command on a permanent basis and provide for logistic support of assigned Area units by the district in which they are located.
 - e. Administer the Automated Mutual Assistance Vessel Rescue (AMVER) System.
 - f. Maintain liaison with the maritime industry, commercial aviation industry and others having interest in Coast Guard activities. All district relations associated with military commands at the unified or specific command level shall be coordinated through the respective Area Commander/Maritime Defense Zone Commander.
 - g. Manage the operations information system (OPINS) and operating computer center (OCC).
2. Commanders, Coast Guard Atlantic and Pacific Area are designated Commanders, Maritime Defense Zone Atlantic and Pacific, subordinate to the Commanders-in-Chief, Atlantic and Pacific Fleet, for the coastal defense of the United States. Commander, Maritime Defense Zone shall:
- a. Plan for the defense of the Maritime Defense Zone across the entire defense continuum assigned by the respective Fleet Commander-in-Chief.
 - b. Act as the principal assistant to, and direct representative of, the Fleet Commander-in-Chief in Maritime Defense Zone matters within the respective zone.
 - c. Conduct a Maritime Defense exercise program. Execute a remedial action program for military readiness deficiencies.
 - d. Coordinate and direct the Maritime Defense Zone Sector Commanders in all warfare disciplines in support of Maritime Defense Zone operation plans and exercises.
 - e. Coordinate logistic support for Maritime Defense Zone Sector Commanders from either Navy or Coast Guard support sources. Prepare and coordinate annual Navy and Coast Guard budget requests through appropriate Commander-in-Chief, to the Coast Guard and Navy.
 - f. Identify and coordinate requests for studies and research in applicable warfare and support areas appropriated to the Maritime Defense Zone.

- g. In wartime, or when directed by the President, perform those tasks assigned to the Maritime Defense Zone by the applicable Fleet Commander-in-Chief. Exercise operational control over forces conducting Maritime Defense Zone operations. Exercise military oversight over courses of action and activities conducted by component forces under, or in support of, Maritime Defense Zone taskings and military requirements.
- h. Utilize an organizational structure that incorporates active duty and reserve personnel, both Coast Guard and Navy, in support of the Total Force concept.

**DEPUTY COMMANDER, ATLANTIC AREA/MARITIME DEFENSE ZONE ATLANTIC
(Ad/N-01)**

1. The Deputy Commander, Atlantic Area/Maritime Defense Zone Atlantic billet is filled by a Navy flag officer when the Command is activated and by the Chief of Staff during all other times.
 - a. Act as the principal advisor to Commander, Atlantic Area/Maritime Defense Zone Atlantic.
 - b. Supervise and direct the Atlantic Area and Maritime Defense Zone Atlantic staff.
 - c. Act as Commander, Maritime Defense Zone Atlantic and Commander, Atlantic Area in the Commander's absence.
 - d. Provide oversight for units assigned to Maritime Defense Zone Atlantic and to units assigned to Atlantic Area.
 - e. Supervise Atlantic Area/Maritime Defense Zone Atlantic planning, exercise development/execution, and exercise evaluation.

**CHIEF OF STAFF, ATLANTIC AREA/MARITIME DEFENSE ZONE ATLANTIC
(Acs/N-02)**

1. Under the general direction of the Commander, Atlantic Area/Commander, Maritime Defense Zone Atlantic, the Chief of Staff Atlantic Area/MARDEZLANT shall:
 - a. Act as a principal advisor to Commander and Deputy Commander, Atlantic Area/Maritime Defense Zone Atlantic and act for them in their absence.
 - b. Supervise and direct staffs of Commander, Atlantic Area/Maritime Defense Zone Atlantic.
 - c. Supervise Atlantic Area/Maritime Defense Zone budget development and submission.
 - d. Supervise preparation of recommendations for permanent and temporary reallocation of Atlantic Area resources.
 - e. Assist preparation of Maritime Defense Zone Atlantic planning, exercise development/execution and exercise evaluation.
 - f. Act as Chairman of the Atlantic Area Awards Board.

**ADMINISTRATION AND LOGISTICS DIVISION
(Aa/N-1)**

1. Under the general direction and supervision of the Chief of Staff, the Assistant Chief of Staff for Administration and Logistics shall:
 - a. Assign and administer personnel assigned to Atlantic Area/Maritime Defense Zone Atlantic.
 - b. 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.
 - c. Prepare, issue and maintain directives/instructions affecting the conduct of Atlantic Area/Maritime Defense Zone Atlantic affairs, including the Area SOP.
 - d. Develop immediate Atlantic Area/Maritime Defense Zone Atlantic staff requirements and justifications.
 - e. Supervise the planning and execution of the programs for the administration of all categories of personnel in Atlantic Area/Maritime Defense Zone Atlantic.
 - f. Act as Commanding Officer, Atlantic Area/Maritime Defense Zone Atlantic enlisted personnel.
 - g. Provide staff support for supply procurement and logistics matters.
 - h. Provide medical and preventive medicine expertise and support.

ADMINISTRATION BRANCH
(Aaa/N-11)

1. Under the direction and supervision of the Assistant Chief of Staff for Administration and Logistics, the Chief, Administration Branch shall:
 - a. Provide administrative/personnel assistance to the Atlantic Area/Maritime Defense Zone Atlantic staff.
 - b. Handle administrative functions with respect to disciplinary matters involving assigned personnel.
 - c. Act as liaison between Commander, Atlantic Area/Maritime Defense Zone Atlantic and USCG Personnel Support Center/USN Personnel Detachment on personnel and administrative matters including processing of reserves.
 - d. Act as central coordinator on various matters of an administrative nature pertaining to Atlantic Area/ Maritime Defense Zone Atlantic divisions and their respective personnel.

FINANCE BRANCH
(Aad/N-12)

1. Under the direction and supervision of the Assistant Chief of Staff for Administration and Logistics, the Chief, Finance Branch, shall:
 - a. Coordinate and consolidate estimates of budgetary requirements and operating guides.
 - b. Make recommendations as to fund allocations for Atlantic Area/Maritime Defense Zone Atlantic divisions.
 - c. Provide safeguards to ensure fiscal integrity.
 - d. Based on evaluation and analysis of cost data, recommend cost reduction programs.
 - e. Administer funds allotted to Atlantic Area/Maritime Defense Zone Atlantic divisions.
 - f. Maintain ledger accounts for Atlantic Area/Maritime Defense Zone Atlantic funds.

MEDICAL BRANCH
(AaK/N-13)

1. Under the direction and supervision of the Assistant Chief of Staff for Administration and Logistics, the Chief, Medical Branch, shall:
 - a. Act as principal medical advisor for Commander, Atlantic Area/Maritime Defense Zone Atlantic.
 - b. Keep Commander, Atlantic Area/Maritime Defense Zone Atlantic fully informed of all requirements for medical support.
 - c. Obtain from other staff officers such information on their plans and requirements as may be relevant in developing Atlantic Area/Maritime Defense Zone Atlantic medical programs.
 - d. Administer funds allocated to the Medical Branch as prescribed in current directives. Furnish appropriate preliminary budget estimates and fund allocations/suballotments.
 - e. Maintain liaison with Public Health Services and Department of Defense medical facilities regarding health care.
 - f. Be responsible for planning, directing and implementing environmental and occupational health programs within the Atlantic Area/Maritime Defense Zone Atlantic. These programs include occupational health, food services, vector control, housing sanitation, institutional environmental health, radiation protection, water supplies, waste water disposal, solid waste disposal, hazardous wastes, recreational facility sanitation and water pollution.
 - g. Oversee occupational medical monitoring program within Atlantic Area/Maritime Defense Zone Atlantic.
 - h. Investigate disease outbreaks.
 - i. Provide technical assistance in preventive medicine to Commander, Atlantic Area/Maritime Defense Zone Atlantic, district commanders, and commanding officers and officers-in-charge of district units.
 - j. Maintain liaison with Commandant (G-K), (G-CSP), and (G-M), concerning preventive medicine.
 - k. Maintain liaison with DOD, EPA, HHS and other government agencies concerning preventive medicine.

LOGISTICS BRANCH
(Aa1/N-14)

1. Under the direction and supervision of the Assistant Chief of Staff for Administration and Logistics, the Chief, Logistics Branch, shall:
 - a. Act as principal logistics advisor for the Maritime Defense Zone Atlantic.
 - b. Keep Commander, Maritime Defense Zone Atlantic fully informed of the status of logistic support. Make appropriate recommendations to alleviate supply support problems.
 - c. Obtain from other staff officers such information on their plans and requirements as may be relevant in developing Maritime Defense Zone Atlantic logistic programs.
 - d. Administer funds allocated to the Logistics Branch as prescribed in current directives. Furnish appropriate preliminary budget estimates and funds allocations/allotments.
 - e. Maintain appropriate liaison with government and civilian agencies in support of the above responsibilities.

