3. Action.

a. Remove and destroy the following pages.

Pages v, vi, vii and viii
Pages 1-3 and 1-4
Pages 2-1 and 2-2
Page 2-15 (Reverse blank)
Pages 2-21 and 2-22
Pages 2-23 and 2-24
Pages 2-27 and 2-28
Pages 2-39 and 2-40
Pages 2-53 thru 2-64
Pages 2-67 and 2-68
Pages 2-69 and 2-70
Pages 2-73 and 2-74
Pages 2-77 and 2-78
Pages 2-83 and 2-84
Pages 3-1 and 3-2
Pages 3-11 and 3-12
Page 4-5 (Reverse blank)
Pages 5-1 and 5-2
Chart F

b. Insert the following pages in their proper sequence.

Pages v, vi, vii and viii
Pages 1-3 and 1-4
Pages 2-1 and 2-2
Pages 2-15, 2-16 and 2-16A
Pages 2-21 and 2-22
Pages 2-23 and 2-24
Pages 2-27 and 2-28
Pages 2-39 and 2-40
Pages 2-53 thru 2-64
Pages 2-67 and 2-68
Pages 2-69 and 2-70
Pages 2-73 and 2-74
Page 2-76A (Reverse blank)
Pages 2-77 and 2-78
Pages 2-83 and 2-84
Pages 3-1 and 3-2
Pages 3-11 (Reverse blank)
Pages 4-5 and 4-6
Pages 5-1 and 5-2
Chart F

(3)

CAM
23 JUL 1964

c. Make the following pen and ink corrections:

Page 2-26 - Delete paragraph 9.
Page 2-46 - Delete paragraph 11.

4. The letter of transmittal should be destroyed after all actions have been accomplished and the proper entry made on page iii, Record of Amendments.

P. E. TRIMBLE
Chief of Staff

Encl: (1) New pages for CG-229

DIST: (SDL NO. 79)
A: a,aabcd(3); e(2); fijk(1)
B: c(20); fg(11); eh(5); jk(3); din(2); bmpq(1)
C: adg(3); bekmop(1)
D: abcdefhiqrs(1)
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TREASURY DEPARTMENT
UNITED STATES COAST GUARD

ADDRESS REPLY TO:
COMMANDANT
U.S. COAST GUARD
HEADQUARTERS
WASHINGTON 25, D.C.

CAM
10 JUN 1963

ORGANIZATION MANUAL
CG-229

AMENDMENT NO. 1

1. Remove and destroy the following pages:

   Pages v and vi
   Pages 2-1, 2-2, 2-3 and 2-4
   Pages 2-15, 2-16, 2-17, 2-18, 2-19 and 2-20
   Page 2-27 (Reverse blank)
   Pages 2-33 and 2-34
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   Pages 2-67 and 2-68
   Pages 2-71, 2-72, 2-73 and 2-74
   Page 2-77 (Reverse blank)
   Pages 2-79 and 2-80
   Pages 2-83 and 2-84
   Pages 4-3 and 4-4
   Pages 5-1 and 5-2
   Chart C

2. Renumber the following pages:

From:	To:
2-29 through 2-32	2-27 through 2-30
2-35 through 2-38	2-33 through 2-36
2-41 through 2-66	2-39 through 2-64
2-69 and 2-70	2-67 and 2-68
2-75 and 2-76	2-73 and 2-74
2-81 and 2-82	2-79 and 2-80
2-85 through 2-90	2-83 through 2-88

3. Insert the following pages in their proper order:

   Pages v and vi
   Pages 2-1 through 2-4
   Pages 2-15 through 2-20
   Pages 2-31 and 2-32
   Pages 2-37 and 2-38
   Pages 2-65 and 2-66
   Pages 2-69 through 2-72
   Pages 2-75 through 2-78
   Pages 2-81 and 2-82
   Pages 2-89 through 2-91
   Pages 4-3 and 4-4
   Pages 5-1 and 5-2
   Chart C (Organization chart of Headquarters)

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4. Make the following pen and ink corrections.

Page 2-63 Paragraph 1, line 2, add "Units" after "Aviation".
Paragraph 1, line 3, add "Search and Rescue" after "Law Enforcement".

Page 2-67 Change AVIATION DIVISION (OAV) to AVIATION UNITS DIVISION (OAU).
Line 2, add "Units" after "Aviation".

Page 2-68 Paragraph 13, line 1, add "Units" after "Aviation".

Page 2-73 In title, change (OGR) to (OOR).
Paragraph 5, line 3, change (OGR) to (OOR).

Page 3-11 Paragraph 3, line 1, add "Procurement" after "Personnel".

Page 3-12 Paragraph 6, line 1, change "Inspection" to "Examination".

Page 3-30 After paragraph 10, add the following paragraph:

11. Administer, when personnel and facilities are so provided, a merchant vessel reporting system.

5. Summary of changes.

a. The function of designating Coast Guard personnel to accountability and bonded positions of assistant disbursing officer, certifying officer, and cashier has been deleted from the Accounting Division and added to the Payments and Claims Division.

b. Staff supervision and liaison with all Coast Guard advisory groups and mission personnel assigned to foreign governments has been added to the Aids to Navigation Division.

c. The name of the Aviation Division (OAV) has been changed to Aviation Units Division (OAU).

d. Certain functions relating to search and rescue have been deleted from the Floating Units Division (OFU).

e. Statement of functions added for the newly established Search and Rescue Division in the Office of Operations.

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f. Responsibility for administering the remission of indebtedness of Coast Guard enlisted personnel has been added to the Office of Personnel.

g. The responsibility for administering the Permanent Uniform Regulations Board and attendant records has been added to the Office of Personnel.

h. The Medical Division has been delegated responsibility for plans and administration of aviation medicine and the review of ABC warfare defense policies and programs, including radiological health.

i. Statements of functions for the newly established Office of Reserve, Reserve Administration Division and Reserve Plans and Training Division have been added to Part II.

j. The administration of a merchant vessel reporting system, when personnel and facilities are so provided, has been added to the Operations Division (o), Part III.

k. Direct the conduct of a merchant vessel reporting system, when personnel and facilities are so provided, has been added to the Area Command, Part IV B.

l. Chart C, organization chart of Headquarters, has been amended to reflect the current Headquarters organization.

6. New or revised material which contains significant changes is denoted by a (★) to facilitate identification of the change on reprinted pages.

7. Effective Date. Upon receipt. A record of the changes contained in Amendment No. 1 will be entered on page iii.

E. J. ROLAND

Encl: (1) New pages for CG-229

Dist: (SDL No. 76)
A: a,aabcd(3); e(2); fij(1)
B: c(20); f(11); l(6); egh(5); jk(3); din(2); bmp(1)
C: adg(3); bemop(1)
D: abcdefhiq(1)
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ORGANIZATION MANUAL

PART II

ORGANIZATION OF HEADQUARTERS

A. General Description

1. Headquarters, U. S. Coast Guard, consists of the following components of organization:

a. THE COMMANDANT (C)
- Assistant Commandant (CA)
- Chief Counsel
- Chief Hearing Examiner (CE)
- Inspection Division (CI)
- Merchant Marine Council (CMC)
- Medical Advisor to the Commandant

b. CHIEF OF STAFF (CCS)
- Congressional Liaison Officer (CC)
- Administrative Management Division (CAM)
- Headquarters Services Division (CHS)
- Legal Division (CL)
- Program Analysis Division (CPA)
- Public Information Division (CPI)

c. OFFICE OF THE COMPTROLLER (F)
- Accounting Division (FA)
- Budget and Cost Analysis Division (FB)
- Data Processing Division (FD)
- Internal Audit Division (FAU)
- Payments and Claims Division (FP)
- Supply Division (FS)

d. OFFICE OF ENGINEERING (E)
- Aeronautical Engineering Division (EAE)
- Civil Engineering Division (ECV)
- Electronics Engineering Division (EEE)
- Naval Engineering Division (ENE)
- Testing and Development Division (ETD)

e. OFFICE OF MERCHANT MARINE SAFETY (M)
- International Maritime Safety Coordinating Staff (MIA)
- Merchant Marine Technical Division (MMT)
- Merchant Vessel Inspection Division (MVI)
- Merchant Vessel Personnel Division (MVP)

f. OFFICE OF OPERATIONS (O)
- Aids to Navigation Division (OAN)
- Auxiliary Division (OA)
- Aviation Units Division (OAU)
- Communications Division (OC)
- Floating Units Division (OFU)
- Intelligence Division (OIN)
- Operational Readiness Division (OGR)
- Port Security and Law Enforcement Division (OPL)
- Shore Units Division (OSU)
- ★ Search and Rescue Division (OSR)

g. OFFICE OF PERSONNEL (P)
- Civilian Personnel Division (PC)
- Enlisted Personnel Division (PE)
- Medical Division (PM)
- Officer Personnel Division (PO)
- Special Services Division (PS)
- Training and Procurement Division (PTP)

★ h. OFFICE OF RESERVE (R)
- Reserve Administration Division (RA)
- Reserve Plans and Training Division (RT)

2. a. The Commandant directs the policy, legislation, and administration of the Service under the general supervision of the Secretary of the Treasury. In these matters he is assisted by a staff of administrative and technical assistants who serve as principal advisors to him for those fields in which they are individually qualified and assigned. The areas of responsibility for the staff components are briefly indicated below and are delineated in detail in the statements of functions which are included in this Part. Each staff component is delegated authority commensurate with its assigned responsibility.

b. The Chief of Staff coordinates policy and program development and exercises general management and policy control for the Commandant within the Service at large. The Office of Operations has staff responsibility for assuring effective performance of the operational programs of the Coast Guard, and the Office of Merchant Marine Safety has staff responsibility for carrying out an adequate regulatory program directed at promoting the safety of the Merchant Marine. The Offices of Engineering, the Comptroller, Personnel, and Reserve, as the components of organization charged with the provision of necessary logistic support, have staff responsibility, as appropriate, for supplying the technical skill, and the materiel, funds and personnel required for supporting the over-all operations of the Service. Included in the staff responsibilities for each of these components is that for active and realistic mobilization planning. The special staff divisions under the Chief of Staff perform or provide special services either for Headquarters or for the Service as a whole. The special advisors to the Commandant perform specific tasks assigned and advise the Commandant in the premises.

c. For the most part, policy is evolved and general plans and programs for operations and logistic support are developed by the Commandant for the guidance of and implementation by the individual unit acting under the direction of the district commander.

d. In certain instances, logistic support or special services are furnished to the Service by units, such as the Academy, the Yard, the Supply Centers, the Training Stations, etc., which while physically removed from Headquarters, report directly to and act for the Commandant.

3. The assignment of responsibility to the several major components comprising the Headquarters organization may be described more specifically as follows:

a. The Chief of Staff has staff responsibility for policy and program development, coordination and control, with particular reference to general management and legislative activities. In this regard he is generally and directly assisted by the special staff components immediately under him.

b. Office of the Comptroller: The Office of the Comptroller has staff responsibility for the logistics of the Service that involve the maintenance of accounts, the disbursement of funds, the audit and examination of accounts, the preparation, presentation and administration of the budget, the recording and analysis of costs, the provision of data processing, and the sufficiency of the supply program including the procurement, storage, and distribution of equipment, supplies, and services.

c. Office of Engineering: The Office of Engineering has staff responsibility for the logistics of the Service that are of an engineering character, including the design, construction, repair, maintenance, outfitting, and alteration of vessels, aircraft, aids to navigation, shore establishment, machinery, electronic equipment, and utilities.

d. Office of Merchant Marine Safety: The Office of Merchant Marine Safety has staff responsibility for the program for prevention of marine casualties, including the inspection of merchant vessels to insure compliance with established standards, approval of vessel plans and equipment, and the development and application of standards for merchant marine personnel.

e. Office of Operations: The Office of Operations has staff responsibility for the operational adequacy of the Service in connection with the saving of life and property at sea and otherwise, the provision of aids to navigation, maritime law enforcement, general military readiness and the Coast Guard Auxiliary programs.

f. Office of Personnel: The Office of Personnel has staff responsibility for the logistics of the Service that are of a personnel nature, including the procurement, training, assignment, and separation of personnel and the provision of medical and morale service.

★ g. Office of Reserve. The Office of Reserve has staff responsibility for the Reserve logistics of the Service that are of a personnel nature, including the training, assignment and separation of inactive Reserve personnel.

4. In addition to the major staff components described above, the Inspection Division performs special staff services for the Commandant directly. Also, special advisory bodies (the Merchant Marine Council, the Chief Examiner, and the Chief Counsel) perform specific tasks in fields implied by their titles and advise the Commandant in the premises.

B. Functional Statements

1. The functions which are assigned to the chiefs of the various components of organization in Headquarters and which are the responsibility of those individuals are contained on the pages commencing with page 2-7. The assignment of a specific function to the chief of a component of organization bestows upon that person the authority which is necessary to enable him to discharge his responsibility in the matter.

2. Particular attention is directed to the statement of General Responsibilities, page 2-5, which lists those responsibilities which are common to the heads of all components of organization in Headquarters. By this means, repetitious material in each individual statement of function has been eliminated or reduced and the manual has been simplified accordingly.

3. Although care has been taken to make the statements of functions comprehensive and clear-cut, error or omission may exist. Any deficiencies in the statements should be brought to the attention of the Commandant (CAM).

CHIEF OF STAFF (CCS)

Under the general direction and supervision of the Commandant and the Assistant Commandant, and assisted by the Deputy Chief of Staff, the Chief of Staff shall:

1. Advise and assist the Commandant and the Assistant Commandant in the general administration of the Service.

2. Keep the Commandant and the Assistant Commandant informed of the problems encountered and the progress made in effectuating the policies and executing the programs of the Service, and act as principal management advisor to those officers.

3. Have general responsibility for the initiation, development, and review of basic policies and programs for the Service, including the legislative program, and for the control and coordination of plans and activities evolving therefrom, to insure adherence to the policies approved by the Commandant.

4. Direct, supervise and coordinate the activities of the chiefs of the special staff divisions in connection with their assigned functions, and assure the efficient performance of duty by those officers.

5. Generally supervise the activities of the Chiefs of Offices at Headquarters and the several district commanders, particularly with a view to promoting and securing effective coordination among the Headquarters staff, and between the Headquarters staff and the Service at large.

6. Maintain a proper distribution of functional assignments among the several components of organization, and cause close adherence to the approved pattern; assure the efficient and economical discharge of responsibilities as assigned by the organizational structure.

7. Assure that the Chiefs of Offices and the chiefs of the special staff divisions at Headquarters, and the district commanders are kept fully informed as to the broad policies and programs approved by the Commandant.

8. Act as Commanding Officer of Headquarters.

CONGRESSIONAL LIAISON OFFICER (CC)

Under the direction and supervision of the Chief of Staff, the Congressional Liaison Officer shall:

1. Have prime responsibility for all liaison with Members of Congress, Congressional Staffs, and staffs of Congressional Committees.

2. Serve as the main source at Headquarters for the receipt of Congressional telephonic queries and the transmission of replies.

3. Review all incoming and outgoing Congressional correspondence and maintain central files.

4. Maintain current status of all pending legislation of interest to the Coast Guard together with copies of bills, reports, laws, etc.

5. Establish and maintain close working relationship with all offices and divisions at Headquarters so that all Congressional queries are promptly and correctly handled.

6. Maintain a current record of Coast Guard representation in international, interdepartmental and interagency committees.

ADMINISTRATIVE MANAGEMENT DIVISION (CAM)

Under the direction and supervision of the Chief of Staff, the Chief, Administrative Management Division shall:

1. Initiate recommendations or review proposals for changes in organization, systems, methods and procedures that are inter-office or Service-wide in scope and with the approval of the Commandant implement such changes and/or assign responsibility for accomplishment; coordinate or conduct management surveys and organizational reviews to improve the performance of existing functions through more efficient utilization of personnel and space, methods, procedures, systems and organization.

2. Develop procedures for the conduct of studies to precede the acquisition of automatic data processing equipment; review studies and proposals for conformity to procedures and standards; coordinate inter-office and Coast Guard-wide data processing studies; review implementation for effectiveness.

3. Explore and promote the application of management science and operations research to the management problems of the Coast Guard.

4. Develop and administer a control system governing the preparation, issuance, distribution, and cancellation of all directives, publications, and manuals for the operation and administration of the Coast Guard; review all general directives issued at Headquarters for form and substance, prior to signature insuring proper clearance and compliance with the policies of the Commandant; maintain an official record of all general directives and publications.

5. Develop and administer the automatic, time-phased downgrading and declassification system.

6. Review and analyze Coast Guard Regulations; initiate and coordinate amendments and changes thereto; maintain the official files with respect thereto.

7. Develop and administer the paperwork management program for the Coast Guard which includes: the establishment of systems and standards for effective control over the creation, use, maintenance and disposal of records; the analysis, coordination, standardization and development of reporting procedures; the review and analysis of existing, proposed or revised Coast Guard forms and other agency forms adopted for Coast Guard use; and the development of standards, procedures and techniques for the improvement of correspondence and filing practices.

8. Prepare instructions, guidelines and promotional material for and administer the Military and Civilian Incentive Awards Programs of the Service; serve as Chairman of Headquarters Incentive Awards Program.

9. Develop policies, procedures and guidelines for and coordinate a Service-wide Management Improvement Program which provides for (1) a continuing and systematic review and evaluation by supervisors of their operational areas, and (2) the reporting of significant improvements accomplished. Periodically issue a Management Bulletin to publicize management improvements, new developments, and to serve as a medium for interchange of ideas on administration and management.

10. Advise management officials on matters relating to delegations of authority. Review new or existing law to determine the need for delegations and initiate action to obtain same; maintain the official files related thereto.

11. Coordinate the preparation of such administrative reports as may be required for transmittal by the Commandant to the Secretary of the Treasury or other government officials outside the Coast Guard.

12. Review directives and regulatory material from the Treasury Department and other agencies requiring action by the Coast Guard and take action to insure compliance.

13. Edit and publish the Commandant's Bulletin.

14. Review for substance and make recommendations concerning such directives and documents submitted to the Commandant or Chief of Staff for signature or approval as may be referred to him by the Commandant or Chief of Staff.

