PART IV UNITED STATES COAST GUARD

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A. GENERAL

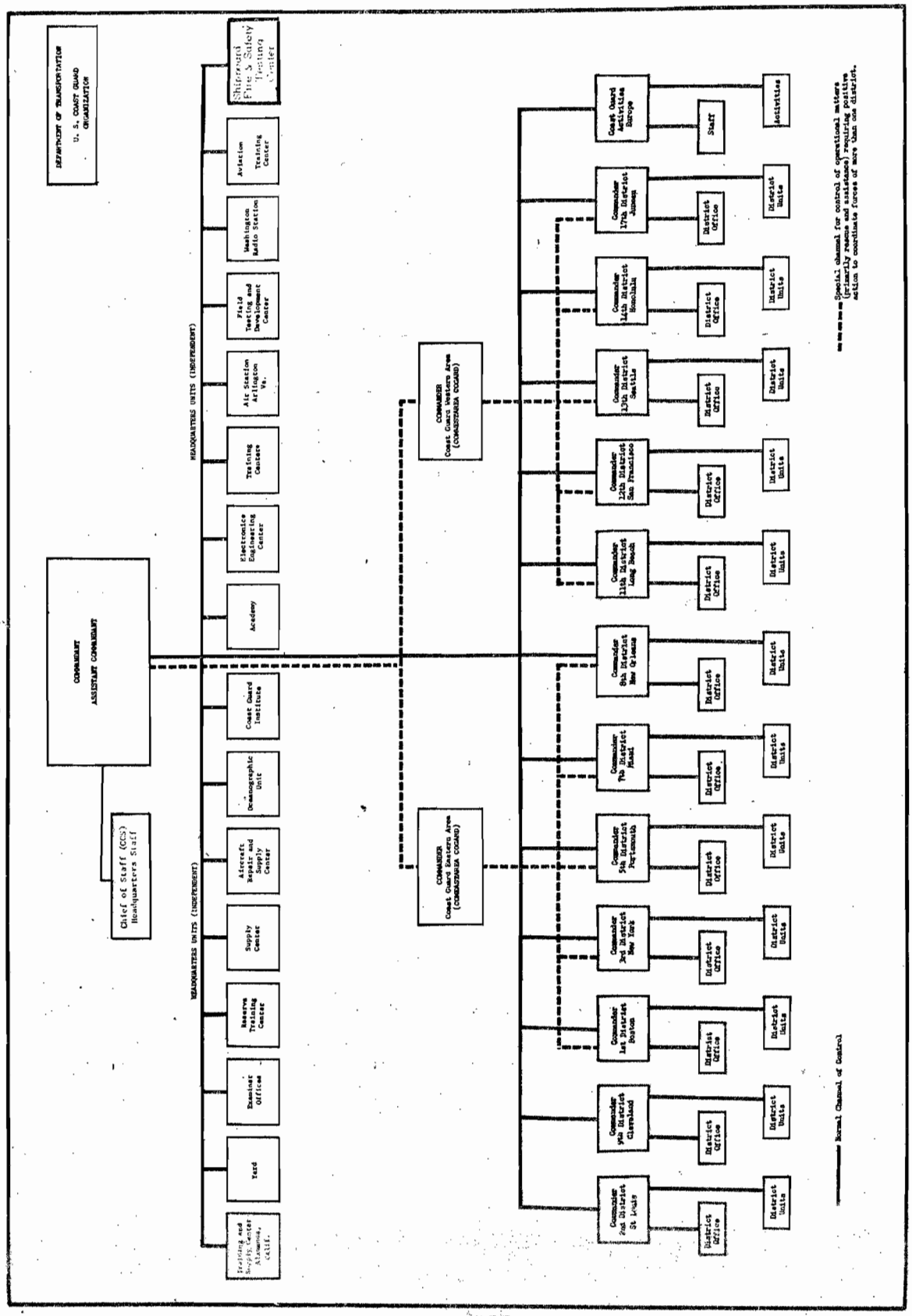

DEPARTMENT OF TRANSPORTATION
U. S. COAST GUARD ORGANIZATION
COMMANDANT
ASSISTANT COMMANDANT
Chief of Staff (CCS) Headquarters Staff
HEADQUARTERS UNITS (INDEPENDENT)
Training and Supply Center Alameda, Calif.
Yard
Examiner Offices
Reserve Training Center
Supply Center
Aircraft Repair and Supply Center
Oceanographic Unit
Coast Guard Institute
Academy
Electronics Engineering Center
Training Center
Air Station Arlington Va.
Field Testing and Development Center
Washington Radio Station
Aviation Training Center
Shipboard Fire & Safety Testing Center
COMMANDER Coast Guard Eastern Area (COMEASTAREA COGARD)
COMMANDER Coast Guard Western Area (COMWESTAREA COGARD)
Commander 2nd District St Louis
Commander 9th District Cleveland
Commander 1st District Boston
Commander 3rd District New York
Commander 5th District Portsmouth
Commander 7th District Miami
Commander 8th District New Orleans
Commander 11th District Long Beach
Commander 12th District San Francisco
Commander 13th District Seattle
Commander 14th District Honolulu
Commander 17th District Juneau
Coast Guard Activities Europe
District Office
District Units
Staff
Activities
Normal Channel of Control
Special channel for control of operational matters (primarily rescue and assistance) requiring positive action to coordinate forces of more than one district.

Figure IV-A-5

PART IV UNITED STATES COAST GUARD

A. GENERAL

1. Origin and Missions.

a. The United States Coast Guard's historical development is based upon the integration of the Revenue Cutter Service, the Lifesaving Service, the Lighthouse Service, and the Bureau of Marine Inspection and Navigation. These Services and Bureaus were established as follows:

(1) The Revenue Cutter Service - August 4, 1790

(2) The Lifesaving Service - June 20, 1874

(3) The Lighthouse Service - August 7, 1789

(4) The Bureau of Marine Inspection and Navigation developed as follows:

(a) Steamboat Inspection Service - July 7, 1838
(b) Bureau of Navigation - July 5, 1884
(c) The Bureau of Navigation and the Steamboat Inspection Services were integrated to form the:
Bureau of Navigation and Steamboat Inspection - June 30, 1932
(d) The name was changed to:
Bureau of Marine Inspection and Navigation - May 27, 1936

b. The Coast Guard, as now constituted, developed as a result of the following actions:

(1) By the Act of January 28, 1915, the Revenue Cutter Service and the Lifesaving Service were merged to form the Coast Guard.

(2) By the Act of April 3, 1939, and in accordance with Reorganization Plan II of the President proposed thereunder, approved 9 May 1939, and effective 1 July 1939, the Lighthouse Service was integrated into the Coast Guard.

Vertical lines denote change

(3) By Executive Order No. 9083, approved and effective 27 February 1942, the Bureau of Marine Inspection and Navigation and its functions were transferred on a temporary basis to the Coast Guard; this transfer was subsequently made permanent by virtue of the Act of December 20, 1945, and in accordance with Reorganization Plan III of the President proposed thereunder, approved and effective 11 July 1946.

c. The missions of the United States Coast Guard are:

(1) Enforce or assist in the enforcement of all applicable Federal laws upon the high seas and waters subject to the jurisdiction of the United States.

(2) Administer laws and promulgate and enforce regulations for the promotion of safety of life and property on the high seas and on waters subject to the jurisdiction of the United States, covering all matters not specifically delegated by law to some other executive department or reserved to the States.

(3) Develop, establish, maintain, operate, and conduct, with due regard to the requirements of national defense, aids to maritime navigation; icebreaking facilities; oceanographic research; and rescue facilities for the promotion of safety on and over the high seas and waters subject to the jurisdiction of the United States.

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

2. Departmental Relationships.

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

b. When operating under the Department of Transportation, the Commandant, as chief of the Service, is responsible to and reports to the Secretary of the Department of Transportation.

Vertical lines denote change

Top representation in the Executive Branch of the government is afforded by the Secretary of the Department of Transportation as a member of the President's cabinet.

c. When operating under the Department of the Navy, the Coast Guard has status as a Service. The Commandant, as chief, reports to the Navy in a manner prescribed by pertinent directives.

3. General Plan of Organization.

a. The overall organizational structure of the United States Coast Guard is shown in Figure IV-A-1.

b. 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~~ Deputies Europe, and Activities Europe shall be deemed included within the terms District Commander 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, stations; marine inspection offices; and individual logistics units such as training centers, bases, depots, and repair shops. Current listings of information relative to these units may be found in the effective edition of Operating Facilities of the U. S. Coast Guard (OPFAC).

c. The Commandant, assisted by the Headquarters staff, plans, generally directs, and coordinates CG 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.

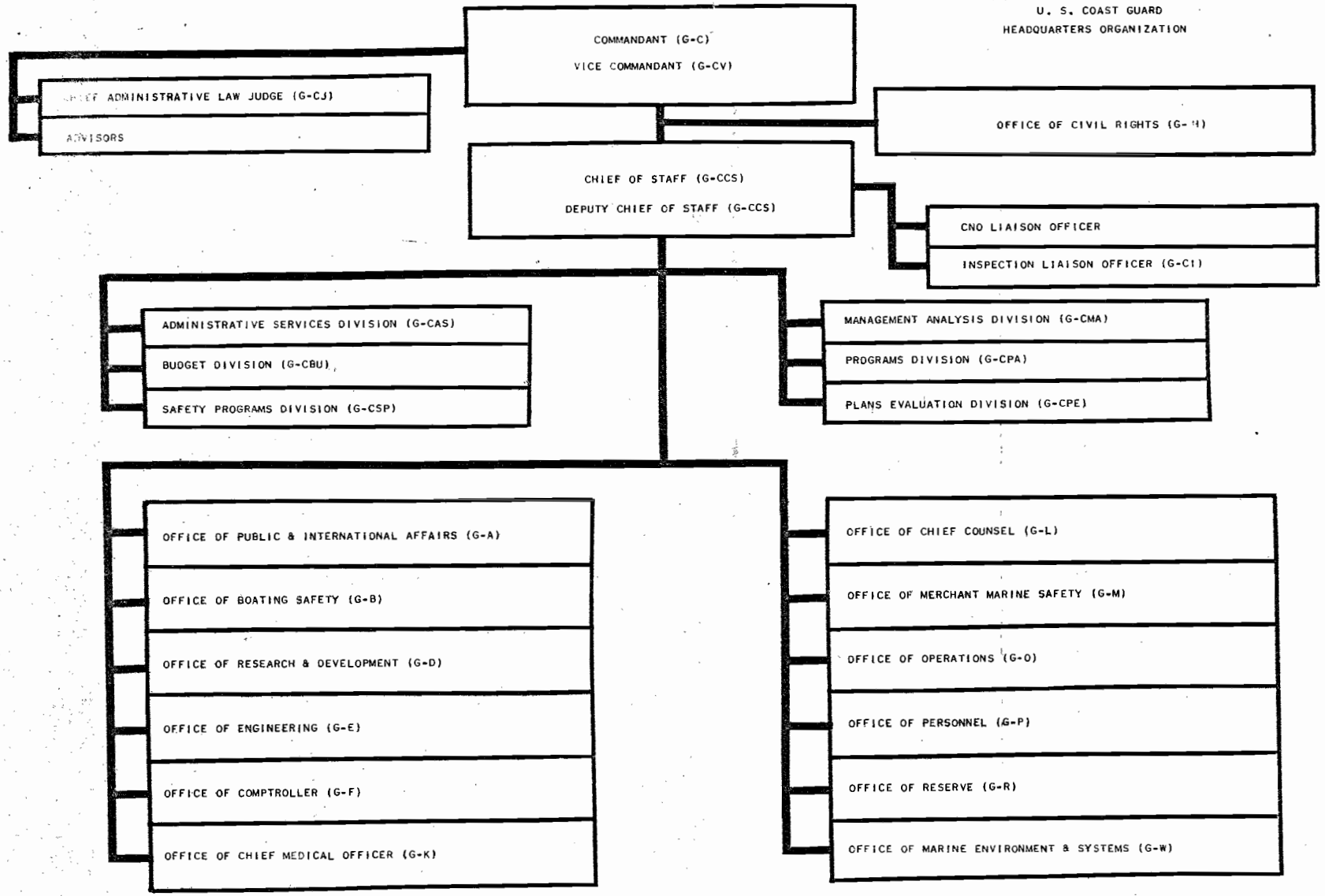
d. The area Commander acts for the Commandant in coordinating and controlling major assistance cases in his Area. He also has immediate responsibility for such specific activities as the Automated Mutual Assistance Vessel Reporting System Program, polar icebreaking, ocean stations, operational readiness, National Strike Force and the inspection system.

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

Vertical lines denote change.

B. COAST GUARD HEADQUARTERS

DEPARTMENT OF TRANSPORTATION
U. S. COAST GUARD
HEADQUARTERS ORGANIZATION



B. COAST GUARD HEADQUARTERS

1. The organizational structure of the Coast Guard Headquarters through the level of functional divisions is shown on page IV-10.

2. a. The Commandant, aided by the Vice Commandant, directs the work of the Service under the general supervision of the Secretary of Transportation. 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 major 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. The Office of Operations and the Office of Marine Environment and Systems have staff responsibility for assuring effective performance of the operational programs of the Coast Guard. The Office of Merchant Marine Safety and the Office of Boating Safety have staff responsibility for carrying out adequate regulatory programs directed at promoting safety in their respective fields. The other offices under the Chief of Staff provide logistic support and have staff responsibility, as appropriate, for supplying technical skill, material, funds and personnel required for supporting the overall 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 Office of Civil Rights reports directly to the Commandant. The advisors to the Commandant perform specific tasks assigned and advise the Commandant in the premises.

Vertical lines denote change.

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 Center, the Training Centers, etc., which, while physically removed from Headquarters, report directly to and act for the Commandant.

COMMANDANT

1. Mission. To administer the Service in an economical and efficient manner and to advise and assist the Secretary of Transportation in matters pertinent to the Coast Guard and its functions; to maintain liaison with public and private agencies concerned with Coast Guard functions and operations.

2. Functions. Under the general supervision of the Secretary of Transportation, the Commandant shall:

   a. Prescribe broad policies for the government of the Service and generally direct, supervise and coordinate Service endeavor and performance.

   b. Guide the legislative programs of the Service and require compliance with the statutory obligations and requirements imposed upon it.

   c. Serve as the principal advisor to the Secretary regarding Service matters.

   d. Establish and maintain effective liaison and relations with other agencies of the Federal Government and with the public in general.

   e. Serve on interdepartmental or international bodies concerned with matters in which the Department and the Coast Guard have a substantial interest.

   f. Keep informed of the approved policies and programs of the Secretary at all times in order to insure Departmental uniformity of decision and continuity of action.

VICE COMMANDANT

1. Mission. To assist the Commandant, as directed, in the general administration of the Service and act as Commandant in his absence.

2. Functions. Under the general supervision of the Commandant, the Vice Commandant shall:

   a. Keep informed of the approved policies and programs of the Commandant.

   b. Take action on matters submitted to the Commandant which do not require the personal attention of that officer, and recommend a course of action when the Commandant's review and/or approval is required.

   c. Maintain, through the Chief of Staff, an effective coordination of the activities of the several components of organization at Headquarters.

   d. Take appropriate action on appeals from actions or decisions of the Chief of Staff that may be entered by Chiefs of Headquarters Offices.

Vertical lines denote change.

CHIEF ADMINISTRATIVE LAW JUDGE

1. Mission. Administers and coordinates all matters concerning suspension and revocation proceedings against the licenses and documents of seamen and motorboat operators in fulfillment of the Coast Guard's statutory mandate to promote, foster and maintain safety of life and property, in the interest of passengers, crews, cargoes, shipowners and the general public.

2. Functions. Under the general direction and supervision of the Commandant, the Chief Administrative Law Judge.

   a. Act as an advisor and special assistant to the Commandant in all non-legal matters involving or affecting hearing procedures conducted pursuant to R.S 4450 (46 USC 239), as amended, and the Administrative Procedure Act, as amended (5 USC, Sec. 1001-1011), and regulations promulgated thereunder (46 CFR 137).

   b. Initiate or review proposals in connection with the development of standard hearing practices and procedures.

   c. Indoctrinate the field Administrative Law Judges.

   d. Coordinate the activities of the several field Administrative Law Judges and review cases heard by such Judges in order to insure adherence to policy and compliance with regulations and instructions, and to secure a uniform level of efficiency in the performance of duty by the Administrative Law Judges

   e. Hear and adjudicate cases, personally, which in the opinion of the Commandant are of such scope or implication as to warrant hearing and adjudication by a Judge who possesses highly specialized knowledge and is capable of the exercise of special skill.

   f. Review appeals to the Commandant entered by merchant seamen from decisions of field Judges in proceedings against licenses, certificates, and/or Merchant Mariner's documents, and make appropriate recommendations to the Chief Counsel for consideration in the preparation of final action with respect to such appeals.

Vertical lines denote change.

OFFICE OF CIVIL RIGHTS

1. Mission. To administer, coordinate and assure implementation of civil rights and equal opportunity precepts within the Service in all its official actions, including employment practices; services rendered to the public; employment practices of contractors and subcontractors under direct or Federally assisted contracts; operation of Federally assisted activities; and other programs and efforts involving Coast Guard assistance, participation or endorsement.

2. Functions. Under the general direction and supervision of the Commandant, the Chief, Office of Civil Rights shall:

   a. Be the principal staff advisor to the Commandant on civil rights and equal opportunity matters to assure full and affirmative implementation of civil rights and equal opportunity precepts within the Coast Guard, within representing organizations, and in connection with recipients of Coast Guard-sponsored Federal assistance.

   b. Consistent with Departmental policies, programs, standards and procedures, develop and recommend to the Commandant implementing policies and programs; and as authorized, issue implementing standards and procedures, to assure:

      (1) Equal opportunity in internal Coast Guard employment practices (consistent with Executive Order 11246, as amended by Executive Order 11374, and Civil Service Commission regulations).

      (2) Equal opportunity in the employment practices of Coast Guard contractors, subcontractors, and related organizations, such as material suppliers and labor unions (Civil Rights Act of 1964, Executive Order 11246, as amended, and regulations of the Department of Labor and Department of Justice).

      (3) Equal opportunity by recipients of Coast Guard sponsored Federal assistance and related organizations (Civil Rights Act of 1964, Executive Order 11246, as amended, and regulations of the Department of Labor and Department of Justice).

(4) That all Coast Guard programs and activities affecting housing and urban development are administered in an affirmative manner to further the purpose of the Fair Housing provision of Title VIII of the Civil Rights Act of 1968.

(5) That assistance is provided, as required by the Director of Equal Employment Opportunity, in investigations of complaints alleging discrimination filed by employees or applicants for employment, or by personnel or applicants for Service in the military establishment, Regular and Reserve.

(6) That technical advice and guidance on civil rights matters are provided to Coast Guard officials and organizations regularly charged with contract and grant-in-aid administration.

(7) That affirmative actions are taken to support total Federal equal opportunity programs.

c. Evaluate implementation by Headquarters and field elements of approved policies, programs, standards and procedures.

d. Serve as the Coast Guard Equal Employment Opportunity Officer (consistent with Executive Order 11246, as amended, and regulations of the Civil Service Commission).

e. Serve as the Coast Guard Contract Compliance Officer (Executive Order 11246, as amended, and regulations of the Department of Labor).

f. Serve as the Coast Guard Title VI Coordinator (Title VI of the Civil Rights Act of 1964. Executive Order 11247 and regulations of the Department of Justice).

g. Provide for or conduct in-depth equal opportunity compliance reviews (a) deemed necessary to assure effective program implementation and (b) requested by higher authority; and conduct such reviews related to contracting and grant-in-aid activities of Headquarters elements of the Coast Guard.

h. Conduct liaison with the Departmental Office of Civil Rights, Office of the Secretary of Transportation, and develop or coordinate the development of civil rights and equal opportunity reports prescribed by OST.

CHIEF OF STAFF

1. Mission. To develop, coordinate and control service policies and programs, with particular reference to general administrative and management activities.

2. Functions. Under the general direction and supervision of the Commandant and Vice Commandant, the Chief of Staff shall:

   a. Advise and assist the Commandant and Vice Commandant in the general administration of the Service.

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

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

   d. Generally direct the activities of the Chiefs of Offices at Headquarters (except the Office of Civil Rights), particularly with a view toward promoting and securing effective coordination in the Headquarters Staff; between Headquarters and the District Commanders; between Headquarters and Headquarters Units.

   e. As the principal management officer of the Coast Guard, generally direct: (a) program evaluation; (b) long-range planning; (c) budget development; (d) review and establishment of organizational and functional structure; (e) manpower allocation and evaluation; and (f) safety programs.

   f. Assure that the Chiefs of Offices are kept fully informed as to the broad policies and programs approved by the Commandant.

   g. Prepare, present, and execute the budget program.

   h. Act as Commanding Officer of Headquarters.

   i. Be Program Director for the general administration of the Service.

Vertical lines denote change.

ADMINISTRATIVE SERVICES DIVISION

1. Mission. To provide administrative services to Headquarters components.

2. Functions. Under the direction and supervision of the Chief of Staff, the Chief, Administrative Services Division shall:

   a. Act as Commanding Officer for Headquarters enlisted personnel and administer Headquarters military personnel matters.

   b. Administer civilian personnel matters for Headquarters, Radio Station Washington, and the Oceanographic Unit.

   c. Coordinate Headquarters maintenance, safety and internal security matters with the Department.

   d. Allocate office space to Headquarters components and supervise the procurement, storage, maintenance and movement of furniture and equipment within Headquarters.

   e. Issue military certificates of clearance to handle classified matter, vehicle operator permits, and identification cards; maintain liaison with the Department concerning parking permits.

   f. Coordinate Headquarters mail services with the Department. Maintain mailing lists and distribute publications and directives.

   g. Maintain the Headquarters Secret and Confidential Material Control Center.

   h. Administer the Headquarters Records Management Program and the Headquarters directives system.

   i. Administer the Headquarters Documentation Inspection Facility.

   j. Provide labor details, shipping services, and fingerprinting services; dispatch and operate government vehicles.

   k. Administer the Headquarters blood donor program.

Vertical lines denote change.

BUDGET DIVISION

1. Mission. To develop the budget estimates to properly reflect the financial requirements of the Coast Guard.

2. Functions. Under the direction and supervision of the Chief of Staff, the Chief, Budget Division shall:

   a. Develop budget estimates, assure that they properly reflect the financial requirements of the Coast Guard, and assist the Chief of Staff in the presentation of such estimates to the Department of Transportation, the Office of Management and Budget, and the Congress.

   b. Prepare instructions to the districts, the several Headquarters units, and the various offices and divisions at Headquarters, relating to the preparation of budget estimates to meet the requirements of the Coast Guard program, and advise and assist in such preparations.

   c. Prepare operating stage financial plans, issue allotments to Headquarters divisions and field units, and prepare requests for apportionment and reapportionment of funds including establishment and release of reserves.

   d. Receive and consider requests from field units for changes in allotments and forward to appropriate division with pertinent comments. Upon recommendation from division concerned, prepare reply or approve allotment modification.

   e. Recommend changes to the financial plans to meet changing funds requirements resulting from changes in the programs as they progress. Review requests for changes to the financial plan submitted by subhead administrators and recommend action to the Chief of Staff.

   f. Prepare budgetary reports as required by the Congress, the Office of Mgmt. & Budget and the Department of Transportation; prepare such other budgetary reports as may be required for internal administrative use.

   g. Administer funds not specifically allocated to other components of organization.

h. Develop cost analysis principles, policies and procedures including the establishment of user charges where appropriate.

i. Evaluate and interpret cost data and provide periodic and special reports for management.

j. Integrate selected statistical data with cost data and relate various available indices of activity and performance effectiveness to costs.

k. Establish cost standards as a guide for the management and control of over-all operations and for use in the preparation and justification of Coast Guard budget estimates.

l. Provide advice and service to and assist field activities to assure uniform cost reporting and maximum utilization of cost data as a tool to management.

m. Coordinate cost analysis and control requirements of other divisions and offices.

n. Be responsible for the preparation, publication and maintenance of the Manual of Budgetary Administration, CG-255.

SAFETY PROGRAMS DIVISION

1. Mission. To develop, implement, and administer a Safety Program to provide maximum practical degree of safety for personnel, equipment, and other resources for which the Coast Guard is responsible, embracing the fields of general safety, flight safety, surface vessel safety, fire safety, driver safety, and industrial safety.

2. Functions. Under the general direction and supervision of the Chief of Staff, the Chief, Safety Programs Division shall:

   a. Plan, develop, implement and coordinate Coast Guard functions associated with general safety, flight safety, surface vessel safety, fire safety, driver safety, and industrial safety.

   b. Establish and administer an accident reporting system which will provide data on accidents and accident losses, identify areas requiring corrective action, and provide data upon which to base management decisions involving the improvement of the safety of operations throughout the Service.

   c. Maintain a thorough knowledge of trends and developments in the safety field.

   d. Maintain liaison with safety officials of other government agencies, the Federal Safety Council, the Federal Fire Council, the National Safety Council, state governments, the American Standards Institute, Underwriters' Laboratories, National Fire Protection Association, and other agencies involved with safety.

   e. Serve as one of the senior members of the Commandant's Aviation Safety Board.

   f. Review and evaluate safety equipment and appliances and make recommendations for their use within the Coast Guard.

   g. Administer the Coast Guard Motor Vehicle Program with the exception of procurement of vehicles and the operation of special-purpose vehicles such as DUKW's and LARC's.

   h. Conduct a continuing campaign aimed at keeping Coast Guard personnel in the field aware of mandatory and recommended safety practices and the existence and objective of the Coast Guard Safety Program, and conduct on-site surveys of field units to determine the effectiveness of the Coast Guard Safety Program.

i. Make recommendations to and serve as advisor and consultant to Coast Guard managers and supervisors on all matters involving the safety of Coast Guard resources, including design, fire protection, construction, procurement, maintenance, operation of equipment and facilities, and the training of personnel.

MANAGEMENT ANALYSIS DIVISION

1. Mission. To provide a wide range of management services and assistance.

2. Functions. Under the general direction and supervision of the Chief of Staff, the Chief, Management Analysis Division shall:

   a. Conduct special staff studies and comprehensive management surveys embracing all operations in the various organizational segments of the Coast Guard.

   b. Conduct studies, initiate recommendations, and review proposals involving changes in Coast Guard organization.

   c. Develop and maintain the Coast Guard Organization Manual, (CG-229), CG Regulations (CG-300), Correspondence Manual (CG-199), Directives, Publications and Reports Index (CG-236), Paperwork Management Guide (CG-426), etc.

   d. Provide advisory service and assistance to Headquarters and the field on organization, systems, methods, procedures, delegations of authority, etc.

   e. Review new or existing law to determine the need and justification for delegations of authority and perform the necessary staff work to complete action.

   f. Coordinate the service-wide Management Improvement Program, developing related policies, procedures, guidelines, and directives.

   g. Administer the military and civilian Incentive Awards Program.

   h. Maintain background material on Commandant's policy and support agreements between the Coast Guard and other Federal agencies; advise management officials on these matters as requested.

   i. Coordinate the preparation of such administrative reports as may be required for transmittal by the Commandant to the Secretary of the Department of Transportation or to other government officials.

   j. Review Orders, Notices, and other issuances and regulatory material.

Vertical line denotes change.

k. Coordinate and compile data for bi-weekly Secretary's staff meetings; develop Weekly Highlights Report and Secretary's Action Book items.

l. Administer mail and postal matters for the Coast Guard and prescribe procedures for the establishment and operation of Coast Guard post offices.

m. Direct the Paperwork Management Program of the Coast Guard, involving: the analysis and final development of forms and reports; the evaluation and improvement of correspondence practices and their systems; advising managers concerning paperwork practices and their application; and administering the Indispensable Operating Records Program.

n. Review all Headquarters-originated directives, periodicals, proposals for new or revised publications, and related material to insure proper clearance, format, clarity, compliance with Commandant's policies, etc.

o. Develop general inspection policies for the Commandant as the basis for the Area - administered inspection program, and serve as coordinator and liaison between Area inspection officers and Headquarters program officials on inspection matters, including augmentation of Area Inspection Staffs and review of Headquarters related inspection reports.

p. Recommend policies, procedures and standards governing the planning, development, and operation of the Coast Guard Management Information System, including evaluation of requests for procurement of equipment, feasibility determinations on proposed information systems, priority determinations of ongoing systems, and integration of data into a total system.

Vertical line denotes change

PLANS EVALUATION DIVISION

1. Mission. To initiate, review and adjust as necessary long-range plans.

2. Functions. Under the direction and supervision of the Chief of Staff, the Chief, Plans Evaluation Division shall:

   a. For the period beyond the budget year (current fiscal year + two), evaluate program planning for existing and new programs, including the development or adjustment of long-range objectives, policies, and cost-effective as well as cost-benefit measures.

   b. Initiate, monitor, or review the conduct of all major analytical efforts within the Coast Guard designed to examine in depth, new programs, major changes in emphasis of existing programs or methods of accomplishing existing programs.

   c. Coordinate the preparation, review, and updating of the major facility plans, including Shore Unit Development Plans.

   d. Review Program and Financial Plans, Program Memoranda, AC&I Projects, and Resource Change Proposals, as necessary, for consistency with long-range plans.

PROGRAMS DIVISION

1. Mission. To review and coordinate the execution and planning of current and proposed programs.

2. Functions. Under the direction and supervision of the Chief of Staff, the Chief, Programs Division shall:

   a. Review and coordinate as necessary the execution and planning of current and proposed programs including capital construction in order to insure consistency with program objectives, on-going planning, established priorities and compatability with other programs. Provide necessary annual planning factors to the field for budgetary development, and be Program Manager for the General Administration Program.

   b. Coordinate the Headquarters' processing and approval of AC&I Project Proposals.

   c. Coordinate the development of all program resource change proposals and their respective priorities at the various stages of the budget process. Perform such analysis as required to insure adoption of best alternatives within the framework of approved long-range planning. Develop analysis techniques, program/plans procedures and related activities for improving Coast Guard-wide program development and execution.

   d. Plan for, and coordinate the development of special use documents such as Acquisition Papers, New Start Proposals, Environmental Impact analysis, and Real Property acquisitions and disposals. Develop and/or coordinate special reports and projects as required.

   e. Regularly review the program structure of the Coast Guard looking toward (a) adjustments to facilitate management and analysis, and (b) clarification of objectives, output measures, and policies.

   f. In coordination with Chief, Plans Evaluation Division, develop the Spring Preview. Co-ordinate development of the Commandant's "Determinations."

   g. Maintain contact with the field Planning Officers and foster a continuing dialogue between them and Headquarters' planning and programming personnel.

h. Establish and maintain military and civilian personnel allowances for all Coast Guard units in accordance with statutory requirements, established ceilings, fiscal limitations, and approved staffing criteria. Process field and/or Headquarters requests for reprogramming of manpower resources. Prepare plans at various stages of the annual budgetary process showing the number of military and civilian personnel required to man approved operating units of the Coast Guard.

i. Allocate Coast Guard civilian personnel employment ceilings.

j. Direct the Coast Guard's Manpower Utilization Program, including the establishment of staffing criteria and the conduct of manpower audits; carry out special studies on manpower requirements and skills.

OFFICE OF PUBLIC AND INTERNATIONAL AFFAIRS

1. Mission. To provide for (a) a comprehensive and effective public relations program aimed at keeping the private sector abreast of Coast Guard developments and events of general interest; and (b) coordination of international matters involving missions of the Service.

2. Functions. Under the direction and supervision of the Commandant, the Vice Commandant, and Chief of Staff, the Chief, Office of Public and International Affairs shall:

   a. Act as special assistant to the Commandant for external relations, and advise him on broad policy matters, protocol, and the general impact of Coast Guard operations on the domestic and international scenes.

   b. Determine the need for and oversee the development and implementation of comprehensive public and international relations programs to facilitate the conduct of Service missions and promote Coast Guard and Departmental objectives.

   c. Coordinate Coast Guard public and international relations with Departmental policy and maintain close liaison with cognizant Department of Transportation officials.

   d. Coordinate, as necessary, the international Coast Guard programs administered by Program Managers to insure their consistency with Coast Guard and Departmental policy.

   e. Issue controlling directives, standards and guidelines, as necessary, concerning public and international relations to assure uniform interpretation and understanding of Coast Guard and Departmental policy throughout the Service.

   f. Provide general direction for the Coast Guard program to afford the public freedom of access to appropriate government officials.

   g. Coordinate external relations with the Department of State, foreign embassies, and foreign governments for all new ventures of extensions or revisions of existing relationships until the project becomes routine within the normal operational framework.

   h. Be responsible for Committee Management for the Coast Guard.

   i. Edit and publish the Commandant's Bulletin.

OFFICE OF BOATING SAFETY

1. Mission. To oversee the program for prevention of recreational boating casualties, including enforcement of Federal laws and regulations, supervision of Coast Guard Auxiliary operations; establishment of pleasure craft safety standards; administration of public education and training programs; and maintenance of liaison with other authorities and organizations concerned with boating safety.

2. Functions. Under the general direction and supervision of the Commandant, the Assistant Commandant and the Chief of Staff, the Chief, Office of Boating Safety shall:

   a. Develop, coordinate and direct a Recreational Boating Safety Program aimed at reducing accidents, injuries and fatalities and improving environmental quality related to the operation of pleasure craft on waters subject to the jurisdiction of the United States; supervise the Auxiliary Affairs Division, the Education Division, the Boat Standards Division, the Services Staff, the Planning and Evaluation Staff and the Liaison Staff.

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

   c. Keep abreast of the progress of the boating safety program and develop long-range plans and budget forecasts consistent with projected program growth and technological advances.

   d. Oversee the operations of the Coast Guard Auxiliary in its program of assistance to the Service which includes: (a) making courtesy examinations of pleasure craft; (b) educating recreational boatmen concerning the safe operation of their craft; and (c) generally supporting the Coast Guard in its operations.

   e. Maintain liaison with the various States, Federal agencies, private industry and organizations concerned with boating safety. Monitor and coordinate cooperative boating safety agreements with the States.

   f. Direct the enforcement of Federal laws and regulations governing recreational boating, including the assignment and deployment of enforcement personnel, the reporting and investigation of boating accidents, and the publication of boating statistics.

g. Establish criteria and safety standards for boats and associated equipment, and implement a control system to insure compliance with such requirements.

h. Administer a public education and safety information program -- making use of publications, radio and television programs, industry meetings, boat show, etc. -- aimed at keeping recreational boatmen, manufacturers and the general public apprised concerning boating safety.

i. Coordinate the use of boating safety team personnel for operational training of Coast Guard units, State and local boating safety personnel, and other groups having responsibilities in this area.

j. Periodically advise the Commandant on the relative performance of the districts with respect to district boating safety responsibility.

k. Advise the Office of Personnel concerning the procurement, training and assignment of personnel to meet boating safety requirements.

l. Be Program Director for the boating safety program.

Vertical line denotes change

OFFICE OF PUBLIC AND INTERNATIONAL AFFAIRS (GA)

1. Mission. To provide for (a) a comprehensive and effective public relations program aimed at keeping the private sector abreast of Coast Guard developments and events of general interest; and (b) coordination of international matters involving missions of the Service.

2. Functions. Under the direction and supervision of the Commandant, the Vice Commandant, and Chief of Staff, the Chief, Office of Public and International Affairs shall:

   a. Act as special assistant to the Commandant for external relations, and advise him on broad policy matters, protocol, and the general impact of Coast Guard operations on the domestic and international scenes.

   b. Provide policy guidance for and generally direct and coordinate the activities of the Chiefs, Public Affairs and International Affairs Divisions in carrying out their assigned functions.

   c. Determine the need for and oversee the development and implementation of comprehensive public and international relations programs to facilitate the conduct of Service missions and promote Coast Guard and Departmental objectives.

   d. Coordinate Coast Guard public and international relations with Departmental policy and maintain close liaison with cognizant Department of Transportation officials.

   e. Coordinate, as necessary, the international Coast Guard programs administered by Program Managers to insure their consistency with Coast Guard and Departmental policy.

   f. Issue controlling directives, standards and guidelines, as necessary, concerning public and international relations to assure uniform interpretation and understanding of Coast Guard and Departmental policy throughout the Service.

   g. Provide general direction for the Coast Guard program to afford the public freedom of access to appropriate government materials.

   h. Coordinate external relations with the Department of State, foreign embassies, and foreign governments for all new ventures or extensions or revisions of existing relationships until the project becomes routine within the normal operational framework.

   i. Be responsible for Committee Management for the Coast Guard.

Vertical lines denote change.

OFFICE OF COMPTROLLER

1. Mission. To provide for the logistics of the Service that involve the maintenance of accounts, the disbursement of funds, the financial management of comptroller responsibilities, supply system management and data processing support.

2. Functions. Under the general direction and supervision of the Commandant, the Vice Commandant and the Chief of Staff, the Comptroller shall:

   a. Direct, supervise and coordinate the activities of the Chiefs of the Accounting, Pay and Allowances, Procurement, Supply Logistics, Property and Resale, Information Systems Division and Quality Assurance Divisions in connection with their assigned functions; assure the efficient performance of duty by those officers; and have ultimate responsibility for:

      (1) The maintenance of all formal accounting records.

      (2) The examination of bills and claims and payment of all items properly due for payment.

      (3) Development and maintenance of a program of financial management including: review and appraisal of matters relating to the Coast Guard's financial responsibilities; evaluation of appropriated and non-appropriated fund activities; review of accounting systems; development of methodology for financial analysis; and examination of organization, staffing and workload standards for Headquarters and field comptroller offices.

      (4) The procurement, storage, and distribution of equipment, supplies, and services.

      (5) Providing computer system support to fulfill management information requirements for Coast Guard operating and support programs.

      (6) Supervision of mobilization planning for all phases of supply and fiscal matters, both for Headquarters and district levels.

   b. Serve as principal supply and fiscal advisor to the Chief of Staff, Vice Commandant and the Commandant.

Vertical lines denote change.

c. Determine basic plans, systems, methods, and procedures under which accounting (including cost and asset accounting for property, inventories, and other resources), vouchering, payrolling, disbursing, audit, and supply activities are to be carried out; consider and make recommendations as to broad policies which should control these determinations.

d. 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.

e. Maintain close coordination with other components of organization with respect to fiscal programs (including accounting, vouchering payrolling, disbursing, and auditing) and supply Programs (such as procurement, inventory control, cataloging, transportation, and real property) to assure uniform understanding and maximum results.

f. Prescribe the fiscal reports and data to be submitted by field units to meet financial management and reporting requirements of the Coast Guard, Department of Transportation, and other Government agencies. Program the utilization of the fiscal data input in the preparation by the Information Systems Division of service-wide financial reports and analyses to meet management requirements. 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.

g. Administer the Coast Guard Supply Fund and promulgate instructions for its operation and management.

h. Periodically review the administration of the Comptroller's Division of district offices and initiate recommendations to the district commander to effect improvements in the orgranization 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.

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

Vertical line denotes change.

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

k. Exercise technical control over Supply Centers.

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

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

n. Administer the Coast Guard General Gift Fund.

o. Exercise general administration of Coast Guard exchanges and non-appropriated fund messes.

| p. Be Program Director for Fiscal and Supply Support. (A Staff assistant shall be the Program Manager.)

Vertical line denotes change

OFFICE OF THE CHIEF COUNSEL

1. Mission. To provide a comprehensive program of legal services for the Coast Guard, aimed at assuring that the operations and activities of the Service are legally consistent with the requirements of law and the rulings of higher authority. In general, the Office of the Chief Counsel will provide legal representation for the Coast Guard in its dealings with other government agencies and officials, state and local authorities and private organizations and persons. It will furnish to the Service legal advice, guidance and assistance and opinions and decisions, and make determinations and perform those functions within the Service that are predominately legal in character involving, among other things, military justice, military and civilian personnel, contracts, claims, litigation, legislation, real and personal property, safety of life and property at sea, merchant seamen, maritime law enforcement and international law.

2. Functions. Under the general direction and supervision of the Commandant, Assistant Commandant and the Chief of Staff, the Chief Counsel shall:

   a. Serve as the principal legal advisor to the Commandant, furnishing advice and opinions as to the legal implications and consequences of actions proposed or taken by the Coast Guard.

   b. Plan, develop, coordinate and direct the Legal Program of the Coast Guard, exercising supervision over the Legal Services Staff and the following six Divisions: Maritime and International Law; Legislative and Regulations; Procurement Law; General Law; Claims and Litigation; Military Justice.

   c. Furnish legal advice and opinions to officials at Headquarters and in the field as to the interpretation and application of statutes, treaties, executive orders, regulations, etc.

   d. Provide legal representation for the Coast Guard in dealing with other elements of the Department of Transportation, the Department of Justice, the Comptroller General, and other Federal agencies. Act as legal counsel for the Service in its relations with state and local governments and agencies, industry and the general public.

   e. Coordinate with the General Counsel, Department of Transportation, in accordance with DOT 1100.23, DOT Organization Manual.

Vertical lines denote change

f. Administer all matters within the purview of the Uniform Code of Military Justice and the Manual for Courts-martial (and Coast Guard Supplement), including Courts-martial, Boards of Investigation, and assist the General Counsel, Department of Transportation, in the exercise of his responsibilities under 10 U.S.C., Chapter 47.

g. Furnish legal counsel, guidance and advice and render opinions and decisions relating to military and civilian personnel.

h. Provide legal assistance for military personnel.

i. Render decisions within delegated authority on admiralty and tort claims arising from Coast Guard operations, and prepare Coast Guard's position in matters involving litigation of such claims.

j. Render decisions on legal matters involving the following maritime-related operations: law enforcement; port security; appeals by merchant seamen under R.S. 4450 or 46 U.S.C. 239a-b; appeals from penalties imposed by District Commanders; documentation and admeasurement of vessels; Great Lakes Pilotage; vessel anchorage; aids to navigation; oil pollution; administration of bridge operations, etc.

k. Provide advice, assistance, and render legal opinions to Coast Guard officials on international law matters involving treaties, agreements, etc.

l. Furnish legal advice and opinions to Coast Guard officials representing the Service as members of, or appearing before, international organizations.

m. Provide legal assistance to procurement officials in the development of Coast Guard contracts.

n. Present the Coast Guard's case before the Board of Contract Appeals when contracts are contested, and assist the Department of Justice in representing the Government before the Court of Claims when Coast Guard contracts are involved.

o. Provide legal services dealing with the acquisition, use and disposal of real property and related tax matters.

p. Provide legal services in development of Coast Guard's legislative program for submission to the Congress.

q. Draft, or provide legal review for, regulations and amendments thereto for publication in the Federal Register. Assist, as requested, in the draft of internal regulations having legal implications.

r. Furnish legal advice and assistance and make determinations with respect to the release of information, records and files of the Service, and the availability of Coast Guard personnel as witnesses.

s. Designate a lawyer to serve as a member and as legal advisor of the Marine Safety Council of the Coast Guard.

t. Assign, as requested, lawyers for membership on Physical Evaluation Boards, the Physical Review Council and Physical Disability Appeal Boards, and make available lawyers to act as counsel for evaluees. Review the work of such bodies for legal sufficiency.

u. As requested by the Board for Correction of Military Records or by Boards on Review of Discharges and Dismissals, provide legal advice and opinions. Review for legal sufficiency and implication recommendations of the Boards on Review of Discharges and Dismissals made to the Secretary.

v. Respond to requests for the temporary assignment of legal officers to serve in various capacities on Courts, boards and other activities.

w. Provide appropriate administrative, clerical and other logistic support to the Secretary's Board for the Correction of Military Records.

OFFICE OF ENGINEERING

1. Mission. To provide the logistics of the Service that are of an engineering character, including the design, construction, maintenance, outfitting, and alteration of vessels, aircraft, aids to navigation, shore establishment, machinery, electronic equipment, and utilities.

2. Functions. Under the general direction and supervision of the Commandant, the Assistant Commandant, and the Chief of Staff, the Chief, Office of Engineering shall:

   a. Direct, supervise, and coordinate the activities of the Chiefs of the Aeronautical Engineering, Civil Engineering, Electronics Engineering, Ocean Engineering, and the Naval Engineering Divisions in connection with their assigned functions; assure the efficient performance of duty by those officers; and have ultimate responsibility for the effectiveness of the engineering program, including the design, construction, repair, maintenance, outfitting, and alteration of vessels, boats, aircraft, vechicles, aids to navigation, shore establishments, machinery, electronic equipment, and utilities.

   b. Determine basic plans, systems, methods, and procedures under which the above activities are to be carried out; consider and make recommendations as to broad policies which should control these determinations.

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

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

Vertical lines denote change

e. Prescribe the engineering reports to be submitted by field units and advise the Chief of Staff as to types and forms of engineering data to be prepared by the Data Systems Division. Review and analyze such reports and data and initiate or issue appropriate directives to field units to insure uniformly high standards of engineering efficiency, effectiveness and economy.

f. Periodically review the administration of the Engineering 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 engineering activities generally.

g. Periodically advise the Commandant as to the relative performance of the districts with respect to district engineering responsibility.

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

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

j. Establish and maintain close liaison with the Navy, Army, Air Force, Maritime Administration, General Services Administration, and other public and private agencies in connection with Coast Guard engineering matters.

k. Exercise technical control over the Yard, the Aircraft Repair and Supply Center, the Electronics Engineering Center , and the Electronics Laboratory Division of the Washington Radio Station.

l. Be Program Director for Engineering Support. (The Deputy Chief shall be the Program Manager.)

Vertical lines denote change

OFFICE OF THE CHIEF MEDICAL OFFICER

1. Mission. To develop and implement the overall health, dental, nursing and sanitation programs of the Coast Guard. To serve as Medical Advisor to the Commandant.

2. Function. Under the general direction and supervision of the Commandant, the Assistant Commandant and the Chief of Staff, the Chief Medical Officer shall:

   a. Act as medical advisor to the Commandant in providing counsel and advice on: interdepartmental and inter-service agreements for medical care of Coast Guard personnel; the significance of legislative matters affecting the medical program of the Coast Guard; and important developments in the Department of Health, Education & Welfare which affect the Coast Guard medical program.

   b. Plan, develop and administer a comprehensive health program for military personnel, including medical and dental examinations, the provision of medical and dental care to Coast Guard military personnel and their dependents, the maintenance of adequate sanitary standards, and the prevention of disease.

   c. Direct, supervise and coordinate the activities of the Professional Services and Medical Administration Divisions.

   d. Direct the administration of funds in those appropriations or subheads under the control of the Chief Medical Officer, Coast Guard, including furnishing total budget estimates and apportionment or allotment recommedations to the Chief of Staff for Coast Guard funded activities and to the appropriate Public Health Service Bureau for Public Health Service funded activities.

   e. Provide professional guidance to the Office of Personnel in the establishment of physical standards for Coast Guard military duty.

   f. Procure, assign and review the performance of Public Health Service personnel assigned to the Coast Guard.

   g. Exercise professional control over all Coast Guard professional and sub-professional medical personnel.

h. Maintain liaison with the other Armed Forces and Public Health Service medical departments.

i. Administer the activities of the Central Physical Evaluation Board and Physical Review Council, and administer (and act as a member of) the Headquarters Physical Evaluation and Physical Disability Appeals Boards.

j. Review all personnel separations based on medical considerations.

k. Contract for medical services for personnel of the Coast Guard. under the authority delegated by the Public Health Service.

l. Provide medical services to Headquarters personnel.

Vertical lines denote change

OFFICE OF MARINE ENVIRONMENT & SYSTEMS

1. Mission. To establish and maintain: (a) a coordinated Coast Guard environmental program, responsive to intra-service and external requirements; and (b) a comprehensive ports and waterways system, encompassing all aspects of marine transportation, exclusive of vessel safety.

2. Functions. Under the general direction of the Commandant, Assistant Commandant and Chief of Staff, the Chief, Office of Marine Environment and Systems shall:

   a. Serve as the Commandant's internal and external coordinator, liaison and spokesman on all environmental protection matters for which the Service has responsibility, to assure: (1) a well-coordinated and effective Coast Guard effort in the prevention, detection and control of pollution; (2) compliance with the Environmental Policy Act; and (3) that required Coast Guard inputs to Departmental and interagency environmental matters are provided.

   b. Provide policy guidance for and generally direct and coordinate the activities of the Chief, Ports and Waterways Planning Staff and the Chiefs, Environmental Protection, Port Safety and Surveillance, Aids to Navigation and Bridge Divisions in carrying out the following major Service-wide functions:

      (1) Management and coordination of the Marine Environmental Protection Program as defined above.

      (2) Establishment and maintenance of the navigational aids system, including short and long range aids to navigation, to meet the needs of marine and air commerce, the Armed Forces and the boating public. Control the utilization of buoy tenders and aids to navigation facilities and structures.

      (3) Act for the Secretary of Transportation (via delegation of authority) on intra-department and external matters relating to port and water resources utilization and development for which the Department has responsibility.

      (4) Approval of location and clearance of bridges over navigable waters; and regulate operation of drawbridges.

      (5) Management of functions relating to safety of port facilities and adjacent waters, and movement of hazardous cargo to and from commercial vessels.

(6) Enforcement of Federal laws on navigable waters (not included are laws specifically the responsibility of the Office of Merchant Marine Safety and Boating Safety, as well as matters involving enforcement of maritime treaties and violations on the high seas.)

c. Direct overall planning, budgeting and program evaluation, and provide for special studies, inter-office liaison and coordination as required at the office level.

d. Establish and maintain contacts with other Headquarters Offices concerning shared-use of facilities and required inputs to programs of Office of Marine Environment and Systems.

e. Promulgate guidelines, standards and directives governing field program management, and establish a system to enable review of effectiveness of field operations.

f. Be the Program Director for the following programs: (1) Short Range Aids to Navigation; (2) Loran-C; (3) Loran-A; (4) OMEGA; (5) Port Safety and Security; (6) Law Enforcement; (7) Marine Environmental Protection; and (8) Bridge Administration.

Vertical line denotes change

OFFICE OF MERCHANT MARINE SAFETY

1. Mission. To oversee the program for prevention of marine casualties, including the inspection of merchant vessels to insure compliance with established standards; approval of vessel plans and equipment; and the development and application of standards for merchant marine personnel.

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

   a. Direct, supervise, and coordinate the activities of the Chiefs of the Merchant Marine Technical, Merchant Vessel Inspection, Merchant Vessel Personnel, Merchant Vessel Documentation, and Hazardous Materials 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.

   b. 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.

   c. 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.

   d. Prescribe the marine safety reports to be submitted by field units and advise the Chief of the Data Systems Division as to types of forms of marine safety statistics to be prepared. 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.

e. 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.

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

g. 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 Chief of Staff; planning expenditures to accomplish essential programs within available funds; passing on obligations against field allotments when Headquarters authorization is required; and otherwise insuring wise and economical expenditure of such funds.

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

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

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

k. Act as Chairman of the Ship Structure Committee.

l. Exercise technical control over the Merchant Marine Details.

m. Direct and supervise activities of the Plans and Special Projects Staff and the Traveling Inspector Staff.

n. Be Program Director for the Commercial Vessel Safety Program, (The Deputy Chief shall be the Program Manager.)

o. Supervise the activities of the Underwater Safety Project.

Vertical lines denote change

OFFICE OF OPERATIONS

1. Mission. To develop and generally direct the following Coast Guard program areas: (a) Search & Rescue; (b) Domestic Icebreaking; (c) Ocean Stations; (d) Polar Operations; (e) Oceanography; and (f) Military Preparedness and Operations. To provide communications and intelligence support for all Coast Guard missions.

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

   a. Be the Program Director for the program areas indicated under "Mission," above.

   b. Provide policy guidance for, direct, supervise and coordinate the activities of the Chiefs, Search & Rescue, Military Readiness, and Marine Sciences Divisions and the Plans, Programs, Communications, Frequency Management, and Intelligence Staffs. Have ultimate responsibility for the effectiveness of the following Service-wide operational areas:

      (1) The saving of life and property and associated activities, including search and rescue and flood and disaster relief.

      (2) Enforcement of laws on the high seas (including treaties enforcement) for which the Coast Guard is responsible.

      (3) Conduct of the Ocean Station Program.

      (4) Carrying out oceanographic surveys and studies.

      (5) Conduct of icebreaking and marine sciences operations in polar areas (including International Ice Patrol and the Bering Sea Patrol).

      (6) Providing domestic icebreaking services.

      (7) Providing for the operational and military readiness of the Service (including preparation of Coast Guard data for Navy mobilization and logistics plans).

      (8) Providing frequency management services in support of all Coast Guard communications endeavors.

(9) Providing a communications system in support of Coast Guard missions.

(10) Providing intelligence and security services.

c. Directing overall planning, budgeting and program evaluation and providing for special studies, inter-Office liaison and coordination as required at the Office level.

d. Establishing and maintaining contacts with other Program and Support Directors concerning reciprocal facilities utilization and program interrelationships.

e. Promulgating guidelines, standards and directives governing field program management of functions under Office of Operations, and establishing a system to enable evaluation of effectiveness of these operations.

f. Supervision of Area Commanders in their special operational responsibilities.

g. Exercising technical control over Air Detachment, Arlington, the Oceanographic Unit, Washington Radio Station, and the Aviation Training Center, Mobile.

h. Operation of Headquarters Duty Office, including the Communications Center.

OFFICE OF PERSONNEL

1. Mission. To provide the logistics of the Service that are of a personnel nature, including the procurement, training, assignment, and separation of personnel and the provision of morale services.

2. Functions. Under the general direction and supervision of the Commandant, the Vice Commandant, and the Chief of Staff, the Chief, Office of Personnel shall:

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

   b. 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 Chief of Staff, planning expenditures to accomplish essential programs within available funds, and authorizing obligations against field allotments when Headquarters authorization is required.

   c. Exercise general management and technical control over the Academy, Training Centers, and the Coast Guard Institute.

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

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

   f. Act as a member of the Coast Guard Board of Awards and the Physical Disability Appeal Board.

   g. Be Program Director for the support programs in training, personnel, and Coast Guard retired pay. (A Staff Assistant shall be the Program Manager.)

   h. Exercise jointly with Chief, Office of Operations, technical control over the Aviation Training Center, Mobile.

   i. Administer the Coast Guard's Position Classification Program, providing for accurate grade assignments to classified and wage grade positions; monitor field classification actions, and carry out special classification audits to determine effectiveness of the classification program.

Vertical line denotes change

OFFICE OF RESEARCH AND DEVELOPMENT

1. Mission. To administer a program of research and development which is responsive to the needs of the Service for new or improved systems, equipment, methods and procedures.

2. Functions. Under the general direction of the Commandant, the Vice Commandant, and the Chief of Staff, the Chief, Office of Research and Development shall:

   a. Develop, coordinate and direct a Coast Guard program of research, development, test and evaluation responsive to long range objectives, immediate requirements, fiscal limitation, and advancing technology.

   b. Direct, supervise and coordinate the activities of the Applied Sciences Division, the Applied Technology Division, and the Planning and Evaluation Staff.

   c. Maintain close liaison with other Office Chiefs and the Chief of Staff to identify existing or potential problem areas susceptible to improvement through scientific research, and to determine the feasibility of research projects aimed at discovering new concepts and applications therefor in the Coast Guard's mission areas.

   d. Formulate Coast Guard R & D plans and program objectives as necessary to meet stated or approved requirements.

   e. Insure external coordination and integration of the Coast Guard R & D program, collaborating with the Assistant Secretary for Systems Development and Technology, Department of Transportation, with regard to peacetime missions and with the Assistant Secretary of the Navy (Research and Development), with respect to wartime missions.

   f. Review and make recommendations on the requirements for facilities to support the Coast Guard R & D program.

   g. Represent the Coast Guard (or the Department of Transportation, as directed) in dealing with other governmental or private agencies, both domestic and foreign, in matters pertaining to R & D.

h. Exercise technical control over the Field Testing & Development Center, Curtis Bay, the Shipboard Fire and Safety Testing Center and such other research and development facilities as may be established.

i. Be Program Director for Research and Development. (A Staff Assistant shall be the Program Manager.)

Vertical line denotes change

OFFICE OF RESERVE

1. Mission. To provide the Reserve logistics of the Service that are of a personnel nature, including the training, assignment and separation of inactive Reserve personnel.

2. Functions. Under the general direction and supervision of the Commandant, the Assistant Commandant, and the Chief of Staff, the Chief, Office of Reserve shall:

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

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

   c. Serve as member of the Reserve Forces Policy Board.

   d. Designate membership on Reserve personnel and policy boards.

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

   f. Exercise general management and technical control over the Reserve Training Center, Yorktown, Virginia.

   g. Coordinate, finalize and provide for the publication of: (1) The Coast Guard Reservist; (2) all amendments to the Administrative Manual for the Coast Guard Reserve; and (3) all directives originating in any Reserve division.

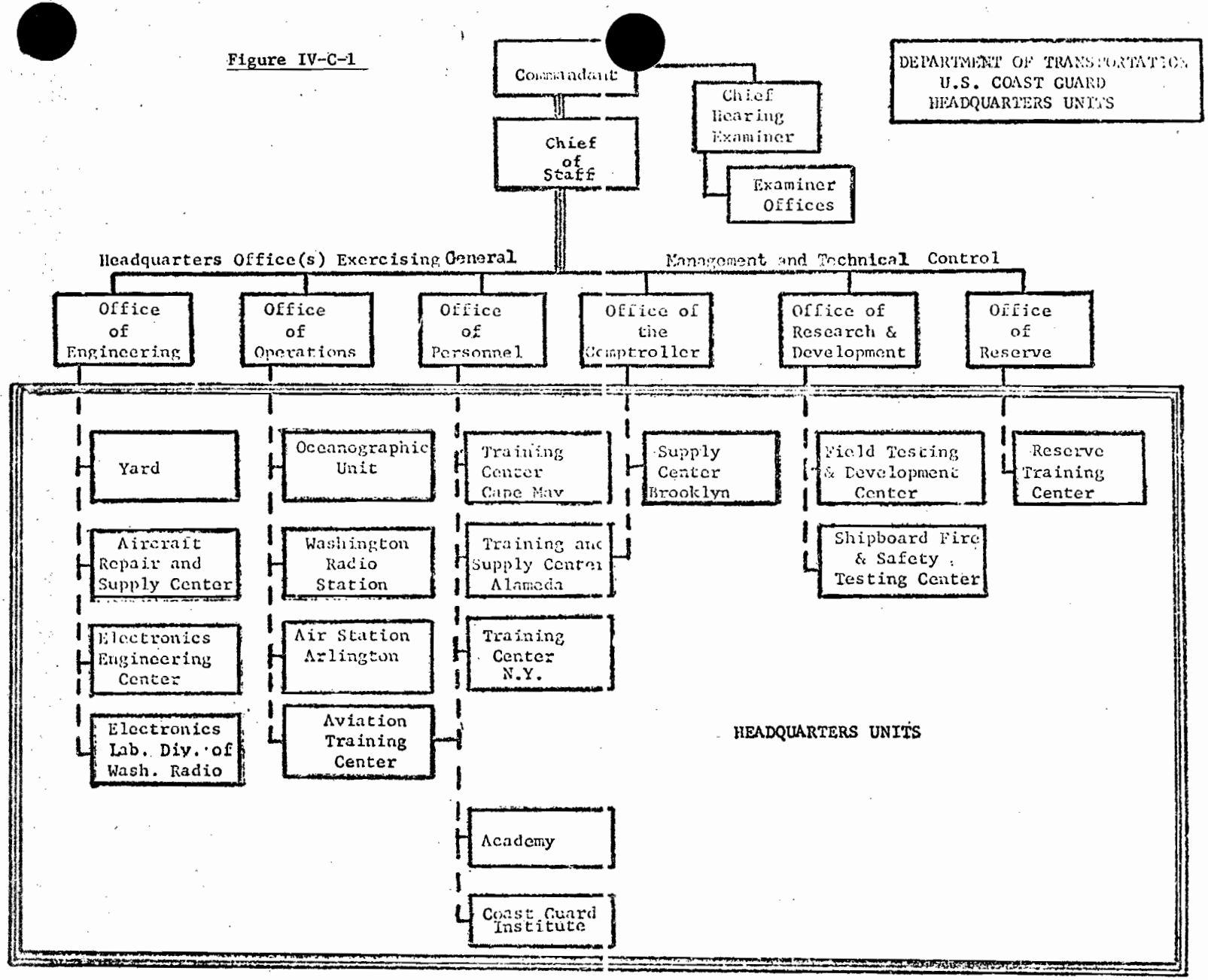
   h. Be Program Director for the Coast Guard Reserve Forces. (The Deputy Chief shall be Program Manager.)

Vertical line denotes change

C. HEADQUARTERS UNITS (FIELD)

Figure IV-C-1

DEPARTMENT OF TRANSPORTATION
U.S. COAST GUARD
HEADQUARTERS UNITS



C. HEADQUARTERS UNITS (FIELD)

1. General Description.

a. 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 level. Certain Coast Guard units, even though physically located within the geographical confines of a district, operate independently of jurisdiction by a District Commander. These units are known as Headquarters units and are responsible to the Commandant. Control authority over these units has been delegated to the Headquarters office chiefs with primary interest in the unit's mission.

c. Each of these Headquarters units has been established to satisfy a total service requirement, generally of a logistics nature. For example, the Yard effects major ship repairs upon Coast Guard vessels and engages in limited manufacturing activities. The Academy trains officers for a career in the Coast Guard to an extent commensurate with the demand.

d. 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.

e. Mission statements for Headquarters units are as follows:

ACADEMY
(New London, Conn.)

Mission: Prepare Cadets for careers as Commissioned officers in the U. S. Coast Guard by providing education and training in professional subjects, mathematics, engineering, the sciences, the humanities, and the social amenities; and provide for their religious and physical development.

AIR STATION ARLINGTON
(Arlington, Virginia)

Mission: Provide transportation for the Secretary of the Department of Transportation, certain members of his staff, the Commandant, certain members of his staff, and such other personnel as the Commandant may authorize.

AIRCRAFT REPAIR AND SUPPLY CENTER
(Elizabeth City, North Carolina)

Mission: Effect overhaul, major repair and modification of aircraft and aeronautical equipment; provide for procurement, storage, stock inventory control, accounting, issue and shipping of aircraft supplies, parts and aeronautical equipment; preserve, store and maintain replacement aircraft and parts; provide basic and advanced occupational specialty training for aviation personnel.

AVIATION TRAINING CENTER
(Mobile, Alabama)

Mission: Conduct basic operational training in Coast Guard helicopters; provide helicopter support for icebreaker missions; and conduct fixed wing SAR operations as directed by Commander, Eighth Coast Guard District.

ELECTRONICS ENGINEERING CENTER
(Wildwood, New Jersey)

Mission: Effect field tests on electronic equipment to develop working prototypes of various electronic devices being considered for service-wide use.