INTELLIGENCE DIVISION
(Ai/N-2)

1. Under the general direction and supervision of the Chief of Staff, the Assistant Chief of Staff for Intelligence shall:
 - a. *Same* 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. *Same* Manage Atlantic Area/Maritime Defense Zone Atlantic intelligence program.
 - c. *Same* As Special Security Officer (SSO), manage the Communications Program (CIE), Special Intelligence Communications (SPINTCOM), and Special Compartmented Information Facility (SCIF).
 - d. Manage Atlantic Area/Maritime Defense Zone Atlantic's operations security program. *PAC adds more*
 - e. *Same* Maintain liaison with other military, federal, state, and local intelligence agencies/organizations.

LAW ENFORCEMENT INTELLIGENCE BRANCH
(Ail/N-21)

1. Under the direction and supervision of the Assistant Chief of Staff for Intelligence, the Chief, Law Enforcement Intelligence Branch shall:
 - a. Supervise Atlantic Area criminal intelligence information collection program.
 - b. Supervise Atlantic Area photographic intelligence program.
 - c. Maintain working relationships/liaison with appropriate federal, state, and local criminal intelligence gathering and analysis personnel.
 - d. Supervise analysis and evaluation of all criminal intelligence information received.

SUPPORT INTELLIGENCE BRANCH
(Aii/N-22)

1. Under the direction and supervision of the Assistant Chief of Staff for Intelligence, the Chief, Support Intelligence Branch shall:
 - a. Ensure dissemination of all appropriate and properly analyzed intelligence information to authorized users.
 - b. Maintain working relationships/liaison with other military, federal, state, and local intelligence agencies and organizations.
 - c. Supervise Atlantic Area/Maritime Defense Zone Atlantic operations security program. *ADD on PAC*
 - d. Supervise operation of the Special Intelligence Communications (SPINCOM) and Special Compartmented Information Facility (SCIF).
 - e. Manage the Atlantic Area CIE program. Maintain working relationships/liaison with other military and federal intelligence agencies and organizations involved in the CIE program. *o.k. m. xun*
 - f. Manage the Division's ADP equipment and all administrative needs.

LAINT only

MILITARY INTELLIGENCE BRANCH
(Aim/N-23)

1. Under the direction and supervision of the Assistant Chief of Staff for Intelligence, the Chief, Military Intelligence Branch shall:
 - a. Supervise Atlantic Area/Maritime Defense Zone Atlantic military intelligence collection for both conventional warfare (military threat from surface, sub-surface, and airborne military units) and unconventional warfare (terrorism, sabotage, and espionage).
 - b. Maintain working relationships/liaison with appropriate other military, federal, state, and local military intelligence gathering and analysis personnel.
 - c. ✓ Supervise analysis and evaluation of all military intelligence information received.
 - d. Manage the Atlantic Area Intelligence Training Team.

OPERATIONS DIVISION
(Ao/N-3)

1. Under the general direction and supervision of the Chief of Staff, the Assistant Chief of Staff for Operations 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. Plan, coordinate, and supervise all non-exercise operational matters including current and future operations.
 - c. Supervise operations in any operational mission area which involves more than one district or which in Commander, Atlantic Area's judgment are most efficiently dealt with at the area level.
 - d. Supervise all operations within the Western Atlantic SAR Sub-region.
 - e. Plan and exercise 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.
 - f. Maintain liaison with government and civilian agencies in support of operational responsibilities.
 - g. Provide oversight to all Atlantic Area Districts and provide recommendations on the reallocation of resources between these Districts as necessary on either a permanent or temporary basis.
 - h. Develop schedules for WHECs, WMECs, WAGBs, and fixed-wing aircraft in the Atlantic Area/Maritime Defense Zone Atlantic.
 - i. Direct the activities of the Atlantic Strike Team, Gulf Strike Team, International Ice Patrol and Atlantic Area Maritime Law Enforcement Assist Team.

CURRENT OPERATIONS BRANCH
(Aoc/N-31)

1. Under the direction and supervision of the Assistant Chief of Staff for Operations, the Chief, Current Operations Branch shall:
 - a. Direct the operations of all resources engaged in Atlantic Area/Maritime Defense Zone Atlantic controlled operations.
 - b. Coordinate the preparation of patrol orders and letters of instructions applicable to activities under the operational control of Commander, Atlantic Area/Maritime Defense Zone Atlantic.
 - c. Plan and coordinate operations in any operational mission area which involve more than one district or which in Commander, Atlantic Area's judgment are most efficiently dealt with at the Area level.
 - d. Supervise the Area Operations Center for Atlantic Area/Maritime Defense Zone Atlantic matters.
 - e. Represent the Regional and Sub-regional SAR Coordinators in the detailed execution of their duties.
 - f. Review current SAR agreements.
 - g. Supervise the coordination and response to marine environmental protection activities/incidents under Atlantic Area/Maritime Zone Atlantic cognizance to ensure full compliance with the National Contingency Plan.
 - h. Supervise the activities of the Atlantic Area Law Enforcement Assist Team.
 - i. Maintain liaison with government and civilian agencies in support of all Current Operations Branch responsibilities.
 - j. Monitor Maritime Defense Zone Atlantic operations, and make recommendations to the Assistant Chief of Staff for Operations for sector asset assignments/reassignments.

**FUTURE OPERATIONS BRANCH
(Aof/N-32)**

1. Under the direction and supervision of the Assistant Chief of Staff for Operations, the Chief, Future Operations Branch shall:
 - a. Develop plans for future Atlantic Area/Maritime Defense Zone Atlantic resource needs.
 - b. Review planning proposals for operating facility changes submitted by Atlantic Area districts.
 - c. Maintain the statistical data base for all activities within Atlantic Area/Maritime Defense Zone Atlantic.
 - d. Prepare and maintain Atlantic Area/Maritime Defense Zone Atlantic standard operating procedure documentation.
 - e. Review and make recommendations on resource requirements to carry out responsibilities within Atlantic Area/Maritime Defense Zone Atlantic.
 - f. Prepare and maintain the annual budget for Operations Division.
 - g. Develop schedules for WHEC'S, WMEC'S, WAGB'S and fixed-wing aircraft in the Atlantic Area/Maritime defense Zone Atlantic.

PORTS AND SHIPPING BRANCH
(Aop/N-33)

1. Under the direction and supervision of the Assistant Chief of Staff for Operations, the Chief, Ports and Shipping Branch shall:
 - a. Act as the principal marine safety advisor to Commander, Maritime Defense Zone Atlantic in matters involving commercial vessel safety, port and environmental safety/security, and marine environmental response.
 - b. Coordinate and control marine safety matters requiring a high degree of cooperation between Maritime Defense Zone Atlantic sectors.
 - c. Establish and maintain liaison and necessary working relationships with cognizant representatives of federal/state/local agencies, shipping interests, labor and other maritime groups on matters involving commercial vessel safety, port safety/security, and marine environmental protection.
 - d. Supervise the activities of the Atlantic Strike Team, ~~Gulf Strike Team~~ and International Ice Patrol.
 - e. Supervise and coordinate oceanographic and other scientific activities/projects of units within the Atlantic Area/Maritime Defense Zone Atlantic.

READINESS AND TRAINING DIVISION
(Ar/N-4)

1. Under the direction and supervision of the Chief of Staff, the Assistant Chief of Staff for Readiness and Training 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. Establish and maintain a training program designed to enhance the operational efficiency and readiness of Atlantic Area units.
 - c. Function as type commander for Coast Guard cutters undergoing refresher or shakedown training.
 - d. Provide technical services to assist Atlantic Area/Maritime Defense Zone Atlantic units in ASW, EW and mine warfare.
 - e. Upon mobilization, provide technical advice to Commander, Maritime Defense Zone Atlantic in engineering matters.
 - f. Evaluate all training and exercises in which Atlantic Area/Maritime Defense Zone Atlantic resources participate. Advise Commander, Atlantic Area/Maritime Defense Zone Atlantic on the readiness of operational units and assigned organizations to perform assigned missions.

TRAINING BRANCH
(Art/N-41)

1. Under the direction and supervision of the Assistant Chief of Staff for Readiness and Training, the Chief, Training Branch shall:
 - a. Provide for training of all cutters and selected shore stations by:
 - (1) Maintaining liaison with Navy Fleet Training Commands and scheduling ships for Navy training. Act as the Type Commander's representative.
 - (2) Directing the operation of Training Assistance Teams.
 - (3) Coordinating and managing Area training funds for Atlantic Area units.
 - b. Review reports of training and submit required reports to the Commandant.
 - c. Make recommendations concerning changes to area training programs to improve operational efficiency.

READINESS AND TECHNICAL ASSISTANCE
(Arr/N-42)

1. Under the direction and supervision of the Assistant Chief of Staff for Readiness and Training, the Chief, Readiness and Technical Assistance Branch shall:
 - a. Develop and promulgate operational, training and material standards for ASW, MCM and ESM systems/personnel.
 - b. Provide technical assistance to district staffs and appropriately equipped vessels.
 - c. Maintain liaison with Navy and other Coast Guard commands relating to combat systems and ordnance technical matters.
 - d. Supervise the flight deck certification program for Atlantic Area cutters.
 - e. Act as the principal engineering advisor for Commander, Maritime Defense Zone Atlantic.
 - f. Supervise the UNITREP/CASREP system within Atlantic Area. Advise Commander, Atlantic Area/Maritime Defense Zone Atlantic on the readiness of units to perform their assigned mission.
 - g. Schedule and conduct pre-readiness evaluation program visits to TRE/REFTRA bound cutters.