15. Provide staff assistance for the conduct of the Area and District Commanders' Conference.

16. Administer the Headquarters Indispensable Operating Records Program.

HEADQUARTERS SERVICES DIVISION (CHS)

Under the direction and supervision of the Chief of Staff, the Chief, Headquarters Services Division shall:

1. Generally administer matters relating to military personnel assigned to Headquarters, and in this connection:

a. Maintain a system of personnel accountability and record movements of all military personnel to and from Headquarters on duty or leave of all types.

b. Have general cognizance over travel by all military personnel at Headquarters.

c. Cause compliance with personnel allowances established for the several components of organization at Headquarters.

d. Maintain required personnel records.

e. Maintain and issue periodically directories of personnel assigned to Headquarters.

f. Act as Education Officer for all Headquarters military personnel.

2. Act as Commanding Officer of enlisted personnel, and in this connection:

a. Maintain an adequate level of morale and discipline among enlisted personnel.

b. Review and take appropriate action on recommendations of Headquarters offices and divisions relative to advancements in rating of enlisted personnel.

3. Be generally responsible for the operation and upkeep of the Headquarters building, and assist the Chief of Staff in regulating working conditions.

4. Be responsible for the internal security of Headquarters.

5. Provide office services for Headquarters, including:

a. Handling of incoming and outgoing regular and classified mail.

19. Prepare monthly consolidated statements of accountability for all assistant disbursing officers designated by the Chief Disbursing Officer for the Coast Guard and related consolidated monthly statements of transactions according to appropriations, funds and receipt accounts for entry in the official accounts of the Bureau of Accounts, Treasury Department, and the Coast Guard.

20. Record payments made by disbursing officers of the Department of Defense and the Department of State by direct charges to Coast Guard appropriations and apply such payments to liabilities previously established from advance copies of the vouchers or transfer to field accounting offices those payments which are chargeable to field allotments.

21. Maintain Service-wide accounting control and reporting for:

a. Civil Service Retirement and Disability deductions from the salaries and wages of civilian employees.

b. Mortgage insurance for Coast Guard military personnel validated and paid by the Federal Housing Administration subject to Coast Guard reimbursement.

c. Federal tax deposits for social security and income tax deductions from Coast Guard military personnel and Public Health Service personnel assigned to duty with the Coast Guard.

d. Milk ration credits payable to the Coast Guard by the Commodity Credit Corporation for excess milk consumed in Coast Guard messes.

22. Maintain close liaison with the Chief, Internal Audit Division, for the purpose of coordinating the internal audit program with the review and reconciliation processes of the Accounting Division to investigate and correct weaknesses in accounting operations.

23. Maintain close liaison with the Chief, Fiscal Planning and Procedures Branch, for the purpose of recommending new and/or revised accounting procedures which may be considered necessary to improve accounting operations.

24. Prepare Service-wide report for certification by the Chief, Accounting Division, of amounts of valid unpaid obligations outstanding at the close of each fiscal year under each appropriation and fund account and unobligated balances available for reversion to the United States Treasury.

10. Receive and control all notices of exceptions from the General Accounting Office; review as necessary in accordance with current instructions; prepare replies thereto or distribute the exceptions to the proper offices for action; and administratively approve replies to all notices of exception.

11. Maintain custody of closed military pay records.

12. Take necessary collection action to recover overpayments of military pay and allowances and make prescribed reports to the General Accounting Office.

★ 13. Process nominations of district commanders and commanding officers of Headquarters units for the designation of military and civilian personnel to perform accountable duties as certifying officers, assistant disbursing officers and cashiers. Maintain records of all personnel designated to perform the duties of these positions and insure that proper surety bond coverage is provided in the Coast Guard position schedule bond for the faithful performance of accountable duties by the incumbents of these positions.

DATA PROCESSING DIVISION (FD)

Under the direction and supervision of the Comptroller, the Chief, Data Processing Division shall:

1. Operate the Headquarters data processing installation providing services to meet the requirements of Headquarters offices and limited services to meet requirements of field activities.

2. Review and analyze existing and proposed data processing programs of Headquarters offices and divisions and of field activities; and develop and install justified applications.

3. When required develop basic and detailed procedures and programs for implementation and operation of data processing systems using clerical, punched card and electronic processing methods. For systems involving standard operations at field data processing installations, publish standardized procedures.

4. Conduct data processing studies; plan, recommend and implement improved data processing systems, procedures, equipment and facilities.

5. Assist field commands in development of data processing systems, procurement of automatic data processing equipment and in planning and operation of automatic data processing installations.

6. Review the allocation and utilization of data processing equipment throughout the Coast Guard, and make recommendations for improved efficiency or effectiveness.

7. Maintain liaison with Treasury management officials having cognizance of ADP matters; maintain familiarity with new developments in data processing equipments and techniques and with new management concepts involving potential ADP use; provide technical advice and assistance to Headquarters and field staffs.

AUXILIARY DIVISION (OA)

Under the direction and supervision of the Chief, Office of Operations, the Chief, Auxiliary Division shall:

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

2. Promote safe boating and indoctrinate and educate the general public, recreational boat owners and operators, and Auxiliary members in the safe operation and navigation of small craft.

3. Promote a program fostering wider knowledge and better compliance with the laws, rules, and regulations pertaining to the operation and equipage of small craft.

4. Develop plans and procedures in accordance with 14 USC 822 for the organization and utilization of Auxiliary personnel and facilities, after suitable training and indoctrination, to assist the Coast Guard to promote safety and to effect rescues on and over the high seas and on navigable waters.

5. Make recommendations relative to the degree and extent to which the Auxiliary personnel and facilities are to be utilized in service operations and the logistic support required for such operations.

6. Prepare training material, issue related instructions and maintain essential records and statistics.

AIDS TO NAVIGATION DIVISION (OAN)

Under the direction and supervision of the Chief, Office of Operations, the Chief, Aids to Navigation Division shall:

1. Administer and supervise the operation of the aids to navigation system in accordance with 14 USC 81 through 14 USC 87 inclusive, including responsibility for the effective performance of the aids to navigation mission by servicing and support units.

2. Approve plans relating to establishment or change of aids to navigation.

3. Initiate plans relating to the establishment or change of aids to navigation.

4. Approve allowance lists of non-electronic aids to navigation equipment.

5. Review and advise the Chief, Office of Operations on budgetary requirements for the operation of and changes or improvements in the aids to navigation system.

6. Establish the areas wherein aids to navigation developments are required, indicating the priority of such developments and approving projects requiring the expenditure of aids to navigation development funds.

7. Administer and supervise the dissemination of information to the mariner concerning aids to navigation.

★ 8. Responsible for staff supervision and liaison with all Coast Guard advisory groups and mission personnel assigned to foreign governments, including: maintenance of correspondence and reports files; providing policy advice; coordination of staff support, including logistics; and acts as authoritative point of contact with other agencies.

COMMUNICATIONS DIVISION (OC)

Under the direction and supervision of the Chief, Office of Operations, the Chief, Communications Division shall:

1. Administer, supervise and coordinate the programs for Coast Guard communications and postal services. Coordinate for the Office of Operations all electronic equipment requirements for the Coast Guard except electronic aids to navigation, and provide the Office of Engineering with the relative priorities for accomplishing these requirements.

2. Develop plans and procedures to assure coordination, uniformity and efficiency in the administration and operation of the Coast Guard communications systems. Coordinate with the Assistant Chief of Naval Operations (Director of Naval Communications) in matters relating to communications readiness and security.

3. Coordinate the development of operational requirements for electronic communications equipment; establish the specific operational characteristics of equipment to meet the requirements; and determine priorities for allocation of the equipment.

4. Review and administer recommendations relating to the establishment or modification of the telecommunications system capabilities, facilities and equipment.

5. Determine and prepare operational and financial justification for present and future requirements of the communications system. Determine the allocation of funds to allotment units. Administer funds as required.

6. Procure and assign radio frequencies for Coast Guard use; direct distribution and utilization of radio frequencies throughout the Coast Guard; conduct frequency studies; evaluate all complaints of harmful interference resulting from Coast Guard use of the radio spectrum and initiate necessary action to eliminate or reduce harmful interference; procure radio frequencies as required for the Department of the Treasury, the Department of Health, Education and Welfare, and the Federal Reserve System.

7. Operate a cryptographic center to serve Headquarters and Washington Radio Station; maintain the Commandant's registered publications allowance.

8. Administer the communications security and communications intelligence programs of the Coast Guard. Administer the registered publications and the COMTAC non-registered publications systems of the Coast Guard.

9. Provide operational and administrative guidance to Washington Radio Station.

FLOATING UNITS DIVISION (OFU)

Under the direction and supervision of the Chief, Office of Operations, the Chief, Floating Units Division shall:

1. Administer the program for the utilization of floating units included in Part II ("Floating Units Facilities") of "Operating Facilities of the U. S. Coast Guard" (OPFAC), in the conduct of Service operations.

2. Formulate plans and procedures designed to assure coordination, uniformity and effectiveness of operations of floating units.

3. Assemble and prepare data in justification of immediate and future requirements incidental to the employment of floating units in the overall operations of the Service, particularly as regards classes, types, and numbers of units, and required characteristics of new or converted vessels.

4. Recommend permanent stations and duty assignments for floating units; maintain current and permanent historical and operational records.

5. Maintain that portion of the publication "Operating Facilities of the U. S. Coast Guard (OPFAC) (includes Register of Coast Guard Vessels) comprising floating units; maintain pertinent statistical data concerning operational capabilities of individual floating units.

6. Review reports concerning performance and condition of floating units; review and recommend appropriate action on Boards of Investigations, Boards of Inquiry and Administrative Reports pertaining to damage or casualties to floating units.

7. Study, make recommendations and indicate operational approval or disapproval of proposed alterations, changes, etc., to floating units.

8. Maintain data concerning characteristics, assignment, location and scheduled operations of vessels.

9. Compile and publish hull and equipment allowance lists for floating units; review and take appropriate action on requests for items of special hull equipment and supplies not included on general allowance lists.

10. Establish and maintain liaison with other governmental and private agencies in order to carry out assigned responsibilities and facilitate movement of vessels during assigned missions.

11. Analyze and prepare data on vessel AC&I projects and changes in Operating Expenses for use in budget process; administer Subhead 26.

INTELLIGENCE DIVISION (OIN)

Under the direction and supervision of the Chief, Office of Operations, the Chief, Intelligence Division shall:

1. Administer and supervise the intelligence program of the Service.

2. Plan or conduct investigations in connection with: (a) Coast Guard personnel, civilian and military; (b) applicants for positions of all types in the Coast Guard; (c) applicants for Merchant Marine licenses and other seaman's documents; (d) the Coast Guard's enforcement and regulatory functions exclusive of those investigative responsibilities in connection with marine inspection which are otherwise specifically vested in the Office of Merchant Marine Safety.

3. Plan and exercise general supervision over a program for the preservation of internal security within the Coast Guard.

4. Formulate plans and procedures for coordinating the intelligence activities of the several Coast Guard districts and such other intelligence units which may be established.

5. Maintain an active liaison with the Atomic Energy Commission and other appropriate agencies, particularly the other Federal intelligence agencies.

6. Provide Coast Guard and/or Treasury Department representation on interdepartmental intelligence and security committees as required.

7. Maintain fingerprint records of Coast Guard military personnel, and prescribe procedures for the Coast Guard with regard to the procurement and processing of all fingerprint records required in connection with Coast Guard business.

8. Maintain criminal and photographic laboratory facilities and capabilities required in support of Coast Guard investigative activities.

9. Administer and supervise the Coast Guard Port Security Card Program.

10. Control the issuance of Armed Forces Identification Cards and Dependents Uniformed Services Identification and Privilege Cards.

SHORE UNITS DIVISION (OSU)

Under the direction and supervision of the Chief, Office of Operations, the Chief, Shore Units Division shall:

1. Administer the program for the utilization of shore units included in Part III ("Shore Facilities") of "Operating Facilities of the U. S. Coast Guard (OPFAC)", in the conduct of service operations, maintain records on the justification, operational capabilities and requirements and status of all shore units; review continually and make recommendations concerning the necessity for establishment, disestablishment, reduction, or expansion of shore units.

2. Make determinations as to the operational characteristics of equipment, small boats, and vehicles for shore units; exercise control over, coordinate and supervise the distribution and utilization of all small boats and vehicles; prepare budgetary estimates and justifications for the Small Boat Construction and Vehicle Procurement Programs.

3. Coordinate the development, maintenance and publication of allowance lists for shore units based on operational requirements.

4. Maintain that portion of the publication "Operating Facilities of the U. S. Coast Guard (OPFAC)" comprising shore units, and act as coordinator for issuance of the entire publication.

5. Review that part of the real property program related to the assignment and reassignment of space and utilization of excess real property; prepare justification and establish operational requirements related to real property acquisition; review surveys of real property and make recommendations concerning disposal.

6. Coordinate matters related to the Acquisition, Construction and Improvements Program for the Office of Operations.

7. Coordinate the development and submission of budgetary program changes for the Office of Operations

8. Coordinate the development and review of the Operational Planning Program for the Office of Operations.

★ SEARCH AND RESCUE DIVISION (OSR)

Under the direction and supervision of the Chief, Office of Operations the Chief, Search and Rescue Division shall:

1. Administer the Coast Guard programs for the missions of search and rescue, oceanography, ocean stations, icebreaking, International Ice Patrol, and cooperation with other agencies in the field of meteorology.

2. Maintain general cognizance over the operation of Coast Guard patrols, polar operations and merchant vessel reporting systems.

3. Develop plans, policies, agreements and procedures for the assigned missions.

4. Maintain liaison with components of other governments and international bodies and with components of other U. S. services, agencies, and institutions in respect to assigned missions.

5. Establish and coordinate operational requirements for manning, equipping, training and proficiency standards, and deployment of forces for the accomplishment of assigned missions.

6. Initiate and propose research and development projects to meet the operational requirements of assigned missions.

7. Establish and coordinate requirements, plans, policies and procedures for the compilation of operational statistics.

8. Maintain a Flag Plot, with plots and status boards showing the deployment of Coast Guard forces and showing major distress cases, hurricanes, ice and other situations of more than routine interest. Maintain the capability to expand the function of Flag Plot when augmented by personnel from other divisions.

OFFICE OF PERSONNEL (P)

Under the general direction and supervision of the Commandant, the Assistant Commandant, and the Chief of Staff, the Chief, Office of Personnel shall:

1. Direct, supervise, and coordinate the activities of the Chiefs of the Civilian Personnel, Enlisted Personnel, Medical, Officer Personnel, Special Services, and Training and Procurement Divisions in carrying out their assigned functions.

2. Direct the administration of funds in those appropriations or subheads under the control of the Office of Personnel, including furnishing preliminary budget estimates and apportionment or allotment recommendations to the Comptroller, planning expenditures to accomplish essential programs within available funds, and authorizing obligations against field allotments when Headquarters authorization is required.

3. Exercise technical control over the Academy, Training Station, the Institute, the Receiving Centers, and Reserve Training Center, Yorktown, Va.

★ 4. Administer the program for the remission of indebtedness of Coast Guard enlisted personnel.

★ 5. Direct, supervise and administer the functions of the Permanent Uniform Board; maintain current the Uniform Regulations as amended for Coast Guard use; and ma: ain all records pertaining thereto.

CIVILIAN PERSONNEL DIVISION (PC)

Under the direction and supervision of the Chief, Office of Personnel, the Chief, Civilian Personnel Division shall:

1. Develop 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 Civil Service Commission and the Treasury Department. The Civilian Personnel Management Program shall include:

a. Formulating policy and procedural instructions governing the conditions of civilian employment in the organization;

b. Conducting a position classification and salary administration program that includes classification surveys at Headquarters and in field activities, advising and assisting management officials concerning classification related organizational problems and sound career structures, final allocation action in those cases for which authority has been delegated by the Treasury Department, and fixing and adjusting rates of compensation for wage board and special category employees;

c. Establishing and maintaining a staffing program to provide the best qualified person available from all sources for each vacant civilian position;

d. Evaluating the performance of employees and the use of such evaluations as a basis for initiating corrective or improvement actions as necessary;

e. Providing the Coast Guard with a civilian employee training and development program to meet all civilian personnel training needs as determined or supported by Coast Guard management at all levels pursuant to the provisions of Public Law 85-507;

f. Conducting an employee-management relations program, including disciplinary and adverse actions, to serve the best interests of both in keeping with Treasury Department policy and providing desirable employee services in consideration of the well-being and morale of the total civilian work force;

g. Providing appropriate recognition of employees through special honor and service awards;

h. Establishing and maintaining the personnel records necessary to the conduct of the total civilian personnel management program and to providing reports and analyses for the use of Coast Guard management, Treasury Department, and the Civil Service Commission;

MEDICAL DIVISION (PM)

Under the direction and supervision of the Chief, Office of Personnel, the Chief, Medical Division shall:

1. Plan and administer all matters pertaining to the health of military personnel, including medical and dental examinations, the provisions of medical and dental care to Coast Guard military personnel and their dependents, the maintenance of adequate sanitary standards, and the prevention of disease.

2. Maintain liaison with the Public Health Service regarding the assignment of medical officers, the utilization of facilities, and medical matters generally.

3. Develop, in cooperation with other divisions in the Office of Personnel, physical standards for Coast Guard duty; prepare and distribute material to medical officers, hospital men, or Coast Guard personnel generally relative to physical examinations and the administration of medical aid; review report of medical examinations of officer and enlisted personnel and initiate appropriate action when necessary.

4. Review reports made by medical officers in the districts regarding local sanitary conditions, and locations or facilities proposed for acquisition by the districts; make appropriate recommendations to the Chief, Office of Personnel.

5. Review all specifications for new vessels, stations, or other facilities considered by the Office of Engineering at Headquarters with a view to checking as to conformity with accepted sanitary standards and as to the adequacy of medical and dental facilities.

6. Recommend the convening of medical boards in cases requiring Headquarters action, review the findings of such boards, and make recommendations thereon to the Chief, Office of Personnel.

7. Review service requirements and establish allowances for medical and dental supplies and equipment; make recommendations to the Comptroller concerning the medical and dental supply system; maintain controls over Headquarters controlled medical and dental equipment; and initiate procurement requests for medical and dental supplies needed at Headquarters.

8. Consider communications received at Headquarters relating to the medical records of Service personnel and furnish medical information to authorized agencies for the purpose of determining claims, pension rights, insurance benefits, etc.

★ 9. Develop plans for and administer all phases of Coast Guard programs relating to aviation medicine.

★ 10. Review all aspects of atomic, biological and chemical warfare defense policies and programs including radiological health, which come under the cognizance of the Medical Division.