ADMINISTRATIVE LAW JUDGE OFFICES

Mission: Conduct hearings arising under Title 46, U. S. Code, section 239 or 239b.

Vertical line denotes change.

RESEARCH & DEVELOPMENT CENTER
(Groton, Connecticut)

Mission: Effect field tests under controlled service conditions and develop working protypes of various devices being considered for service-wide use.

SHIPBOARD FIRE & SAFETY TESTING FACILITY
(Mobile, Alabama)

Mission: Conduct tests to improve and develop shipboard fire protection equipment, systems, and techniques.

OCEANOGRAPHIC UNIT
(Washington, D.C.)

Mission: Coordinate the Coast Guard oceanographic program; collect and process oceanographic data; conduct research as required; provide support to the International Ice Patrol and conduct studies in accordance with international agreements and Federal law.

RESERVE TRAINING CENTER
(Yorktown, Virginia)

Mission: Train officer candidates; conduct basic officer indoctrination courses for newly commissioned officers; and conduct occupational specialty courses for officers and enlisted personnel.

SUPPLY CENTERS
(Brooklyn, N.Y. and Alameda, Calif.)

Mission: Effect the centralized procurement, inspection, storage, inventory control, accounting, issue and shipping of designated categories of material for Coast Guard units on a service-wide or regional basis.

TRAINING CENTERS
(Cape May, New Jersey and Alameda, California)

Mission: Process, indoctrinate and train Coast Guard recruits.

Vertical line denotes change.

TRAINING CENTER
(Governors Island, N.Y., N.Y.)

Mission: Conduct basic and advanced occupational speciality courses for officer and enlisted personnel.

WASHINGTON RADIO STATION
(Alexandria, Virginia)

Mission: Provide communications in support of Coast Guard operations; repair, overhaul, develop, fabricate and evaluate electronic equipment and communications systems as required.

YARD
(Baltimore, Maryland)

Mission: Effect major repairs and modifications to Coast Guard vessels and small boats; build Coast Guard vessels and boats as required; manufacture articles not readily obtainable from commercial sources; preserve, berth and maintain decommissioned Coast Guard vessels; store and issue shore-based spares and materials for Headquarters distribution.

D. COAST GUARD AREAS

D. COAST GUARD AREAS

1. General Description. The twelve Coast Guard districts are grouped under two Area Commands. The Coast Guard Atlantic Area, under the direction of the Area Commander in New York City, who also serves as Commander, Third Coast Guard District, consists of the First, Second, Third, Fifth, Seventh, Eighth, and Ninth Districts. The Coast Guard Pacific Area, administered by the Area Commander in San Francisco, serving also as Commander Twelfth Coast Guard District, is made up of the Eleventh, Twelfth, Thirteenth, Fourteenth and Seventeenth Districts.

2. Mission. To coordinate or direct emergency or contingency operations within the Area where a multi-district effort is required; to manage continuing operational and support activities which traverse district boundaries; and to administer an Area-wide inspection and improvement system.

3. Functions. Under the general direction of the Commandant, the Commander Atlantic Area and Commander Pacific Area shall serve as the intermediate echelon of command between the Commandant and intra-Area district commanders with responsibilities for:

   a. Continuing operational control over ocean stations, polar icebreakers, long-range aircraft on inter-district missions, the Area communications system, National Strike Force Teams (response to pollution incidents), the Automated Mutual Assistance Vessel Reporting System and marine science activities.

   b. Redeploying temporarily -- and coordinating or controlling -- personnel and facilities within the Area to meet emergent or contingent operational situations (primarily search and rescue, law enforcement on the high seas, and environmental protection).

   c. Directing a comprehensive inspection program within Area boundaries (covering HQ units and district offices as well as district operational units).

   d. Providing support for the preceding functions in the form of planning, training, evaluation and improvement.

Vertical line denotes change.

E. COAST GUARD DISTRICTS

Figure IV-E-1
US COAST GUARD DISTRICTS

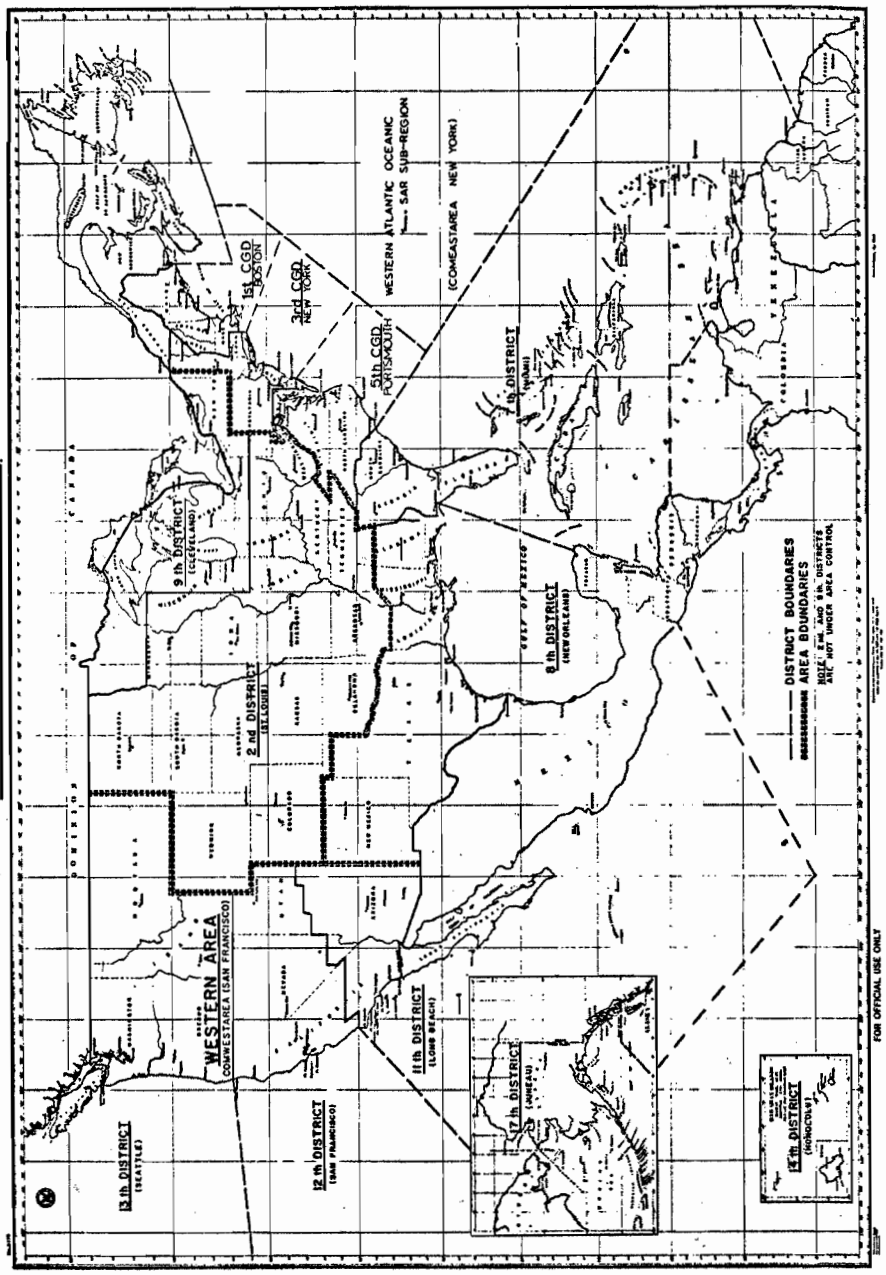
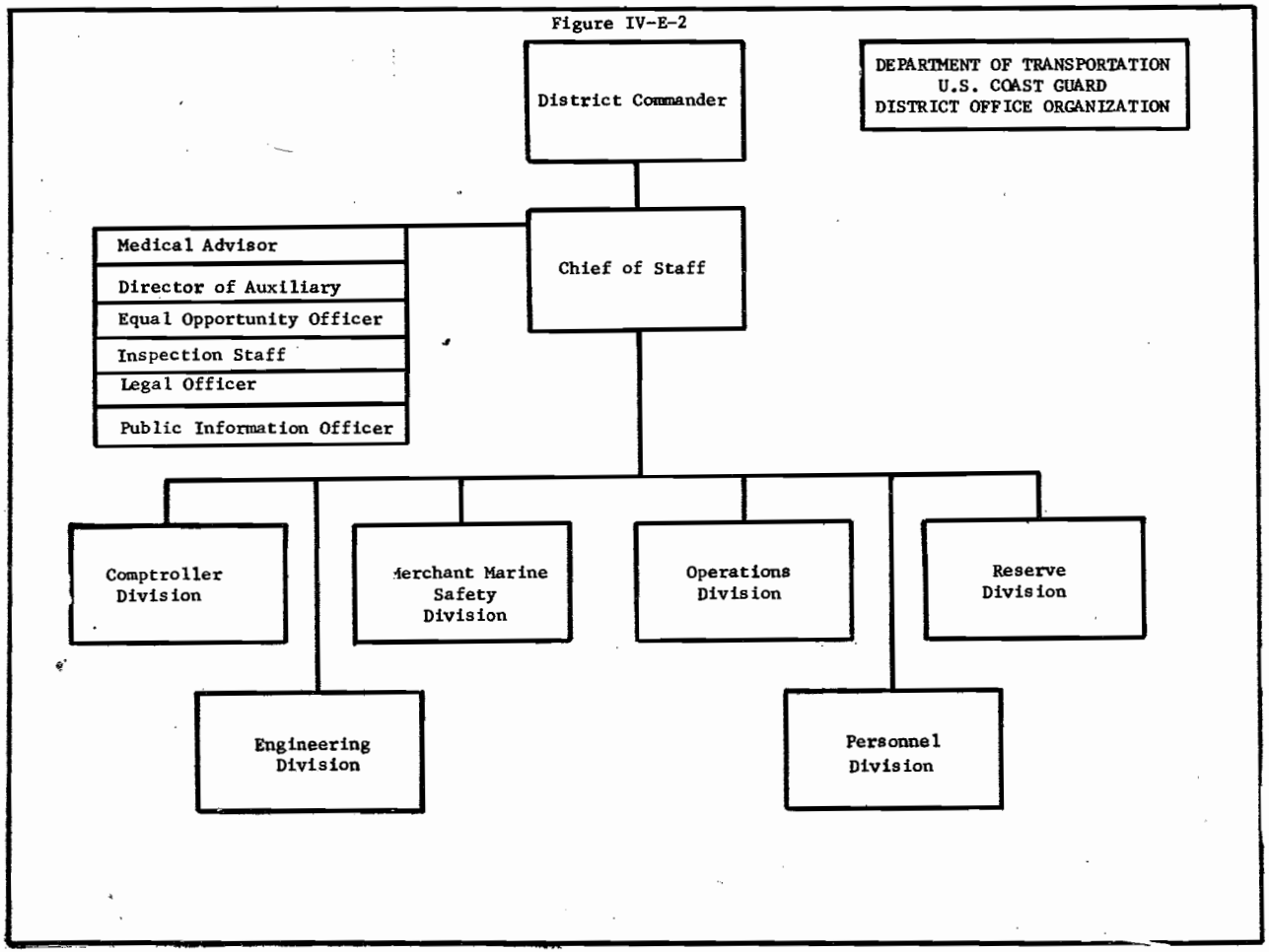


Figure IV-E-2


DEPARTMENT OF TRANSPORTATION
U.S. COAST GUARD
DISTRICT OFFICE ORGANIZATION
District Commander
Chief of Staff
Medical Advisor
Director of Auxiliary
Equal Opportunity Officer
Inspection Staff
Legal Officer
Public Information Officer
Comptroller Division
Merchant Marine Safety Division
Operations Division
Reserve Division
Engineering Division
Personnel Division

E. COAST GUARD DISTRICTS

1. The geographic chart of the Coast Guard districts is shown in figure IV-E-1.

2. The standard organization chart for a district office is shown in figure IV-E-2.

3. General Description. The basic organization of a district office is patterned closely after that of Headquarters. The District Commander has substantial latitude and flexibility in judgement 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.

4. Mission. To discharge the responsibilities of the Coast Guard within the geographical boundaries of the district.

5. Functions. As the direct representative of the Commandant, the District Commander shall:

   a. Administer Coast Guard programs and functions within his district.

   b. Assure the efficient, safe and economical performance of duties by district units and staff personnel.

   c. Establish and maintain a proper working relationship with the public generally and with the maritime industry specifically.

   d. Develop, direct and maintain programs and procedures for the indoctrination, training, discipline and proper utilization of district personnel. This function includes responsibility for administration of the civil rights program and the safety program.

6. District Shore Units. The following nomenclature is used to describe major district shore units. Appropriate adjectives are used to convey more specific information concerning each unit's mission.

Vertical lines denote change

a. Station. A Coast Guard activity with an operational mission or missions. An activity with more than one operational mission is designated a "Coast Guard Station." When a unit has only one operational mission, a modifier is placed before the word station; e.g. "Light Station". A district aviation unit is designated an "Air Station." The following are examples of stations with only one operational mission:

(1) Fog Signal Station
(2) Light Attendant Station
(3) Light Station
(4) Loran Station
(5) Port Safety Station
(6) Radiobeacon Station
(7) Radio Station

b. Base. A Coast Guard activity which maintains, services and repairs other Coast Guard units or facilities. A base may also furnish services and facilities to tenant units and operate certain units of its own.

c. Office. An administrative, special function, or mixed administrative/operational activity normally doing business from general purpose office space whether located in an office building or in a portion of another Coast Guard installation. Two "offices" that are important to the chain of command are the "Section Office" and the "Group Office". A Section Office exercises operational and administrative control over subordinate commands within certain geographical limits which are usually remote to the district office. A Group Office exercises operational and administrative control over designated Coast Guard units in the same general area. The following types of units have the "office" designation:

(1) Captain of the Port Office
(2) Group Office
(3) Liaison Office
(4) Marine Inspection Office
(5) Recruiting Office
(6) Resident Inspector Office
(7) Section Office

Vertical line denotes change

d. Depot. A unit designated a "Coast Guard Depot" is an activevity which repairs, maintains, services, stocks and issues aides to navigation and associated supplies and equipment. A "Supply Depot" procures, stocks, issues, and ships material carried in Coast Guard inventory accounts.

e. Detachment. A part of a Coast Guard activity which performs a function while physically separated from the parent unit. The following are examples of typical detachments:

(1) Activation Detachment
(2) Air Detachment
(3) Boating Safety Detachment
(4) Maintenance and Repair Detachment
(5) Marine Inspection Detachment
(6) Mobile Dental Detachment
(7) Ship Training Detachment

Vertical line denotes change

*U.S. GOVERNMENT PRINTING OFFICE: 1971-720-362/328 1-3

COAST GUARD

HEADQUARTERS

ORGANIZATION

MANUAL

COMDTINST M5400.13

DEPARTMENT OF TRANSPORTATION
UNITED STATES COAST GUARD

Address reply to:
COMMANDANT (CAM)
U.S. COAST GUARD
WASHINGTON, D.C.
20591

9 May 1967

LETTER OF PROMULGATION
CG-229-1

1. Purpose. This publication is a Headquarters supplement to Organization Manual CG-229, and prescribes the pattern of organization for Coast Guard Headquarters only. This manual fixes the areas of authority and responsibility which are hereby delegated to subordinate components of the Commandant, and assigns to various components of organization those functions which must be performed in order to attain the overall objectives of Coast Guard Headquarters as they relate to the entire Coast Guard organization.

~~2. Condition. The transfer of the U. S. Coast Guard as a major component of the Department of Transportation has been attended with significant changes in our internal organizational and functional structure. As a result, this initial publication will contain Functional Statements and Organization Charts on only those Offices which, for the present, remain relatively unchanged. These include the Office of the Comptroller, the Office of Engineering, the Office of Personnel, and the Office of Reserve. The remaining Offices which are in the process of reorganization will be included as such reorganization is completed.~~

This para. deleted by Amend. No. 1 dtd 1/7/70. CMK

2. Applicability. As noted in Coast Guard Organization Manual CG-229, the provisions of this manual are mandatory, not merely suggestive. A sound organization plan, clearly defined and well understood at all levels is indispensable to the successful conduct of the Coast Guard program.

3. Amendments. Changes to this manual will be published in consecutively numbered amendments. [illegible] shall be submitted to the

P. E. TRIMBLE
Vice Admiral, U. S. Coast Guard
Acting Commandant

PREFACE

An organization is created where two or more individuals combine their efforts to accomplish a task which no single individual can accomplish unaided. In such situations, it becomes necessary, therefore, for the head of the organization to divide his responsibilities among subordinates in successively lesser areas of responsibility. In passing down responsibilities, however, he, at the same time, passes down so much of his authority as is commensurate with the responsibilities to be discharged; nevertheless, he must retain end responsibility.

The intent of this Manual is to provide a general description of the organizational and functional structure of Coast Guard Headquarters and serve as a supplement to Coast Guard Organizational Manual CG-229. In developing the pattern of Headquarters Organization and the Headquarters Organization Manual CG-229-1, every effort has been made to assure adherence to and consistency with the commonly accepted basic principles of organization and management.

For a broader view of the Coast Guard Organization and more detailed information concerning the characteristics of organization, the principles of management, and a glossary of management terms, it is suggested that liberal use be made of Coast Guard Organization Manual CG-229.

METHOD OF AMENDING

All changes to the Headquarters Organization Manual will be issued in the form of signed, serially numbered amendments. Each amendment will transmit new or revised pages and will contain a brief description of the change being effected together with such other specific instructions as may be necessary. New or revised pages will bear a notation of the amendment by which they were transmitted. Holders of Manual shall insure up-to-date maintenance of all copies of the manual furnished to their units.

RECORD OF AMENDMENTS

AMENDMENT NO.	DATED	DATE ENTERED	ENTERED BY
1	1/9/70	3/4/70	G. M. Kochnisky
2	5/21/71	6/11/71	Barbara C. Bright
3			
4			
5			
6			
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11			
12			
13			
14			

★ PROCEDURE FOR AMENDING ORGANIZATIONAL AND FUNCTIONAL STRUCTURE

1. The procedure for amending the organizational and functional structure of Headquarters is as follows:

a. Headquarters offices shall submit, in triplicate and in HQ manual format where possible, all proposals for organizational changes. Functional statements shall be transmitted by a memorandum identifying the material to be added, revised, or deleted from the existing manual, describing the need for the change, the objectives to be gained by it, and identifying any predictable changes in personnel requirements. Separate functional statements shall be submitted for each proposed new unit or alteration of existing unit. Action on requests for change cannot be taken until such statement has been received.

b. The Management Analysis Division will notify the requesting office and the Civilian Personnel Division of all approved organizational changes. The latter will then assign organizational element codes as needed.

2. Each office is advised to maintain, for its own use and information, a file of action taken on each proposal for alteration of the Manual.

* * * * * *

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HEADQUARTERS ORGANIZATION

★ INTRODUCTION TO HEADQUARTERS ORGANIZATION

A. GENERAL DESCRIPTION OF COAST GUARD HEADQUARTERS ORGANIZATION AND MISSIONS.

1. The Headquarters organization is structured to provide the Commandant with the administrative, technical and other support services needed to administer and manage functions assigned by law or delegated to him by the Secretary of Transportation.

2. In order to carry out Coast Guard missions effectively the staff components within the Headquarters organization perform tasks as assigned by this Manual and exercise authority as delegated by superiors in the chain of command.

3. Functions of the major components of Headquarters organization are summarized below:

a. The Commandant generally administers the Service and prescribes broad policy for its government.

b. The Chief of Staff assists the Commandant and the Assistant Commandant in the general administration of the Service and acts as principal management advisor.

c. The Office of Civil Rights has staff responsibility for assuring full and affirmative implementation of civil rights and equal opportunity within the Coast Guard and representing organizations.

d. The Office of Public and International Affairs has staff responsibility for advising the Commandant on external matters as they relate to Coast Guard operations.

e. The Inspector General has staff responsibility for developing, implementing, and monitoring a service-wide inspection and evaluation system aimed at furthering Coast Guard mission effectiveness.

f. The Office of Chief Counsel has staff responsibility for handling all legal matters for the Service.

g. The Office of the Comptroller has staff responsibility for developing and administering the total Coast Guard fiscal and supply system.

h. The Office of Engineering has staff responsibility for developing and administering the total program for design, construction, and altering Coast Guard vessels, aircraft, shore stations, electronics, etc.

i. The Office of Merchant Marine Safety has staff responsibility for establishing and enforcing safety standards for U. S. commercial vessels, including the licensing of merchant marine personnel.

j. The Office of Operations has staff responsibility for performing search and rescue, law enforcement, icebreaking, aids to navigation, marine sciences, and other services on U. S. waters.

k. The Office of Personnel has staff responsibility for developing and administering a program of recruiting, training, assignment, retirement, etc., for civilian and military personnel.

l. The Office of Research and Development has staff responsibility for developing, coordinating, and directing a program of research and development responsive to Coast Guard long-range objectives, immediate requirements, and advancing technology.

m. The Office of Reserve has staff responsibility for developing and administering a training program for Coast Guard Reservists.

n. The Office of Boating Safety has staff responsibility for providing facilities, services and protective measures aimed at making the operation of small craft on the waters of the United States both pleasurable and safe.

o. The Office of Chief Medical Officer has staff responsibility for developing and implementing the overall health, dental, nursing, and sanitation programs of the Coast Guard.

★ B. COAST GUARD HEADQUARTERS ORGANIZATION CHARTS

	CHART
U.S. COAST GUARD HEADQUARTERS ORGANIZATION	* A
The Commandant (To Be Added)	1-A
Office of Civil Rights	1-A1
Headquarters Civil Rights Staff	1-A2
Civilian Equal Opportunity Division	1-A3
Military Equal Opportunity Division	1-A4
Title VI and Contract Compliance Division	1-A5
Office of Public and International Affairs	1-A6
Public Information Division	1-A7
Legislative Affairs Division	1-A8
International Affairs Division	1-A9
Ports and Waterways Liaison Division	1-A10
Telecommunications Liaison Division	1-A11
Inspector General	1-A12
Safety Staff	1-A13
PART II	
Chief of Staff (To Be Added)	2-A
Management Analysis Division	2-A1
Programs Division	2-A2
Plans Evaluation Division	2-A3
Budget Division	2-A4
Administrative Services Division	2-A5
Data Systems Division	2-A6
PART III	
Office of the Comptroller	3-A
Accounting Division	3-A1
Internal Audit Division	3-A2
Payment and Claims Division	3-A3
Supply Division	3-A4

* Shown as Chart 2A in CG-229, and as Chart IV-B-1 in Department of Transportation Manual.

OFFICE	CHART
PART IV	
Office of Engineering	4-A
Aeronautical Engineering Division	4-A1
Civil Engineering Division	4-A2
Electronics Engineering Division	4-A3
Naval Engineering Division	4-A4
Ocean Engineering Division	4-A5
PART V	
Office of Merchant Marine Safety (To Be Added)	5-A
Merchant Marine Technical Division	5-A1
Merchant Vessel Inspection Division	5-A2
Merchant Vessel Personnel Division	5-A3
Hazardous Materials Division	5-A4
Merchant Vessel Documentation Division	5-A5
PART VI	
Office of Operations (To be added)	6-A
PART VII	
Office of Personnel	7-A
Officer Personnel Division	7-A1
Civilian Personnel Division	7-A2
Training and Procurement Division	7-A3
Enlisted Personnel Division	7-A4
Medical Division	7-A5
Personnel Services Division	7-A6
PART VIII	
Office of Reserve	8-A
Reserve Programs Division	8-A1
Reserve Administration Division	8-A2
Reserve Training Division	8-A3

PART IX

OFFICE OF RESEARCH AND DEVELOPMENT (D) (To be added)..... 9-A

PART X

OFFICE OF BOATING SAFETY (B) (To be added)..... 10-A

PART XI

OFFICE OF CHIEF COUNSEL (L) (To be added)..... 11-A

PART XII

OFFICE OF CHIEF MEDICAL OFFICER (K) (To be added)..... 12-A

★ C. GENERAL FUNCTIONAL STATEMENTS

1. The assignment of specific responsibilities to the chief of a component of organization bestows upon that person the necessary authority to act in those areas.

2. Certain responsibilities are common to the heads of all components of organization in Headquarters. To reduce or eliminate repetitious material in each individual functional statement, these will be listed under the common head "Statement of General Responsibilities," Introduction to Headquarters Organization, page 10.

3. Although care has been taken to present the contents of this manual in a simplified form, and to make clear-cut and comprehensive statements, error or omission may exist. Any deficiencies noted should be brought to the attention of the Commandant (CMA) promptly.

★D. STATEMENT OF GENERAL RESPONSIBILITY

In the accomplishment of his objectives, the chief of each organizational component shall be responsible for:

1. The indoctrination, coordination, and discipline of all personnel reporting to him. Discipline is used here in its broad sense of complete conformation to every rule of conduct contributing to morale and efficiency.

2. The coordination of activities of his component with the activities of each other component.

3. The simplification and consolidation of all activities under him, and the elimination of such of those activities as are not essential.

4. Assisting other component chiefs as required.

5. Maintaining an adequate record of information for immediate and future reference purposes.

6. Preparing and rendering reports or returns required as a consequence of the activities under him and processing such reports and returns prior to release. This includes the responsibility for keeping informed of those activities all higher authority and others who may appropriately need to know.

7. Keeping currently informed on matters which will contribute to the efficiency of his component.

8. The preparation and distribution of such directives and instructions relating to his assigned functions as may be necessary in order to secure uniform interpretation, understanding, and performance of those functions.

9. Maintaining internal liaison with other organizational components on matters in which there is a mutual concern, and maintaining external liaison with other Federal agencies or outside organizations performing similar or associated functions.

10. Complying with the commonly accepted tenets and principles of organization, particularly as they relate to military staff organization, and for conforming his activities to established service doctrine.

11. The discharge of any responsibility which might otherwise be imposed upon him by Coast Guard Regulations or by any effective order or directive of the Commandant.

PART I

★ THE COMMANDANT (C)

The Commandant, as the senior officer of the Coast Guard, acting under the general supervision of the Secretary of the Department of Transportation, is responsible for administering the Service in an economical and efficient manner. He prescribes broad policies for the government of the Service and generally directs, supervises, and coordinates Service endeavor and performance. He guides the legislative programs of the Service and requires compliance with the statutory obligations and requirements imposed upon it. He establishes and maintains effective liaison and relations with other agencies of the Federal Government and with the public in general. Additionally and from time to time, he serves on interdepartmental or international bodies concerned with matters in which the Coast Guard has a substantial interest.

★ ASSISTANT COMMANDANT (CA)

The Assistant Commandant shall assist the Commandant, as directed, in the general administration of the Service and shall act as Commandant in the absence of the latter. (There will be maximum flexibility in the allocation of authority and responsibility between the Commandant and the Assistant Commandant so that adjustments can readily be made from time to time as the volume and nature of work necessitate.) The Assistant Commandant shall keep informed of the approved policies and programs of the Commandant at all times in order that uniformity of decision and continuity of action may be constantly assured. The Assistant Commandant shall determine the action on matters submitted to the Commandant which do not require the personal attention of the Commandant, and he shall develop recommendations as to the action to be taken on matters which require the Commandant's personal attention. He shall cause to be maintained, through the Chief of Staff, an effective coordination of the activities of the several components of organization at Headquarters with particular reference to resolving questions that might arise as to their respective responsibilities and the manner of integrating the efforts of the several offices. He shall consider and take appropriate action upon appeals from actions or decisions of the Chief of Staff that may be entered by Chiefs of Offices at Headquarters; and generally supervise the activities of the Chief, Office of Public and International Affairs.

★ SPECIAL ASSISTANT TO THE COMMANDANT

Under the direction and supervision of the Commandant, the Special Assistant shall:

1. Research and compile material for use in preparing speeches for the Commandant.

2. Develop and implement special projects as directed by the Commandant.

★ CHIEF HEARING EXAMINER (CE)

Under the general direction and supervision of the Commandant, the Chief Hearing Examiner shall:

1. Act as an advisor and special assistant to the Commandant in all non-legal matters involving or affecting hearing procedures conducted pursuant to R.S. 4450 (46 USC 239), as amended, and the Administrative Procedure Act, as amended (5 USC, Sec. 1001-1011), and regulations promulgated thereunder (46 CFR 137).

2. Initiate or review proposals in connection with the development of standard hearing practices and procedures.

3. Indoctrinate the field Hearing Examiners.

4. Coordinate the activities of the several field Hearing Examiners and review cases heard by such Examiners in order to insure adherence to policy and compliance with regulations and instructions, and to secure a uniform level of efficiency in the performance of duty by the Hearing Examiners.

5. Hear and adjudicate cases, personally, which in the opinion of the Commandant are of such scope or implication as to warrant hearing and adjudication by an Examiner who possesses highly specialized knowledge and is capable of the exercise of special skill.

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

★ Science Advisor to Commandant

The Science Advisor to the Commandant, as the Chief Scientist of the Coast Guard, shall:

1. Serve as the principal advisor and consultant on scientific matters to the Commandant and other Coast Guard officials, and participate fully as one of the Commandant's immediate staff in the planning, development, and implementation of broad technical and scientific policies and programs of the Coast Guard.

2. Advise as to direction and scope of the total scientific program, and exercise a major influence over its accomplishment.

3. Review and evaluate for the Commandant the scientific programs and achievements of the Coast Guard, and recommend changes aimed at assuring that scientific effort is properly channeled and applied toward realization of objectives.

★ MERCHANT MARINE COUNCIL (CMC)

The Merchant Marine Council, under the chairmanship of the Chief, Office of Merchant Marine Safety, serves as a deliberative body to advise the Commandant as to policy concerning marine safety. It has no operating authority or responsibility, and is composed of ex-officio members by virtue of position assignment in Coast Guard Headquarters and of members specifically designated on a permanent basis or temporarily. When the Council is not in session, the Merchant Marine Council Committee, composed of Headquarters ex-officio members and other members as designated, may act on behalf of the Council and consider all matters referred to the Council. Specifically the Council shall:

1. Consider marine safety regulations published in 46 CFR Chapter I; rules of the road as published in 33 CFR Chapter 1; requirements governing artificial islands and fixed structures on the Outer Continental Shelf; oil pollution on the high seas; and, when directed, Great Lakes pilotage matters: (33 CFR Parts 67, 80 to 105, inclusive, 121 to 146, inclusive, 151; 46 CFR Chapter III).

2. Consider approvals of equipment or materials required by marine safety laws and regulations referred to in paragraph 1 above.

3. Conduct public hearings or other rule-making procedures with respect to marine safety regulations described in paragraph 1 above or on other matters when so directed by the Commandant.

4. Provide a forum for the consideration of problems concerning the public and the maritime industry.

★ THE EXECUTIVE SECRETARY, MERCHANT MARINE COUNCIL (CMC)

The Executive Secretary is a permanent member of the Merchant Marine Council. In the day-to-day performance of duties he is under the direction and supervision of the Chief, Office of Merchant Marine Safety in his capacity as Chairman, Merchant Marine Council. Specifically, he shall:

1. Review and supervise the policy aspects of those matters required to be published in the Federal Register as either rules and regulations or as notices.

2. Prepare, as directed, the agenda for meetings of the Merchant Marine Council and of the Committee of the Council; record the minutes of meetings of the Council and of the Committee of the Council; maintain required files and records pertinent to the Council and the Committee of the Council; prepare the recommendations of the Merchant Marine Council regarding rules and regulations, type approvals, and such other matters as may be referred to him in proper form for approval by the proper authority.

3. Notify interested parties of proposed changes in rules and regulations as required by the Administrative Procedure Act.

4. Issue and have available for distribution an adequate supply of all rules and regulations approved by proper authority.

5. Compile and distribute the "Proceedings of the Merchant Marine Council", and the "Merchant Marine Safety Manual."

6. Assist, as required, the Chairmen of the several panels of the Council in arranging panel meetings and otherwise.

* * * * * *

Those members of the Council who are assigned to duty at Headquarters constitute the Committee of the Council.

Under specific procedures prescribed in existing directives, the Committee of the Council shall:

1. Review proposed regulations and type approvals to be considered by the Council.

2. Prepare the agenda for regular sessions of the Council.

3. Consider other matters referred to it by the Commandant.

* * * * * *

The Merchant Marine Council Staff, under the direction and supervision of the Executive Secretary, Merchant Marine Council, shall:

1. Provide the administrative support for the Merchant Marine Council and the Merchant Marine Council Committee as well as those services necessary to have required regulations or notices published in the Federal Register.

★ OFFICE OF CIVIL RIGHTS (H)

Under the general direction and supervision of the Commandant, the Chief, Office of Civil Rights shall:

1. Be the principal staff advisor to the Commandant on civil rights and equal opportunity matters to assure full and affirmative implementation of civil rights and equal opportunity precepts within Coast Guard, within representing organizations, and in connection with recipients of Coast Guard-sponsored Federal assistance.

2. Consistent with Departmental policies, programs, standards and procedures, develop and recommend to the Commandant implementing policies and programs; and as authorized, issue implementing standards and procedures, to assure:

a. Equal opportunity in internal Coast Guard employment practices (consistent with Executive Order 11246, as amended by Executive Order 11375, and Civil Service Commission regulations).

b. Equal opportunity in the employment practices of Coast Guard contractors, subcontractors, and related organizations, such as material suppliers and labor unions (Civil Rights Act of 1964, Executive Order 11246, as amended, and regulations of the Department of Labor and Department of Justice).

c. Equal opportunity by recipients of Coast Guard sponsored Federal assistance and related organizations (Civil Rights Act of 1964, Executive Order 11246, as amended, and regulations of the Department of Labor and Department of Justice).

d. That all Coast Guard programs and activities affecting housing and urban development are administered in an affirmative manner to further the purpose of the Fair Housing provision of Title VIII of the Civil Rights Act of 1968.

e. That investigations of alleged or suspected discriminatory practices as well as compliance reviews are conducted by, or are guided by, civil rights specialists regularly assigned to civil rights organizational elements of the Administration's headquarters or field elements.

f. That technical advice and guidance on civil rights matters are provided to Coast Guard officials and organizations regularly charged with contract and grant-in-aid administration.

g. That affirmative actions are taken to support total Federal equal opportunity programs.

3. Evaluate implementation by Headquarters and field elements of approved policies, programs, standards and procedures.

4. Serve as the Coast Guard Equal Employment Opportunity Officer (consistent with Executive Order 11246, as amended, and regulations of the Civil Service Commission).

5. Serve as the Coast Guard Contract Compliance Officer (Executive Order 11246, as amended, and regulations of the Department of Labor).

6. Serve as the Coast Guard Title VI Coordinator (Title VI of the Civil Rights Act of 1964, Executive Order 11247 and regulations of the Department of Justice).

7. Provide for or conduct in-depth equal opportunity compliance reviews (a) deemed necessary to assure effective program implementation and (b) requested by higher authority; and conduct such reviews related to contracting and grant-in-aid activities of Headquarters elements of the Coast Guard.

8. Conduct liaison with the Departmental Office of Civil Rights, Office of the Secretary of Transportation, and develop or coordinate the development of civil rights and equal opportunity reports prescribed by OST.

★ HEADQUARTERS CIVIL RIGHTS STAFF (HC)

Under the general direction and supervision of the Chief, Office of Civil Rights, the Headquarters Civil Rights Officer shall:

1. Prepare supplemental directives as necessary to establish an effective Civil Rights Program in Headquarters.

2. Be responsible for evaluating results of the military and civilian civil rights program at Coast Guard Headquarters and recommending remedial action.

3. Review directives, implementation plans, and policies relating to Civil Rights matters within Headquarters to determine consistency with the law and Executive Orders.

4. Advise and counsel HQ officials and military and civilian personnel on matters pertaining to the Civil Rights Program.

5. Investigate complaints of discrimination made by military and civilian members at Headquarters, when so directed by the Department of Transportation.

★CIVILIAN EQUAL OPPORTUNITY DIVISION (HCE)

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

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

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

3. Review internally-developed plans, policies, directives, etc., relating to civil rights matters affecting Coast Guard civilian personnel to assure that they are consistent with laws and issuances of higher authority.

4. Coordinate and investigate complaints of discrimination by civilian personnel, when so directed by the Department of Transportation.

5. Assist and advise Coast Guard managers and civilian members on civil rights matters.

★ MILITARY EQUAL OPPORTUNITY DIVISION (HME)

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

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

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

3. Review internally-developed plans, policies, directives, etc., relating to civil rights matters affecting Coast Guard military personnel to assure that they are consistent with laws and issuances of higher authority.

4. Coordinate and investigate complaints of discrimination by military personnel, when so directed by the Department of Transportation.

5. Maintain a continuing surveillance of external civil rights matters, including housing, relating to Coast Guard military personnel and when necessary initiate corrective action within the framework of applicable laws and issuances.

6. Assist and advise Coast Guard managers and military members on civil rights matters.

★ TITLE VI & CONTRACT COMPLIANCE DIVISION (HTC)

Under the general direction and supervision of the Chief, Office of Civil Rights, the Chief, Contract and Title VI Compliance Division shall administer E.O. 11246 and Title VI, C.R. Act of 1964, as follows:

Contract Compliance (Executive Order 11246)

1. Develop procedures, guidelines and directives necessary to implement the provisions of Executive Order 11246 (contract compliance).

2. Be responsible for contract compliance reviews as defined by Departments of Labor and Transportation regulations.

3. Review prospective contractor's equal opportunity compliance status, when pre-award reviews are required, and notify contracting officer or approving officer of any deficiencies found to exist.

4. Seek compliance with the objectives of Executive Order 11246 by conference, conciliation, mediation or persuasion.

5. Notify the Departmental Director of Civil Rights of any formal complaints alleging discrimination in violation of the equal opportunity clause.

6. Prepare contract compliance reports required by DOT directives.

Title VI Compliance (Civil Rights Act of 1964)

7. Develop procedures, guidelines and directives necessary to implement the provisions of Title VI, Civil Rights Act of 1964 to insure compliance with equal opportunity principles and objectives by organizations receiving funds or other benefits through advantageous relations with the Coast Guard.

8. Carry out reviews to ascertain compliance with Title VI provisions, and initiate corrective measures by conference, conciliation, mediation or persuasion, when possible, or by official action when necessary.

9. Notify the Departmental Director of Civil Rights promptly of any formal complaints alleging violation of Title VI.

10. Prepare reports on Title VI matters as required by DOT directives.

★OFFICE OF PUBLIC AND INTERNATIONAL AFFAIRS (A)

Under the direction and supervision of the Commandant and Assistant Commandant, the Chief of the Office of Public and International Affairs shall:

1. Advise and assist the Commandant and Assistant Commandant on Coast Guard external public, international affairs, and protocol matters.

2. Advise and assist the Commandant in his capacity as Chairman and provide the Executive Secretary of the U. S. National Committee for Prevention of Pollution of the Seas by Oil and the SOLAS Subcommittee.

3. Develop and implement comprehensive public and international affairs programs to promote Coast Guard and Departmental objectives with the public, Congress, international and intergovernmental committees and organizations, industry, labor, state, and local governments.

4. Coordinate Coast Guard external relations with Departmental policy and maintain close liaison with the Department of Transportation Assistant Secretary for Public Affairs and the Assistant Secretary for Policy and International Affairs.

5. Coordinate the international Coast Guard programs administered by the Program Managers, insure their consistency with Coast Guard and Departmental policy.

6. Act as Committee Management Officer for the Coast Guard. Determine and assign Coast Guard representatives at international conferences and on interagency and advisory committees. Administer the maintenance of committee management records.

7. Supervise and coordinate the activities of the Public Information, Legislative Affairs, International Affairs, Ports and Waterways Liaison, and Telecommunications Liaison Division.

8. Coordinate Coast Guard external relations with maritime, domestic shipping, port, and inland waterway groups.

9. Develop coordinated positions and advise the Commandant on external issues arising from administering the Great Lakes Pilotage and former Corps of Engineers bridge functions. Maintain liaison with FHWA and FRA and non-Federal agencies on matters involving location and alterations of bridges, etc.

10. Administer the Coast Guard program to improve communications with the public.

11. Through the Chief of Staff, advise Office Chiefs, and District Commanders of problem areas in external relations, and Departmental policy in these areas.

12. Supervise the coordination and management of the Coast Guard program to afford the public freedom of access to appropriate government materials.

13. Coordinate Coast Guard external relations with the Department of State, foreign embassies, and foreign governments for all new ventures or new extensions or revisions of existing relationships until the project becomes routine within the normal operational framework.

14. Insure timely and appropriate pursuit and coordination of all approved legislative proposals of the Coast Guard as well as referrals of other proposed legislation for comment or opinion by the Coast Guard.

★ ADMINISTRATIVE ASSISTANT

Under the direction and general supervision of the Chief, Office of Public and International Affairs, the Administrative Assistant shall:

1. Perform the duties of Directives Control Point.

2. Maintain liaison with the Civilian Personnel Division and advise supervisors of the Office of Public and International Affairs on civilian personnel matters.

3. Assist in the preparation and review of position descriptions and performance standards of civilian personnel within the Office of Public and International Affairs and its Divisions.

4. Initiate correspondence on personnel actions.

5. Counsel and advise clerical personnel in the interest of improved work performance.

6. Counsel and advise personnel of education and training opportunities available.

7. Disseminate information and answer questions of civilian employees regarding leave, promotion, discipline, policies and procedures, and civilian personnel regulations.

8. Prepare printing requirement estimates and coordinate publications requirements of the Office of Public and International Affairs and its Divisions.

9. Direct the mail and file units of the Office and its Divisions, including records management, classified correspondence, etc.

10. Receipt for and route, classified and unclassified mail and messages, ensure that proper mail accounting systems are maintained.

11. Prepare time and attendance records, grant civilian leave, and maintain civilian personnel records.

12. Rate performance and maintain discipline of Office civilian personnel.

★ STAFF ASSISTANT (General)

Under the direction and supervision of the Chief, Office of Public and International Affairs, the General Staff Assistant shall:

1. Perform the duties of Classified Material Control Officer.

2. Perform the duties of the Emergency Destruction of Classified Material Officer; maintain list of personnel authorized to handle Secret and Confidential material, and a list of personnel occupying sensitive positions.

3. Perform the duties of Disaster Control Officer for the Office of Public and International Affairs.

4. Perform the routine duties associated with the Office of Public and International Affairs function as Committee Management Officer. Maintain current list of national and international boards and committees on which Coast Guard Headquarters has membership. Publish periodically the consolidated listing for distribution within Headquarters.

5. Coordinate and maintain necessary records for administrative travel for the Office of Public and International Affairs and its Divisions. Recommend increases or decreases in travel funds as dictated by operating requirements.

6. Maintain current the subscriptions to periodicals required by the Chief of the Office.

7. Serve as property officer for the Office of the Chief.

8. Maintain current the Office library of reference publications, both internal and external.

9. Assist in the preparation of the necessary documentation to affect changes in resources required by changes in functional tasks or changes in emphasis of the programs of the Office of Public and International Affairs and its several divisions.

10. Perform other staff duties as directed.

★ PUBLIC INFORMATION DIVISION (API)

Under the direction and supervision of the Chief, Office of Public and International Affairs, the Chief, Public Information Division shall:

1. Develop plans for the public information program of the Coast Guard with a view toward promoting public and internal knowledge and understanding of the activities and missions of the Service.

2. Conduct the public information program of the Coast Guard, utilizing all available public information media, including general releases to newspapers and press associations, "hometown" stories and photographs, radio and television broadcasts, national advertisements, magazine articles, motion pictures, special exhibits and art presentations.

3. Coordinate the public information program of the Coast Guard with that of the Department of Transportation and other agencies, as well as Coast Guard field units, and assure compliance with departmental policies in this regard.

4. Indoctrinate field personnel relative to basic public information policies, doctrines, and procedures; give guidance to field personnel in matters pertaining to their local methods and problems.

5. Prepare, give clearance, cause the distribution of public information material such as pamphlets, booklets, magazine articles, radio and television and motion picture scripts, speeches, films, pictures, and other visual materials; review for clearance material received in accordance with existing directives.

6. Survey and analyze public opinion regarding the Service; advise as to the public relations implications of proposed programs or policies of the Coast Guard; make appropriate recommendations relative to improvement in Service activities based on analysis of public opinion.

7. Maintain continuing liaison with the press and other mass information media to facilitate the release of information; collect and clear information for release; and answer inquiries of these media and the public.

8. Advise the Office of Personnel concerning the training and assignment of public information personnel.

9. Provide coordination and policy direction for the Audio Visual Unit, Hollywood, Calif.; the Coast Guard Exhibit Center, Silver Spring, Md.; and the Fleet Home Town News Center Coast Guard Detail, Great Lakes.

10. Provide overall guidance, coordination and policy determination for the Coast Guard History Program, the operation of Coast Guard museums, the general preservation of Coast Guard artifacts within the Service, and the donation of Coast Guard memorabilia to qualified donees.

11. Coordinate the cooperative public information efforts of the Coast Guard, the Coast Guard Reserve, the Coast Guard Auxiliary and retired personnel.

12. Coordinate the activities of the Coast Guard Band when appearing in other than the New London area, and the Coast Guard Honor Guard and Drill Team.

13. Coordinate all launchings and commissionings of major vessels, change of command and other important ceremonies, provide lists of proposed sponsors and dignitaries, arrange transportation, accommodations, invitations, and speeches as necessary. Coordinate all parade and ceremonial representations, dedications, presentations, and ship visits in the greater Washington, D. C. area.

14. Advise on protocol matters as they pertain to Coast Guard ceremonies and functions.

15. Coordinate and/or originate directives and messages, such as:

a. Commemorating Holidays and anniversaries.

b. Directing participation and cooperation in ceremonies of other Federal agencies and celebrations established by Presidential Proclamation.

c. Notifying observance of death and funeral services of the civil officials referred to in Section 20-10-1 Coast Guard Regulations.

16. Ensure compliance with the new visual identification program and provide an image review of all Coast Guard publications and documents.

17. Provide editorial, layout, makeup, art and printing format services, photographic and illustrator services for Headquarters staff components as requested.

18. Coordinate and manage the Coast Guard program to afford the public freedom of access to appropriate government materials.

19. Provide liaison, guidance, support and coordination to the Navy League and the Coast Guard elements thereof with respect to Coast Guard policies and programs.

20. Serve as central coordinating point relative to the recreational activities of the Coast Guard Youth Opportunity Campaign.

★ SPECIAL ASSISTANT FOR NAVY LEAGUE MATTERS

Under the direction and supervision of the Chief, Public Information Division, the Special Assistant for Navy League Matters shall:

1. Provide important continuity and be responsible for upholding the prestige and image of the Coast Guard in exchanges with the Navy League.

2. Strive constantly to hold the confidence of the Navy League and to provide the aid and assistance required by the League.

3. Maintain close and continuing contacts with the Navy League officers.

4. Determine the need for and the nature of League assistance which may be desired.

5. Participate in planning and implementing League involvements in major publicity projects to further important Coast Guard programs.

6. Serve as principal liaison with the Civil Relations Division of the Office of the Chief of Information of the Navy.

7. Provide Service materials to the Navy League for publication, promotional and educational literature. Prepare articles, press materials, radio and television matters for release by the Navy League concerning the Coast Guard.

8. Facilitate Navy League participation in or sponsorship of orientation cruises, tours, visits, open houses, exhibits, etc. of the Coast Guard.

9. Have a thorough working knowledge of media requirements and methods including TV, radio, newspapers, periodicals, and must maintain contact with the principal Washington representatives thereof so as to facilitate the placement of Coast Guard stories and press releases.

10. Maintain a continuing liaison and working knowledge of operation of Service oriented groups such as the American Legion, the Veterans of Foreign Wars, the Military Order of the World Wars, the Reserve Officers Assn., etc.

11. Maintain specific liaison with and keep abreast of the operations of Navy and Marine Corps oriented groups such as the Marine Corps League, the joint Navy-Marine Corps Council, the Fleet Reserve Assn., the Naval Reserve Assn., etc.

★ MOTION PICTURE/TV BRANCH (API-1)

Under the direction and supervision of the Chief, Public Information Division, the Chief, Motion Picture/TV Branch shall:

1. Photograph, process, catalog and store original stock motion picture footage for the Coast Guard.

2. Produce and distribute all public information, training, documentary or special purpose films of the Coast Guard. Assist the field in authorized productions.

3. Provide coordination, guidance, and policy direction for the Audio-Visual Unit, Hollywood, California, as a special unit (a) to provide liaison with the motion picture, television, and radio industry, (b) to review manuscripts and shooting scripts to determine the good taste, propriety, and accuracy of the scripts, and (c) to act as technical advisor on such productions.

4. Service requests for Coast Guard stock footage from within and without the Service.

5. Operate and direct the Headquarters still photo activities. Provide still equipment, motion picture projection services and equipment, and audio-visual equipment at Coast Guard Headquarters.

6. Maintain and operate a sound recording and reproduction facility.

★ MEDIA REIATIONS BRANCH (API-2)

Under the direction and supervision of the Chief, Public Information Division, the Chief, Media Relations Branch shall:

1. Prepare and issue news releases to all news media, newspapers, radio and television.

2. Review articles, books and advertising copy requiring clearance.

3. Prepare and assist in the preparation of special articles and feature releases about the Coast Guard for the media, books, and magazines.

4. Conduct the Fleet Home Town News Service program and serve as liaison with the Coast Guard Detail at the Fleet Home Town News Center, Great Lakes, Ill.

5. Maintain liaison with the radio and television industry so as to encourage maximum coverage of the Coast Guard. Develop and distribute audio-visual materials on a regular basis to the radio and television industry on a nationwide program.

6. Conduct the internal information program of the Coast Guard so as to provide maximum information to all military and civilian personnel relative to new developments and activities of the Service.

7. Maintain the official photographic files, provide negatives and prints in response to requests from within or without the Service, provide liaison for the photographic files at the National Archives, and prepare photo news and feature releases for the media.

8. Answer routine oral and written inquiries from the public relative to the Coast Guard past and present operations.

9. Upon request, arrange for accreditation when necessary and travel of media representatives, make arrangements for special events of interest to the media.

10. Maintain officer biography and portrait files.

11. Provide creative writing for public information pamphlets used as handouts.

12. Provide illustration, graphics, audio-visual and exhibit design services for Coast Guard Headquarters.

13. Provide editorial, layout, make-up, art, and printing format services for public information and special brochures and pamphlets.

★ COMMUNITY RELATIONS BRANCH (API-3)

Under the direction and supervision of the Chief, Public Information Division, the Chief, Community Relations Branch shall:

1. Coordinate Coast Guard participation in special projects, ceremonies, dedications and presentations by field units as appropriate.

2. Serve as project director for all functions requiring Coast Guard participation in the Washington, D. C. area.

3. Administer the operations of the Coast Guard Exhibit Center, Silver Spring, Md., and control and direct the scheduling of Coast Guard exhibits.

4. Coordinate and direct the activities of the Coast Guard Band when appearing in other than the New London area, and the Coast Guard Honor Guard and Ceremonial Detail.

5. Coordinate all launchings and commissions of major vessels, provide lists of proposed sponsors and dignitaries, arrange transportation, provide invitations and accommodations and arrange for speeches or speech material as necessary.

6. Develop and maintain stocks of appropriate official Coast Guard gifts and presentation materials.

7. Coordinate and develop programs for enhancing the image of the Coast Guard in communities in the United States and overseas.

8. Provide guidance, itinerary and escorts for special orientation visits to Coast Guard installations and on board Coast Guard vessels and aircraft as appropriate.

9. Promulgate, provide guidance, and collect necessary information for Departmental reporting on the recreational activities of the Coast Guard Youth Opportunity Campaign.

★ LEGISLATIVE AFFAIRS DIVISION (ALA)

Under the direction and supervision of the Chief, Office of Public and International Affairs, the Chief, Legislative Affairs Division shall:

1. Have the primary responsibility for liaison with members and committees of Congress with respect to Coast Guard matters.

2. Provide reference service on all questions relating to the activities of the Congress of the United States, especially as they pertain to the Coast Guard or are of interest to the Commandant.

3. Maintain extensive general files of House and Senate reports and documents of Coast Guard or Department of Transportation interests, including hearings, bills, resolutions, public laws, executive orders, Congressional Records, and other legislative records.

4. Be responsible for the coordination of all matters concerning legislation exclusive of the development of the Coast Guard legislative program as follows:

a. Seek clearance for proposed legislation and legislative reports from the Secretary and the Bureau of the Budget.

b. Assure that an officer or the Chief Counsel has been designated to prepare statements or special reports to be presented to Congressional Committees.

c. When required, assure that witnesses and conferees have been designated to appear before Congressional Committees or the Bureau of the Budget.

d. Maintain a status file and provide the Secretary and the members and committees of Congress with timely information concerning all legislative proposals and requests for comments or opinions on legislation.

e. Establish schedules for the submission of legislation and legislative reports, statements, opinions, etc. in order to satisfy the priority requirements of the Coast Guard, the Secretary and the Congress.

5. Examine all replies to written requests for information received from members and committees of Congress for policy sufficiency and to assure that the question propounded has been answered with clarity and brevity.

6. Confer informally or formally with members of Congress, their staffs, and staffs of committees of Congress on legislative subjects which involve policies of the Commandant and the operations of the Coast Guard.

7. Coordinate arrangements for Coast Guard supported travel for members of Congress and their staffs; and monitor Congressional floor debates on matters of Coast Guard interest.

★ SENATE LIAISON BRANCH (ALA-1)

Under the direction and supervision of the Chief, Legislative Affairs Division, the Chief, Senate Liaison Branch shall:

1. Maintain liaison with the members and committees of the Senate, Department of Transportation Office of Legislative Affairs and other agency Congressional Liaison offices concerned.

2. Monitor Senate hearings and actions of importance to the Coast Guard, arranging for witnesses, as necessary.

3. Coordinate Coast Guard supported travel arrangements for the Senate.

★ HOUSE OF REPRESENTATIVES LIAISON BRANCH (ALA-2)

Under the direction and supervision of the Chief, Legislative Affairs Division, the Chief, House of Representatives Liaison Branch shall:

1. Maintain liaison with the members and committees of the House of Representatives, Department of Transportation Office of Legislative Affairs and other agency Congressional Liaison Offices concerned.

2. Monitor House hearings and actions of importance to the Coast Guard, arranging for witnesses as necessary.

3. Coordinate Coast Guard supported travel arrangements for the House of Representatives.

★ LEGISLATIVE REFERENCE LIBRARY SERVICE BRANCH (ALA-3)

Under the direction and supervision of the Chief, Legislative Affairs Division, the Chief, Legislative Reference Library Service Branch shall:

1. Maintain files of Senate and House reports, bills and documents of interest to the Coast Guard or Department of Transportation and other legislative records.

2. Provide index and reference service.

★ INTERNATIONAL AFFAIRS DIVISION (AIA)

Under the direction and supervision of the Chief, Office of Public and International Affairs, the Chief, International Affairs Division shall:

1. Coordinate Coast Guard international affairs with the Department of Transportation and, when appropriate, Department of State. Assure consistency with Departmental and national policy.

2. 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 and other matters, and for the instruction of United States delegations to international conferences.

3. Advise the Office Chief and Commandant on Coast Guard representation at international conferences.

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

5. Make arrangements for, coordinate and supervise long-range studies of technical safety of life at sea and other problems by governmental and industry groups to support a United States position, or as a part of a working group of international organizations.

6. Keep cognizant Coast Guard offices and divisions apprised of matters of interest to them under consideration by various international organizations.

7. Responsible for staff supervision and liaison with all Coast Guard advisory groups and mission personnel assigned to foreign governments.

8. Serve as point of contact and coordinate matters of interest to the Coast Guard with other Government agencies and committees on international activities.

9. Keep Coast Guard field units advised with timely publication of data covering international conventions and agreements to which the United States is committed as well as other Coast Guard involvements in international affairs.

10. Coordinate all arrangements for international conferences, meetings, seminars and symposiums under the primary cognizance of the Coast Guard including detailed considerations of preparation planning, budgeting and execution thereof.

★ INTERNATIONAL MARITIME SAFETY BRANCH (AIA-1)

Under the direction and supervision of the Chief, International Affairs Division, the Chief, International Maritime Safety Branch shall be responsible for all matters relating to international maritime safety of an intergovernmental type. He shall:

1. Coordinate the various governmental and industry groups to develop and prepare proper United States positions relative to technical safety of life at sea and other matters dealing with maritime safety for delegations to international conferences.

2. Coordinate and review official reports from the United States delegations to the Secretary of State relative to international conferences on safety of life at sea and other matters.

3. Make arrangements for, coordinate and supervise long range studies of technical safety of life at sea and other problems by governmental and industry groups to support a United States position, or as a part of a working group of international organizations.

4. Keep cognizant Coast Guard offices, divisions and the Department of Transportation apprised of matters of interest to them under consideration by various international organizations dealing with maritime safety.

5. Serve as point of contact and coordinate international maritime safety matters of interest to the Coast Guard with other government agencies and committees.

6. Prepare and review all correspondence directed to Department of State dealing with maritime safety, and generally coordinate all exchanges of information between the Coast Guard and foreign governments in this respect.

7. Provide secretariat for dissemination of information within the United States concerning safety of life at sea and international maritime safety in general.

8. Coordinate representation at international conferences with Department of State and Department of Transportation.

9. Keep Coast Guard field units advised with timely publication of data concerning international maritime safety developments including conventions and agreements to which the United States is committed.

★ INTERNATIONAL AFFAIRS COORDINATING BRANCH (AIA-2)

Under the direction and supervision of the Chief, International Affairs Division, the Chief, International Affairs Coordinating Branch shall:

1. Be responsible for keeping abreast of Coast Guard activities in other than maritime safety matters and provide liaison and coordination for the international aspects of such activities.

2. Coordinate development of related plans, policies and programs having international ramifications.

3. Make detailed arrangements for all international conferences, meetings, seminars and symposiums under the primary cognizance of the Coast Guard including detailed considerations of preparation planning, budgeting, execution, and monitoring the preparation of all Coast Guard papers for presentation thereat.

4. Act as executive secretary for committees duly organized and designated for the purpose of providing executive guidance on matters concerning international conferences, seminars and the like under the primary cognizance of the Coast Guard.

5. Provide a central library within Coast Guard for treaties, agreements and other documents having significance in Coast Guard international affairs.

6. Advise the Division Chief on Coast Guard representation at international conferences.

7. Keep cognizant Coast Guard offices and divisions apprised of matters of interest to them under consideration by various international organizations.

★ PORTS AND WATERWAYS LIAISON DIVISION (AWL)

Under the direction and supervision of the Chief, Office of Public and International Affairs, the Chief, Ports and Waterways Liaison Division shall:

1. Coordinate Coast Guard external affairs related to vessel navigation and port safety on the navigable waters of the United States (including inland waterways) to meet the Departmental objectives of an integrated transportation system.

2. Develop coordinated position on controversial bridge clearance or obstructive bridge cases which involve differences with the Highway or Rail Administrations, and are politically sensitive.

3. Develop coordinated position on external issues involving Congress or interest groups arising from administering the Great Lakes Pilotage Act of 1960.

4. Maintain liaison with the Maritime Administration, and other Federal agencies concerned with domestic shipping policies, and coordinate Coast Guard policies with those of the Department.

5. Coordinate Coast Guard relations with State, and local organizations, and maintain close liaison with Departmental programs involving State and local organizations.

★ RESEARCH/STATISTICAL ANALYSIS BRANCH (AWL-1)

Under the direction and supervision of the Chief, Ports and Waterways Liaison Division, the Chief, Research/Statistical Analysis Branch shall:

1. Review Water Resources Reports/Surveys and studies.

2. Coordinate matters relative to the Great Lakes Pilotage Act of 1960 as required at the Headquarters level.

3. Collect and collate such data regarding navigation and port safety on the navigable waters of the United States to satisfy Coast Guard and Departmental needs in pursuit of an integrated transportation system.

★ INLAND WATERWAYS AND GREAT LAKES PORT BRANCH (AWL-2)

Under the direction and supervision of the Chief, Ports and Waterways Liaison Division, the Chief, Inland Waterways and Great Lakes Port Branch shall:

1. Maintain liaison with American Waterway Operators and other similar industry groups.

2. Monitor bridge regulations, developed by U. S. Coast Guard - in particular those which become controversial because of clearance and obstructive nature.

3. Coordinate Coast Guard involvement in the Permanent International Association of Navigation Congresses (PIANC). This responsibility will include handling incoming correspondence, disseminating information concerning PIANC, drafting and clearance of correspondence, reports and articles submitted for publication, maintaining the Coast Guard's file on PIANC, and formulating and administering the programs and plans for Coast Guard participation in PIANC.

4. Maintain liaison with Federal, State, local and private agencies concerned with domestic shipping.

★ OCEAN PORTS BRANCH (AWL-3)

Under the direction and supervision of the Chief, Ports and Waterways Liaison Division, the Chief, Ocean Ports Branch shall:

1. Maintain liaison with American Association of Port Authorities and other similar industry groups.

2. Administer Coast Guard functions in port, waterway and harbor development.

3. Maintain liaison with the Maritime Administration and other Federal, State, local and private agencies concerned with domestic shipping.

★ TELECOMMUNICATIONS LIAISON DIVISION (ATL)

Under the direction and supervision of the Chief, Office of Public and International Affairs, the Chief, Telecommunications Liaison Division shall:

1. Be responsible for: (a) administering the radio frequency management program of the Coast Guard; (b) providing liaison with the Director of Telecommunications Management (DTM), the Federal Communications Commission (FCC), the Department of State (DOS), and the International Telecommunications Union (ITU) on radio frequency management matters of mutual interest; (c) supervising Coast Guard participation in the radio frequency management programs of the DTM, the Interdepartment Radio Advisory Committee (IRAC), the Joint Frequency Panel of the Military Communications Electronics Board (JFP/MCEB), and such other organizations as the Commandant may direct; (d) coordinating external liaison for the Coast Guard and the Department of Transportation (DOT) on telecommunications matters of mutual interest; and (e) coordinating Coast Guard participation in the national telecommunications management programs of the DTM.

2. Provide advice and assistance to officials of the Coast Guard, with respect to the regulatory aspects of national and international telecommunications management, involving: (a) formulation and enforcement of general telecommunications policies and regulations; (b) radio frequency spectrum utilization policies, regulations and standards; (c) allocation and assignment of radio frequency spectrum space; and (d) electro-magnetic compatibility (EMC) and radio frequency interference (RFI) matters.

3. Establish and maintain close liaison with the appropriate offices and divisions in Headquarters to insure that the positions taken or supported by Coast Guard representatives in various organizations concerned with operational aspects of telecommunications (e.g., IMCO, ICAO, IALA, IOC, etc.) are compatible with national frequency management policies; conversely, to insure that frequency management policy reflects Coast Guard operational interest.