EXERCISE EVALUATION BRANCH
(Are/N-43)

1. Under the direction and supervision of the Assistant Chief of Staff for Readiness and Training, the Chief, Exercise Evaluation Branch shall:
 - a. Evaluate all exercises in which Atlantic Area/Maritime Defense Zone Atlantic resources participate.
 - b. Recommend appropriate command revisions as necessary and initiate other actions with respect to the maintenance and correctness of joint defense plans, war plans and similar emergency plans and documents which concern employment of forces within the Atlantic Area/Maritime Defense Zone Atlantic.

PLANS DIVISION
(Ap/N-5)

1. Under the general direction and supervision of the Chief of Staff, the Assistant Chief of Staff for Plans 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 the development and maintenance of all war plans.
 - c. Schedule exercises to evaluate all war plans.
 - d. Plan and program Maritime Defense Zone Atlantic resource requirements through the Coast Guard RCP and Navy POM processes.

MARDEZ PLANS BRANCH
(Apz/N-51)

1. Under the direction and supervision of the Assistant Chief of Staff for Plans, the Chief, MARDEZ Plans Branch shall:
 - a. Be responsible for development and maintenance of the Maritime Defense Zone Atlantic war plans.
 - b. Plan and program resource requirements through the Coast Guard and Navy budget processes.
 - c. Be responsible for anti/counter-terrorism wartime and peacetime planning.
 - d. Keep abreast of research and development programs that have maritime defense zone applicability.
 - e. Act as the primary point of contact for naval reserve liaison with COMNAVRESFOR, naval reserve readiness commands, naval reserve centers, and naval reserve units.
 - f. Analyze Navy staff mobilization requirements and submit NAMOS documentation as necessary to effect required mobilization.

EXERCISE BRANCH
(Ape/N-52)

1. Under the direction and supervision of the Assistant Chief of Staff for Plans, the Chief, Exercise Branch shall:
 - a. Be responsible for all aspects of developing and scheduling exercises necessary to evaluate Atlantic Area/Maritime Defense Zone Atlantic war and peacetime contingency plans.
 - b. Oversee and administer the execution of Maritime Defense Zone Atlantic Sector command exercises.
 - c. Be responsible for the training and qualification of personnel assigned to the Maritime Defense Zone Atlantic crisis action teams.
 - d. Conduct a Remedial Action Program (RAP) to correct military preparedness deficiencies identified through the Atlantic Area/Maritime Defense Zone exercise program.

COAST GUARD PLANS BRANCH
(Apg/N-53)

1. Under the direction and supervision of the Assistant Chief of Staff for Plans, the Chief, Coast Guard Plans Branch shall:
 - a. Be responsible for the development and maintenance of the COMCOGARDLANT OPLANS to direct CG operations through transition to MDZ operations and provide service guidance on Coast Guard-unique tasks. Also responsible for the development and maintenance of COMCOGARDLANT OPLANS to support the OPLANS of other CINCS receiving COMLANTAREA forces when executed.
 - b. Be responsible for development and maintenance of the Atlantic Area/Maritime Defense Zone Atlantic Logistic Support Mobilization Plan (LSMP).
 - c. Be responsible for maintenance of the Coast Guard Wartime Personnel Allowance List (WPAL).
 - d. Analyze Coast Guard mobilization requirements and submit documentation to the Coast Guard as necessary to effect required modification.
 - e. Serve as primary point of contact for Coast Guard reserve matters.

INFORMATION SYSTEMS DIVISION
(At/N-6)

1. Under the general direction and supervision of the Chief of Staff, the Assistant Chief of Staff for Information Systems shall:
 - a. Direct, supervise, and coordinate the activities of branch chiefs in connection with their assigned functions; assure the efficient performance of duty by those officers; and assure the effective performance of the operations computer center, the AMVER Center and the Atlantic Area/Maritime Defense Zone Atlantic Communications Systems.
 - b. Establish and maintain liaison with government agencies, civilian organizations and the international maritime community to enhance communications and electronic navigation services and to increase participation in the Automated Mutual-Assistance Vessel Rescue (AMVER) System.
 - c. Obtain information on plans and requirements for the purpose of developing information and communications services to provide timely, reliable, secure and rapid communications and accurate data required for Coast Guard and Atlantic Area/Maritime Defense Zone Atlantic Operations.
 - d. Ensure that the Commandant and the Commander, Pacific Area/Maritime Defense Zone Pacific, are cognizant of the status of services available and under development.
 - e. Ensure optimum use of communications resources and compliance with both Coast Guard communications standards and plans within the Atlantic Area/Maritime Defense Zone Atlantic.
 - f. Ensure optimum use of automated data processing resources and compliance with mission critical and with Coast Guard information systems standards and plans to maximize the effectiveness of Atlantic Area/Maritime Defense Zone Atlantic and Coast Guard response-oriented requirements imposed by higher authority.
 - g. Conduct operations research analysis and other special studies in support of Coast Guard operations.
 - h. Assure a level of staff training that will provide for a smooth transition into the wartime organization.
 - i. Manage all Atlantic Area/Maritime Defense Zone Atlantic Loran-C operations.

- j. Oversee the functional area of word processing and office automation (OA) within the Atlantic Area/Maritime Defense Zone Atlantic Staff.
- k. Supervise the operation of the AMVER awards and boarding programs, and the publication of the AMVER bulletin and maintain liaison with shipping interests to solicit, obtain and effect optimum cooperation and participation of merchant ships in AMVER.
- l. Prepare OG-56 and budgets, personnel training plan and training schedule, and maintain required records.

TELECOMMUNICATIONS BRANCH
Att/N-61)

1. Under the direction and supervision of the Assistant Chief of Staff for Information Systems, the Chief, Telecommunications Branch shall:
 - a. Exercise direct operational control over the Atlantic Area Communications System, including communications stations, interdistrict landlines and Transportable Communications Centrals (TCC's). Exercise indirect operational control over all communications resources within LANTAREA via the operational chain-of-command.
 - b. Coordinate the development, implementations, and use of performance criteria for the Atlantic Area's communications systems.
 - c. Exercise systems control over the use of communications services and designated terminals at Atlantic Area, districts, field units, and other units receiving services from Atlantic Area's communications systems.
 - d. Maintain a communications inspection program of district offices and Activities Europe, conduct communications inspections of Atlantic Area's COMMSTAS. Conduct other communications inspections as required within Atlantic Area to assure performance is effective.
 - e. Ensure user requests for new or modified communications systems are effectively utilized for system planning and impacts of proposals are adequately reflected in plans for systems changes.
 - f. Advise and assist districts and communications stations in resolving district and interdistrict communications problems.
 - g. Develop timely plans for communications systems and security improvements. Assume responsibility for system validation and justification. Prepare resource requests to meet workload changes, revised tasking or needs, and new technology, both through the Navy POM and the Coast Guard RCP Systems.
 - h. Coordinate with district telecommunications staffs to prevent radio interference between districts and to ensure a uniform quality of service.
 - i. Advise Commander, Atlantic Area/Maritime Defense Zone Atlantic, and other staff elements on security matters. Develop security directive governing Area staff security matters. Ensure proper security clearances are issued to Atlantic Area/Maritime Defense Zone Atlantic personnel,

and conduct security briefings.

- j. Investigate and evaluate communications requirements for all Coast Guard users of the operations computer center within the Atlantic Area/Maritime Defense Zone Atlantic.
- k. Prepare communications studies of major incidents as appropriate in order to assess and improve Coast Guard capabilities and techniques.
- l. Provide assistance required in development of long range plans for replacement or enhancement of communications equipment systems, including those utilized by the operations computer center response system, for inclusion in Coast Guard and Atlantic Area/Maritime Defense Zone Atlantic response-oriented systems plans.
- m. Coordinate all Atlantic Area/Maritime Defense Zone Atlantic staff's landline, telephone and other communications requirements and act as single interface point with District and Support Center staff for communications matters.
- n. Maintain liaison with appropriate government and industry representatives in order to develop and improve intra-Coast Guard, inter-agency, AMVER, and public communications services.
- o. Prepare and submit to the Commandant for approval, Atlantic Area/Maritime Defense Zone Atlantic long-range communications plans which will form the basis for budget requests for both the Navy POM and the Coast Guard RCP Systems in the command and control program.
- p. Exercise a coordination role in the marine information broadcasts and communications supporting district missions which require liaison to prevent interference or ensure a uniform quality of service.
- q. Maintain the communications annexes of both the Area and Maritime Defense Zone's standard operating procedures and operations plan.
- r. Fulfill the duties of classified material control officer, NATO Control Officer, COMTAC Officer, and Top Secret Control Officer for Atlantic Area/Maritime Defense Zone Atlantic staff.
- s. Ensure distribution of communications and readiness publications applicable to Atlantic Area/Maritime Defense Zone Atlantic units and Maritime Defense Zone Atlantic Sectors.
- t. Maintain close liaison with CINCLANFLT communications

staff to ensure effective communications planning to meet Atlantic Area/Maritime Defense Zone Atlantic's communications requirements. Monitor Pacific Area/Maritime Defense Zone Pacific, communications efforts.