11. Stimulate special medical programs, such as the prevention, control and treatment of venereal diseases and tuberculosis.

12. Operate an emergency room and dental clinic for the use of Headquarters military personnel.

★ OFFICE OF RESERVE (R)

Under the general supervision of the Commandant, the Assistant Commandant, and the Chief of Staff, the Chief, Office of Reserve, as the flag officer responsible for Reserve affairs, shall:

1. Direct, supervise and coordinate the activities of the Chiefs of the Reserve Administration and Reserve Plans and Training Divisions; assure the efficient performance of duty by these officers; and have ultimate responsibility for the activities of his subordinates.

2. Formulate plans, programs and policies of the Reserve; review and monitor the Reserve program.

3. Designate membership on Reserve personnel and policy boards.

4. Establish and maintain liaison with governmental and non-governmental organizations on matters pertaining to the Reserve.

★ RESERVE ADMINISTRATION DIVISION (RA)

Under the direction and supervision of the Chief, Office of Reserve, the Chief, Reserve Administration Division shall:

1. Propose legislation deemed necessary for the Reserve; review and comment on all legislation affecting the Reserve.

2. Initiate changes and amendments to Regulations, U. S. Coast Guard Reserve (CG-280), as necessary.

3. Review all boards concerning Reserve promotions, retirement, retention and physical disability.

4. Develop and maintain an adequate system of statistics and record-keeping in connection with the Reserve program to assure fulfillment of statutory and administrative requirements in this regard.

5. Prepare preliminary budget estimates, make recommendations as to allotments, administer funds allocated to the Office, and pass on obligations for items to be charged against field allotments in those instances where prior authorization by Headquarters is required.

6. Conduct the program for the enrollment and disenrollment of temporary members of the Reserve; initiate action for the interpretation of law, regulation, and policy on rights, benefits and privileges with respect to this group; maintain central records and history covering the temporary component of the Reserve.

7. Maintain Reserve officer service records.

8. Administer promotions, retirements, separations and other status changes of Reserve personnel.

9. Prepare the Register of Commissioned and Warrant Officers, U. S. Coast Guard Reserve.

10. Through the Chief, Office of Reserve, maintain close liaison with responsible personnel of the Department of Defense, components of the other Armed Services, the Selective Service System, and other governmental and civilian organizations, as necessary, to insure proper administration of the Reserve Program, within the area of responsibility.

★ RESERVE PLANS AND TRAINING DIVISION (RT)

Under the direction and supervision of the Chief, Office of Reserve, the Chief, Reserve Plans and Training Division shall:

1. Make recommendations relative to the degree and extent of utilization of Reserve personnel under mobilization conditions.

2. Plan for and administer the Reserve Personnel Mobilization System to ensure the availability and proper employment of mobilization personnel.

3. Administer the program for the organization, training, advancement and assignment of Reserve personnel on inactive training duty and on active duty for training.

4. Establish numerical requirements and qualifications criteria for the procurement of Reserve personnel, other than those procured for the purpose of immediate call to extended active duty. Coordinate with Training and Procurement Division in the administration of the program for the procurement of Reserve personnel.

5. Coordinate Reserve activities with the activities of the Regular Service in order that the basic objectives of maintaining an adequately trained Reserve for wartime duties is effectively achieved.

6. Prepare and publish the Reservist, and the Reserve Unit Training Bulletin. Assemble, develop and publish a Reserve Five-Year Plan for acquiring adequate personnel, equipment and facilities to enable the Reserve to meet its mission.

7. Through the Chief, Office of Reserve, maintain close liaison with responsible personnel of the Department of Defense, components of the other Armed Services, the Selective Service System, and other governmental and civilian organizations, as necessary, to insure proper administration of the Reserve Program, within the area of responsibility.

for the Commandant in respect to similar local agreements involving the districts within his area. For purposes of the National SAR Plan, Commander, Eastern Area is Regional SAR Coordinator for the Atlantic Maritime Region, and Commander, Western Area is Regional SAR Coordinator for the Pacific Maritime Region.

c. The area commander shall advise the Commandant concerning the over-all requirements of the Coast Guard incidental to search and rescue within his area, and shall keep the Commandant informed as to the most effective deployment and utilization of Coast Guard assistance facilities available within his area.

3. The area commander is responsible for directing the program for maintaining the operational readiness of units within his area. This program includes the standardization of operations by units of the same type; the development of operational doctrines and techniques; the maintenance of adequate liaison with various naval commands relative to operational training and the scheduling of operational training for Coast Guard units; the coordination and scheduling of Coast Guard participation in joint Navy training maneuvers or exercises; direction of the operation of ship training detachments assigned to the area; and other similar and related operational readiness matters.

4. The area commander is responsible for directing the conduct of the ocean station program within his area. He shall, by close coordination with the district commanders concerned, schedule designated vessels for ocean station duty, exercising operational control of such vessels while engaged on such duty.

5. The area commander is responsible for the development and maintenance of suitable mobilization plans.

6. The area commander is responsible for establishing and maintaining adequate liaison with the maritime industry, commercial aviation, and such other bodies or organizations having a mutual interest or concern in the activities of the Coast Guard.

★ 7. The area commander is responsible for directing the conduct of a merchant vessel reporting system within his area when personnel and facilities are so provided. He shall, by close coordination with district commanders concerned, promulgate necessary criterion.

8. The area commander may be given such additional authority and responsibility from time to time as may be deemed necessary by the Commandant.

C. The Section Command

1. a. A Section Command may be established under the control of a district commander, upon recommendation of the district commander and approval of the Commandant, to provide for:

(1) Direction and coordination in the discharge of Coast Guard functions within the assigned geographical limits of the section.

(2) Operational control over the subordinate commands within the section.

(3) Administrative control in a degree commensurate with the isolation of the section and the assigned staff, as prescribed by the district commander.

b. Section commanders also shall be responsible for the operational readiness of subordinate commands. They shall maintain liaison with other government agencies and render such public information services as the district commander may direct.

2. a. Sections may include both floating and shore units, and aircraft. Ordinarily, they shall include all such units (including any groups) within their assigned geographical limits. Normally, sections will be established only outside the continental U.S. in regions far removed from district offices.

b. Operating Facilities of the U.S. Coast Guard (OPFAC) will list established sections and the units included in them.

D. The Group Command

1. a. A Group Command may be established, upon recommendation of a district commander and approval by the Commandant, to provide for:

(1) The supervision and inspection necessary to insure the operational readiness of the units within the group.

(2) Local operational and administrative control of the units of the group.

(3) Effective military jurisdiction over the units within the group.

b. A group shall be so composed that the group commander can effectively carry out his assigned responsibilities. It may include both floating units and shore units within reasonable proximity to each other, as the circumstances may warrant. Ordinarily, it shall include all of the smaller units within its geographic area and such larger units as may be appropriate.

c. A group shall be administered from a group office which shall normally be located at one of the units within the group.

2. The officer in command of a group shall be a commissioned officer.

ORGANIZATION MANUAL

PART V

HEADQUARTERS UNITS

A. General Description

1. a. As defined in Part I of this Manual, the basic structure of Coast Guard organization comprises Headquarters, District Offices, and District Units, with a normal chain of command from the Commandant to the District Commander, and in turn from the District Commander to the Commanding Officer or Officer in Charge of an individual operating or logistics unit.

b. There are, however, exceptions to this normal structure and command channel. Certain Coast Guard units, even though physically located within the geographical confines of a district, operate independently of jurisdiction by a district commander and are subject to the direct supervision and technical control of the Commandant. Those units, known as Headquarters Units, are under the operational and administrative control of the Commandant, who in turn, by direct delegation in this Manual has assigned technical control to components of the Headquarters staff having primary concern and interest.

2. a. Each of these Headquarters Units has been established to satisfy a total service requirement, generally of a logistics nature. For example, the Yard as the sole major industrial establishment of the Coast Guard has been established and is maintained for the primary purpose of effecting major ship repairs upon vessels of the Coast Guard and to engage in limited manufacturing activities, while the Academy trains officers for the service to an extent commensurate with the demand.

b. Additionally, certain categories of units have been established as Headquarters Units because of geographical location or because the nature of their duties precludes routine supervision by a district commander. For example, Merchant Marine details located generally throughout Europe are classed as Headquarters Units, both by virtue of unusual geographical location and the unique nature of their duties.

3. Headquarters Units are listed in the current edition of Operating Facilities of the U. S. Coast Guard (OPFAC). Listed below are the major Headquarters Units together with the Headquarters component having technical control for administration:

Headquarters Unit	Headquarters Office Having Technical Control
Academy	Chief, Office of Personnel
Air Detachment, Arlington	Chief, Office of Operations
Aircraft Repair and Supply Base	Chief, Office of Engineering
Area Offices	Chief of Staff
Electronics Engineering Station	Chief, Office of Engineering
Field Testing and Development Unit	Chief, Office of Engineering
Inspection Offices	Inspector General
Institute	Chief, Office of Personnel
Merchant Marine Details	Chief, Office of Merchant Marine Safety
Radio Station (Alexandria, Va.)	Chief, Office of Operations
Receiving Centers	Chief, Office of Personnel
Reserve Training Center (Yorktown, Va.)	Chief, Office of Personnel
Supply Centers	Comptroller
Training Station	Chief, Office of Personnel
Yard	Chief, Office of Engineering

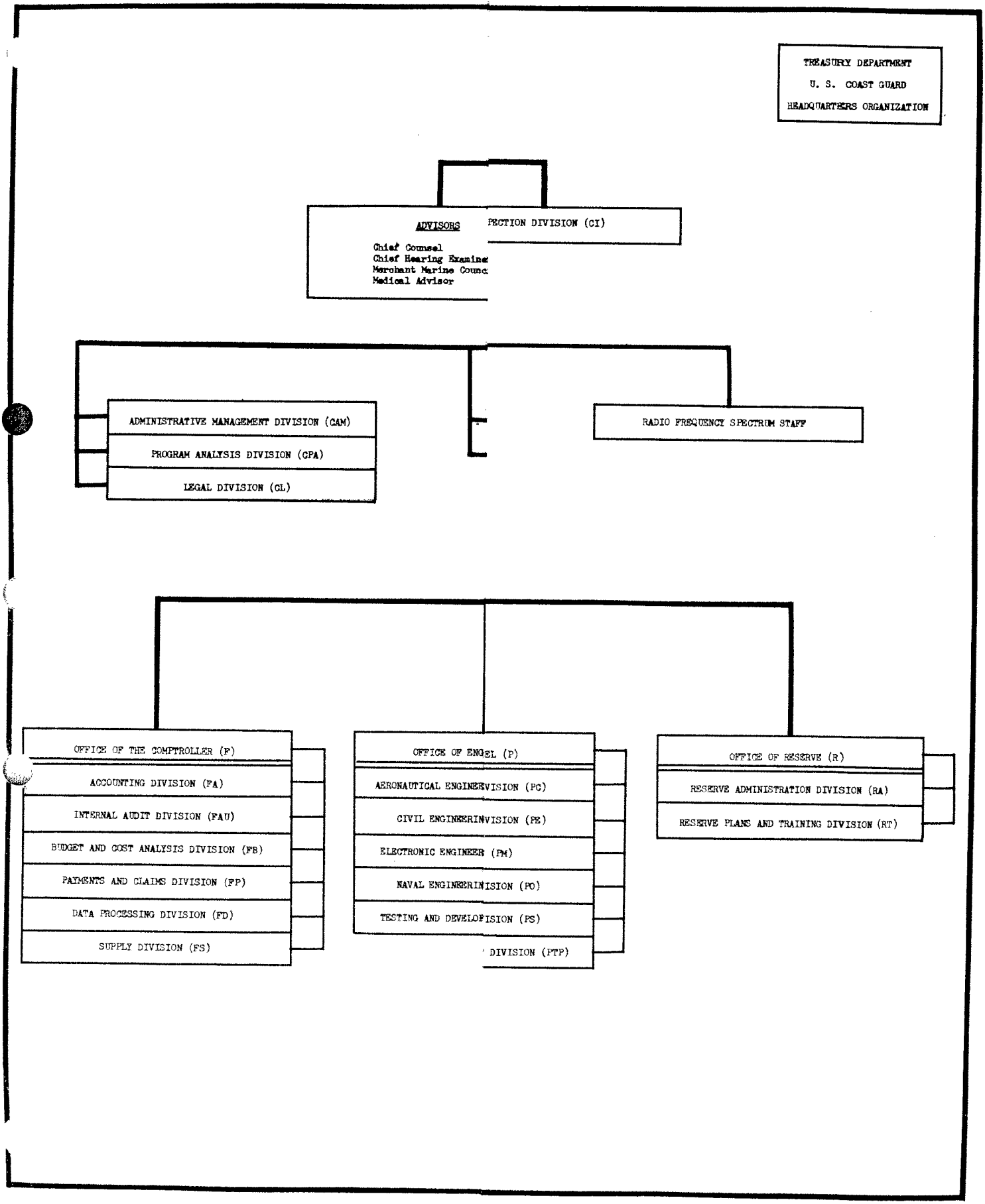
B. Proposed Expansion (PART V)

1. a. While at the present time, the Organization Manual does not include specific patterns of organization or individual statements of functions for Headquarters Units, it is intended as soon as practicable to expand the scope of this part by prescribing approved organizational patterns and statements of functions for these units and to include them herein.

b. In the interim, Headquarters Units shall continue to operate in accordance with directives and instructions otherwise issued by the Commandant.

CHART C

TREASURY DEPARTMENT
U. S. COAST GUARD
HEADQUARTERS ORGANIZATION



TREASURY DEPARTMENT
U. S. COAST GUARD
HEADQUARTERS ORGANIZATION

THE COMMANDANT (C)

ASSISTANT COMMANDANT (CA)

ADVISORS

Chief Counsel
Chief Hearing Examiner
Merchant Marine Council
Medical Advisor

INSPECTION DIVISION (CI)

CHIEF OF STAFF (CCS)

DEPUTY CHIEF OF STAFF

ADMINISTRATIVE MANAGEMENT DIVISION (CAM)

PROGRAM ANALYSIS DIVISION (CPA)

LEGAL DIVISION (CL)

PUBLIC INFORMATION DIVISION (CPI)

HEADQUARTERS SERVICES DIVISION (CHS)

CONGRESSIONAL LIAISON OFFICER (CC)

RADIO FREQUENCY SPECTRUM STAFF

OFFICE OF THE COMPTROLLER (F)

ACCOUNTING DIVISION (FA)

INTERNAL AUDIT DIVISION (FAU)

BUDGET AND COST ANALYSIS DIVISION (FB)

PAYMENTS AND CLAIMS DIVISION (FP)

DATA PROCESSING DIVISION (FD)

SUPPLY DIVISION (FS)

OFFICE OF ENGINEERING (E)

AERONAUTICAL ENGINEERING DIVISION (EAS)

CIVIL ENGINEERING DIVISION (ECV)

ELECTRONIC ENGINEERING DIVISION (EEE)

NAVAL ENGINEERING DIVISION (ENE)

TESTING AND DEVELOPMENT DIVISION (ETD)

OFFICE OF MERCHANT MARINE SAFETY (M)

MERCHANT MARINE TECHNICAL DIVISION (MMT)

MERCHANT VESSEL INSPECTION DIVISION (MVI)

MERCHANT VESSEL PERSONNEL DIVISION (MVP)

OFFICE OF OPERATIONS (O)

AIDS TO NAVIGATION DIVISION (OAN)

AVIATION UNITS DIVISION (OAU)

COMMUNICATIONS DIVISION (OC)

FLOATING UNITS DIVISION (OFU)

INTELLIGENCE DIVISION (OIN)

OPERATIONAL READINESS DIVISION (OOR)

PORT SECURITY AND LAW ENFORCEMENT DIVISION (OPL)

SHORE UNITS DIVISION (OSU)

AUXILIARY DIVISION (OA)

SEARCH AND RESCUE DIVISION (OSR)

OFFICE OF PERSONNEL (P)

CIVILIAN PERSONNEL DIVISION (PC)

ENLISTED PERSONNEL DIVISION (PE)

MEDICAL DIVISION (PM)

OFFICER PERSONNEL DIVISION (PO)

SPECIAL SERVICES DIVISION (PS)

TRAINING AND PROCUREMENT DIVISION (PTP)

OFFICE OF RESERVE (R)

RESERVE ADMINISTRATION DIVISION (RA)

RESERVE PLANS AND TRAINING DIVISION (RT)

TREASURY DEPARTMENT
UNITED STATES COAST GUARD

ADDRESS REPLY TO:
COMMANDANT
U.S. COAST GUARD
HEADQUARTERS
WASHINGTON 25, D.C.

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ORGANIZATION MANUAL
CG-229

AMENDMENT NO. 2

1. Remove and destroy the following pages:

   Pages vii and viii
   Pages 2-21 and 2-22
   Pages 2-53 and 2-54
   Pages 3-3 and 3-4
   Page 3-43 (Reverse blank)
   Chart D

2. Insert the following pages in their proper order:

   Pages vii and viii
   Pages 2-21 and 2-22
   Pages 2-53 and 2-54
   Pages 3-3 and 3-4
   Pages 3-43 and 3-44
   Chart D

3. Make the following pen and ink corrections:

   Page vi — Part III, under "District Commander", delete "Director of Reserve (dcr) 3-11

   Page 2-4 — Paragraph 4, line 4, after "Chief Examiner" insert "Medical Advisor,"

   Page 2-61 — Delete paragraph 17

   Page 2-64 — Paragraph 13, line 1, after "Arlington" insert "Oceanographic Unit,"

   Page 2-77 — Paragraph 3, line 2, delete "and Reserve Training Center, Yorktown, Va."

   Page 2-89 — Add: "5. Exercise technical control over the Reserve Training Center, Yorktown, Va."