4. Establish and maintain close liaison with organizations responsible for foreign radio communication operations deemed likely to pose frequency-utilization or EMC/RFI problems for the Coast Guard for the purpose of facilitating the favorable resolution of such problems.

5. In the execution of the basic responsibilities stated above, specific functions to be performed by ATL personnel shall include:

a. Obtaining, prescribing the technical particulars of use, and subsequently protecting all radio frequency authorizations required by

the Coast Guard; maintaining the official Coast Guard record of such authorizations; providing for Coast Guard participation in DTM and DOD frequency management ADP programs;

b. Keeping respective offices informed and cognizant of all frequency management rules and regulations applicable to Coast Guard radio communications operations;

c. Receiving, processing, and taking necessary action through the cognizant office on reports of harmful interference involving radio communications operations;

d. Providing radio frequency spectrum planning to meet the present and future requirements of the Coast Guard as well as those of other national and international users having requirements in the radio frequency bands technically administered by the Coast Guard (e.g., 90-110, 285-325, 1800-2000 kHz);

e. Periodic distribution of records of Coast Guard radio frequency authorizations and other general radio frequency management information of interest to the Coast Guard; and

f. Taking necessary action through the cognizant office to insure that all Coast Guard radio communications operations are carried out in conformity with pertinent frequency management rules and regulations.

6. By express designation, and with the approval of the Office Chief and Commandant, any, or all, of the duties and functions listed above may be performed in behalf of other Federal Government agencies under appropriate agreements.

★ FREQUENCY MANAGEMENT BRANCH (ATL-1)

Under the direction and supervision of the Chief, Telecommunications Liaison Division (ATL), the Chief, Frequency Management Branch shall:

1. Have as its primary function the implementing of those functions assigned to the Telecommunications Liaison Division involving: (a) obtaining, prescribing the technical particulars of use, and subsequently protecting from harmful interference, all radio frequency authorizations required by the Coast Guard; (b) maintaining the official Coast Guard record of such frequency authorizations; and (c) providing for Coast Guard participation in frequency management ADP programs of the Department of Defense and the Office of Telecommunications Management.

2. Provide Coast Guard representation on the Frequency Assignment Subcommittee (FAS) of the Interdepartment Radio Advisory Committee (IRAC) and the Joint Frequency Panel (J/FP) of the Military Communications-Electronics Board (MCEB).

3. Supervise and coordinate Coast Guard participation in the Electromagnetic Compatibility Programs (EMC/ECAS) of the Department of Defense and the Office of Telecommunications Management.

4. Administer the program of international notification of Coast Guard radio frequency utilization, and particulars of certain operations, to the International Telecommunication Union (ITU).

5. In consultation with cognizant operational and engineering Divisions/Staffs, provide planning to meet present and foreseeable future requirements of the Coast Guard for radio frequency spectrum space.

6. Establish and maintain close liaison with personnel in organizations responsible for the regulatory aspects of national and international telecommunication operations posing potential EMC/RFI problems for the Coast Guard for the purpose of facilitating the favorable resolution of such problems.

TECHNICAL BRANCH (ATL-2)

Under the direction and supervision of the Chief, Telecommunications Liaison Division (ATL), the Chief, Technical Branch shall:

1. Have as its primary function the implementing of those functions assigned to the Telecommunications Liaison Division involving the development of technical standards or criteria for the utilization of radio frequency spectrum space.

2. Provide Coast Guard representation on the Technical Subcommittee (TSC) of the Interdepartment Radio Advisory Committee (IRAC) and appropriate Study Groups of the International Radio Consultative Committee (CCIR) of the International Telecommunication Union (ITU).

3. Conduct technical evaluations to determine the impact of proposed operations on existing or planned Coast Guard radiocommunication operations.

4. Assist the Frequency Management Branch in the analysis and resolution of radio frequency interference (RFI) and electromagnetic compatibility (EMC) problems.

5. Conduct, as directed, special studies and analyses relative to the radio frequency utilization aspects of new or improved radiocommunication systems or services.

6. Supervise maintenance of the Division technical files.

7. Maintain close liaison with technical personnel in the Coast Guard, and other entities represented by the Telecommunications Liaison Division, for the purpose of facilitating the favorable resolution of technical problems.

★ INSPECTOR GENERAL (IG)

Under the general direction and supervision of the Commandant, the Inspector General shall:

1. Develop, implement and monitor a Coast Guard-wide inspection and evaluation system aimed at keeping the Commandant and District Commanders advised as to: (a) compliance with established policies and procedures; (b) ability of Coast Guard units to perform assigned tasks efficiently and effectively; (c) the state of military readiness of Coast Guard units; and (d) potential remedial measures to improve mission effectiveness.

2. Plan, develop and implement an inspection system for the Coast Guard which will provide uniform standards, procedures and guidelines to be applied by field inspection staffs in their inspection and evaluation of Coast Guard units ashore and afloat (covering the operational and administrative areas, as well as the Safety Program).

3. Make a continuing appraisal and analysis of the effectiveness of the inspection system and install improved measures as necessary.

4. Provide advisory services to field inspection staffs concerning interpretation of policies and the inspection process in general.

5. Coordinate inspection activities throughout the Service, and take steps to balance inspection workload with personnel requirements.

6. Assure that the Commandant or other appropriate Headquarters official(s) is informed of major or unusual problems arising from inspections which cannot be reconciled at the field level.

7. Provide for the cyclical or special inspection and evaluation of district offices and Headquarters units, assisted as necessary by specialists temporarily assigned by the Commandant.

8. Direct field inspection staffs to make special inspections or investigations as may be requested by the Commandant or responsible official on his staff.

9. Establish a reporting system designed to keep the Commandant and his Headquarters staff generally informed as to the mission effectiveness of field units.

10. Direct and supervise the activities of the Director of Safety and have ultimate responsibility for the Coast Guard Safety Program.

★ SAFETY STAFF (IGS)

Under the direction and supervision of the Inspector General, the Director of Safety shall:

1. Plan, develop, implement, and administer a Safety Program to provide the maximum practical degree of safety for personnel, equipment, and other resources for which the Coast Guard is responsible.

2. Establish and administer an accident reporting system which will provide data on accidents and accident losses, identify areas requiring corrective action, and provide data upon which to base management decisions involving safety.

3. Maintain a thorough knowledge of trends and developments in the safety field.

4. Maintain liaison with safety officials of other government agencies, the Federal Safety Council, the Federal Fire Council, the National Safety Council, state governments, the American Standards Institute, Underwriter's Laboratories, National Fire Protection Association, and other agencies involved with safety.

5. Maintain liaison with Office of Operations personnel responsible for the Coast Guard Flight Safety Program and serve as one of the senior members of the Commandant's Aviation Safety Board.

6. Review and evaluate safety equipment and appliances and make recommendations for their use within the Coast Guard.

7. Administer the Coast Guard Motor Vehicle Program with the exception of procurement of vehicles, which is the responsibility of the Office of Engineering, and the operation of special purpose vehicles such as DUKWs and LARCs, which is the responsibility of the Office of Operations.

8. Conduct a continuing campaign aimed at keeping Coast Guard personnel in the field aware of mandatory and recommended safety practices and the existence and objective of the Coast Guard Safety Program, and conduct on-site surveys of field units to determine the effectiveness of the Coast Guard Safety Program.

9. Make recommendations to and serve as advisor and consultant to Coast Guard managers and supervisors on all matters involving the safety of Coast Guard resources, including design, fire protection, construction, procurement, maintenance, operation of equipment and facilities, and the training of personnel.

10. Function as the Safety Officer for Coast Guard Headquarters.

PART II

★ LIAISON OFFICER - CHIEF OF NAVAL OPERATIONS

Under the direction of the Chief of Staff, the CNO Liaison Officer shall:

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

3. Formulate Fleet Operating policies for Search and Rescue and monitors implementation thereof.

4. Develop and reviews Search and Rescue tactics and doctrine within OPNAV.

5. Participate in Naval Control of Shipping planning with respect to control of fishing vessels in time of war.

6. Coordinate and review U. S. Navy policies and positions on the Rules of the Road in order to assist ACNO (Fleet Operations) in his duties as Chairman of the U. S. Navy Committee on the International Rules of the Road.

★ ASSISTANT CHIEF OF STAFF FOR OCEAN SCIENCES

Under the general direction of the Chief of Staff, the Assistant Chief of Staff for Ocean Sciences shall:

1. Assess Federal activities in the Marine Sciences and, consistent with the policies of the Commandant, consider Coast Guard marine science policy formulation with regard to Coast Guard capabilities for implementing the Government's role in this area, and coordinate internal and external positions in marine science.

2. Aid the Chief, Office of Research & Development in interagency liaison work, staff reports, and policy papers concerning present and future role of Coast Guard/DOT in the Federal Marine Science effort. This includes maintaining effective and continuing liaison with the Marine Science Council, and the Marine Science Commission, providing Coast Guard representation to various Marine Science affairs committees and working groups, and development and issuance of input to the Council and the Marine Science Commission as required.

3. Provide membership on panels and task forces of the Marine Sciences Council Committees.

4. Attend interagency meetings of the Marine Science Council and Commission working groups in observer status.

5. Keep abreast of Federal marine science activities in order to recommend better integration of Coast Guard capabilities into the total Federal effort.

6. Maintain personal contacts with officials of other agencies which participate in the Federal marine science effort, keeping attuned to changes within these agencies which affect Coast Guard/DOT policy planning.

★ CHIEF OF STAFF (CCS)

Under the general direction and supervision of the Commandant and the Assistant Commandant, 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 and for the control and coordination of plans and activities evolving therefrom to ensure adherence to the policies approved by the Commandant.

4. Generally direct the activities of the Chiefs of Offices at Headquarters (except the Office of Civil Rights, the Office of Public and International Affairs, and the Inspector General), particularly with a view to promoting and securing effective coordination among the Headquarters Staff; between Headquarters and the District Commanders; and between Headquarters and Headquarters Units.

5. 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.

6. Assure that the Chiefs of Offices are kept fully informed as to the broad policies and programs approved by the Commandant.

7. Exercise general direction over the activities of the Programs, Plans Evaluation, Budget, Management Analysis, Data Systems, and Administrative Services Divisions.

8. Prepare, present, and execute the budgetary program.

9. Act as Commanding Officer of Headquarters.

10. Be Program Director for the general administration of the Service.

★ MANAGEMENT ANALYSIS DIVISION (CMA)

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

1. Direct, supervise and coordinate the activities of the Position Analysis and Classification Branch (CMA-1), Management and Organization Branch (CMA-2), Manpower Utilization Branch (CMA-3) and Management Services Branch (CMA-4); assure efficient performance of duties and responsibilities by these elements; and have ultimate responsibility for the activities of subordinates.

2. Conduct special staff studies and comprehensive management surveys embracing all operations in the various organizational segments of the Coast Guard.

3. Conduct studies, initiate recommendations, and review proposals involving changes in Coast Guard organization.

4. Develop and maintain the Coast Guard Organization Manual (CG-229), the Headquarters Organization Manual (CG-229-1), CG Regulations (CG-300), Correspondence Manual (CG-199), Directives, Publications and Reports Index (CG-236), etc.

5. Provide advisory service and assistance to Headquarters and the field on organization, systems, methods, procedures, delegations of authority, etc.

6. Review new or existing law to determine the need and justification for delegations of authority and perform the necessary staff work to complete action.

7. Direct the Coast Guard's Manpower Utilization Program, including the establishment of staffing criteria and the conduct of manpower audits; carry out special studies on manpower requirements and skills.

8. Administer the Coast Guard's Position Classification Program, providing for accurate grade assignment to classified and wage board positions; monitor field classification actions; and carry out special classification audits to determine effectiveness of the classification function.

9. Coordinate the Service-Wide Cost Reduction/Management Improvement Program, developing related policies, procedures, guidelines, and directives.

10. Administer the military and civilian Incentive Awards Programs.

11. Maintain background material on Commandant's policy and support agreements between the Coast Guard and other Federal agencies; advise management officials on these matters as requested.

12. Coordinate the preparation of such administrative reports as may be required for transmittal by the Commandant to the Secretary of the Department of Transportation or to other government officials.

13. Review Orders, Notices, and other issuances and regulatory material.

14. Edit and publish the Commandant's Bulletin.

15. Investigate, coordinate, and prepare responses for the Commandant to GAO reports involving operations and facilities of the Coast Guard.

16. Administer mail and postal matters for the Coast Guard and prescribe procedures for the establishment and operation of Coast Guard post offices.

17. Direct the Paperwork Management Program of the Coast Guard, involving: the analysis and final development of forms and reports; the evaluation and improvement of correspondence practices and their systems; advising managers concerning paperwork practices and their application; and administering the Indispensable Operating Records Program.

18. Review all Headquarters-originated directives, periodicals, proposals for new or revised publications, and related material to insure proper clearance, format, clarity, compliance with Commandant's policies, etc.

★ POSITION ANALYSIS AND CLASSIFICATION BRANCH (CMA-1)

Under the direction and supervision of the Chief, Management Analysis Division, the Chief, Position Analysis & Classification Branch shall:

1. Plan, develop, and administer the following three comprehensive plans for the classification of civilian positions throughout the Coast Guard: (1) the Coordinated Federal Wage System for Trades, Crafts and Labor positions; (2) the Title V system for professional, technical, administrative and clerical positions; and (3) the Administrative plan for Lamplighters, Light Attendants, and Lighthouse Keepers.

2. Formulate the policies, procedures, and techniques to be utilized in the three classification plans, and prepare, or direct the development and preparation of, those guidelines, interpretive memoranda, definitions, instructions, training material, and reporting systems as may be necessary to provide an effective, and progressive classification and position analysis program for the Coast Guard.

3. Evaluate the overall effectiveness of the classification program by on-site reviews of the operations of field establishments, conducting post-audits and providing assistance.

4. Assist all organizational elements in such areas as: establishment of staffing patterns and career ladders; job engineering; classification advice pertaining to reorganizations; establishment of new positions; and preliminary evaluation of positions.

5. Take appropriate action on positive classification appeals.

★ MANAGEMENT AND ORGANIZATION BRANCH (CMA-2)

Under the direction and supervision of the Chief, Management Analysis Division, the Chief, Management and Organization Branch shall:

1. Conduct and/or coordinate comprehensive management surveys throughout the Service involving organizational structure, procedures, methods, work flow, equipment and space utilization, delegations of authority, etc., and submit recommendations based on such studies.

2. Advise staff officers and supervisors and furnish guidelines concerning methods and techniques applicable to the areas indicated in the preceding paragraph to assist and guide them in the conduct of locally-sponsored management reviews.

3. Carry out organizational studies having to do with the full range of Coast Guard operations at Headquarters and in the field; initiate organizational changes resulting from these reviews; and develop and maintain the Service-wide and Headquarters Organization Manuals.

4. Provide advisory services and carry out research on internal delegation of authority matters as well as those involving transfers of authority from the Secretary to the Commandant. Review new or existing law to determine the need and justification for delegations of authority and perform staff work to obtain such delegations when warranted.

5. Serve as the focal point for coordination and exchange of information relating to the field of management and conduct research and inquiries into new and unusual developments or problems as required.

6. Carry out research for special management projects and prepare related reports required internally or by the Department.

MANPOWER UTILIZATION BRANCH

Under the direction and supervision of the Chief, Management Analysis Division, the Chief, Manpower Utilization Branch shall:

1. Develop and implement policies, procedures and guidelines for the manpower utilization program of the Coast Guard.

2. Conduct and coordinate manpower validation surveys to insure that military and civilian personnel are effectively employed in the performance of tasks which have been determined to be essential to mission accomplishment. Such studies include: (1) the application of work standards and other relevant factors to assure that a bona fide need exists for position/billets; (2) review and analysis to assure that the grouping and assignment of duties and responsibilities to positions/billets are such as to assure economical and efficient employment of the work force; and (3) analysis of positions/billets to ascertain that military personnel are not used in jobs that are primarily civilian in character and vice versa.

3. Allocate and reallocate civilian personnel employment ceilings for the Coast Guard.

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

★ MANAGEMENT SERVICES BRANCH (CMA-4)

Under the direction and supervision of the Chief, Management Analysis Division, the Chief, Management Services Branch shall:

1. Administer the Cost Reduction Program, developing procedures, guidelines, reporting requirements and establishing savings goals consistent with DOT objectives.

2. Administer the Military and Civilian Incentive Awards Program, developing policies and procedures, and preparing necessary instructions, guidelines and directives.

3. Conduct research for and prepare periodic and special reports as required for submission to the Department of Transportation, the White House, Congressional bodies, and other Federal agencies. Included in this category are the Weekly Highlights Report for the Secretary and the bi-weekly Departmental Staff Agenda items.

4. Administer mail and postal matters for the U. S. Coast Guard and prescribe procedures for the establishment and operation of Coast Guard post offices.

5. Maintain background material on Commandant's policy and support agreements between the Coast Guard and other Federal agencies, and advise management officials on these matters as requested.

6. Edit and publish the Commandant's Bulletin.

7. Coordinate and prepare Coast Guard responses to General Accounting Office reports involving operations and facilities of the Coast Guard.

8. Maintain background material on Coast Guard participation on Federal Executive Boards, DOT Field Coordinating Groups and Federal Executive Associations, and implement policy and guidance issued by higher authority.

9. Prepare, publish, and maintain the Directives, Publications and Reports Index (CG-236), Coast Guard Regulations (CG-300), Correspondence Manual (CG-199), and the Coast Guard Directives System (CG-199-1).

10. Review all directives, publications and amendments, multiple address letters, periodicals, posters, Federal Register documents, etc., issued at Headquarters for form and substance prior to signature, insuring proper clearance and compliance with policies of the Commandant.

11. Develop and administer the Forms and Reports Management Program of the Coast Guard, providing guidance and assistance to Headquarters and field supervisors and staff personnel in dealing with paperwork problems.

12. Direct the Coast Guard Records Management Program and maintain a comprehensive records schedule for field units; administer the Indispensable Operating Records Program for HQ.

13. Develop Service-wide filing systems and procedures and maintain the numerical subject classification system for use in filing.

14. Administer the Correspondence Management Program.

★ PROGRAMS DIVISION (CPA)

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

1. Review and coordinate as necessary the execution and planning of current and proposed programs. Provide the field with necessary annual planning factors for budgetary development.

2. Review and coordinate annual program memoranda, including the Program and Financial Plans.

3. Coordinate program resource change proposals and determine their respective priorities during the budget process, and select best options in terms of approved future plans.

4. Coordinate all preparations for annual Authorization Hearings before the Congress.

5. Monitor the program structure of the Coast Guard to determine need for adjustments to facilitate management and clarification of goals, etc.

6. Establish and maintain military and civilian personnel allowances for all Coast Guard units in accordance with statutory requirements, established ceilings, fiscal limitations, and approved staffing criteria.

7. Be Program Manager for the General Administration Program.

★ PROGRAMS REVIEW BRANCH

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

1. For the time frame including the budget year (current year + two), review and coordinate as necessary the execution and planning of current and proposed programs including capital construction. Provide necessary annual planning factors to the field for budgetary development.

2. Prescribe the requirements for, and coordinate the development and final submission of, all annual program memoranda, including the Program and Financial Plans.

3. Coordinate the development of all program resource change proposals and their respective priorities at the various stages of the budget process. Perform such analysis as required to insure adoption of best alternatives within the framework of approved long-range planning.

4. Coordinate all preparations for annual Authorization Hearings before the Congress.

5. Regularly review the program structure of the Coast Guard looking toward (a) adjustments to facilitate management and analysis, and (b) clarification of objectives, output measures, and policies.

PERSONNEL ALLOWANCES BRANCH

Under the direction and supervision of the Chief, Programs Division, the Chief, Personnel Allowances Branch shall:

1. Allocate or reallocate military and civilian personnel allowances for all Coast Guard units in accordance with statutory requirements, established ceilings, fiscal limitations, approved program changes, and staffing criteria developed by the Management Analysis Division. Maintain associated record keeping system.

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

3. Coordinate the review of changing manpower requirements with the Management Analysis Division and recommend areas where new or revised staffing criteria should be developed.

4. Review manpower requirements submitted in Resource Change Proposals for consonance with approved programs, to detect deviations from approved staffing criteria, determine impact of changes upon total manpower structure, and consider capability of the Office of Personnel to provide skills. Perform staff work for, and recommend action on requests for changes to established personnel on billet/position developments.

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

★ BUDGET DIVISION (CBU)

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

1. Develop budget estimates, assure that they properly reflect the financial requirements of the Coast Guard; and assist the Chief of Staff in the presentation of such estimates to the Department of Transportation, the Bureau of the Budget, and to the Congress.

2. Prepare instructions to the districts, the several Headquarters units, and the various offices and divisions at Headquarters, relating to the preparation of budget estimates to meet the requirements of the Coast Guard program, and advise and assist in such preparations.

3. Prepare operating stage financial plans, issue allotments to Headquarters divisions and field units, and prepare requests for apportionment and reapportionment of funds including establishment and release of reserves.

4. Receive and consider requests from field units for changes in allotments and forward to appropriate division with pertinent comments. Upon recommendation from division concerned, prepare reply or approve allotment modification.

5. Recommend changes to the financial plans to meet changing fund requirements resulting from changes in the programs as they progress. Review requests for changes to the financial plan submitted by subhead administrators and recommend action to the Chief of Staff.

6. Prepare budgetary reports as required by the Congress, the Bureau of the Budget and the Department of Transportation; prepare such other budgetary reports as may be required for internal administrative use.

7. Administer funds not specifically allocated to other components of organization.

8. Develop cost analysis principles, policies and procedures including the establishment of user charges where appropriate.

9. Evaluate and interpret cost data and provide periodic and special reports for management.

10. Integrate selected statistical data with cost data and relate various available indices of activity and performance effectiveness to costs.

11. Establish cost standards as a guide for the management and control of over-all operations and for use in the preparation and justification of Coast Guard budget estimates.

12. Provide advice and service to and assist field activities to assure uniform cost reporting and maximum utilization of cost data as a tool to management.

13. Coordinate cost analysis and control requirements of other divisions and offices.

14. Be responsible for the preparation, publication and maintenance of the Manual of Budgetary Administration, CG-255.

★ BUDGET BRANCH (CBU-1)

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

1. Supervise and direct the functions of the two sections and otherwise manage personnel and related resources of the branch.

2. Serve as principal technical advisor to division chief in matters of budget formulation and execution, including development of phased time schedules for accomplishment.

3. Prepare or review budget schedules and justification material and related correspondence.

4. Carry out division's responsibility for budget execution, including periodic review of accomplishments.

5. Review, adapt, and modify external instructions on budget preparation and reporting and promulgate necessary internal instructions to implement them; initiate or review all Coast Guard directives relating to budgetary functions.

6. Maintain liaison with departmental and Bureau of the Budget examiners and represent Coast Guard in meetings with other agencies relative to functions for which designated as Coast Guard representative.

★ OPERATING FUNDS SECTION

Under the direction and supervision of the Chief, Budget Branch, the Chief, Operating Funds Section shall:

1. Formulate, present, and execute budget programs for "Operating Expenses" (including Reserve Training) as follows:

a. Develop budget estimates which properly reflect financial requirements for approved Coast Guard programs.

b. Prepare schedules, tabulations, and reports for use in budget presentation.

c. Prepare detailed instructions to Districts, Headquarters Units, and offices and divisions at Headquarters relating to budget estimates.

d. Prepare annual financial plans, annual allotments, and apportionment schedule.

e. Receive requests from field units for changes in allotment levels and forward to appropriate division with comments.

f. Reply to requests for funds by preparing correspondence or processing allotment modification as appropriate.

g. Initiate or review changes to the financial plans to meet funding requirements resulting from adjustments in programs.

h. Prepare budgetary reports required by the Congress, Bureau of the budget, and Department of Transportation and prepare such other reports required for internal administrative use.

i. Prepare applicable portion of Headquarters Notices or Instructions detailing estimates by program and subhead for the several budgetary cycles.

★ GENERAL FUNDS SECTION

Under the direction and supervision of the Chief, Budget Branch, the Chief, General Funds Section shall:

1. Formulate, present, and execute budget programs for "Acquisition, Construction, and Improvements,: "Retired Pay," "Supply Fund," YARD Fund," and "Gift Fund," as follows:

a. Develop budget estimates which properly reflect financial requirements for approved Coast Guard programs.

b. Prepare schedules, tabulations, and reports for use in budget presentation.

c. Prepare detailed instructions to Districts, Headquarters Units, and offices and divisions at Headquarters relating to budget estimates.

d. Prepare annual financial plans, annual allotments, and apportionment schedule.

e. Receive requests from field units for changes in allotment levels and forward to appropriate division with comments.

f. Reply to requests for funds preparing correspondence or processing allotment modification as appropriate.

g. Initiate or review changes to the financial plans to meet funding requirements resulting from adjustments in programs.

h. Prepare budgetary reports required by the Congress, Bureau of the Budget, and Department of Transporation and prepare such other reports required for internal administrative use.

i. Prepare applicable portion of Headquarters Notices of Instructions detailing estimates by program and subhead for the several budgetary cycles,

2. Prepare instructions for estimating and reporting international transactions, payroll, and employment.

3. Co-ordinate and prepare Notices and Instructions relating to budgetary functions.

4. Prepare schedules on Coast Guard public works programs, including budgetary programs, reports on progress, and inventory of projects.

★ COST ANALYSIS BRANCH (CBU-2)

Under the direction and supervision of the Chief, Budget Division, the Chief, Cost Analysis Branch shall:

1. Supervise and direct the functions of two sections and manage personnel and related resources of the branch.

2. Develop cost analysis principles, policies, and procedures.

3. Provide advice and service to field and Headquarters activities to assure uniform cost reporting and maximum utilization of cost data as a tool of management. Coordinate reporting procedure with Comptroller.

4. Establish guidelines for the preparation of ADP procedures relating to accumulation and consolidation of cost data, furnished by the field and Headquarters Units, into prescribed formats, and integration of selected statistical data to produce program costs.

5. Established guidelines, review and modify ADP procedures as required for the statistical analysis of cost related to the planning, programming, and budgeting system.

6. Direct special analytical cost studies of programs, with particular reference to comparing alternative package costs, including variation in investment, operating costs, or economic life. Present data in format suitable for use at decision-making level.

7. Establish and direct a continuous analysis of cost data received from field and Headquarters Units, and provide periodic and special reports for management.

8. Exercise Administrative control over the Budget Analyst responsible for military pay and allowances.

★ ANALYTIC SECTION

Under the direction and supervision of the Chief, Cost Analysis Branch, the Chief, Analytic Section Shall:

1. Conduct periodic review and revision of the Coast Guards' collection and PPBS cost distribution system, including its integration with other management information systems.

2. Prepare analytic studies on cost data programs required by program element coordinators.

3. Develop cost standards as a guide for the management, control and analysis of overall operations.

4. Explore the use of modern financial management techniques and their applicability to Coast Guard programs.

5. Develop systems related to PPBS for utilization in both automated and manual management information systems.

6. Assist in the development of cost programming and managerial techniques necessary to control capital replacement and expansion programs.

7. Provide Cost Analysis Data necessary for evaluation of Coast Guard programs with alternative mixes of capital investment and recurring costs.

8. Interpret collected cost data and develop formats for meaningful reports to top management covering both significant trends and performance evaluation.

9. Develop analyses of the economic impact of civilian versus military manning standards for carrying out existing or future programs.

10. Develop, design and prepare graphic and other visual aids used in budget documents and in presentations by the Budget and Cost Analysis Division and by other offices as required.

★ COST ACCOUNTING SECTION

Under the direction and supervision of the Chief, Cost Analysis Branch the Chief, Cost Accounting Section shall:

1. Review the adequacy of existing cost data and recommend changes to the cost collection system as necessary.

2. Prepare, classify and consolidate financial data for use by program coordinators and other managers.

3. Prepare periodic financial reports keyed to the needs of top and middle management.

4. Prepare interim and annual reports, statements and cost studies.

5. Perform special cost studies in order to identify and isolate problem areas.

6. Review, reconcile and summarize total appropriation expenditures by budget activity, component and object code and prepare in suitable format for inclusion in budget documents.

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

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

★ PLANS EVALUATION DIVISION (CPE)

Under the direction and supervision of the Chief of Staff, the Chief, Plans Evaluation Division shall:

1. For the period beyond the budget year (current fiscal year plus two), evaluate program planning for existing and new programs, including the development or adjustment of long-range objectives, policies, and cost-effective as well as cost-benefit measures.

2. Initiate, monitor, or review the conduct of all major analytical efforts within the Coast Guard designed to examine in depth new programs, major changes in emphasis of existing programs, or method of accomplishing ongoing programs.

3. Coordinate the preparation, review, and updating of the major facility plans, including Shore Unit Development Plans.

4. Review Program and Financial Plans, Program Memoranda, AC&I Projects, and Resource Change Proposals, as necessary, for consistency with long-range plans.

★ PLANS BRANCH

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

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

a. Assist in the promotion, evaluation, and development of new program initiatives, and of new and more effective means of conducting existing programs.

b. Identify and define interface areas with other Government agencies.

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

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

★ SYSTEMS BRANCH

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

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

a. Develop and maintain a complete capacity for evaluating, monitoring and projecting present and future deficiencies and strengths in Coast Guard resource utilization.

b. Develop and apply economic analyses, mathematical models, simulation techniques, operations research and other scientific methods in order to facilitate the coordination and implementation of all long range plans and programs.

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

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

★ ADMINISTRATIVE SERVICES DIVISION (CAS)

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

1. Generally administer matters relating to all military personnel assigned to Headquarters and maintain a system of personnel accountability, recording movements of all military personnel to and from Headquarters on duty or on leave of all types.

2. Act as Commanding Officer of enlisted personnel, maintaining an adequate level of morale and discipline.

3. Generally administer the Service-wide examination program for advancement of enlisted personnel assigned to Headquarters; effect the separation, extension of enlistment and reenlistment of all military personnel assigned to Headquarters; prepare certificates of clearance to handle classified matter for all military personnel assigned to Headquarters; verify the security clearance held by civilian employees of agencies visting Headquarters; prepare original and/or renew government drivers permits to qualified military personnel.

4. Exercise general cognizance over travel of all military and civilian personnel at Headquarters; cause compliance with personnel allowances established for the several components of organization at Headquarters; maintain required personnel records; and compile, edit, and distribute directories of Headquarters personnel.

5. Act as Education Officer and Housing Officer for all Headquarters military personnel; perform the functions of the Director of Coast Guard Welfare, Headquarters District; and administer the Blood Donor Program for Headquarters.

6. Administer civilian personnel operations for Headquarters, consisting of: (a) a civilian personnel staffing program to provide the best qualified person for each vacant position; (b) a responsive position classification program; (c) an employee-management relations program to guide management in the utilization of employees and in the handling of disciplinary and adverse actions, and the administration of employee benefits and services such as health insurance, life insurance and retirement guidance; (d) a training and development program; and (e) maintenance of civilian personnel records.

7. Be responsible for the safety and internal security of Headquarters building and the handling and safeguarding of classified material; serve as fire marshal and as custodian of property in specific locations; and supervise Headquarters Disaster Control Organization.

8. Be generally responsible for the operation and upkeep of the Coast Guard Headquarters building, including the allocation of space; supervise the movement of furniture and equipment and serve as contact representative for minor elevator, plumbing, and electrical repairs; and assist the Chief of Staff in regulating working conditions.

9. Plan, coordinate, direct, and control a mail and messenger service to receive, process, and route all incoming and outgoing mail; maintain mailing lists and distribute publications and directives in accordance with established plans. Mail or handle all classified material being sent from Headquarters; and receive and distribute to cognizant Office/Division Classified Material Control Officer (CMCO) all classified material originating outside of Headquarters with certain exceptions.

10. Be responsible for: (a) the Headquarters Records Management Program, including the development of Records Schedules for retention, transfer, and disposal of records; and (b) the Headquarters system of directives, publishing an Index of effective Headquarters instructions annually and assigning consecutive numbers and dates of both Instructions and Notices.

11. Request procurement of, receive, store, maintain, and issue office equipment and furniture; install and maintain inter-communications systems; furnish labor details and shipping services; operate a disintegrater for destruction of classified material; dispatch and operate official government vehicles; prepare and control the issuance of necessary Coast Guard and DOD identification and emergency instruction cards, civilian identification cards and provide fingerprinting service; issue car pool parking permits and exercise control over the allocation of parking spaces at Headquarters.

12. Develop and administer the printing and duplicating program for Headquarters, including: (a) a liaison with the Department of Transportation on printing matters; (b) preparation, publication and maintenance of Headquarters printing regulations; (c) providing technical assistance to field units and to Offices and Divisions at Headquarters on matters involving printing and printing equipment; (d) providing editorial layout and printing format services for Headquarters staff components; (e) preparation of preliminary budget estimates for printing items and control of field printing funds.

13. Direct a program and develop plans and procedures for the transportation of personnel, material and household goods for the CG, and provide like services at HQ.

14. Administer the Headquarters Document Inspection Facility.

15. Administer funds provided for the training and development of Headquarters civilian employees.

★ ADMINISTRATIVE ASSISTANT

Under the direction and supervision of the Chief, Administrative Services Division, the Administrative Assistant shall:

1. Maintain account of office space assignments and insure maximum utilization of existing space.

2. Be responsible for promotion of economy in communications; make recommendations on requests for telephone service charges.

3. Monitor use of copying equipment, and recommend additions, deletions, or relocation.

4. Oversee operation of mail distribution, printing and distribution of publications.

5. Represent Chief, Administrative Services Division in matters concerning equal opportunity.

6. Conduct bi-annual inventory of classified material.

7. Coordinate arrangements for Coast Guard military personnel participation in ceremonies.

8. Direct Headquarters Blood Donor program.

★ SECURITY AND LOGISTICS BRANCH

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

1. Maintain physical and internal security of Headquarters building.

2. Prepare necessary Coast Guard and Department of Defense Identification and Emergency Instruction Cards:

   a. Provides laminating and fingerprinting services.

3. Provide equipment necessary for safeguarding classified material.

4. Supervise movement and re-arrangement of furniture and equipment, and maintain related property records.

5. Control the allocation of parking spaces at Headquarters by:

   a. Maintaining a master list of car pools and occupants thereof.

   b. Issuing car pool parking permits to eligible members.

6. Serve as contact representative for minor elevator, plumbing and electrical repairs.

7. Serve as Fire Marshal for Headquarters.

8. Serve as Custodian of property located in Vault IV and Room 1109.

9. Direct and supervise the Chief, Building Services and Stores Section.

★ BUILDING SERVICES AND STORES SECTION

Under the direction and supervision of the Chief, Security and Logistics Branch, the Chief, Building Services and Stores Section shall:

1. Request procurement of, receive, store, maintain, and issue office equipment and furniture.

2. Install and maintain inter-communications systems.

3. Furnish labor details and shipping services.

4. Operate disintegrater for destruction of Classified Material.

5. Dispatch and operate official government vehicles.

6. Perform such other service functions as required.

★ MILITARY PERSONNEL ACTION BRANCH

Under the direction and supervision of the Chief, Administrative Services Division, the Chief, Personnel Action Branch shall:

1. Maintain a system of personnel accountability and record movements of all military personnel assigned to and/or visiting Headquarters.

2. Maintain and/or prepare personnel records, including:

a. Officer leave records and Security Status Jackets.

b. Reports of personnel authorized and on board, both military and civilian.

c. Enlisted service records.

d. Officer and enlisted personnel diaries.

3. Maintain general correspondence and directives files.

4. Be responsible for the Headquarters system of directives to the extent of:

a. Publishing an Index of effective Headquarters Instructions annually.

b. Assigning consecutive numbers to Instructions, and date both Instructions and Notices.

5. Act as Assistant Education Officer, which includes:

a. Initiating entries of all educational achievements in the records of assigned military personnel.

b. Administering tests and examinations to military personnel enrolled in Coast Guard, USAFI and other correspondence courses.

c. Providing guidance necessary to select proper courses and assistance in obtaining enrollment.

d. Insuring that correspondence courses and test materials are returned promptly to the cognizant institute.

6. Administer the Physical Fitness Program at Headquarters to the extent:

a. Periodically evaluating the physical fitness of military personnel assigned to this division, and recoding the results of these evaluations on the prescribed form.

b. Retaining custody of all physical fitness records of Headquarters military personnel.

7. Generally administer the service-wide examination program for advancement of enlisted personnel assigned to Headquarters by:

a. Determining eligibility to participate in service-wide examinations, and notifying each member accordingly.

b. Ordering the appropriate examinations from the cognizant supply source, retaining custody thereof until delivered to the Senior Member of duly appointed examining boards.

8. Have custody over property located in Rooms 1000, 1000A, 1000B, 1124, 1126, 1201, 2313, and Phase I Medical Units (MMPNC).

9. Effect the separation, extension of enlistment and reenlistment of all military personnel assigned to Headquarters as may be required.

10. Prepare certificates of clearance to handle classified matter as may be required for all military personnel assigned to Headquarters.

11. Perform the following additional functions:

a. Advise other military and non-military agencies of the degree of security clearance held by military and civilian personnel assigned to Headquarters as necessary.

b. Verify the security clearance held by civilian employees of other agencies visiting Headquarters as may be required.

c. Prepare original and/or renew Government Drivers Permits to qualified military personnel.

d. Prepare official correspondence, endorsements, and directives as may be required.

★ RECORDS AND DIRECTORY BRANCH

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

1. Develop and maintain a schedule for retention, transfer and disposal of records at Headquarters, which entails:

a. Reviewing and analyzing Coast Guard Comprehensive Records Control Schedule #1, and initiating amendments and changes thereto as necessary.

b. Surveying Headquarters' records periodically, applying appropriate disposal instructions; and advising and assisting in the transfer of records to records centers.

c. Initiating correspondence to offices and divisions relative to operations of the disposal program. Preparation of reports on record holdings, disposal, and such other reports as required by management.

d. Maintaining a system of control over records loaned by National Archives and Federal Records Center.

2. Compile, edit, and distribute directories of Coast Guard personnel assigned to the Washington Area, which includes:

a. Securing and forwarding to the Department of Transportation civilian and military locator and revised organizational information for publication in the Department of Transportation Telephone Directory, as required.

b. Securing and assembling locator information from military personnel for keeping up to date the Register of Military Personnel in the Washington Area, CG-141.

c. Operating a central information desk to handle incoming telephone inquiries and to assist visitors.

★ MAIL AND MESSENGER BRANCH

Under the direction and supervision of the Chief, Administrative Services Division, the Chief, Mail and Messenger Branch shall:

1. Plan, coordinate, direct and control mail and messenger functions which include:

a. Receiving, processing, and routing of incoming mail.

b. Mailing of publications and directives in accordance with distribution plans.

c. Receiving and processing outgoing mail.

d. Maintaining mailing lists and preparing necessary envelopes.

e. Directing the messenger service.

f. Logging remittance checks directed to the Collection Clerk.

g. Maintains locator information on Headquarters personnel.

2. Direct and supervise the Headquarters' Classified Material Control Section.

★ CLASSIFIED MATERIAL CONTROL SECTION

Under the direction and supervision of the Chief, Mail and Messenger Branch, the Chief, Classified Material Control Section shall perform the following functions:

1. Receive all classified material originating outside of Headquarters with the exception of TOP SECRET, COSMIC, NATO, SEATO, CENTO, CRYPTO, Restricted Data and Intelligence Data; disseminate this material to the cognizant Office/Division Classified Material Control Officer (CMCO) and maintain a comprehensive log to record these transactions.

2. Mail or handle all classified material being sent from Headquarters and maintain appropriate associated records.

3. Provide each Office/Division CMCO with an inventory run-off on prescribed inventory dates for the purpose of keeping the respective office apprised of classified material for which it is held accountable.

4. Maintain a master deck of EAM cards from which inventory run-off may be obtained.

★ PUBLICATIONS AND PRINTING BRANCH

Under the direction and supervision of the Chief, Administrative Services Division, the Chief, Publications and Printing Branch shall:

1. Develop and administer the service-wide printing and duplicating program, which includes:

   a. Preparation of the printing budget.

   b. Administering printing funds.

   c. Providing liaison with the Department of Transportation on printing matters.

   d. Providing technical assistance to field units and to offices and divisions at Headquarters on matters involving printing and printing equipment.

   e. Preparing, publishing, and maintaining the Headquarters printing Regulations.

   f. Reviewing and signing of all printing requisitions.

   g. Preparing specifications and requisitions for material to be printed outside Headquarters.

   h. Providing liaison with the Government Printing Office and commercial printers.

   i. Maintaining files of directives and publications developed by the branch.

   j. Computing costs and determining the low bidder on E.A.M. cards and marginally punched paper.

2. Review and evaluate requests for procurement of supplies, etc., to meet administrative and operational needs of Headquarters components.

3. Direct and supervise the Chiefs of the Printing Section and the Distribution and Storage Section.

★ PRINTING SECTION

Under the direction and supervision of the Chief, Publications and Printing Branch, the Chief, Printing Section shall provide printing and binding services to Headquarters.

★ DISTRIBUTION AND STORAGE SECTION

Under the direction and supervision of the Chief, Publications and Printing Branch, the Chief, Distribution and Storage Section shall perform the following functions:

1. Prepare requisitions for publications, directives, and forms of other agencies.

2. Prepare necessary distribution cards for mail room.

3. Compile and mail material as requested by the field; by other government agencies; and by the general public.

4. Prepare, publish, and maintain the Standard Distribution List, CG-131.

5. Receive requisitions and issue material as requested from the Headquarters Stationery Locker.

6. Order necessary stocks for the Stationery Locker.

7. Maintain stock control records for the Stationery Locker and for Headquarters stock of publications.

8. Maintain running inventory of publications in Consigned Stock at the Government Printing Office and Maintain a card file for Headquarters use.

9. Order publications shipped from Consigned Stock as required.

10. Make annual physical check of material in Consigned Stock at GPO to confirm the running inventory.

★ HEADQUARTERS CIVILIAN PERSONNEL BRANCH

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

1. Plan, direct and execute a civilian personnel program for the Headquarters and Headquarters units, as assigned, including such program elements as position and pay management, recruitment, employee utilization, counseling, preparation and maintenance of records, preparation of reports, and the execution of civilian personnel actions.

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

3. Maintain liaison with personnel officials of Coast Guard, Department of Transportation, Civil Service Commission and other activities, on matters pertaining to civilian personnel administration.

★ STAFFING AND EMPLOYEE RELATIONS SECTION

Under the direction and supervision of the Chief, Headquarters Civilian Personnel Branch, the Chief, Staffing and Employee Relations Section shall:

1. Conduct civilian personnel recruitment and in-service promotion and placement activities.

2. Conduct basic orientation for new employees and insure appropriate on-the-job orientation by supervisors.

3. Counsel and assist employees on personal and job-related matters, including grievances, appeals, planning personal finances, health insurance, life insurance, retirement, planning further education and development, etc.

4. Provide advice to various levels of management on legal and regulatory requirements and restrictions, merit provisions of Federal employment, and other matters affecting civilian personnel administration.

5. Provide advice and assistance to supervisors in carrying out their personnel management responsibilities, including (a) selecting employees, (b) utilization of skills, (c) evaluating performance, (d) using incentive awards, (e) maintaining communications, (f) administering discipline, and (g) administering leave.

★ POSITION AND PAY MANAGEMENT SECTION

Under the direction and supervision of the Chief, Headquarters Civilian Personnel Branch, the Chief, Position and Pay Management Section shall:

1. Conduct a responsive position management program which includes the review, analysis and evaluation of positions in their organizational contexts in terms of supervisory structure, orderly career ladders, military civilian "mix," etc., as well as the accurate classification of positions to occupational series and grades in accordance with applicable criteria.

2. Conduct or supervise special studies and surveys relating to grade structure, alignment and control, and new occupational areas.

3. Make position inquiries collecting data on duties, responsibilities, controls and working conditions of individual positions.

4. Make preliminary studies of procedural and regulatory issues, technical manuals, organization charts, other job descriptions to obtain facts and verify information obtained.

5. Advise and assist operating officials concerning the impact of various duty and responsibility assignments among positions in an organizational unit and the possible effect of such assignments on grade levels.

6. Explain classification actions taken in specific cases, and suggest appropriate steps to be taken in complying with classification changes, modifications, etc.

7. Maintain the organizational and master files of jobs, job number control, and other position classification records.

★ REPORTS AND PERSONNEL PROCESSING SECTION

Under the direction and supervision of the Chief, Headquarters Civilian Personnel Branch, the Chief, Reports and Personnel Processing Section shall:

1. Supervise the processing of all civilian personnel actions assuring that actions are complete, accurate and in compliance with applicable rules, regulations, policies and procedures.

2. Implement and maintain the input system to establish and update employee records contained in the Civilian Personnel Automated Record Keeping and Reporting System.

3. Maintain official personnel folders, employee record cards and other official records.

4. Prepare statistical reports including the monthly Civilian Personnel Strength Summary, the monthly Status of Vacancies report, the weekly Civilian Employment Ceiling Report, the Monthly Report of Federal Participation in Economic and Educational Opportunity Programs, and various other reports, as required.

★ DATA SYSTEMS DIVISION (CDS)

Under the direction and supervision of the Chief of Staff, the Chief, Data Systems Division shall:

1. Administer the planning, development and operation of information systems which involve the collection, processing and storage of data and the dissemination of information required for operation and management of Coast Guard functions and missions.

2. Coordinate and control the acquisition, installation and utilization of data processing equipment and resources at Coast Guard Headquarters and at field activities.

★ PLANNING BRANCH

Under the direction and supervision of the Chief, Data Systems Division, the Chief, Planning Branch shall:

1. Analyze feasibility of proposed data systems and improvements to existing systems; develop general data system concepts, designs and specifications.

2. Develop and maintain policies, procedures and standards governing the planning, development and operation of data systems.

3. Provide intra-division administrative services.

★ SYSTEM PLANNING SECTION

Under the direction and supervision of the Chief, Planning Branch, the Chief, Systems Planning Section shall:

1. Develop and maintain long range plans for orderly development of a Coast Guard wide management information system consisting of a series of inter-related systems utilizing common data bases.

2. Initiate and participate in studies of information requirements to define problems and develop solutions; determine the feasibility of ADP techniques, including cost/benefit analyses; prepare feasibility study reports recommending subsequent actions.

3. Develop general data system designs by application of management science techniques, including but not limited to, operations research, simulation, statistical analysis and computer system analysis; prepare general system specifications for new or significantly revised applications to provide the basis for detailed design work to be done by the Development Branch.

4. Periodically review ADP systems and resources to assure that systems in operation are essential, adequately fulfill current requirements and are consistent with long range plans and that resources are adequate but not in excess of requirements; initiate actions required to maintain optimum effectiveness of the management information system.

5. Maintain liaison with Department officials concerned with ADP management, with various agencies concerned with ADP matters such as Bureau of the Budget, General Services Administration, National Bureau of Standards, etc., with counterparts in other departments and agencies and with technical and management personnel in the ADP community including equipment vendors and computer software development companies; keep abreast of changing hardware and software technology, evaluate new equipment and techniques, and initiate action to adopt improved methods.

6. Prepare and/or participate in the preparation of RCP's and RFP's for acquisition of ADP hardware, software or services; coordinate the sharing of Coast Guard equipment with other agencies, where feasible, and the use by Coast Guard of ADP facilities of other agencies.

7. Provide technical advisory and consultative services and assistance to Headquarters offices and divisions, to field units and to other branches of the division in the development and operation of information systems.

★ STANDARDS SECTION

Under the direction and supervision of the Chief, Planning Branch, the Chief, Standards Section shall:

1. Publish and update the Coast Guard Data Systems Manual which outlines procedures for initiation of requests for data processing services; procedures for studies preceding acquisition of ADP equipment, software or services; procedures for recording and reporting ADP resource utilization data; standards for planning and development of ADP applications; and standards for operation of data system installations.

2. Review proposals for acquisition of ADP resources for conformity to prescribed procedures and standards; coordinate studies involving multiple organizational components; recommend action to be taken on requests for resource acquisition.

3. Review ADP utilization records and reports; identify potential problem areas and initiate appropriate action.

4. Collect required data and prepare recurring or special ADP management reports required by DOT, GSA, BOB, etc.

5. Audit documentation and operating practices of data processing installations to assure adherence to prescribed procedures and standards.

6. Prescribe procedures for the compilation of data required for the Commandant's Data Book; schedule and coordinate compilation of data by other HQ divisions; assemble and distribute completed books.

7. Participate in division personnel management functions by preparing position descriptions and task statements; developing performance standards; developing training requirements and schedules; recruiting to fill vacancies; preparing requests for personnel action; and maintaining personnel file.

8. Maintain files of technical reference material used throughout the division including text books, equipment reference manuals, technical periodicals, documentation of completed ADP studies, etc.; develop and administer procedures for controlling the issuance of these materials and for procurement of additional reference material as required.

★ DEVELOPMENT BRANCH

Under the direction and supervision of the Chief, Data Systems Division, the Chief, Development Branch shall:

1. Develop and maintain systems software required for effective utilization of Coast Guard ADP installations.

2. Develop detailed system designs and computer program specifications for ADP applications.

3. Develop computer programs, source data reporting and conversion procedures, clerical procedures and operating instructions for ADP applications.

★ PERSONNEL AND FINANCE SECTION

Under the direction and supervision of the Chief, Development Branch, the Chief, Personnel and Finance Section shall:

1. Perform the following functions for systems pertaining to military pay and personnel administration for active duty, reserve and retired personnel; civilian personnel administration; personnel allowances and complements; reserve mobilization; financial accounting; and budgetary information:

a. Analyze general system designs for new and revised applications and develop detailed system designs and program specifications (includes development of system flow charts, input and output forms and formats, data file and record layouts, input data edit criteria and error correction routines, decision logic tables, computation techniques, accuracy controls, etc.); prepare system design and program specification documentation.

b. Develop computer programs (includes block diagrams and/or detailed decision logic tables, code structures and code lists, key punch procedures, OCR conversion programs, writing and coding of computer instructions, preparation of test data, analysis of test run results and making necessary corrections, preparation of operating instructions for the central computer and/or remote terminals, etc.); prepare program documentation.

c. Develop clerical procedures governing input data preparation and control, output control, error resolution and inter-division work flow.

d. Prepare or participate in preparation of directives governing the preparation and submission of source documents.

e. Develop modifications of detailed system designs, programs and clerical procedures, as required, to overcome operational problems or to provide for changes in or additions to data requirements; update related documentation.

f. Maintain files of system and program documentation.

★ MISSION-SUPPORT SECTION

Under the direction and supervision of the Chief, Development Branch, the Mission Support Section shall:

1. Perform the following functions for systems involving operational, engineering, logistics or merchant marine data and for all other applications not specifically assigned to the Personnel and Finance Section:

a. Analyze general system designs for new and revised applications and develop detailed system designs and program specifications (includes development of system flow charts, input and output forms and formats, data file and record layouts, input data edit criteria and error correction routines, decision logic tables, computation techniques, accuracy controls, etc.); prepares system design and program specification documentation.

b. Develop computer programs (includes block diagrams and/or detailed decision logic tables, code structures and code lists, key punch procedures, OCR conversion programs, writing and coding of computer instructions, preparation of test data, analysis of test run results and making necessary corrections, preparation of operating instructions for the central computer and/or remote terminals, etc.); prepare program documentation.

c. Develop clerical procedures governing input data preparation and control, output control, error resolution and inter-division work flow.

d. Prepare or participate in preparation of directives governing the preparation and submission of source documents.

e. Develop modifications of detailed system designs, programs and clerical procedures as required to overcome operational problems or to provide for changes in or additions to data requirements; update related documentation.

f. Maintain files of system and program documentation.

★ SYSTEMS SOFTWARE SECTION

Under the direction and supervision of the Chief, Development Branch, the Chief, Systems Software Section shall:

1. Modify and maintain system software furnished by ADP equipment vendors to assure that vendor-supplied operating systems, compilers, utility programs, etc., will interact with Coast Guard application programs in a manner which will provide optimum efficiency and effectiveness.

2. Develop and maintain programs for communications between central computer and remote terminals; assign terminal identification codes, user identification codes, etc., and develop techniques to assure that access to data is limited to authorized users.

3. Develop and maintain Coast Guard utility programs for processing requirements which are common to two or more application areas but are not adequately fulfilled by vendor-supplied software.

4. Develop and maintain, within the central computer system, a machine-readable library of systems software, application programs, program modules, macro routines, etc.

5. Publish, for guidance of applications programmers at Headquarters and at field units, technical information such as instructions governing the use of system software and program libraries, information pertaining to the allocation or reservation of areas of core storage or immediate access storage, clarification or amplification of vendor-supplied technical manuals, etc.; furnish technical assistance to application programmers on software problems.

6. Maintain liaison with technical staff of ADP equipment vendors and with counterparts in other ADP installations to facilitate exchange of technical information.

7. Coordinate with field units and remote terminal operators to identify and resolve program, communications or terminal operation problems.

★ OPERATIONS BRANCH

Under the direction and supervision of the Chief, Data Systems Division, the Chief, Operations Branch shall:

1. Operate the central computer equipment and provide supporting production services.

★ DATA PREPARATION SECTION

Under the direction and supervision of the Chief, Operations Branch, the Chief, Data Preparation Section shall:

1. Control receipt of input data source documents.

2. Coordinate scheduling of input data preparation with the production schedule of the Computer Operations Section.

3. Screen and batch source documents to be processed through OCR equipment; analyze and correct, or initiate correction action on source documents rejected by OCR process.

4. Edit and code source documents containing input data to be key punched.

5. Operate key punch equipment; maintain equipment utilization records.

6. Analyze data which fails to meet edit criteria of input edit runs or periodic audit runs; initiate corrective action; correspond with sources of data to correct records and/or to identify and eliminate causes of errors; maintain controls to assure timely resolution of errors.

7. Assemble and distribute data processing output.

8. Coordinate and control release and return of work to be performed by commercial contractors or by other agencies such as contract key punching, magnetic tape to microfilm conversion, Linotron printing, etc.

9. Maintain files of selected output reports required to facilitate exception processing, for use in audits or for historical files.

★ COMPUTER OPERATIONS SECTION

Under the direction and supervision of the Chief, Operations Branch, the Chief, Computer Operations Section shall:

1. Schedule and control all centralized ADP processing to assure timely completion of required output and achieve optimum equipment utilization.

2. Operate the central computer installation.

3. Maintain equipment utilization records and records of equipment malfunctions; certify vendor invoices covering equipment rentals and maintenance charges.

4. Maintain liaison with equipment maintenance personnel and building maintenance personnel to assure that ADP equipment, air conditioning, power supply, etc., are maintained at a proper level.

★ Library Section

Under the direction and supervision of the Chief, Operations Branch, the Chief, Library Section shall:

1. Maintain magnetic tape, disk pack and punched card files of application data, application programs and system software programs; maintain library control records of all files.

2. Coordinate and control the distribution to depositories of magnetic tapes containing back-up data files and programs.

3. Maintain documentation files containing reference manuals and operating instructions used in other sections of the Operations Branch.

4. Assist the Computer Operations Section by assembly, in advance of the operating schedule, of data files, programs, operating instructions and supplies required for specific jobs.

5. Maintain inventory records of paper, punched cards and other ADP supplies used in the branch; control receipt and issuance of supplies; initiate procurement action when reorder points are reached.

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, 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 financial management operations, including a review of accounting records, supporting documents, and transactions in order to provide management at all levels with an independent, objective, and constructive evaluation of the effectiveness and efficiency of internal management controls and practices; and making appropriate recommendations for correcting or preventing management deficiencies and uneconomical operations.

d. The provision of statistical services.

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

f. 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, inventories, and other resources), vouchering, payrolling, disbursing, audit, supply, and data processing activities are to be carried; consider and make recommendations 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 making 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, vouchering, payrolling, disbursing, and auditing), 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 to meet financial management and reporting requirements of the Coast Guard, Treasury Department, and other Government agencies. Program fiscal data input for use by the Data Processing Division in preparing service-wide financial reports and analyses to meet management requirements. 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 the Coast Guard Supply Fund and promulgate 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 requirements.

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

12. Exercise technical control over Supply Centers.

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

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

15. Administer mail and postal matters for the U. S. Coast Guard and prescribe procedures for the establishment and operation of Coast Guard post offices.

16. Establish the per diem, travel and transportation allowance policies in accordance with the Joint Travel Regulations for military personnel and the Standardized Government Travel Regulations for civilians.

FISCAL ASSISTANT TO THE COMPTROLLER

Under the direction and supervision of the Comptroller, the Fiscal Assistant serves as the technical authority for the Coast Guard on fiscal matters. In this regard the Fiscal Assistant shall:

1. Assist in the review, appraisal and formulation of accounting and other fiscal procedures.

2. Give direction to the formulation of financial reports and analyses.

3. Maintain a continuing review of the vouchering, payrolling and disbursing function to insure maximum adherence to government standards of internal control; timely and expeditious payments due vendors, military and civilian personnel, and other government agencies.

4. Appraise data processing applications performed for accounting functions.

5. Develop improved internal accounting control, transactions recording and reporting, and service to operating units through the internal audit program.

6. Review personnel staffing requirements as related to the workload of the fiscal functions.

ADMINISTRATIVE PROCEDURES STAFF

Under the direction and supervision of the Comptroller and the Deputy Comptroller the members of the Staff shall:

1. Administer the Savings Bond Program as follows:

a. Develop methods and procedures for the promotion and conduct of the program.

b. Maintain liaison with the Savings Bond Division of the Treasury Department and the Interdepartmental Savings Bond Committee.

c. Distribute promotional material.

d. Maintain records and determine eligibility of Coast Guard activities for Bond Program honor awards.

2. Administer the overall Coast Guard mess management program as follows:

a. Plan, develop, implement and review mess management procedures.

b. Promulgate procedures and instructions to insure an adequate diet at a reasonable cost.

c. Develop and implement necessary report forms to insure adequate accountability without excessive detail.

d. Maintain liaison with representatives of the Departments of Defense and Agriculture and other agencies having an interest in mess administration.

3. Administer the Comptroller personnel program as follows:

a. Make recommendations relative to requirements in the master billet plan.

b. Make recommendations with repsect to assignment of qualified Comptroller personnel.

c. Make recommendations relative to appropriate training courses.

d. Maintain a continuing review of the necessary clearances for determining financial responsibility of Comptroller personnel.

4. Administer the military travel policy as follows:

a. Represent the Coast Guard on the Advisory Panel of the Per Diem, Travel and Transportation Allowance Committee as a voting member pertinent to policy promulgated in the Joint Travel Regulations (JTR), Volume I.

b. Analyze, coordinate and make recommendations relative to Coast Guard position on proposed changes to JTR.

c. Maintain a continuing review of Coast Guard policy for currency and legality.

5. Administer the Coast Guard's postal program as follows:

a. Promulgate the procedures and instructions necessary for the establishment and operation of Coast Guard post offices.

b. Maintain a continuing review of postal inspections in accordance with U. S. Post Office Regulations.

c. Insure the proper bonding of all Coast Guard members who are assigned to postal duties.

d. Collect sample data every two years for report on which to base the amount Coast Guard reimburses the U. S. Post Office.

FISCAL PROCEDURES STAFF

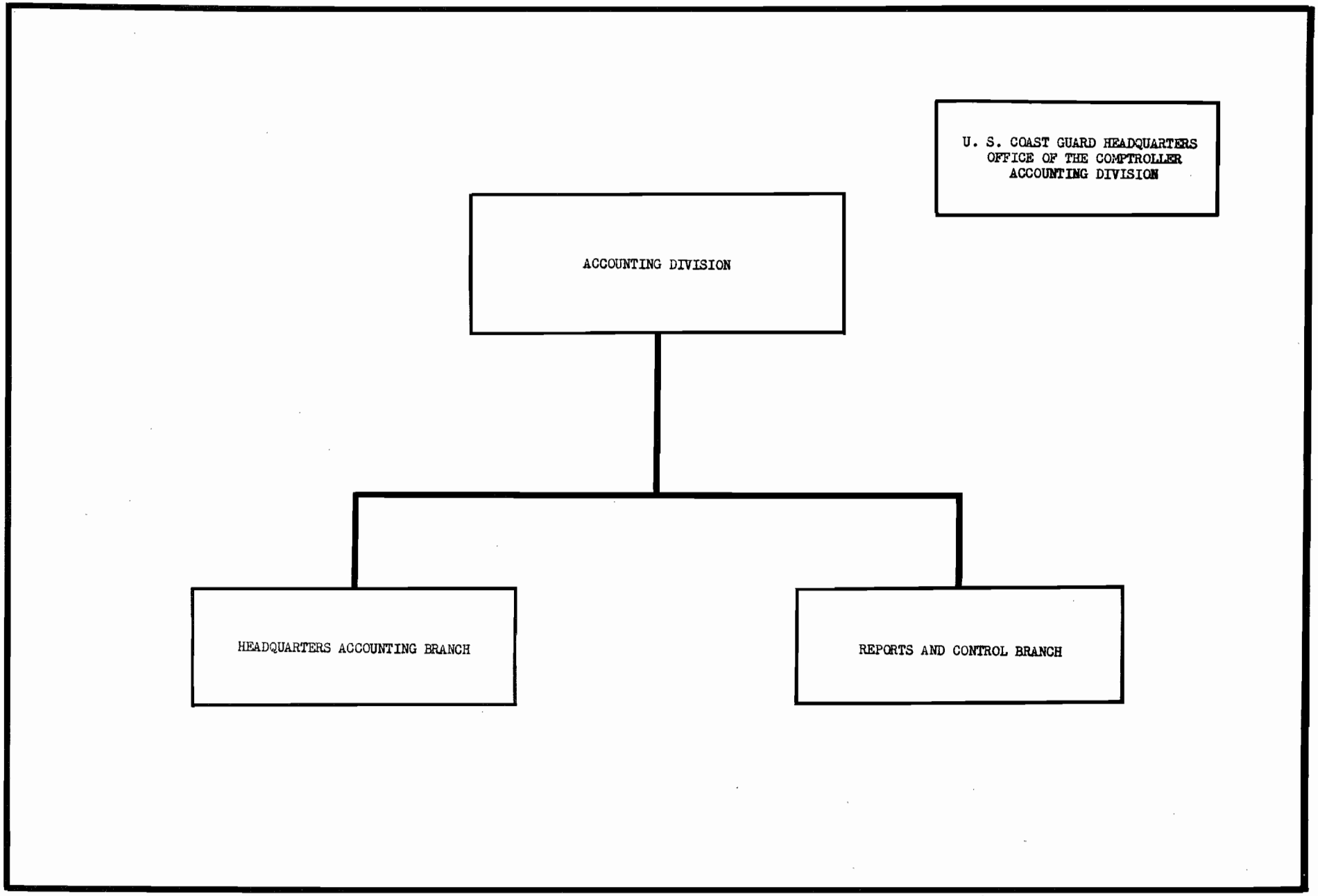
Under the direction and general supervision of the Comptroller, the Fiscal Procedures Staff shall review and implement fiscal policies with regard to accounting systems and to regulations and procedures governing entitlement to payment of military and civilian personnel. Under the Staff Chief, a supervisory systems accountant, the Staff is responsible for:

1. Initiation and/or development and review of principles, standards, systems and procedures for fiscal and accounting operations of the Coast Guard.