COMPUTER SYSTEMS BRANCH
(Ati/N-62)

1. Under the direction and supervision of the Assistant Chief of Staff for Information Systems, the Chief, Computer Systems Branch shall:
 - a. Direct and administer the operation of the operations computer center to:
 - (1) Obtain, process, and provide information on location and status of merchant vessels in accordance with AMVER system policy established by the Commandant.
 - (2) Obtain, process, and provide information to authorized users of other applications systems developed in accordance with policy established by Commander Atlantic Area/Maritime Defense Zone Atlantic or the Commandant. Provide and maintain accurate reference files for system (i.e. search and rescue) use.
 - (3) Assure availability of user services and the rapid processing of demands for information and analysis tools. Provide the single contact point for liaison with users of the operations computer center services.
 - (4) Ensure reporting of system problems. Provide for the timely dissemination of pertinent user information.
 - b. Coordinate the development, documentation, implementation, and use of performance criteria for designated mini-computer based information systems for Coast Guard and Atlantic Area/Maritime Defense Zone Atlantic response oriented applications.
 - c. Exercise systems control over data-bases and the use of designated terminals and systems at Atlantic Area/Maritime Defense Zone Atlantic, district, field, and other units receiving services from the Operations Computer Center. Conduct training of Coast Guard Operations Center users annually.
 - d. Review security requirements, set security standards, and implement security procedures for the Operations Computer Center and all systems supported, both classified and unclassified. Promulgate procedures to permit controlled access to all systems supported by the Information Systems Division. Ensure appropriate internal controls governing release of information are in effect and observed. Control user access authorization in accordance with system specifications. Promulgate security requirements for remote systems supported.

- e. Set system standards and practices for applications managed or supported by the Information Systems Division. Set Internal Data Standards. Monitor the evolution of Coast Guard standards to ensure compatibility of systems and data-bases. Manage data-bases on the Operations Center mini-computers. Administer data-bases and provide data maintenance services. Provide technical coordination for the integration of externally developed applications or products with systems supporting response-oriented operations.
- f. Maintain an auditing program to assure performance and security controls are effective. Collect, maintain, and evaluate statistical data for systems concerning components, procedures, organization, and utilization. Recommend modifications to improve system effectiveness and response. Develop timely plans for systems improvements. Prepare resource requests to meet workload changes, revised tasking or needs, and new technology.
- g. Allocate and control system resources in accordance with established procedures and priorities. Coordinate and maintain operational readiness of terminals, communications services, and interfaces within the Operations Computer Center to external systems.
- h. Maintain existing applications by correcting errors and implementing changes to accommodate revised requirements or improve methods.
- i. Monitor developments in technology that may be used to support Coast Guard and Atlantic Area/Maritime Defense Zone Atlantic operational missions. Prepare analytical studies and operations research analyses as appropriate in order to assess and improve Coast Guard capabilities and techniques.
- j. Ensure user requests for new or modified systems are effectively utilized for system planning.
- k. Investigate, evaluate, and analyze user requirements for information, reference, and analysis tools for Coast Guard and Atlantic Area/Maritime Defense Zone Atlantic response-oriented decision support and operational applications. Evaluate and analyze requirements for feasibility and necessity of ADP applications proposed to support response-oriented operations.
- l. Develop, design, test, and establish systems using recognized standards which provide the necessary information reference, analysis, and communications functions required in Coast Guard and Atlantic Area/Maritime Defense Zone Atlantic response-oriented operations. Evaluate and analyze requirements for feasibility and necessity of

proposed system to support response-oriented operations.

- m. Ensure impacts of proposed applications are adequately reflected in plans for systems changes.
- n. Provide assistance required in development of long-range plans for replacement or enhancement of all ADP equipment/systems for inclusion in Coast Guard and Atlantic Area/Maritime Defense Zone Atlantic response-oriented systems.
- o. Maintain liaison with USCG Headquarters, systems maintenance engineering facilities (SMEF), Coast Guard standard terminal vendor, and the district IRM staff for Coast Guard standard terminal issues. Participate in the operation of a joint District/Atlantic Area/Maritime Defense Zone Atlantic Information Resource Center.
- p. Identify sources of merchant vessel characteristics data needed for search and rescue.
- q. Maintain liaison with appropriate government and industry representatives concerning computer systems management.

LORAN-C BRANCH
(At1)/(N-63)

1. Under the direction and supervision of the Assistant Chief of Staff for Information Systems, the Chief, Loran-C Branch shall:
 - a. Provide managerial overview of all Atlantic Area/Maritime Defense Zone Atlantic Loran-C operations.
 - b. Coordinate, direct, and supervise the operations of all transmitting stations, monitor sites, and control sites assigned to Atlantic Area/Maritime Defense Zone Atlantic Loran-C chains.
 - c. Coordinate all Atlantic Area/Maritime Defense Zone Atlantic Interdistrict and International Loran-C operations, technical support, and planning evolutions.
 - d. Provide liaison with Coast Guard districts, other government agencies, industry, foreign/domestic users regarding Loran-C and navigation systems.
 - e. Provide timely information to the radionavigation systems program and support directors pertaining to operational support objectives, and planning, programming, and budgetary administration.
 - f. Investigate and make recommendations to Commandant for the resolution of broad-based radionavigation systems deficiencies in Coast Guard vessels and aircraft.

**COMMANDER, PACIFIC AREA/MARITIME DEFENSE ZONE PACIFIC
(P/N-00)**

1. Commander, Pacific Area, under the general direction of the Commandant shall:
 - a. Plan, coordinate, and direct interdistrict operations and utilization of operational resources. This shall include, but not be limited to:
 - (1) Search and Rescue
 - (2) Enforcement of Laws and Treaties
 - (3) Polar Icebreaking
 - (4) Marine Environmental Response
 - (5) Marine Science Activities
 - (6) Military Readiness/Operations
 - (7) Mobilization
 - (8) Communications Services
 - (9) Loran-C
 - (10) Operational Evaluation
 - (11) Port and Environmental Safety
 - b. Control any operations which, in the judgment of the Area Commander, are most effectively coordinated at the Area level. This will include the operational activities described in 1(a) above and the utilization of WHEC, WMEC, WAGB, and fixed-wing aircraft resources in the Area.
 - 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. This will include the temporary transfer of resources between districts (e.g. funds, personnel, capital resources, etc.) to meet special operational needs and the development of recommendations for the permanent reallocation of such resources when appropriate.

- d. Administer and direct activities of operating level units under the Area Commander's immediate command on a permanent basis and provide for logistic support of assigned Area units by the district in which they are located.
 - e. Administer the Automated Mutual Assistance Vessel Rescue (AMVER) System.
 - f. Maintain liaison with the maritime industry, commercial aviation industry, and others having interest in Coast Guard activities. All district relations associated with military commands at the unified or specific command level shall be coordinated through the respective Area Commander/Maritime Defense Zone Commander.
2. Commanders, Coast Guard Atlantic and Pacific Area are designated Commanders, Maritime Defense Zone Atlantic and Pacific, subordinate to the Commanders in Chief, Atlantic and Pacific Fleet, for the coastal defense of the United States. Commander, Maritime Defense Zone shall:
- a. Plan for the defense of the Maritime Defense Zone across the entire defense continuum assigned by the respective Fleet Commander-In-Chief.
 - b. Act as the principal assistant to, and direct representative, of the Fleet Commander-in-Chief in Maritime Defense Zone matters within his respective zone.
 - c. Conduct a Maritime Defense exercise program. Execute a remedial action program for military readiness deficiencies.
 - d. Coordinate and direct the Maritime Defense Zone Sector Commanders in all warfare disciplines in support of Maritime Defense Zone operation plans and exercises.
 - e. Coordinate logistic support for Maritime Defense Zone Sector Commanders from either Navy or Coast Guard support sources. Prepare and coordinate annual Navy and Coast Guard budget requests through appropriate Commander-in-Chief to the Coast Guard and Navy.
 - f. Identify and coordinate requests for studies and research in applicable warfare and support areas appropriated to the Maritime Defense Zone.
 - g. In wartime, or when directed by the President, perform those tasks assigned to the Maritime Defense Zone by the applicable Fleet Commander-in-Chief. Exercise operational control over forces conducting Maritime Defense Zone operations. Exercise military oversight over courses of

action and activities conducted by component forces under, or in support of Maritime Defense Zone taskings and military requirements.

- h. Utilize an organizational structure that incorporates active duty and reserve personnel, both Coast Guard and Navy, in support of the Total Force concept.
3. The Commander, Pacific Area is the Secretary of Transportation's coordinating official for Federal Region 9. As such he is responsible to the Regional Federal Emergency Management Administration Director for coordination of federal emergency transportation services.