Page 3-1 Under paragraph 1a, delete "Director of Reserve (dcr)"

Under paragraph f add: g. "RESERVE DIVISION (r)"

Page 3-2 Paragraph c, line 3, after "Merchant Marine Safety" insert "Reserve,"

Paragraph c, line 11, after "Comptroller" insert "Reserve,"

Page 3-6 Section C, line 8, change "section" to "branch"

Page 3-7 Paragraph 10, line 1, change "sections" to "branches"

Page 3-11 Delete "Director of Reserve" (dcr) and all statements thereunder (See page 3-44 (Am. 2) for Reserve statement)

Page 5-2 Under "Merchant Marine Details" insert:

"Oceanographic Unit Chief, Office of Operations"

After "Reserve Training Center, Yorktown" change "Personnel" to "Reserve"

4. Summary of changes.

a. The responsibility for administration of a service-wide printing program has been added to the Headquarters Services Division.

b. Authority to sign Federal Boating Law violation appeal decisions involving nominal monetary penalties has been added to the Office of Merchant Marine Safety.

c. The statement "Exercise technical control over Merchant Marine Details" has been deleted from the Merchant Vessel Personnel Division statement for purposes of consistency.

d. The title "District Director of Reserve" has been changed to "Chief, Reserve Division" and the Reserve Division has been placed on the same organizational level as the other District Divisions.

e. Technical control of the Reserve Training Center, Yorktown, has been changed from the Office of Personnel to the Office of Reserve.

f. Chart D has been revised to reflect the reorganization of the Reserve Division (r).

AMENDMENT NO. 2
ORGANIZATION MANUAL (CG-229)

CAM

8 OCT 1963

5. New or revised material which contains significant changes is denoted by an (★) to facilitate identification of the change on reprinted pages.

6. A record of the changes contained in Amendment No. 2 will be entered on page iii.

J. A. ALGER, JR.
Chief of Staff

Encl: (1) New pages for CG-229

DIST: (SDL NO. 77)
A: a,aabcd(3); e(2); fij(1)
B: c(20); f(11); l(6); egh(5); jk(3); din(2); bmp(1)
C: adg(3); bemop(1)
D: abcdefhiq(1)
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PREFACE

CHARACTERISTICS OF ORGANIZATION

There are certain fundamental characteristics which are the foundations of the principles of organization. These characteristics and principles have applicability in every organization, regardless of its over-all mission, objectives, and size.

Organization is the form of every human association for the attainment of a common purpose. An organization is created where two or more individuals combine their efforts to accomplish a task which no single individual can accomplish unaided. Such organization presupposes that:

1. The task to be accomplished cannot be accomplished by the sole efforts of an individual.

2. The task when accomplished will benefit all elements of the organization in some manner, thus establishing a community of interest.

3. The community of interest will cause all elements comprising the organization to pool their efforts in cooperative endeavor.

4. The associated, cooperative efforts of all elements of the organization will be so directed as to secure unity of effort, i.e., the work must be coordinated. Such coordination becomes the fundamental reason for organization.

In most cases the size, complexity, and operations of an organization preclude the singular assumption of the coordinator's role by the head of the organization. It becomes necessary, therefore, for that individual to multiply himself, in effect, by dividing his responsibilities among subheads in successively lesser areas of responsibility. This division of responsibility establishes different fields of endeavor, effort in which when combined serves to accomplish the common mission. In passing down responsibilities, the head of the organization, at the same time, passes down so much of his authority as is commensurate with the responsibilities to be discharged.

In this connection, it is important to emphasize that the head of the organization, in passing down or delegating a part of his authority and responsibility, does not in any manner divorce himself of his end or total responsibility in the matter, nor does he divest himself of any degree of his authority. He must retain end responsibility; with regard to authority, action by a subordinate can result only from the exercise

b. Responsible for the Headquarters Records Management Program including the development of Records Schedules for retention, transfer and disposal of records.

c. Furnishing of repair, labor, messenger, telephone and associated services.

d. Operating the motor vehicle equipment attached to Headquarters.

e. Receiving, storing, and distributing office equipment and supplies.

★ 6. Responsible for administering a service-wide printing and duplicating program, provide central duplicating and printing services for Headquarters, and furnish warehousing facilities for printed and duplicated material reserved for future distribution.

7. Control the allocation of space at Headquarters.

8. Act as Property Officer for Headquarters.

9. Prepare preliminary budget estimates for printing items and for maintenance of the Headquarters building, and administer funds allocated to the Division; control field printing funds.

LEGAL DIVISION (CL)

Under the direction and supervision of the Chief of Staff, the Chief Counsel, as head of the Legal Division, shall:

1. Administer and supervise the program for legal activities within the Coast Guard.

2. Advise as to the interpretation of statutes, proclamations, executive orders, regulations, and other directives having the force and effect of law.

3. Furnish legal advice upon the request of the Chief of Staff, the chief of any office at Headquarters, or any district commander.

4. Prepare or review for legal implications:

a. Contracts, letters of intent, deeds, leases, easements, licenses, permits, bonds, and other legal documents executed or accepted by Headquarters which may give rise to claim in favor of or against the Coast Guard.

b. Legislation, proclamations, executive orders, regulations, and other directives having the force and effect of law, proposed by the Coast Guard.

c. Requests for opinion or decision transmitted to the Attorney General, the Comptroller General, or other comparable official.

d. Correspondence, statements, pleadings, and other documents transmitted to the Department of Justice by Headquarters in connection with the handling of litigation, civil or criminal, involving the Coast Guard.

e. Correspondence involving decisions or opinions on legal matters prepared by other offices and divisions of Headquarters.

f. Applications and other formal documents incident to applications for patents by Coast Guard personnel under the "no-fee" statute.

g. Assignments of amounts due or to become due under Coast Guard contracts.

h. Reports of investigation of marine casualties or accidents and the proceedings of all specially convened marine casualty boards.

OFFICE OF MERCHANT MARINE SAFETY (M)

Under the general direction and supervision of the Commandant, the Assistant Commandant, and the Chief of Staff, the Chief, Office of Merchant Marine Safety shall:

1. Direct, supervise, and coordinate the activities of the Chiefs of the Merchant Marine Technical, Merchant Vessel Inspection and Merchant Vessel Personnel Divisions in connection with their assigned functions; assure the efficient performance of duty by those officers; and have ultimate responsibility for the enforcement of the navigation and vessel inspection laws, the various laws governing the identification and operation of motorboats, and laws governing safety on structures subject to the provisions of the Outer Continental Shelf Lands Act.

2. Determine basic plans, systems, procedures under which marine safety activities are to be carried out; consider and make recommendations as to broad policies which should control these determinations.

3. Issue, by direction of the Commandant, such directives as may be necessary or appropriate to produce a correct and uniform administration of marine safety functions.

4. Prescribe the marine safety reports to be submitted by field units and advise the Comptroller as to types and forms of marine safety statistics to be prepared by the Data Processing Division. Review and analyze such reports and statistics and initiate or issue appropriate directives to field units to insure uniformly high standards of efficiency, effectiveness and economy in marine safety matters.

5. Periodically review the administration of the Merchant Marine Safety Divisions of District Offices and initiate recommendations to the district commander to effect improvements in the organization and methods of administration of those divisions. Keep informed, through field inspections or otherwise, as to the status, effectiveness, and efficiency of marine safety activities generally.

6. Periodically advise the Commandant as to the relative performance of the districts with respect to district marine safety responsibility.

7. Administer funds in those appropriations or subheads placed under the control of the Office of Merchant Marine Safety furnishing preliminary budget estimates and apportionment or allotment recommendations to the Comptroller, planning expenditures to accomplish essential programs within available funds, passing on obligations against field allotments when Headquarters authorization is required, and otherwise insuring wise and economical expenditure of such funds.

8. Advise the Office of Personnel concerning the procurement, training, and assignment of personnel to meet merchant marine safety requirements.

9. Assist the Chief of Staff as requested in the establishment of the military personnel billet plan.

10. Establish and maintain effective relationships with the maritime industry, including seamen's organizations, ship operators, shipbuilders, and manufacturers of equipment.

11. Act as Chairman of the Merchant Marine Council.

12. Exercise technical control over the Merchant Marine Details.

13. Direct and supervise activities of the International Maritime Safety Coordinating Staff.

★14. Sign decisions on Federal Boating Law violations appeal cases involving nominal monetary penalties and in which there are no unusual circumstances requiring personal consideration by the Commandant.

a. Engineering Division: The Engineering Division has staff responsibility for logistics of an engineering character, including the repair, maintenance, outfitting, and approved alteration of vessels, aircraft, navigational aids, shore and marine structures, machinery, electronic equipment, and utilities, and the design and construction of specified types of shore and marine structures.

b. Comptroller Division: The Comptroller Division has staff responsibility for logistics that involve the maintenance of accounts and rendition of financial statements, the settlement of obligations, and the procurement, storage, and distribution of equipment, supplies and services.

c. Merchant Marine Safety Division: The Merchant Marine Safety Division has staff responsibility for the program for the enforcement of the navigation and vessel inspection laws and the prevention of marine casualties, including the inspection of merchant vessels to insure compliance with established standards, the licensing, certificating, shipment and discharge of seamen and all other merchant marine safety regulatory activities.

d. Operations Division: The Operations Division has staff responsibility for the operational adequacy of the Service in the district in connection with the saving of life and property at sea and otherwise, the provision of aids to navigation, maritime law enforcement and general operational readiness. Accordingly, the Operations Division is responsible for the coordination and effectuation of inspections, visits and direct contacts with district units for the purpose of carrying out the command responsibility of the district commander for the attainment of a realistic and effective working relationship between district units and their immediate superior in command.

e. Personnel Division: The Personnel Division has staff responsibility for logistics that are of a personnel nature, including the procurement, training, assignment, and separation of personnel, and the provision of medical and morale services.

★ f. Reserve Division: The Reserve Division has staff responsibility for logistics that are of a Reserve inactive duty personnel nature, including the procurement, training, assignment and separation of Reserve personnel.

4. In addition to the major staff components described above, there are three independent special components, namely, the Director of the Auxiliary, the Legal Officer, and the Public Information Officer. They report to the District Commander through the Chief of Staff, and perform or provide special staff services as implied by their respective titles.

5. a. While a standard organization plan is prescribed for district offices, it is recognized that the personnel allowance tables for the several district offices vary due to requirements. Consequently, 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.

b. It is intended that the District Commander shall have wide latitude in effecting collateral-duty assignments since he is in the most logical position for determining proper action in this regard. Such assignments will give due consideration to the equitable distribution of work among his officers, to the adequacy of the officer to perform the collateral-duty, and to any other factors which may be relevant in the matter. In certain instances the Commandant may prescribe specific rules or impose definite limitations governing the effectuation of particular collateral-duty assignments.

c. The staff officer having a collateral-duty assignment is particularly enjoined to view such assignment in the same light as his primary duty-assignment with respect to interest and enthusiasm to be exerted in carrying out the secondary duties. While the individual must invariably fix the proper priority in performing his assigned duties, caution must be exercised in guarding against the tendency to treat a collateral duty as one of no special significance, to be carried out perfunctorily and in a "when and if" manner.

MILITARY PERSONNEL PROCUREMENT BRANCH

Under the direction and supervision of the Chief, Personnel Division, the Chief, Military Personnel Procurement Branch shall:

1. Have primary responsibility for all military personnel procurement activities in the district (officer and enlisted).

2. Supervise district recruiting stations, providing adequate instruction to recruiting personnel.

3. Maintain liaison with the Chief, Reserve Division in connection with Reserve procurement programs.

4. Maintain close liaison with other Armed Forces recruiting activities and insure that the Coast Guard is adequately represented in joint activities.

5. Conduct the program for procurement of candidates for cadetship.

6. Utilize facilities available to the Public Information Officer concerning procurement programs.

7. Prepare preliminary budget estimates, make recommendations as to fund allocations and administer funds allocated to the branch.

8. Maintain necessary records related to personnel procurement and submit reports as required by current directives.

★ RESERVE DIVISION (r)

Under the general direction and supervision of the District Commander and the Chief of Staff, the Chief, Reserve Division shall:

1. 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.

2. Administer the program for the training, organization, and assignment of all Reserve personnel on inactive duty or on intermittent active training duty.

3. Maintain liaison and assist the Chief, Military Personnel Procurement Branch in his administration of the military personnel procurement activities for Reserve personnel.

4. 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.

5. 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.

6. Maintain a system of records-keeping in connection with the Reserve program as prescribed by the Commandant.

7. Administer funds allocated to him for Reserve purposes in accordance with current applicable directives.

8. 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.

9. 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 statment includes Reserve personnel on inactive duty or on intermittent active training duty, but does not include Reserve personnel on extended active duty.

CHART B

TREASURY DEPARTMENT

U. S. COAST GUARD

DISTRICT OFFICE ORGANIZATION

DISTRICT COMMANDER

Be responsible for the administration and general direction of the performance of all District functions.

CHIEF OF STAFF

Assist the District Commander in the general administration and direction of District activities and keep him advised of the status of these activities. Coordinate the activities of the District Office. Supervise the public information program for the District.

DIRECTOR OF AUXILIARY

Develop and administer the district program for the Coast Guard Auxiliary in accordance with the prescribed policies of the Commandant.

LEGAL OFFICER

Advise the District Commander and other staff officers on all legal matters. Initiate, prepare, or review documents and correspondence involving legal matters. Advise and assist in the conduct of courts and boards, and review their records. In cooperation with Chief, Merchant Marine Safety Division, review for legal implications all reported violation of navigation law.

PUBLIC INFORMATION OFFICER

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. Conduct the public information program of the Coast Guard in the district utilizing all available public information media.

RESERVE DIVISION

Develop and administer the district program for Coast Guard Reserve, including temporary component thereof, in accordance with policies prescribed by the Commandant. Administer training, procurement, organization and assignment of Reserve personnel on inactive duty or active training duty. Collaborate with other divisions in regard to logistic support as required for conduct of the Reserve program. Establish and maintain close liaison with the Naval District Deputy Chief of Staff for Naval Reserve and Training and local Naval Reserve Unit Commanders to promote Coast Guard utilization of naval facilities.

COMPTROLLER DIVISION

Direct those logistics functions of the District that relate to (1) the maintenance of accounts and the disbursement of funds; and (2) the procurement, storage, and distribution of equipment, supplies, and services. Under the general supervision of the Chief of Staff and in collaboration with the other Chiefs of Divisions, be responsible for the preparation of budget estimates for the District. Assist District Commander in allotment and expenditure control. Keep allotment ledger accounts. Prepare allotment reports. Act as Contracting Officer when designated. Supervise administration of general and commuted ration messes.

PAY AND VOUCHER BRANCH

Discharge the duties of Authorized Certifying Officer; certify vouchers for payment. Maintain military and civilian pay records and civilian leave accounts. Prepare travel and mileage vouchers.

ACCOUNTS BRANCH

Maintain an integrated system of accounts under general ledger control and on the accrual basis in accounting for resources, liabilities, revenue, operating costs and budgetary status of allotments to the District Commander, supported by subsidiary records; prepare financial reports, analyses of operating costs, and accounting reconciliation statements for District and Headquarters use. Prepare suballotment authorizations. Review documents having fiscal implications for availability of funds. Perform audit and/or reconciliation of: (a) disbursing officer's accountability; (b) general mess operations; (c) inventories of general stores, uniform clothing and aeronautical material; and (d) work in process at industrial units.

Accept and properly dispose of all collections intended for deposit to credit of Treasurer of U. S. Operate data processing equipment in performance of accounting, logistical and statistical applications.

SUPPLY BRANCH

Procure supplies, equipment, services and space. Act as Contracting Officer when designated. Handle matters concerning clothing, general and commuted ration messes, public property and transportation. Maintain Record of Public Property. Provide necessary storeroom, printing and duplicating services for the District Office.

DISBURSING BRANCH

Disburse funds. Render reports of accountability including disbursements, collections deposited to credit of the Assistant Disbursing Officer, and funds advanced to designated cashiers.

OPERATIONS DIVISION

Direct those operations of the District which involve the saving of life and property, general law enforcement, (excluding those matters pertaining to merchant marine safety) and general patrol functions including (1) search and rescue; (2) flood and disaster relief; (3) distress, safety, and other communications; (4) the aids to navigation program and (5) weather reporting and aerological services. Provide for the operational readiness of District facilities. Direct the activities of the Operations Center (includes Rescue Coordination Center).

AIDS TO NAVIGATION BRANCH

Administer the development and operation of the aids to navigation system (including Loran and other electronic aids). Prepare data for notices to mariners, light lists, and radio beacon charts. Administer the operation of lightships, light stations, and bases, depots, and tenders allocated to aids to navigation work.

COMMUNICATIONS BRANCH

Administer the communication system of the District, and activities in connection with postal services, the sub-issuing unit, and the Auxiliary communications program.

INTELLIGENCE AND LAW ENFORCEMENT BRANCH

Develop and administer the district general law enforcement program, including port security coordinating with Merchant Marine Safety program and other staff components. Supervise all investigative aspects of law enforcement and security clearance. Maintain close liaison with intelligence organizations of government and local enforcement agencies.

READINESS BRANCH

Administer the program for maintaining and improving the operational efficiency and the military readiness of all units. Maintain district mobilization and mobilization logistics plans. Coordinate gunnery, damage control and other practices and military and material inspections with normal operations. Provide for the procurement, distribution, and efficient utilization of ordnance, small guns, and chemical warfare equipment.

SEARCH AND RESCUE BRANCH

Administer the operations of floating units, aeronautical units and shore units (except those under the cognizance of the Aids to Navigation Branch), and supervise their activities. Initiate or review proposals for the reduction, expansion, and modification of district facilities. Maintain the district operating plans, including those for disaster and flood relief. Act as senior controller and liaison officer for search and rescue activities. Provide aerological service when directed. Direct operations of vehicles and small boats assigned to the District Office.

MERCHANT MARINE SAFETY DIVISION

Direct the activities of the District relative to vessel inspection, licensing and certificating, shipment and discharge of seamen, numbering of motorboats, load lines, processing of violations of navigation laws, investigations pursuant to R.S. 4450, revised, review of vessel and vessel equipment plans and all other merchant marine safety regulatory activities.

MERCHANT MARINE TECHNICAL BRANCH

Under the technical control of the Chief, Office of Merchant Marine Safety (HQ), functions as a field technical office to supplement the Merchant Marine Technical Division at Headquarters to handle plan approvals and pass on specifications for new construction, conversion, and alteration of vessels subject to inspection under the existing maritime laws.

ENGINEERING DIVISION

Direct those logistic activities of the District that are of an engineering character including the construction, repair, maintenance, and alteration of vessels, aircraft, vehicles, aids to navigation, shore establishments, machinery, electronic equipment, and utilities.

CIVIL ENGINEERING BRANCH

Administer the program for the construction, repair, alteration, and maintenance of shore establishments, fixed aids to navigation, buoys and utilities.