2. Promulgation of regulations and procedures in the Comptroller Manual and appropriate instructions, pertinent to fiscal and pay matters.

3. Maintaining liaison with other departments, (GAO, Navy, etc.), in fiscal and accounting matters.

CHART 3-B


U. S. COAST GUARD HEADQUARTERS
OFFICE OF THE COMPTROLLER
ACCOUNTING DIVISION
ACCOUNTING DIVISION
HEADQUARTERS ACCOUNTING BRANCH
REPORTS AND CONTROL BRANCH

ACCOUNTING DIVISION (FA)

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

1. Generally supervise and give direction to accounting operations in District Offices and Headquarters Units.

2. Maintain a system of fund, cost, operating, and property accounts to reflect the currency, accuracy, and completeness of the fiscal activities of the Coast Guard.

3. 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 in order to investigate and correct weaknesses in accounting operations.

4. 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.

HEADQUARTERS ACCOUNTING BRANCH

Under the direction and supervision of the Chief, Accounting Division, the Chief, Headquarters Accounting Branch shall:

1. Maintain formal detailed accounting records for Headquarters fiscal transactions, including appropriation and apportionment controls, allotment controls, allotment ledgers, expenditure accounts, disbursements, receipts, and repayments controls.

2. Maintain document files of undelivered orders, unpaid liabilities, accounts receivable, and advance payments for travel and orders on the Coast Guard Yard, other Government agencies, and contractors, which are periodically balanced to related control accounts.

3. Review and prevalidate allotment, obligation, expenditure, and disbursing documents for availability and propriety of funds to be charged and accuracy of accounting classification indicated thereon.

4. Maintain a control desk for receipt of all billings rendered to Coast Guard Headquarters and acknowledgements of receipts of goods and services delivered pursuant to Headquarters procurements. Process, for entry into Headquarters expenditure accounts, those billings which are supported by properly executed receiving reports; liquidate the related obligation document and transfer to the Voucher Branch, Payments and Claims Division, for examination and certification for payment. Accrue liabilities for properly executed receiving reports for which billings have not been received.

5. Exercise Service-wide accounting control over Headquarters controlled inventories by recording inventory receipt and expenditure transactions scheduled by the Management Control Branch, Supply Division.

6. Keep the responsible administrative officers current with respect to the financial status of their allotments, subheads, and projects through regular distribution of statements.

7. Deposit funds received by Headquarters properly designated for credit to the Treasurer of the United States.

8. Prepare on an off-site basis, accounting and financial reporting functions for several Headquarters units.

9. 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.

10. Process applications for motorboat registration numbers for persons from those states which do not have a motorboat registration program (Alaska, New Hampshire, Hawaii, Washington and the District of Columbia), depositing and accounting for fees received.

11. Prepare the monthly Statement of Transactions for disbursing activity by the Washington Regional Disbursing Office for disbursements and receipts made for Coast Guard.

12. Prepare the monthly Statement of Transactions for those off-site units with Assistant Disbursing Officers, and reconcile the statements with the Statements of Accountability prepared by the Assistant Disbursing Officers.

REPORTS AND CONTROL BRANCH

Under the direction and supervision of the Chief, Accounting Division, the Chief, Reports and Control Branch shall:

1. Record stores receipt and expenditure activity of general messes and clothing lockers at Headquarters units under Headquarters accounting control. Audit and/or reconcile commissary reports and clothing reports with supporting documents and general ledger control accounts. Prepare monthly financial statements therefor.

2. Receive, review and verify general ledger trial balances, status of allotments reports, operating cost reports, and prescribed reconciliation statements prepared from the accounts maintained by Headquarters and field accounting offices and conduct correspondence with field offices for correction of deficiencies as required.

3. Prepare consolidated Status of Fund Reports for management officials, the Treasury Department, and the Bureau of the Budget.

4. Prepare consoldiated general ledger trial balances from which financial reports for the guidance of administrative officials and for other federal agencies and bodies are prepared pursuant to legal, regulatory and administrative requirements.

5. Compile consolidated reports of the status of stores inventories of Headquarters controlled materials, field controlled stock, general stores, commissary supplies and clothing, for the guidance of management officials and for incorporation into regular financial reports.

6. Reconcile reciprocal accounts maintained by Headquarters with corresponding accounts reported by district and other field offices.

7. Prepare monthly consolidated statements of transactions for all Treasury Department Regional Disbursing Officers and for all Assistant Disbursing Officers for funds and receipt accounts for entry in the official accounts of the Coast Guard.

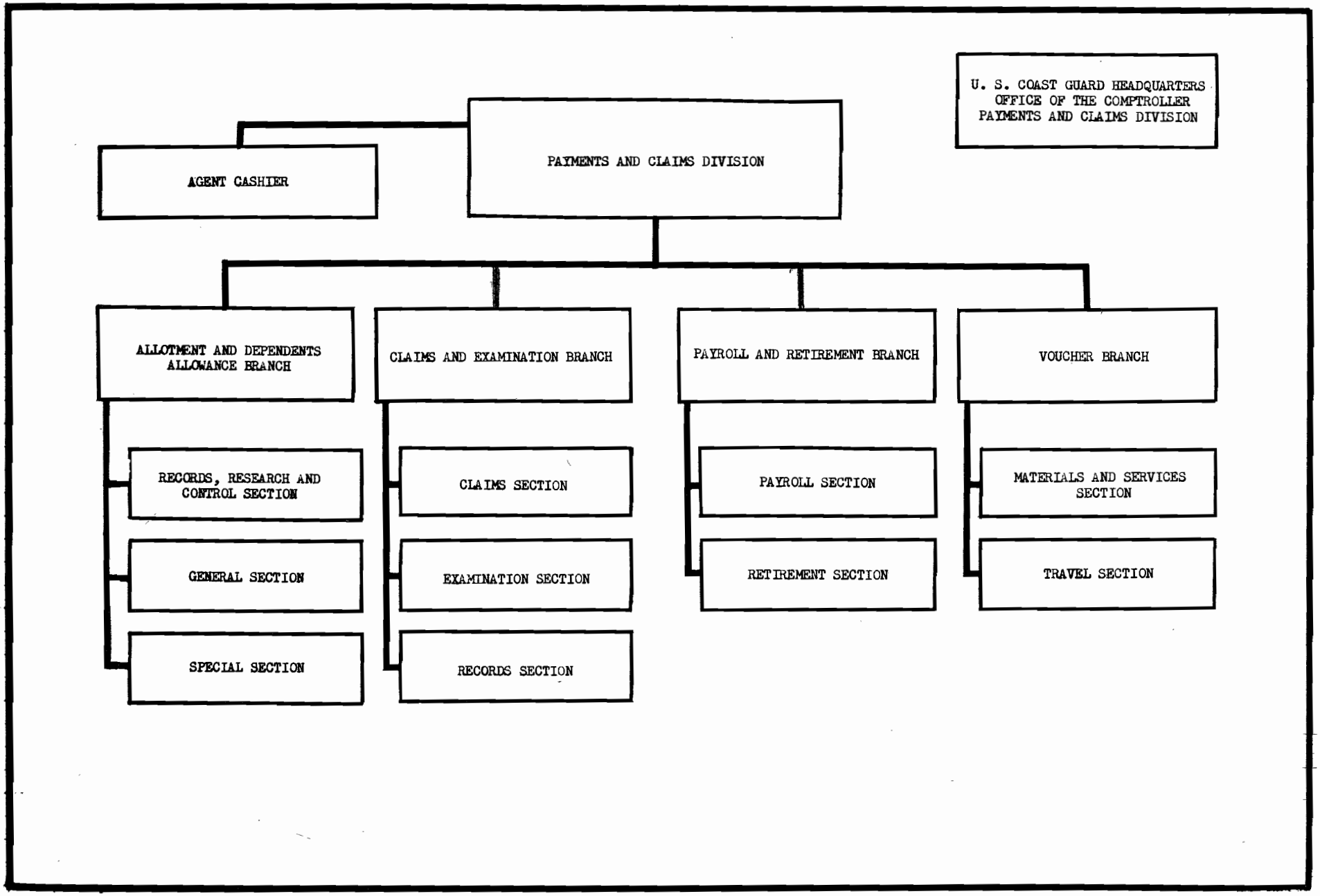
8. Maintain Service-wide accounting control and reporting for:

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

b. Federal tax deposits for social security and income tax deductions from Coast Guard military personnel.

9. 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.

CHART 3-E


U. S. COAST GUARD HEADQUARTERS
OFFICE OF THE COMPTROLLER
PAYMENTS AND CLAIMS DIVISION
AGENT CASHIER
PAYMENTS AND CLAIMS DIVISION
ALLOTMENT AND DEPENDENTS ALLOWANCE BRANCH
CLAIMS AND EXAMINATION BRANCH
PAYROLL AND RETIREMENT BRANCH
VOUCHER BRANCH
RECORDS, RESEARCH AND CONTROL SECTION
GENERAL SECTION
SPECIAL SECTION
CLAIMS SECTION
EXAMINATION SECTION
RECORDS SECTION
PAYROLL SECTION
RETIREMENT SECTION
MATERIALS AND SERVICES SECTION
TRAVEL SECTION

PAYMENTS AND CLAIMS DIVISION (FP)

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

1. Perform on a service-wide basis, as follows:

a. Examine and make determinations of procurement documents, claims and exceptions, and dependency entitlements, preparing, as necessary, any related papers.

b. Certify for payment travel vouchers, military allotments, Headquarters military payrolls, military retired payrolls, and any other obligations, as required.

c. Audit closed military pay records.

d. Forward to the Internal Revenue Payroll Center, Lawrence, Massachusetts, the required documents for administering Headquarters civilian payroll functions, distribute reports, and perform other pertinent liaison duties.

2. Process nominations of District Commanders and Commanding Officers of Headquarters Units for the purpose of designating military and civilian personnel to perform accountable duties as Certifying Officers, Assistant Disbursing Officers, and Cashiers.

3. Maintain records of all personnel designated to perform the duties of ACO, ADO, and Cashiers, 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.

4. Maintain Standardized Government Travel Regulations and the preparation of amendments to Coast Guard Supplementary Instruction as required.

5. Provide Coast Guard representation on the Department of Defense Committee for Retired Serviceman's Family Protection Plan.

6. Process correspondence concerning or affecting the above matters.

7. Make all Headquarters cash payments, consisting of travel claims and advances to civilian and military personnel, vouchers covering small purchases and salary and allowances to military personnel, as required. Distributes all savings bond and payroll checks.

8. Process and service all Government insurance (GI and NSLI) which is paid by allotment.

9. Perform the Reserve Pay payroll function on a service-wide basis.

ALLOTMENT AND DEPENDENTS ALLOWANCE BRANCH

Under the direction and supervision of the Chief, Payments and Claims Division, the Chief, Allotment and Dependents Allowance Branch shall:

1. Establish, service, and maintain all classes of allotments registered by Coast Guard military members, both active and retired.

2. Prepare and certify allotment payrolls.

3. Review and process all nonroutine determinations of dependency for dependents allowance purposes.

4. Process and service all Government insurance (GI and NSLI) which is paid by allotment.

GENERAL SECTION

Under the direction and supervision of the Chief, Allotment and Dependents Allowance Branch, the Chief, General Section shall perform all the functions of the Branch for allotments paid by individual checks; review and process all determinations of dependency for dependents allowance purposes except routine cases processed by field units.

SPECIAL SECTION

Under the direction and supervision of the Chief, Allotment and Dependents Allowance Branch, the Chief, Special Section shall perform all the functions of the Branch for allotments paid by blanket checks; process and service all Government insurance (GI and NSLI) which is paid by allotment.

RECORDS, RESEARCH AND CONTROL SECTION

Under the direction and supervision of the Chief, Allotment and Dependents Allowance Branch, the Chief, Records, Research and Control Section shall receive and dispatch all mail, maintain all records and files, conduct research, maintain financial control and balances with the Data Processing Division, and prepare all accounting documents and reports.

CLAIMS AND EXAMINATIONS BRANCH

Under the direction and supervision of the Chief, Payment and Claims Division, the Chief, Claims and Examination Branch shall:

1. Process claims for arrears in pay and allowance and claims for gratuities to or on behalf of Coast Guard personnel and Coast Guard veterans.

2. Prepare anc certify vouchers for approved claims.

3. Furnish pay record information to the field and Headquarters.

4. Maintain pay accounts of captured or missing Coast Guard personnel.

5. Process General Accounting Office Formal and Informal Notices of Exception and administration exceptions.

6. Be responsible for collection of overpayments.

7. Maintain custody of closed Coast Guard military pay records.

8. Perform the military pay record examination function on a service-wide basis.

CLAIMS SECTION

Under the direction and supervision of the chief, Claims and Examination Branch, the Chief, Claims Section shall:

1. Process claims for arrears in pay and allowances and claims for gratuities to or on behalf of Coast Guard personnel and Coast Guard veterans on a service-wide basis.

2. Maintain pay accounts of captured or missing Coast Guard personnel.

3. Process General Accounting Office Formal and Informal exceptions and administrative exceptions.

4. Be responsible for collection of overpayments and refunds of underpayments.

5. Prepare and certify vouchers for approved claims.

6. Prepare all correspondence and reports covering above matters.

EXAMINATION SECTION

Under the direction ans supervision of the Chief, Claims and Examination Branch, the Chief, Examination Section shall:

1. Perform the military pay record audit and examination on a service-wide basis.

2. Process all correspondence and reports in connection with above matters.

RECORDS SECTION

Under the direction and supervision of the Chief, Claims and Examination Branch, the Chief, Records Section shall:

1. Maintain custody of closed Coast Guard military pay records on a service-wide basis.

2. Furnish pay record information to the field and Headquarters.

3. Maintain control over and audits the proper reporting of all FICA and Federal Withholding Tax of military personnel.

4. Prepare correspondence covering above matters.

PAYROLL AND RETIREMENT BRANCH

Under the direction and supervision of the Chief, Payment and Claims Division, the Chief, Payroll and Retirement Branch shall:

1. Prepare and certify payrolls for military personnel in the Washington area and for retired Coast Guard military personnel.

2. Maintain records and process applications under Retired Service Man's Family Protection Plan for active duty and retired Coast Guard military personnel.

3. Compute data for Federal Withholding Tax Statements and related reports for HQ military personnel and retired Coast Guard military personnel, as required.

4. Maintain liaison with Internal Revenue Payroll Center, Lawrence, Massachusetts, in connection with processing Headquarters civilian payroll.

5. Perform all functions of the savings deposits program for military members.

PAYROLL SECTION

Under the direction and supervision of the Chief, Payroll and Retirement Branch, the Chief, Payroll Section shall:

1. Prepare and certify all payrolls for military personnel in the Washington area.

2. Maintain liaison with Internal Revenue Payroll Center, Lawrence, Massachusetts, in connection with processing Headquarters civilian payroll.

3. Prepare all correspondence and reports in connection with above matters.

RETIREMENT SECTION

Under the direction and supervision of the Chief, Payroll and Retirement Branch, the Chief, Retirement Section shall:

1. Prepare and certify retired payrolls on a service-wide basis.

2. Maintain records and process applications under Retired Serviceman's Family Protection Plan for active duty and retired Coast Guard military personnel.

3. Prepare all correspondence and reports in connection with above matters.

VOUCHER BRANCH

Under the direction and supervision of the Chief, Payment and Claims Division, the Chief, Voucher Branch shall:

1. Audit procurement documents for supplies and materials procured at Headquarters, certify and schedule for payment; audit transportation vouchers for bills of lading issued by Headquarters and those from common carriers for passenger transportation on requests issued by Headquarters.

2. Prepare authorizations and vouchers for travel advances for Headquarters military and civilian personnel and schedule vouchers for payment.

3. Prepare and certify vouchers for claims concerning travel and transportation allowances of Headquarters military and civilian personnel and for personnel in the field when entitlement is in doubt.

4. Audit special claims such as those under the Federal Tort Claims Act, admiralty claims, personnel claims, etc., certify and schedule for payment.

5. Furnish prescribed accrual documents to the Chief, Accounting Division.

MATERIALS AND SERVICES SECTION

Under the direction and supervision of the Chief, Voucher Branch, the Chief, Materials and Services Section shall:

1. Audit procurement documents for supplies and materials procured at Headquarters; and prepare and certify schedules for payment.

2. Audit transportation vouchers for bills of lading issued by Headquarters and those from common carriers for passenger transportation on requests issued by Headquarters.

3. Examine vouchers relating to shipments of household effects and, when necessary, issue appropriate adjustment documents.

4. Audit special claims such as those under the Federal Tort Claims Act, admiralty claims, personnel claims, etc., prepare schedules and certify for payment.

5. Process field cases covering above matters when entitlement is in doubt.

6. Prepare correspondence regarding above matters, including preparation of GAO submissions, when necessary.

7. Furnish prescribed accrual documents to the Accounting Division.

TRAVEL SECTION

Under the direction and supervision of the Chief, Voucher Branch, the Chief, Travel Section shall:

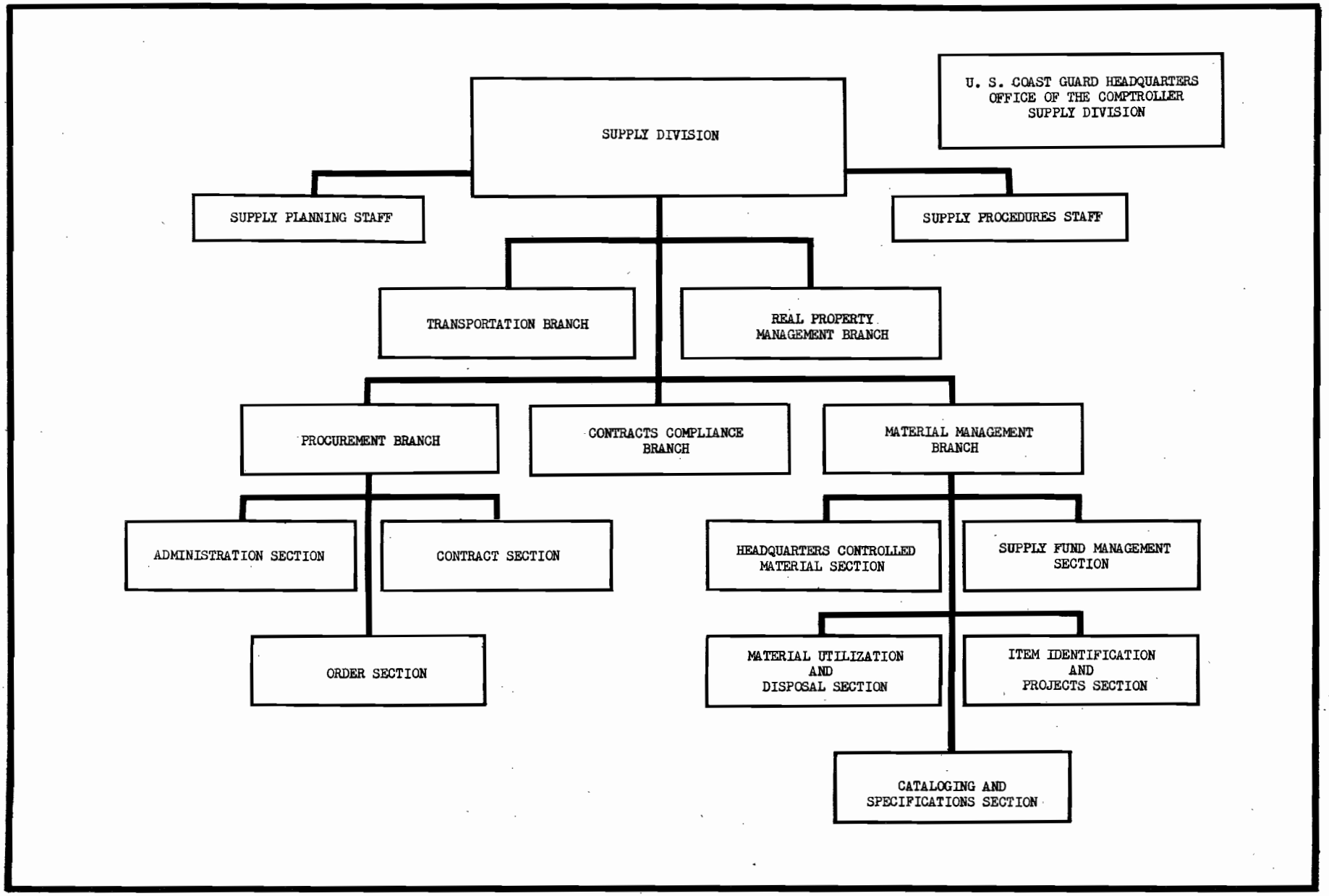
1. Prepare authorizations and vouchers for travel advances for Headquarters military and civilian personnel and schedule vouchers for payment.

2. Prepare and certify vouchers for claims concerning travel and transportation allowances of Headquarters military and civilian personnel and for personnel in the field when entitlement is in doubt.

3. Prepare all correspondence regarding above matters and issues appropriate adjustment documents when necessary, including preparation of submissions to GAO, when necessary.

4. Furnish prescribed accrual documents to Accounting Division.

CHART 3-F


U. S. COAST GUARD HEADQUARTERS
OFFICE OF THE COMPTROLLER
SUPPLY DIVISION
SUPPLY DIVISION
SUPPLY PLANNING STAFF
SUPPLY PROCEDURES STAFF
TRANSPORTATION BRANCH
REAL PROPERTY MANAGEMENT BRANCH
PROCUREMENT BRANCH
CONTRACTS COMPLIANCE BRANCH
MATERIAL MANAGEMENT BRANCH
ADMINISTRATION SECTION
CONTRACT SECTION
HEADQUARTERS CONTROLLED MATERIAL SECTION
SUPPLY FUND MANAGEMENT SECTION
ORDER SECTION
MATERIAL UTILIZATION AND DISPOSAL SECTION
ITEM IDENTIFICATION AND PROJECTS SECTION
CATALOGING AND SPECIFICATIONS SECTION

SUPPLY DIVISION (FS)

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

1. Direct, supervise and coordinate the activities of the Supply Division Planning Staff and the Chiefs of the Procurement, Transportation, Material Management, Contracts Compliance, Supply Procedures, and Real Property Management Branches in connection with their assigned functions, and be responsibile for:

a. An integrated system of supply, embracing the procurement, storage, inventory control, cataloging, distribution and disposal of material.

b. Directing a program and developing plans and procedures for transportation of personnel, material and household goods for the Coast Guard, and providing like services at Headquarters.

c. Administering the Equal Employment Opportunity for the Coast Guard, as pertains to the equal employment opportunity provision in government contracts.

d. Processing procurement and disposal actions for personal and real property.

2. Serve as principal supply advisor to the Comptroller, and assist in the development of plans for Coast Guard supply systems.

3. Supervise the Headquarters procurement program.

4. Manage the Coast Guard Supply Fund.

SUPPLY PLANNING STAFF

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

1. Plan for best utilization of supply support personnel, equipment, and facilities.

2. Plan for improvements, modifications, and additions to, and deletions of supply activities and activity resources to adjust to changing technologies, interagency support patterns and Coast Guard growth.

3. Maintain interservice relations and agreements with other Government agencies and coordinate the Coast Guard supply program with the programs of other Government agencies.

4. Collect and maintain current data for Coast Guard supply activities relative to physical and personnel characteristics, workload, and other pertinent information.

5. Plan, justify and budget for Headquarters and field resources necessary to accomplish supply support for the Coast Guard.

6. Maintain liaison with program managers in Headquarters to coordinate supply response to fluctuating program requirements.

7. Prepare and implement Coast Guard mobilization plans as they pertain to supply logistics support services charged to the Comptroller.

SUPPLY PROCEDURES STAFF

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

1. Direct the development of supply procedures and regulations for promulgation in Volumes 3 and 4 of the Comptroller Manual, Coast Guard Procurement Regulations, Federal Register, and the Coast Guard MILSTRIP Manual, and other media as appropriate.

2. Maintain liaison with Department of Defense components and other agencies of the Federal Government on matters concerning supply procedures and regulations.

TRANSPORTATION BRANCH

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

1. Manage and give direction to the Coast Guard program for transportation of freight, personnel and household goods.

2. Maintain the Coast Guard Travel Manual on a current basis.

3. Provide travel, transportation and shipment of household goods services as required at Headquarters, including issuance of transportation requests, meal tickets, bills of lading, and maintenance of associated accountability records.

4. Represent the Coast Guard at meetings of transportation committees in the Department of Defense, General Services Administration, and carrier associations.

REAL PROPERTY MANAGEMENT BRANCH

Under the direction and supervision of the Chief, Supply Division, the Chief, Real Property Management Branch shall:

1. Assist in developing and coordinating the Coast Guard real property management program which includes:

    a. Processing of real property acquisitions.

    b. Processing of real property disposals.

    c. Maintaining of real property files and records of leased space occupancies.

2. Review justifications for retention of idle property and make appropriate recommendations for disposal.

3. Maintain liaison with Headquarters offices and other Government agencies on real property matters.

4. Prepare for publication all manuals and instructions pertaining to the real property management program.

PROCUREMENT BRANCH

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

1. Direct, supervise, and coordinate the activities of the Chiefs of the Administrative, Contract, and Order Sections in connection with their assigned functions, and have ultimate responsibility for:

   a. The Headquarters procurement program, including contracting, commercial procurement, and ordering from other Government agencies.

   b. Coordinating the Defense priorities, allocations and allotment program.

2. Establish and maintain contact with the private business community and other Government agencies relative to procurement and contract matters, including representation on boards and committees.

3. Provide supervision and policy management for Coast Guard procurement.

4. Supervise the Chiefs of the Administration, Contract, and Order Sections.

ADMINISTRATION SECTION

Under the direction of the Chief, Procurement Branch, the Chief, Administration Section shall:

1. Maintain Headquarters contracts files, except for term contracts.

2. Take necessary action to amend, change, and terminate contracts prepared by field units, for propriety.

3. Ascertain Coast Guard requirements for coal, fuel oil, gasoline and lubricants and report them to the Armed Services Petroleum Agency or General Services Administration, as appropriate.

4. Maintain statistics relative to Small Business concern for reporting purposes.

CONTRACT SECTION

Under the direction and supervision of the Chief, Procurement Branch, the Chief, Contract Section shall:

1. Prepare Invitations for Bids and Quotations for negotiated contracts for distribution to prospective bidders.

2. Receive, open, and prepare abstracts of, bids and quotations received. Make awards and issue Notices to Proceed to successful contractors after evaluation of bids.

3. Prepare and distribute contracts.

4. Maintain a current centralized bidders' list.

ORDER SECTION

Under the direction and supervision of the Chief, Procurement Branch, the Chief, Order Section shall:

1. Purchase materials and services from commercial sources for which the cost does not exceed $2,500.

2. Prepare purchase orders against Coast Guard and other Government term contracts without limitation as to cost.

3. Requisition material from Coast Guard, DSA, GSA, Navy and other Government sources.

4. Maintain follow-up files for processing, delivery, and receipt of materials.

CONTRACTS COMPLIANCE BRANCH

Under the direction and supervision of the Chief, Supply Division, the Chief, Contracts Compliance Branch shall:

1. Administer the Equal Employment Opportunity Program for the Coast Guard, as pertains to the equal employment opportunity provision in Government contracts; and provide direction and guidance to field units in connection thereiwth.

2. Conduct pre-award surveys and compliance reviews to determine Equal Employment Opportunity posture of those contractors for which the Coast Guard is the Predominant Interest Agency.

3. Prepare and submit required reports to the Treasury Department and Office of Federal Contract Compliance.

MATERIAL MANAGEMENT BRANCH

Under the direction and supervision of the Chief, Supply Division, the Chief, Material Management Branch shall:

1. Direct, supervise and coordinate the activities of the Chiefs of the Supply Fund Management, Material Utilization and Disposal, Headquarters Controlled Material, Item Identification and Projects, and Cataloging and Specifications Sections.

2. Manage the Coast Guard inventory program including Supply Fund, Headquarters Controlled Material and Field Stock inventories. Maintain control records and prepare reports on status of inventories.

3. Provide detailed management of the Supply Fund.

4. Control utilization and disposal of excess property.

5. Prepare and distribute Coast Guard Stock Lists (less those prepared by Inventory Control Points) and specifications for Coast Guard materials. Develop adequate identification and classification of materials, accurate stock nomenclature and numbers, and standardization and interchangeability of parts and equipment. Provide supervision over stock and price lists issued by Coast Guard inventory control points.

5. Supervise the Chiefs of the Supply Fund Management; Material Utilization and Disposal; Headquarters Controlled Material; Item Identification and Projects; and Cataloging and Specifications Sections.

HEADQUARTERS CONTROLLED MATERIAL SECTION

Under the direction and supervision of the Chief, Material Management Branch, the Chief, Headquarters Controlled Material Section shall:

1. Maintain centralized stock records for Headquarters Controlled Material.

2. Review stock records and provide the Headquarters controlling division with detailed information which warrants a re-evaluation of inventory requirements.

3. Furnish Accounting Division with periodic transaction summaries with supporting documents, and an end-of-month inventory figure.

4. Prepare a Headquarters Controlled Material Stock List periodically.

SUPPLY FUND MANAGEMENT SECTION

Under the direction and supervision of the Chief, Material Management Branch, the Chief, Supply Fund Management Section shall:

1. Exercise control of the stocks carried in the Coast Guard Supply Fund (less commissary), including item entry, demand, stocking points, stock levels, redistribution and phasing out of line items.

2. Standardize items through review of catalogs, allowance lists, and directives of Government agencies.

3. Screen excess declarations of Government agencies for Supply Fund material.

MATERIAL UTILIZATION AND DISPOSAL SECTION

Under the direction and supervision of the Chief, Material Management Branch, the Chief, Material Utilization and Disposal Section shall:

1. Manage the Coast Guard program for the utilization (by transfer) and disposal (by sale, donation, abandonment) of excess, obsolete, worn-out, or damaged personal property.

2. Process Boards of Survey and Reports of Excess Property. Refer Coast Guard excess property to appropriate possible users.

3. Maintain "Want Lists" of material required by the Coast Guard and other Government agencies.

ITEM IDENTIFICATION AND PROJECTS SECTION

Under the direction and supervision of the Chief, Material Management Branch, the Chief, Item Identification and Projects Section shall:

1. Provide a continuing program for item identification and assignment of stock numbers of all classes of material when no known Federal Stock Number exists, in connection with procurement documents, catalogs, allowance lists, and outfitting lists.

2. Maintain records of material on loan from and to the Coast Guard.

3. Maintain the Coast Guard section of the DOD Activity Address Directory, and provide distribution to Coast Guard units. Coordinate changes with the Defense Supply Agency.

4. Maintain current outfitting lists for new vessel construction and provide information to the appropriate division for allowance lists purposes.

CATALOGING AND SPECIFICATIONS SECTION

Under the direction and supervision of the Chief, Material Management Branch, the Chief, Cataloging and Specifications Section shall:

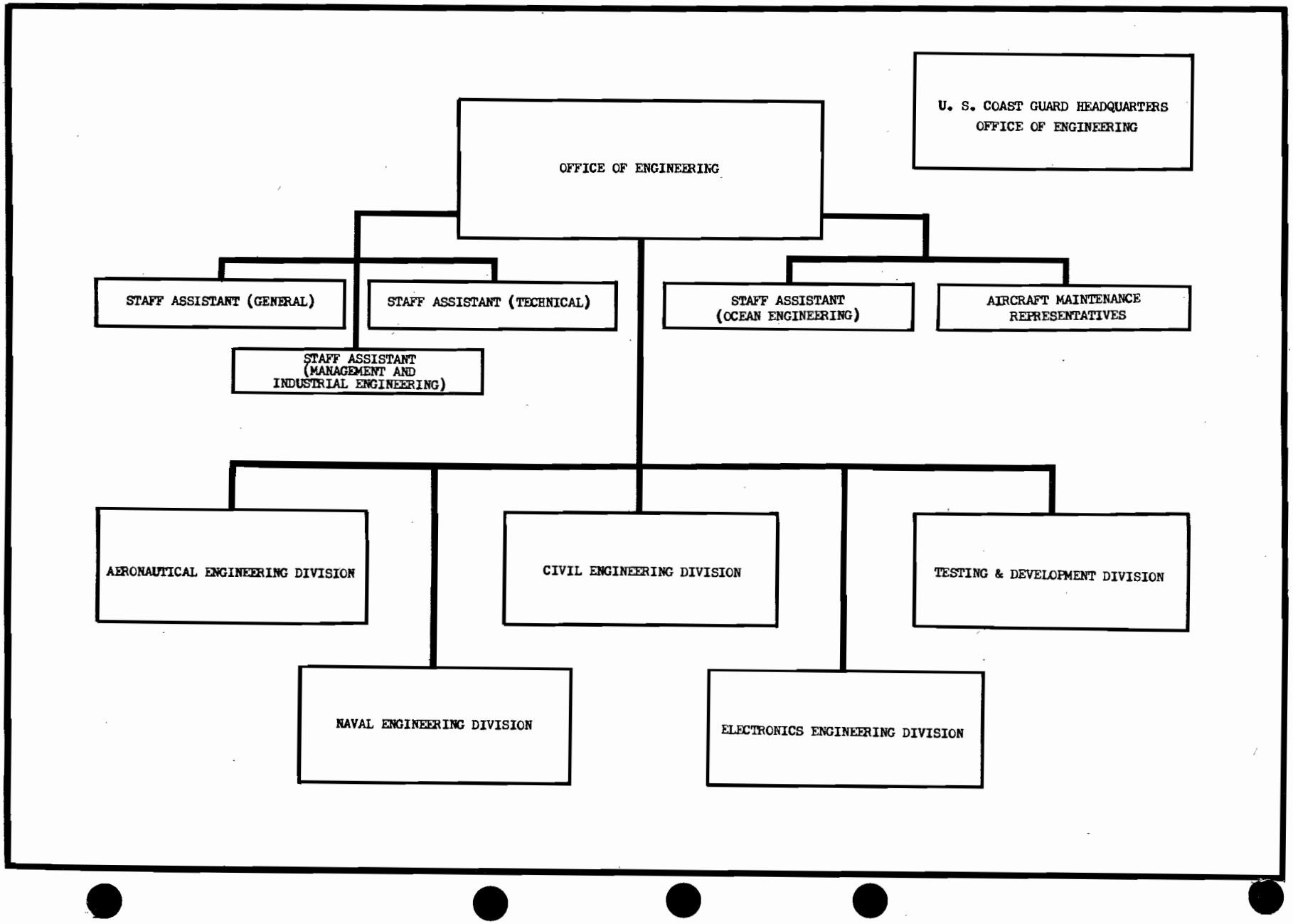
1. Maintain, publish, and distribute Coast Guard Stock Lists.

2. Be responsible for proper distribution of Department of Defense and Navy catalogs.

3. Develop specifications for Coast Guard material.

4. Maintain a central file of Coast Guard, military and federal specifications.

CHART 4-A


U. S. COAST GUARD HEADQUARTERS
OFFICE OF ENGINEERING
OFFICE OF ENGINEERING
STAFF ASSISTANT (GENERAL)
STAFF ASSISTANT (TECHNICAL)
STAFF ASSISTANT
(OCEAN ENGINEERING)
AIRCRAFT MAINTENANCE
REPRESENTATIVES
STAFF ASSISTANT
(MANAGEMENT AND
INDUSTRIAL ENGINEERING)
AERONAUTICAL ENGINEERING DIVISION
CIVIL ENGINEERING DIVISION
TESTING & DEVELOPMENT DIVISION
NAVAL ENGINEERING DIVISION
ELECTRONICS ENGINEERING DIVISION

OFFICE OF ENGINEERING (E)

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

1. Direct, supervise, and coordinate the activities of the Chiefs of the Aeronautical Engineering, Civil Engineering, Electronics Engineering, Naval Engineering, and the Testing and Development Divisions in connection with their assigned functions; assure the efficient performance of duty by those officers; have ultimate responsibility for the activities of his subordinates and the effectiveness of the engineering program, including the design, construction, repair, maintenance, outfitting, and alteration of vessels, boats, aircraft, vehicles, aids to navigation, shore establishments, machinery, electronic equipment, and utilities; and assure the adequacy of testing and development 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 recommendations.

3. Collaborate with the Chief of Staff and the Chiefs of Offices generally in matters relating to the overall engineering activities of the Service.

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

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

6. Periodically review the administration of the Engineering 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 engineering activities generally.

7. Periodically advise the Commandant as to the relative performance of the districts with respect to district engineering responsibility.

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

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

10. Establish and maintain close liaison with the Navy, Army, Air Force, Maritime Administration, General Services Administration, and other public and private agencies in connection with Coast Guard engineering matters.

11. Act as Chairman of the Ship Structure Committee.

12. Exercise technical control over the YARD, the Aircraft Repair and Supply Center, the Electronics Engineering Station, and the Field Testing and Development Center.

STAFF ASSISTANT (GENERAL)

Under the direction and supervision of the Chief, Office of Engineering, the General Staff Assistant shall:

1. Act as editor of The Engineer's Digest.

2. Perform the duties of Directives Control Point.

3. Perform the duties of the Classified Material Control Officer.

4. Perform the duties of the Emergency Destruction of Classified Material Officer; maintain list of personnel authorized to handle Secret and Confidential material, and a list of personnel occupying sensitive positions.

5. Perform the duties of Disaster Control Officer for Office of Engineering.

6. Maintain current list of boards and committees on which the Coast Guard has membership. Notify Data Processing Division of changes within Engineering Divisions.

7. Direct the activities of the Engineering Technical Library.

8. Perform other staff duties as directed.

STAFF ASSISTANT (TECHNICAL)

Under the direction and supervision of the Chief, Office of Engineering, the Technical Staff Assistant shall:

1. Perform the duties of the Secretary, Ship Structure Committee by:

   a. Coordinating the activities of the Ship Structure Committee, Ship Structure Subcommittee, and the Ship Structure Subcommittee Executive Group at the discretion of the respective chairman of these activities.

   b. Acting as liaison representative of the Ship Structure Committee with the Ship Hull Research Committee of the National Academy of Sciences.

2. Supervise the use of Engineering computer facilities by:

   a. Advising on matters affecting the management, organization, staffing, and operations of electronic computer facilities.

   b. Directing the daily operation of the computer.

   c. Coordinating the use of the computer.

   d. Directing the training of personnel in computer applications and programming.

3. Perform other duties as directed.

STAFF ASSISTANT
(MANAGEMENT AND INDUSTRIAL ENGINEERING)

Under the direction and supervision of the Chief, Office of Engineering, the Management and Industrial Engineering Staff Assistant shall:

1. Advise on matters affecting the management, organization, staffing, and operation of industrial field activities.

2. Determine and promulgate general policies and procedures for the administration and management of industrial bases; develop and maintain the Industrail Management Guide.

3. Assist in the coordination of maintenance and repair activities of industrial field units, including shipyards, repair and supply centers, bases, depots, and independent electronic repair shops.

4. Review and analyze budgets and cost reports of industrial activities; prepare such reports to be published periodically for field use comparative cost analyses.

5. Keep informed through field inspections or otherwise as to the effectiveness of Coast Guard industrial activities; conduct management of industrial engineering surveys as directed.

6. Maintain liaison with other staff components at Headquarters on matters affecting industrial activities; consult with Comptroller elements about industrial activites; develop and coordinate programs for training industrial managers with Personnel elements; consult with Operations and Chief of Staff elements about organizational matters and long range planning affecting industrial activities.

7. Maintain liaison with other military and civil government agencies, commercial firms, and professional societies with regard to industrial management.

8. Advise in matters of concern to more than one Engineering component, including long range planning, personnel requirements, and planning for mobilization.

9. Perform other staff duties as directed.

STAFF ASSISTANT (OCEAN ENGINEERING)

Under the direction and supervision of the Chief, Office of Engineering, the Staff Assistant for Ocean Engineering shall:

1. Assist the Chief, Office of Engineering in planning Coast Guard participation in ocean engineering programs including oceanography and meterorolgy; review Coast Guard programs for ocean engineering requirements and other agency and national ocean engineering requirements which relate to Coast Guard missions.

2. In cooperation with other Coast Guard Headquarters Divisions, Offices, and Staff elements, define specific Coast Guard ocean engineering projects and their relevance to Coast Guard missions and to the requirements of other Federal agencies.

3. Cooperate with other Headquarters Divisions and Offices in determining the requirements and justification for personnel, facilities, and funding for ocean engineering projects.

4. Outline ocean engineering projects in terms of engineering tasks which require action by various other Offices.

5. Represent the Chief, Office of Engineering on the Ocean Engineering Panel of the Interagency Committee on Oceanography. Establish and maintain liaison as necessary with other Federal agencies represented on the Ocean Engineering Panel.

6. Provide the Chief, Office of Engineering with summaries and digests of ocean engineering literature, articles, and projects, and record the progress and status of programs, projects, and activities related to Coast Guard missions.

7. Review, analyze, and abstract existing legislation, pending legislation, Congressional hearings, proceedings of seminars and conferences, and reports of organizational changes in other Federal agencies which relate to Coast Guard ocean engineering activities Recommend Coast Guard response to Chief, Office of Engineering, if appropriate.

8. Prepare correspondence, directives, instructions, and informational bulletins regarding all aspects of Coast Guard ocean engineering activities.

9. Perform or direct other staff functions in response to the general day-to-day requirements of the Chief, Office of Engineering.

AIRCRAFT MAINTENANCE REPRESENTATIVES

Under the management control* of the Chief, Office of Engineering and the military command of the district to which assigned, each Aircraft Maintenance Representative shall:

1. Provide aircraft maintenance liaison between the Commandant, District Commanders, and Coast Guard aviation units; and those Navy, Air Force and commercial aircraft overhaul and repair facilities within the assigned region.

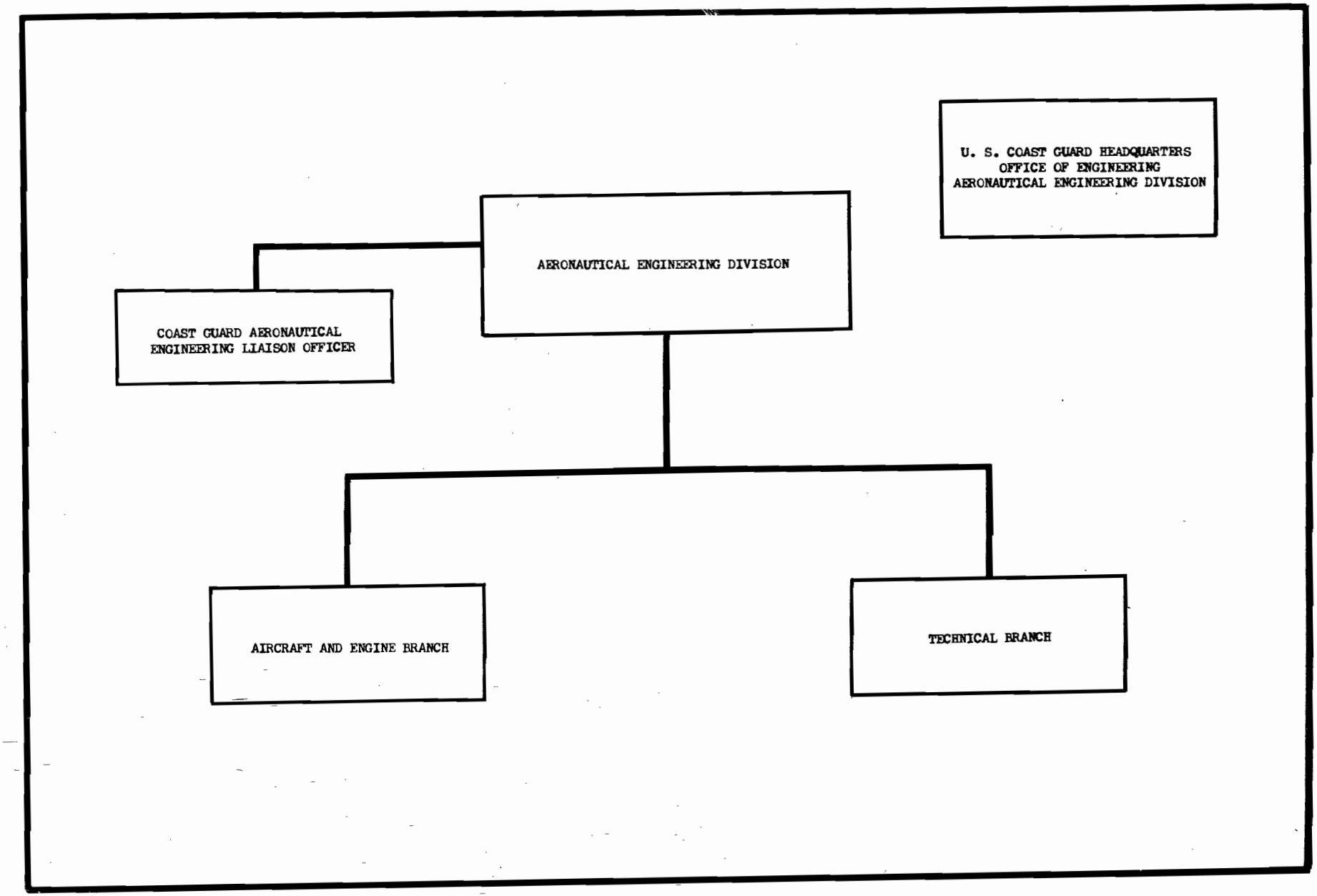
2. By frequent visits to Coast Guard units ensure a high level of standardization in aircraft maintenance procedures; provide a channel for expeditious routing of suggestions and recommendations involving methods or procedures within aeronautical engineering organization which affect improved maintenance or safety of flight.

3. Act as Commandant's representative in aeronautical engineering matters as Coast Guard units within assigned region; take necessary immediate action when matters involve safety of flight; keep Commandant informed of all developments.

4. When requested, provide aeronautical engineering assistance to all units within region, as well as assistance and liaison with AR&SC, and other Aircraft Maintenance Representatives.

*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.

CHART 4-B


U. S. COAST GUARD HEADQUARTERS
OFFICE OF ENGINEERING
AERONAUTICAL ENGINEERING DIVISION
AERONAUTICAL ENGINEERING DIVISION
COAST GUARD AERONAUTICAL
ENGINEERING LIAISON OFFICER
AIRCRAFT AND ENGINE BRANCH
TECHNICAL BRANCH

AERONAUTICAL ENGINEERING DIVISION (EAE)

Under the direction and supervision of the Chief, Office of Engineering, the Chief, Aeronautical Engineering Division shall:

1. Prepare or review preliminary and detailed plans, designs, and specifications for the construction, installation, repair, maintenance, outfitting and alteration of Coast Guard aircraft, engines, and related equipment.

2. Participate with the Supply Division in the negotiation of contracts for the installation, repair, maintenance, and alteration of aircraft, engines and related equipment; and make final determinations as to acceptance terms and conditions included in such contracts insofar as dates of delivery, plans, specifications and characteristics of the items desired are concerned.

3. Transmit requests for procurement to the Supply Division accompanied, when appropriate, by detailed plans, specifications, etc.

4. Follow up on contract performance insofar as inspections, tests, and technical judgment are necessary or desirable to assure compliance, and assist in contract expediting as required.

5. With respect to Headquarters Controlled Material (EAE), determine the items to be controlled; the quantities thereof to be stocked and the storage requirements, and advise the Supply Division thereof; initiate procurement action and provide required funds, review inventories and initiate action to maintain at justifiable levels and to release excess or obsolete items, and initiate action to effect issues to using units, all through prescribed channels.

6. Prepare or review maintenance instructions and similar information concerning aircraft, engines, and related equipment.

7. Furnish, when required, information in connection with the installation, repair, maintenance, and alteration of aircraft, engines, and related equipment as to progress, scheduling, and material requirements.

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

9. Review boards of survey concerning aeronautical engineering material.

10. Conduct, as directed, special studies and analyses relative to new or improved aeronautical engineering designs or methods having possible Coast Guard use, such studies and analyses to be coordinated through and with the Testing and Development Division.

11. Release technical directives as specifically authorized by the Chief, Office of Engineering.

12. Monitor and make recommendations concerning the training and assignment of officers to aeronautical engineering duty.

13. Manage the Coast Guard aircraft maintenance program.

COAST GUARD AERONAUTICAL ENGINEERING LIAISON OFFICER

Under the direction and management control of the Chief, Aeronautical Engineering Division, the Liaison Officer for the Aeronautical Engineering Division shall:

1. Maintain liaison with the other Armed Forces located at Wright-Patterson Air Force Base.

2. Advise appropriate staff components within Coast Guard Headquarters of all aeronautical engineering matters under development by the Armed Forces which may be of interest or value to the Coast Guard.

3. Monitor Air Force procurement contracts involving Coast Guard aircraft or related components; act as agent for the Commandant in all engineering and technical matters wherein Coast Guard/Air Force aeronautical engineering coordination is required.

4. Perform such special services as may be assigned due to advantageous location of the Liaison Section in the Wright-Patterson area.

5. Furnish assistance and guidance to Coast Guard units and personnel on request should Air Force coordination at Wright-Patterson Air Force Base be required.

6. Prepare and publish an activity report at frequent intervals.

AIRCRAFT AND ENGINE BRANCH

Under the direction and supervision of the Chief, Aeronautical Engineering Division, the Chief, Aircraft and Engine Branch shall:

1. Administer the procurement programs for aircraft and engines.

2. Perform systems project functions in the consolidation of contracts, liaison with other branches and purchasing agents; monitor and coordinate provisioning of spare parts; maintain memorandum account for AC&I projects.

3. Monitor the logistic support of Coast Guard aircraft and exercise technical guidance in the procurement and maintenance of ground support equipment including special tools and mobile ground handling equipment.

4. Monitor situations involving aircraft grounded for repair or lack of parts and suggest procedures which will minimize or eliminate recurrence. Provide liaison with supply personnel regarding aeronautical engineering support matters.

5. Manage the aircraft and engine overhaul program. Coordinate with AR&SC and monitor projects, modifications, and other events in progress at AR&SC.

6. Develop cost estimates and price determinations for procurement and support of aircraft considered for inclusion in the Coast Guard inventory.

7. Coordinate with the Technical Branch in developing specifications for procurement, modification, overhaul or repair of aircraft and components.

TECHNICAL BRANCH

Under the direction and supervision of the Chief, Aeronautical Engineering Division, the Chief, Technical Branch shall:

1. Provide aeronautical engineering technical service for the Division.

2. Coordinate with the Aircraft and Engine Branch in the development of specifications for procurement, modification, overhaul or repair of aircraft and components.

3. Prepare and/or approve all Aircraft Changes and Bulletins, Technical Orders, Technical Notes and other directives affecting the airworthiness of aircraft and installed equipment. Recommend action on similar directives received from other governmental or commercial aircraft organizations.

4. Maintain Division technical publications and review all technical directives referred to or originating within the Division for conformity with Commandant's publication policies.

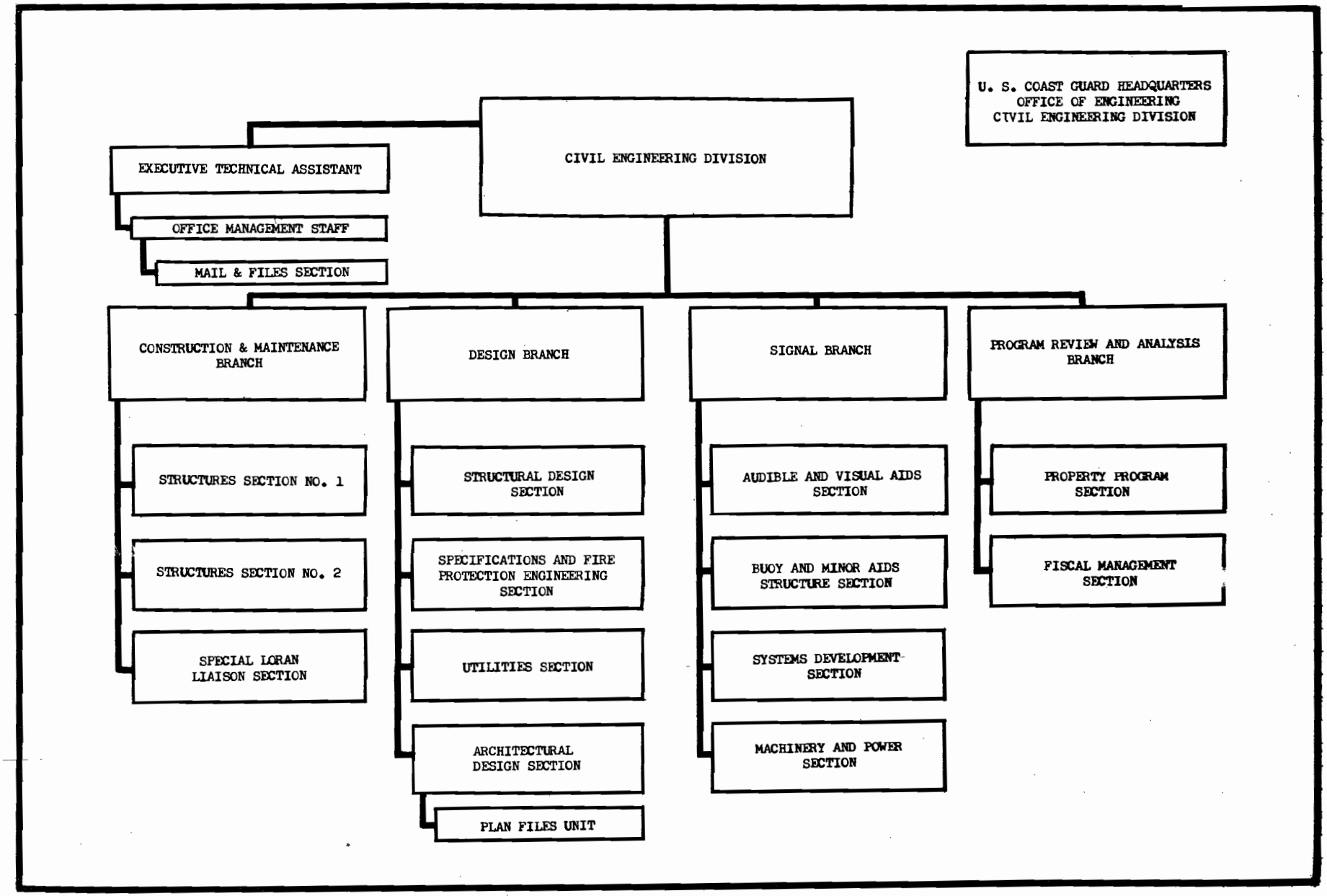
5. Monitor, recommend action, and pursue remedial measures as a result of Unsatisfactory Reports.

6. Conduct technical studies, engineering analyses, and other special projects which may be assigned to or developed within the Division.

7. Provide Coast Guard representation on various Technical Committees.

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

CHART 4-C


U. S. COAST GUARD HEADQUARTERS
OFFICE OF ENGINEERING
CIVIL ENGINEERING DIVISION
CIVIL ENGINEERING DIVISION
EXECUTIVE TECHNICAL ASSISTANT
OFFICE MANAGEMENT STAFF
MAIL & FILES SECTION
CONSTRUCTION & MAINTENANCE BRANCH
STRUCTURES SECTION NO. 1
STRUCTURES SECTION NO. 2
SPECIAL LORAN LIAISON SECTION
DESIGN BRANCH
STRUCTURAL DESIGN SECTION
SPECIFICATIONS AND FIRE PROTECTION ENGINEERING SECTION
UTILITIES SECTION
ARCHITECTURAL DESIGN SECTION
PLAN FILES UNIT
SIGNAL BRANCH
AUDIBLE AND VISUAL AIDS SECTION
BUOY AND MINOR AIDS STRUCTURE SECTION
SYSTEMS DEVELOPMENT SECTION
MACHINERY AND POWER SECTION
PROGRAM REVIEW AND ANALYSIS BRANCH
PROPERTY PROGRAM SECTION
FISCAL MANAGEMENT SECTION

CIVIL ENGINEERING DIVISION (ECV)

Under the direction and general supervision of the Chief, Office of Engineering, the Chief, Civil Engineering Division shall:

1. Be responsible for the logistics of the service for all matters that are civil engineering in character involving shore stations, structures, navigational buoys and appendages, utilities, equipment, and vehicles, such matters to include.

a. Planning, design, construction, alteration, maintenance, and repair; and issuing instructions, directions, standards, and similar information applicable thereto.

b. Preparing specifications and purchase descriptions.

c. Preparing preliminary and final cost and budget estimates and allocations and administrative funds allocated to the Civil Engineering Division.

d. Performing technical inspections of civil engineering projects.

e. Preparing correspondence applicable to civil engineering projects.

2. Jointly with Supply Division, negotiate civil engineering construction and Architect-Engineer contracts and be responsible for all technical aspects of same.

3. Forward, as appropriate, requests for civil engineering procurement to Supply Division complete with plans, specifications, and related technical requirements.

4. Follow up on civil engineering contract performance to assure compliance with technical requirements, tests, meeting deadlines, and expediting work as necessary.

5. Administer Headquarters Controlled Material (ECV) covering:

a. Items to be controlled.

b. Quantities to be stored, together with storage requirements.

c. Initiating procurement action and providing funds as required.

d. Reviewing and controlling inventories, releasing obsolete and excess items.

e. Informing Supply Division of actions effecting issues and taking action through prescribed channels.

6. Review inventory (excess property) reports and boards of survey as applicable to civil engineering and prepare appropriate action endorsements.

7. Conduct studies and analysis regarding improved designs and methods as applicable to civil engineering coordinating through and with Testing and Development Division is necessary.

8. Furnish information and data, when requested, in connection with any and all phases of work conducted by Civil Engineering Division.

9. Administer the Civil Engineering Division Security and Safety Programs.

EXECUTIVE TECHNICAL ASSISTANT

Under the direction and general supervision of the Chief, Civil Engineering Division, the Executive Technical Assistant shall:

1. Function as the Chief Civilian Engineer Consultant, and Technical Engineering Advisor to the Chief of the Division, the duties to include:

a. Active participation in developing management and engineering policies, controls, and construction and maintenance programs.

b. Forecasting future engineering program requirements including scope of annual and special construction programs; staffing, space, and equipment needs; necessary completion dates to maintain and expand present facilities; and the construction of new facilities to meet new or changed operating plans.

c. Keeping Chief of Division informed of the sufficiency and progress of current programs and major projects and on the basis of engineering considerations, financial position, and staff requirements, recommend the expansion, modification, or discontinuance of engineering programs.

d. Reviewing and evaluating the effectiveness of management and engineering policies and controls and recommend changes that will result in a better utilization of resources available and provide more effective, durable and reliable facilities.

2. Direct the engineering and planning work performed in the four Branches of the Division embracing:

a. Program and project planning, compiling budget estimates, reprogramming as required, and financial management and control.

b. The planning, designing cost estimating, and specification writing for new facilities and furnishing guides for field engineers.

c. The review of plans and specifications developed by field engineering offices and private Architect-Engineers for construction and maintenance projects.

d. Studies and investigations in architectural, construction, electrical and mechanical engineering including laboratory and field tests to develop new designs and systems, construction methods, improve structural, architectural and utility elements and to resolve a variety of problems arising from climatic, site and geographical conditions.

e. The outlining of program objectives, recommending priorities, promoting progress, and providing leadership in accomplishing programs.

3. Attend a variety of conferences and meetings with operating personnel, field officials, architect-engineers, engineers of other Government agencies, private laboratories, manufacturers, and societies to keep abreast of new developments in engineering, materials, and construction matters related to Division responsibilities; exercise full authority to furnish advice and the Division's position on design, construction, and contract matters.

4. Maintain continuous review of the quality and quantity of engineering work being produced and facilities being constructed which includes:

a. Initiating studies and investigations to develop and determine the application of new design, theories and materials.

b. Insuring a maximum effectiveness in Coast Guard facilities and equipment used and techniques and methods employed.

5. Make field trips to determine the material condition of facilities; evaluating District and private contractor organizations to determine ability to perform engineering work; observing progress of major construction work; solving problems that arise with regard to design and construction engineering methods; and negotiating with Architect-Engineers and contractors on highly controversial issues with regard to contracts.

OFFICE MANAGEMENT STAFF

Under the direction and general supervision of the Assistant Division Chief, the Chief, Office Management Staff shall:

1. Be responsible for the administrative functions of the Division which include:

a. Maintaining liaison with the Civilian Personnel Division and advising supervisors of the Civil Engineering Division on civilian personnel matters.

b. Keeping informed on all aspects of civilian personnel policies and procedures.

c. Assisting in the preparation of and reviewing position descriptions of Headquarters and field civil engineering personnel for compliance with approved organization and responsibilities.

d. Initiating correspondence on personnel actions.

e. Interviewing and selecting new employees for Civil Engineering Division clerical staff and maintains critical review of the Division's clerical activities; directing and overseeing instructions of new clerical personnel.

f. Counseling and advising clerical employees in the interest of improved work performance.

g. Disseminating information to and answering questions of civilian employees regarding leave, promotion, discipline, policies and procedures, and civilian personnel regulations.

h. Preparing Time and Attendance Records, leave requests, and maintaining the Division civilian personnel records.

i. Preparing printing requirement estimates and coordinates publication requirements of the Division.

j. Initiating procurement of office machinery, equipment, etc.

2. Direct the Mail and Files Unit of the Division including Records Management program, Classified correspondence, etc.

3. Rate performance, grants leave, and maintain discipline of Office Management Personnel.

MAIL AND FILES SECTION

Under the direction and general supervision of the Chief, Office Management Staff, the Chief, Mail and Files Section shall:

1. Be responsible for the administration of mail, files and records disposal functions of the Civil Engineering Division which includes:

a. Planning, controlling, coordinating and participating in the activities of the Unit which is engaged in receiving, sorting, reading, routing, and controlling incoming mail; inspecting outgoing mail; classifying, indexing, recording, filing, and searching correspondence, reports, plans, specifications and other records; and screening, selecting, and assembling records for disposition in accordance with the records management and disposal program, including classified correspondence.