**DEPUTY COMMANDER, PACIFIC AREA/MARITIME DEFENSE ZONE PACIFIC
(Pd/N-01))**

1. The Deputy Commander, Pacific Area/Maritime Defense Zone Pacific billet is filled by a Navy flag officer when the Command is activated and by the Chief of Staff during all other times.
 - a. Act as the principal advisor to Commander, Pacific Area/Maritime Defense Zone Pacific.
 - b. Supervise and direct the Pacific Area and Maritime Defense Zone Pacific staff.
 - c. Act as Commander, Maritime Defense Zone Pacific and Commander, Pacific Area in the Commander's absence.
 - d. Provide oversight for units assigned to Maritime Defense Zone Pacific and to units assigned to Pacific Area.
 - e. Supervise Pacific Area/Maritime Defense Zone Pacific planning, exercise development/execution, and exercise evaluation.

**CHIEF OF STAFF, PACIFIC AREA/MARITIME DEFENSE ZONE PACIFIC
(Pcs/N-02)**

1. Under the general direction of the Commander, Pacific Area/Commander, Maritime Defense Zone Pacific, the Chief of Staff Pacific Area/MARDEZPAC shall:
 - a. Act as a principle advisor to Commander and Deputy Commander, Pacific Area/Maritime Defense Zone Pacific and act for them in their absence.
 - b. Supervise and direct staffs of Commander, Pacific Area/Maritime Defense Zone Pacific.
 - c. Supervise Pacific Area/Maritime Defense Zone budget development and submission.
 - d. Supervise preparation of recommendations for permanent and temporary reallocation of Pacific Area resources.
 - e. Assist preparation of Maritime Defense Zone Pacific planning, exercise development/execution, and exercise evaluation.
 - f. Act as Chairman of the Pacific Area Awards Board.

**ADMINISTRATION AND LOGISTICS DIVISION
(Pa/N-1)**

1. Under the general direction and supervision of the Chief of Staff, the Assistant Chief of Staff for Administration and Logistics shall:
 - a. Assign and administer personnel assigned to Pacific Area/Maritime Defense Zone Pacific.
 - b. 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.
 - c. Prepare, issue and maintain directives/instructions affecting the conduct of Pacific Area/Maritime Defense Zone Pacific affairs.
 - d. Develop immediate Pacific Area/Maritime Defense Zone Pacific staff requirements and justifications.
 - e. Supervise the planning and execution of the programs for the administration of all categories of personnel in Pacific Area/Maritime Defense Zone Pacific.
 - f. Act as Commanding Officer, Pacific Area/Maritime Defense Zone Pacific enlisted personnel.
 - g. Provide staff support for supply procurement and logistics matters.
 - h. Provide medical and preventive medicine expertise and support.

ADMINISTRATION BRANCH
(Paa/N-11)

1. Under the direction and supervision of the Assistant Chief of Staff for Administration and Logistics, the Chief, Administration Branch shall:
 - a. Provide administrative/personnel assistance to the Pacific Area/Maritime Defense Zone Pacific staff.
 - b. Handle administrative functions with respect to disciplinary matters involving assigned personnel.
 - c. Act as liaison between Commander, Pacific Area/Maritime Defense Zone Pacific and USCG Personnel Support Center/USN Personnel Detachment on personnel and administrative matters including processing of reserves.
 - d. Act as central coordinator on various matters of an administrative nature pertaining to Pacific Area/Maritime Defense Zone Pacific divisions and their respective personnel.

FINANCE BRANCH
(Paf/N-12)

1. Under the direction and supervision of the Assistant Chief of Staff for Administration and Logistics, the Chief, Finance Branch shall:
 - a. Coordinate and consolidate estimates of budgetary requirements and operating guides.
 - b. Make recommendations as to fund allocations for Pacific Area/Maritime Defense Zone Pacific divisions.
 - c. Provide safeguards to ensure fiscal integrity.
 - d. Based on evaluation and analysis of cost data, recommend cost reduction programs.
 - e. Administer funds allotted to Pacific Area/Maritime Defense Zone Pacific divisions.
 - f. Maintain ledger accounts for Pacific Area/Maritime Defense Zone Pacific funds.

**MEDICAL BRANCH
(Pak/N-13)**

1. Under the direction and supervision of the Assistant Chief of Staff for Administration and Logistics, the Chief, Medical Branch shall:
 - a. Act as principal medical advisor for Commander, Pacific Area/Maritime Defense Zone Pacific.
 - b. Keep Commander, Pacific Area/Maritime Defense Zone Pacific fully informed of all requirements for medical support.
 - c. Obtain from other staff officers such information on their plans and requirements as may be relevant in developing Pacific Area/Maritime Defense Zone Pacific medical programs.
 - d. Administer funds allocated to the Medical Branch as prescribed in current directives. Furnish appropriate preliminary budget estimates and funds allocations/suballotments.
 - e. Maintain liaison with Public Health Services and Department of Defense medical facilities regarding health care.
 - f. Be responsible for planning, directing, and implementing environmental and occupational health programs within the Pacific Area/Maritime Defense Zone Pacific. These programs include occupational health, food services, vector control, housing sanitation, institutional environmental health, radiation protection, water supplies, waste water disposal, solid waste disposal, hazardous wastes, recreational facility sanitation, and water pollution.
 - g. Oversee occupational medical monitoring program within Pacific Area/Maritime Defense Zone Pacific.
 - h. Investigate disease outbreaks.
 - i. Provide technical assistance in preventive medicine to Commander, Pacific Area/Maritime Defense Zone Pacific, district commanders, and commanding officers and officers-in-charge of district units.
 - j. Maintain liaison with Commandant (G-K), (G-CSP), and (G-M) concerning preventive medicine.
 - k. Maintain liaison with DOD, EPA, HHS, and other government agencies concerning preventive medicine.

LOGISTICS BRANCH
(Pal/N-14)

1. Under the direction and supervision of the Assistant Chief of Staff for Administration and Logistics, the Chief, Logistics Branch shall:
 - a. Act as principal logistics advisor for the Maritime Defense Zone Pacific.
 - b. Keep Commander, Maritime Defense Zone Pacific fully informed of the status of logistic support. Make appropriate recommendations to alleviate supply support problems.
 - c. Obtain from other staff officers such information on their plans and requirements as may be relevant in developing Maritime Defense Zone Pacific logistic programs.
 - d. Administer funds allocated to the Logistics Branch as prescribed in current directives. Furnish appropriate preliminary budget estimates and funds allocations/suballotments.
 - e. Maintain appropriate liaison with government and civilian agencies in support of the above responsibilities.

INTELLIGENCE DIVISION
(Pi/N-2)

1. Under the general direction and supervision of the Chief of Staff, the Assistant Chief of Staff for Intelligence 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. Manage Pacific Area/Maritime Defense Zone Pacific's intelligence program.
 - c. As Special Security Officer (SSO), manage the Communications Site (CIE), Special Intelligence Communications (SPINTCOM), and Special Compartmented Information Facility (SCIF).
 - d. Manage Pacific Area/Maritime Defense Zone Pacific's operations security program, including classified material control and issuance of security clearances.
 - e. Maintain liaison with other military, federal, state, and local intelligence agencies/organizations.

LAW ENFORCEMENT INTELLIGENCE BRANCH
(P11/N-21)

1. Under the direction and supervision of the Assistant Chief of Staff for Intelligence, the Chief, Law Enforcement Intelligence Branch shall:
 - a. Supervise Pacific Area criminal intelligence information collection program.
 - b. Supervise Pacific Area photographic intelligence program.
 - c. Maintain working relationships/liaison with appropriate other federal, state, and local criminal intelligence gathering and analysis personnel.
 - d. Supervise analysis and evaluation of all criminal intelligence information.

INTELLIGENCE SUPPORT BRANCH
(Pii/N-22)

1. Under the direction and supervision of the Assistant Chief of Staff for Intelligence, the Chief, Intelligence Support Branch shall:
 - a. Ensure dissemination of all appropriate and properly analyzed intelligence information to authorized users.
 - b. Maintain working relationships/liaison with other military, federal, state, and local intelligence agencies and organizations.
 - c. Supervise Pacific Area/Maritime Defense Zone Pacific operations security program, including classified material control and issuance of security clearances.
 - d. Supervise operation of the Special Intelligence Communications (SPINTCOM) and Special Compartmented Information Facility (SCIF).

MILITARY INTELLIGENCE BRANCH
(Pim/N-23)

1. Under the direction and supervision of the Assistant Chief of Staff for Intelligence, the Chief Military Intelligence Branch shall:
 - a. Supervise Pacific Area/Maritime Defense Zone Pacific military intelligence collection for both conventional warfare (military threat from surface, sub-surface, and airborne military units) and unconventional warfare (terrorism, sabotage, and espionage).
 - b. Maintain working relationships/liaison with appropriate other military, federal, state, and local military intelligence gathering and analysis personnel.
 - c. Supervise analysis and evaluation of all military intelligence information received.

**INTELLIGENCE TEAM
(Pit/N-24)**

1. Under the direction and supervision of the Assistant Chief of Staff for Intelligence, the Chief, Intelligence Team shall:
 - a. Manage and supervise the Pacific Area ~~CIE~~ ^{Technical Collection} program.
 - b. Supervise the first line analysis, evaluation, and dissemination of information collected through the ~~CIE~~ ^{Technical Collection} program.
 - c. Maintain working relationships/liaison with other military and federal intelligence agencies and organizations involved in ~~CIE~~ program.
 - d. Manage the ^{tech Collection programs} Intelligence Division's electronic equipment suite.
 - e. Determine/document future Intelligence Division's electronic equipment requirements based on new/revised intelligence program goals and objectives.