ELECTRONIC ENGINEERING BRANCH

Administer the program for the construction, repair, alteration, and maintenance of electronic facilities (including radio, radar, loran, racon, and underwater sound equipment) and telephone, telegraphy, and teletype systems.

NAVAL ENGINEERING BRANCH

Administer the program for the repair, alteration and maintenance of vessels, machinery for vessels, lightships, and vehicles.

PERSONNEL DIVISION

Direct those logistic functions of the District that are of a personnel character, including the procurement, training, assignment, and separation of personnel, the provision of medical and morale services, and the administration of the Reserve program for Reserve personnel on extended active duty.

CIVILIAN PERSONNEL BRANCH

Administer recruitment, training, placement, classification, and related activities pertaining to civilian personnel.

MEDICAL BRANCH

Provide medical services. Conduct preventive programs and consult on the maintenance of sanitary standards.

MILITARY PERSONNEL BRANCH

Administer those matters in the district involving the training, assignment, evaluation and release of military personnel.* Administer promotions, advancements, discharges and related matters pertaining to such personnel. Conduct the programs for welfare, recreation, and related matters for the maintenance of good morale. Maintain official records for military personnel, including Reserve personnel on active duty. Administer and act as custodian for the various morale funds of the District.

*NOTE: The term "military personnel" does not include Reserve personnel on inactive duty or on intermittent active training duty but does include Reserve personnel on extended active duty.

MILITARY PERSONNEL PROCUREMENT BRANCH

Have primary responsibility for all military personnel procurement activities (officer and enlisted). Conduct the program for procurement of candidates for endeship. Maintain liaison with the Chief, Reserve Division in connection with Reserve procurement programs.

TREASURY DEPARTMENT
UNITED STATES COAST GUARD

ORGANIZATION MANUAL
CG-229

Address reply to:
COMMANDANT
U.S. COAST GUARD
WASHINGTON, D.C. 20226

•CAM
23 July 1964

AMENDMENT NO. 3

1. Purpose. This amendment reflects certain changes in assigned responsibilities and reflects recently established organizational elements.

2. Summary of Changes. The following is a summary of significant changes and/or newly established organizational elements. New or revised material which contains significant changes is denoted by a star (★) to facilitate identification of the change on re-printed pages.

a. Statements for the following liaison functions have been added to the Chief of Staff Section.

(1) Telecommunications Liaison Staff

(2) Chief of Naval Operations - Liaison Officer

b. A Real Property Management Branch has been established in the Supply Division.

c. A functional statement for the Traveling Inspector Staff has been added to the Office of Merchant Marine Safety

d. All responsibilities for administering the Recreational Boating Laws have been changed from the Office of Merchant Marine Safety, Merchant Vessel Inspection Division and the Port Security and Law Enforcement Division to the newly established Recreational Boating Safety Division and the Office of Operations.

e. The two Headquarters Units at Groton, Connecticut, the Training Center and the Institute, have been combined into one Headquarters Unit to be known as the Training Center, Groton.

f. A general description of the mission and responsibility of the European Command has been added to Part IV.

g. Chart F has been revised to more correctly reflect current responsibilities of Marine Inspection Offices.

Keep Freedom in Your Future With U.S. Savings Bonds

CAM
23 JUL 1964

3. Action.

a. Remove and destroy the following pages.

Pages v, vi, vii and viii
Pages 1-3 and 1-4
Pages 2-1 and 2-2
Page 2-15 (Reverse blank)
Pages 2-21 and 2-22
Pages 2-23 and 2-24
Pages 2-27 and 2-28
Pages 2-39 and 2-40
Pages 2-53 thru 2-64
Pages 2-67 and 2-68
Pages 2-69 and 2-70
Pages 2-73 and 2-74
Pages 2-77 and 2-78
Pages 2-83 and 2-84
Pages 3-1 and 3-2
Pages 3-11 and 3-12
Page 4-5 (Reverse blank)
Pages 5-1 and 5-2
Chart F

b. Insert the following pages in their proper sequence.

Pages v, vi, vii and viii
Pages 1-3 and 1-4
Pages 2-1 and 2-2
Pages 2-15, 2-16 and 2-16A
Pages 2-21 and 2-22
Pages 2-23 and 2-24
Pages 2-27 and 2-28
Pages 2-39 and 2-40
Pages 2-53 thru 2-64
Pages 2-67 and 2-68
Pages 2-69 and 2-70
Pages 2-73 and 2-74
Page 2-76A (Reverse blank)
Pages 2-77 and 2-78
Pages 2-83 and 2-84
Pages 3-1 and 3-2
Pages 3-11 (Reverse blank)
Pages 4-5 and 4-6
Pages 5-1 and 5-2
Chart F

CAM
23 JUL 1964

AMENDMENT NO. 3
ORGANIZATION MANUAL (CG-229)

c. Make the following pen and ink corrections:

Page 2-26 - Delete paragraph 9.
Page 2-46 - Delete paragraph 11.

4. The letter of transmittal should be destroyed after all actions have been accomplished and the proper entry made on page iii, Record of Amendments.

P. E. TRIMBLE
Chief of Staff

Encl: (1) New pages for CG-229

DIST: (SDL NO. 79)
A: a,aabcd(3); e(2); fijk(1)
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C: adg(3); bekmop(1)
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ORGANIZATION MANUAL

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PREFACE

CHARACTERISTICS OF ORGANIZATION

There are certain fundamental characteristics which are the foundations of the principles of organization. These characteristics and principles have applicability in every organization, regardless of its over-all mission, objectives, and size.

Organization is the form of every human association for the attainment of a common purpose. An organization is created where two or more individuals combine their efforts to accomplish a task which no single individual can accomplish unaided. Such organization presupposes that:

1. The task to be accomplished cannot be accomplished by the sole efforts of an individual.

2. The task when accomplished will benefit all elements of the organization in some manner, thus establishing a community of interest.

3. The community of interest will cause all elements comprising the organization to pool their efforts in cooperative endeavor.

4. The associated, cooperative efforts of all elements of the organization will be so directed as to secure unity of effort, i.e., the work must be coordinated. Such coordination becomes the fundamental reason for organization.

In most cases the size, complexity, and operations of an organization preclude the singular assumption of the coordinator's role by the head of the organization. It becomes necessary, therefore, for that individual to multiply himself, in effect, by dividing his responsibilities among subheads in successively lesser areas of responsibility. This division of responsibility establishes different fields of endeavor, effort in which when combined serves to accomplish the common mission. In passing down responsibilities, the head of the organization, at the same time, passes down so much of his authority as is commensurate with the responsibilities to be discharged.

In this connection, it is important to emphasize that the head of the organization, in passing down or delegating a part of his authority and responsibility, does not in any manner divorce himself of his end or total responsibility in the matter, nor does he divest himself of any degree of his authority. He must retain end responsibility; with regard to authority, action by a subordinate can result only from the exercise

(d) Maintains a state of readiness to function as a specialized service in the Navy in time of war.

II. These functions are delineated in detail elsewhere.

D. General Organization

I. The basic organization pattern of the Coast Guard reflects an assignment of military command and operational and administrative responsibility and authority among components in Coast Guard Headquarters, in the District Offices, and in individual units in the field. The Commander, Coast Guard Activities Europe, and European Command shall be deemed included within the terms District Commanders and District respectively for general purposes. Duties of the Coast Guard are in most instances actually performed by individual operating units such as ships, aircraft, air, light, radio, and lifeboat stations; marine inspection offices; and individual logistics units such as recruiting, receiving and training stations; bases; depots; and repair shops. Current listings of and information relative to these units may be found in the effective edition of Operating Facilities of the U. S. Coast Guard (OPFAC).

II. The Commandant, assisted by the Headquarters staff, plans, supervises, and coordinates Coast Guard activities within the several districts, and gives immediate direction to those special service units in the field which report directly to Headquarters, even though located within the geographical limits of a district.

III. The District Commander, assisted by his staff, provides regional direction and coordination of the performance of duties by individual field units located within the geographical limits of the district.

IV. The chain of military command and operational and administrative control ordinarily runs from the Commandant to the District Commander, and in turn from the District Commander (in a limited sense through the Group or Section Commander, if there be one) to the Commanding Officer or Officer-in-Charge of a particular operating or logistics unit. In the case of units reporting directly to Headquarters (Headquarters Units), the chain of command runs directly from the Commandant to the Commanding Officer of the unit.

V. Staffs are provided to assist the Commandant and the District Commander in discharging their respective responsibilities.

Any authority which staff officers have is derived from the Commandant or the District Commander, as the case may be, and the exercise of all such authority is in the behalf of the officer from whom the authority stems. Although these assistants are construed to be staff officers, such status does not preclude them from taking definitive action on a variety of matters, provided they do so by virtue of a proper delegation of authority either from the Commandant or from the District Commander concerned, and, provided further, that they exercise this authority in the name of the appropriate officer.

VI. Within a staff component of organization such as an office or a division at Headquarters or a division in a District Office, the chain of command for that immediate component ordinarily runs from the military chief of the component through the military assistant chief (if there be one) to subordinates within the component. In inferior staff levels such as Branches in a District Office, the same principle is generally applicable. In cases where in the absence of military personnel, civilian personnel serve as or succeed to nominal positions as chief or assistant chief of a component, they serve in recognized supervisory roles but as such are not considered as being in the military chain of command. A somewhat similar situation applies to military or civilian personnel designated as "assistant to _____." Such personnel serve as technical or administrative advisors and are not considered to be in the chain of command. Exceptions to these general rules may be specifically authorized from time to time by the Commandant.

★ E. Special Organization

I. In addition to the levels of organization described in Section D, there are several special organizational echelons within the Coast Guard which have been established in order to meet the requirements imposed by certain peculiar conditions which complicate over-all administration. These special intermediate echelons have been delegated specific operational and/or administrative responsibility and authority to act under certain circumstances, or have been created to handle special geographic areas not includable in the District organization. For other than the European Command, this Manual in its present form does not include detailed descriptions of these special levels of organization or precise statements of their assigned functions, such information is included in other existing directives.

II. The special organization referred to includes Area Commands, European Command, Section Commands, and Group Commands, and Aircraft Maintenance Representatives. A summary description of the purposes and responsibilities of these echelons is included in this Manual as Part IV - Special Organization.

PART II

ORGANIZATION OF HEADQUARTERS

A. General Description

1. Headquarters, U. S. Coast Guard, consists of the following components of organization:

a. THE COMMANDANT (C)
- Assistant Commandant (CA)
- Chief Counsel
- Chief Hearing Examiner (CE)
- Inspection Division (CI)
- Merchant Marine Council (CMC)
- Medical Advisor to the Commandant

b. CHIEF OF STAFF (CCS)
- ★ Telecommunications Liaison Staff
- ★ Chief of Naval Operations - Liaison Officer
- Congressional Liaison Officer (CC)
- Administrative Management Division (CAM)
- Headquarters Services Division (CHS)
- Legal Division (CL)
- Program Analysis Division (CPA)
- Public Information Division (CPI)

c. OFFICE OF THE COMPTROLLER (F)
- Accounting Division (FA)
- Budget and Cost Analysis Division (FB)
- Data Processing Division (FD)
- Internal Audit Division (FAU)
- Payments and Claims Division (FP)
- Supply Division (FS)

d. OFFICE OF ENGINEERING (E)
- Aeronautical Engineering Division (EAE)
- Civil Engineering Division (ECV)
- Electronics Engineering Division (EEE)
- Naval Engineering Division (ENE)
- Testing and Development Division (ETD)

e. OFFICE OF MERCHANT MARINE SAFETY (M)
- ★ Traveling Inspector Staff
- International Maritime Safety Coordinating Staff (MIA)
- Merchant Marine Technical Division (MMT)
- Merchant Vessel Inspection Division (MVI)
- Merchant Vessel Personnel Division (MVP)

f. OFFICE OF OPERATIONS (O)
- Aids to Navigation Division (OAN)
- Auxiliary Division (OA)
- Aviation Units Division (OAU)
- Communications Division (OC)
- Floating Units Division (OFU)
- Intelligence Division (OIN)
- Operational Readiness Division (OOR)
- Port Security and Law Enforcement Division (OPL)
- Shore Units Division (OSU)
- Search and Rescue Division (OSR)
- ★ Recreational Boating Safety Division (ORB)

g. OFFICE OF PERSONNEL (P)
- Civilian Personnel Division (PC)
- Enlisted Personnel Division (PE)
- Medical Division (PM)
- Officer Personnel Division (PO)
- Personnel Services Division (PS)
- Training and Procurement Division (PTP)

h. OFFICE OF RESERVE (R)
- Reserve Administration Division (RA)
- Reserve Plans and Training Division (RT)

2. a. The Commandant directs the policy, legislation, and administration of the Service under the general supervision of the Secretary of the Treasury. In these matters he is assisted by a staff of administrative and technical assistants who serve as principal advisors to him for those fields in which they are individually qualified and assigned. The areas of responsibility for the staff components are briefly indicated below and are delineated in detail in the statements of functions which are included in this part. Each staff component is delegated authority commensurate with its assigned responsibility.

b. The Chief of Staff coordinates policy and program development and exercises general management and policy control for the Commandant within the Service at large. The Office of Operations has staff responsibility for assuring effective performance of the operational programs of the Coast Guard, and the Office of Merchant Marine Safety has staff responsibility for carrying out an adequate regulatory program directed at promoting the safety of the Merchant Marine. The Offices of Engineering, the Comptroller, Personnel, and Reserve, as the components of organization charged with the provision of necessary logistic support, have staff responsibility, as appropriate, for supplying the technical skill, and the materiel, funds and personnel required for supporting the over-all operations of the Service. Included in the staff responsibilities for each of these components is that for active and realistic mobilization planning. The special staff divisions under the Chief of Staff perform or provide special services either for Headquarters or for the Service as a whole. The special advisors to the Commandant perform specific tasks assigned and advise the Commandant in the premises.

CHIEF OF STAFF (CCS)

Under the general direction and supervision of the Commandant and the Assistant Commandant, and assisted by the Deputy Chief of Staff, the Chief of Staff shall:

1. Advise and assist the Commandant and the Assistant Commandant in the general administration of the Service.

2. Keep the Commandant and the Assistant Commandant informed of the problems encountered and the progress made in effectuating the policies and executing the programs of the Service, and act as principal management advisor to those officers.

3. Have general responsibility for the initiation, development, and review of basic policies and programs for the Service, including the legislative program, and for the control and coordination of plans and activities evolving therefrom, to insure adherence to the policies approved by the Commandant.

4. Direct, supervise and coordinate the activities of the chiefs of the special staff divisions in connection with their assigned functions, and assure the efficient performance of duty by those officers.

5. Generally supervise the activities of the Chiefs of Offices at Headquarters and the several district commanders, particularly with a view to promoting and securing effective coordination among the Headquarters staff, and between the Headquarters staff and the Service at large.

6. Maintain a proper distribution of functional assignments among the several components of organization, and cause close adherence to the approved pattern; assure the efficient and economical discharge of responsibilities as assigned by the organizational structure.

7. Assure that the Chiefs of Offices and the chiefs of the special staff divisions at Headquarters, and the district commanders are kept fully informed as to the broad policies and programs approved by the Commandant.

8. Act as Commanding Officer of Headquarters.

★ TELECOMMUNICATIONS LIAISON STAFF

Under the direction and supervision of the Chief of Staff, the Chief, Telecommunications Liaison Staff shall:

1. Assist and advise the Chief of Staff and other appropriate officials of the Coast Guard and the other Treasury bureaus, the Department of Health, Education and Welfare and the Federal Reserve System with respect to the regulatory aspects of telecommunications utilization, involving: (1) national and international allocation and assignment of radio frequencies; (2) the establishment of national and international policies and standards pertaining to radio frequency spectrum usage; and (3) the formulation and enforcement of applicable departmental, national, and international rules and regulations pertaining to telecommunications management.

2. Specific duties and functions carried out in the execution of the basic responsibilities stated above include:

a. Representation at the pleasure of the Secretary of the Treasury of the Treasury Department, and the other agencies listed above, on the Interdepartment Radio Advisory Committee (IRAC), and carrying out in their behalf the duties and functions of IRAC representatives as set forth in the IRAC Bylaws;

b. Representation of the Coast Guard on the Frequency Allocation Panel of the Military Communications-Electronics Board (FAPUS/MCEB) and coordination of FAPUS matters involving Coast Guard operations;

c. Interbureau coordination of, and formulation of and recommending the position to be taken with respect to, radiocommunication matters referred to the Treasury Department by the Director of Telecommunications Management;

d. Coordination of Treasury Department participation in the Department of Defense and the IRAC Electromagnetic Compatibility Programs;

e. Obtain required frequency authorizations through national and international frequency spectrum control organizations; maintain current and accurate record of all such authorizations;

f. Maintain liaison with officials in national and international organizations with the objective of facilitating and expediting the favorable resolution of Treasury Department frequency utilization or interference problems involving these organizations;

g. Representation of Coast Guard and/or Treasury on other committees, panels, or working groups, as directed;

h. Preparation and dissemination, as appropriate, of reports concerning IRAC or DTM actions and other frequency utilization information.

★ CHIEF OF NAVAL OPERATIONS - LIAISON OFFICER

1. Performs liaison between the U. S. Coast Guard and the Office of the Chief of Naval Operations in all matters of mutual interest except those pertaining to aviation, particularly:

a. Coordinates development of related plans, policies and programs.

b. Coordinates the exchange of equipment, parts, supplies and services.

c. Acts as representative of the Commandant, U. S. Coast Guard.

d. Monitors and reports on developments and activities.

e. Keeps informed of mobilization and search and rescue plans and orders.

2. Performs similar liaison between the U. S. Coast Guard and other components of the Department of Defense as required.

3. Advises the ACNO (Fleet Operations) on matters concerning search and rescue policies and operations.

4. Participates in Naval Control of Shipping planning with respect to control of fishing vessels in time of war.

5. Advises the ACNO (Fleet Operations) on matters concerning the Rules of the Road.

6. Performs other duties as directed.

b. Responsible for the Headquarters Records Management Program including the development of Records Schedules for retention, transfer and disposal of records.

c. Furnishing of repair, labor, messenger, telephone and associated services.

d. Operating the motor vehicle equipment attached to Headquarters.

e. Receiving, storing, and distributing office equipment and supplies.

6. Responsible for administering a service-wide printing and duplicating program, provide central duplicating and printing services for Headquarters, and furnish warehousing facilities for printed and duplicated material reserved for future distribution.