CONSTRUCTION AND MAINTENANCE BRANCH

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

1. Direct the engineering review and approval of all construction and maintenance projects originating in the field and the CGHQ covering a variety of structures and facilities, such as, aids to navigation structures of all types, loran and radio Stations, towers, piers, wharves, barracks, industrial Buildings, etc.

2. Direct the technical review as noted in paragraph 1 above to determine:

a. Compliance with operational requirements.

b. Economic feasibility.

c. Reasonableness of cost estimates and adequate coverage of all elements of the projects.

d. Best construction practices as regards methods and materials being followed.

e. Engineering policies and established construction and engineering practices of the Coast Guard being followed.

3. Direct the review of preliminary plans, specifications, Invitation to Bid, and final plans and construction of approved construction projects for:

a. Compliance with original basic description of projects.

b. Meeting functional and living requirements.

c. Accomplishment within available funds.

d. Coordination with electrical, architectural, mechanical and structural elements of the projects.

4. Maintain liaison with material suppliers, architect-engineers, and field engineers through visits to sites; maintain surveillance over projects under construction, resolving problems and complaints that arise over design and construction methods, and assuring orderly and continuous progress of construction.

5. Review claims of construction contractors arising from terms of the contracts, labor relations, delays, and interpretation of plans and specifications.

6. Advise field and HQ design architects and engineers on construction and material problems including:

a. Initating and directing studies and investigations to develop or test new construction methods and materials.

b. Evaluating new methods, techniques and materials for Coast Guard application.

c. Developing standards and technical guides on construction methods and techniques and construction materials.

7. Supervise the establishment of priorities of projects for new construction and maintenance to support special and regular budgetary requests to Congress.

8. Maintain liaison with contractors, material manufacturers, and engineers of other Government agencies to resolve problems that arise on construction projects, exchange technical information concerning construction methods and materials and keep informed on latest developments in the construction field.

9. Direct, schedule, and assign work to Section heads, furnishing technical guidance; review completed work of the Branch, and provide leadership in construction engineering to engineers in the Branch and throughout the service by establishing guides and standards.

STRUCTURES SECTION NO. 1

Under the direction and general supervision of the Chief, Construction and Maintenance Branch, the Chief, Structures Section No. 1 shall:

1. Direct and coordinate the technical and administrative review of construction, maintenance and repair of fixed Aids to Navigation, lights, light attendant, Fog Signals, Radio Beacons, Loran and Radio Stations, and the electronic repair shops and certain independent units, considering basic premises use, such as space allocation, proposed work flow patterns, real estate consideration, unit work loads, equipment, personnel complements, future maintenance, and estimated initial cost.

2. Supervise the review of invitation for bids, drawings, and specifications for clarity and feasibility; acceptable design, considering site and climatic conditions, materials, and assembling methods; permanence and low maintenance cost; and compliance with preliminary evaluation and appraisals.

3. Direct the preparation of instructions on necessary action required to assure the project results will produce an adequate, economical and safe facility.

4. Supervise the review and revision of cost estimates of projects submitted for inclusion in Budgetary programs which includes:

a. Special projects submitted by field offices.

b. Acquisition, Construction and Improvement projects.

c. Operating Expenses projects

d. Setting up recommended priority

e. Preparing endorsements for signature of Chief, Office of Engineering on general adequacy of estimated funds, methods of construction, etc.

5. Review and analyze construction problems and reports submitted by field offices taking appropriate action which includes:

a. Preparing appropriate reply coordinating as necessary with others concerned.

b. Preparing correspondence to furnish project and technical data, cost data, etc., to others at HQ, other Government agencies, private firms and individuals as circumstances dictate.

c. Rendering opinions and recommendations to Branch Chief.

d. Reviewing Monthly, Quarterly, and Planned Obligation Program reports to determine progress and adherence to approved programs.

6. Direct preparation of technical data for guidance of engineering personnel for publications, such as Commandant Instructions, items for Commandant's Bulletin, Engineer's Digest articles (including review of articles submitted by others), Tower Erection Manual, Aids to Navigation Manual, and Painting Manual.

7. Supervise the technical review of construction plans and specifications on projects prepared by field offices, in HQ, or by Architect-Engineer contractors, for compliance with good construction practices, feasibility, and long range maintenance cost aspects.

8. Make field inspections and investigations and provide technical assistance to field engineers on all types of construction and material problems.

9. Plan, schedule, and assign work, rate performance, grant leave, and maintains discipline of Section personnel.

STRUCTURES SECTION NO. 2

Under the direction and general supervision of the Chief, Construction and Maintenance Branch, the Chief, Structures Section No. 2 shall:

1. Direct and coordinate the technical and administrative review of construction, maintenence, and repair of Air Stations, Bases, Depots, Moorings, Lifeboat Stations, Port Security Units, COTP offices, Aircraft Repairs and Supply Center, YARD, Supply Centers and Depots, Training Centers, Receiving Centers, Academy, Reserve Training Unit, and HQ Building all considering basic premises used, such as space allocation, proposed work flow pattersn, Real Estate consideration, unit work loads, equipment, personnel complement, future maintenance, and estimated initial cost.

2. Review wage rate requests and obtain determinations, changes, etc. from Department of Labor for all construction projects in excess of $2,000 per contract; keep informed on legal and procedural changes in wage rate regulations.

3. Supervise the review of invitation for bids, drawings, specifications for clarity and feasibility; acceptable design, considering site and climatic conditions, materials, and assembling methods; permanence and low maintenance cost; and compliance with preliminary evaluation and appraisals.

4. Direct the preparation of instructions on necessary action required to assure the project results will produce an adequate, economical and safe facility.

5. Supervise the review and revision of cost estimates of projects submitted for inclusion in Budgetary programs which includes:

   a. Special projects submitted by field offices.

   b. Acquisition, Construction and Improvement projects.

   c. Operating Expenses projects

   d. Setting up recommended priority.

6. Prepare endorsements for signature of Chief, Office of Engineering on general adequacy of estimated funds, method of construction, etc.

7. Review and analyze construction problems and reports submitted by field offices taking appropriated action which includes:

a. Preparing appropriate reply coordinating as necessary with others concerned.

b. Preparing correspondence to furnish project and technical data, cost data, etc., to others at HQ, other Government agencies, private firms and individuals as circumstances dictate.

c. Rendering opinions and recommendations to Branch Chief.

d. Reviewing Monthly, Quarterly, and Planned Obligation Program reports to determine progress and adherence to approved programs.

8. Direct preparation of technical data for guidance of engineering personnel for publications, such as Engineering Instructions, items for Commandant's Bulletin, Engineer's Digest articles (including review of articles submitted by others), Tower Erection Manual, Aids to Navigation Manual, and Painting Manual.

9. Supervise the technical review of construction plans and specifications on projects prepared by field offices, in HQ, or by Architect-Engineer contractors, for compliance with good construction practices, feasibility, and long rang maintenance cost aspects.

10. Make field inspections and investigations, and provide technical assistance to field engineers on all types of construction and material problems.

11. Plan, schedule, and assign work, rate performance, grant leave, and maintains discipline of Section personnel.

SPECIAL LORAN LIAISON SECTION

Under the direction and general supervision of the Chief, Construction and Maintenance Branch, the Project Engineer in charge of Special Loran Liaison Section shall:

1. Coordinate over-all technical planning for special Loran Station construction of a nature requiring emergent action which includes:

a. Making site surveys.

b. Planning and designing parameters.

c. Coordinating all phases with other cognizant division, offices, etc.

d. Preparing cost estimates.

e. Reviewing plans and specifications.

f. Assisting in negotiating construction and Architect-Engineer contracts.

g. Scheduling procurements and expediting deliveries and work.

h. Inspecting materials and construction.

i. Preparing technical instructions and directions.

2. Assign one officer to the duty of Omega Liaison who shall:

a. Keep informed at all times on the status and development of the Omega Program through close Liaison with Coast Guard cognizant personnel and with Department of the Navy, the basic coordinating agency.

b. Visit proposed Omega sites as required.

c. Make frequent verbal and written reports and otherwise keep Commandant Staff fully informed.

d. Assist on Special Loran Liaison Section Projects with no detrimental effect on Omega Liaison.

DESIGN BRANCH

Under the direction and supervision of the Chief Civil Engineering Division, the Chief, Design Branch shall:

1. Initiate and develop preliminary and final plans and specifications for construction and alteration of various types of land and fixed sea-structure projects designed at U. S. Coast Guard Headquarters and under the cognizance of the ECV Division involving architectural, structural, electrical, and mechanical specialty work.

2. Carry out assigned duties in the following detailed manner:

a. Consider physical locations, climatic conditions, esthetic and functional requirements, and costs.

b. Initiate new concepts in design and prepare standards.

c. Prepare and reproduce illustrative and statistical drawings.

d. Assist in surveys and field inspection and direct investigation at sites of proposed work and structures under contract for the purpose of solving design problems and for determining if structures are being built in accordance with design plans and specifications.

e. Apply standards for fire protection.

f. Participate in selecting and interviewing Architect-Engineer contractors.

3. Plan and schedule the work of the four sections, resolving technical problems, noting rate of progress, controlling different parts of the projects, and assuring meeting time schedules.

4. Assure that plans and specifications as designed and prepared will result in projects being economically feasible, artistically suitable and have maximum utility for the purpose intended.

5. Direct review of architectural, structural, electrical and mechanical specialty drawings submitted by field offices and by Architect-Engineers for:

a. Compliance with design criteria and space standards.

b. Economic feasibility and general adequacy of projects.

c. Fire protection methods.

6. Initiate and direct investigations and studies for:

a. Development of design standards for architectural, structural, and utilities features.

b. New construction materials for Coast Guard use.

7. Keep abreast of latest developments in new materials and methods by maintaining liaison with, material suppliers, sales engineers, testing laboratories and government testing facilities, and engineers and designers in other agencies.

STRUCTURAL DESIGN SECTION

Under the direction and general supervision of the Chief, Design Branch, the Chief, Structural Section shall:

1. Supervise all aspects of structural design involved in preparation of plans and specifications for construction, maintenance, and repair of Coast Guard shore and fixed sea structures by:

a. Directing the structural analysis of elements of proposed projects with resultant sketches and outlines.

b. Directing preparation of detailed plans and specifications and individually performs the structural design for the most difficult structures.

c. Directing the review and analysis of drawings and specifications submitted by field offices and Architect-Engineer contractors to assure structural sufficiency, feasibility, and economy of design.

d. Initiating studies and investigations of structural design problems for new or unique structures.

e. Developing structural standards considering physical location, climatic conditions, and cost features.

f. Directing and coordinating work of Section personnel.

2. Maintain liaison with material suppliers, sales engineers, engineers of other government agencies, and private technical organizations for technical information on new building materials, products, and methods of a structural engineering category and to keep abreast of new structural developments.

3. Make field trips to investigate and solve structural engineering and design matters.

4. Attend conferences involving structural engineering consideration.

SPECIFICATIONS AND FIRE PROTECTION ENGINEERING SECTION

Under the direction and general supervision of the Chief, Design Branch, the Chief, Specifications and Fire Protection Engineering Section shall:

1. Supervise the preparation of technical specifications for construction contracts of projects designed in the Branch, which includes:

a. Coordinating, with all the other Sections suitable erection and installation methods, selecting of materials and equipment so to produce a coordinated, concise, specification of the completed project.

b. Evaluating building and occupancy plans as designed for safeguarding against loss of life and property by considering combustibility of materials, fire spread potentials, adequacy of exits, fire doors, alarm systems, etc.

c. Conducting and directing investigations of materials for suitability, durability, availability, and economy.

d. Coordinating and directing analyses of equipment and materials and prepare replies to field offices, manufacturers, and others.

e. Attending technical, scientific, and professional conferences and forums, and participating in various technical and scientific discussions on matters pertaining to Coast Guard construction specifications and fire protection engineering.

2. Make field trips to confer with local operating personnel, local officials, engineers, architects, etc., regarding preparation of construction specifications, compliance with fire protection engineering policies, and for inspecting work in progress and analysis of problems arising.

3. Coordinate work of Section personnel, rate performance, grant leave, and maintain discipline in the Section.

UTILITIES SECTION

Under the direction and general supervision of the Chief, Design Branch, the Chief, Utilities Section shall:

1. Supervise all aspects of design involving plumbing, heating, air conditioning, refrigeration, ventilating, water supply treatment, and fuel storage; sewage disposal and sewage treatment; electrical designs and layouts of power distribution systems; panels, lighting, and signal alarm systems; and related engineering equipment, all commonly known as mechanical specialties. The scopy of supervision shall include:

a. Directing preliminary studies and analyses and final drawings and specifications.

b. Directing review of mechanical specialties, plans, and specifications submitted by field offices and Architect-Engineer contractors to assure efficient and economical performance and for conformance of equipment to plans and specifications.

c. Coordinating the work of the Section with other Sections to insure completion on schedule without interference and conflicting requirements.

d. Initiating and developing design standards for service-wide use in the mechanical specialties field.

e. Coordinating the work of the Section personnel, rating performance, granting leave, and maintains discipline in the Section.

2. Maintain liaison with material suppliers, sales engineers, engineers of other government agencies and private technical organizations for inter-change of ideas and to keep abreast of electrical and mechanical developments.

3. Make field trips to investigate electrical-mechanical installations, confer with operating personnel, public utility officials, resolve problems, and make recommendations.

4. Attend conferences involving mechanical and electrical considerations and apply knowledge gained in bettering Coast Guard projects.

ARCHITECTURAL DESIGN SECTION

Under the direction and general supervision of the Chief, Design Branch, the Chief, Architectural Section shall:

1. Supervise all aspects of architectural design, such as:

   a. Developing architectural design schemes and outline sketches.

   b. Directing preparation of plans and specifications for a variety of types of structures.

   c. Directing the review of drawings and specifications submitted by field offices and by Architect-Engineer contractors for compliance with good architectural practice, economic feasibility, and general sufficiency.

   d. Determining that materials proposed are adequate to accomplish the desired architectural results for the particular project.

   e. Making technical decisions on architectural design problems encountered by Section personnel and rendering decisions on questionable architectural design matters.

   f. Initiating and directing development of architectural design standards for service-wide use.

   g. Directing work of Plan File Unit in maintaining drawings and architectural catalog files.

   h. Coordinating work of Section personnel.

2. Maintain liaison with architects of other government agencies and of private technical organizations, and suppliers to obtain information on architectural design matters and to keep abreast of new developments and new materials for architectural concepts.

3. Make field trips to investigate architectural design problems and confer with field personnel, and to make architectural analyses and resolve architectural problems.

4. Attend conferences and keep abreast of architectural design and material matters.

PLAN FILES UNIT

Under the direction and general supervision of the Chief, Architectural Section, the Chief, Plan Files Unit shall:

1. Supervise, direct, and participate in the maintenance of files for tracings, drawings, blueprints, film negatives, catalogs, charts, publications and photographs, and similar documents of the Civil Engineering Division, such duties to include:

   a. Operating ozalid reproducible machine, zerox printer, and 105 mm viewer printer.

2. Maintain stock of drafting supplies required by the engineers and architects in the Division.

SIGNAL BRANCH

Under the direction and general supervision of the Chief Civil Engineering Division, the Chief, Signal Branch shall:

1. Technically control and administer the Coast Guard responsibility of providing audible and visual aids to navigation for navigable waters of the United States, including:

    a. Major light and sound signals, fixed and floating.

    b. Minor light and sound signals, fixed and floating.

    c. Range lights, fixed.

    d. Standby light and sound signals, fixed and floating.

    e. Buoys.

    f. Minor aids to navigation structures.

    g. Daymarks.

2. Perform the following functions in developing and maintaining standards for audible and visual aids to navigation:

    a. Conduct liaison within Civil Engineering Division and with other Divisions, Sections and Branches to establish tentative policies and requirements.

    b. Provide technical and administrative advice and guidance to Section personnel.

    c. Coordinate related functions among Sections.

    d. Make assignments to Sections with guidance and instructions when necessary.

    e. Review written communications of all types and drawings prior to release out of the Branch.

    f. Prepare communications of special nature and of subject matter overlapping the responsibilities of individuals sections.

    g. Prepare administrative instructions as necessary to coordinate activities and actions within the Branch and to comply with Division policy.

h. Maintain a file and be cognizant of Manuals, Commandant Instructions, Notices and reports related to all phases of the Branch activities.

i. Review literature to keep abreast and knowledgeable of developments in the technical fields of the Branch.

j. Exchange ideas with Federal, private and foreign engineering contacts on developments in technical fields of the Branch.

k. Inspect and evaluate operating audible and visual aids to navigation equipment and systems; discuss problems with responsible District personnel.

l. Assure satisfactory work flow; assign priorities and deadlines as required.

m. Provide technical representatives on inter-Government and international working groups, as directed by the Division Chief.

n. Satisfy needs for training Branch personnel.

o. Instigate and develop training programs for Coast Guard personnel involved in installing, operating and maintaining audible and visual aids to navigation systems.

3. Supervise Section Chiefs of the Branch.

AUDIBLE AND VISUAL AIDS SECTION

Under the direction and general supervision of the Chief, Signal Branch, the Chief, Audible and Visual Aids Section shall:

1. Develop and maintain Coast Guard standards for all audible and visual aid to navigation equipment, including:

a. Light equipment such as lamps, lenses, lanterns, beacons and rotating beacons, etc.

b. Related light equipment such as flashers, lampchangers, sun switches, time clocks and other controls.

c. Sound signals, for detectors and related controls.

d. Daymarks and retro-reflecting materials.

2. Perform the following functions to develop and maintain standards for all audible and visual aids to navigation equipment:

a. Review Forms CG-3213 and CG-3434 for standards or acceptable exceptions to the standards for all audible and visual aid equipment.

b. Solidify present known and proven acceptable light and sound equipment and their controls into packages to satisfy all of the various increments of light and sound signal requirements.

c. Develop testing projects for light and sound equipment, establishing procedures, reporting requirements and evaluate the results.

d. Monitor literature to keep abreast of developments in the fields of light and sound propagation.

e. Exchange ideas with Federal, private and foreign engineering contacts on developments in the fields of light and sound propagation.

f. Where Federal Specifications do not exist, develop procurement specifications.

g. Maintain a complete set of specifications for all light and sound equipment.

h. Maintain a complete set of operating and maintenance instructions for all light and sound equipment.

i. Perform intermediate and final inspections for centralized purchase of light and sound equipment.

j. Inspect operating audible and visual aids to navigation, making tests for full evaluation for reliability and economical impact.

k. Investigate abnormal failures in light and sound equipment and correct and improve design and maintenance as required.

l. Use available reporting system to evaluate equipment service to eliminate inefficient, non-reliable and high-maintenance equipment.

m. Prepare Commandants Instructions, Notices, letters, memorandums and items for the Commandant's Bulletin to promulgate standards, policies and information.

n. Review Beneficial Suggestions and Articles originating in the Section for the Engineers Digest.

BUOY AND MINOR AIDS STRUCTURE SECTION

Under the direction and general supervision of the Chief, Signal Branch, the Chief, Buoy and Minor Aids Structure Section shall:

1. Develop and maintain Coast Guard standards for floating aids to navigation and minor aids to navigation structures, including:

a. Buoys and all related equipment for protected, semi-protected and exposed locations; and for fast water, ice, temporary marker, and sites where greater stability is required.

b. Minor aids to navigation structures on land and marine sites, subject to all forces of nature.

2. Perform the following functions to develop and maintain buoy and minor aid structure standards:

a. Coordinate review of Forms CG-3213 and CG-3434 in Signal Branch, Make direct review for all floating and minor fixed aids to navigation structures for conformance to or acceptable exception to the standards.

b. Develop and maintain a complete system of buoy bodies to meet operational requirements and physical conditions, reducing the buoy system to the economical minimum of sizes required.

c. Develop and maintain complete buoy appendage standards for each size buoy body, including moorings, radar reflector and mountings for visual and audible equipment and power supplies.

d. Develop and maintain standards for minor aid to navigation structures for land and marine sites, such standards to include equipment mountings, battery boxes and daymark construction.

e. Design and instigate revisions to existing buoys as necessary to meet changing requirements.

f. Administer the Buoy Management Program.

g. Review literature to keep abreast and knowledgeable of developments and material usages and in the field of large floating structures applicable for seaway and major port entry markers.

h. Exchange ideas with Federal, private and foreign engineering contacts on developments in minor fixed and floating aids to navigation structures.

i. Develop testing projects for buoys and minor aid to navigation structures, establishing procedures, reporting requirements and evaluate the results.

j. Inspect and evaluate established buoys and buoy systems for physical and economical suitability.

k. Use available reporting system to evaluate buoy and structure service to eliminate inefficient, non-reliable and high maintenance structures.

l. Prepare Commandants Instructions, Notices, letters, memorandums and items for the Commandant's Bulletin to promulgate standards, policies and information.

m. Review Beneficial Suggestions and Articles for the Engineers Digest.

SYSTEMS DEVELOPMENT SECTION

Under the direction and general supervision of the Chief, Signal Branch, the Chief, Systems Development Section shall:

1. Develop and maintain Coast Guard standards for all audible and visual aids to navigation systems, including light and related equipment, sound signal and related equipment, power equipment and controls, and monitor and remote control equipment.

2. Perform the following functions to develop and maintain all audible and visual aids to navigation systems:

a. Accumulate from other Signal Branch Sections, standard packages for audible and visual aid equipment and standard power packages.

b. Develop and maintain standard packages of monitor and remote control equipment for audible and visual aids to navigation packages.

c. Consolidate, compatible, audible and visual aid equipment packages, power supply packages, and monitor and remote control packages into visual and audible aids to navigation systems. (The collection of all systems result in complete coverage of all requirements for audible and visual aids to navigation except major seacoast aids.)

d. Consolidate information from other Signal Branch Sections and prepare and maintain operating and maintenance instructions for each system.

e. On individual requirements, develop audible and visual aids to navigation systems for major seacoast aids.

f. Review Forms CG-3213 and CG-3434 for standards or acceptable exception to the standards for all audible and visual aids to navigation monitor and remote control equipment.

g. Review literature to keep abreast and knowledgeable of developments in the fields of monitor and control equipment.

h. Correspond and discuss with Federal, private and foreign engineering contacts, developments in monitor and control equipment.

i. Develop testing projects for monitor and remote control equipment, establishing procedures, and reporting requirements. Evaluate the test results.

j. Inspect and evaluate operating audible and visual aids to navigation systems for reliability and economic impact of the monitor and remote control equipment.

k. Inspect abnormal failures of monitor and remote control equipment, correcting and improving designs and maintenance procedures as required.

l. Use available reporting system to evaluate monitor and remote control equipment services to eliminate inefficient, non-reliable and high maintenance equipment.

m. Prepare Commandants Instructions, Notices, letters, memorandums and items for the Commandant's Bulletin to promulgate standards, policies, and information.

n. Review Beneficial Suggestions and Articles for the Engineers Digest.

MACHINERY AND POWER SECTION

Under the direction and general supervision of the Chief, Signal Branch the Chief, Machinery and Power Section shall:

1. Develop and maintain Coast Guard standards for all increments of power system requirements for audible and visual aids to navigation, including:

a. Power storage sources for low power requirements in several increments to satisfy several systems.

b. Local generated prime mover systems in several increments to satisfy power requirements above the power storage source level to approximately 5 kilowatt level. (For power requirements, over 5 kilowatts, develop systems for each individual circumstance.)

c. Standby power source requirements, both power storage and locally generated.

d. Controls and regulators for all power supply systems.

2. Perform the following functions to develop and maintain power system for audible and visual aids to navigation:

a. Review Forms CG-3213 and CG-3434 for standard or acceptable exception to the standard for all power and power controls required.

b. Solidify proven and acceptable batteries and engine generators into power packages, complete with load balance controls, automatic and manual transfer switches and panels. Develop schematics for each package.

c. Develop testing projects for all types of power sources, establishing procedures and reporting requirements. Evaluate results.

d. Review literature to keep abreast of developments in the fields of power sources, storage and controls.

e. Correspond and discuss with Federal and private engineering contacts, developments in the field of power sources, storage and controls.

f. Where Federal Specifications do not exist, develop procurement specifications.

g. Maintain a complete set of specifications for all material and equipment in each power package.

h. Perform intermediate and final inspections for power equipment procurement.

i. Inspect operating power system, making necessary tests for full evaluation of their reliability and economical impast.

j. Investigate abnormal failures in power systems and correct and improve design as needed.

k. Use available reporting systems to evaluate equipment service to eliminate inefficient, non-reliable and high-maintenance cost equipment.

l. Prepare Commandants Instruction's, Notices and items for the Commandant's Bulletin to promulgate standards, policies and information.

m. Review Beneficial Suggestions and Articles for the Engineers Digest.

n. Maintain a complete set of operating and maintenance instructions for all power systems.

PROGRAM REVIEW AND ANALYSIS BRANCH

Under the direction and general supervision of the Executive Technical Assistant, Civil Engineering Division, the Chief, Program Review and Analysis Branch shall:

1. Develop civil engineering long range and short range programs which includes:

a. Review and analysis of programs originated by District and Headquarters units and those originated within the Division.

b. Originating programs as required to support civil engineering objectives.

c. Submission of programs for incorporation into the Budget.

2. Direct the financial management of all civil engineering construction and maintenance programs which includes:

a. Administration of Operating Expense (OE) funds and their allotments to Districts and Headquarters Units.

b. Administration of Acquisition Construction and Improvement (AC&I) funds and their allotments to District and Headquarters Units.

c. Review and adjustments of civil engineering funds among all District and Headquarters Units.

3. Establish policies for the execution of real property management.

4. Establish policies for the personal property program as related to the civil engineering shore plant.

5. Establish policies for the preparation and review of special civil engineering reports.

PROPERTY PROGRAM SECTION

Under the direction and general supervision of the Chief, Program Review and Analysis Branch, the Chief Property Program Section shall:

1. Develop estimates and analyze projects and programs which include preparing Requests for Change in Program Level (RCPL) for maintenance and repair programs, and reviewing such Requests prepared by others.

2. Plan for the execution of civil engineering construction and maintenance programs by:

a. Furnishing to all Districts and Headquarters Units data on construction and maintenance program for future years.

b. Reviewing schedules of planned and actual work performance and initiating any required corrective action.

3. Direct the execution of the real property program by:

a. Reviewing survey and site data,

b. Reviewing Boards of Survey.

c. Reviewing leases.

d. Maintaining engineering data on the physical characteristics and costs of the Coast Guard Shore Plant.

e. Establishing mobilization construction requirements.

4. Direct the execution of the personal property program through:

a. Management of the Headquarters Controlled Material (ECV) Inventory.

b. Management of the total Coast Guard vehicle program.

c. Determination of mobilization logistic requirements.

d. Determination of critical material requirements.

5. Prepare special civil engineering reports on Cost Reduction/ Management Improvement projects.

6. Review all beneficial suggestions forwarded to the Civil Engineering Division.

7. Edit articles pertaining to civil engineering matters for inclusion in the Engineer's Digest.

FISCAL MANAGEMENT SECTION

Under the direction and supervision of the Chief, Program Review and Analysis Branch, the Chief, Fiscal Management Section shall:

1. Assist in the preparation of annual construction, maintenance and repair fund allocations to District and Headquarters Units.

2. Assist in the preparation of budgetary forecast for Subhead 43 Operating Expense Maintenance and Repair funds.

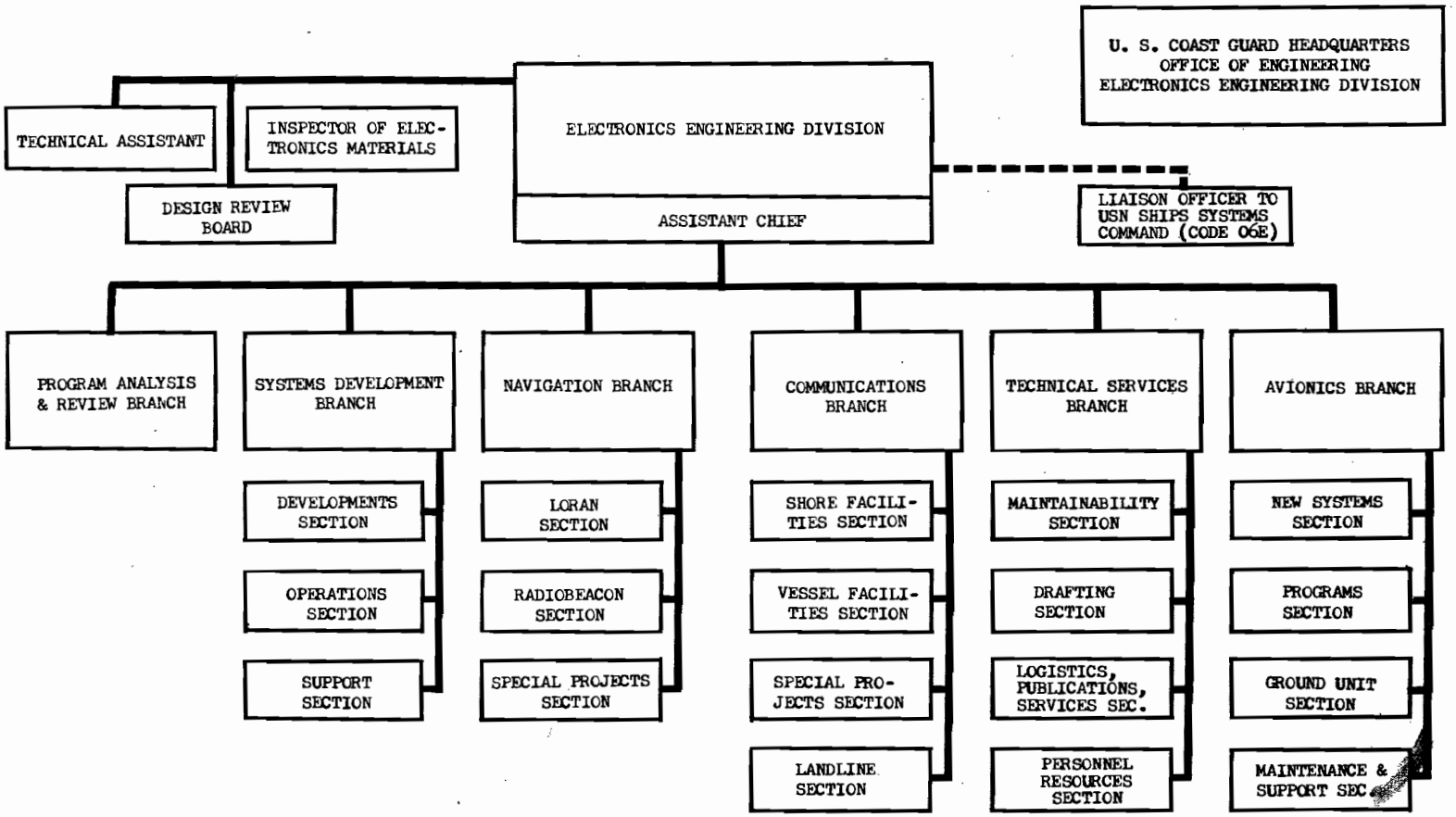
3. Initiate action for allotments, withdrawals, and financial plan changes of all appropriate funds administered by the Division.

4. Prepare reports and estimates of the number wage board and classified civilian personnel involved in civil engineering work.

5. Review all financial reports prepared by the Comptroller.

6. Review and prepare, as required, Requests for Quotation and Requests for Procurement and set up funds to cover the procurement.

CHART 4-E


U. S. COAST GUARD HEADQUARTERS
OFFICE OF ENGINEERING
ELECTRONICS ENGINEERING DIVISION
TECHNICAL ASSISTANT
INSPECTOR OF ELECTRONICS MATERIALS
DESIGN REVIEW BOARD
ELECTRONICS ENGINEERING DIVISION
ASSISTANT CHIEF
LIAISON OFFICER TO USN SHIPS SYSTEMS COMMAND (CODE 06E)
PROGRAM ANALYSIS & REVIEW BRANCH
SYSTEMS DEVELOPMENT BRANCH
NAVIGATION BRANCH
COMMUNICATIONS BRANCH
TECHNICAL SERVICES BRANCH
AVIONICS BRANCH
DEVELOPMENTS SECTION
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RADIOBEACON SECTION
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DRAFTING SECTION
LOGISTICS, PUBLICATIONS, SERVICES SEC.
PERSONNEL RESOURCES SECTION
NEW SYSTEMS SECTION
PROGRAMS SECTION
GROUND UNIT SECTION
MAINTENANCE & SUPPORT SEC.

ELECTRONICS ENGINEERING DIVISION (EEE)

Under the direction and supervision of the Chief, Office of Engineering, the Chief, Electronics Engineering Division shall:

1. Prepare or review preliminary and detailed plans, designs, and specifications for the construction, installation, repair, maintenance, and alteration of Coast Guard electronics material, including radio, telephone, telegraph, teletype, radar, underwater sound, electronic IC and fire control systems, and electronic aids to navigation equipment.

2. Participate with the Supply Division in the negotiation of contracts for the construction, installation, repair, maintenance, alteration and rental of such electronics equipment; and make final determinations as to acceptance terms and conditions included in such contracts insofar as dates of delivery, plans, specifications and characteristics of the items are concerned.

3. Transmit requests for procurement to the Supply Division accompanied, when appropriate, by detailed plans, specifications, etc.

4. Follow up on contract performance insofar as inspections, tests, and technical judgment are necessary to assure compliance, and assist in contract expediting as required.

5. With respect to Headquarters Controlled Material (EEE), determine the items to be controlled, the quantities thereof to be stocked and the storage requirements, and advise the Supply Division thereof; initiate procurement action and provide required funds, review inventories and inititate action to maintain at justifiable levels and to release excess or obsolete items, and initiate action to effect issues to using units, all through prescribed channels; in cooperation with the Supply Division develop the technical features of the Electronics Equipment Inventory Control Program.

6. Prepare or review maintenance instructions and similar information relating to electronics equipment.

7. Furnish, when required, information in connection with the construction, installation, repair, maintenance, alteration and rental of electronics equipment as to progress, scheduling, and material requirements.

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

9. Prepare or review allowance lists, inventory reports, and boards of survey insofar as they involve electronics engineering matters.

10. Conduct, as directed, special studies and analyses relative to new or improved electronics engineering designs or methods having possible Coast Guard use, such studies and analyses to be coordinated through and with the Testing and Development Division.

ASSISTANT CHIEF

Under the direction and supervision of the Chief, Electronics Engineering Division, the Assistant Chief Electronics Engineering Division shall administer and have staff responsibility for all activities of an electronics engineering and maintenance character, including origination and review of programs, budgetary estimates, fund allotments, feasibility studies, designs, plans, procurement actions, installation and maintenance procedures and doctrines, and perform additional duties as set forth in the Organization Manual CG-229. Administer SH42, AC&I, NATO and other government agency funds in execution of the above duties.

TECHNICAL ASSISTANT

Under the direction and supervision of the Chief, Electronics Engineering Division, the Technical Assistant shall:

1. Review the development of technical matter concerning the preliminary and detailed design and the solution of technical problems for the construction, conversion, alteration, and maintenance of electronic systems and equipment.

2. Direct all matters pertaining to the technical functions of the Electronic Laboratory at Radio Washington and the Electronics Engineering Center, Wildwood, New Jersey.

3. Direct the preparation of special studies and serve as Chairman of the Design Review Board.

4. Serve on Technical Committees of National and International Organizations and shall coordinate the reports of other Division Committeemen.

LIAISON OFFICER TO U. S. NAVAL SHIPS SYSTEMS COMMAND (CODE 06E)

Under the direction and supervision of the Chief, Electronics Engineering Division, the Liaison Officer shall:

1. Act as Coast Guard Representative to Navy for all electronic matters.

PROGRAM ANALYSIS AND REVIEW BRANCH

Under the direction and supervision of the Chief, Electronics Engineering Division, the Chief, Program Analysis and Review Branch shall:

1. Determine necessary funds and personnel requirements for operating expense and AC&I programs, formulating budget document preparation as necessary.

2. Maintain status of fund accounts involving division administered funds.

3. Effect annual allotment of funds to lower echelon units.

4. Prepare annual budget requirements.

5. Supervise the preparation of the following:

    a. Request for Quotation.

    b. Request for Procurement.

SYSTEMS DEVELOPMENT BRANCH

Under the direction and supervision of the Chief, Electronics Engineering Division, The Chief, Systems Development Branch shall:

1. Direct the development and research into new or proposed Electronic Systems with emphasis on those derived from Loran-C or utilizing Loran-C employed techniques.

2. Supervise the design, development, procurement, installation, and maintenance of this equipment.

3. Coordinate the technical evaluation of existing and proposed systems, including Field Engineering Services, to insure that these systems satisfy operational requirements.

4. Maintain liaison with other Government agencies in matters concerning the following systems:

   a. Loran-D

   b. Omega

   c. Loran-C Timing and Standard Frequency Transmissions

5. Supervise the activities of the Developments, Operations, and Support Sections.

DEVELOPMENTS SECTION

Under the direction and supervision of the Chief, Systems Development Branch, the Chief, Developments Section shall:

1. Provide project officers, group leaders, and management officers for new projects, new networks, special studies, and investigative programs.

2. Be responsible for the development, design and technical evaluation of new electronic systems largely composed of navigation, special communication, and control subsystems generally derived from the Loran-C system and techniques.

3. Be responsible for Loran-C development, standard time and frequency propagation, Loran-C multiplexed communications techniques, and give technical advice to other agencies on Loran-D development.

4. Be responsible for studies and investigative programs which include field surveys for electronics systems and concern propagation, antenna space layout, radio noise and interference to and from cognizant systems.

5. Prepare original specifications and develop new techniques, designs and applications of cognizant systems.

6. Make a review of technical proposals for related electromagnetic systems and the preparation of best predictions as to system capabilities is a responsibility of this section.

7. Cooperate, as required, with personnel from the Support Section, as authorized by the Branch Chief.

OPERATIONS SECTION

Under the direction and supervision of the Chief, Systems Development Branch, the Chief, Operations Section shall:

1. Provide project officers, group leaders and management officers for the tasks that insure the proper operation of Loran-C networks and other systems assigned to the Branch which notably includes the propagation of standard time and frequency by means of Loran-C transmissions.

2. Provide for the development and computation of tables, charts, maps, contour patterns which best explain or describe the capabilities of systems and equipment.

3. Determine the initial calibration of newly established Loran-C networks and subsequent checking of existing systems.

4. Be responsible for monitoring Loran-C systems and equipment performance, and shall determine problem areas and develop solutions.

5. Cooperate, as required, with personnel from the Support Section, as authorized by the Branch Chief.

SUPPORT SECTION

Under the direction and supervision of the Chief, Systems Development Branch, the Chief, Support Section shall:

1. Provide support personnel to the project officers and program leaders in the Development and Operations Sections as required.

2. Undertake new programs and have responsibility for implementation and conclusion of these programs, as directed by the project leader.

3. Assume responsibility for procurement and distribution of support material for operating stations and new programs; maintain liaison with contract administrators and inspectors; prepare technical literature; and supervise clerical tasks for the entire branch.

4. Exercise management of applicable Headquarters Controlled Material, HQCM (EEE).

5. Be responsible for coordination of facilities utilized by the Branch for Loran-C calibrations or special missions, such facilities to include receivers, monitor vehicles and aircraft services.

6. Be responsible for maintenance of budgetary plans and fund expenditure for the entire branch, maintain branch files, and exercise control of classified material.

NAVIGATION BRANCH

Under the direction and supervision of the Chief, Electronics Engineering Division, the Chief, Navigation Branch shall:

1. Supervise the design, development, procurement, installation, and maintenance of navigational electronics equipment.

2. Review existing Electronic Navigational Systems and plan future installations in order to achieve optimum long, medium, and short range integrated systems.

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

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

5. Supervise the activities of the Loran, Radiobeacon, and Special Projects Sections.

LORAN SECTION

Under the direction and supervision of the Chief, Navigation Branch, the Chief, Loran Section shall:

1. Initiate the design and procurement and supervise the installation of standard Loran equipment.

2. Plan prototype installation and layout of equipment.

3. Approve issue of cognizant material.

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

5. Provide OAN technical assistance in rate operation and evaluation.

6. Review and analyze periodic engineering reports received from the field.

RADIOBEACON SECTION

Under the direction and supervision of the Chief, Navigation Branch, the Chief, Radiobeacon Section shall:

1. Initiate the design and procurement and supervise the installation of radiobeacon transmitting, timing and monitoring equipment.

2. Plan prototype installation and layout of equipment.

3. Approve issue of cognizant material.

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

SPECIAL PROJECTS SECTION

Under the direction and supervision of the Chief, Navigation Branch, the Chief, Special Projects Section shall:

1. Prepare purchase descriptions.

2. Monitor contract progress.

3. Pursue engineering projects on specialized aid-to-navigation equipments such as - microwave radiobeacon, remote control systems, Loran auto-track receivers, etc.

4. Act as technical consultant to the Chiefs of the Loran and Radiobeacon Sections.

COMMUNICATIONS BRANCH

Under the direction and supervision of the Chief, Electronics Engineering Division, the Chief, Communications Branch shall:

1. Supervise the design, development, procurement, installation, and maintenance of Communications and Search Electronics Systems.

2. Review existing communication system and plan future installations in order to achieve optimum shore and shipboard integrated systems.

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

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

5. Administer the installation and maintenance of telephone landlines and cables.

6. Supervise the activities of the Shore Facilities, Vessel Facilities, Special projects, and Landline Sections.

SHORE FACILITIES SECTION

Under the direction and supervision of the Chief, Communications Branch, the Chief, Shore Facilities Section shall:

1. Administer the installation and maintenance of electronic equipment, including fixed, portable and mobile communications for AM, FM, SSB, FSK, facsimile, simplex and multiplex radio link transmission and reception at shore stations and electronic equipments aboard small boats up to sixty five feet in length.

2. Initiate equipment design and procurement, plan prototype installations and equipment layouts, and approve issue of cognizant material.

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

VESSEL FACILITIES SECTION

Under the direction and supervision of the Chief, Communications Branch, the Chief, Vessel Facilities Section shall:

1. Administer the installation and maintenance of electronic equipment, including radar, communications, IFF, Direction Finders, Loran receiver-indicators, Radiac, ECM, Sonar, Infrared IC and PA Systems and radiobeacon transmitters aboard vessels more than sixty feet in length.

2. Initiate equipment design and procurement, plan prototype installations and equipment layouts, and approve issue of cognizant material.

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

SPECIAL PROJECTS SECTION

Under the direction and supervision of the Chief, Communications Branch, the Chief, Special Projects Section shall:

1. Administer special projects involving the development, procurement, or evaluation of new equipment, system evaluation studies, and other assignments as directed.

2. Where directed, assist in special activities of other sections and coordination thereof between sections as necessary.

LANDLINE SECTION

Under the direction and supervision of the Chief, Communications Branch, the Chief, Landline Section shall:

1. Administer the installation and maintenance of telephone landlines and cables, including teletype, telephone and telegraph carrier equipment, microwave links, and IC and P.A. systems at shore stations.

2. Assist in the design, installation and inspection of secure shore and shipboard teletype systems.

3. Initiate procurement of equipment and approve issue of cognizant material.

4. Maintain records of all telephone landlines and cables.

TECHNICAL SERVICES BRANCH

Under the direction and supervision of the Chief, Electronics Engineering Division, the Chief, Technical Services Branch shall:

1. Supervise the design, development, procurement, distribution, maintenance, modification, and calibration of electronic test equipment.

2. Perform the following functions with respect to the Coast Guard Electronic Equipment Maintainability Doctrine:

   a. Analyze failure reports for all electronic equipment.

   b. Review all new Electronic Equipment Specifications.

   c. Review new Technical Manuals.

3. Exercise supervision of Electronic Equipment Population Reporting System.

4. Provide drafting and illustrating services for the Division including the maintaining of drawing files and film files.

5. Prepare for publication the following:

   a. Electronics Maintenance Manual, CG-165.

   b. Description of Coast Guard Electronic Equipment, CG-279.

   c. Electronics Engineering Information Bulletin.

   d. Electronic Field Changes.

   e. Electronic Equipment Procurement Specifications.

   f. Articles for the Engineer's Digest.

6. Coordinate the utilization and disposal of excess electronic material.

7. Maintain liaison with Officer and Enlisted Personnel Divisions in matters concerning TAD Assignments, Training, and distribution of Electronics Personnel.

8. Supervise the activities of the Maintainability; Drafting; Logistics, Publications, Services; and Personnel Resources Sections.

MAINTAINABILITY SECTION

Under the direction and supervision of the Chief, Technical Services Branch, the Chief, Maintainability Section shall:

1. Measure equipment maintainability and reliability with failure report analysis.

2. Review new equipment specifications for maintainability design.

3. Review new technical manuals to insure completeness and compatability with test equipment.

4. Develop and procure test equipment to meet new requirements.

5. Distribute test equipment.

6. Maintain a calibration program for Coast Guard test equipments.

7. Exercise supervision of Electronic Equipment Population Reporting System.

DRAFTING SECTION

Under the direction and supervision of the Chief, Technical Services Branch, the Chief, Drafting Section shall:

1. Provide drafting and illustrating services for the division.

2. Maintain 35 mm slide file and drawing files.

LOGISTICS, PUBLICATIONS, SERVICES SECTION

Under the direction and supervision of the Chief, Technical Services Branch, the Chief, Logistics, Publications, Services Section shall:

1. Prepare for publication CG-165, EEIB, Articles for Engineer's Digest, Field Changes, Equipment Specifications, CG-279.

2. Prepare requisitions for printing, equipment and supplies.

3. Procure necessary supplies and services for the Division.

4. Coordinate disposal and utilization of excess material with Supply Division.

5. Coordinate issue and receipt of HQCM (EEE).

6. Maintain APL's, manufacturer's drawings, technical manual files.

7. Direct establishment and up dating of ERPAL's.

PERSONNEL RESOURCES

Under the direction and supervision of the Chief, Technical Services Branch, the Chief, Personnel Resources shall:

1. Recommend training, assigmment and distribution of electronic personnel, officers, enlisted, and civilians for new and continuing requirements.

2. Process division leave and TAD papers.

3. Assume duties as Division Security Officer.

4. Maintain Division Organization Book.

AVIONICS BRANCH

Under the direction and supervision of the Chief, Electronics Engineering Division, the Chief, Avionics Branch shall:

1. Supervise the design, development, procurement, installation, and maintenance of Airborne Electronics Systems, and ground support equipment.

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

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

4. Maintain liaison with Technical Avionics Electronics Programs at Aircraft Repair and Supply Center.

NEW SYSTEMS SECTION

Under the direction and supervision of the Chief, Electronics Engineering Division, the Chief, New Systems Section shall:

1. AC&I program director for avionics Electronics procurement, installation, and budgeting; electronics aircraft mission support coordinator.

2. Act as equipment project officer for short range navigation and flight control and display systems.

3. Act as aircraft project officer for electronic systems installed in or planned for helicopter, short range recovery vehicles (SRR), and medium range recovery vehicles (MRR).

4. Act as project officer on assigned projects and contracts.

5. Prepare purchase descriptions and related procurement forms to meet project requirements.

6. Review management improvement recommendations.

PROGRAMS SECTION

Under the direction and supervision of the Chief, Electronics Engineering Division, the Chief, Programs Section shall:

1. Initiate the procurement of airborne electronic systems to meet installation requirements.

2. OE program director for aviation electronics.

3. Plan prototype installations and system layouts.

4. Maintain liaison with technical aviation electronics programs at Aircraft Repair and Supply Center.

5. Prepare OE budget requests to meet program requirements.

6. Prepare equipment requirements to meet programs.

7. Prepare quarterly status report of Aviation Branch contracts.

8. Act as aircraft project officer for electronic systems installed in or planned for fixed-wing airplanes, medium range search vehicles (MRS), long range search vehicles (LRS), medium range personnel and cargo transports (MRT(C) and MRT(D)), and special purpose aircraft (SP).

9. Act as project officer on assigned projects and contracts.

10. Prepare purchase descriptions and related procurement forms to meet project requirements.

GROUND UNIT SECTION

Under the direction and supervision of the Chief, Electronics Engineering Division, The Chief, Ground Unit Section shall:

1. Administer the allocation of HQCM (EEE) aviation electronic equipment.

2. Direct the staging of project material including requirements for production aircraft.

3. Coordinate requirements for spare parts provisioning.

4. Control air unit allowance and outfitting support requirements.

5. Review air unit ElectronAlt requests.

6. Administer the ground installation of ariborne-type electronic equipment.

7. Act as project officer on assigned projects and contracts.

8. Act as equipment project officer for communications systems.

9. Prepare requirements for new air unit outfitting and support.

MAINTENANCE AND SUPPORT SECTION

Under the direction and supervision of the Chief, Electronics Engineering Division, the Chief, Maintenance and Support Section shall:

1. Administer the requirements, procurement and installation of air unit special test equipment.

2. Prepare requirements for air unit general test equipment.

3. Analyze and administer equipment maintenance procedures.

4. Review beneficial suggestions.

5. Analyze equipment evaluation, EICAM, failure, and unsatisfactory reports.

6. Maintain technical publications and data.

7. Administer directives and forms review and publication.

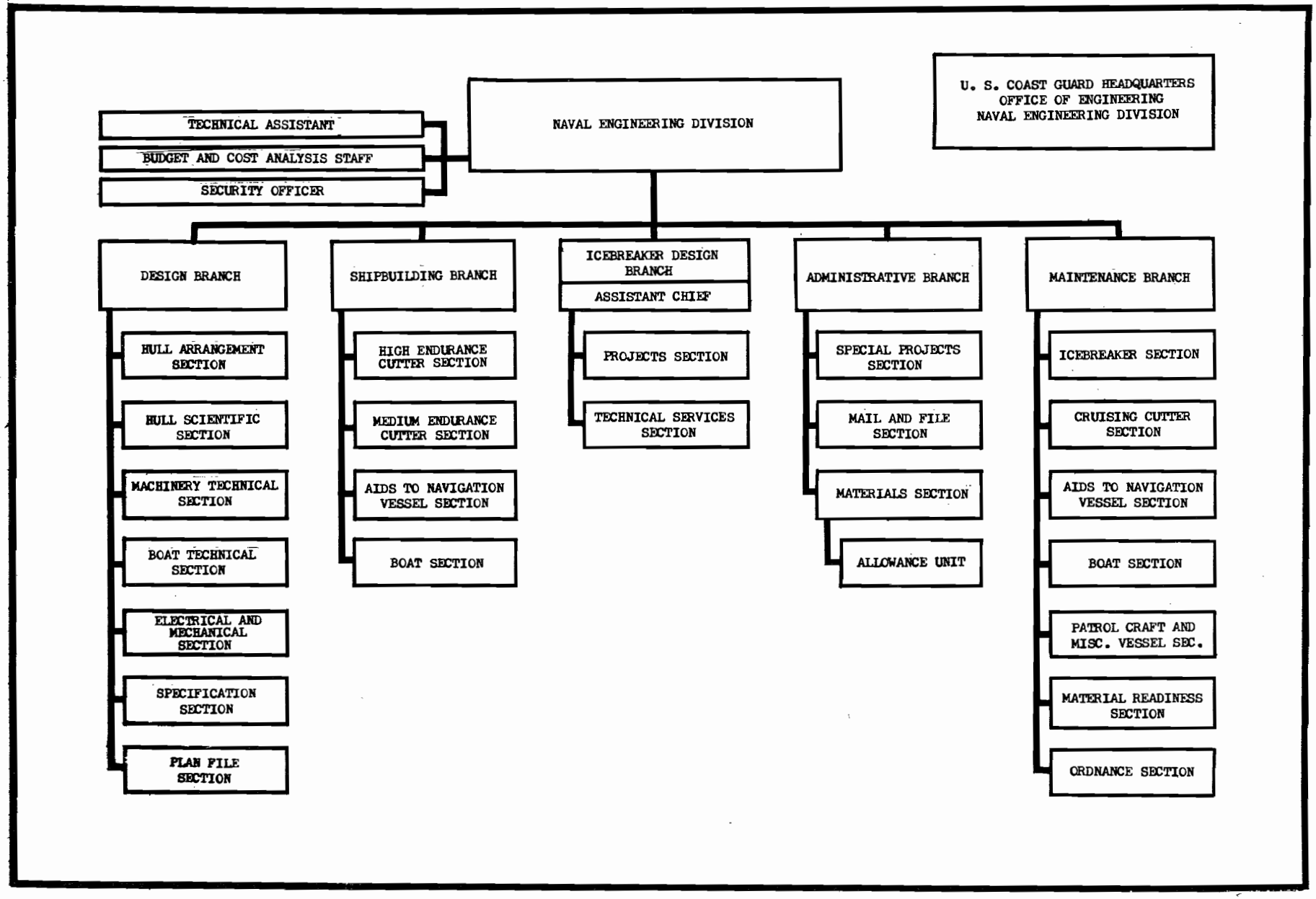
8 Prepare avionic technical notes and bulletins and aircraft changes.

9. Prepare Field Changes to equipment.

10. Act as project officer on assigned projects and contracts.

11. Act as equipment project officer for Radar, IFF, and emergency equipment.

CHART 4-F


U. S. COAST GUARD HEADQUARTERS
OFFICE OF ENGINEERING
NAVAL ENGINEERING DIVISION
NAVAL ENGINEERING DIVISION
TECHNICAL ASSISTANT
BUDGET AND COST ANALYSIS STAFF
SECURITY OFFICER
DESIGN BRANCH
HULL ARRANGEMENT SECTION
HULL SCIENTIFIC SECTION
MACHINERY TECHNICAL SECTION
BOAT TECHNICAL SECTION
ELECTRICAL AND MECHANICAL SECTION
SPECIFICATION SECTION
PLAN FILE SECTION
SHIPBUILDING BRANCH
HIGH ENDURANCE CUTTER SECTION
MEDIUM ENDURANCE CUTTER SECTION
AIDS TO NAVIGATION VESSEL SECTION
BOAT SECTION
ICEBREAKER DESIGN BRANCH
ASSISTANT CHIEF
PROJECTS SECTION
TECHNICAL SERVICES SECTION
ADMINISTRATIVE BRANCH
SPECIAL PROJECTS SECTION
MAIL AND FILE SECTION
MATERIALS SECTION
ALLOWANCE UNIT
MAINTENANCE BRANCH
ICEBREAKER SECTION
CRUISING CUTTER SECTION
AIDS TO NAVIGATION VESSEL SECTION
BOAT SECTION
PATROL CRAFT AND MISC. VESSEL SEC.
MATERIAL READINESS SECTION
ORDNANCE SECTION

NAVAL ENGINEERING DIVISION (ENE)

Under the direction and supervision of the Chief, Office of Engineering, the Chief, Naval Engineering Division shall be responsible for the design, construction, maintenance, and repair of Coast Guard vessels and boats, embracing the following duties:

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

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

3. Transmit requests for procurement to the Supply Division accompanied, when appropriate, by detailed plans, justifications, specifications, etc.

4. Follow up on contract performance insofar as inspections, tests, and technical judgment are necessary to assure compliance and assist in contract expediting as required.

5. With respect to Headquarters Controlled Material (ENE), determine the items to be controlled, the quantities thereof to be stocked and the storage requirements, and advise the Supply Division thereof; initiate procurement action and provide required funds, review inventories and initiate action to maintain at justifiable levels and to release excess or obsolete items, and initiate action to effect issues to using units, all through prescribed channels.

6. Be responsible for the preparation and review of maintenance and damage control instructions and instructions for trials of boats and vessels.

7. Furnish, when required, information in connection with the construction, installation, repair, maintenance, and alteration of vessels, and machinery.

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

9. Be responsible for the preparation and review of allowance lists, inventory reports, and boards of survey insofar as they involve naval engineering matters.

10. Conduct, as directed, special studies and analyses relative to new or improved naval engineering designs or methods having possible Coast Guard use, such studies and analyses, when appropriate, to be coordinated through and with the Testing and Development Division.

11. Schedule the industrial program of the Coast Guard YARD in order to fully develop available facilities.

TECHNICAL ASSISTANT

Under the direction and supervision of the Chief, Naval Engineering Division, the Technical Assistant shall:

1. Advise the Chief, Naval Engineering Division, regarding technical aspects of design, construction, alteration, and repair projects which concern the Division.

2. Effect the preparation of budget and other cost estimates, and administer the over-all allocation of funds in subheads and other projects for which the Division is responsible, in the most complete and economical manner.

3. Assist the Division Chief in the most effective use of industrial facilities of the Coast Guard in carrying out vessel and boat programs.

4. Implement design, construction, and alteration programs for vessels and boats by serving as Chairman of ShipAlt Board, scheduling meetings, preparing agenda, and directing discussions to achieve agreement on projects and policies for final approval of the Division Chief; maintain brief minutes of meetings as required, and establish Cases or Projects, assigning them for action of the other Division Branches, as appropriate, to carry out agreements of the Board.

5. Establish the patterns for action by the Budget and Cost Analysis Section by preparation of the annual budget estimates and distribution of funds under the Operating Expense subheads and other project funds which the Division manages, including:

a. Directing the budget work of the Budget and Cost Analysis Section for the Operating Expense subheads and AC&I subheads assigned the Division.

b. Supervising the action on AC&I projects submitted by field units or originated at Headquarters, preliminary to inclusion in forecast stages.

c. Supervising the distribution of Operating Expense and AC&I funds to obtain maximum utilization of available monies in effecting completion of construction, maintenance, and alteration programs and projects.

6. Establish schedules of availabilities of vessels, vessel construction, and boatbuilding programs at YARD to achieve maximum use of facilities, performing as follows:

a. Work with YARD, Floating Units Division, and other cognizant Divisions in establishing yearly YARD work load schedules for vessel construction, repair availabilities, boatbuilding, and other industrial projects that are required to develop a complete, well balanced and even YARD employment level.

b. Contact other Government Agencies to acquire industrial projects that will supplement Coast Guard work in developing efficient YARD schedule.

c. Assign pilot alteration work to YARD in order to obtain maximum benefit from YARD Design Section and reduce Division concern with development of detail plans.

7. Maintain contacts with sources of additional work from other agencies to add to YARD work load, performing as follows:

a. Make frequent contacts with CNO, BUSHIPS, BUAER, and other Government Agencies having basic responsibilities in vessel and boat construction for Foreign Aid, to keep them advised of characteristics of Coast Guard craft.

b. Develop programs for any Foreign Aid vessel conversion and repair or boat constuction which these activities may require, and establish projects at YARD, arrange funding, shipping, and other phases for which the Division assumes coordinating responsibility.

8. Attend meetings of the Design Review Board as a voting member.

9. Be responsible for the yearly preparation and quarterly revision of the "Planned Apportionment of OE and AC&I" report.

BUDGET AND COST ANALYSIS STAFF

Under the direction and supervision of the Chief, Naval Engineering Division, the Chief, Budget and Cost Analysis Staff shall:

1. Compile budget data and submit budget forecasts and justifications for financial administration of operating expenses for the Subheads under cognizance of the Naval Engineering Division and Acquisition, Construction, and Improvement Projects. This includes:

a. Studying financial statements, budget and cost data received from Headquarters' offices and Districts, and applying pertinent statistics in preparation of budget forecasts and justifications.

b. Reviewing field budgets and recommending annual allocations of funds under the operating expense Subheads.

c. Reviewing purchase requests for obligation, authorization for YARD Project Orders, allotment requests, and other obligation documents for accuracy of accounting data.

2. Keep records current on various budget stages and amendments affecting the allocation of these funds; prepare planned expenditures program, processing and recording obligation documents; and keeping responsible personnel advised of status of funds, maintenance backlog items and final costs of projects. This includes:

a. Maintaining records of funds available in AC&I and in cognizant subheads as of the beginning of each Fiscal Year; maintaining records of allotment or obligation action against these balances; preparing and submitting periodic reports of status of funds.

b. Quarterly, determining funds available and preparing pertinent planned expenditure program for funds under Subhead 45 and, annually, under all Subheads.

c. Receiving, reviewing, and maintaining record of District budgets and planned expenditure programs for Subhead 45. Extracting pertinent data for inclusion in budget forecasts.

d. From financial reports received in Section, computing the progress of planned expenditure program in District and the trend of price index for shipbuilding and repairing, and plotting on charts.

3. Issue Project Order advances to the YARD for vessels having availabilities and for other authorized work orders. This includes:

a. Documenting, for budgetary purposes, amount of work deferred due to lack of funds received from District, YARD, and vessels upon completion of availability.

b. Preparing Project Orders substantiating advances to Coast Guard YARD, and maintaining record of funds available and final cost of these projects.

c. Replying to requests from Districts, YARD, and allotment units for additional funds or readjustment of funds, and initiating request for allotment action accordingly.

d. Analyzing and reporting expenditure of funds at end of Fiscal Year and determine cost of major projects upon completion.

4. Serve as civilian personnel administrator and liaison for the Chief, Naval Engineering Division, considering, initiating, and coordinating civilian personnel actions. This includes:

a. Keeping records of civilian personnel organization statistics and changes in personnel actions; interviewing new applicants and processing Division recommendations for personnel action.

b. Contacting clerical and stenographic personnel relative to participation in the Payroll Savings Plan.

SECURITY OFFICER

Under the direction and supervision of the Chief, Naval Engineering Division the Security Officer shall:

1. Assist and advise the Chief, Naval Engineering Division in fulfilling his responsibilities for the security of classified information and act as that officer's direct representative in security matters, and in this respect perform as follows:

a. Ensure that all matters of security pertaining to the Division receive prompt and correct attention, and are handled in accordance with the Department of the Navy Security Manual for Classified Information, OPNAV INSTRUCTION 5510.1B (as modified for Coast Guard use), Headquarters directives, nnd other applicable security regulations. (The Security Officer shall be designated in writing as the Classified Material Control Officer.)

2. Read, examine, digest, and take action, as appropriate, to advise the Chief, Naval Engineering Division of classified material received in the Division.

3. Maintain a current list of all persons in the Naval Engineering Division who are authorized to handle and receive the various grades of classified material.

4. Establish suitable procedures and measures within the Division for the control of Classified Material.

5. Write security instructions for the Division and through the Branch Chiefs establish a program of security instructions as requested by the individual Branch Chiefs.

6. Maintain the required program of declassification and down grading.

7. Exercise security control over visits to and from the Division.

8. Prepare correspondence to correct erroneous classifications.

9. Maintain current the records of current classification of matter for which the Division is responsible.

10. By routine and surprose inspections, insure that only authorized personnel handle classified material and that proper stowage is maintained.

11. Make changes in safe combinations upon transfer of personnel having knowledge thereof, or not less frequently than every twelve months.

12. Perform routine destructions of classified matter no longer required.

13. Prepare emergency destruction procedures. Assign personnel to each destruction group.

DESIGN BRANCH

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

1. Furnish technical and design services in order that Coast Guard ships and boats may perform the duties required by law.