OPERATIONS DIVISION
(Po/N-3)

1. Under the general direction and supervision of the Chief of Staff, the Assistant Chief of Staff for Operations 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. Plan, coordinate, and supervise all non-exercise operational matters including current and future operations.
 - c. Supervise operations in any operational mission area which involves more than one district or which in Commander, Pacific Area's judgment is most efficiently dealt with at the Area level.
 - d. 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.
 - e. Maintain liaison with government and civilian agencies in support of operational responsibilities.
 - f. Supervise the preparation and maintenance of the Pacific Area Standard Operating Procedures and Operations Orders.
 - g. Provide oversight to all Pacific Area Districts and provide recommendations on the reallocation of resources between these Districts as necessary on either a permanent or temporary basis.
 - h. Develop schedules for WHECs, WMECs, WAGBs, and fixed-wing aircraft in the Pacific Area/Maritime Defense Zone Pacific.
 - i. Direct the activities of the Pacific Strike Team and Pacific Area Tactical Law Enforcement Team and Detachment.

CURRENT OPERATIONS BRANCH
(Poc/N-31)

1. Under the direction and supervision of the Assistant Chief of Staff for Operations, the Chief, Current Operations Branch shall:
 - a. Schedule and direct the operations of all resources engaged in Pacific Area/Maritime Defense Zone Pacific controlled operations.
 - b. Coordinate the preparation of patrol orders and letters of instructions applicable to activities under the operational control of Commander, Pacific Area/Maritime Defense Zone Pacific.
 - c. Plan and coordinate operations in any operational mission area which involves more than one district or which in Commander, Pacific Area's judgment is most efficiently dealt with at the Area level.
 - d. Supervise the joint Area/District Operations Center for Pacific Area/Maritime Defense Zone Pacific matters.
 - e. Develop schedules for WHECs, WMECs, WAGBs, and fixed-wing aircraft in the Pacific Area/Maritime Defense Zone Pacific.
 - f. Represent the Regional SAR Coordinator in the detailed execution of his duties.
 - g. Review current SAR agreements.
 - h. Ensure that effective liaison with the LANTAREA AMVER Center is provided to administer the AMVER system in the Pacific Area/Maritime Defense Zone Pacific.
 - i. Supervise the coordination and response to marine environmental protection activities/incidents under Pacific Area/Maritime Defense Zone Pacific cognizance to ensure full compliance with the National Contingency Plan.
 - j. Supervise the activities of the Pacific Strike Team.
 - k. Supervise the activities of the Pacific Area Tactical Law Enforcement Team and the Law Enforcement Detachment.
 - l. Supervise and coordinate oceanographic and other scientific activities/projects of units within the Pacific Area/Maritime Defense Zone Pacific.
 - m. Maintain liaison with government and civilian agencies in support of all Current Operations Branch responsibilities.

- n. Monitor Maritime Defense Zone Pacific operations, and make recommendations to the Assistant Chief of Staff for Operations for sector asset assignments/reassignments.

**FUTURE OPERATIONS BRANCH
(Pof/N-32)**

1. Under the direction and supervision of the Assistant Chief of Staff for Operations, the Chief, Future Operations Branch shall:
 - a. Develop plans for future Pacific Area/Maritime Defense Zone Pacific resource needs.
 - b. Review planning proposals for operating facility changes submitted by Pacific Area districts.
 - c. Maintain the statistical data base for all activities within Pacific Area/Maritime Defense Zone Pacific.
 - d. Prepare and maintain Pacific Area/Maritime Defense Zone Pacific standard operating procedure documentation.
 - e. Review and make recommendations on resource requirements to carry out Branch responsibilities within Pacific Area/Maritime Defense Zone Pacific.
 - f. Provide administrative, clerical and data processing support for all Operations Division staff elements.

PORTS AND SHIPPING BRANCH
(Pop/N-33)

1. Under the direction and supervision of the Assistant Chief of Staff for Operations, the Chief Ports and Shipping Branch shall:
 - a. Act as the principal marine safety advisor to Commander, Maritime Defense Zone Pacific in matters involving commercial vessel safety, port and environmental safety/security, and marine environmental response.
 - b. Coordinate and control marine safety matters requiring a high degree of cooperation between Maritime Defense Zone Pacific sectors.
 - c. Establish and maintain liaison and necessary working relationships with cognizant representatives of federal/state/local agencies, shipping interests, labor and other maritime groups on matters involving commercial vessel safety, port safety/security, and marine environmental protection.
 - d. Develop Maritime Defense Zone Pacific marine safety program budgetary documentation.

READINESS AND TRAINING DIVISION
(Pr/N-4)

1. Under the general direction and supervision of the Chief of Staff, the Assistant Chief of Staff for Readiness and Training 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. Establish and maintain a training program designed to enhance the operational efficiency and readiness of Pacific Area units.
 - c. Function as Type Commander for Coast Guard cutters undergoing refresher or shakedown training.
 - d. Provide technical services to assist Pacific Area/Maritime Defense Zone Pacific units in ASW, EW, and mine warfare.
 - e. Upon mobilization, provide technical advice to Commander, Maritime Defense Zone Pacific in engineering matters.
 - f. Evaluate all training and exercises in which Pacific Area/Maritime Defense Zone Pacific resources participate. Advise Commander, Pacific Area/Maritime Defense Zone Pacific on the readiness of operational units and assigned organizations to perform assigned missions.

TRAINING BRANCH
(Prt/N-41)

1. Under the direction and supervision of Assistant Chief of Staff for Readiness and Training, the Chief Training Branch shall:
 - a. Provide for training of all cutters and selected shore stations by:
 - (1) Maintaining liaison with Navy Fleet Training Commands and scheduling ships for refresher training. Act as the Type Commander's representative.
 - (2) Directing the operation of Training Team One.
 - (3) Scheduling cutters for participation in Navy exercises and for submarine services.
 - (4) Developing a Coast Guard multi-unit exercise program, including UNREP drills.
 - (5) Coordinating CBR training of Pacific Area units.
 - (6) Coordinating and managing combat training funds for Pacific Area units.
 - b. Review reports of training and submit required reports to the Commandant.
 - c. Make recommendations concerning changes to Area training programs to improve operational efficiency.

READINESS AND TECHNICAL ASSISTANCE
(Prr/N-42)

1. Under the direction and supervision of Assistant Chief of Staff for Readiness and Training, the Chief, Readiness and Technical Assistance Branch shall:
 - a. Develop and promulgate operational, training and material standards for ASW, MCM, and ESM systems/personnel.
 - b. Provide technical assistance to district staffs and appropriately equipped vessels.
 - c. Maintain liaison with Navy and other Coast Guard commands relating to combat systems and ordnance technical matters.
 - d. Maintain the Operational Readiness Annex of the Pacific Area SOP. Supervise the flight deck certification program for Pacific Area cutters.
 - f. Act as the principle engineering advisor for Commander, Maritime Defense Zone Pacific.
 - g. Supervise the UNITREP/CASREP system within Pacific Area. Advise Commander, Pacific Area/Maritime Defense Zone Pacific on the readiness of units to perform their assigned mission.

EXERCISE EVALUATION BRANCH
(Pre/N-43)

1. Under the direction and supervision of Assistant Chief of Staff for Readiness and Training, the Chief Exercise Evaluation Branch shall:
 - a. Evaluate all exercises in which Pacific Area/Maritime Defense Zone Pacific resources participate.
 - b. Recommend appropriate command revisions as necessary and initiate other actions with respect to the maintenance and correctness of joint defense plans, war plans and similar emergency/contingency plans and documents which concern employment of forces within the Pacific Area/Maritime Defense Zone Pacific.

PLANS DIVISION
(Pp/N-5)

1. Under the general direction and supervision of the Chief of Staff, the Assistant Chief of Staff for Plans shall:

Same 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.

Same b. Be responsible for the development and maintenance of all war plans.

Same c. Schedule exercises to evaluate all war plans.

Same d. Plan and program Maritime Defense Zone Pacific resource requirements through the Coast Guard RCP and Navy POM processes.

MARDEZ PLANS BRANCH
(Ppz/N-51)

1. Under the direction and supervision of the Assistant Chief of Staff for Plans, the Chief, MARDEZ Plans Branch shall:

- Source* a. Be responsible for development and maintenance of the Maritime Defense Zone Pacific war plans.
- Source* b. Plan and program resource requirements through the Coast Guard and Navy budget processes.
- Source* c. Be responsible for anti/counter-terrorism wartime and peacetime planning.
- Source* d. Keep abreast of research and development programs that have Maritime Defense Zone applicability.

LA-NT has 2 specifics

**EXERCISE BRANCH
(Ppe/N-52)**

1. Under the direction and supervision of the Assistant Chief of Staff for Plans, the Chief, Exercise Branch shall:

Some a. Be responsible for all aspects of developing and scheduling exercises necessary to evaluate Pacific Area/Maritime Defense Zone Pacific war and peacetime contingency plans.