7. Control the allocation of space at Headquarters.

8. Act as Property Officer for Headquarters.

9. Prepare preliminary budget estimates for printing items and for maintenance of the Headquarters building, and administer funds allocated to the Division; control field printing funds.

★ 10. Exercise operational control over Treasury Department Pistol ranges in the District of Columbia.

LEGAL DIVISION (CL)

Under the direction and supervision of the Chief of Staff, the Chief Counsel, as head of the Legal Division, shall:

1. Administer and supervise the program for legal activities within the Coast Guard.

2. Advise as to the interpretation of statutes, proclamations, executive orders, regulations, and other directives having the force and effect of law.

3. Furnish legal advice upon the request of the Chief of Staff, the chief of any office at Headquarters, or any district commander.

4. Prepare or review for legal implications:

a. Contracts, letters of intent, deeds, leases, easements, licenses, permits, bonds, and other legal documents executed or accepted by Headquarters which may give rise to claim in favor of or against the Coast Guard.

b. Legislation, proclamations, executive orders, regulations, and other directives having the force and effect of law, proposed by the Coast Guard.

c. Requests for opinion or decision transmitted to the Attorney General, the Comptroller General, or other comparable official.

d. Correspondence, statements, pleadings, and other documents transmitted to the Department of Justice by Headquarters in connection with the handling of litigation, civil or criminal, involving the Coast Guard.

e. Correspondence involving decisions or opinions on legal matters prepared by other offices and divisions of Headquarters.

f. Applications and other formal documents incident to applications for patents by Coast Guard personnel under the "no-fee" statute.

g. Assignments of amounts due or to become due under Coast Guard contracts.

h. Reports of investigation of marine casualties or accidents and the proceedings of all specially convened marine casualty boards.

i. Decisions on petitions for remission or mitigation of penalties under the navigation laws considered by Headquarters.

j. Records of retirement review boards and boards of review of discharges and dismissals.

5. Examine for legal implications and prepare final action with respect to:

a. All claims sounding in tort, including admiralty claims, arising from Coast Guard activities.

b. The proceedings of all courts martial, boards of inquiry and investigation, retiring boards, and boards for the removal of the disability of desertion.

c. Appeals to the Commandant entered by merchant seamen from decisions of Coast Guard examiners in proceedings against licenses and certificates and/or Merchant Mariner's documents.

6. Under close liaison with the Chief, Special Services Division coordinate and direct a program for the furnishing of legal aid and assistance to service personnel and their dependents, and furnish such services at Headquarters.

7. Provide recorder for Board on Correction of Military Records.

★ 8. Make recommendations relative to which waters should be determined by the Commandant to be navigable waters of the United States, where such determination has not been previously made by statute or by judicial decision.

★ 9. Make recommendations on appeals to the Commandant from penalties imposed by District Commanders for violations of laws and regulations governing navigation, vessel inspection and boating.

PROGRAM ANALYSIS DIVISION (CPA)

Under the direction and supervision of the Chief of Staff, the Chief, Program Analysis Division shall:

1. Coordinate and expedite planning in matters where Chiefs of Offices have joint responsibility.

2. Analyze and keep under continuous review the various programs of the Coast Guard to determine their consonance with legislative intent and the broad policies prescribed by the Commandant for the government of the Service. Make recommendations to the Commandant for program changes where necessary to obtain closer adherence to these objectives.

3. Be conversant with the policies of the Commandant as to the relative priority of the several functions of the Service and of their supporting programs; furnish such information as may be required by the chiefs of staff components for the more effective performance of their duties.

4. Analyze proposed new programs and program changes for requirements; determine their implications with respect to existing programs and budgetary limitations. Initiate and develop planning for new programs as directed by the Chief of Staff.

5. Coordinate the preparation of statements in support of budgetary requests with the chiefs of staff components concerned; furnish the Comptroller full justification for program requirements to be included in the budget estimates.

6. Keep under review current and proposed appropriations; make recommendations to the Commandant as to where program adjustments are necessary to insure optimum utilization of available funds.

7. Review proposals for the establishment, modification, or discontinuance of Coast Guard facilities and advise concerning the effect of such proposals on approved programs.

8. Maintain in current form and order of priority the Advance Construction Program, encompassing a long-term schedule of projects for acquisition, construction and improvement of Coast Guard facilities, accompanied by adequate supporting data.

9. Determine manning requirements and establish the military and civilian personnel allowances of all Coast Guard units; maintain personnel allowances and billet structures in accordance with current statutory and fiscal limitations; prepare plans in support of the

OFFICE OF THE COMPTROLLER (F)

Under the general direction and supervision of the Commandant, the Assistant Commandant, and the Chief of Staff, the Comptroller shall:

1. Direct, supervise and coordinate the activities of the Chiefs of the Accounting, Internal Audit, Budget and Cost Analysis, Payments and Claims, Data Processing, and Supply Divisions in connection with their assigned functions; assure the efficient performance of duty by those officers; and have ultimate responsibility for:

a. The maintenance of all formal accounting records.

b. The examination of bills and claims and payment of all items properly due for payment.

c. The internal audit of accounts and records including those of quasi-public funds.

d. The preparation, presentation and execution of the budgetary program.

e. The recording and reporting of costs, and the preparation of periodic and special cost analyses as prescribed to meet requirements of the various Headquarters offices.

f. The provision of statistical services.

g. The procurement, storage, and distribution of equipment, supplies, and services.

h. Supervision of mobilization planning for all phases of supply and fiscal matters, both for Headquarters and District levels.

2. Serve as principal supply and fiscal advisor to the Chief of Staff, Assistant Commandant, and the Commandant.

3. Determine basic plans, systems, methods and procedures under which accounting (including cost and asset accounting for property and supplies), budgetary, audit, cost analysis, supply, and data processing activities are to be carried out; consider and make recommendation as to broad policies which should control these determinations.

4. Develop and prescribe methods to be employed in the maintenance of perpetual stock records and in the taking of physical inventories, and in the maintenance of central inventory control records as are required.

5. Maintain close coordination with other components of organization with respect to fiscal programs (including accounting, budgetary, audit, and cost analysis), supply programs (such as procurement, inventory control, cataloging, transportation, and real property) and data processing considerations, to assure uniform understanding and maximum results.

6. Advise other offices of the available kinds of data and data processing services.

7. Prescribe the fiscal reports and data to be submitted by field units and the types and form of fiscal data to be prepared by the Data Processing Division. Review and analyze such fiscal reports and data and initiate or issue appropriate directives to field units to insure uniformly high standards of fiscal efficiency, effectiveness and economy.

8. Administer funds in those appropriations or subheads placed under the control of the Office of the Comptroller, consolidating preliminary budget estimates and apportionment or allotment recommendations, planning expenditures to accomplish essential programs within available funds, passing on obligations against field allotments when Headquarters authorization is required, and otherwise insuring wise and economical expenditure of such funds. Administer the Coast Guard Supply Fund including issuing instructions for its operation and management.

9. Periodically review the administration of the Comptroller's Divisions of district offices 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 fiscal and supply activities generally.

10. Periodically advise the Commandant as to the relative performance of the districts with respect to district comptroller responsibility.

11. Assist the Chief of Staff as requested in the establishment of the military personnel billet plan.

12. Advise the Office of Personnel concerning the procurement, training and assignment of personnel to meet comptroller requirements.

13. Exercise technical control over Supply Centers.

14. Give central supervision to the administration of general messes with the object of providing a satisfactory diet at a reasonable cost.

★ 15. Conduct the Service's Payroll Savings Program for the sale of U. S. Savings Bonds.

SUPPLY DIVISION (FS)

Under the direction and supervision of the Comptroller, the Chief, Supply Division shall:

1. Administer an integrated system of supply embracing the procurement, storage, and distribution of all equipment, supplies, and services.

2. Act as Inventory Control Officer for the Coast Guard and be responsible for all phases of the Coast Guard's inventory control program, including:

a. The preparation and distribution of Coast Guard Stock Lists and Price Lists (less those specifically delegated to inventory control points) and specifications for Coast Guard materials; initiating or reviewing all additions, deletions or other changes therein and, in this connection, developing adequate identification and classification of materials, accurate stock nomenclature, and standardization and interchangeability of parts and equipment; supervision over stock and price list issuances by Coast Guard inventory control points.

b. The continuous centralized analysis of detailed data concerning inventory status, requirements, and procurement; the determination of requirements; and the notification of procurement activities of approved requirements.

c. The declaration and utilization of excess personal property and the disposition of surplus personal property; the supervision of the utilization and disposal programs of Coast Guard inventory control points.

d. The maintenance of inventory control over all Headquarters Controlled Material, including AC&I and OE project materials, the reporting to controlling divisions of the status of such inventories including recommendations for re-evaluating requirements; the issuance of shipment orders on request of controlling divisions.

3. Conduct the Headquarters procurement program, including:

a. The establishment and maintenance of contacts with sources of supply, both public and private.

b. The negotiation, award, execution, and amendment of all contracts, purchase orders and requisitions, except that contracts and change orders for the construction, repair, maintenance, and alteration of engineering equipment and facilities and for the procurement of engineering items shall be subject to determinations by the respective engineering divisions as to dates of delivery, plans, specifications and operating characteristics of the items desired.

c. The following-up and expediting of contracts and purchase orders to assure prompt and proper performance, looking to the respective engineering divisions for necessary technical assistance.

d. The maintenance of proper records.

4. Act for the Coast Guard in matters of price revision, renegotiation and contract termination.

5. Develop plans for the provision of transportation services by commercial carriers for personnel, material, household effects, and house trailers, and provide such services where required.

★ 6. Responsible for the processing of acquisition and disposal actions and the management of records of all real property, including preparation and/or coordination of deeds, leases, permits, licenses, easements, transfers and other documents in connection with acquisition and disposal actions, and the coordination of all actions relating thereto.

★ 7. Responsible for preparation of all instructions pertaining to the Real Property Management program.

8. Give Headquarters direction to location of necessary space facilities and to negotiations with other government agencies and with private owners with respect to the acquisition, use, or disposition of such facilities; coordinate for Headquarters, in liaison with other interested divisions, the acquisition and disposition of real property with related record maintenance and reporting; assist the Budget and Cost Analysis Division in considering requests for the allotment of funds for the lease or purchase of real estate.

9. Review and secure approval of reports of proceedings of boards of survey on real and personal property.

10. Prepare preliminary budget estimates for leases and the Supply Fund; make recommendations as to allotments and administer funds allocated to the Supply Division

OFFICE OF MERCHANT MARINE SAFETY (M)

Under the general direction and supervision of the Commandant, the Assistant Commandant, and the Chief of Staff, the Chief, Office of Merchant Marine Safety shall:

★ 1. Direct, supervise, and coordinate the activities of the Chiefs of the Merchant Marine Technical, Merchant Vessel Inspection and Merchant Vessel Personnel Divisions in connection with their assigned functions; assure the efficient performance of duty by those officers; and have ultimate responsibility for the enforcement of the navigation and vessel inspection laws, and laws governing safety on structures subject to the provisions of the Outer Continental Shelf Lands Act.

2. Determine basic plans, systems, procedures under which marine safety activities are to be carried out; consider and make recommendations as to broad policies which should control these determinations.

3. Issue, by direction of the Commandant, such directives as may be necessary or appropriate to produce a correct and uniform administration of marine safety functions.

4. Prescribe the marine safety reports to be submitted by field units and advise the Comptroller as to types and forms of marine safety statistics to be prepared by the Data Processing Division. Review and analyze such reports and statistics and initiate or issue appropriate directives to field units to insure uniformly high standards of efficiency, effectiveness and economy in marine safety matters.

5. Periodically review the administration of the Merchant Marine Safety Divisions of District Offices and initiate recommendations to the district commander to effect improvements in the organization and methods of administration of those divisions. Keep informed, through field inspections or otherwise, as to the status, effectiveness, and efficiency of marine safety activities generally.

6. Periodically advise the Commandant as to the relative performance of the districts with respect to district marine safety responsibility.

7. Administer funds in those appropriations or subheads placed under the control of the Office of Merchant Marine Safety furnishing preliminary budget estimates and apportionment or allotment recommendations to the Comptroller, planning expenditures to accomplish essential programs within available funds, passing on obligations against field allotments when Headquarters authorization is required, and otherwise insuring wise and economical expenditure of such funds.

8. Advise the Office of Personnel concerning the procurement, training, and assignment of personnel to meet merchant marine safety requirements.

9. Assist the Chief of Staff as requested in the establishment of the military personnel billet plan.

10. Establish and maintain effective relationships with the maritime industry, including seamen's organizations, ship operators, shipbuilders, and manufacturers of equipment.

11. Act as Chairman of the Merchant Marine Council.

12. Exercise technical control over the Merchant Marine Details.

13. Direct and supervise activities of the International Maritime Safety Coordinating Staff, and the Traveling Inspector Staff.

★ TRAVELING INSPECTOR STAFF

Under the direction and supervision of the Chief, Office of Merchant Marine Safety, the Chief, Traveling Inspector Staff, shall:

1. Perform inspections of merchant vessels, on a service-wide basis, to promote uniformity in administration of Marine Inspection Offices, and in the interpretation and application of Merchant Marine Safety laws and regulations.

2. Perform inspections of merchant vessels at any United States port, and report findings direct to the Chief, Office of Merchant Marine Safety.

3. Conduct studies of Marine Inspection Offices to assure uniformity in inspections throughout the Service.

4. Acts as representative of Chief, Office of Merchant Marine Safety, in witnessing new or unusual developments or construction involving United States merchant shipping for which existing rules are not applicable.

5. Perform special missions which, by their unusual character, could not be appropriately or adequately conducted by officers assigned to field offices.

INTERNATIONAL MARITIME SAFETY COORDINATING STAFF (MIA)

Under the direction and supervision of the Chief, Office of Merchant Marine Safety, the Chief, International Maritime Safety Coordinating Staff shall:

1. Have primary responsibility for coordination between the various governmental and industry groups to develop and prepare proper United States positions relative to technical safety of life at sea matters, and for the instruction of United States delegations to international conferences, principally those of the Intergovernmental Maritime Consultative Organization - the Maritime Safety Committee, Council and Assembly.

2. Serve as a member of United States delegations to international conferences relating to safety of life at sea matters.

3. Prepare official reports as necessary for the United States delegations to the Secretary of State relative to international conferences on matters of safety of life at sea.

4. Make arrangements for, coordinate and supervise long-range studies of technical safety of life at sea problems by governmental and industry groups to support a United States position, or as a part of a working group of the Intergovernmental Maritime Consultative Organization.

5. Keep cognizant Coast Guard offices and divisions apprised of matters of interest to them under consideration by the Intergovernmental Maritime Consultative Organization.

6. Coordinate action on all matters of interest to the United States Coast Guard pending before the Shipping Coordinating Committee of the State Department.

MERCHANT MARINE TECHNICAL DIVISION (MMT)

Under the direction and supervision of the Chief, Office of Merchant Marine Safety, the Chief, Merchant Marine Technical Division shall:

1. Pass on plans and specifications for the construction or alteration of merchant vessels and distribute approved plans to the field.

2. Conduct stability tests on merchant vessels and prepare stability letters.

3. Examine equipment and devices submitted to Headquarters, refer appropriate items to the Testing and Development Division for test, make recommendations in cases where the approval of the Commandant is required, and determine whether certain other equipment and devices, not requiring formal approval, are suitable for marine use.

4. Initiate or review for referral to the Merchant Marine Council such merchant marine regulations as relate to matters of naval architecture, marine engineering, electrical engineering, and fire extinguishing and safety equipment.

★ 5. Determine the kind and degree of hazard inherent in the water shipment of dangerous substances; study the toxicity, fire and reactivity hazards of dangerous cargoes; determine the safety precautions necessary where dangerous cargoes are being handled.

6. Consider and initiate action upon technical questions referred to Headquarters in connection with inspections of new construction, repairs, mill and factory production, and vessels in service.

7. Review load line certificates and computations and violations of load line regulations; maintain load line records; and reply to inquiries on load line matters.

8. Conduct or assist in the conduct of special studies relating to the safety of merchant vessels and the adequacy of their equipment as directed.

9. Review such reports of marine casualties as are referred by the Merchant Vessel Inspection Division; make recommendations to that division as to action to be taken in specific cases; and analyze the experience reflected in the reports taken collectively.

10. Review and comment upon applications for waivers of the navigation and vessel inspection laws referred by the Merchant Vessel Inspection Division; analyze waivers so referred which have been granted in the field; and make recommendations to the Merchant Vessel Inspection Division for general waivers of technical requirements.

★ MERCHANT VESSEL INSPECTION DIVISION (MVI)

Under the direction and supervision of the Chief, Office of Merchant Marine Safety, the Chief, Merchant Vessel Inspection Division shall:

1. Plan and follow-up on the administration of the program for the improvement and enforcement of merchant marine material and operational safety standards, including:

a. The inspection of merchant vessels and other commercial vessels, their hulls, their machinery, boilers, lifesaving, fire fighting and other equipment.

b. The prescription of manning necessary for safe navigation of merchant vessels and other commercial vessels.

c. The development and enforcement of rules of the road for the prevention of collisons.

d. The development and enforcement of legal requirements with respect to materiel aspects of outfitting and operation of uninspected commercial vessels.

e. The development of improved safety standards or other corrective measures as a result of a continuing program of marine casualty analyses.

2. Initiate or review, for submission to the Merchant Marine Council regulations relating to the materiel aspects of merchant marine safety.

3. Formulate plans and procedures designed to assure coordination, uniformity, and efficiency in the carrying out of merchant marine materiel regulations.

4. Take necessary action, including the preparation of appropriate documents for the Commandant's approval, in cases involving:

a. Major marine casualties that were investigated by a Marine Board of Investigation.

b. Other aspects of maritime law enforcement coming within his jurisdiction.

5. Review and maintain records concerning commercial vessel marine casualties for analyses of the accidents and the compilation of statistics for the use in development, improvement, and enforcement of materiel and operational safety standards. Prepare articles based on casualty reports for publication in "Proceedings of the Merchant Marine Council."

6. Take necessary steps to assure prompt investigations of materiel aspects of marine casualties, consider all reports pertinent thereto, and, where considered necessary, refer same to the Merchant Marine Technical Division for appropriate action.

7. Keep informed of merchant marine personnel regulations and activities and on the basis of information coming to his attention, make suggestions to the Chief, Merchant Vessel Personnel Division relative to improvements therein.