2. Carry out the mission of the Branch by producing whatever technical work is required in connection with new construction, major alterations, and conversion projects for Coast Guard ships and boats. (Design work related to routine repair and maintenance shall be considered a secondary mission.)

3. Further the mission of the Branch by assuming responsibility for the preparation of preliminary and detailed plans and designs (including calculations and specifications), for construction, repair, maintenance, outfitting, alterations, and conversion of Coast Guard ships and boats and of such special craft as may be required from time to time. (These duties include hull, machinery, ordnance, and electronics installations.)

4. Ensure the preparation of technical data, calculations, plans, and designs as requested by the Maintenance Branch and/or Shipbuilding Branch.

5. Be responsible for keeping record plans current of all ships in operation, and maintain record plans of Coast Guard ships and boats of historical and technical value as determined from time to time.

6. Prepare preliminary new designs based upon the Coast Guard general planned ship and boat replacement program by keeping current and abreast of developments in ship design and construction; stimulate interest in the program by:

a. Regular Discussions.

b. The transmission to individual members of the Branch of current literature.

c. The fostering of attendance at short courses or evening classes.

d. The scheduling of lectures or talks by experts.

e. Holding technical meetings as indicated or necessary.

f. Participating in field trips aboard Coast Guard vessels.

7. Anticipate requirements, whenever possible, and make unsolicited recommendations for the utilization of developments outside the Coast Guard and of those recommended for Coast Guard study or development.

8. Plan and organize each new construction program, based upon general operational requirements furnished via the Shipbuilding Branch. The program shall be divided into projects and shall be administered vigorously and continuously from a technical point of view.

9. Perform design work as outlined in the job orders received from the Maintenance Branch, breaking down, as necessary, and assigning to the various Sections or groups according to the work load capacities of the individuals within the Sections and subsections.

10. Be responsible for handling the administrative work connected with requests for catalogues, instruction books, or other engineering information originated within the Branch.

11. Make corrections in Damage Control Book and other administrative matters and route to the Material Readiness Type Desk in the Maintenance Branch.

12. Route construction plans, manufacturers' plans, equipment plans, etc., direct to the Branch Chief for processing through the Plan File Section.

13. Prepare quarterly the "Design Branch Advanced Work Plan" report by listing broad work catagories and major projects and an estimate of man-days or percentage of totally available man-days to be devoted to each.

14. Prepare monthly the "Status of Design Branch Projects" report showing the percentage completion and required completion date.

15. Have primary responsibility for contacting civilian personnel other than clerical and stenographic relative to participation in the "Payroll Savings Plan."

HULL ARRANGEMENT SECTION

Under the direction and supervision of Chief, Design Branch, the Chief, Hull Arrangement Section shall:

1. Perform feasibility studies for proposed vessels or vessels in service regarding basic hull form, power requirements, general hull arrangements, and equipment installations; conducts model test programs; prepares contract arrangement plans and specifications for new vessels; review and approval of working plans.

2. Perform the necessary feasibility studies for new vessels to determine the basic hull form, power requirements, space allocation for new accommodations, machinery, electronics, aeronautics, ordnance, and other equipment.

3. For in-service vessles, conduct feasibility studies to advise the Office of Operations on the effects of major changes in equipment, such as improved sonar, ordnance, and communications which involve fundamental considerations of effect on space, weight, speed, and cost.

4. Develop and coordinate model test programs with tank testing facilities to study and evaluate hull forms for least resistance and optimum sea keeping characteristics.

5. Prepare preliminary contract and detailed general arrangement and profile plans and specifications associated with new construction.

6. Prepare necessary plans and specification for hull conversion work on Coast Guard vessels for larger service rehabilitation or change in duties, such as peacetime to wartime, or vice versa, the plans to include allocation and arrangement of spaces, modernization of electronics, ordnance equipment (including sonar devices), and ammunition stowage and handling.

7. Review Contractor prepared working drawings during the construction phase of new vessels, or alteration and repair of existing vessles; prepare correspondence, taking action as necessary, to insure that the basic design concepts called for by the contract plans and specifications are attained.

8. Assist the Materials Section by performing technical analysis of bids for equipment and vessel construction making recommendations as to acceptance from a technical viewpoint.

9. Confer with Chiefs of other Sections and with other governmental agencies relative to design standards, and policies of an overlapping or highly controversial nature.

10. Confer with contractors, design agents, and vendors relative to materials and equipment used during the period of construction.

11. Alter record tracings of ship's arrangement plans to reflect current status; maintains file of supporting technical information to aid in the accomplishment of the work of the Section.

HULL SCIENTIFIC SECTION

Under the direction ans supervision of Chief, Design Branch, the Chief, Hull Scientific Section shall:

1. Perform all required hull scientific type calculations and prepare all necessary plans required to evaluate the flooding and damaged stability characteristics for vessels in new construction programs or in service.

2. Coordinate the weight estimating programs, including centers of gravity required for newly proposed vessels in order to access their stability characteristics.

3. Calculate tankages, stores, provisions, etc., and investigate stability in all anticipated loading conditions and prepare statistical stability curves from cross curves and assess intact stability against damaged requirements and wind and heel criteria.

4. Prepare preliminary contract and detailed structural plans and specifications associated with new construction, conversion, or repairs of all major types of Coast Guard vessles.

5. Prepare necessary hull strength calculations and determine all scantlings covering hull plating, transverse and longitudinal framing, deck beams, longitudinal girders, bulkheads, stiffeners, etc.

6. Prepare layout studies and stress analyses required for the design and selection of masts, cargo handling equipment, and boat handling gear.

7. Determine applicable welding standards and criteria, and review all welding sequences and procedures prepared by Contractors for new construction; conduct investigations and tests to determine suitability of materials and processes; and investigate service failures and prepare technical reports thereon.

8. Conduct inclining experiments on Coast Guard vessels and participate in inspection of procured equipment and tests and trials of installed equipments.

9. Coordinate the Damage Control Book program, including periodic reviews and handling of all phases of the preparatory work, and review and approval of damage control material associated with the preparation of new books; include compartment numbering and system closure classifications required for safe operation of Coast Guard vessles.

10. Review hull scientific calculations and plans, structural calculations and plans, and welding procedures submitted by contractors in connection with construction of new vessels and the alteration and repair of existing vessels; prepare correspondence, taking action as necessary to insure that basic design concepts are carried out, and that workable and satisfactory results are attained.

11. Assist the Materials Section by performing technical analysis of bids for equipment and vessel construction, making recommendations as to acceptance of the equipment from a technical viewpoint.

12. Confer with Chiefs of other Sections and with other governmental agencies relative to design standards, policies, or problems encountered in work of an overlapping nature.

13. Maintain technical file plans, scientific calculations, and other supporting information developed in the accomplishment of the work of the Hull Scientific Section.

MACHINERY TECHNICAL SECTION

Under the direction and supervision of the Chief, Design Branch, the Chief, Machinery Technical Section shall:

1. Perform the following with respect to main propelling, auxiliary, and deck machinery and related systems on Coast Guard vessels:

a. Prepare preliminary and detailed designs, specifications, technical calculations, etc., for construction, conversion, alteration, repairs or purchase of equipment.

b. Keep informed of new equipment, materials, methods, and practices in the marine engineering field.

c. Conduct special studies and analyses relative to new or improved naval engineering designs or methods for possible use of the Coast Guard.

d. Develop technical plans, calculations, and recommendations for proposed ShipAlts.

2. Carry out the following detailed duties in fullfilling the assigned responsibilities:

a. Establish basic machinery plant design for Coast Guard vessels based on stated operational requirements.

b. Prepare preliminary and contract plans for new construction and major conversions of machinery for Coast Guard vessels.

c. Review plans submitted by equipment vendors and Shipyards having contracts for such equipment or for construction of ships to determine the acceptability under the specifications and compliance with good practice.

d. Estimate the cost of machinery components and systems for new construction and Ship Alterations.

e. Prepare rough drafts of specifications and purchase descriptions for the machinery plans and individual components of machinery for Coast Guard vessels.

f. Assist the Materials Section by preforming technical analyses of bids for Coast Guard equipment and vessel construction, making recommendations as to acceptance of the equipment from a technical viewpoint.

g. Prepare standard Ship Alterations where technical and design services are required.

h. Advise, upon request, Boat Technical Section with regard to engineering requirements for small boats, including engines, mounts, mufflers, selection of propellers, and design of shafting.

i. Solve difficult and unusual problems of performance, boat balance, vibration, propellers, and control systems.

j. Conduct and analyze the results of tests of equipment and completed designs for compliance with specifications, satisfactory operation and suitability for Coast Guard use.

k. Develop methods for correlating model basin laboratory data and performance of other types of ships with full scale performance of Coast Guard vessels with respect to trials, backing tests, vibration and transient machanical tests.

l. Prepare drawings, sketches, and illustrations and other drafting services as required by the Naval Engineering Division with regard to machinery problems.

m. Consult with naval architects and representatives of manufacturers to resolve conflicts in design or requirements of components to insure the development of an efficient, workable, and satisfactory over-all machinery plant.

n. Maintain calculations and technical files for specific calculations on Coast Guard vessels and items of general interest to marine engineering.

o. Furnish advice and opinions as to the feasibility of new ideas, designs, and devices to determine whether experimental installations should be undertaken or if development of such devices or ideas should be implemented or developed.

BOAT TECHNICAL SECTION

Under the direction and supervision of the Chief, Design Branch, the Chief, Boat Technical Section shall:

1. Perform the following with respect to hussl, hull equipment, and machinery for Coast Guard boats, special craft, and amphibious vehicles:

a. Prepare preliminary design, contract, detailed plans, technical specifications and calculations for new construction, conversion, and alteration of a large variety of boats and special craft built of wood, metal, or plastic materials.

b. Prepare technical plans, calculations, and recommendations for proposed BoatAlts.

c. Keep informed of new developments in the field of small boat design construction, new materials, new practices, and new methods.

2. Implement the assigned duties of the Boat Technical Section in the following detail:

a. Review plans and correspondence submitted in connection with the construction of new boats and the modification and repair of existing boats; take necessary action to ensure that basic design concepts are carried out and that workable and satisfactory results are attained.

b. Conduct or participate in spection of equipment procured and in the trials of new and modified boats.

c. Prepare specifications and initiate procurement of equipment under cognizance of the Boat Technical Section.

d. Confer with Chiefs, of other sections or offices, both of the Coast Guard and other governmental agencies relative to design standards, policies or problems encountered in work of an overlapping nature.

e. Prepare material for and maintain a file of design data applicable to Coast Guard boats.

f. Maintain file of plans, calculations and other supporting technical information developed in accomplishment of the work of the Boat Technical Section.

g. Assist the Materials Section by performing technical analysis of bids for equipment and vessel construction, making recommendations as to acceptance of the equipment from a technical viewpoint.

h. Prepare drawings, sketches, and illustrations and other drafting services as required by the Naval Engineering Division with regard to boat problems.

i. Alter record tracings of boat plans as necessary to show current arrangements.

ELECTRICAL AND MECHANICAL SECTION

Under the direction and supervision of Chief, Design Branch, the Chief, Electrical and Mechanical Section shall:

1. Perform the following with respect to the electrical and mechanical systems which includes electrical propulsion and control systems, auxiliary power generation, distribution systems, power application, interior communication systems, navigation systems, illumination, ventilation, air conditioning, heating, deck machinery, and steering machinery on Coast Guard vessels.

2. Prepare preliminary and detailed designs, specifications, technical calculations, etc., for construction, conversion, alteration, repair or purchase of equipment.

3. Keep informed of new equipment, materials, methods and practices in the electrical engineering field for possible use on Coast Guard vessels.

4. Develop technical plans, calculations and recommendations for proposed ShipAlts.

a. Prepare preliminary designs, contract plans and specifications for electrical, ventilation, heating, air conditioning, deck machinery, and steering machinery systems for new vessels.

b. Prepare plans, specifications and instructions for alteration, repair, and maintenance of above type systems for existing vessles.

c. Review plans for electrical equipment or systems submitted by vendors or shipyards for compliance with the specifications, and Coast Guard requirements.

d. Estimate the cost of electrical components and systems for new construction and Ship Alterations.

e. Prepare rough drafts of specifications and purchase descriptions for the electric plant and individual components of the electric plant for Coast Guard vessels.

f. Provide consultant services in the field of electrical engineering, heating, ventilation, and air conditioning to other engineers and architects in the Naval Engineering Division.

g. Perform technical investigations of service difficulties reported by field units which are beyond their capacity to solve and determine the corrective action.

h. Represent the Coast Guard on technical committees of technical societies, such as the American Institute of Electrical Engineers and the Illumination Engineering Society.

i. Assist the Materials Section by performing technical analysis of bids for electrical and mechanical equipment and mechanical equipment and make recommendations as to acceptance of the equipment from a technical viewpoint.

j. Maintain files of plans, calculations, and other supporting technical information developed in accomplishment of the work of the Electrical and Mechanical Section.

SPECIFICATION SECTION

Under the direction and supervision of Chief, Design Branch, the Chief, Specification Section shall:

1. Maintain Federal, A/N, Coast Guard General specifications for construction of vessels, USN, and related data for references of the office and use in preparing Division specifications for vessel construction, repairs, and purchase of material and equipment.

2. Prepare or edit all specifications issued by the Branch for technical sufficiency, inclusion of correct references, and standard format.

3. Maintain current catalogue files of marine equipment.

4. Consult with Section Chiefs in original drafting of specifications for initial purchase specifications covering development of new equipment.

5. Supervise assembly, indexing, and maintenance of technical data files, technical and operating manuals, coordination of supplying manuals to vessels and field activities; edit and prepare for approval manuals and instructions submitted by contractors.

6. Maintain file of specification standards for interdivision use.

a. Be responsible for final composition, coordination and control of contract specifications for new construction and conversion

b. Review correspondence, purchase orders, and plans submitted by contractors. Prepare charts indicating approved changes to contracts.

c. Prepare "as-built" specifications when required.

d. Supervise and assist in maintenance of technical files, instruction books, and catalogue files.

e. Consult with Design Branch Section Chiefs,and Type Desks relative to original drafting of specifications for initial purchase covering the development of new equipment.

f. Confer with supervisors of other Divisions and Sections to coordinate Fiscal programs.

g. Confer with manufacturer's representatives and contractors relative to specification requirements, invitations to bid, and delivery of equipment.

h. Prepare correspondence, delivery schedules, and establish deadlines for completion of work to coincide with construction programs.

i. Compile description data of machinery and equipment for use in the preparation of instruction manuals and specifications. Prepare texts, edit, and set up format for printing of instruction manuals.

j. Maintain current listings of Instruction Manuals for Coast Guard installed equipment procurred through commercial or governmental agencies and obtain copies as requested by Type Desk and Design Branch.

k. Maintain current the Coast Guard Naval Engineering Technical Publications Index (CG-338).

l. Insure that adequate stocks of Technical Publications are available for servicewide use by coordinating with Supply Center, Brooklyn, for the addition, deletion or reprinting of Technical Publications as may be necessary.

m. Log and prepare an action sheet for all plans received in the Division and route to the Chief, Technical Section and/or Type Desk having cognizance. Maintain a follow-up system to insure that plan review or approval is completed with a minimum of delay.

PLAN FILE SECTION

Under the direction and supervision of Chief, Design Branch, the Chief, Plan Section shall:

1. Maintain active indices, tracing, and blueprint files of all vessels, boats, vehicles, and marine equipment plans received by or prepared in the Division.

2. Assign series of numbers for plans prepared by YARD or shipbuilders under the Division's indexing system.

3. Fill order for plan reproductions received from all sources.

4. Maintain liaison with the BUSHIPS plan files for mutual exchange of plans between agencies.

5. Order all reproductions from blueprint contractor for filing or issue purposes.

6. Operate office ozalid machine for emergent preparation of reproductions.

7. Conduct correspondence incident to operating the Section as the control depository for all Coast Guard vessel plans.

a. Be responsible for classifying, indexing, filing, searching, and charging out plans and similar material in the Division.

b. Order all blueprinting work required by the Division. Handle requests for plans from field units and private sources.

c. Contact various Government agencies to obtain plans needed for use of the Coast Guard and process such requests from other agencies.

d. Prepare reports of blueprinting requirements compiled for use in obtaining contracts.

e. Operate office ozalid machine for plan reproduction when prints or reproducibles are required on short notice.

f. Repair all torn prints and tracings as required.

g. Provide for the transfer, and retrieval if necessary, of all tracings of decommissioned vessels to the appropriate Federal Records Center.

h. Assign Coast Guard plan numbers to all plans received in the Division from the CG YARD, Districts, or contractors and route to the Specification Section and/or Type Desks for action as appropriate.

SHIPBUILDING BRANCH

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

1. Assist the Chief, Naval Engineering Division in carrying out the reponsibilities and duties in the design and construction of all Coast Guard boats and ships.

2. Be directly responsible for the proper execution of all vessel and small boat construction programs, as well as for the conduct and performance of duty of all Resident Inspectors connected therewith.

3. Implement the duties assigned to the Branch in the following detail:

a. Attend meetings of the Design Review Board as a voting member.

b. Attend meetings of the Ship Alteration Board as a voting member.

c. Review for concurrence all plans and sketches relating to new construction of vessels or boats.

d. Review for concurrence all ship or boat building specifications prior to printing.

e. Review the work of all Sections of the Branch and see that the work load between Sections is equitable.

f. Confer with the Chief, Design Branch and the Chief, Maintenance branch, as necessary, for proper interbranch liaison.

g. Review all correspondence and reports emanating from the Branch.

h. Set up a training program for Resident Inspectors and assure that all inspection personnel are properly trained before undertaking inspection duties.

i. Keep proper liaison with Resident Inspectors through the various Section heads and through personal contact by frequent trips to the building sites.

j. Maintain a check on future requirements for inspectors and take steps as necessary to obtain inspectors as required.

k. Insure that proper progress charts are posted and keep current by Section Chiefs. These charts shall include, but not necessarily limited to, construction progress charts, dates of significant events, partial payment statements, and status of government furnished equipment, ordering and delivery.

l. If not so trained already, become thoroughly familiar with contract administration, contract law and CPM network management.

m. Keep complete and separate case folders on all claims or potential claims against the Government.

n. Keep the Contracting Officer completely informed on all aspects of a contract of which he might not be aware.

o. Keep the Chief, Naval Engineering Division fully advised of any significant developments in connection with new construction programs.

p. Sign such correspondence as authorized by Chief, Naval Engineering Division.

q. Perform routine administrative duties for personnel assigned to the Branch such as approvals for leaves and absences from duty, writing fitness reports, etc.

r. Prepare monthly the "Status of Shipbuilding Branch Special Projects" report.

s. Be responsible for the preparation of Shipbuilding Contract Sheets, one for each contract by fiscal year, tabulating, in columns for each quarter, the estimated administration cost.

4. Supervise the High Endurance Cutter Section, Medium Endurance Cutter Section, Aids to Navigation Vessel Section, and Boat Section.

HIGH ENDURANCE CUTTER SECTION

Under the direction and supervision of Chief, Shipbuilding Branch, the Chief, High Endurance Cutter Section shall:

1. Carry out the mission of the Naval Engineering Division with respect to all matters relating to the design and construction of High Endurance Cutters.

2. Serve as the Type Desk Officer for vessels assigned to his Section and be directly responsible to the Chief, Shipbuilding Branch for the proper preparation of design plans, and specifications for new vessels and the proper execution of all phases of applicable construction contracts.

3. Organize all projects assigned to his Section; direct the execution of these projects; analyze contractual and engineering problems and evaluate proposals for their solution; maintain positive control of construction contracts by reviewing reports and data from various sources; and advise and assist the Chief, Shipbuilding Branch in all matters within the cognizance of the High Endurance Cutter Section.

4. Further implement the assigned duties of the Branch in the following detail:

a. Work closely with the appropriate Sections of the Design Branch in development of contract and guidance plans for type vessels assigned. Review all such plans prior to submittal to the Chief, Shipbuilding Branch for signature.

b. Review all building specifications for type vessels assigned prior to their going out for printing. Advise the Specification on Section of all changes to be made before printing.

c. As one building contract progresses, see that all plan and specification changes found necessary are systematically cataloged and filed so that they are assured of being incorporated in future contract plans and specifications.

d. Maintain tickler file on all plans submitted for approval to insure that they are returned within the time specified by the contract.

e. Review all plans submitted for approval prior to their approval and return to the Contractor.

f. Review all correspondence originated in other Sections of the Division and dealing with contracts under his cognizance.

g. Answer all correspondence in the briefest possible time and, in no case, allow more time to elapse before answering correspondence than allowed by the terms of the respective contract. When in doubt, no more than twenty days shall be permitted to elapse.

h. Review all spare parts lists submitted for approval as to their appropriateness and cost.

i. Review all Instruction and General Information Books submitted for approval prior to their approval and return to the Contractor.

j. Review completed studies from the Design Branch for applicability and practicality.

k. Prepare preliminary estimates and organize AC&I programs for assigned classes of vessels in cooperation with other Divisions.

l. Maintain cognizance over the expenditure of funds allotted to assigned contracts.

m. Maintain liaison with representatives of commercial compaines and material suppliers, as well as other Government agencies concerning matters affecting assigned vessels or projects.

n. Advise and assist the Design Branch, when so requested or directed, in matters pertaining to alterations or development of new designs, components, and systems, particularly in those cases where ship-board experience may be helpful in evaluating an otherwise purely technical problem.

o. Advise appropriate Type Desk in Maintenance Branch of any changes occurring in new construction which should become a ShipAlt or BoatAlt upon vessel completion.

p. Visit building sites of all vessels assigned as often as possible, but in no case less than once a Quarter.

q. Maintain construction progress charts; partial payment records; list of Government furnished equipment with ordering and delivery status; case jackets for all claims or potential claims; and such other charts and/or records as directed or required to properly keep track of and administer all phases of cognizant contracts.

r. Maintain close liaison with the Contracting Officer and prepare all claims and/or supplemental agreement recommendations.

s. Maintain close liaison and contact with Resident Inspectors on cognizant contracts.

t. Become thoroughly familiar with CPM network on PERT techniques and pursue this phase of management on those applicable contracts.

u. Act, in company with the Chief, Shipbuilding Branch, as the sole clearing house and Division contact for all contracts under the cognizance of the Section Chief.

MEDIUM ENDURANCE CUTTER SECTION

Under the direction and supervision of Chief, Shipbuilding Branch, and Chief, Medium Endurance Cutter Section shall:

1. Carry out the mission of the Naval Engineering Division with respect to all matters relating to the design and construction of Medium Endurance Cutters.

2. Serve as the Type Desk Officer for vessels assigned to his Section and he shall be directly responsible to the Chief, Shipbuilding Branch for the proper preparation of design plans, and specifications for new vessels and the proper execution of all phases of applicable construction contracts.

3. Organize all projects assigned to his Section; direct the execution of these projects; analyze contractual and engineering problems and evaluate proposals for their solution; maintain positive control of construction contracts by reviewing reports and data from various sources; and advise and assist the Chief, Shipbuilding Branch in all matters within the cognizance of the Medium Endurance Cutter Section.

4. Further implement the assigned duties of the Branch in the following detail:

a. Work closely with the appropriate Sections of the Design Branch in development of contract and guidance plans for type vessels assigned. Review all such plans prior to submittal to the Chief, Shipbuilding Branch for signature.

b. Review all building specifications for type vessels assigned prior to their going out for printing. Advise the Specification Section of all changes to be made before printing.

c. As one building contract progresses, see that all plan and specification changes found necessary are systematically cataloged and filed so that they are assured of being incorporated in future contract plans and specifications.

d. Maintain tickler file on all plans submitted for approval to insure that they are returned within the time specified by the contract.

e. Review all plans submitted for approval prior to their approval and return to the Contractor.

f. Review all correspondence originated in other Sections of the Division and dealing with contracts under his cognizance.

g. Answer all correspondence in the briefest possible time and, in no case, allow more time to elapse before answering correspondence than allowed by the terms of the respective contract. When in doubt, no more than twenty days shall be permitted to elapse.

h. Review all spare parts lists submitted for approval as to their appropriateness and cost.

i. Review all Instruction and General Information Books submitted for approval prior to their approval and return to the Contractor.

j. Review completed studies from the Design Branch for applicability and practicality.

k. Prepare preliminary estimates and organize AC&I programs for assigned classes of vessels in cooperation with other Divisions.

l. Maintain cognizance over the expenditure of funds allotted to assigned contracts.

m. Maintain liaison with representatives of commercial companies and material suppliers, as well as other Government agencies concerning matters affecting assigned vessels or projects.

n. Advise and assist the Design Branch, when so requested or directed, in matters pertaining to alterations or development of new designs, components, and systems, particularly in those cases where shipboard experience may be helpful in evaluating an otherwise purely technical problem.

o. Advise appropriate Type Desk in Maintenance Branch of any changes occurring in new construction which should become a ShipAlt or BoatAlt upon vessel completion.

p. Visit building sites of all vessels assigned as often as possible, but in no case less than once a Quarter.

q. Maintain construction progress charts; partial payment records; list of Government furnished equipment with ordering and delivery status; case jackets for all claims or potential claims; and such other charts and/or records as directed or required to properly keep track of and administer all phases of cognizant contracts.

r. Maintain close liaison with the Contracting Officer and prepare all claims and/or supplemental agreement recommendations.

s. Maintain close liaison and contact with Resident Inspectors on cognizant contracts.

t. Become thoroughly familiar with CPM network or PERT techniques and pursue this phase of management on those applicable contracts.

u. Act, in company with the Chief, Shipbuilding Branch, as the sole clearing house and Division contact for all contracts under the cognizance of the Section Chief.

AIDS TO NAVIGATION VESSEL SECTION

Under the direction and supervision of Chief, Shipbuilding Branch, the Chief, Aids to Navigation Vessel Section shall:

1. Carry out the mission of the Naval Engineering Division with respect to all matters relating to the design and construction of Aids to Navigation Vessels.

2. Serve as the Type Desk Officer for vessels assigned to his Section. He shall be directly responsible to the Chief, Shipbuilding Branch for the proper preparation of design plans, and specifications for new vessels and the proper execution of all phases of applicable construction contracts.

3. Organize all projects assigned to his Section; direct the execution of these projects; analyze contractual and engineering problems and evaluate proposals for their solution; maintain positive control of construction contracts by reviewing reports and data from various sources; and advise and assist the Chief, Shipbuilding Branch in all matters within the cognizance of the Aids to Navigation Vessel Section.

4. Further implement the assigned duties of the Branch in the following detail:

a. Work closely with the appropriate Sections of the Design Branch in development of contract and guidance plans for type vessels assigned. Review all such plans prior to submittal to the Chief, Shipbuilding Branch for signature.

b. Review all building specifications for type vessels assigned prior to their going out for printing. Advise the Specifications Section of all changes to be made before printing.

c. As one building contract progresses, see that all plan and specification changes found necessary are systematically cataloged and filed so that they are assured of being incorporated in future contract plans and specifications.

d. Maintain tickler file on file on all plans submitted for approval to insure that they are returned within the time specified by the contract.

e. Review all plans submitted for approval prior to their approval and return to the Contractor.

f. Review all correspondence originated in other Sections of the Division and dealing with contracts under his cognizance.

g. Answer all correspondence in the briefest possible time and, in no case, allow more time to elapse before answering correspondence than allowed by the terms of the respective contract. When in doubt, no more than twenty days shall be permitted to elapse.

h. Review all spare parts lists submitted for approval as to their appropriateness and cost.

i. Review all Instruction and General Information Books submitted for approval prior to their approval and return to the Contractor.

j. Review completed studies from the Design Branch for applicability and practicality.

k. Prepare preliminary estimates and organize AC&I programs for assigned classes of vessels in cooperation with other Divisions.

l. Maintain cognizance over the expenditure of funds allotted to assigned contracts.

m. Maintain liaison with representatives of commercial companies and material suppliers, as well as other Government agencies concerning matters affecting assigned vessels or projects.

n. Advise and assist the Design Branch, when so requested or directed, in matters pertaining to alterations or development of new designs, components, and systems, particularly in these cases where shipboard experience may be helpful in evaluating in otherwise purely technical problem.

o. Advise appropriate Type Desk in Maintenance Branch of any changes occurring in new construction which should become a ShipAlt or BoatAlt upon vessel completion.

p. Visit building sites of all vessels assigned as often as possible, but in no case less than once a Quarter.

q. Maintain construction progress charts; partial payment records; list of Government furnished equipment with ordering and delivery status; case jackets for all claims or potential claims; and such other charts and/or records as directed or required to properly keep track of and administer all phases of cognizant contracts.

r. Maintain close liaison with the Contracting Officer and prepare all claims and/or supplemental agreement recommendations.

s. Maintain close liaison and contact with Resident Inspectors on cognizant contracts.

t. Become thoroughly familiar with CPM network or PERT techniques and pursue this phase of management on those applicable contracts.

u. Act, in company with the Chief, Shipbuilding Branch, as the sole clearing house and Division contact for all contracts under his cognizance.

BOAT SECTION

Under the direction ans supervision of Chief, Shipbuilding Branch, the Chief, Boat Section shall:

1. Carry out the mission of the Naval Engineering Division with respect to all matters relating to the design and construction of WPB, WYTL, BARGES (less A to N Barges), Special Craft, and Boats 65-ft. in length and under.

2. Serve as the Type Desk Officer for boats assigned to his Section and be directly responsible to the Chief, Shipbuilding Branch for the proper preparation of design plans, and specifications for new boats and the proper execution of all phases of applicable construction contracts.

3. Organize all projects assigned to his Section; direct the execution of these projects; analyze contractual and engineering problems and evaluate proposals for their solution; maintain positive control of construction contracts by reviewing reports and data from various sources; and within the cognizance of the Boat Section.

4. Further implement the assigned duties of the Branch in the following detail:

a. Work closely with the appropriate Sections of the Design Branch in development of contract and guidance plans for type boats assigned. Review all such plans prior to submittal to the Chief, Shipbuilding Branch for signature.

b. Review all building specifications for type boats assigned prior to their printing. Advise the Specification Section of all changes to be made before printing.

c. As one building contract progresses, see that all plan and specification changes found necessary are systematically cataloged and filed so that they are assured of being incorporated in future contract plans and specifications.

d. Maintain tickler file on all plans submitted for approval to insure that they are returned within the time specified by the contract.

e. Review all plans submitted for approval prior to their approval and return to the Contractor.

f. Review all correspondence originated in other Sections of the Division and relating to contracts under his cognizance.

g. Answer all correspondence in the briefest possible time and, in no case, allow more time to elapse before answering correspondence than allowed by the terms of the respective contract. When in doubt, no more than twenty days shall be permitted to elapse.

h. Review all spare parts lists submitted for approval as to their appropriateness and cost.

i. Review all Instruction and General Information Books submitted for approval prior to their approval and return to the Contractor.

j. Review completed studies from the Design Branch for applicability and praciticality.

k. Prepare preliminary estimates and organize AC&I programs for assigned classes of vessels in cooperation with other Divisions.

l. Maintain cognizance over the expenditure of funds allotted to assigned contracts.

m. Maintain liaison with representatives of commercial companies and material suppliers, as well as other Government agencies concerning matters affective assigned boats or projects.

n. Advise and assist the Design Branch, when so requested or directed, in matters pertaining to alterations or development of new designs, components, and systems, particularly in those cases where shipboard experience may be helpful in evaluating and otherwise purely technical problem.

o. Advise appropriate Type Desk in Maintenance Branch of any changes occurring in new construction which should become a BoatAlt upon boat completion.

p. Visit building sites of all vessels assigned as often as possible, but in no case less than once a Quarter.

q. Maintain construction progress charts; partial payment records; list of Government furnished equipment with ordering and delivery status; case jackets for all claims or potential claims; and such other charts and/or records as directed or required to properly keep track of and administer all phases of cognizant contracts.

r. Maintain close liaison with the Contracting Officer and prepare all claims and/or supplemental agreement recommendations.

s. Maintain close liaison and contact with Resident Inspectors on cognizant contracts.

t. Become thoroughly familiar with CPM network or PERT techniques and pursue this phase of management on those applicable contracts.

u. Act, in company with the Chief, Shipbuilding Branch, as the sole clearing house and Division contact for all contracts under his cognizance.

ICEBREAKER DESIGN BRANCH

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

1. Assist the Chief, Naval Engineering Division in carrying out his responsibilities and duties in developing and designing icebreaking vessels of the Coast Guard and to furnish technical and design services relative to the design and construction of new Coast Guard icebreakers.

2. Be directly responsible to the Chief, Naval Engineering Division for the proper execution of the duties and responsibilities of the Branch, performing as follows:

a. Review and administer the work load of the Branch to insure equitable distribution.

b. Review all plans and sketches pertaining to icebreaking vessel design and construction.

c. Review all correspondence and reports eminating in the Branch and sign such correspondence as authorized by proper authority.

d. Confer with other Branch Chiefs within the Division as necessary for proper interbranch liaison.

e. Insure that proper progress charts and reports are posted and kept current. These charts and reports shall reflect, but are not limited to, status of each design project and Study contract, partial payments made and date of significant events.

f. Become thoroughly familiar with contract administration, contract law, and management network techniques.

g. Maintain complete and separate design histroy folders on all design projects initiated in the Branch whether completed or subsequently disregarded.

h. Maintain separate case folders on all contracts including background and histroy of supplemental agreements and change orders issued.

i. Keep the Contracting Officer completely informed on all aspects of a contract of which he might not be aware.

j. Keep the Chief, Naval Engineering Division fully advised of any significant developments in connection with new construction programs.

k. Perform routine administrative duties and supervise the projects and Technical Services Sections.

ASSISTANT CHIEF, ICEBREAKER DESIGN BRANCH

Under the direction and supervision of Chief, Icebreaker Design Branch, the Assistant Chief shall:

1. Assist the Chief, Icebreaker Design Branch in the proper execution of the duties and responsibilities of the Branch in carrying out its mission.

2. Attend to the organization and execution of the routing administration responsibilities of the Branch.

3. Be cognizant of all projects being carried out in the Branch by coordinating and supervising the activities and developments of the Projects Section and Technical Services Section.

4. Prepare budget estimates of projects undertaken or contemplated by the Branch.

5. Maintain a record of funds obligated by the Branch.

6. Prepare informal proposals on all projects to be initiated by the Branch.

7. Coordinate interbranch and interagency activities.

8. Visit contractor facilities and field projects as may be necessary.

9. Keep the Branch Chief fully advised of any significant developments within the Branch.

10. Perform the functions and duties of the Chief, Icebreaker Design Branch during his absence and supervise the Projects and Technical Services Sections.

PROJECTS SECTION

Under the direction and supervision of the Assistant Chief, Icebreaker Design Branch, the Projects Officer shall:

1. Coordinate all projects assigned to him with regard to the Icebreaker Design Program and to administer the various contracts associated with these projects.

2. Review, and evaluate the results of all design and feasibility studies under his cognizance and make recommendations as to the acceptability, modification, and continuation of such studies.

3. Initiate requests for studies of programs deemed necessary for the development of an icebreaker design.

4. Coordinate and administer contracts for studies and designs. Insure compliance with the specification and desired results.

5. Develop and coordinate programs of model and full scale testing.

6. Prepare or have prepared any necessary plans and specifications for projects and make recommendations as to modifications or changes necessary to obtain desired results.

7. Confer with the Chiefs of the other Sections, Branches, Offices and other government agencies to insure that all aspects of design of an icebreaker vessel are identified.

8. Confer and visit with contractors relative to the progress of the studies and design programs being carried out.

9. Organize field trips, technical meetings and lectures relative to the design of icebreakers.

TECHNICAL SERVICES SECTION

Under the direction and supervision of the Assistant Chief, Icebreaker Design Branch, the design engineer shall:

1. Conduct and evaluate feasibility studies with respect to hull arrangements, hull equipment, auxiliary machinery, main machinery and perform scientific calculations as required in the Branch.

2. Prepare preliminary, contract and detail designs, plans and specifications for all phases of the design of an icebreaking vessel.

3. Assist and advise the Chief, Assistant Chief and/or Project Officers in the evaluation and review of all programs and studies undertaken by the Icebreaker Design Branch.

4. Prepare and assist in preparing specifications and proposals for contracts and studies.

5. Keep abreast of the latest developments in the construction and designing of icebreaker vessels and their propulsion system.

6. Participate in field trips associated with the design of icebreaking vessels.

7. Review progress reports of contracts being undertaken by the Branch.

8. Review all plans and correspondence relating to any programs or projects under his cognizance.

9. Prepare preliminary estimates and proposals for new programs necessary for the design of an icebreaking vessel.

10. Be responsible for the preparation of detailed plans, drawings, layouts and sketches as may be required by the Icebreaker Design Branch.

11. Be responsible for the preparation and updating, on the basis of information furnished, management displays such as PERT and GANTT charts.

ADMINISTRATIVE BRANCH

Under the direction and supervision of the Chief, Naval Engineering Division, the Assistant Chief of the Naval Engineering Division shall:

1. Head the Administrative Branch and supervise a Materials Section, Allowance Subsection, Special Projects Section, and a Mail and Files Section.

2. As Chairman of the Design Review Board, schedule meetings, prepare agenda, and direct discussion concerning technical matters affecting construction and conversion projects undertaken by the Naval Engineering Division.

3. Attendmeetings of the Ship Alteration Board as a voting member.

4. Act as Division Mobilization Planning Officer.

5. Perform all management improvement planning ans supervise each for economics.

6. Maintain over-all control and administration of material held for support of ships and boats.

7. Supervise the work of all Sections of the Branch and insure that they function properly.

8. Function as Long Range Planning Officer for the Division, and as such be responsible for coordinating all broad future planning for Naval Engineering.

9. Perform the functions and duties of the Chief, Naval Engineering Division during his absence.

10. Be responsible for the monthly preparation of the schedule of major deadlines for the new construction program and major improvement program.

11. Have primary responsibility for contacting civilian personnel other than clerical and stenographic relative to participation in the "Payroll Savings Plan."

SPECIAL PROJECTS SECTION

Under the direction and supervision of the Chief, Administrative Branch, the Special Projects Officer shall:

1. Perform special studies, gather and maintain statistical data, and effect such liaison with other Divisions as directed or required.

2. Advise and inform the Chief, Naval Engineering Division on all matters delegated to the Special Projects Section. (The position of Special Projects Officer shall be filled by a Coast Guard commissioned officer who shall normally have this assignment as a collateral duty.)

3. Assemble, edit and process items of interest for publication in the Commandant's Bulletin and the Engineer's Digest.

4. Take such action as appropriate to obtain suitable material for publication in the Engineer's Digest.

5. Route Digest articles received within the Naval Engineering Division for comments on technical and professional correctness, and suitability for publication.

6. Initiate correspondence acknowledging receipt of articles, initiating acceptance or rejection for publication.

7. Collect, assemble, edit, and process as required all material for Management Improvement and Cost Reduction Reports.

8. Review and endorse such Beneficial Suggestions as are referred by the Assistant Chief, Naval Engineering Division.

9. Perform such studies or other work that crosses Branch lines, and is specifically assigned by the Chief, or Assistant Chief, Naval Engineering Division.

10. Regularly advise Chief, Naval Engineering Division and applicable Branch Chiefs of the status of division personnel participation in the Payroll Savings Plan.

MAIL AND FILE SECTION

Under the direction and supervision of the Chief, Administrative Branch, the Chief, Mail and File Section shall:

1. Be responsibile for the distribution of mail within the Division and for the preparation of correspondence for mailing to the field or forwarding to other Divisions at Headquarters; maintaining open and classified correspondence files, specifications, quarterly reports of hull and machinery, docking reports, and other technical data; ordering and stocking supplies that are obtainable in the Central Stock Room at Headquarters and storing and being responsible for instruments used by the engineers.

2. Carry out the assigned responsibilities of the Mail and Files Section in the following detail:

a. Receive, date stamp, and distribute, according to procedures established by the Chief, Naval Engineering Division, all mail, messages, manuals, catalogs, and memoranda received in the Division.

b. Reroute mail within the Division and to other Divisions for initialing and action.

c. Inspect all outgoing signed mail as to initialing by proper Sections. Check correspondence for proper enclosures, mailing address, and required tissue copies.

d. Review correspondence, messages, and other material which has been assigned to file, to assure that the proper designated persons have indicated their examination of the material by initialing and that there is appropriate authority for its filing.

e. Classify correspondence and material for filing in accordance with the subject classification structure prescribed by existing directives, making all necessary cross references, and group for ready references all correspondence.

f. Sort and arrange material by subject or in sequence, and file all correspondence, job orders, docking reports, photographs, specifications, technical data, and various other miscellaneous files.

g. Search for and withdraw material from the files, as requested.

h. Receipt for CONFIDENTIAL Material, and handle, file, deliver, and furnish CONFIDENTIAL correspondence as required or requested.

i. Requisition office supplies and equipment for the Division and be responsible for the stowage and issuing of draftsmen's supplies and instruments.

j. Keep scope of filed material under continual review to permit disposal of obsolete references.

k. Approve Printing Requisitions for the production of Commandant's Instructions, and other type of publications and directives originated by Naval Engineering Division.

l. Provide for the disposal of records having no enduring archival or retention value at prescribed intervals.

m. Provide for the transfer, and retrieval if necessary, of those records and correspondence having archival or historical value to or from the appropriate Federal Records Center.

MATERIALS SECTION

Under the general direction and supervision of the Chief, Administrative Branch, the Chief Materials Section shall:

1. Be responsible, on an overall basis, for the following functions:

a. Final preparation of purchase requests and change orders for new construction, conversion, modernization, and repairs to vessels and boats, including scheduling, expediting, and follow-up action.

b. Procurement of materials for ShipAlts and BoatAlts, replenishment of HQCM(ENE) and Government furnished material to contractors for new construction, major conversions, and major repairs.

c. Preparation of procurement requests for purchase of special oceanographic equipment, special craft, and boats.

d. Review of Boards of Survey, Declaration of Excess Property, and other correspondence concerning disposition or transfer of material, and making suitable recommendations.

e. Handling correspondence from and to Contracting Officer.

f. Coordinating control of critical and strategic materials including mobilization material requirements.

g. Issuing instructions for preparation of decommissioned ships for lay up and disposal.

h. Providing technical assistanct to other Headquarters Divisions and serving as property custodian.

i. Supervising Allowance Subsection.

2. Be responsible, specifically, for inventory control management of Headquarters Controlled Materials (HQCM), performing as follows:

a. Receive and act upon requests from field activities for release of HQCM.

b. Determine suitability and accuracy of requests and take appropriate action in accordance with MILSTRIP, i.e., by letter, message or telephone as the circumstance dictates.

c. Be responsible for determining the quantity and type of HQCM to be procurred and maintained.

d. Maintain a current listing of HQCM for periodic dissimination to field offices.

e. Provide for the disposal of equipment no longer required due to vessel decommissionings, changes or equipment renewals, etc.

f. Guard against excessive inventories.

g. Determine stocking locations for HQCM keeping in mind locations in close proximity to the expected use of the equipment.

h. Plan and direct financial and material management of the HQCM(ENE) program on a revolving fund basis.

3. Use specifications prepared by the Specification Section of the Design Branch to procure hull and machinery materials for new construction repair programs, and for HQCM stock.

4. Prepare schedules, as required, showing status of material procured by HQ (ENE-EEE-OOR) for new construction, conversion and special projects at Coast Guard YARD or private shipyards.

5. Initiate agreements and changes to agreements covering Navy support for ship repair parts and equipment under cognizance of Bureau of Ships ("S" Material). Prepare and furnish population data on ships, engines and equipments to Navy as required by agreements. Review all requests from the field for Bureau of Ships "S" material for approval prior to submission to Bureau of Ships.

6. Review Boards of Survey and Excess Property Declarations and determine HQ action, i.e., approval, disapproval, or special disposition of items concerned. If disposition of items cannot be readily determined according to existing policy, consult with appropriate Type Desk for advice.

7. Check contracts relative to submission of preliminary data by contractors for approval, and furnishing of final data, manuals, etc., as required by the specifications.

8. Control stocking and issuance of Navy-owned ordnance (Headquarters Controlled Ordnance Material) in Coast Guard custody by coordinating action with Chief, Ordnance Section and Operational Readiness Division.

9. Coordinate with appropriate Districts and Headquarter's Divisions and Offices for the preparation for disposal of decommissioned vessels.

10. Furnish technical assistance to Supply Division for development of item identification data for ship's on-board repair parts and equipment procured for HQCM(ENE) stock. Advise Inventory Control Branch (Supply Division) on stocking levels, etc., of Coast Guard supported engine and equipment repair parts.

11. Initiate procurement and/or acquisition of office supplies, equipment, and furniture for the Division.

12. Be responsible for the preparation of the "Planned HQCM Procurement" report.

13. Prepare a tabulation for each shipbuilding contract by fiscal year, listing in columns for each quarter estimated outfitting costs.

ALLOWANCE SUBSECTION

Under the general direction and supervision of the Chief, Material Section, the Chief, Allowance Subsection shall:

1. Be responsible for preparing Allowance Lists and Outfitting Lists, Part I, Machinery, for all new construction or major conversion of ships and boats.

2. Review and act upon requests for Allowance List changes.

3. Maintain corrected file copies of all approved Allowance Lists and necessary catalogs for identification of material and equipment with proper stock number.

4. Carry out the assigned responsibilities of the Allowance Subsection in the following detail:

a. Develop Preliminary Allowance/Outfit Lists for new ship construction after specifications and design plans are completed and procurement of material and machinery has begun.

b. Prepare for publication the final Machinery Allowance Lists (Part I) for new ship construction.

c. Prepare for publication, new or revised Allowance Lists for active Coast Guard vessels, floating units obtained from other sources, and standard boats under the cognizance of Shore Units Division.

d. Periodically review existing Allowance Lists with Machinery Indexes or other machinery inventory forms to maintain currency.

e. Reduce, where possible, unnecessary or excess on-board repair parts.

f. Update stock numbers and/or sources of supply for machinery and equipment components listed in the Allowance List.

g. Review and make detailed recommendations for Machinery and Hull Allowance amendments based upon requests originated by vessels of the various classes for special equipment, accessories or parts, and tools, which are not of such nature as to require a ShipAlt or BoatAlt.

h. Receive and retain copies of contractor purchase orders for all equipment requiring supporting repair parts and tool. Screen for selection of parts and cost comparisons with the basic equipment and return to the contractor for procurement action as appropriate.

i. Review repair parts lists for Government furnished ship machinery, selecting repair parts for procurement action by Materials Section. Outfitting material, instruments and tools which are available from the various Federal Stock Supply Systems are prepared as part of the outfitting program and submitted to appropriate authority for MILSTRIP procurement action.

j. Compile and summarize quarterly reports of critical and strategic controlled materials for both CG YARD and Commandant(ENE) requirements for A-3 Ships Program. Transmit report to Procurement Branch(FS) coordination with other Headquarter's Divisions for submission to the Office of Naval Material.

k. Prepare mobilization data for ONM and DOD material requirements planning lists. Contact other Defense Agencies concerning mobilization planning (material).

l. Maintain for its own use in preparing Allowance requirements, and for support and information of Naval Engineering Division projects and activities, current stock catalogs and prices of Navy Material Ships Parts Control Center, and Master Cross Reference Listings, Fleet Oriented Consolidated Stock List, Coast Guard Stock Catalogs, Federal Supply Catalog (DOD Section), BuShips Catalog of Navy Material, Navy Stock List of the Yards and Docks Supply Office, Navy Shipboard Electrical Material Catalog; also major manufacturers' manuals, parts books, etc., pertaining to ship propulsion (and other) machinery.

m. Screen Department of Defense Excess Personal Property Listings and General Services Administration Listings for availability of engines, turbines, compressors, and other machinery items or respective related parts which could be acquired for usage by the Coast Guard.

MAINTENANCE BRANCH

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

1. Assist the Chief, Naval Engineering Division in carrying out his responsibilities and duties in the maintenance, conversion, and repair of all Coast Guard boats and ships, performing as follows:

a. Attend meeting of the Design Review Board as a voting member.

b. Attend meetings of the Ship Alteration Board as a voting member as well as to present the briefs and background information on cases pending before the Board.

c. Distribute work to all Sections within the Branch and review their work. Insure that the section work loads are equitable.

d. Review all correspondence and reports emmanating from the Branch. Sign such correspondence as authorized by Chief, Naval Engineering Division.

e. Review such plans and sketches, emmanating from within the Division or elsewhere, as related to shipboard maintenance, alteration, or conversion.

f. Maintain and supervise the job order request system to the Design Branch.

g. Confer with the Chief, Design Branch and Chief, Shipbuilding Branch as necessary for proper interbranch liaison.

h. Initiate and execute such programs as necessary for the preparation of Commandant Instructions, Naval Engineering Manuals, and Instruction Books, or amendments theretofor which the Division is responsible.

i. Review Boards of Investigation which concern equipment failure, and make recommendations for future action.

j. Review reports initiated by the Inspector General or Operational Evaluation Inspectors for matters which affect Naval Engineering.

k. Keep the Chief, Naval Engineering Division completely informed on all aspects of ship problems and situations that are outside the norm which will result in expensive repairs, personnel injury, death or hazard, unreliable or operational difficulties.

l. Perform administrative duties for personnel assigned to the Branch such as approvals for leaves and absences from duty, fitness reports, etc.

m. Assume the duties in the absence of a Section Chief if no assistant is assigned.

n. Maintain current, complete and corrected files of Ship's Machinery Indices, Material Failure Reports, Ship Alterations, Boat Alterations, Full Power Trials, and Ship's Characteristic Cards.

2. Further implement the assigned duties of the Branch by:

a. Preparing quarterly the "Summary of Vessel Improvement Programs Involving OE Line Items and AC&I Funds" report.

b. Prepare the quarterly "Summary of SH 45 Apportionment" report showing changes from the previous year and reasons therefor, after consulting with the Technical Assistant.

c. Preparing monthly the "Status of Ship Maintenance Branch Special Projects" report.

3. Supervise five Type Desk Sections and the Ordnance and Material Readiness Sections which comprise the Branch.

ICEBREAKER SECTION

Under the direction and supervision of Chief, Maintenance Branch, the Chief, Icebreaker Section shall:

1. Carry out the mission of the Naval Engineering Division with respect to all matters relating to the maintenance, alteration, and repair of Icebreakers (WAGB less STORIS).

2. Serve as the Type Officer for vessels assigned to the Section and be directly responsible to the Chief, Maintenance Branch for the dissemination of proper maintenance procedures, review of equipment casualties, with a view to correction of class defects, and producing proper and satisfactory answers to queries on equipment or requests for alterations and/or improvements to the vessels for which the Branch is responsible.

3. Organize all projects assigned to the Section; direct the execution of these projects; analyze engineering problems and evaluate proposals for their solution; help maintain control of field units in Naval Engineering matters by review of reports and data from various sources; and advise and assist the Chief, Maintenance Branch in all matters within the cognizance of the Icebreaker Section.

4. Further implement the assigned duties of the Branch as follows:

a. Review work lists submitted by ships to their respective District to note unauthorized alterations, work which is ship's force in nature but assigned to the YARD, evidence of maloperation, evidence of costly troubles which are a Class failure, unauthorized procedures, and failure to accomplish applicable Ship Alterations. The District shall be notified of discrepancies.

b. Check full power trial reports and develop and improve the procedures for full power trials to produce Class uniformity.

c. Check inspection and Material Failure Reports to uncover Class defects and to further his background knowledge.

d. Prepare Commandant Instructions as the need arises and as directed by the Chief, Maintenance Branch.

e. Visit vessels under his cognizance at the Coast Guard YARD or at the repair yard, if possible, when the vessel is in major overhaul not in the Coast Guard YARD.

f. Answer correspondence in the briefest time possible and, in no case, allow more than twenty days to elapse without acknowledging receipt of the correspondence.

g. Review, investigate background, coordinate and prepare Ship Alterations for ships under his cognizance.

h. Organize, define, and prepare design problems for submission to the Design Branch for detail studies, plans, or specifications.

i. Review completed studies from the Design Branch for applicability and practicality.

j. Originate, organize, and prepare amendments to Technical Publications as necessary.

k. Review procurement specifications originated by the Design Branch.

l. Prepare preliminary estimates and organize AC&I programs for assigned classes of vessels in cooperation with other Divisions.

m. Maintain cognizance over the expenditure of funds allotted to assigned projects.

n. Review all pertinent operational engineering reports from the field for abnormalities or irregularities.

o. Maintain liaison with representatives of commercial companies and material suppliers as well as other Government Agencies concerning matters affecting assigned vessels or projects.

p. Advise and assist the Design Branch when so requested or directed in matters pertaining to alterations or development of new designs, components, and systems, particularly, in those cases where shipboard experience may be helpful in evaluating an otherwise purely technical problem.

CRUISING CUTTER SECTION

Under the direction and supervision of Chief, Maintenance Branch, the Chief, Cruising Cutter Section shall:

1. Carry out the mission of the Naval Engineering Division with respect to all matters relating to the maintenance, alteration, conversion and repair of High Endurance Vessels (WHEC).

2. Serve as the Type Officer for vessels assigned to his Section and be directly responsible to the Chief, Maintenance Branch for the dissemination of proper maintenance procedures, review of equipment casualties, with a view toward correction of class defects, and producing proper and satisfactory answers to queries on equipment or requests for alterations and/or improvements to the vessles for which the Branch is responsible.

3. Organize all projects assigned to his Section; direct the execution of these projects; analyze engineering problems and evaluate proposals for their solution; help maintain control of field units in Naval Engineering matters by review of reports and data from various sources; and advise and assist the Chief, Maintenance Branch in all matters within the cognizance of the Cruising Cutter Section

4. Further implement the assigned duties of the Branch as follows:

a. Review work lists submitted by ships to their respective District to note unauthorized alterations, work which is ship's force in nature but assigned to the YARD, evidence of maloperation, evidence of costly troubles which are a Class failure, unauthorized procedures, and failure to accomplish applicable Ship Alterations. The District shall be notified of discrepancies.

b. Check full power trial reports and develop and improve the procedures for full power trials to produce Class uniformity.

c. Check inspection and Material Failure Reports to uncover Class defects and to further his background knowledge.

d. Prepare Commandant Instructions as the need arises and as directed by the Chief, Maintenance Branch.

e. Visit vessels under his cognizance at the Coast Guard YARD or at the repair yard, if possible, when the vessel is in major overhaul not in the Coast Guard YARD.

f. Answer correspondence in the briefest time possible and, in no case, allow more than twenty days to elapse without acknowledging receipt of the correspondence.

g. Review, investigate background, coordinate and prepare Ship Alterations for ships under his cognizance.

h. Organize, define, and prepare design problems for submission to the Design Branch for detail studies, plans, or specifications.

i. Review completed studies from the Design Branch for applicability and practicality.

j. Originate, organize, and prepare amendments to Technical Publications as necessary.

k. Review procurement specifications originated by the Design Branch.

l. Prepare preliminary estimates and organize AC&I programs for assigned classes of vessels in cooperation with other Division.

m. Maintain cognizance over the expenditure of funds allotted to assigned projects.

n. Review all pertinent operational engineering reports from the field for abnormalities or irregularities.

o. Maintain liaison with representatives of commercial companies and material suppliers as well as other Government Agencies concerning matters affecting assigned vessels or projects.

p. Advise and assist the Design Branch when so requested or directed in matters pertaining to alterations or development of new designs, components, and systems, particularly, in those cases where shipboard experience may be helpful in evaluating an otherwise purely technical problem.

AIDS TO NAVIGATION VESSEL SECTION

Under the direction and supervision of Chief, Maintenance Branch, the Chief, Aids to Navigation Section shall:

1. Carry out the mission of the Naval Engineering Division with respect to all matters relating to the maintenance, alteration, and repair of WAGB(STORIS), WLB, WIM, WLI, WLR, WLIC, and WLV Class vessels.

2. Serve as the Type Officer for vessels assigned to his Section and be directly responsible to the Chief, Maintenance Branch for the dissemination of proper maintenance procedure, review of equipment casualties with a view to correction of Class defects, and producing proper and satisfactory answers to queries on equipment or requests for alterations and/or improvements to the vessels for which the Branch is responsible.

3. Organize all projects assigned to his Section; direct the execution of these projects; analyze engineering problems and evaluate proposals for their solution; help maintain control of field units in Naval Engineering matters by review of reports and data from various sources; and advise and assist the Chief, Maintenance Branch in all matters within the cognizance of the A to N Vessel Section.

4. Further implement the assigned duties of the Branch as follows:

a. Review work lists submitted by ships to their respective District to note unauthorized alterations, work which is ship's force in nature, but assigned to the YARD, evidence of maloperation, evidence of costly troubles which are a Class failure, unauthorized procedures, failure to accomplish applicable Ship Alterations. The District shall be notified of discrepancies.

b. Check full power trial reports and develop and improve the procedures for full power trials to produce Class uniformity.

c. Check inspection and Material Failure Reports to uncover Class defects to further his background knowledge.

d. Prepare Commandant Instructions as the need arises and as directed by the Chief, Maintenance Branch.

e. Visit vessels under his cognizance at the Coast Guard YARD or at the repair yard, if possible, when the vessel is in major overhaul not in the Coast Guard YARD.

f. Answer correspondence in the briefest time possible, and in no case, allow more than twenty days to elapse without acknowledging receipt of the correspondence.

g. Review, investigate background, coordinate and prepare Ship Alterations for ships under his cognizance.

h. Organize, define, and prepare design problems for submission to the Design Branch for detail studies, plans, or specifications.

i. Review completed studies from the Design Branch for applicability and practicality.

j. Review procurement specifications originated by the Design Branch.

k. Originate, organize, and prepare amendments to Technical Publications as necessary.

l. Prepare preliminary estimates and organize AC&I programs for assigned Classes of vessels in cooperation with other Divisions.

m. Maintain cognizance over the expenditure of funds allotted to assigned projects.

n. Review all pertinent operational engineering reports from the field for abnormalities or irregularities.

o. Maintain liaison with representatives of commercial companies and material suppliers, as well as other Government agencies concerning matters affecting assigned vessels or projects.

p. Advise and assist the Design Branch, when so requested or directed in matters pertaining to alterations or development of new designs, components, and systems; particularly, in those cases where shipboard experience may be helpful in evaluating an otherwise purely technical problem.

BOAT SECTION

Under the direction and supervision of Chief, Maintenance Branch, the Chief, Boat Section shall:

1. Carry out the mission of the Naval Engineering Division with respect to all matters relating to the maintenance, alteration, and reapir of WPB, WYTL, Barges (less A to N Barges), Special Craft, and Boats 65-ft. in length and under.

2. Serve as the Type Officer for vessels assigned to his Section and shall be directly responsible to the Chief, Maintenance Branch for the dissemination of proper maintenance procedures, review of equipment casualties with a view to correction of Class defects, and the provision of proper and satisfactory answers to queries on equipment or requests for alterations and/or improvements to the vessels for which the Branch is responsible.

3. Organize all projects assigned to his Section; direct the execution of these projects; analyze engineering problems and evaluate proposals for their solution; help maintain control of field units in Naval Engineering matters by review of reports and data from various sources; and advise and assist the Chief, Maintenance Branch in all matters within the cognizance of the Boat Section.

4. Further implement the assigned duties of the Branch as follows:

a. Review work lists submitted by vessels to their respective District to note unauthroized alterations, work which is ship's force in nature but assigned to the YARD, evidence of maloperation, evidence of costly troubles which are a class failure, unauthorized procedures, and failure to accomplish applicable Ship Alterations. The District shall be notified of discrepancies.

b. Check full power trial reports and develop and improve the procedures for full power trials to produce Class uniformity.

c. Check inspection and Material Failure Reports to uncover Class defects and to further his background knowledge.

d. Prepare Commandant Instructions as the need arises and as directed by the Chief, Maintenance Branch.

e. Visit boats under his cognizance as necessary to maintain familiarization with operational and maintenance procedures.

f. Answer correspondence in the briefest time possible, and in no case, allow more than twenty days to elapse without acknowledging receipt of the correspondence.

g. Review, investigate background, coordinate, and prepare Boat Alterations for vessesl under his cognizance.

h. Organize, define, and prepare design problems for submission to the Design Branch for detail studies, plans, or specifications.

i. Review completed studies from the Design Branch for applicability and practicality.

j. Confer with the appropriate Type Desk Officers in the Ship-Building Branch, as necessary, to maintain proper interbranch liaison.

k. Review procurement specifications originated by the Design Branch.

l. Originate, organize, and prepare amendments to Technical Publications as necessary.

m. Maintain cognizance over the expenditure of funds allotted to assigned projects.

n. Review all pertinent operational engineering reports from the field for abnormalities or irregularities.

o. Maintain liaison with representatives of commercial companies and material suppliers as well as other Government Agencies concerning matters affecting assigned vessels or projects.

p. Advise and assist the Design Branch, when so requested or directed in matters pertaining to alterations or development of new designs, components, and systems, particularly, in those cases where shipboard experience may be halpful in evaluating an otherwise purely technical problem.

PATROL CRAFT AND MISCELLANEOUS VESSEL SECTION

Under the direction and supervision of Chief, Maintenance Branch, the Chief, Patrol Craft and Miscellaneous Vessel Section Shall:

1. Carry out the mission of the Naval Engineering Division with respect to all matters relating to the maintenance, alteration, and repair of Medium Endurance Vessels(WMEC), WYTM, WTR, WIX, WAK, and WAGO(less EVERGREEN) Class vessels.

2. Serve as the Type Officer for vessels assigned to his Section and be directly repsonsible to the Chief, Maintenance Branch for the dissemination of proper maintenance procedures, review of equipment casualties with a view to correction of Class defects, and producing proper and satisfactory answers to queries on equipment or requests for alterations and/or improvements to the vessels for which the Branch is responsible.

3. Organize all projects assigned to his Section; direct the execution of these projects; analyze engineering problems and evaluate proposals for their solution; help maintain control of field units in Naval Engineering matters by review of reports and data from various sources; and advise and assist the Chief, Maintenance Branch in all matters within the cognizance of the Patrol Craft and Miscellaneous Section.