Some b. Oversee and administer the execution of Maritime Defense Zone Pacific Sector command exercises.

*in LANT
Ap 2 ←* c. Act as the primary point of contact for naval reserve liaison with COMNAVRESFOR, naval reserve readiness commands, naval reserve centers and naval reserve unit.

Some d. Be responsible for the training and qualification of personnel assigned to the Maritime Defense Zone Pacific crisis action teams.

LANT has Remedial Act Program street,

COAST GUARD PLANS BRANCH
(Ppg/N-53)

1. Under the direction and supervision of the Assistant Chief of Staff for Plans, the Chief, Coast Guard Plans Branch shall:

Some a. Be responsible for development and maintenance of the Pacific Area/Maritime Defense Zone Pacific Logistic Support Mobilization Plan (LSMP).

Some b. Be responsible for maintenance of the Coast Guard Wartime Personnel Allowance List (WPAL).

would be different c. Analyze ^{CG} staff mobilization requirements and submit documentation to the Navy and/or Coast Guard as necessary to effect required modification.

PAC only d. Serve as the staff COMTAC Publications Officer.

PAC only e. Serve as the staff Top Secret Control Officer.

Some f. Serve as primary point of contact for Coast Guard reserve matters.

LANT has OPLANS stmt.

**INFORMATION SYSTEMS DIVISION
(Pt/N-6)**

1. Under the general direction and supervision of the Chief of Staff, the Assistant Chief of Staff for Information Systems 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. Exercise operational control over Pacific Area/Maritime Defense Zone Pacific communication systems.
 - c. Manage Pacific Area/Maritime Defense Zone Pacific staff's computer system resources.
 - d. Manage all Pacific Area/Maritime Defense Zone Pacific Loran-C operations.

TELECOMMUNICATIONS BRANCH
(Ptt/N-61)

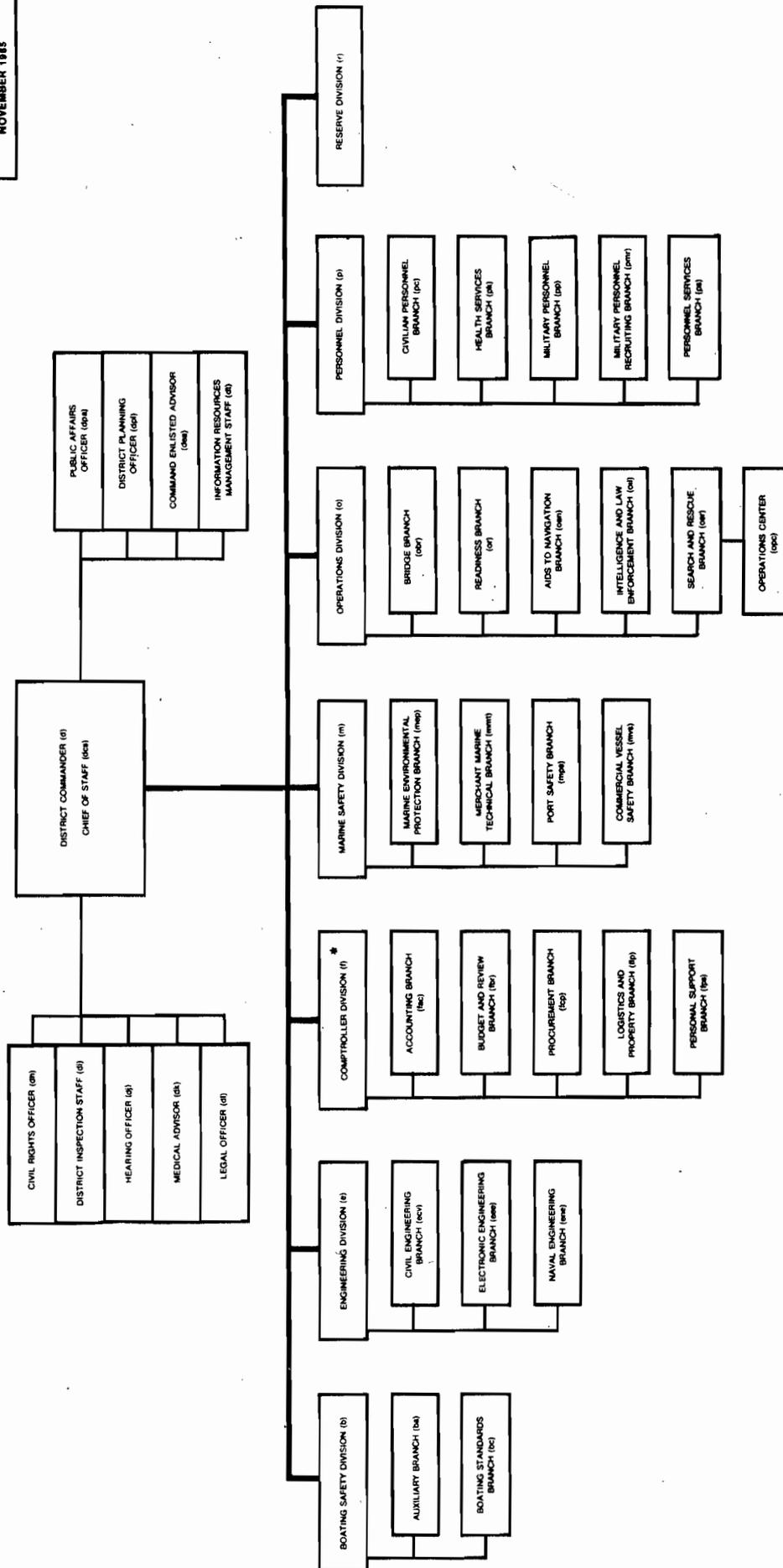
1. Under the direction and supervision of the Assistant Chief of Staff for Information Systems, the Chief, Telecommunications Branch shall:
 - a. Exercise operational control over the Pacific Area's communication system which is composed of COMMSTAs, interdistrict landlines, and transportable communication centers.
 - b. Develop Pacific Area/Maritime Defense Zone Pacific's long-range communication plans.
 - c. Coordinate resolution of interdistrict and Maritime Defense Zone Pacific intersector communications problems.
 - d. Conduct the communications inspection program of district offices, Headquarters Units, and COMMSTAs.
 - e. Maintain liaison with appropriate government and industry representatives to develop and improve Coast Guard communications.

COMPUTER SYSTEMS BRANCH
(Pti/N-62)

1. Under the direction and supervision of the Assistant Chief of Staff for Information Systems, the Chief Computer Systems Branch shall:
 - a. Manage Pacific Area/Maritime Defense Zone Pacific staff's computer system resources.
 - b. Provide both hardware and software expertise for computer systems used by the Pacific Area/Maritime Defense Zone Pacific staff.
 - c. Maintain liaison with appropriate government and industry representatives concerning computer systems management.

LORAN-C BRANCH
(Pt1/N-63)

1. Under the direction and supervision of the Assistant Chief of Staff for Information Systems, the Chief, Loran-C Branch shall:
 - a. Provide proper managerial overview of all Pacific Area/Maritime Defense Zone Pacific's Loran-C operations.
 - b. Directly manage operations of all Pacific Area/Maritime Defense Zone Pacific's CONUS and Canadian West Coast Loran-C stations.
 - c. Coordinate all Pacific Area/Maritime Defense Zone Pacific interdistricts and international Loran-C operations, technical support, and planning evolutions.
 - d. Provide liaison with industry, government agencies, foreign/domestic users regarding Loran-C and other electronic navigation systems.



(*) 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 as 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 the 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)
 - District Inspection Staff (di)
 - Medical Advisor (dk)
 - Legal Officer (dl)
 - Public Affairs Officer (dpa)
 - District Planning Officer (dpl)
 - Command Enlisted Advisor (dea)
 - Hearing Officer (dj)
 - Information Resources Management Staff (dt)
 - 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 establishing and maintaining a coordinated federal port safety and security program, a comprehensive environmental program, a program for licensing and certificating merchant marine personnel, a program for the inspection of merchant vessels, for the prevention of marine casualties, and for the comprehensive development of standards.
 - 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, waterways management, 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 varies 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 delegation 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 and supervision 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 allowance, 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.

**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 recommended 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 Districts Commander's representative in investigating, reviewing and evaluating specific complaints relating to equal opportunity, and recommend course of action by superiors.

DISTRICT INSPECTION STAFF
(d1)

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.

**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:
 - a. Offer directly such council and advice on medical matters concerning Coast Guard personnel as may be required to be brought to the attention of, or requested by, the District Commander.

**LEGAL OFFICER
(d1)**

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.

**PUBLIC AFFAIRS OFFICER
(dpa)**

1. Under the direction and supervision of the District Commander and the Chief of Staff, the Public Affairs Office 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.

DISTRICT 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.