8. Prepare monthly and annual statistical reports of vessel and materiel inspections based on information supplied by field offices.

9. Review certificates of inspection to assure uniformity and adequacy of manning and compliance with applicable inspection laws and regulations.

10. Prepare safety certificates and exemption certificates in accordance with the currently effective International Convention for Safety of Life at Sea.

11. Prepare and publish a "List of Inspected Tank Vessels," and statistical and summary information pertaining to "Unsafe Practices" and also conditions observed on merchant vessels.

12. Maintain adequate liaison with other divisions at Headquarters, with other Government agencies, with vessel owners, and with industry associations to improve and implement increased safety and operational standards.

13. Administer the factory inspection of equipment approved by the Coast Guard for use of merchant vessels.

14. Administer the inspection and survey of public vessels for the Departments of the Army, Navy and of other Government agencies, as requested.

15. Take necessary action including the preparation of appropriate replies for the Commandant's approval in appeals from decisions or actions of any Officer in Charge, Marine Inspection, or District Commander, in merchant marine matters, including materiel, manning and casualty investigations.

15. Take necessary action including the preparation of appropriate replies for the Commandant's approval in appeals from decisions or actions of any Officer in Charge, Marine Inspection, or District Commander, in merchant marine matters, including materiel, manning and casualty investigations.

16. Assist in formulating procedures designed to assure uniformity and efficiency in the boarding and examination of motorboats and motor vessels.

17. Make determinations as to the status of inland waters for navigation purposes.

MERCHANT VESSEL PERSONNEL DIVISION (MVP)

Under the direction and supervision of the Chief, Office of Merchant Marine Safety, the Chief, Merchant Vessel Personnel Division shall:

1. Plan and follow up on the development and administration of the standards, procedures, and practices under which merchant marine personnel are regulated.

2. Initiate or review, for referral to the Merchant Marine Council, such merchant marine rules and regulations as relate to the licensing and certificating of merchant marine personnel, the revocation or suspension of licenses and certificates, and the shipment and discharge of seamen.

3. Develop examination questions and exercise central control over examinations to assure reasonable uniformity in their administration.

4. Receive and examine papers relative to the issuance, exchange, suspension, revocation, cancellation, or withholding of officers', seamen's, and motorboat operators' licenses or certificates.

5. Give central direction to the administration of the investigation of acts of incompetence, misconduct, etc., under R.S. 4450 and 46 USC 239a and b, and of the prosecution of those cases which may be brought before Hearing Examiners, with a view to maintaining proper discipline and competence of merchant marine personnel.

6. 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.

7. Maintain central records, showing the service record of every seaman, and other related records, and provide statistical and other information necessary to answer any appropriate inquiries; exchange continuous discharge books for certificates of identification and service and vice versa; furnish, upon receipt of a properly executed affidavit, duplicates of these and other seamen's papers.

8. Keep generally informed as to the availability, competence, conduct, and service records of merchant seamen and keep the Merchant Marine Council informed of developments relating thereto.

9. Review appeals to the Commandant entered by merchant seamen from decisions of field Examiners in proceedings against licenses, certificates and/or Merchant Mariners' documents, and make appropriate recommendations to the Chief Counsel and/or the Chief, Office of Merchant Marine Safety for consideration in the preparation of final action with respect to such appeals.

10. 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.

11. Reply to inquiries, as appropriate, from other agencies and the public regarding merchant marine personnel.

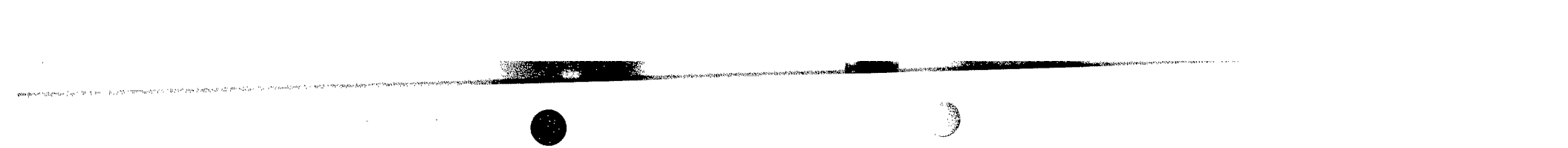
12. Provides a chairman for Appeal Board (consisting of labor, management and government) to hear and take appropriate action on appeals by persons denied security clearance at local hearing board level.

13. Furnishes a Review Board which makes appropriate recommendation to Commandant in security cases which have not reached appeal stage.

14. Provides one of three committee members which prepares analysis of information and makes appropriate recommendation to Commandant in security cases in its early stages. (33 CFR 121.05(2)(3))

15. Provides a chairman for Administrative Clemency Board (five members) which board reviews all pertinent material submitted by applicants whose license or document has been revoked or voluntarily surrendered to avoid hearing (46 CFR 10.13-17 and 137.03-30). The Chairman prepares digest of the votes of the individual board members and makes appropriate recommendation to Commandant in such cases.

16. Administers Coast Guard functions required by Great Lakes Pilotage Act of 1960. (a) Maintains files relating to the registration of Great Lakes Pilots and to the navigation of vessels without registered pilots in certain waters permitted by the Act. (b) Assists in review of appeals from penalties within Coast Guard cognizance assessed for violations of the Act. (c) Initiates action against U. S. Registered Pilots who are allegedly negligent or incompetent to perform duties under their Pilots Licenses. (d) Coordinates matters of mutual interest through the Department of State with the appropriate Canadian authority.



OFFICE OF OPERATIONS (O)

Under the general direction and supervision of the Commandant, the Assistant Commandant, and the Chief of Staff, the Chief, Office of Operations shall:

★ 1. Direct, supervise, and coordinate the activities of the Chiefs of the Aids to Navigation, Auxiliary, Aviation Units, Communications, Floating Units, Intelligence, Operational Readiness, Port Security and Law Enforcement, Search and Rescue, Recreational Boating Safety and Shore Units Divisions in connection with their assigned functions; assure the efficient performance of duty by those officers; and have ultimate responsibility for the effectiveness of operations including:

a. The saving of life and property and associated activities, including search and rescue; flood and disaster relief; and distress, safety, and other communications.

b. The enforcement of laws for which the Coast Guard is responsible, except those which are the specific responsibility of the Office of Merchant Marine Safety.

c. The establishment and operation of the aids to navigation system.

d. The conduct of special operational programs of the Service such as the Ocean Station program, the International Ice Patrol, the Bering Sea Patrol, and those concerning icebreaking, aerology, and oceanography.

e. The operational and military readiness of the Service.

f. The adequacy of Service intelligence and security activities.

2. 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.

3. Determine, with the approval of the Commandant, operational factors including the allocation, distribution, nomenclature, and functional assignments of air, shore, and floating facilities; pass on proposed changes in characteristics or status of operating facilities.

4. Recommend to the Commandant the number and types of units to be operated.

5. Assist the Chief of Staff as requested in the establishment of the military personnel billet plan.

6. Prescribe, in appropriate terms, operational characteristics, or features required to be incorporated in the several types of operating facilities.

7. Collaborate with the Chief of Staff and the Chiefs of Offices generally in matters relating to the over-all operational activities of the Service.

8. Prescribe the operational reports to be submitted by field units and advise the Comptroller as to types and forms of operational statistics to be prepared by the Data Processing Division. Review and analyze such reports and statistics and initiate or issue appropriate directives to field units to insure uniformly high standards of operational efficiency, effectiveness and economy.

9. Periodically review the administration of the Operations Divisions of District Offices 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 otherise, as to the status, effectiveness, and efficiency of operations generally.

10. Periodically advise the Commandant as to the relative performance of the districts with respect to district operational responsibility.

11. Administer funds in those appropriations or subheads placed under the control of the Office of Operations, furnishing preliminary budget estimates and apportionment or allotment recommendations to the Comptroller, 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 expenditure of such funds.

12. Advise the Office of Personnel concerning the procurement, training, and assignment of personnel to meet operational requirements.

★ 13. Exercise technical control over Air Detachment, Arlington, Oceanographic Unit and Washington Radio Station.

14. Operate the Headquarters Duty Office, including the Communications Center.

AVIATION UNITS DIVISION (OAU)

Under the direction and supervision of the Chief, Office of Operations, the Chief, Aviation Units Division shall:

1. Administer the program for the utilization of aviation units included in Part I ("Aviation Facilities") of "Operating Facilities of the U. S. Coast Guard (OPFAC)", in the conduct of Service operations.

2. Formulate plans and procedures designed to assure the coordination, uniformity, efficiency and economy of Coast Guard aviation activities.

3. Assemble and prepare data in justification of immediate and future requirements incident to the employment of aviation in over-all Service operations. Include these data in budgetary planning as required.

4. Advise on and make recommendations concerning the assignment of aircraft and the establishment, disestablishment, reduction, or expansion of air units.

5. Evaluate types and models of aircraft for Coast Guard use and establish requirements for types and models of aircraft for Coast Guard acquisition.

6. Provide current data for that portion of the publication "Operating Facilities of the U. S. Coast Guard (OPFAC)" comprising aviation units.

7. Review operational reports; maintain flight and other associated records; initiate required action as appropriate.

8. Maintain current files of aerial charts and aviation publications as required for Headquarters use; be responsible for Headquarters aviation training.

9. Schedule administrative aircraft and flight crews as required.

10. Arrange for the distribution to the field of aviation publications received at Headquarters from various government agencies pertaining to aerial charts, aids to aerial navigation, notices to aviators, etc.

11. Maintain an effective flight safety program.

12. Determine operational equipment requirements for aviation units. Prepare and review allowance lists for operational equipment required to support flight operations in carrying out the mission of Coast Guard aviation, less those allowance lists pertaining to ordnance equipment, registered publications, items of an aeronautical engineering nature, and items pertaining to shore or floating units.

★ 13. Provide operational and administrative guidance to Air Detachment, Arlington.

COMMUNICATIONS DIVISION (OC)

Under the direction and supervision of the Chief, Office of Operations, the Chief, Communications Division shall:

1. Administer the operation, planning, radio frequency utilization, security, and postal affairs of the Coast Guard communication system.

2. Formulate policies and procedures necessary to assure coordination, uniformity, and efficiency of the Coast Guard communication system. Coordinate with the Assistant Chief of Naval Operations (Director of Naval Communications) in matters relating to communication readiness and security.

3. Coordinate the development of operational requirements for communication/electronics equipment; establish the operational characteristics of equipment to meet the requirements; and determine priorities for procurement and installation of the equipment.

4. Review and act on recommendations relating to the establishment or modification of Coast Guard telecommunications services, facilities, and equipment.

5. Determine and prepare operational justification for present and future budgetary requirements of the Coast Guard communication system, and coordinate the administration and allotment of funds for communication services.

6. Establish operational requirements for radio frequency spectrum space to serve the Coast Guard communication system. Coordinate the radio frequency monitoring program for the Coast Guard.

7. Administer the communications security and communications intelligence programs of the Coast Guard. Administer the registered publications and COMTAC publications systems of the Coast Guard.

8. Maintain liaison with government and non-government communication agencies and representatives.

9. Administer the operation of the Headquarters Communications Center, Cryptographic Center, and Officer Courier services.

10. Exercise technical control over the operation of Washington Radio Station.

FLOATING UNITS DIVISION (OFU)

Under the direction and supervision of the Chief, Office of Operations, the Chief, Floating Units Division shall:

1. Administer the program for the utilization of floating units included in Part II ("Floating Units Facilities") of "Operating Facilities of the U. S. Coast Guard" (OPFAC), in the conduct of Service operations.

2. Formulate plans and procedures designed to assure coordination, uniformity and effectiveness of operations of floating units.

3. Assemble and prepare data in justification of immediate and future requirements incidental to the employment of floating units in the overall operations of the Service, particularly as regards classes, types, and numbers of units, and required characteristics of new or converted vessels.

4. Recommend permanent stations and duty assignments for floating units; maintain current and permanent historical and operational records.

5. Maintain that portion of the publication "Operating Facilities of the U. S. Coast Guard (OPFAC) (includes Register of Coast Guard Vessels) comprising floating units; maintain pertinent statistical data concerning operational capabilities of individual floating units.

6. Review reports concerning performance and condition of floating units; review and recommend appropriate action on Boards of Investigations, Boards of Inquiry and Administrative Reports pertaining to damage or casualties to floating units.

7. Study, make recommendations and indicate operational approval or disapproval of proposed alterations, changes, etc., to floating units.

8. Maintain data concerning characteristics, assignment, location and scheduled operations of vessels.

9. Compile and publish hull and equipment allowance lists for floating units; review and take appropriate action on requests for items of special hull equipment and supplies not included on general allowance lists.

OPERATIONAL READINESS DIVISION (OOR)

Under the direction and supervision of the Chief, Office of Operations, the Chief, Operational Readiness Division shall:

1. Administer a program designed to assure operational efficiency and military readiness of the Service, embracing all phases of preparedness for both peacetime operations and operations as a part of the Navy in time of national emergency.

2. Act as advisor to the Commandant on nuclear matters not otherwise delegated and act for him as restricted data control officer. Evaluate and coordinate disaster control planning.

3. Determine, promulgate, and evaluate effectiveness of plans and training programs pertaining to military readiness and those operational programs not specifically under cognizance of other divisions. Coordinate and evaluate training requirements of ship training detachments (STDs) and Navy refresher training commands. Maintain liaison with other government agencies to coordinate programs and training exercises pertaining to all phases of military readiness.

4. Keep informed of current developments in the fields of ordnance, gunnery, antisubmarine warfare, ABC defense, combat information, damage control, shipboard internal communications, and tactical operations, particularly as they might affect the operation of the Coast Guard as a part of the Navy and recommend plans and programs to improve overall military and operational effectiveness of the Coast Guard. Coordinate preparation of standard unit organization guides.

5. Supervise overall acquisition of all weapons and ammunition both for current use and for mobilization requirements. Supervise Headquarters controlled material (OOR).

6. Furnish technical information for new ordnance installations and for alterations of ordnance installations and related equipment.

7. Serve as Coast Guard member of the National Board for the Promotion of Rifle Practice and administer the All-Coast Guard Rifle and Pistol Detachment.

8. Prepare preliminary budget estimates and make recommendations as to allotments for field units for activities under cognizance of division and administer funds allocated to subhead 54.

PORT SECURITY AND LAW ENFORCEMENT DIVISION (OPL)

Under the direction and supervision of the Chief, Office of Operations, the Chief, Port Security and Law Enforcement Division shall:

1. Administer and coordinate the Coast Guard port security program, including reports and training connected therewith.

2. Administer and coordinate Coast Guard responsibilities under the Dangerous Cargo Act.

★ 3. Administer and coordinate the Coast Guard law enforcement program including international treaties and agreements in which the U. S. Coast Guard is designated as an enforcing agency, except those responsibilities assigned to the Office of Merchant Marine Safety and the Recreational Boating Safety Division.

4. Submit proposals to the Merchant Marine Council when new rules or regulations or amendments to current rules and regulations are required to administer that part of the law enforcement program covered in Titles 33 and 46, Code of Federal Regulations.

5. Establish and maintain liaison with other agencies in order to carry out assigned responsibilities.

★ RECREATIONAL BOATING SAFETY DIVISION (ORB)

Under the direction and supervision of the Chief, Office of Operations, the Chief, Recreational Boating Safety Division shall:

1. Administer and supervise the program for the enhancement of recreational boating safety in the United States, except for those responsibilities which are assigned to the Chief, Auxiliary Division.

2. Plan and supervise the assignment of identification numbers to undocumented vessels as required by 46 USC 527.

3. Develop plans for the selection, training and deployment of personnel for the enforcement of boating laws including the preparation and revision of manuals or other instructional material.

4. Make recommendations as to the substance of agreements and other arrangements between the District Commanders and officials of various States for the fullest possible cooperation in the enforcement of both State and Federal statutes, rules and regulations relating to recreational boating, as directed by Sec. 9 of the Federal Boating Act of 1958. (46 USC 527)

5. Develop plans for uniform, effective enforcement of all federal laws and regulations governing recreational boating and uninspected vessels, including the maintenance of records and statistics on violations disclosed, penalties imposed and the status or results of prosecutions initiated under the enforcement program.

6. Plan, administer and supervise a program for the reporting and investigation of boating accidents, and the compilation, analysis and publication of information thus obtained, as required by 46 USC 527.

7. Prepare and review material intended for public information relative to the program of recreational boating safety, such as speeches, press releases, articles, publications, liaison letters, etc.

8. Establish and maintain effective liaison with officials of the various States, other Federal agencies and the boating industry who are directly concerned with the safety and regulation of boating.

9. Review, for purposes of recommendation to the Commandant, all requests received from the States for approval of proposed boat numbering systems as authorized by 46 USC 527.

OFFICE OF PERSONNEL (P)

Under the general direction and supervision of the Commandant, the Assistant Commandant, and the Chief of Staff, the Chief, Office of Personnel shall:

1. Direct, supervise, and coordinate the activities of the Chiefs of the Civilian Personnel, Enlisted Personnel, Medical, Officer Personnel, Personnel Services, and Training and Procurement Divisions in carrying out their assigned functions.

2. Direct the administration of funds in those appropriations or subheads under the control of the Office of Personnel, including furnishing preliminary budget estimates and apportionment or allotment recommendations to the Comptroller, planning expenditures to accomplish essential programs within available funds, and authorizing obligations against field allotments when Headquarters authorization is required.

★ 3. Exercise technical control over the Academy, Training Center and the Receiving Centers.

4. Administer the program for the remission of indebtedness of Coast Guard enlisted personnel.

5. 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.