4. Further implement the assigned duties of the Branch as follows:

a. Review work lists submitted by ships to their respective District to note unauthorized alterations, work which is ship's force in nature but assigned to the YARD, evidence of maloperation evidence of costly troubles which are a Class failure, unauthorized procedures, and failure to accomplish applicable Ship Alterations. The District shall be notified of discrepancies.

b. Check full power trial reports and develop and improve the precedures for full power trials to produce Class uniformity.

c. Check inspection and Material Failure Reports to uncover Class defects and to further his background knowledge.

d. Prepare Commandant Instructions as the need arises and as directed by the Chief, Maintenance Branch.

e. Visit vessels under his cognizance at the Coast Guard YARD or at the repair yard, if possible, when the vessel is in major overhaul not in the Coast Guard YARD.

f. Answer correspondence in the briefest time possible and, in no case, allow more than twenty days to elapse without acknowledging receipt of the correspondence.

g. Review, investigate background, coordinate and prepare Ship Alterations for ships under his cognizance.

h. Organize, define, and prepare design problems for submission to the Design Branch for detail studies, plans, or specifications.

i. Review completed studies from the Design Branch for applicability and practicality.

j. Review procurement specifications originated by the Design Branch.

k. Originate, organize and prepare amendments to Technical Publications as necessary.

l. Prepare preliminary estimates and organize AC&I programs for assigned classes of vessels in cooperation with other Divisions.

m. Maintain cognizance over the expenditure of funds allotted to assigned projects.

n. Review all pertinent operational engineering reports from the field for abnormalities or irregularities.

o. Maintain liaison with representatives of commercial companies and material suppliers, as well as other Government Agencies concerning matters affecting assigned vessels or projects.

p. Advise and assist the Design Branch, when so requested or directed in matters pertaining to alterations or development of new designs, components, and systems, particularly, in those cases where shipboard experience may be helpful in evaluating an otherwise purely technical problem.

MATERIAL READINESS SECTION

Under the direction and supervision of Chief, Maintenance Branch, the Chief, Material Readiness Section shall:

1. Carry out the mission of Naval Engineering Division with respect to Material Readiness and the over-all aspects and concepts having broad application in the maintenance, and alteration of all ship types in the Coast Guard (excluding ordnance and interior communications).

2. Be directly responsible to the Chief, Maintenance Branch, for the coordination and liaison required for Naval Engineering Division's cognizance over damage control, fire fighting, and NBC defense facilities, and other shipboard systems having board application and where uniformity of design, methods, and equipment is essential (excluding ordnance and interior communications).

3. Further implement the assigned duties of the Branch as follows:

a. Provide detail data on the existing configuration, capability, and future planning for the above facilities.

b. Keep informed on the latest U. S. Navy policies, doctrines, materials, and procedures affecting these facilities.

c. Prepare standard criteria for general application with regards to the design, operation, and maintenance of these facilities.

d. Assist and keep Type Desk Officers informed in all matters concerning these facilities.

e. Prepare correspondence, memoranda, and directives dealing with over-all aspects of these facilities and route throuch Type Desks that have particular cognizance. All similar material prepared or received by other persons of the Division dealing with specific installations shall be routed through him before final clearance and signature.

f. Be prepared to assist whenever training and inspection reports are referred to him for advice regarding these facilities, but shall not routinely review such reports.

g. Prepare Commandant Instructions covering the general aspects of material readiness over which he has cognizance.

h. Be free to visit ships alone or in company with other officers of this and other Divisions, whenever necessary, to investigate and study shipboard installation of the facilities over which he has cognizance.

i. Answer correspondence, in the shortest possible time, and in no case, allow more than twenty days to elapse before acknowledging receipt of correspondence.

ORDNANCE SECTION

Under the direction and supervision of Chiefm Maintenance Branch, the Chief, Ordnance Section shall:

1. Carry out the Naval Engineering Division requirements for maintaining, modernizing, or hanging the installed armament and associate National Defense facilities for all classes of vessels and boats.

2. Be responsible for advising the Chief, Maintenance Branch and as directed by him, the Chief, Shipbuilding Branch, and the vessel Type Desk Sections on all matters pertaining to ordnance equipment, and for performing liaison duties between the Naval Engineering Division and Operational Readiness Division so that all projects are completed in an orderly and timely fashion.

3. Further implement the duties of the Branch as follows:

a. Prepare Ship Alterations as directed by the Ship Alteration Board for installation or removal of armament; changes in ordnance storeroom and magazines; changes in instrumentation for fire control; changes in interior communications systems; and providing adequate alarm systems, and ammunition handling safety devices.

b. Issue directives for maintenance of degaussing systems, firing cutout requirements, and safety features of armament.

c. Prepare correspondence concerning ordnance items as related to Naval Engineering.

d. Prepare budget estimates for large programmed changes in ordnance equipment.

e. Review availability work lists of vessels for appropriateness of any and all ordnance items.

f. Review Degaussing Watch Lists and keep the Branch Chief and appropriate Section Chiefs advised as to vessels listed thereon. Maintain a tickler file to insure recheck of vessels listed with degaussing deficiencies.

PART V

★ 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 5 Divisions, namely, Merchant Marine Technical, Merchant Vessel Inspection, Merchant Vessel Personnel, Merchant Vessel Documentation, and Hazardous Materials, 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 Chief, Data Systems Division as to types and forms of marine safety statistics to be prepared. 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 Chief of Staff, planning expenditures to accomplish essential programs within available funds, passing on obligations against field allotments when Headquarters authorization is required, and otherwise insuring wise and economical expenditure of such funds.

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 Planning and Special Projects Staff and the Traveling Inspector Staff.

14. Be program director for **Commercial Vessel Safety.** (The Deputy Chief is the program manager.)

★ TRAVELING INSPECTOR STAFF (M-1)

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 the 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.

★ PLANNING AND SPECIAL PROJECTS STAFF (M-2)

Under the direction and supervision of the Chief, Office of Merchant Marine Safety, the Chief, Planning and Special Projects Staff shall:

1. Prepare and assist in the preparation of technical papers in support of U. S. positions in connection with Coast Guard participation in deliberations of the International Maritime Consultative Organization and other international activities.

2. Undertake and assist in the planning, development, and conduct of technical, personnel, and management studies in support of the Merchant Marine Safety mission.

3. Coordinate the preparation of program data and other documents required under the Planning, Programming and Budgeting System.

4. Supervise the activities of the Underwater Safety Project.

★ RECORDS MANAGEMENT STAFF (M-3)

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

1. Develop and implement records systems based on existing and projected needs of the Merchant Marine Safety Program.

2. Monitor the Merchant Marine Safety Records Management Program for the Service and provide advisory service when requested.

3. Maintain the Merchant Marine Safety Standard Subject Classification Numbers Supplement in the areas of maritime safety and law enforcement, ship design and ships material, and general material to be used by Headquarters staff elements of the Office of Merchant Marine Safety, all Coast Guard District (m) Offices and Coast Guard Marine Inspection Offices.

★ 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. Review technical plans and specifications for 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 safety equipment and devices submitted to Headquarters and refer appropriate items to the Office of Research and Development 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. 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.

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

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

8. Review reports of marine casualties referred by the Merchant Vessel Inspection Division; recommend action to be taken in specific cases; and analyze the experience reflected in the reports taken collectively.

9. Review and comment upon applications for waivers of the navigation and vessel inspection laws referred by the Merchant Vessel Inspection Division, analyze those which have been granted in the field, and recommend general waivers of technical requirements.

10. Provide technical assistance in the development of national position papers on technical matters affecting maritime safety and represent the United States in discussion of such matters at the international level through the Intergovernmental Maritime Consultative Organization (IMCO).

11. Participate within professional societies to develop safety codes and standards in the area of Merchant Marine Safety responsibilities.

12. Provide general technical direction and coordination of the technical personnel of the Division and Field Offices.

13. Supervise the admeasurement of U. S. Vessels.

14. Provide technical support to the Office of Boating Safety for the development and administration of recreational boating safety standards.

★ TECHNICAL STAFF (MMT)

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

1. Join with the Division Chief in advising the Chief of the Office of Merchant Marine Safety in matters importantly affecting administration of merchant marine safety requirements.

2. Advise with respect to any aspect of vessel design, construction and materials. Participate and keep abreast of engineering and scientific developments so as to anticipate and assess vessel safety problems which may be affected or created thereby.

3. Initiate and review new or amended regulations.

4. Review and make recommendation concerning proposed legislation which may affect merchant marine safety.

5. Serve as Coast Guard representative in consultations which may involve both technical and policy decisions with other U. S. Government agencies, industrial and scientific establishments and foreign authorities.

6. Develop and promulgate internal procedures, methods and policies governing operation of the Division and of the Office of Merchant Marine Safety.

7. Analyze marine casualties for cause and prevention of future incidents.

8. Perform necessary research in the development of new criteria for vessel strength and operation.

★ ADMINISTRATIVE STAFF (MMT)

Under the direction and supervision of the Chief, Merchant Marine Technical Division, the Administrative Officer shall:

1. Conduct studies to determine and maintain the proper organizational alignment of components within the Division and those of the Merchant Marine Technical Field Offices, necessary to accomplish their mission.

2. Examine existing staffing and office procedures and coordinate administrative functions within the Division to improve efficiency and avoid duplication of efforts; act as coordinator between the Division and other activities of the Office of Merchant Marine Safety for personnel training and certain civilian personnel matters.

3. Manage and supervise the Division control point for mail and distribution; the Division repository for classified material, and a reception office for visitors.

4. Collect data and submit reports, as required, for the Coast Guard, Department of Transportation, and Executive Branch of the Government; prepare agenda for Division-level conferences.

5. Edit the Navigation and Vessel Inspection Circular (NVIC); prepare Headquarters Instructions and Notices; maintain official record copy of directives.

6. Coordinate the preparation of the annual multi-year Planning-Programming-Budgeting procedures for the Division.

7. Maintain a current safety equipment and material approvals system, and a published listing (Equipment Lists (CG-190)) of such approvals by coordinating with Equipment, Electrical Engineering, Marine Engineering and Hull Scientific Branches.

★ADMEASUREMENT BRANCH

Under the direction and supervision of the Chief, Merchant Marine Technical Division, the Chief, Admeasurement Branch shall:

1. Administer and interpret U. S. tonnage measurement laws, admeasure U. S. vessels, and issue U. S. tonnage certificates.

2. Admeasure U. S. vessels under Suez Canal rules of United Arab Republic, and issue tonnage certificates.

3. Admeasure U. S. vessels under Panama Canal Rules, and issue tonnage certificates.

4. Interpret and compare tonnage measurement rules of other countries with those of U. S. as basis for official acceptance by U. S.

5. Conduct technical studies and tests to modernize tonnage measurement technique.

★ ELECTRICAL ENGINEERING BRANCH

Under the direction and supervision of the Chief, Merchant Marine Technical Division, the Chief, Electrical Engineering Branch shall:

1. Review plans and specifications for vessel electrical equipment and installations including power, lighting and interior communications, with emphasis placed on reliability, prevention of fires, prevention of electrical shock, and effectiveness of communications systems and other electrical features.

2. Maintain a uniform policy relative to the approval of vessel electrical equipment and installation matters in Merchant Marine Technical Field Offices.

3. Develop standards and specifications relating to merchant vessels in accordance with industry trends.

4. Initiate and/or review electrical proposed regulations, standards and specifications concerning vessel electrical equipment and installations.

5. Formulate regulations and instructions for the guidance of naval architects, marine engineers, shipbuilders and marine equipment suppliers, detailing the minimum safety standards for vessels and equipment.

6. Participate in technical societies and committees and accept, where possible, industry standards; maintain close liaison with other agencies and agencies such as the American Bureau of Shipping and the National Cargo Bureau.

7. Study industry trends and review casualty data to permit a continuing re-evaluation of the marine safety standards.

8. Perform the necessary research to keep abreast of technical developments to permit acceptance of new methods of fabrication and items of equipment which provide an equivalent degree of safety.

9. Maintain a continuing training program of personnel assigned.

★ HULL ARRANGEMENTS BRANCH

Under the direction and supervision of the Chief, Merchant Marine Technical Division, the Chief, Hull Arrangements Branch shall:

1. Establish standards, initiate regulations, and/or review proposed regulations, plans, and specifications for vessel structure, arrangement, outfitting, and equipment.

2. Maintain a uniform policy relative to the approval of vessel structure, arrangement, outfitting, and equipment in Merchant Marine Technical Field Offices.

3. Develop standards and specifications relating to merchant vessels in accordance with industry trends and accept, where possible, industry standards.

4. Formulate regulations and instructions for the guidance of naval architects, marine engineers, shipbuilders, and equipment suppliers detailing the minimum safety standards for said vessels and equipment.

5. Participate in technical societies and committees; maintain liaison with other government agencies and agencies such as the American Bureau of Shipping and the National Cargo Bureau; study industry trends and review casualty data to permit continuing reevaluation of marine safety standards.

6. Perform the necessary research to keep abreast of technical developments to permit acceptance of new methods of fabrication and items of equipment which provide an equivalent degree of safety.

7. Maintain a continuing training program of personnel assigned.

★ HULL SCIENTIFIC BRANCH

Under the direction and supervision of the Chief, Merchant Marine Technical Division, the Chief, Hull Scientific Branch shall:

1. Review plans, specifications and technical data for vessel subdivision and stability.

2. Supervise the conduct of stability tests and prepare stability letters.

3. Maintain a uniform policy in the Merchant Marine Technical Field Offices relative to vessel subdivision and stability.

4. Review load line data; maintain load line records; establish and interpret policy on load line matters.

5. Review structural failures and advise on corrective measures to prevent such failures; maintain structural casualty records.

6. Initiate and/or review proposed regulations, standards and specifications concerning subdivision, stability and load lines.

7. Conduct or assist in the conduct of special studies towards the development of national position papers on technical matters effecting maritime safety which relate to subdivision, stability and load line.

8. Formulate regulations and instructions for the guidance of naval architects, marine engineers, shipbuilders and equipment suppliers detailing the minimum safety standards for vessels and equipment.

9. Participate in technical societies and committees and accept, where possible, industry standards; maintain close liaison with other government agencies and agencies such as the American Bureau of Shipping and the National Cargo Bureau; study industry trends and review casualty data to permit continuing re-evaluation of the Marine safety standards.

10. Perform the necessary research to keep abreast of technical developments to permit acceptance of new methods of fabrication and items of equipment which provide an equivalent degree of safety.

11. Maintain a continuing training program of personnel assigned.

★ MARINE ENGINEERING BRANCH (MMT)

Under the direction and supervision of the Chief, Merchant Marine Technical Division, the Chief, Marine Engineering Branch shall:

1. Review plans and specifications for vessel machinery, piping and mechanical equipment including boilers, pressure vessels, marine nuclear power plants, piping system components and other related correspondence.

2. Maintain a uniform policy relative to the approval of vessel machinery, piping, and mechanical equipment in merchant marine technical field offices.

3. Maintain applicable regulations covering marine engineering systems and components on merchant vessels, studying and considering casualty data, new technological developments, and industry trends in the initiation of necessary changes, or in the drafting of proposed regulations.

4. Formulate regulations and instructions for the guidance of naval architects, marine engineers, shipbuilders, and marine equipment suppliers, detailing the minimum safety standards for said vessels and equipment.

5. Participate in technical societies and committees and accept, where possible, industry standards; maintain close liaison with government agencies and agencies such as the American Bureau of Shipping and the National Cargo Bureau.

6. Perform the necessary research to keep abreast of technical developments to permit acceptance of new methods of fabrication and items of equipment which provide an equivalent degree of safety.

7. Maintain a continuing training program of personnel assigned.

★ SAFETY EQUIPMENT BRANCH

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

1. Review plans and specifications for lifesaving and fire protection equipment and materials, including, but not limited to lifeboats, life rafts, ring buoys, davits, breathing apparatus, pyrotechnic distress signals, fire extinguishing systems, and incombustible materials.

2. Prescribe, conduct, and review necessary tests of such equipment and materials.

3. Maintain a uniform policy relative to the approval of vessel lifesaving and fire protection equipment and material in Merchant Marine Technical Field Offices.

4. Initiate and/or review proposed regulations, standards, and specifications for lifesaving and fire protection equipment.

5. Formulate regulations and instructions for the guidance of naval architects, marine engineers, shipbuilders, and equipment suppliers, detailing the minimum safety standards for vessels and equipment.

6. Maintain close liaison with other Government agencies and agencies such as the American Bureau of Shipping and the National Cargo Bureau; participate in technical societies and committees; study industry trends and review casualty data to permit continuing reevaluation of marine safety standards, and accept, where possible, industry standards.

7. Perform the necessary research to keep abreast of technical developments to permit acceptance of new methods of fabrication and items of equipment which provide an equivalent degree of safety.

8. Maintain a continuing training program of personnel assigned.

★ 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. Develop and administer the program and supervise the interpretation of laws, regulations, and instructions for the improvement and enforcement of merchant marine materiel and operational standards, including:

a. The inspection of merchant vessels and other commercial vessels, their hulls, 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 review of certificates of inspection to assure uniformity and adequacy of manning and compliance with applicable inspection laws and regulations.

d. The preparation of safety certificates and exemption certificates in accordance with the currently effective International Convention for Safety of Life at Sea.

e. The development and enforcement of rules of the road for the prevention of collisions.

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

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

h. The factory inspection of equipment approved by the Coast Guard for use of merchant vessels.

i. The investigation and review of commercial vessel marine casualties for analyses of accidents and compilation of statistics.

2. Initiate or review the following for submission to the Merchant Marine Council:

a. Regulations relating to the materiel aspects of merchant marine safety.

b. Regulations concerning Rules of the Road and related matters.

c. Articles based on casualty reports for publication in "Proceedings of the Merchant Marine Council".

d. Legislative, regulatory, and instruction changes to improve safety standards based on statistical analysis of marine casualties.

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. 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.

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

7. Maintain statistical data and summary information pertaining to unsafe practices and conditions observed on merchant vessels.

8. 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.

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

10. 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.

11. Prepare preliminary budget estimates and make recommendations as to fund allocations.

12. Participate in the development of new legislation, proclamations, executive orders, regulations and other directives having the force and effect of law as relating to Merchant Vessel Inspection and Manning.

13. Participate in international conferences and meetings in the interest of advancing vessel inspection and manning standards and in the advancement of anti-collision concepts.

★ VESSEL INSPECTION AND MANNING STANDARDS BRANCH

Under the direction and supervision of the Chief, Merchant Vessel Inspection Division, the Chief, Vessel Inspection and Manning Standards Branch shall:

1. Exercise cognizance over matters related to vessel inspection and manning laws and regulations which include:

a. Developing regulations to carry out the intent of inspection and manning laws.

b. Maintaining vessel inspection files.

c. Reviewing certificates of inspection for adequacy of manning and compliance with applicable laws and regulations.

d. Reviewing and or determining special inspection and manning standards for specific vessels with unusual requirements.

2. Perform the following administrative duties:

a. Initiate action and replies on the recommendations of local marine inspection officers.

b. Make decisions on appeals relative to inspection and manning standards.

c. Prepare safety certificates and exemption certificates as required based on data submitted.

d. Prepare replies to inquiries concerning vessel inspection and manning standards.

3. Supervise management procedures with respect to the following:

a. Correspondence concerning administrative and operational functions of vessel inspection and manning standards.

b. Maintaining contact with other field units.

c. Preparing instructions or changes to instructions to provide for uniform procedures in applying inspection and manning laws and regulations.

4. Provide services in the following areas:

a. Maintaining "List of Inspected Tank Vessels".

b. Disseminating information pertaining to unsafe practices and conditions on board merchant vessels.

c. Disseminating information pertaining to the types of inspections conducted by field officers.

d. Establishing and maintaining contact with the public and other Federal agencies on cognizant matters.

★ RULES OF THE ROAD BRANCH

Under the direction and supervision of the Chief, Merchant Vessel Inspection Division, the Chief, Rules of the Road Branch shall:

1. Administer the program for the development of Rules of the Road and related matters for the prevention of collisions by:

a. Reviewing existing statutory and regulatory Rules of the Road.

b. Making recommendations for changes to statutory and regulatory Rules of the Road.

c. Serving as member of the Rules of the Road Subcommittee of the Merchant Marine Council.

d. Serving as Secretary of the Rules of the Road Coordinating Panel.

e. Maintaining liaison with other branches and government agencies.

f. Reviewing casualty records which involve Rules of the Road.

g. Preparing recommendations for additional systems for the prevention of collisions including, but not limited to, bridge-to-bridge radiotelephone and separate sea lanes.

2. Provide services in the following areas:

a. Preparation of replies to inquiries concerning Rules of the Road.

b. Dissemination of information concerning new proposals to the Rules of the Road and related matters.

c. Assistance to other departments and units in Rules of the Road matters.

3. Assist the Casualty Review Branch and Legal Division as necessary in the review of casualty records and penalty appeal cases involving collisions between vessels.

★ CASUALTY REVIEW BRANCH

Under the direction and supervision of the Chief, Merchant Vessel Inspection Division, the Chief, Casualty Review Branch shall:

1. Maintain and administer a program for the investigation and review of marine casualties involving commercial vessels to include:

a. Developing directives and instructions for guidance of field personnel engaged in investigations.

b. Reviewing all casualty investigations, reports and records.

c. Maintaining custody of all casualty investigation reports and records.

d. Providing casualty records and data to other Coast Guard Divisions, other government agencies, special committees and industry associations for information to improve or more properly effectuate sound standards of safety.

2. Administer a program of casualty analysis, statistical recording and special studies for use in the development, improvement and enforcement of materiel and operational standards.

3. Prepare the Coast Guard's official position with respect to all Marine Boards of Investigation and Casualties involving death.

4. Prepare and submit information of broad interest to the marine industry concerning:

a. Various casualty statistics

b. Results of special studies and casualty analysis

c. Articles specifically emphasizing lessons to be learned from casualties.

★ PROJECTS AND TRAINING BRANCH

Under the direction and supervision of the Chief, Merchant Vessel Inspection Division, the Chief, Projects and Training Branch shall:

1. Perform studies and research necessary to maintain current knowledge of needs and requirements in the field of vessel inspection and manning coincident with new and changing developments in design and construction of vessels and equipment.

a. Based on experience gained develop rules, regulations, and instructions relating to the inspection and manning of new vessel types.

b. Maintain close association with segments of the marine industry and governmental agencies concerned with and active in the development of new concepts.

2. Administer and supervise a training program for the field inspection personnel.

a. Seek out and determine the training needs of the marine inspection offices.

b. Make arrangements for short intensive courses and seminars with educational institutes, industry and other government agencies for the updating of inspectors' knowledge in areas of need and new technology.

c. Keep the field advised as to educational and training opportunities that are available.

d. Maintain a continuing review of the Merchant Marine Safety School at Yorktown, Virginia to determine that the training curriculum is updated and to insure that the expertise of the instructors is maintained current with new and changing developments.

e. Cooperate with other Divisions in the Office of Merchant Marine Safety in the training of their personnel.

f. Maintain liaison with the Personnel Training Branch of the Office of Personnel.

g. Prepare an annual training requirement schedule for the Office of Merchant Marine Safety as may be required by the Office of Personnel.

3. Make field consultations and attend conferences as necessary, in conjunction with project studies and evaluate training facilities to determine the training needs of the marine inspection offices.

★ 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 46 USC 239 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 hearing records for accuracy and completeness wherein an appeal has been taken to the Commandant; rule on timeliness of appeals, issue temporary licenses and documents where appropriate, and receive briefs submitted by appellants. Summarize record and forward case to the Chief Hearing Examiner and Chief Counsel when ready for review and preparation of the final action in the matter.

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

14. Provide 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. Provide 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.)

★ SEAMEN DOCUMENTATION AND RECORDS BRANCH (MVP-1)

Under the direction and supervision of the Chief, Merchant Vessel Personnel Division, the Chief, Seamen Documentation and Records Branch shall:

1. 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 citzenship requirements.

2. 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.

3. Provide instruction and guidance to officers in charge, marine inspection, covering certification, shipment and discharge of merchant vessel personnel. Provide information to the Department of State concerning merchant vessel personnel procedures abroad. Prepare responses to related inquiries from Congress, interested organizations, merchant seamen and the general public. Prepare memoranda, instructions and proposed regulation changes to implement changes in laws and procedures relating to certification, shipment and discharge of merchant vessel personnel.

4. Supervise the Duplicate Document, Jacket and Vessel Files Sections.

★ DUPLICATE DOCUMENT SECTION

Under the direction and supervision of the Chief, Seamen Documentation and Records Branch, the Chief, Duplicate Document Section shall:

1. Administer the laws, rules and regulations governing issuance of duplicate seamen's documents.

2. Process the applications, prepare the duplicate documents and initiate correspondence concerned therewith.

★ JACKET SECTION

Under the direction and supervision of the Chief, Seamen Documentation and Records Branch, the Chief, Jacket Section shall:

1. Administer the laws, rules, and regulations governing the issuance of original and supplemental issuance of seamen's documents.

2. Keep account of field operations and maintain the central records on seamen, licensed officers, and deceased seamen.

3. Safeguard these records and prepare correspondence in their regard.

★ VESSEL FILES SECTION

Under the direction and supervision of the Chief, Seamen Documentation and Records Branch, the Chief, Vessel Files Section shall:

1. Administer the laws, rules, and regulations governing the shipment and discharge of merchant seamen.

2. Maintain all central records of shipment and discharge and the correspondence pertaining thereto.

3. Maintain and administer "locator" file of seamen.

★ LICENSING AND EVALUATION BRANCH (MVP-2)

Under the direction and supervision of the Chief, Merchant Vessel Personnel Division, the Chief, Licensing and Evaluation Branch shall:

1. Regulate and supervise the licensing and documentation of merchant marine personnel.

2. Review and evaluate applications relative to the issuance, exchange, cancellation or withholding of officers', seamen's and motorboat operators' licenses or documents.

3. Maintain central files and statistical records of licenses issued by field marine inspection offices.

4. Maintain liaison with other government agencies, steamship companies, maritime academies, and seamen's unions on matters pertaining to the licensing and certificating of merchant vessel personnel.

5. Interpret the rules and regulations for the licensing and certificating of merchant marine personnel and provide such interpretations to all field marine inspection offices.

6. Consider, initiate, coordinate and submit proposals for changes to Title 46 CFR 10, 11, 12, and 187 as may be required; review and update, as necessary, the contents of publications concerning rules and regulations for the licensing and certificating of merchant marine personnel.

7. Prepare replies to congressional inquiries and inquiries from the public pertaining to the licensing and certificating of merchant marine personnel.

8. In conjunction with the Seamen Occupational Standards and Analysis Branch, review, analyze and make recommendations concerning the curriculum, facilities and staff of various schools for merchant marine personnel; as necessary, assist field marine inspection offices in the preparation and administering of license examinations to graduates of the Merchant Marine Academy and state maritime schools.

9. Maintain records of all grades of licenses issued by the field marine inspection offices, and prepare a monthly statistical report of licenses issued.

10. Serve as a member of the Administrative Clemency Board.

★ DISCIPLINARY AND SECURITY BRANCH (MVP-3)

Under the direction and supervision of the Chief, Merchant Vessel Personnel Division, the Chief, Disciplinary and Security Branch shall:

1. Supervise and coordinate the activities of the Security, Suitability, Disciplinary Administration, Appeals, and Administrative Clemency Sections.

a. Maintain an awareness of the developments and trends in subversive doctrines and activities. Keep abreast of the identity and character of organizations and publications designated by the Attorney General as being inimical to the security of the United States.

b. Maintain familiarity with actions of the Subversives Activities Control Board and decisions of the Courts with respect to subversive activities, with particular emphasis on those decisions affecting Coast Guard regulations and practices in this field.

c. Maintain liaison with L and OI on the Port Security Card and Merchant Mariner Document Security Program.

d. Review intelligence dossiers made available on all applicants for Specially Validated Merchant Mariner's Documents or when additional information is provided concerning a holder of a SVUSMMD. (If the dossier contains derogatory security information, the case is referred to the Evaluation Committee as per HQINST 5954. 1A. If the information is evaluated as non-derogatory, the case is cleared by the Branch Chief.)

e. Process and refer for Local Security Board Hearing, if warranted, those cases where the Commandant is not satisfied as to the security status of the holder or applicant for a SVUSMMD.

f. Initiate, review and coordinate proposals as necessary to change the pertinent regulations, directives, and the handling/disposal of records, for the sections of this Branch.

g. Provide guidance or decision in Disciplinary Administration cases under 46 CFR 137 where an interpretation of the regulations is required or where the interpretation of an existing policy question arises.

h. Review other Disciplinary Administration cases in order to keep current with developments or trends in the process.

★ SEAMEN OCCUPATIONAL STANDARDS AND ANALYSIS BRANCH (MVP-4)

Under the direction and supervision of the Chief, Merchant Vessel Personnel Division, the Seamen Occupational Standards and Analysis Branch shall:

1. Develop examination questions for the various grades of licenses and endorsements on documents issued to merchant marine personnel.

2. Exercise control over examination and testing procedures to assure reasonable uniformity in their administration.

3. Review and update the contents of the following publications:

a. Specimen Examinations for Merchant Marine Deck Officers (CG-101).

b. A Manual for the Safe Handling of Inflammable and Combustible Liquids (CG-174)

c. Manual for Lifeboatmen, Able Seamen, and Qualified Members of Engine Department (CG-175).

d. Specimen Examinations for Merchant Marine Engineer Licenses (CG-182).

e. Specimen Examination Questions for License as Master, Mate and Pilot of Central Western Rivers Vessels (CG-220).

4. Review and evaluate examination questions to determine effectiveness of testing methods and procedures. Insure reasonable uniformity in testing and examination procedures.

5. Review work requirements for merchant marine personnel, including a job analysis to be used in formulating professional standards.

6. Develop, revise and evaluate examination booklets, training aids and study guides for merchant marine personnel.

7. Collaborate with Licensing and Evaluation Branch in reviewing examinations, testing facilities and methods employed by the various maritime schools training both licensed and unlicensed merchant marine personnel.

8. Analyze and review testing standards for vocational qualifications along lines established by leading professional testing services and standards developed by the American Psychological Association.

9. Special projects. Conduct studies, obtain background information and prepare answer to special problems and questions or questions relating to the examination and testing procedures as it affects this

division. Prepare position papers on IMCO subjects as necessary. Revise and update regulations and write instructions to the field on related matters pertaining to merchant marine personnel.

11. Maintain files and index information pertaining to examination and testing questions and related matters.

★ HAZARDOUS MATERIALS DIVISION (MHM)

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

1. Initiate or review, for submission to the Merchant Marine Council, regulations relating to hazardous cargo containment and handling aspects of merchant marine safety.

2. 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.

3. Initiate and coordinate research and development projects relating to hazardous material safety (e.g., cargo hazard evaluation, oil and chemical pollution, mixed temperature cargoes, cargo vapor control, etc.).

4. Draft rules and regulations for the transportation, handling, loading, discharging, stowage, storage, and use of explosives or other dangerous cargoes as required by the Dangerous Cargo Act, 46 USC 170 as amended, and coordinate issuance with the Merchant Marine Council. Develop and maintain rules and regulations pertaining to the transportation by water of radioactive materials.

5. Administer and coordinate a program of foreign vessel inspection, including issuance of letters of compliance, for vessels carrying bulk hazardous cargoes which create potential unusual risks to life and property by virtue of the cargoes carried or the design for cargo containment or handling.

6. Prepare publications on bulk hazardous cargo properties and safety procedures for guidance and education of Coast Guard and marine industry personnel.

7. Consider and initiate action on technical questions concerning cargo safety which are referred to Headquarters in connection with inspections of new construction, repairs, and vessels in service.

8. Review such reports of marine casualties as are referred by the Merchant Vessel Inspection Division and Law Enforcement Division; make recommendations to those Divisions as to action to be taken in specific cases and analyze casualty records of those Divisions for cargo safety experience.

9. Promote safety in water transportation of hazardous materials at local, national, and international levels by presentation of papers at meetings, staff membership in professional societies, participation in technical work of the Intergovernmental Maritime Consultative Organization (IMCO) and United Nations; sponsorship of national and international technical symposia, etc.

10. Direct the activities of the NAS-USCG Advisory Committee on Hazardous Materials and act as liaison with the National Research Council Advisory Center on Toxicology.

11. Maintain direct liaison with the Office of Hazardous Materials, Department of Transportation, in order to develop shippers' requirements which can be used by all modes in domestic transportation. Insure maximum uniformity of all dangerous cargo regulations issued by the Coast Guard with the requirements of other Federal agencies.

12. Furnish technical information and interpretations of the Dangerous Cargo Regulations to Law Enforcement Division and COTPs when requested.

★ TECHNICAL ADVISOR

Under the direction and supervision of the Chief, Hazardous Materials Division, the Technical Adviser shall:

1. Serve as expert adviser to the Division Chief, Office Chief and other Divisions in the field of hazardous cargo safety and submersible environmental control; participate in and keep abreast of engineering and scientific developments so as to anticipate and assess safety problems relating to the shipment and handling of hazardous cargoes.

2. Initiate and coordinate research and development projects relating to hazardous material safety (e.g., cargo hazard evaluation, oil and chemical pollution, mixed temperature cargoes, cargo vapor control, etc.).

3. Direct the activities of the NAS-USCG Advisory Committee on Hazardous Materials and act as liaison with the National Research Council Advisory Center on Toxicology.

4. Manage and coordinate all Division special projects (e.g., development of comprehensive new regulations for bulk chemical transportation).

5. Provide technical guidance in the development of publications on hazardous cargo safety.

6. Represent the Coast Guard in meetings of industry and government groups and technical and professional organizations.

7. Review and make recommendations concerning proposed legislation relating to hazardous material safety.

8. Provide general technical direction and coordination of the technical personnel in the Division.

★ CHEMICAL ENGINEERING BRANCH

Under the direction and supervision of the Chief, Hazardous Materials Division, the Chief, Chemical Engineering Branch shall:

1. Review proposals by industry to transport certain chemical cargoes in bulk aboard ships and barges: evaluate the specific hazards presented by each and the compatibility of the proposed cargoes.

2. Recommend requirement of special safety features and equipment for vessels transporting certain bulk chemicals.

3. Identify the need for and initiate research aimed at assigning toxicity, fire and reactivity hazards to chemicals being carried in bulk by water or likely to be so carried in the near future.

4. Develop standards and specifications for industry trends relating to merchant vessels.

5. Initiate and review related proposed regulations, standards and specifications.

6. Review characteristics of chemicals proposed for water-borne bulk carriage to determine which chemicals may be safely transported by water.

7. Prepare for publication lists, charts, tables, etc., listing bulk chemicals adjudged acceptable for water-borne transportation, detailing characteristics, peculiarities of, and precautions necessary for the safe handling and carriage of these commodities.

8. Review special safety equipment peculiar to chemical carriage.

9. Advise Merchant Marine Technical Division on plan approval when chemical characteristics are involved.

10. Formulate regulations and instructions for the guidance of naval architects, marine engineers, ship builders, equipment suppliers detailing the minimum safety standards for said vessels and equipment.

11. Participate in technical societies and committees and accept where possible, industry standards; maintain close liaison with agencies such as the American Bureau of Shipping and the National Cargo Bureau, as well as other government agencies; study industry trends and review casualty data to permit continuing reevaluation of the marine safety standards; and perform the necessary research to keep abreast of technical developments to permit acceptance of new methods of fabrication and items of equipment which provide an equivalent degree of safety.

12. Coordinate with Merchant Marine Technical Division the review of foreign vessels which will handle potentially hazardous materials in U. S. ports.

13. Conduct inspections of foreign vessels handling potentially hazardous materials in U. S. ports, as necessary, to assure compliance with applicable regulations.

14. Issue Letters of Compliance to foreign vessels found satisfactory after plan review and inspection.

15. Maintain a continuing training program of personnel assigned.

★ PACKAGE ENGINEERING BRANCH

Under the direction and supervision of the Chief, Hazardous Materials Division, the Chief, Package Engineering Branch shall:

1. Coordinate and give immediate direction to the program for the transportation, handling, loading, discharging, stowage, storage and use of explosives or other dangerous cargoes as required by 46 CFR 170 as amended; draft rules and regulations relating thereto in 46 CFR 146-149 and coordinate issuance with the Merchant Marine Council; develop and maintain rules and regulations pertaining to the transportation by water of radioactive materials.

2. Coordinate the rules and regulations in 46 CFR 98.35, 46 CFR 30-40 and 46 CFR 146 pertaining to the use of portable tanks for transportation of dangerous cargoes.

3. Issue special permits granting deviations from container requirements of the Dangerous Cargo Regulations for emergency or experimental shipments; grant approval of equivalent or alternative procedures that are determined to be at least as effective as those prescribed by the regulations.

4. Certify dangerous articles of ships' stores and supplies for use on merchant vessels.

5. Insure maximum uniformity of all dangerous cargo regulations issued by the Coast Guard with the requirements of other Federal agencies.

6. Collect and analyze casualty statistics involving the transport of dangerous cargoes in packages.

7. Maintain direct liaison with the Office of Hazardous Materials, Department of Transportation, in order to develop shippers' requirements which can be used by all modes in domestic transportation.

8. Serve on the IMCO Subcommittee on Transport of Dangerous Goods to develop a Dangerous Goods Code that may be used by all maritime nations as a basis for implementing Chapter VII of SOLAS 1960; participate in the work of the United Nations Committee on Transport of Dangerous Goods to develop packing standards and performance tests that may be used to upgrade the quality of packing moving in international commerce.

9. Furnish technical information and interpretations of the Dangerous Cargo Regulations to Law Enforcement Division and COTPs when requested.

★ MERCHANT VESSEL DOCUMENTATION DIVISION (MVD)

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

1. Give central direction to the administration of matters under the cognizance of the Division to ensure uniformity in application of statutes, rules, and regulations.

2. Plan and administer a system for the documentation of United States vessels, as follows:

a. Initiate or review rules and regulations for referral to the Merchant Marine Council and develop standards and procedures under which the documentation of vessels is regulated; follow up on administrative practices relative to such documentation.

b. Provide for the recordation of bills of sale and conveyance, preferred mortgages and related instruments, ordinary mortgages, releases, satisfactions, assignments, hypothecations, abstracts of title presented for recording, and similar instruments concerning vessel transactions; and ensure the availability of such records for public inspection.

c. Maintain certain other records showing the particulars of every vessel documented as a vessel of the United States, and provide statistics and other information necessary to answer appropriate inquiries.

d. Assign official numbers and signal letters to vessels, and approve the registration of house flags and funnel marks for such vessels.

3. Compile, edit, and issue the publications "Merchant Vessels of the United States" and "Merchant Marine Statistics"; and prepare and issue monthly supplements to the former.

4. Review decisions made by any officer in charge of marine inspections or any district commander on matters under the cognizance of the Division, which have been appealed to the Commandant, and initiate proper action.

5. Conduct studies and/or review and comment upon studies made by others relating to the revision of existing laws, regulations, practices, and procedures concerning matters under the cognizance of the Division.

6. Initiate and/or review and comment upon legislation regarding matters under the cognizance of the Division in cooperation with the Office of Chief Counsel and prepare supporting data and memoranda.

7. Maintain adequate liaison with other Divisions at Headquarters, other Government agencies, admiralty attorneys, shipowners and operators, naval architects, representatives of maritime labor, municipal and industrial associations, and research organizations relative to pertinent legal, administrative, technical, and policy questions.

8. Participate as Coast Guard and Departmental representative on special research, management, and coordinating committees concerned with the administration of pertinent laws.

9. Grant yacht commissions and regulate the use of documented yachts.

★ RECORDS AND PUBLICATIONS BRANCH

Under the direction and supervision of the Chief, Merchant Vessel Documentation Division, the Chief, Records and Publication Branch shall:

1. Maintain records showing the particulars of every vessel documented as a vessel of the United States.

2. Provide statistics and other information necessary to answer appropriate inquiries.

3. Compile, edit, and issue the publications "Merchant Vessels of the United States," the monthly supplements thereto, and "Merchant Marine Statistics."

4. Assign official numbers and signal letters to vessels.

5. Examine and verify vessel documents issued by documentation officers throughout the United States.

6. Grant yacht commissions.

★ REGULATIONS AND RULINGS BRANCH

Under the direction and supervision of the Chief, Merchant Vessel Documentation Division, the Chief, Regulations and Rulings Branch shall:

1. Initiate or review rules and regulations and develop standards and procedures under which the documentation of vessels is regulated, and follow up on administrative practices relative to such documentation.

2. Conduct studies and/or review and comment upon reports of studies conducted by others relating to legislation, regulations, practices and procedures.

3. Advise and instruct personnel in correct and appropriate interpretation of the laws governing documentation of vessels and related matters to promote uniformity and efficiency in the administration of those laws.

4. Provide for the recordation of bills of sale and conveyances, preferred mortgages and related instruments, ordinary mortgages, releases, satisfactions, assignments, hypothecations, abstracts of title presented for recording, similar instruments concerning vessel transactions; and ensure the availability of such records for public inspection.

5. Regulate the documentation of yachts.

6. Approve the registration of house flags and funnel marks for vessels.

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, Military Readiness, Law Enforcement, Search and Rescue, and Marine Sciences Divisions, and the Chiefs of the Plans, Programs, Intelligence, and Communications Staffs 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 and flood and disaster relief.

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 and the Office of Boating Safety.

c. The establishment and operation of the aids to navigation system, including the provisions of law relating to bridges across the navigable waters of the United States.

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 Coast Guard communications system.

g. 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. Administer the Planning, Programming, and Budgeting System as Program Director for assigned Coast Guard Programs.

4. 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 Chief of Staff, planning expenditures to accomplish essential programs with available funds, passing on obligations against field allotment when Headquarters authorization is required, and otherwise insuring wise and economical expenditure of such funds.

5. Coordinate preparation of Coast Guard data for Navy mobilization and logistics plan; develop Coast Guard general emergency operation and mobilization plans in support of Navy plans; develop Coast Guard plans for continuity of operations; review supporting plans prepared by Area and District Commanders.

6. Determine operational factors including the allocation, distribution, nomenclature, functional assignment, and status of air, shore, and floating facilities; prescribe operational characteristics required in the several types of operating facilities; recommend to the Commandant the number and types of units to be operated.

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

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

9. Prescribe the operational reports to be submitted by field units and advise the Chief of Staff as to types and forms of operational statistics to be prepared by the Data Systems 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.

10. 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 otherwise, as to the status, effectiveness, and efficiency of operations generally.

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

12. Supervise the Area Commanders in their special operational responsibilities.

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

14. Operate the Headquarters Duty Office, including the Communications Center and Flag Plot.

15. Be Program Director for Search and Rescue, Aids to Navigation, Law Enforcement, Oceanography, meteorology, Polar Operations, and Military Preparedness and Operations.

16. Exercise jointly with Chief, Office of Personnel technical control of Aviation Training Center, Mobile.

ASSISTANT FOR MARINE ENVIRONMENTAL PROTECTION

Under the general direction of the Chief, Office of Operations, the Assistant for Marine Environmental Protection shall:

1. Assess Coast Guard Environmental Protection policy formulation with regard to Coast Guard capabilities for implementing its role in this area, and act as an effective point of contact and source of information when questions on this subject arise either internally or externally.

2. Aid the Chief, Office of Operations in interagency liaison work, staff reports, and policy papers concerning present and future role of Coast Guard/DOT in Environmental Protection efforts. This includes providing Coast Guard representation and/or membership on various panels, task forces, committees and working groups on Environmental Protection.

3. Attend interagency meeting of Environmental Protection working groups in observer status.

4. Keep abreast of Federal Environmental Protection activities in order to recommend better integration of Coast Guard capabilities into the total Federal effort.

5. Maintain personal contacts with officials of other agencies which participate in the Environmental Protection effort, keeping attuned to changes within these agencies which affect Coast Guard/DOT policy planning.

PLANS STAFF (OS)

Under the direction and supervision of the Chief, Office of Operations, the Chief, Plans Staff shall:

1. Conduct issue studies for the Office of Operations.

2. Conduct policy studies for the Office of Operations.

3. Conduct position studies for the Office of Operations.

4. Conduct such other analysis as may be directed.

PROGRAMS STAFF (OP)

Under the direction and supervision of the Chief, Office of Operations, the Chief, Programs Staff shall:

1. Coordinate the Planning, Programming, and Budgeting System for the Office of Operations, including:

   a. Coordinate Budget preparation and publish the Operating Plan.

   b. Coordinate the Coast Guard Program Proposals of each mission Division and Operations Staff, reviewing their Program Data Summaries, Financial Plans and Resource Change Proposals.

2. Maintain and publish the Long Range Facilities Plans for Vessels and Shore Units based on the approved recommendations of the mission divisions.

3. Publish and maintain the Register of Coast Guard Cutters (CG-197); maintain pertinent statistical data concerning operational capabilities of individual floating units.

4. Review and coordinate for the Office of Operations Unit Development Plans, Operational Planning Proposals, and the Acquisition, Construction and Improvement Projects.

5. Coordinate the real property program for the Office of Operations, including assignment and reassignment of space, utilization of excess real property, justification for real property acquisition, and recommendation for action on real property survey.

6. Publish OPFAC (CG-244, Operating Facilities, U. S. Coast Guard) based on the information furnished by the mission divisions.

7. Coordinate the operating statistics developed by the staffs and divisions of the Office of Operations. Publish the Abstract of Operations.

8. Coordinate any matters pertaining to Coast Guard operations or facilities which affect more than one mission division such as distribution of small boats, personnel and review of Boards of Investigations.

INTELLIGENCE STAFF (OI)

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

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

2. Plan or conduct investigations in connection with:

a. Coast Guard military personnel.

b. Coast Guard civilian personnel, exclusive of those investigative responsibilities in connection with security requirements for Government employment under Executive Order 10450 which are performed by the U. S. Civil Service Commission.

c. Applicants for positions of all types in the Coast Guard, exclusive of full field investigations made in connection with security requirements for Government employment under Executive Order 10450 which are performed by the U. S. Civil Service Commission.

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

4. Collect and disseminate intelligence information required for Coast Guard operations.

5. Formulate plans and procedures for coordinating the intelligence activities of the several Coast Guard Districts.

6. Maintain liaison with other intelligence agencies, investigative agencies, and law enforcement agencies.

7. Provide Coast Guard or Department of Transportation representation on interdepartmental intelligence and security committees as required.

8. Administer and supervise ADP programs related to Coast Guard investigations and record retrieval systems to include establishing policy as applied to coordinated ADP functions between Coast Guard Headquarters and field echelons.

9. Prescribe policy procedures for the Coast Guard with regard to obtaining and processing of fingerprints required in connection with Coast Guard Intelligence investigative functions.

10. Prescribe procedures for the Coast Guard with regard to the procurement and processing of all fingerprint records required in connection with Coast Guard business.

11. Maintain criminal and photographic laboratory capabilities in support of Coast Guard investigative activities.

12. Administer and supervise the Coast Guard port security card program as pertains to screening and approval of applications.

13. Administer the screening portion for all applications for validated Merchant Mariner Documents.

14. Control that portion of the identification card program throughout the Coast Guard as pertains to the security, accountability and issue of such cards.

OPERATIONAL INTELLIGENCE BRANCH

Under the direction and supervision of the Chief, Intelligence Staff, the Chief, Operational Intelligence Branch shall:

1. Administer all phases of the Positive and/or operational intelligence programs including:

a. Maintaining liaison with the Defense Intelligence Agency, Central Intelligence Agency, and all other Government intelligence agencies for the purpose of exchanging intelligence information and providing intelligence support to all operations.

b. Evaluation and appropriate dissemination of intelligence information received from outside sources and that which is developed internally.

c. Administering the operational intelligence phase of the port security program.

d. Review of new legislation and issuances of higher authority bearing on the operational intelligence field; recommending appropriate courses of action, and/or submitting drafts of required implementing directives.

e. Maintaining an intelligence library in support of missions.

f. Establishing procedures and requirements for the Coast Guard's operations in the field of positive intelligence.

g. Maintaining a regular plot of foreign fishing activity in areas of U. S. interest for purposes of supporting Coast Guard missions, especially those of a law enforcement nature.

2. Administer the internal security program as pertains to the control and protection of classified information. Update and disseminate the Coast Guard Supplement to the Department of the Navy Security Manual for Classified Information, OPNAVINST 5510.1 series. Process reports of security violation involving non-RPS distributed classified material and prepare final action.

3. Develop and promulgate guidance concerning the internal security of Intelligence Staff and monitor this security through periodic checks of branch functions.

4. Provide the Intelligence Staff representative to the Coast Guard Security Evaluation Committee for Port Security Card and Merchant Mariners Document applicants.

5. Administer the physical security program.

6. Control the foreign disclosure of classified information.

7. Administer the Armed Forces Censorship Program.

8. Assist in the administration of the Technical Security Program.

9. Supervise the administration of the Technical Security Program.

10. Maintain the intelligence material control center for Headquarters and the classified material control center for Intelligence Staff.

MARINE INTELLIGENCE SECTION

Under the direction and supervision of the Chief, Operational Intelligence Branch, the Chief of the Marine Intelligence Section shall:

1. Administer the operational intelligence phase of the port security program including:

a. Tracking foreign vessel movements of intelligence interest.

b. Designation and coordination of clearance action on certain vessels requesting entry in U. S. ports.

c. Publishing the Category/Status Vessel List to assist field units in maintaining security of U. S. ports.

2. Maintain a regular plot of foreign fishing activity in areas of U. S. interest for purpose of supporting Coast Guard missions, especially those of a law enforcement nature.

3. Maintain active liaison with other Government intelligence agencies in order to be aware of all maritime and marine intelligence information which might affect the Coast Guard. Prepare and present briefings as necessary to inform Coast Guard officials of the information developed.

4. Coordinate the submission of all Coast Guard originated intelligence reports to Defense Intelligence Agency and other interested Federal Organizations.

TECHNICAL SECURITY SECTION

Under the direction of the Chief, Operational Intelligence Branch, the Chief, Technical Security Section shall:

1. Coordinate Coast Guard Technical Security Countermeasures (TSCM) Programs (with exception of Tempest) including the following:

a. Develop and administer a TSCM program for CG Headquarters including preparation of necessary instructions and notices.

b. Develop and administer a service-wide TSCM program including preparation of necessary directives and making TSCM inspections as funds permit.

c. Maintain TSCM liaison with other agencies and especially with DOT.

d. Provide CG representation on interagency TSCM Committees when required and/or desirable.

e. Maintain the Headquarters TSCM laboratory and TSCM equipment including preventive maintenance of the equipment.

f. Recommend procurement of new equipment to keep abreast of latest state of the art.

g. Develop a TSCM training program and assist in selection of personnel for this training. Coordinate training requests with Intelligence Staff Administrative Assistant and appropriate Divisions in the Office of Personnel.

h. Act as Intelligence Staff TSCM Program Manager to obtain necessary budgetary support for the TSCM Program. Prepare and submit RCP's when required.

i. Assist in the revision of those portions of the Security Manual pertaining to technical security.

2. Assist in the administration of the DAME (Defense Against Methods of Entry) Program as it affects the Technical Security Program.

3. Provide technical assistance to aid in the operational intelligence phases of the Coast Guard ECM Program.

INTELLIGENCE MATERIAL CONTROL SECTION

Under the direction and supervision of the Chief, Operational Intelligence Branch, the Chief of the Intelligence Material Control Section shall:

1. Maintain a library of intelligence publications and information in support of missions.

2. Maintain the intelligence material control center for Headquarters and the classified material control center for Intelligence Staff including:

a. Receipt of all registered and courier mail delivered to Intelligence Staff.

b. Maintaining internal and external control of all classified information held or processed by Intelligence Staff.

c. Providing courier service for all intelligence information delivered to other Headquarters offices and divisions and other Government agencies.

d. Maintaining centralized files of classified information for all branches of Intelligence Staff.

e. Providing packaging and mailing service for all classified information mailed by Intelligence Staff.

3. Maintain the allowance of intelligence publications held by Coast Guard units by:

a. Updating intelligence portion of allowance list in Section IV-B of Directives, Publications and Reports Index (CG-236).

b. Resolving mailing discrepancies with NAVOCEANO.

c. Mailing publications when necessary.

d. Spot-checking to ensure that units are receiving publications.

INVESTIGATIONS BRANCH

Under the direction and supervision of the Chief, Intelligence Staff, the Chief, Investigations Branch shall:

1. Review for completeness, all investigations conducted by Coast Guard Intelligence on military personnel and all criminal/complaint investigations.

2. Determine internal dissemination at Headquarters of investigative reports received which are of official interest to other Staff components on a "need to know" basis.

3. Assist in the establishment of standards and policies relating to the conduct of Coast Guard Intelligence investigations and general content of the Coast Guard Intelligence Manual, CG-282.

4. Supervise and direct the activities of the Washington Field Office personnel in conducting investigations in the Washington, D. C. area.

5. Maintain liaison with the investigation branches of all Federal and local law enforcement agencies in the Washington, D. C. area.

6. Review new legislation and issuances of higher authority bearing on the investigative field and recommend appropriate courses of action or submit drafts of essential implementing instructions.

7. Maintain statistics on the investigative workload by categories for use in preparing budget estimates and to provide a basis for the equitable distribution of the investigator billets among the twelve districts and the Washington Field Office.

8. Administer the personnel security phase of the Port Security Program.

9. Administer drafting and clearance of "bill of particulars" in all security cases of Coast Guard military personnel and applicants for Port Security cards or Merchant Mariner Documents.

10. Establish policy procedures for obtaining and processing all fingerprints required in connection with Coast Guard requirements and maintain liaison with the Federal Bureau of Investigation concerning fingerprint records.

11. Maintain the technical capability for the development of criminal evidence, such as latent fingerprints, moulages, etc.

12. Supervise investigations concerning forged or questionable documents, ID cards and maintain the capability of developing criminal evidence for use in legal proceedings.

NATIONAL AGENCY CHECK SECTION

Under the direction and supervision of the Chief, Investigations Branch, the Chief, National Agency Check Section shall:

1. Conduct full National Agency Checks on all military personnel (officer and enlisted) entering the regular Coast Guard or the Coast Guard Reserve and those re-enlisting in the U. S. Coast Guard Reserve.

2. Conduct full National Agency Checks on all appointees to the Coast Guard Academy and those individuals selected for training in the Officer Candidate School.

3. Conduct full National Agency Checks required for security clearances or in conjunction with background investigations on military personnel.

4. Conduct modified National Agency Checks on applicants for Port Security Cards and Merchant Mariner Documents except that full National Agency Checks must be conducted on aliens and radio officers.

5. Record results of National Agency Checks completed and publish results to the appropriate field command of staff component within Coast Guard Headquarters.

6. Maintain card index on all National Agency Checks conducted on military personnel.

7. Maintain statistics on the number of National Agency Checks that are accomplished in the various categories (fiscal year basis).

PERSONNEL SECURITY SECTION

Under the direction of the Chief, Investigations Branch, the Chief, Personnel Security Section shall:

1. Serve as Assistant Chief, Investigations Branch and act as Branch Chief in the absence of the regularly assigned Branch Chief.

2. Administer that phase of the Port Security Program which includes:

a. Screening applicants for and controlling issuance of Port Security cards.

b. Maintaining and disseminating the Port Security and Merchant Mariners List.

c. Preparing for publication the applicable chapters of the Coast Guard Port Security Manual.

3. Coordinate all personnel security matters under the cognizance of the Intelligence Staff including maintenance and update of Chapter 15 of OPNAVINST 5510.1 series.

4. Process all Coast Guard applicants for Special Intelligence Clearances and maintain accountability/all cleared personnel in status and those previously cleared personnel under Hazardous Activity Group restriction.

5. Review and process all boards of investigation concerning the loss or possible compromise of classified material or information.

WASHINGTON FIELD OFFICE

Under the direction and supervision of the Chief, Investigations Branch, the Senior Investigator, Washington Field Office shall:

1. Supervise and coordinate the activities of the investigative forces in the Washington Field Office area of responsibility including the training of investigative officers.

2. Maintain close liaison with other Headquarters offices and with other federal, state and local agencies in order to ensure maximum efficiency and economy in all phases of investigative work.

3. Maintain continuous investigative training program for assigned investigators utilizing all available functions.

4. Follow up on the apprehension of deserters and assist in locating absentees as requested by Chief, Administrative Services Division of Headquarters.

5. Assist the Branch Chief of the Investigations Branch in the administration of the Branch including those phases of the ADP Program which are the responsibility of the Investigations Branch.

DATA MAINTENANCE & EVALUATION BRANCH

Under the direction and supervision of the Chief, Intelligence Staff, the Chief, **Data Maintenance & Evaluation Branch shall:**

1. Maintain control card index and the Coast Guard central repository of intelligence files and fingerprint charts for Coast Guard personnel (military and civilian), Merchant Mariner applicants, Port Security Card applicants, and others.

2. Supervise, coordinate and evaluate existing Intelligence ADP programs and future Intelligence ADP requirements, to include administrative processing and statistical evaluations of automated Intelligence data.

3. Conduct name checks and provide information from files to interested Headquarters' Offices and other Government agencies within established guidelines.

4. Maintain Staff general correspondence files.

5. Carry out a continuing records retirement system on the files and fingerprint charts in custody.

6. Supervise District Intelligence jacket transfer procedures. Maintain file of District Intelligence jackets for Headquarters and Headquarters units.

7. Control the issue and accountability of Armed Forces Identification and Uniformed Services Identification and Privilege Cards throughout the service. Monitor pertinent Coast Guard-wide policy guidance material and directives pertaining to administration and security controls over the ID Card issuance program.

8. Provide centralized mailing service for the Intelligence Staff. Receive all incoming non-registered mail.

RECORDS MAINTENANCE SECTION

Under the direction and supervision of the Chief, **Data Maintenance & Evaluation Branch, the Chief, Records Maintenance Section shall:**

1. Maintain the central intelligence files, exclusive of operational intelligence, on Coast Guard military and civilian personnel, certain applicants for Merchant Mariner Documents and Port Security Cards. Maintain files of all Reports of Investigation for investigations conducted by Coast Guard Intelligence throughout the Coast Guard.

2. Provide custodianship over the Coast Guard central repository of fingerprint charts.

3. Provide administrative processing, to include indexing and filing, of ADP input material for the Staff.

4. Carry out name checks and records searches as requested by other Staff components in Coast Guard Headquarters or by duly authorized representatives of other Government agencies.

5. Provide centralized mailing service for the Staff.

6. Maintain general correspondence files for the Staff.

7. Carry out a continuing records retirement program on the central intelligence files, fingerprint charts and Staff general files.

8. Distribute supplies of identification cards in bulk to field issuing offices and maintain complete records of such issues.

DATA REVIEW & ANALYSIS SECTION

Under the direction and supervision of the Chief, **Data Maintenance & Evaluation Branch, the Chief, Data Review & Analysis Section shall:**

1. Maintain the Officer Security Program.

2. Maintain the ADP Case Control Program.

3. Maintain, tab and file ADP print-outs.

4. Prepare charts and graphs of intelligence statistics.

5. Render Staff assistance with regards to Intelligence ADP procedures, policy and programs.

6. Coordinate Intelligence ADP functions with Coast Guard districts, Washington Field Office and Governmental agencies as required.

COMMUNICATIONS STAFF (OC)

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

1. Administer the operation, planning, frequency utilization and security of the Coast Guard communication system as the designated Program Manager for General Administration (Command and Control).

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

3. Coordinate for the Office of Operations the development of operational requirements for telecommunication equipment, establishment of the operational characteristics of equipment to meet the requirements, and determination of priorities for procurement and installation of the equipment including preparation of the annual communications/electronics priority plan.

4. Initiate and coordinate recommendations relating to the establishment or modification of Coast Guard telecommunication services, facilities, and equipment.

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

6. Establish operational requirements for 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 program of the Coast Guard. Administer the Registered Publications and COMTAC Publications Systems of the Coast Guard.

8. Provide communications support to other Federal Agencies where feasible in accordance with the National Communications System policy of non-duplication of common user facilities and additionally where dictated by a common mission interest.

9. Operate the Headquarters Communications Center, Cryptographic Center, and Officer Courier services. Maintain the Headquarters RPS allowance, COMTAC Publications library, COSMIC sub-registry, and TOP SECRET, NATO, CENTO, and SEATO control center.

10. Exercise technical control over the Washington Radio Station.

COMMUNICATIONS SECURITY BRANCH

Under the direction and supervision of the Chief, Communications Staff, the Chief, Communications Security Branch shall:

1. Coordinate the Coast Guard communication security program including the development of communication security requirements and plans.

2. Maintain liaison with Commander, Naval Security Group, in support of the Coast Guard Registered Publication requirements, and with the communication security activities of DOT, DOD agencies, NSA and other agencies as required.

3. Coordinate the allowances, procurement and distribution of RPS material and COMTAC publications within the Coast Guard and maintain the RPS account and COMTAC library for the Commandant including officer courier services as may be required.

4. Act as Communications Security Officer for Coast Guard Headquarters and maintain the Coast Guard COSMIC Sub-Registry and Control Center for TOP SECRET, NATO, SEATO and CENTO material.

5. Review communication security violations and investigative reports and coordinate action required.

6. Act as Coast Guard observer to the Communications Research Engineering Committee of NSA and to the Special Committee on Compromising Emanations of the U.S. Communications Security Board.

7. Provide for classified material control within the Communications Staff.

FREQUENCY AND SPECIAL PROGRAMS BRANCH

Under the direction and supervision of the Chief, Communications Staff, the Chief, Frequency and Special Programs Branch shall:

1. Supervise the operational assignment and utilization of frequencies for the Coast Guard.

2. Serve as principal advisor to the Chief, Communications Staff on matters concerning existing and planned operational use of the frequency spectrum; develop detailed plans to insure compliance with both international and national Communications operations and regulations.

3. Develop radio frequency requirements of the Coast Guard Communications System and coordinate with the Telecommunications Liaison Division (ATL) for the obtainment of assignments to satisfy these requirements.

4. Provide policy guidance to Chief, Communications Staff concerning the establishment, maintenance, and continued improvement of frequency spectrum programs in the areas of propagation, records, usage, and automation.

5. Administer the Coast Guard's radio monitoring program to protect operational communications.

6. Plan Coast Guard frequency requirements for mobilization.

7. Manage the Coast Guard's radio frequency propagation prediction program.

8. Maintain and correct the Coast Guard Communications Publications to insure that they are responsive to the communication requirements of operational units.

9. Conduct continuing studies of developments in telecommunications and initiate technical planning for operational systems that will provide for the improvement of Coast Guard communications and operations. Areas of study include satellite communications, error detection and correction, selective calling, telemetry, electronics countermeasures, new modulation techniques, etc.

10. Maintain liaison with appropriate components of the Offices of Engineering and Research and Development in order to monitor progress of telecommunications developmental projects.

11. Coordinate the collection of operational and technical information required for the Electromagnetic Compatibility Program.

PLANNING AND FISCAL BRANCH

Under the direction and supervision of the Chief, Communications Staff, the Chief, Planning and Fiscal Branch shall:

1. Coordinate the planning, programming and budgeting (PPB) responsibilities of the Program Manager for Command and Control (Communications).