**INFORMATION RESOURCES MANAGEMENT STAFF
(dt)**

1. Under the direction and supervision of the District Commander and the Chief of Staff, the Chief, Information Resources Management Staff shall:
 - a. Create and continue to foster the Management Information Systems and implement a cohesive plan for harnessing the application of computer, communications, and electronic technology.
 - b. Maintain a localized information handling facility for both data base storage and processing tasks.
 - c. Insure that all prescribed or necessary security measures and safety precautions are strictly observed for the District Computer Center.
 - d. Develop policies and procedures for insuring compliance with copyright and license provisions for commercially procured software.
 - e. Schedule work to be accomplished, coordinate with users and the central site computer and maintain production records of work accomplished.
 - f. Maintain equipment utilization records and records of automated data processing equipment malfunctions.
 - g. 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.
 - h. Maintain inventory records of paper, punched cards and other ADP supplies used in the branch.
 - i. Maintain punched card files and documentation files containing reference manuals and operating instructions.
 - j. 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.
 - k. Assist district personnel in the study, design and installation of ADP systems or the alteration of existing systems and programs.
 - l. Be responsible for control over terminal security codes and insure that only authorized users have access to security codes.

- m. Administer, supervise and coordinate all communication and radio frequency management affecting the operation and administration of the district office and district units.
- n. Develop plans and procedures to assure coordination, uniformity and efficiency in the administration and operation of Coast Guard communications.
- o. Coordinate and develop plans and instructions for handling distress, safety and SAR communication.
- p. Insure the communications readiness of all district units by frequent inspections.
- q. Evaluate all complaints of harmful interference 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.
- r. Maintain close liaison with appropriate government and industry communications personnel as a means of improving Coast Guard communications, coordination and technical development.
- s. Develop and issue communication plans in support of mobilization.
- t. Initiate submission of annual planning and request for operational approval letters to Commandant for budgetary information and to make necessary communication plant improvements.
- u. Administer the communication security programs.
- v. Maintain the Districts Commander's Classified Material System, and operate a communication center, cryptographic center and courier service for the district office.
- w. Provide the needed planning and staff training necessary to make the information system a part of the district organization.
- y. Provide user training and capability awareness for the field units of the district.

*Med late 80's
went to G-M*

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 Marine Safety, Security and Environmental Protection.
 - 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. Coordinate the Recreational Boating Safety program as appropriate with the Coast Guard Auxiliary, State boating officials, U.S. Power Squadrons, American Red Cross, and other groups and organizations involved with boating safety.
 - b. Direct the operation of the Coast Guard Auxiliary.
 - c. Administer the Boating Standards Program in accordance with Commandant Instructions and applicable laws and regulations.
 - d. Maintain liaison with State Boating Law Administrators and Regional Associations of State Boating Law Administrators in order to promote comity between jurisdictions and encourage uniformity and reciprocity of boating laws and regulations.
 - e. Maintain Coast Guard/State agreements to establish the working relationships between the Coast Guard and the states to encourage them to assume a greater role in enforcing boating safety laws and regulations.
 - f. Establish and maintain liaison with major boating interests such as yacht club associations, marine trade associations, and boat owner associations.
 - g. Administer a limited program of boating accident reporting, review, and investigation coordinated with Coast Guard Headquarters, Marine Safety Offices, and State Boating Law Administrators.
 - h. Conduct an Administrative Penalties Procedures Program.

AUXILIARY BRANCH
(ba)

1. The Chief, Boating Safety Division shall also serve as the Chief, Auxiliary Branch and shall:
 - a. Act as 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 CG Auxiliary within the district 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, regulations, 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 Examination and Public Education programs in the district.
 - g. Review all material published by the Auxiliary in the district.
 - h. Maintain a system of record 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 Staff.
 - j. Ensure that Auxiliary public education and information efforts in support of the Recreational Boating Safety Program are properly coordinated with the efforts of others.

**BOATING STANDARDS BRANCH
(bs)**

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 HQ, 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 areas.
 - e. Implement and administer a defect notification program within the district. Investigate consumer complaints concerning boats and associated equipment as necessary to determine whether safety related defects exist. Provide Commandant (G-BBS) with details of instances of apparent noncompliance with standards or regulations.
 - f. Implement and administer a standards enforcement program. Gather information for and process necessary civil administrative penalties. Provide the Commandant (G-BBS) with details of instances of apparent noncompliance with standards or regulations.
 - g. Administer and coordinate the Backyard Builder Program within each State.
 - h. Provide input to the compliance and defect testing program.
 - i. Assist in all State liaison matters concerning the Recreational Boating Safety Program.
 - j. Assist in establishing, reviewing and renewing agreements with States.
 - k. 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 Auxiliary Units participating in the Recreational Boating Safety Program throughout the year.

1. In accordance with applicable regulations conduct a program regulating regatta and marine events.

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, Electronic 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 suballotments 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 alterations 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 suballotments, 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, 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 suballotments, 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 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 his 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 system; 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 request.
 - 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 direction and supervision of the general direction and supervision of the District Commander and the Chief of Staff, the District Comptroller shall:
 - a. Act as principal financial management and supply 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, 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. Provide mobilization planning for all phases of financial management, personal and supply matters for the district in accordance with basic policies from the Commandant.
 - j. Supervise mail and other postal services for the district units and comply with current directives concerning mail and postal matters.
 - k. Insure that certification of balances is accomplished in accordance with existing regulations.
 - l. Review the existing system to insure the existence of adequate audit techniques and safeguards to insure fiscal integrity.

- m. Insure that functions of the Assistant Disbursing Officer and Cashiers are accomplished in accordance with existing regulations.
- n. 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, 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 the credit of the treasurer of the United States.
 - 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) **Personal Support Branch (fpa)** -- Perform all functions relative to the processing of travel vouchers 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 inspections.
 - 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 for 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 a principal assistant to the Comptroller in the administration of the district procurement program.
 - b. Serve as the principal Contracting Officer.
 - 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 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 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 for 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 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 interservice support agreements with supply and logistics support agencies, negotiate such agreements as directed, maintain a file of all outstanding agreement, 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 the 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 non-appropriated 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 non-appropriated fund activities.
 - h. Perform management audits of general mess and non-appropriated fund activity reports.
 - i. Visit and evaluate field units to assure compliance with prescribed procedures covering Financial Management, Personal and Supply Support matters and non-appropriated 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 Assistant Disbursing Officers, Cashiers, Collection Clerks and non-appropriated fund activities.
 - k. Provide supervision for non-appropriated fund activities and for the general mess operations of the district including Food Management Team.
 - l. Prepare and submit reports covering inspections and financial reviews as required by procedures and such other special reports as directed by the Comptroller.

MARINE SAFETY DIVISION
(m)

1. Under the general direction and supervision of the District Commander and 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 vessel carrying hazardous cargoes on U.S. navigable waters

- (g) Investigation of damage or destruction of structures, causing -- or having the potential for -- adverse effects on marine environmental quality
- (f) Administering the enforcement of applicable laws and regulations.
- (g) 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 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 environmental 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 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-M) 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 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.

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 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 staff components.
 - 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.
 - e. Administer and process all reports of violations involving the port safety and security, and dangerous cargo. Prepare recommendations for disposition of civil and criminal violations for the Chief, Marine Safety Division.
 - f. Maintain close contact with the shipping industry, and provide assistance to the industry as necessary in order to insure compliance with appropriate federal regulations.
 - g. Monitor the unit training of port safety and security personnel.
 - h. Review data and information from field units that contribute to management information systems at district and Headquarters levels.
 - i. 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 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 from 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
 - (12) Waterways Management
 - 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 Divisions.
 - 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.
- 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 district Waterways Management functions, including VTS, Rules of the Road, Regulated Navigation Areas, Anchorages, Vessel Bridge to Bridge Radiotelephone Regulations and Port Access Routes.
 - b. Direct and administer the operation of all aids, including Loran, in the district so as to provide an integrated system of aids to navigation.
 - c. 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.
 - d. 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.
 - e. Prepare and administer the plan for the operations of units assigned aids to navigation missions.
 - f. 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.
 - g. Recommend and justify district allowances of aids to navigation equipment required to maintain authorized aids in effective operation and to mark sunken wrecks.
 - *h. 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.
 - *i. Take final action concerning permit actions as authorized.
 - *j. Prescribe the lights and signals required in 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.

- *k. 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.
- *l. 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 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.

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 Investigation 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, counter intelligence 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 effect 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 through 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 visits.
 - 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 efficiency of units as directed.
 - f. Establish direct 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 operation plans, mutual operating 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 Operation's 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.

THE UNIVERSITY OF CHICAGO
DIVISION OF THE PHYSICAL SCIENCES
DEPARTMENT OF CHEMISTRY

REPORT OF THE RESEARCH GROUP ON

THE CHEMISTRY OF THE CARBON-13 ISOTOPE

BY
RICHARD L. BARKER, JR.

AND
JAMES H. COOPER

DEPARTMENT OF CHEMISTRY
THE UNIVERSITY OF CHICAGO
CHICAGO, ILLINOIS

1954

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, 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 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 Office of Personnel Management and the Commandant.
 - b. Arrange with the Office of Personnel Management 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 of 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 examination, 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 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 logistics 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.
 - 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 for 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 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 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 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 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, assignments records, ratings 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 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 not 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 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 Standby 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 counseling 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 office designators for current qualification.
 - k. Administer the reserve training aid and small boat program.