CIVILIAN PERSONNEL DIVISION (PC)

Under the direction and supervision of the Chief, Office of Personnel, the Chief, Civilian Personnel Division shall:

1. Develop 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 Civil Service Commission and the Treasury Department. The Civilian Personnel Management Program shall include:

a. Formulating policy and procedural instructions governing the conditions of civilian employment in the organization;

b. Conducting a position classification and salary administration program that includes classification surveys at Headquarters and in field activities, advising and assisting management officials concerning classification related organizational problems and sound career structures, final allocation action in those cases for which authority has been delegated by the Treasury Department, and fixing and adjusting rates of compensation for wage board and special category employees;

c. Establishing and maintaining a staffing program to provide the best qualified person available from all sources for each vacant civilian position;

d. Evaluating the performance of employees and the use of such evaluations as a basis for initiating corrective or improvement actions as necessary;

e. Providing the Coast Guard with a civilian employee training and development program to meet all civilian personnel training needs as determined or supported by Coast Guard management at all levels pursuant to the provisions of Public Law 85-507;

f. Conducting an employee-management relations program, including disciplinary and adverse actions, to serve the best interests of both in keeping with Treasury Department policy and providing desirable employee services in consideration of the well-being and morale of the total civilian work force;

g. Providing appropriate recognition of employees through special honor and service awards;

h. Establishing and maintaining the personnel records necessary to the conduct of the total civilian personnel management program and to providing reports and analyses for the use of Coast Guard management, Treasury Department, and the Civil Service Commission;

★ PERSONNEL SERVICES DIVISION (PS)

Under the direction and supervision of the Chief, Office of Personnel, the Chief, Personnel Services Division shall:

1. Administer those elements of the military personnel program which pertain to the well-being and morale of the individual and his dependents.

2. Review and process applications for dependents' allowances, including determinations of dependency and all correspondence or changes in connection with dependents' allowances.

3. Supervise the procurement of and assure the adequacy of recreational and athletic materials and activities which are not utilized for the primary purpose of training. Initiate procurement action and provide required funds; review inventories and initiate action to maintain justifiable levels and release excess or obsolete items, and initiate action to effect issues to using units, all through prescribed channels.

4. Maintain liaison with Coast Guard Welfare and its related activities.

5. Screen requests for participation of Coast Guard Band in public events for compliance with policy regarding such activities. Coordinate correspondence between the Academy, Headquarters, and other parties on this matter.

6. Prepare, in consultation with the Office of the Comptroller, instructions relative to the establishment and operation of Coast Guard Exchange activities; review requests for the establishment of such activities; prescribe articles and services to be sold; generally keep apprised of Exchange activities; and maintain necessary records.

7. Administer the program for the subsistence and quartering of personnel including:

a. The formulation of basic plans and procedures governing the establishment, management, staffing and equipping of all messes and the use of cash subsistence and commuted ration allowance in lieu of rations in kind.

b. The formulation of basic plans and procedures governing the use and occupancy, the assignment of personnel and the equipping of such quarters, and the use of cash quarters allowances.

8. Review all boards and reports where it appears that in the performance of duty by military or civilian personnel there may have been inefficiency, neglect, or dereliction, or grounds for commendatory action; analyze all boards and reports referred to him because of their morale implications; prepare letters of caution, admonition, and reprimand addressed to officer personnel by the Commandant.

9. Review all courts as to the severity and appropriateness of sentences and make appropriate recommendations; analyze court records as to their morale implications and as to their impact on current policies and concepts of discipline and justice.

10. Review all recommendations and requests for medals, commendations, and awards, and Command at Sea Insigne. Prepare citations and letters of commendation; prepare letters of transmittal to recipients; maintain the necessary records; assemble and prepare material pertinent to cases referred to the "Coast Guard Board of Awards" and maintain the records of the Board.

11. Prepare and issue information relative to civil readjustment, military service benefits, voting rights; disseminate state bonus information.

12. Review claims of officers and enlisted men for reimbursement for property lost or damages in marine disasters or in transit under competent orders insofar as such claims are reviewed at Headquarters; prepare vouchers for approved claims, and transmit to Office of the Comptroller.

13. Receive complaints relative to indebtedness, nonsupport of dependents, paternity, mental incompetency matters requiring appointment of trustee, and similar matters; follow through to see that satisfactory agreements are reached among the persons concerned.

14. Arrange for notifying the next of kin in the event of a casualty; prepare letters of condolence; maintain records of casualties; notify next of kin of the right to final pay and to six months' death gratuity; provide applications for such benefits; receive the applications when completed, and see that they are properly processed; issue any necessary directions regarding funerals in the field; arrange for the payment of funeral expenses; and arrange for funerals in the vicinity of Washington.

15. Perform administrative functions in connection with renewals, conversions, waiver of premiums, cash surrender and discontinuance of Government and National Service Life Insurance; and authorize administrative allotments when such action is indicated; maintain close liaison with Veterans Administration with respect to government insurance matters. Certify to the Veterans Administration the beneficiary or beneficiaries designated to receive the gratuitous indemnity.

PART III

ORGANIZATION OF A DISTRICT OFFICE

A. General Description

1. A Coast Guard district office consists of the following components of organization:

a. THE DISTRICT COMMANDER (d)
- Chief of Staff (dcs)
- Director of the Auxiliary (dca)
- Legal Officer (dl)
- Public Information Officer (dpi)

b. ENGINEERING DIVISION (e)
- Civil Engineering Branch
- Electronics Engineering Branch
- Naval Engineering Branch

c. COMPTROLLER DIVISION (f)
- Accounts Branch
- Disbursing Branch
- Pay and Voucher Branch
- Supply Branch

d. MERCHANT MARINE SAFETY DIVISION (m)
- Merchant Marine Technical Branch

e. OPERATIONS (o)
- Aids to Navigation Branch
- Communications Branch
- Intelligence and Law Enforcement Branch
- Readiness Branch
- Search and Rescue Branch

f. PERSONNEL DIVISION (p)
- Civilian Personnel Branch
- Medical Branch
- Military Personnel Branch
- Military Personnel Procurement Branch

g. RESERVE DIVISION (r)
- Reserve Administration Branch (to be developed)
- Reserve Training Branch (to be developed)

2. a. The basic organization of a district office is patterned closely after that of Headquarters. The District Commander has substantial latitude and flexibility in judgment and decision. The regulations, rules and instructions of the Commandant provide the means for securing consistent and uniform administration of the Service without unduly hampering independent action by the District Commander. Decentralization of operations to the extent deemed feasible and practicable has been accomplished through the delegation of responsibility and authority to the District Commander by the Commandant.

b. The District Commander, as the principal agent and representative of the Commandant, is responsible for the administration and general direction of district units under his command. He is specifically charged with the responsibility for assuring that Coast Guard duties are performed efficiently, safely, and economically within his district. In the performance of his duties, the District Commander is assisted by a staff of administrative and technical assistants who serve as principal advisors to him for those fields in which they are individually qualified and assigned. The areas of responsibility of his staff are briefly discussed below and are delineated in detail in the statements of functions which are included in this part. Each staff component is delegated authority commensurate with its assigned responsibility.

c. The organization of a district office consists of the immediate office of the District Commander, and the Engineering, Comptroller, Operations, Merchant Marine Safety, Personnel, and Reserve Divisions. The Operations Division has staff responsibility for assuring effective performance of the operational programs of the district, and the Merchant Marine Safety Division has staff responsibility for carrying out an adequate regulatory program directed at promoting the safety of the merchant marine in consonance with the applicable law and policy, regulations and instructions prescribed by the Commandant. The Engineering, Comptroller, Personnel and Reserve Divisions, as the components of organization charged with the provision of necessary logistic support, have staff responsibility, as appropriate, for supplying the technical skill, and the materiel, funds, and personnel required for supporting the over-all operations of the district.

3. The responsibilities of the several major components comprising the organization of a district office are described more specifically as follows:

DIRECTOR OF THE AUXILIARY (dca)

Under the direction and supervision of the District Commander and the Chief of Staff, the director of the Auxiliary shall:

1. Develop and administer the program for the Coast Guard Auxiliary within the district in accordance with the policies, regulations, and instructions prescribed by the Commandant.

2. Administer the program for the procurement of Auxiliary personnel and facilities in accordance with the standards prescribed by the Commandant.

3. Plan and assist in the establishment of flotilla and other organizations; advise flotillas on matters of organization, program, regulation, and related activities; and encourage uniformity in the application of prescribed standards for these matters among the various Auxiliary components in the district.

4. Collaborate with the divisions concerned in the development and execution of the Auxiliary training program.

5. Consult with and advise the divisions concerned in regard to the utilization of Auxiliary personnel and facilities in connection with facilitating the operation of the Service.

6. Administer the Auxiliary Courtesy Motorboat Examination Program in the district.

7. Review all material published by the Auxiliary in the district.

8. Maintain a system of records-keeping in connection with the Auxiliary program as prescribed by the Commandant.

E. Aircraft Maintenance Representative

1. The Aircraft Maintenance Representative serves as field representative of the Commandant on aviation engineering matters and maintains liaison in his designated geographical area with district commanders, commanding officers of Coast Guard aviation units, and government and commercial aviation activities. His functions include:

a. Providing assistance to district commanders and commanding officers of Coast Guard aviation units on aviation technical matters, maintenance, and repair.

b. Maintaining liaison with government and commercial aviation activities performing maintenance, inspection, and overhaul of Coast Guard aircraft and consulting with them on problems which may arise from special Coast Guard configurations or requirements.

c. Determining capabilities of commercial aircraft maintenance activities and investigation of information concerning advanced aircraft maintenance matters. Maintaining liaison with other Coast Guard aircraft maintenance representatives in order to schedule major maintenance work in other regions, if appropriate.

d. Inspecting work in progress and reviewing "Reports of Unsatisfactory or Defective Material" with contractors in order to improve quality control. Reviewing "Aircraft out of Commission for Parts Reports" and "Unsatisfactory Reports" when visiting Coast Guard air units and recommending transfer or disposal action when appropriate.

2. The Aircraft Maintenance Representative is under the military command of the district to which assigned and under the management control* of the Commandant (E).

*Management control is defined as the exercise of executive authority and responsibility for the performance of the mission, tasks, and work of Coast Guard units.

★ F. European Command

1. The Commander, Coast Guard Activities, Europe, is a special regional command established to coordinate and control all Coast Guard activities in Europe and certain adjacent territories. In a limited sense it is similar to a District, but it does not have the full scope of missions, facilities or personnel inherent in a District Command.

a. The European Commander, as the principal agent and representative of the Commandant, is responsible for the administration and general direction of units under his command. He is specifically charged with the responsibility for assuring that Coast Guard duties are performed efficiently, safely and economically within his Command. In the performance of his duties, the Commander is assisted by a staff of administrative and technical assistants who serve as principal advisors to him for those fields in which they are individually qualified and assigned.

b. The European Commander from time to time may be designated as representative or contact officer to various foreign national or international organizations. In this capacity he is responsible for maintaining liaison with a wide variety of organizations in order that information may be obtained and exchanged for the use of the Commandant.

c. The European Commander is collaterally a member of the staff of Commander, U. S. Naval Forces, Europe. He advises the Commander on Coast Guard operations in Europe in accordance with the plans and policies of the Commandant.

2. The European Command consists of Headquarters, Commander, Coast Guard Activities, Europe, individual units, and such intermediate commands as section or group commands which may be established or assigned according to current directives.

3. The staff of the Commander will be organized in branches analogous to a District staff but commensurate with the scope of missions and facilities assigned.

ORGANIZATION MANUAL

PART V

HEADQUARTERS UNITS

A. General Description

1. a. As defined in Part I of this Manual, the basic structure of Coast Guard organization comprises Headquarters, District Offices, and District Units, with a normal chain of command from the Commandant to the District Commander, and in turn from the District Commander to the Commanding Officer or Officer in Charge of an individual operating or logistics unit.

b. There are, however, exceptions to this normal structure and command channel. Certain Coast Guard units, even though physically located within the geographical confines of a district, operate independently of jurisdiction by a district commander and are subject to the direct supervision and technical control of the Commandant. Those units, known as Headquarters Units, are under the operational and administrative control of the Commandant, who in turn, by direct delegation in this Manual has assigned technical control to components of the Headquarters staff having primary concern and interest.

2. a. Each of these Headquarters Units has been established to satisfy a total service requirement, generally of a logistics nature. For example, the Yard as the sole major industrial establishment of the Coast Guard has been established and is maintained for the primary purpose of effecting major ship repairs upon vessels of the Coast Guard and to engage in limited manufacturing activities, while the Academy trains officers for the service to an extent commensurate with the demand.

b. Additionally, certain categories of units have been established as Headquarters Units because of geographical location or because the nature of their duties precludes routine supervision by a district commander. For example, Merchant Marine details located generally throughout Europe are classed as Headquarters Units, both by virtue of unusual geographical location and the unique nature of their duties.

3. Headquarters Units are listed in the current edition of Operating Facilities of the U. S. Coast Guard (OPFAC). Listed below are the major Headquarters Units together with the Headquarters component having technical control for administration:

Headquarters Unit	Headquarters Office Having Technical Control
Academy	Commandant (P)
Air Detachment, Arlington	Commandant (O)
Aircraft Repair and Supply Base	Commandant (E)
Electronics Engineering Station	Commandant (E)
Field Testing and Development Center	Commandant (E)
Inspection Offices	Commandant (CI)
Merchant Marine Details	Commandant (M)
Oceanographic Unit	Commandant (O)
Radio Station (Alexandria, Va.)	Commandant (O)
Receiving Centers	Commandant (P)
Reserve Training Center (Yorktown, Va.)	Commandant (R)
Supply Centers	Commandant (F)
Training Center	Commandant (P)
Yard	Commandant (E)

B. Proposed Expansion (PART V)

1. a. While at the present time, the Organization Manual does not include specific patterns of organization or individual statements of functions for Headquarters Units, it is intended as soon as practicable to expand the scope of this part by prescribing approved organizational patterns and statements of functions for these units and to include them herein.

b. In the interim, Headquarters Units shall continue to operate in accordance with directives and instructions otherwise issued by the Commandant.

GPO 879-439

TREASURY DEPARTMENT

U. S. COAST GUARD

MARINE INSPECTION OFFICE

MARINE INSPECTION OFFICE

The OCMI designated by the Commandant shall be responsible for the direction of the following marine inspection functions: factory and shipyard inspections; inspection of vessels in order to determine that they comply with the applicable laws, rules, and regulations relating to safe construction, equipment, manning, and operation and that they are in seaworthy condition for the services in which they are operated; the investigation of marine casualties and accidents; and the licensing, certificating, and disciplining, and shipment and discharge of seamen; and the enforcement of vessel inspection, navigation, and seamen's laws in general.

LICENSING AND CERTIFICATING SECTION

Responsible for those activities of the marine inspection office which relate to:
1. The licensing of merchant marine officers, including: receiving and reviewing applications for original licenses, and for extentions of route, raise of grade or renewals, passing on the professional qualifications of applicants, compiling, conducting and grading examinations, awarding licenses to successful applicants.
2. The registration of merchant marine staff officers.
3. The issuance of continuous discharge books and merchant mariner's documents.
4. The performance of all activities relating to the issuance to seamen of merchant mariners documents, including: receiving applications for such documents, passing on the eligibility of such applicants, giving oral or written and practical examinations to such applicants, where applicable, and making the appropriate endorsements thereon.
5. The conduct of other activities pertaining to the licensing and certificating of merchant marine personnel.

MATERIEL INSPECTION SECTION

Responsible for those activities of the marine inspection office which relate to:
1. The conduct of periodic inspections of vessels and their appliances; inspection of new construction; reinspections; dry-dock examinations; damage surveys; sanitary inspections; and other special inspections of vessels.
2. The conduct of factory inspections of boilers, life preservers, lifeboats, life rafts life floats, davits, winches, line-carrying guns and other equipment.
3. The review of vessel and vessel equipment plans, as required.
4. The conduct of presailing fire and boat drills, and the instruction of crews in the proper use of safety devices.
5. The inspection of boilers at Government establishments and of Government hulls and boilers afloat.
6. The performance of other related materiel inspection activities.

INVESTIGATING SECTION

Responsible for those activities of the marine inspection office which relates to:
1. The conduct of investigations in cases of alleged acts by licensed and certificated members of the merchant marine which might warrant the suspension or revocation of the license or certificate.
2. Conduct of the presentation of charges against merchant marine personnel as a result of investigations at hearings before examiners.
3. The conduct of investigations of casualties in order to determine the cause of the accident and whether materiel or personnel was at fault.
4. The performance of other activities under the procedures prescribed in 46 CFR Parts 136 and 137.

SHIPMENT AND DISCHARGE SECTION

Responsible for those activities of the marine inspection office which relate to:
1. The shipment and discharge of seamen.
2. The arbitration of disputes between the master and the crews when properly authorized.
3. The receipt and disposition of the wages and effects of deceased and deserting seamen.
4. The performance of other activities pertaining to the shipment and discharge of merchant marine personnel.

OPTIONAL FORM NO. 10
5010-104

UNITED STATES GOVERNMENT

Memorandum

CAM

OSR-3
A2-2

7-2
CAM-1

TO : Chief of Staff

DATE: 31 DEC 1962

FROM : Chief, Office of Operations

SUBJECT: Organization Manual (CG-229); amendment to

1. It is requested that the Organization Manual be amended as follows:

(a) PART IV B The Area Command:

1. The Area commander is responsible for directing the conduct of a merchant vessel reporting system within his area when personnel and facilities are so provided. He shall, by close coordination with district commanders concerned, promulgate necessary criterion.

(b) PART III, ORGANIZATION OF A DISTRICT OFFICE, C, OPERATIONS DIVISION(o)

1. Administer, when personnel and facilities are so provided, a merchant vessel reporting program.

J. J. Hutson, Jr.

J. J. HUTSON, JR.
Acting

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OPTIONAL FORM NO. 10
5010-104

UNITED STATES GOVERNMENT

Memorandum

RECEIVED
JAN 10 1963
OFFICE OF OPERATIONS
U. S. COAST GUARD

OAN-1 enc.

OAN
A3/EH14

TO : Chief, Administrative Management Division DATE: JAN 10 1963

Via : Chief, Office of Operations

FROM : Chief, Aids to Navigation Division

SUBJECT: Organization Manual (CG-229); listing of additional function of Aids to Navigation Division

1. The Chief, Office of Operations, has delegated to the Aids to Navigation Division the administration of his management control of Coast Guard Technical Assistance Groups and Military Assistance Officers overseas.

2. Accordingly, it is requested that the following item be added to the list of responsibilities for this Division to be published with the February change to the Organization Manual:

> Administer management control of technical assistance groups and military assistance officers assigned in connection with economic or military foreign aid programs, coordinating action with other divisions in Headquarters.

R. J. Clark

R. J. CLARK
Acting

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0 17 JAN 1963

FIRST ENDORSEMENT on Chief, Aids to Navigation Memo A3/EH14 of 10 Jan 1963

From: Chief, Office of Operations
To: Chief, Administrative Management Division

1. Forwarded approved.

J. J. Hutson Jr.

J. J. HUTSON, JR.
Assistant Chief
Office of Operations