2. Supervise the allotment and expenditure of Subhead 40 (OC) funds for communication services.

3. Coordinate all communications personnel programs, including resource allocation and special training.

4. Prepare for the Office of Operations the annual Communication/ Electronics Priority Plan.

5. Coordinate communication requirements for the AMVER program and maintain records of merchant vessel participation.

6. Supervise the Coast Guard's leased landline communication system and establish requirements for Coast Guard - owned landline facilities and services.

7. Coordinate mobilization requirements for the Coast Guard's communication system including personnel, services and facilities.

8. Maintain liaison with other government agencies and the common carriers to insure compatability of Coast Guard communication plans and policies.

9. Coordinate the communications programs for cost reduction/management improvement and beneficial suggestions.

OPERATIONS AND FACILITIES BRANCH

Under the direction and supervision of the Chief, Communications Staff, the Chief, Operations and Facilities Branch shall:

1. Coordinate operational requirements and priorities for procurement and installation of all electronic equipment to meet the needs of the Program Managers within the Office of Operations.

2. Determine Coast Guard operational requirements for radio, landlines, and visual signalling equipment.

3. Review recommendations for establishment or modification of communications facilities and equipment.

4. Coordinate operation, administration, and inspection of Coast Guard ship, shore, and aeronautical communications.

5. Supervise operations of the Coast Guard distress, Safety, SAR and Command and Control Communications organization.

6. Supervise the operation of the Headquarters Communications Center.

COMMUNICATIONS CENTER

Under the direction and supervision of the Chief, Operations and Facilities Branch, the Officer-in-Charge, Communications Center shall:

1. Operate and maintain message center and cryptocenter facilities for the Commandant on a 24-hour basis, including the following functions:

a. Receive, transmit and process for internal distribution, all incoming and outgoing message traffic addressed to, or originated by, the Commandant and other activities served by the Communications Center.

b. Initiate corrective action to restore communication equipment and circuits upon failure, and maintain responsibility for notifying appropriate commands when prolonged outages occur.

c. Maintain cognizance of the condition and readiness of Headquarters emergency power supply.

d. Maintain custody of assigned communication publications, operating instructions, and message files, and insure that they are current.

e. Provide physical and communication security protection of the Communications Center and cryptocenter.

f. Serve as senior member of the cryptoboard and be responsible for the proper training and supervision of the cryptoboard.

g. Serve as assistant Communication Security Officer for CGHQS Communication Center and be responsible for the operation of the Communication Center, and Cryptocenter.

2. Supervise the personnel assigned to the Communications Center, including the establishment of watches, promulgation of instructions, and enforcement of discipline.

MILITARY READINESS DIVISION (OMR)

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

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

2. Be the Program Manager for the PPBS mission of Military Preparedness and Operations. Develop mission objectives and goals. Define input and output data requirements. Prepare and maintain current the Program Element Data Sheets and the Program Financial Plan for those elements under his cognizance. Develop Resource Change Proposals and the Facilities Utilization Appendix for the program elements assigned.

3. Determine, promulgate, and evaluate plans and training programs for military readiness and other operational programs. Coordinate, direct, and evaluate unit and functional training programs, including those conducted by Coast Guard training detachments and Navy fleet training commands, and cutter pre-commissioning training. Administer the small arms program including the marksmanship competitive program.

4. Review and evaluate the Coast Guard wartime tasks and capabilities. Recommend, as needed, the formation of joint Navy - Coast Guard adhoc boards to study changes in the wartime tasks.

5. Maintain liaison with other government agencies concerning military readiness. Serve as Coast Guard Member of the National Board for the Promotion of Rifle Practice.

6. Administer and maintain cognizance of Coast Guard forces assigned to contingency or other military operations.

7. Coordinate the development of personnel mobilization requirements and the establishment of mobilization procedures. Conduct "capabilities and requirements" studies to provide a base for recommendations for Reserve personnel ceilings. Coordinate development of mission objectives for Reserve Training for the Planning, Programming, and Budgeting System.

8. Advise the Commandant on matters concerning nuclear effects. Keep informed on and coordinate the development of operational requirements for weapons, anti-submarine warfare, chemical, biological and radiological warfare defense, damage control, shipboard internal communications, combat information, and tactical operations. Furnish technical information for new ordnance installations and for alterations of ordnance installations and related equipment. Coordinate and publish standard unit organization guides. Supervise the development of the combat information centers.

9. Supervise overall acquisition of all weapons and ammunition both for current use and for mobilization requirements. Supervise Headquarters controlled material (OMR). Administer and control Subhead 54, ammunition and small arms.

10. Coordinate the preparation of Coast Guard input to Navy general war plans and Department of Transportation emergency plans. Coordinate, develop, and maintain Coast Guard general war plans, logistics capabilities plans, contingency plans, continuity of operations plans, disaster recovery and other emergency plans. Review supporting plans for subordinate commanders.

11. Maintain liaison with the Office of Emergency Transportation (DOT) and other agencies concerned with emergency transportation planning and operations. Provide Coast Guard membership on the Inter-Agency Emergency Transportation Committee. Act as the Defense Coordination for the Coast Guard. Monitor the Regional Emergency Transportation Coordination programs.

COAST GUARD REPRESENTATIVE TO OET

Under the supervision of the Chief, Military Readiness Division the Coast Guard Representative to the Office of Emergency Transportation shall:

a. Represent the Commandant in the Office of Emergency Transportation (OET) of the Department of Transportation.

ASSISTANT CHIEF, MILITARY READINESS DIVISION

Under the direction of the Chief, Military Readiness Division, the Assistant Chief, Military Readiness Division shall:

1. Coordinate all Division administrative matters to ensure timely and effective execution of all policies set forth by the Chief, Military Readiness Division.

2. Develop and maintain sufficient knowledge of Division policy and programs to be capable of serving as Acting Division Chief in the absence of the Division Chief.

3. Supervise overall acquisition of all weapons and ammunition both for current use and for mobilization requirements.

4. Administer and control Subhead 54 (Ammunition and Small Arms) funds. Supervise the activities of the Programs-Budget Coordinator in the requirements of the Planning, Programming, and Budgeting System.

5. Maintain supervisory authority over all special projects and studies which are required to be executed by the Division.

6. Supervise the Military Operations Staff in the administration of Coast Guard forces actively engaged in contingency or other military operations.

PROGRAMS-BUDGET COORDINATOR

Under the direction of the Assistant Chief, Military Readiness Division, the Programs-Budget Coordinator shall:

1. Coordinate all budgetary matters for the Military Operations, Military Readiness, and Special Projects programs through close liaison with Division branches and staffs.

2. Be fully conversant with, and make recommendations toward improvement of the Planning Documents which affect Military Readiness in the Coast Guard.

3. Coordinate the preparation of Resource Change Proposals for military readiness missions, insuring the multi-year program changes are included in accordance with existing plans.

4. Maintain close liaison in budgetary matters with other HQ staffs as necessary to keep abreast of the Military Readiness Budget.

5. Maintain the record and accounting data necessary to advise the mission manager concerning the administration of subhead 54 and other subheads which affect military preparedness.

6. Monitor the determination of cost data for military readiness expenditures. Maintain a visual display of current cost data for all events under the cognizance of the Military Readiness Division.

7. Prepare and maintain Program Element Data Sheets and the Program Financial Plan and other documents as required in the administration of the Planning, Programming and Budgeting System.

8. Maintain a list of all current operational planning proposals and AC&I project which are related to military readiness.

MILITARY OPERATIONS STAFF

Under the supervision of the Assistant Chief, Military Readiness Division, the Chief, Military Operations Staff shall:

1. Administer and maintain cognizance of Coast Guard units involved in military operations, except for units or operations otherwise assigned.

2. Maintain appropriate records to insure:

   a. Continuity of administration of current operations
   b. An historical record
   c. Readily available statistical data

3. Prepare oral or written briefings as required. Maintain liaison with other interested Headquarters Divisions to insure that information regarding military operations is disseminated to those having a need to know.

4. Analyze and evaluate Coast Guard performance in military operations and make such recommendations for change in equipment, personnel, training or procedure as may be appropriate.

SPECIAL PROJECTS STAFF

Under the supervision of the Assistant Chief, Military Readiness Division, the Chief, Special Projects Staff shall:

1. Maintain cognizance over special projects and studies which are required to be executed by the Division. Ensure that these projects/ studies are adequately planned, executed and evaluated.

2. Develop criteria for and supervise overall acquisition of equipment and/or systems for special AC&I projects. Supervise specification for and development of software essential to such projects.

3. Prepare technical descriptions for automatic Data Processing Equipment, develop software requirements for this equipment and determine methods for system shipboard intergration.

4. Develop and administer maintenance and operator training courses for ADP and specialized shipboard systems.

5. Review operational requirements for HEC's, MEC's and advise Chief (OMR) on applicability and feasibility of ADP and special purpose installations.

6. Prepare Resource Change Proposals for special AC&I projects and provide programs Budget Coordinator with necessary data for budget formulations.

7. Maintain liaison with appropriate divisions to keep informed of current applicable developments and to coordinate programs pertaining to projects and studies in process.

8. Prepare necessary reports and maintain appropriate records.

WAR PLANS BRANCH (OMR-1)

Under the supervision of the Chief, Military Readiness Division, the Chief, War Plans Branch shall:

1. Administer a program designed to insure the currency and adequacy of planning for domestic peacetime emergencies within the Department of Transportation and Wartime Operations within the Department of Defense.

2. Provide Coast Guard inputs to Department of Defense mobilization, logistic and contingency plans.

3. Develop, and maintain Coast Guard general war plans, logistic capability plans, and contingency capability plans.

4. Develop and maintain Headquarters Continuity of Operations Plan.

5. Review and evaluate the Coast Guard wartime tasks. Recommend as needed, the formation of specialized study groups to investigate changes in the wartime tasks.

6. Provide guidance in the form of planning factors and mission standards to assist subordinate commanders in the preparation of supporting plans.

7. Review supporting plans of subordinate commanders.

8. Maintain liaison with the Office of Emergency Planning, Office of Emergency Transportation and other government agencies concerned with emergency planning and emergency operations which are transportation orientated.

9. Maintain cognizance over drills and training exercises originated by other armed forces in which Coast Guard participation is planned or required when such drills and exercises are primarily concerned with war planning.

DISASTER CONTROL SECTION

Under the supervision of the Chief, War Plans Branch, the Chief, Disaster Control Section shall:

1. Direct and administer the programs for disaster control and NBC warfare defense.

2. Review and update Coast Guard doctrine and guiding information relative to disaster control and NBC defense. Initiate changes to Coast Guard Disaster Control Recovery Plan (CG-368).

3. Advise the Commandant on nuclear effects. Keep informed on chemical, biological and nuclear warfare defense.

4. Review reports and evaluations relative to performance in disaster control and NBC defense exercises to assure continuing improvement in the Coast Guard readiness status.

5. Maintain liaison with the Department of Defense, especially the Navy, and the Atomic Energy Commission to assure equipment and training commensurate with the Coast Guard obligations for disaster control and recovery.

6. Serve as liaison officer for Coast Guard participation and contributions to the various plans and systems for integrated accounting and evaluating of facilities including, but not limited to the following:

   a. Interagency Radiological Assistance Plan

   b. Federal Disaster Relief Program

   c. DOD (OCD) Disaster Control Planning

   d. Civil Disturbance Plans and Operations

   e. U. S. Navy Disaster Control Planning

7. Maintain the Restricted Data library for Headquarters assuring dissemination of information on a need to know basis to properly cleared personnel ("Q" Clearance required).

8. Review unit publications and directives to assure an adequate allowance is available.

EMERGENCY TRANSPORTATION COORDINATING SECTION

Under the supervision of the Chief, Emergency Planning Branch, the Chief, Emergency Transportation Coordinating Section shall:

1. Maintain liaison with the Office of Emergency Planning, Office of Emergency Transportation and other government agencies concerned with emergency planning and emergency operations oriented towards transportation matters.

2. Coordinate Coast Guard inputs for and provide assistance to the Coast Guard Representative to the Office of Emergency Transportation.

3. Develop Coast Guard inputs and review Coast Guard requirements outlined in emergency plans developed by the Department of Transportation.

4. Collect all information concerning Coast Guard assistance provided during natural disasters, when directed by the Office of Emergency Preparedness.

5. Prepare, annually, the Coast Guard report on Civil Emergency Preparedness, the report for the Joint Committee on Defense Production and other such reports required by OEP and OET.

MILITARY CAPABILITIES BRANCH (CMR-2)

Under the supervision of the Chief, Military Readiness Division, the Chief, Military Capabilities Branch shall:

1. Administer programs designed to assure operational efficiency and military readiness of the service, embracing all phases of preparedness for contingency operations, as well as operations as a specialized service in the Navy in time of national emergency.

2. Establish warfare policies and military readiness equipment requirements (except small arms).

3. Monitor the conduct of Antisubmarine Warfare, Gunnery and Electronic Warfare training within the Coast Guard. Evaluate potential capabilities in specialized areas such as Inshore Undersea Warfare.

4. Coordinate all aspects of the Coast Guard ASW Program to include sonar and weapon systems, personnel and training requirements, wartime tasks, and participation in fleet exercises.

5. Establish and maintain effective liaison with the Navy Department and other DOD agencies for a lateral exchange of readiness information and operational requirements.

6. Review and evaluate Coast Guard wartime tasks. Recommend, as needed, the formation of specialized study groups to investigate changes in the wartime tasks.

7. Prepare Resource Change Proposals for program elements pertaining to armament, other equipment, and personnel required to meet Coast Guard military capabilities requirements.

8. Supervise overall acquisition of all weapon systems and ammunition both for current use and for mobilization requirements.

9. Maintain cognizance over all drills and training exercises originated by other armed forces for which Coast Guard participation is planned or required when such exercises are primarily concerned with weapons or weapons systems capabilities.

ARMAMENT PLANS AND POLICY SECTION

Under the supervision of the Chief, Military Capabilities Branch, the Chief, Armament Plans and Policy Section shall:

1. Develop and promulgate Armament Plans, Antisubmarine Warfare, Electronic Warfare, and other policies relating to the military capability of the Coast Guard.

2. Establish military readiness equipment requirements for all cutter classes. Ensure Coast Guard requirements are closely integrated with Navy procurement.

3. Evaluate cutter readiness performance and the interrelationships between missions and weapon systems.

4. Maintain liaison at the appropriate working levels with such commands as OPNAV, NAVSHIPSYSCOM, NAVORDSYSCOM and MASWSPO to keep informed of current developments and to coordinate programs pertaining to armament plans and warfare policy.

WEAPON SYSTEM TECHNICAL SECTION

Under the supervision of the Chief, Military Capabilities Branch, the Chief, Weapon System Technical Section shall:

1. Administer the Coast Guard Ammunition Program to include establishment of ammunition allowances and assistance to the Programs-Budget Coordinator with regard to the utilization of subhead 54 ammunition funds.

2. Assist in the development of operational requirements for weapon systems. Furnish technical information for new ordnance installations and for alterations of existing ordnance equipments.

3. Develop and maintain Coast Guard ordnance publications and applicable instructions which include:

a. Amendments to the Ordnance Manual (CG-272) and Supplements(s) thereto and Ordnance Publications Index (CG-236-2).

b. Reviewing all ordnance publications and instructions of other services and establishing ordnance publication allowances for Coast Guard units.

4. Review and evaluate effectiveness of weapon system overhaul and maintenance programs. Maintain cognizance over ordnance safety procedures.

5. Review and evaluate effectiveness of weapon system training provided to Gunner's Mates and Fire Control Technicians.

6. Maintain liaison with NAVORDSYSCOM concerning weapon systems.

OPERATIONAL READINESS TRAINING BRANCH

Under the supervision of the Chief, Military Readiness Division, The Chief, Operational Readiness Training Branch shall:

1. Administer a program designed to ensure the currency and adequacy of functional and operational team training, other than individual and aviation training, throughout the service.

2. Evaluate the training programs for ships training detachments, activation detachments, and other Coast Guard facilities used for team or unit training, other than aviation training.

3. Evaluate curricula from existing organized training programs of other agencies, particularly those of the Navy, to facilitiate Coast Guard use.

4. Prepare Resource Change Proposals for Coast Guard training resources to eliminate voids in team and unit training, other than aviation training.

5. Administer a standard long range training program for Coast Guard units, other than aviation, through a Coast Guard Training Manual.

6. Prepare annual summary of training accomplishments and relate to readiness posture of the Coast Guard where statistics permit.

7. Administer the small arms training and competitive programs.

MILITARY READINESS TRAINING SECTION

Under the supervision of the Chief, Operational Readiness Training Branch, The Chief, Military Readiness Training Section shall:

1. Plan, coordinate, and review training programs for ship training detachments, and such other Coast Guard facilities used for team or unit training other than aviation training.

2. Review curricula from existing organized training programs of other agencies, particularly those of the Navy, and recommend adoption of those applicable for Coast Guard use.

3. Recommend proposals for Coast Guard training facilities to eliminate voids in team and unit training disclosed by evaluations, reports, and correspondence under review.

4. Coordinate the preparation of a standard long range training program for Coast Guard Units through a Coast Guard Unit Training Manual.

5. Develop the annual training requirements within the cognizance of the Military Readiness Division for officer and enlisted personnel.

6. Assist in preparing an annual summary of training accomplishments where statistics permit.

7. Direct and administer the programs for military and operational training of cutters, such as:

   a. Underway, Shakedown, and Refresher Training

   b. Multi-Unit Training

8. Coordinate the preparation of standard unit organizational material, such as:

   a. Unit Organization and Regulations Manuals

   b. Prospective Commanding Officers Handbook

   c. Telphone Talker's Manual

   d. Lookout Manual

9. Assist the Chief of the Branch as directed in carrying out any of the other functions under his cognizance.

PRECOMMISSIONING TRAINING SECTION

Under the direction and supervision of the Chief, Operational Readiness Training Branch, the Chief, Precommissioning Training Section shall:

1. Plan, coordinate, develop and direct the precommissioning training programs for all new construction cutters.

2. In connection with precommissioning activities, review the organized training programs of other agencies, particularly those of the Navy, and recommend adoption of those applicable for Coast Guard use.

3. Establish standard organizational materials for new construction cutters, as directed.

4. Maintain records, prepare budgets, and make recommendations regarding the administration of travel funds provided for precommissioning activity.

5. Supervise the activities of the enlisted personnel assigned. Evaluate and make recommendations concerning their performance of duty.

6. Maintain the necessary records for precommissioning training activities for the branch.

7. Assist the Chief of the Branch as directed in carrying out any of the other functions under his cognizance.

SMALL ARMS TRAINING SECTION

Under the supervision of the Chief, Operational Readiness Training Branch, the Chief, Small Arms Training Section shall:

1. Direct and evaluate the small arms training and competitive programs. Supervise and direct any small arms team composition and participation by Headquarter's personnel.

2. Control and process requests for Headquarters controlled material (OMR) including review of stock status with recommendations concerning disposal of excess or obsolete items and the procurement of replacement items. Maintain custody of weapons and spotting telescopes authorized for Headquarters use.

3. Maintain and review allowance lists for small arms and related equipment, including parts. Consider requirements for mobilization in all such reviews.

4. Supervise the management of small arms for current and mobilization requirements. Maintain liaison with other military services in this regard as necessary.

5. Review investigative reports concerning losses and thefts of small arms.

6. Review standards and criteria concerning individual eligibility and entitlement of marksmanship awards, including maintaining stock of badges and related devices.

7. Review and evaluate project proposals concerning adequacy of facilities required to operate and maintain small arms repair shops, armories, and firing ranges.

8. Review and evaluate available data relating to operational readiness and actual performance of individuals and units required to be armed.

9. Review item identification data, allowance lists, stock lists, catalogs and directives of other government agencies, to standardize small arms and related equipment, supplies and materials within the Coast Guard.

10. Assist the Chief of the Branch as directed in carrying out any of the other functions under his cognizance.

LAW ENFORCEMENT DIVISION (OLE)

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

1. Administer and supervise Coast Guard marine law enforcement programs, including planning and training, involving port safety and security, pollution control, anchorage regulation, and enforcement of conservation, navigation, customs, dangerous cargo, and general maritime laws (including international treaties and agreements) in which the Coast Guard is an enforcing agency, except those administrative and enforcement responsibilities specifically assigned to the Chief, Office of Merchant Marine Safety and the Chief, Office of Boating Safety.

ADMINISTRATIVE ASSISTANT LAW ENFORCEMENT DIVISION

Under the direction and supervision of the Chief, Law Enforcement Division, the Administrative Assistant, Law Enforcement Division shall:

1. Assist the Chief of the Division in performing his duties.

2. Coordinate the activities of the Branches.

PORT SAFETY BRANCH

Under the direction and supervision of the Chief, Law Enforcement Division, the Chief, Port Safety Branch shall:

1. Administer and coordinate the enforcement of the Port Security and Captain of the Port Program in accordance with Executive Order 10173, as amended, including the control of anchorages and movement of merchant vessels within the United States, the patrolling of harbors, the control of access to vessels and waterfront facilities, and the safety requirements for the protection of designated waterfront facilities; the regulation of anchorages as required by 33 USC 180, 322 and 471, and the enforcement of the Dangerous Cargo Program as required by 46 USC 170 and Title 14, USC.

2. Develop mission objectives and goals for the Planning, Programming, and Budgeting System. Define input and output data requirements. Prepare and maintain current, the program definition and program proposals for those activities under his cognizance. Develop Resource change Proposals for the program activities assigned.

3. Provide for, maintain, and analyze reports and records required in connection with the port security program in order to develop performance standards to facilitate long range planning and to determine program effectiveness.

4. Develop and approve requirements for manning, equipping, and deployment of mission units.

5. Establish operational procedures and training requirements for Coast Guard units and personnel engaged in the port security, port safety and anchorage regulation missions. Prepare and maintain manuals and other instructions.

6. Establish and monitor operational proficiency standards of Coast Guard units in support of the port security port safety and anchorage regulation missions.

7. Initiate and approve research and development projects to meet the operational requirements of the port security, port safety and anchorage regulation missions.

8. Coordinate plans and procedures for multi-functional Coast Guard units with the other mission divisions.

9. Provide data input for all port security, port safety, and anchorage plans and coordinate with the War Plans Branch.

MARITIME LAW ENFORCEMENT BRANCH

Under the direction and supervision of the Chief, Law Enforcement Division, the Chief, Maritime Law Enforcement Branch shall:

1. Develop, budget for, and administer the Coast Guard law enforcement program for the prevention, detection and suppression of violations of U.S. laws on the navigable waters of the U.S. and the high seas, including the conservation and general maritime laws.

2. Develop, administer, and budget for, Coast Guard programs for the discharge of U.S. obligations involving treaties and international agreements.

3. Collect and analyze reports to show law enforcement needs and effectiveness of the Coast Guard law enforcement program.

4. Establish training requirements for Coast Guard personnel and units engaged in law enforcement activities.

5. Maintain liaison with Federal agencies which have primary or concurrent law enforcement responsibilities on U.S. waters.

MARITIME POLLUTION CONTROL BRANCH

Under the direction and supervision of the Chief, Law Enforcement Division, the Chief, Maritime Pollution Control Branch shall:

1. Develop and administer the Coast Guard program on navigable waters of the U.S. and the high seas to prevent, control, and abate pollution by oil and other matter.

2. Plan, program, and budget for Coast Guard pollution control activities.

3. Coordinate Coast Guard programs for the discharge of its obligations under interagency agreements on pollution control.

4. Collect, maintain, and analyze reports to determine pollution control requirements and the effectiveness of the Coast Guard pollution control program.

5. Establish operational procedures and training requirements for Coast Guard personnel and units engaged in pollution control activities. Prepare and maintain manuals and other instructions.

6. Maintain liaison with Federal agencies which have primary or concurrent pollution control responsibilities.

MARINE SCIENCES DIVISION (OMS)

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

1. Administer and coordinate the Coast Guard programs of oceanography and meteorology, polar operations, ocean station services, and the International Ice Patrol.

2. Be the Program Manager for ocean stations, polar operations (water), polar operations (science), and oceanographic activities. Prepare PPBS documents, including the Program definitions, Resource Change Proposals, Program Proposals, and the Program Data Summary.

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

4. Develop planning criteria and operational requirements for manning, equipping, and deploying facilities engaged in assigned missions, and establish operational procedures and training requirements for those units.

5. Initiate and review research and development projects to meet the operational requirements of assigned missions.

6. Coordinate plans and procedures for multi-mission Coast Guard units with other mission divisions.

7. Maintain effective liaison with other governments, international bodies, federal and other agencies, and private institutions with respect to assigned missions. Represent the Coast Guard at the working group level for interagency groups coordinating assigned missions.

8. Review professional literature concerning assigned missions and distribute appropriate material to the field.

9. Exercise technical control over the Oceanographic Unit.

10. Administer diplomatic clearances for Coast Guard ship operations involving visits to foreign ports and conducting oceanographic research in foreign territorial waters and adjacent regions.

OCEANOGRAPHY BRANCH

Under the direction and supervision of the Chief, Marine Sciences Division, the Chief, Oceanography Branch shall:

1. Administer Coast Guard programs in oceanography and meteorology, and maintain general cognizance over related operations.

2. Prepare the necessary documents, in the missions assigned, for the Planning, Programming and Budgeting System, including the Program Determinations, Resource Change Proposals, Program Proposals, and the Program Data Summary.

3. Recommend plans, policies, agreements and procedures for assigned missions. Develop long range mission plans and supervise the periodic revision of these plans.

4. Prepare planning criteria and operational requirements for manning, equipping, and deploying facilities engaged in oceanography and meteorology.

5. Prepare operational procedures and training requirements for units involved in oceanography and meteorology and the personnel assigned thereto.

6. Coordinate plans and procedures for multi-mission Coast Guard units engaged in oceanography and meteorology as well as other operations under the cognizance of another Division.

7. Prepare mission operating schedule requirements in keeping with the overall schedule requirements within the Coast Guard.

8. Initiate and review research and development projects designed to help meet the operational requirements for oceanographic and meteorological missions.

9. Maintain effective liaison with other governments, international bodies, federal and other agencies, and private institutions as related to Coast Guard oceanographic and meteorological missions.

10. Represent the Coast Guard at meetings of interagency groups coordinating federal oceanography and meteorology.

11. Prepare Coast Guard inputs to coordinated federal oceanographic documents.

12. Prepare and update manuals and instructions describing oceanographic and meteorological operations. Review Coast Guard Oceanographic Reports, crisis announcements and related material intended for distribution. Maintain current distribution lists for this material.

13. Review professional literature and distribute appropriate literature to the field commands.

14. Draft replies to correspondence relating to oceanography and meteorology, and conduct proper relations with the public concerning Coast Guard oceanographic and meteorological operations.

15. Assist the Chief, Marine Sciences Division with the technical control of the Coast Guard Oceanographic Unit.

POLAR OPERATIONS BRANCH

Under the direction and supervision of the Chief, Marine Sciences Division, the Chief, Polar Operations Branch shall:

1. Administer the Coast Guard Polar Operations Programs and maintain general cognizance over related operations.

2. Prepare the necessary documents, in the missions assigned, for the Planning, Programming and Budgeting System, including the Program Determinations, Resource Change Proposals, Program Proposals, and Program Data Summary.

3. Recommend plans, policies, agreements and procedures for assigned missions involving polar operations. Initiate long range mission plans and supervise the periodic revision of these plans.

4. Prepare planning criteria and operational requirements for manning, equipping, and deploying facilities engaged in polar operations.

5. Prepare operational procedures and training requirements for facilities involved in polar operations.

6. Prepare and review research and development projects to meet the operational requirements for polar operations missions.

7. Coordinate plans and procedures for multi-mission Coast Guard units engaged in both polar operations and other operations under the cognizance of another division.

8. Prepare polar operations schedule requirements in keeping with the overall Coast Guard requirements.

9. Prepare and update manuals and instructions relating to polar operations. Compile all required reports and maintain distribution lists for these reports.

10. Maintain effective liaision with other governments, international bodies, federal and other agencies, and private institutions as relates to polar operations.

11. Represent the Coast Guard at meetings of interagency groups coordinating polar operations.

12. Draft replies to correspondence relating to polar operations, and conduct proper relations with the public concerning polar operations.

OCEAN STATION BRANCH

Under the direction and supervision of the Chief, Marine Sciences Division, the Chief, Ocean Station Branch shall:

1. Administer the Coast Guard ocean station program, and maintain general cognizance over related operations.

2. Prepare the necessary documents, in the missions assigned, for the Planning, Programming and Budgeting System, including the Program Determinations, Resource Change Proposals, Program Proposals, and the Program Data Summary.

3. Recommend plans, policies, agreements and procedures for assigned missions involving the ocean station program. Develop long range mission plans, and supervise the periodic revision of these plans.

4. Prepare planning criteria and operational requirements for manning, equipping, and deploying facilities engaged in the ocean station program.

5. Prepare operational procedures and training requirements for facilities involved in the ocean station program.

6. Prepare and review research and development projects to meet the operational requirements for the ocean station program.

7. Coordinate plans and procedures for multi-mission Coast Guard units engaged in both the ocean station program and other operations under the cognizance of another division.

8. Prepare ocean station schedule requirements in keeping with the overall Coast Guard requirements.

9. Prepare and update manuals and instructions relating to the ocean station program. Compile all required reports and maintain distribution lists for these reports.

10. Maintain effective liaison with other governments, international bodies, federal and other agencies, and private institutions as relates to the ocean station program.

11. Represent the Coast Guard at meetings of interagency groups coordinating the ocean station program.

12. Draft replies to correspondence relating to the ocean station program, and conduct proper relations with the public concerning the ocean station program.

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 responsibilities for search and rescue,

2. Function as the Program Manager for Search and Rescue and Domestic Icebreaking,

3. Plan, develop, administer and coordinate the activities of the Aviation and Surface Facilities Branches.

4. Establish operational performance standards, procedures, and training requirements for Coast Guard units and personnel engaged in the Search and Rescue Mission.

5. Initiate research and development projects to meet the operational requirements of the Search and Rescue Mission.

6. Coordinate plans and procedures for multi-functional Coast Guard units with other mission divisions.

7. Administer and control subhead 26, "Fuel for Vessels and Aircraft." Administer the funds for the boat replacement program.

8. Establish and maintain liaison with other governments, international bodies, other U. S. Services, government agencies, and private institutions with respect to Search and Rescue.

9. Exercise operational control over the Air Station Arlington.

10. Maintain and publish the long range facilities plans for aviation.

ADMINISTRATIVE ASSISTANT

Under the direction of the Chief, Search and Rescue Division the Administrative Assistant shall:

1. Assist the Chief, Search and Rescue Division in division administrative matters.

2. Be responsible for all matters concerning internal organization of the Division. Coordinate all Division personnel matters.

3. Be responsible for the timely submission of all reports and other correspondence required from the Division.

4. Be responsible for the maintenance of a central file of:

Commandant Instructions and Notices
Headquarters Instructions and Notices
Division Library of Publications

5. Control routing of all mails in and out of the Division.

6. Establish and supervise through assignment of personnel as necessary a system for control and security of all classified material.

7. Supervise Flag Plot.

FLAG PLOT

Under the direction and supervision of the Administrative Assistant, Search and Rescue Division, the Senior Flag Plot Duty Officer shall:

1. Act as Senior Duty Officer in Flag Plot. Establish and supervise a continuous duty officer watch in Flag Plot.

2. Exercise cognizance of current Coast Guard surface and air operations and be prepared to provide briefings concerning these operations.

3. Maintain a geographical plot and reference files of all major current operations.

4. Maintain Area and District operational schedules and plans.

5. Maintain copies of Headquarters, Area, and District Contingency Plans.

6. Keep cognizant Offices and Divisions informed of current operations.

7. Publish a daily operational summary of major operational incidents and other incidents of particular Coast Guard interest.

8. Maintain as directed liaison with other government agencies concerning current operations.

9. Take required action on congressional and other inquiries into Current SAR operations.

10. Act as immediate supervisory and review authority on SAR matters for the Second and Ninth Coast Guard Districts.

BUDGET COORDINATOR

Under the direction of the Chief, Search and Rescue Division, the Budget Coordinator shall:

1. Coordinate all budgetary matters for the Search and Rescue and the Domestic Icebreaking missions through close liaison with Division facility branches and staffs.

2. Be fully conversant on, and make recommendations toward improvement of the Planning Documents which affect search and rescue.

3. Coordinate the preparation of Resource Change Proposals for the Search and Rescue and Domestic Icebreaking missions insuring the multi-year program changes are included in accordance with existing plans.

4. Maintain close liaison in budgetary matters with other Headquarters staffs as necessary to keep abreast of the search and rescue budget.

5. Maintain the record and accounting data necessary to advise the mission manager concerning the administration of those subheads which affect Search and Rescue or Domestic Icebreaking.

6. Administer and control Subhead 26.

7. Monitor the determination of cost data for search and rescue facilities. Maintain visual display of current cost data for all types of search and rescue facilities.

8. Prepare and maintain Search and Rescue Program documents as required in administration of the Planning, Programming and Budgeting System.

9. Monitor the preparation and maintenance of the Domestic Icebreaking Program documents required in administration of the Planning, Programming and Budgeting System.

10. Maintain a list of all current operational planning proposals and Acquisition Construction and Improvements Projects which are related to Search and Rescue.

LIAISON STAFF

Under the direction and supervision of the Chief, Search and Rescue Division, the Liaison Staff shall:

1. Establish and maintain effective liaison with other governments, international bodies, other US Services, government agencies, and private institutions with respect to search and rescue matters.

2. Study and analyze existing SAR agreements and national policies and make recommendations for improvements or changes as necessary.

3. Provide members for all national and international bodies considering SAR matters.

4. Develop or prepare drafts of Coast Guard positions on all national and international matters relating to SAR.

5. Exercise cognizance of the boundaries of SAR responsibilities and national and international SAR agreements.

6. Develop and maintain a library concerning SAR agreements, treaties, publications and procedures, and documents concerning related emergency systems.

7. Provide administrative support for national SAR matters.

8. Develop, revise, and update all Coast Guard SAR publications.

9. Exercise cognizance over and develop plans, policies, and procedures in support of the Automated Merchant Vessel Reporting System (AMVER).

10. Prepare for dissemination within and outside Coast Guard of SAR items of an informative or educational nature.

11. Coordinate all matters concerning the International Civil Aviation Organization (ICAO) within Coast Guard Headquarters. Assist operational and technical divisions, as necessary, with format and procedures used by ICAO and the Interagency Group on International Aviation (IGIA). Maintain a central library of ICAO publications and central files of IGIA papers of interest to the Coast Guard.

12. Supervise SAR School.

13. Develop improved operational SAR procedures and provide for standardization of new procedures. Coordinate with national and international bodies to insure the highest possible degree of standardization.

14. Develop and supervise a SAR operational analysis program of actual cases and operational development projects. Publish significant findings and incorporate into standard procedures.

15. In order to insure the widest possible dissemination of information associated with SAR and related emergency srvices, prepare, edit, and publish a SAR magazine for dissemination to all interested agencies and for public sale.

16. Prepare, update, and assign priorities to five year program of R&D requirements for SAR.

17. Catalogue and prepare standards for Rescue and Survival Equipment of a portable nature for Coast Guard use. Develop and maintain an expertise in similar equipment used by military and civilian operators so as to provide advice when needed and so as to keep SAR activities informed about what emergency equipment they may expect to find when assisting military or civilian craft. Develop plans for appropriate displays of such equipment.

18. Exercise cognizance over developmental programs for computer applications to SAR operations.

19. Coordinate SAR training for all Coast Guard SAR facilities. Review and take action on reported training deficiencies.

20. Maintain cognizance over manning procedures and standardization requirements for Coast Guard Rescue Coordination Centers.

SYSTEMS STAFF

Under the direction and supervision of the Chief, Search and Rescue Division, the Chief of the Systems Staff shall:

1. Coordinate objectives, planning criteria, programs and requirements needed to support an integrated SAR system.

2. Coordinate the functions, organization, and manning of Group Commands.

3. Develop and supervise information reporting systems necessary for the effective management of the overall SAR system.

4. Coordinate Search and Rescue Division data requirements with other divisions.

5. Compile and publish SAR statistics as required.

6. Coordinate, and develop where necessary, data in support of SAR mission input-output measurements.

7. Conduct SAR system analysis and special studies as directed.

8. Review, study, and analyze performance and effectiveness of SAR facilities in relation to the total system.

9. Supervise the Management Information Section and the Systems Analysis Section.

SYSTEMS ANALYSIS SECTION

Under the direction and supervision of the Chief, Systems Staff, the Chief, Systems Analysis Section shall:

1. Coordinate and develop where necessary objectives, planning criteria, programs and operational requirements necessary to support an effective SAR system.

2. Conduct SAR system analysis and special studies as directed.

3. Review, study, and analyze performance and effectiveness of SAR system facilities as they relate to the total system.

MANAGEMENT INFORMATION SECTION

Under the direction and supervision of the Chief, Systems Staff, the Chief, Management Information Section shall:

1. Develop and supervise the information reporting system needed to manage the SAR program.

2. Compile and publish SAR statistics.

3. Coordinate Search and Rescue Division data requirements with other Headquarters divisions.

4. Coordinate and develop, as necessary, data to use for mission input-output measurements.

5. Provide statistical data and reports as requested by other branches of the Division.

SURFACE FACILITIES BRANCH

Under the direction and supervision of the Chief, Search and Rescue Division, the Chief of the Surface Facilities Branch shall:

1. Formulate and supervise plans, programs and procedures designed to insure coordination, uniformity and effectiveness of operations of stations and cutters engaged in SAR and domestic icebreaking. Prepare all correspondence incident thereto.

2. Prepare inputs to the PPB System for those facilities under his cognizance. Coordinate inputs of information to the Programs Staff, Office of Operations, for recommended change to the Shore Units Plan, Cutter Plan and OPFAC (CG-244).

3. Evaluate and make recommendations concerning the operational characteristics of surface SAR facilities, and associated SAR equipment.

4. Coordinate and supervise the assignment by district and numbering of all Coast Guard boats and the numbering and naming of all Coast Guard SAR cutters.

5. Exercise control over SAR boats and cutters.

6. Manage the boat replacement program for boats in all missions except Reserve Training.

7. Establish and maintain operational performance standards and analyze performance of Surface SAR Facilities. Establish and maintain manning, training, and facility requirements for SAR stations and SAR cutters. Manning requirements will be coordinated with the Chief of Staff, Management Analysis Division.

8. Coordinate Division action upon Planning Proposals, Planning Factors, Unit Development Plans and Acquisition, Construction and Improvement Plans which pertain to or have impact upon SAR Surface Facilities or resources.

9. Coordinate that part of the real property program related to the utilization of excess real property which may be useful for SAR support; justify and establish SAR operational requirements for real property acquisition. Review surveys, leases and agreements involving property primarily used by Surface SAR Facilities.

10. Coordinate Surface SAR Facilities plans and procedures with other Coast Guard missions.

11. Recommend permanent stations and duty assignments for SAR cutters; maintain current and permanent historical records.

12. Supervise the Program, Operations, and Domestic Icebreaking Sections.

PROGRAM SECTION

Under the direction and supervision of the Chief, Surface Facilities Branch, the Chief Program Section shall:

1. Administer the program for the operation of Search and Rescue Stations and SAR cutters and handle Congressional correspondence associated therewith.

2. Maintain the SAR cutters portion of the "Vessel Plan." Make recommendations for revision of the Plan as required by budgetary action and the needs of the service. Make recommendations concerning the class, type, and number of SAR cutters needed to meet operational requirements.

3. Develop and submit budget documents required under the PPB System for all Surface SAR Facilities. Prepare recommendations on matters related to real property.

4. Be responsible for developing the SAR Cutter Section of the Coast Guard Operating Plan. Recommend permanent stations for SAR cutters. Prepare the Operating Plan Change Orders dealing with SAR stations and SAR cutters.

5. Review Operational Planning Proposals, Unit Development Plans, and Acquisition, Construction and Improvement Plans pertaining to SAR stations and SAR cutters. Make recommendations concerning personnel, moorings, buildings and boat requirements.

6. Coordinate the development of manning levels with the Chief of Staff, Management Analysis Division.

7. Coordinate training requirements with the Liaison Staff.

OPERATIONS SECTION

Under the direction and supervision of the Chief, Surface Facilities Branch, the Chief, Operations Section shall:

1. Review and prepare recommendations on reports and data concerning the capabilities and characteristics of SAR cutters, and develop the operational characteristics for new SAR cutters. Recommend cutter numbers and names.

2. Be responsible for the correctness and accuracy of the SAR cutter input to OPFAC (CG-244) and Register of Cutters (CG-197).

3. Make recommendations concerning and establish priorities for SHIPALTS, BOATALTS and ELECTRONALTS.

4. Administer and coordinate precommissioning, shakedown, commissioning and decommissioning procedures for SAR cutters. Review and make recommendations concerning the establishment, disestablishment, reduction and augmentation of Stations within prescribed standards of the Shore Units Plan.

5. Review and analyze Boards of Investigations involving all Surface SAR Facilities; recommend final Board action for the Office of Operations; present cases to the final Review Board; and prepare for publishing articles of value to the field.

6. Maintain historical data on SAR cutters and SAR stations, (builder, acquisition date, home ports, decommissioning date and final disposition). Maintain the Boat Administration and Management System (BAMS) records for all boats in all missions except Reserve Training.

7. Maintain the publication entitled Boats of the Coast Guard (CG-375).

8. Administer the OE Program for small boat replacement according to the needs of the fleet in all missions except Reserve Training:

   a. Maintain a 5 year boat replacement plan and financial plan.

   b. Monitor the boat replacement funds and construction program.

   c. Assign numbers to and arrange for boat number plates.

   d. Initiate boat training requirements.

   e. Review and make recommendations concerning Boards of Survey for boats.

   f. Provide inputs to the Boat Characteristics Board.

9. Make frequent field trips to SAR cutters, boats, stations, the YARD and boat manufacturers to keep abreast of problem areas in both construction and operation.

10. Provide inputs to the Program Section for the development and submission of required budget documents.

Domestic Icebreaking Section

Under the direction and supervision of the Chief, Surface Facilities Branch, the Chief of the Domestic Icebreaking Section shall:

1. Be responsible for plans, programs, and procedures designed to insure coordination, uniformity and effectiveness of the Domestic Icebreaking Mission.

2. Establish and maintain liaison with other Headquarters' Divisions which have jurisdiction over the cutters used to break ice.

3. Develop requirements for domestic icebreaker characteristics.

4. Initiate and participate in research and development projects to improve domestic icebreaking capabilities.

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

AVIATION BRANCH

Under the direction and supervision of the Chief, Search and Rescue Division, the Chief of the Aviation Branch shall:

1. Formulate and supervise plans, programs and procedures designed to insure coordination, uniformity and effectiveness of aviation in support of all Coast Guard missions.

2. Develop planning criteria and operational requirements and characteristics for aviation including: Aircraft, personnel, equipment and support facilities.

3. Coordinate as necessary the development and maintenance of manning, training and facility standards for aviation.

4. Establish and maintain operational performance standards and monitor performance of aviation forces.

5. Develop and maintain the long range facility programs for aviation.

6. Develop, analyze and prepare information requirements needed:

   a. For effective management of aviation.

   b. For preparation of budget documents and;

   c. For inclusion in Coast Guard publications.

7. Prepare budget documents needed in support of aviation programs.

8. Schedule Headquarters directed administrative flights.

9. Supervise flight program for aviators assigned to the Washington area.

10. Exercise operational control over Air Station, Arlington.

11. Supervise the Operations, Programs and Life Support Sections.

OPERATIONS SECTION

Under the direction and supervision of the Chief, Aviation Branch, the Chief, Operations Section shall:

1. Maintain close liaison with operational units in order to provide effective support by the Aviation Branch.

2. Maintain cognizance of operation capability and readiness of all units, aircraft and crews.

3. Control deployment and provide accountability for aircraft to insure greatest overall effectiveness and economy.

4. Coordinate aircraft overhaul and modification schedules with representatives from the Office of Engineering.

5. Schedule administrative flights.

6. Develop aircraft SAR equipment requirements including storage and delivery systems.

7. Coordinate and develop standardization and operational training programs for aviators and aircrewmen.

8. Prepare instructions and publications affecting operations of aircraft.

9. Review naval aviation directives to determine applicability to the Coast Guard.

10. Provide for review of Courts of Inquiry and Investigative Reports on matters concerning aviation.

11. Exercise operational control over Air Station, Arlington.

12. Coordinate flight program for proficiency aviators in the Washington area.

13. Manage subhead allotment for Administrative Travel and Ferry of Aircraft.

14. In addition, Chief, Operations Section, shall serve as a member of the Aircraft Cockpit and Instrument Panel Standardization Board, Commandant's Aviation Safety Board, and Permanent Board of Survey for Aircraft.

PROGRAMS SECTION

Under the direction and supervision of the Chief, Aviation Branch, the Chief, Programs Section shall:

1. Analyze and evaluate current and proposed aviation programs. Make recommendations to the Chief, Aviation Branch for program changes necessary to obtain effective, economic and efficient accomplishment of Coast Guard objectives involving aviation.

2. Prepare programs designed to insure continued efficiency of Coast Guard aviation.

3. Prepare and maintain policies and guidelines for operational requirements of Coast Guard aviation.

4. Coordinate as necessary the development of requirements, standards and policies for use in connection with establishment, manning and equipping of air units.

5. Develop data for program justification and alternatives and operational effectiveness of Coast Guard aviation and its individual units.

6. Prepare budget documents needed in support of Aviation Programs.

7. Develop and maintain long-range facility programs for Aviation and coordinate with Division counterpart.

8. Coordinate and where appropriate establish technical training requirements for officer and enlisted aviation personnel.

9. Develop recommendations for changes, additions or deletions to publications and directives pertaining to aviation personnel.

10. Establish criteria and guidelines for selecting sites for new air units, their space requirements, manning standards and equipment requirements.

11. Provide headquarters project coordinator for new air units.

LIFE SUPPORT SECTION

Under the direction and supervision of the Chief, Aviation Branch the Chief, Life Support Section shall:

1. Serve as a member of the Commandant's Aviation Safety Board.

2. Provide a flight safety input to Chief, Aviation Branch in developing aviation directives and operational procedures.

3. Provide operational and technical assistance to Chief, Aviation Branch in flight safety matters.

4. Assist in the selection of aircrew personal and survival equipment.

5. Make recommendations for selection of aircrew personal and survival equipment and develop directives governing the use of that equipment by aircrew members.

6. Procure and distribute flight safety material to aviation units.

7. Serve as editor of Coast Guard Flight Lines.

8. Maintain liaison with components of the aviation industry as necessary to carry out the functions described above.

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 electronic, visual, and audio 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. Function as the program manager for the programs within the Aids to Navigation Program area. Develop mission objectives and goals. Define input and output data requirements. Prepare and maintain current the Program Definitions and the Resource Change Proposals for those elements under his cognizance. Develop and maintain those other documents, reports, papers, etc., required by the PPB system.

3. Supervise the administration of laws and regulations relating to bridges across navigable waters of the U.S.

4. Initiate, review, and approve plans for the establishment and change of aids to navigation.

5. Develop planning criteria and operational requirements for the vessels, shore units, and equipment necessary to operate and service the aids to navigation.

6. Develop and approve requirements for manning, equipping and deployment of mission units.

7. Establish operational procedures and training requirements for Coast Guard units and personnel engaged in the aids to navigation mission. Prepare and maintain manuals and other instructions.

8. Establish and monitor operational proficiency standards of Coast Guard units in support of the aids to navigation mission.

9. Initiate and monitor research and development projects to meet the operational requirements of the aids to navigation system.

10. Coordinate plans and procedures for multi-functional Coast Guard units with the other mission divisions.

11. Establish and maintain effective liaison with international, Federal, and other agencies, and the maritime industry to carry out assigned responsibilities.

12. Administer and supervise the dissemination of information to the mariner concerning aids to navigation. Publish the "Light Lists" and other aids to navigation publications.

PROGRAMS REVIEW & BUDGETING STAFF

Under the direction and supervision of the Chief, Aids to Navigation Division, the Chief, Programs Review & Budgeting Staff shall:

1. Supervise and coordinate planning for all proposed Aids to Navigation Program Area projects and major facility changes including short (1-5 yr.), mid (5-10 yr.), and long (beyond 10 yr.) term program plans.

2. Review and comment on AC & I projects, PP's, DP's and other planning and budget proposals related to those facilities assigned to the Aids to Navigation Program Area.

3. Maintain data and justification for projects to be included in Coast Guard Budget requests.

4. Coordinate and assist in preparing all necessary program and budget documents, e.g. RCP's, Programs Definitions, Planning Factors, Program Proposals, Determinations, etc. as per CG-411.

5. Assemble and maintain current statistics needed for program data summaries, including program benefits.

6. Assist in establishing and maintaining priorities of projects thoughout the budgetary process.

7. Maintain close liaison with all Headquarters Staff Components, especially with those of the Office of Research and Development. Coordinate & assist in preparing long range plans for the RDT & E efforts required to improve the operation, management and effectiveness of the program area.

8. Prepare studies, analysis, evaluations and investigations as directed by the program manager that may be required to improve program management or aid in a decision process.

9. Supervise or administer funds allocated to the program manager or those funds for projects supported in the budget by the program manager.

10. Review Planned Obligation Programs and Financial Plans for those AC & I and OE funds appropriated or allotted to ATON projects or facilities.

AUDIO AND VISUAL AIDS BRANCH

Under the direction and supervision of the Chief, Aids to Navigation Division, the Chief, Audio and Visual Aids Branch shall:

1. Review, advise, and coordinate plans and proposals to establish, discontinue, or change Federal and private aids to navigation.

2. Initiate proposals to improve, modify or change aids to navigation to satisfy mission requirements.

3. Assemble, review, and advise on operational requirements for future improvements of non-electronic aids to navigation.

4. Implement, coordinate, and supervise action required to keep pertinent provisions of the Code of Federal Regulations current with respect to aids to navigation policy and procedures.

5. Advise and collaborate on research and development in audio and visual aids.

6. Review and coordinate Coast Guard - State agreements for States to regulate private aids to navigation.

7. Review and coordinate Agreements with other Government agencies concerning audio-visual aids to navigation.

8. Maintain liaison with representatives of the Offshore Oil Well Industry, Maritime Industry, foreign Governments, and State and Federal Government officials for matters concerning audio and visual aids to navigation.

9. Assemble and prepare replies to correspondence from the public, Congress, other Government officials, and foreign Governments and Nationals concerning audio and visual aids to navigation.

10. Review, advise and collaborate on films and publications involving audio and visual aids to navigation.

SYSTEMS AND FACILITIES BRANCH

Under the direction and supervision of the Chief, Aids to Navigation Division, the Chief, Systems and Facilities Branch shall:

1. Develop planning criteria and operational requirements for the cutters, boats, shore units and equipment necessary to operate and service the aids to navigation system.

2. Establish and coordinate operational requirements for deployment, manning, equipping, training and proficiency standards for buoy tenders, lightships, buoy boats, light stations, and light attendant stations.

3. Review continually and make recommendations concerning the performance and condition of units, and the necessity for establishment, disestablishment, reduction or expansion of mission units.

4. Investigate and recommend areas where aids to navigation research and development and training is required to satisfy mission requirements. Evaluate new equipment, devices and techniques as they are developed.

5. Review that part of the real property program affecting mission facilities.

6. Coordinate plans and procedures for multi-functional Coast Guard units with the other mission divisions.

7. Assemble, review and coordinate revisions to Aids to Navigation Manual (CG-222) and other publications or forms for internal Coast Guard use for which Division is responsible.

8. Prepare, assemble, review, coordinate and advise on matters for dissemination to International, National, Regional, or local organizations in field of marine aids to navigation, such as IMCO, IALA, etc.

9. Prepare, review, and advise concerning long range plans extending beyond budget cycle, utilizing principles of Operations Research, including review of AC&I and OPP Projects to satisfy mission requirements.

10. Review, coordinate, and advise on projects submitted for inclusion in the advance construction and improvement program to satisfy mission requirements.

11. Review, coordinate, and advise on program changes submitted for inclusion in the budget to satisfy mission requirements.

12. Review and advise on operational plans submitted for approval to satisfy mission requirements.

13. Assemble, review, and advise on statistics necessary for the administration of the Aids to Navigation system.

14. Maintain records and advise on the expenditure of AC&I funds for Aids to Navigation projects.

RADIONAVIGATION AIDS BRANCH

Under the direction and supervision of the Chief, Aids to Navigation Division, the Chief, Radionavigation Aids Branch shall:

1. Develop policies and procedures for the formulation and administration of the radionavigation aids programs of the Coast Guard.

2. Supervise the operation of the Coast Guard radionavigation aids system.

3. Evaluate and compare the capabilities and operational characteristics of navigation systems and techniques.

4. Determine radionavigation system accuracies and research errors resulting from electromagnetic wave propagation anomalies. Compile statistical data associated therewith.

5. Maintain a continuous review and appraisal of radionavigation programs so as to insure that program objectives are met.

6. Review research and development programs and the development of radionavigation systems which may eventually meet Coast Guard operational requirements.

7. Review operational reports, establish operational parameters and criteria, including personnel manning requirements.

8. Provide consultation and advisory service to Coast Guard activities, foreign governments, commercial interests and to navigators throughout the world, concerning scientific, and operational problems pertinent to radionavigation and related disciplines.

9. Maintain technical and operational liaison with Government agencies, particularly the Department of Transportation's modal agencies, the Department of Defense, Coast and Geodetic Survey, U. S. Navy Oceanographic Office and the National Bureau of Standards, in matters involving radionavigation research and development programs.

10. Maintain liaison with other members of the navigation fraternity throughout the world in order to keep abreast of the latest developments in radionavigation techniques and share in a free exchange of information affecting the navigator.

11. Participate in negotiations with officials of foreign Governments on operational and technical matters involving the establishment of electronic systems at overseas sites.

12. Maintain liaison with Supreme Allied Commander Atlantic (SACLANT), in matters relating to NATO Loran installations.

13. Prepare special reports, training requirements, and carry out miscellaneous projects as required.

MARINE INFORMATION BRANCH

Under the direction and supervision of the Chief, Aids to Navigation Division, the Chief, Marine Information Branch shall:

1. Review and record all data pertaining to Notices to Mariners items; assemble, prepare, and furnish to the U. S. Naval Oceanographic Office, information for inclusion in the Weekly Notice to Mariners.

2. Prepare and issue annual "Light Lists", posters, and other publications concerning aids to navigation for dissemination to the mariner and the general public.

3. Maintain records pertinent to the Aids to Navigation system.

4. Maintain charts and hydrographic publications necessary for functioning of the Division.

5. Maintain mailing lists for "Light Lists".

6. Provide liaison and coordinate action with Coast and Geodetic Survey, Naval Oceanographic Office and the Corps of Engineers in connection with publishing and charting aids to navigation information.

7. Advise on matters pertaining to the timely dissemination of information to the mariner concerning changes in aids to navigation, hazards to navigation and other hydrographic information.

BRIDGE BRANCH

Under the direction and supervision of the Chief, Aids to Navigation Division, the Chief, Bridge Branch shall:

1. Administer the provisions of laws relating generally to:

   a. The location and clearances of bridges and causeways across navigable waters of the United States.

   b. The operation of drawbridges.

   c. The alteration of bridges determined to be unreasonable obstructions to navigation.

   d. The lights and other signals on bridges required for the safety of navigation.

2. Recommend approval or denial of permits for the construction of new bridges or modification of existing bridges.

3. Propose appropriate regulations to govern the operation of drawbridges.

4. Recommend for alteration under the provisions of the Truman-Hobbs Act such railroad or publicly owned highway bridges as are considered to be unreasonable obstructions to navigation. Prepare necessary budget documents for the funding of the cost of such alterations. Coordinate all aspects of bridge alteration activity.

5. Prepare such regulations, instructions, notices, etc., as required for the efficient performance of duties related to bridges.

6. Provide advice and assistance to District Commanders in special cases, in person when required.

7. Serve as the authoritative point of contact for all Government officials, individuals, agencies, organizations, etc., with respect to the administration of the several bridge laws subject to Coast Guard jurisdiction.

8. Maintain effective liaison with Federal, State, and local government officials; highway, railroad, waterway and port officials; industry organizations; other agencies of the Department of Transportation; U. S. Army Corps of Engineers; other Federal, State, and local government agencies; and with private individuals and organizations. Attend meetings with these parties to insure timely Coast Guard involvement in matters subject to our jurisdiction so as to minimize public controversy in subsequent bridge actions.

SHORT RANGE AIDS PLANNING BRANCH

Under the direction and supervision of the Chief, Aids to Navigation Division, the Chief, Short Range Aids Planning Branch, shall:

1. Continually review short range aids servicing policies and facilities and recommend changes to insure maximum efficiency.

2. Develop plans to implement the recommendations of the contract study of the support system for short range aids to navigation.

3. Maintain close liaison with the Office of Research and Development. Assist in preparing long range plans for the RDT & E efforts required to improve program operation and effectiveness.

4. Prepare studies, analyses, evaluations and investigations as directed for the program manager.

5. Establish and maintain priorities of projects in the program.

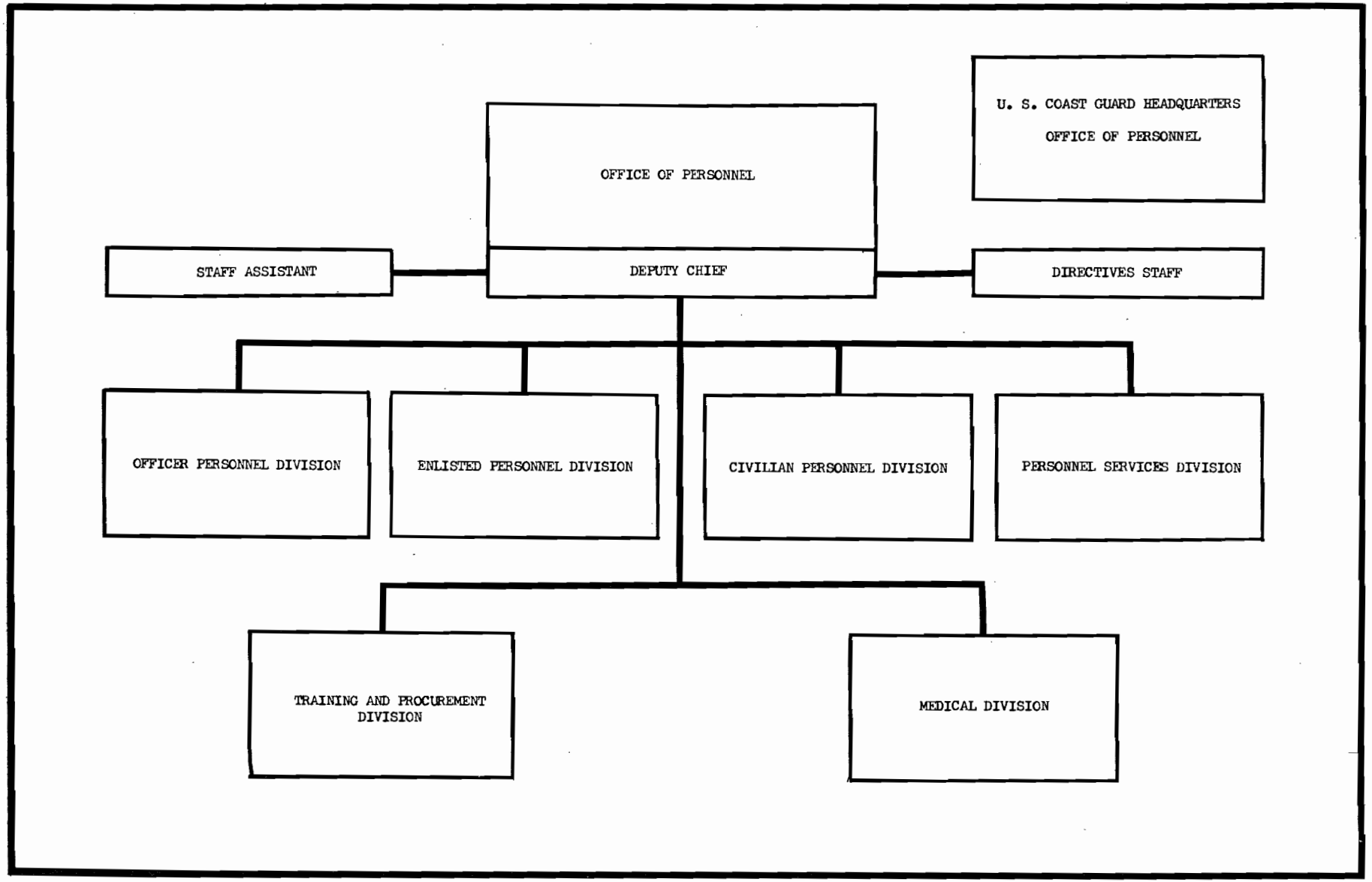
6. Plan program projects and facility changes including short (1-5 yr), mid (5-10 yr), and long (beyond 10 yr) program plans.

7. Prepare operational requirements for the design & development of equipment and subsystems, federal & private aids.

8. Formulate plans for procurement, training, operation and maintenance of new hardware and facilities.

9. Develop a coordinated plan, including milestones, for an optimum service-maintenance force mix. Supervise servicewide implementation.

CHART 7-A


U. S. COAST GUARD HEADQUARTERS
OFFICE OF PERSONNEL
OFFICE OF PERSONNEL
STAFF ASSISTANT
DEPUTY CHIEF
DIRECTIVES STAFF
OFFICER PERSONNEL DIVISION
ENLISTED PERSONNEL DIVISION
CIVILIAN PERSONNEL DIVISION
PERSONNEL SERVICES DIVISION
TRAINING AND PROCUREMENT DIVISION
MEDICAL DIVISION

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 Chief of Staff, planning expenditures to accomplish essential programs within available funds, and authorizing obligations against field allotments when Headquarters authorization is required.

3. Exercise operational, administrative, technical and logistic control over the Academy and Training 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.

6. Act as member of Coast Guard Board of Awards and the Physical Disability Appeal Board.

DEPUTY CHIEF, OFFICE OF PERSONNEL

Under the general direction and supervision of the Chief, Office of Personnel, the Deputy Chief, Office of Personnel shall:

1. Coordinate the functions of the several personnel divisions and the staff of the Office of Personnel.

2. Review and make recommendations as necessary regarding all matters which require the attention or action of the Chief, Office of Personnel.

3. Direct, supervise, and administer the functions of the Physical Review Council; review all Physical Evaluation Boards for compliance with law and regulation, including the Veterans Administration Schedule for Rating Disabilities, and recommend approval or modification as appropriate.

4. Act as Chairman of the Training Board whose purpose is to:

a. Recognize new or changing training requirements resulting from development of new facilities or equipment, deficiencies in operating performances, etc.

b. Determine how these needs may best be met.

c. Recommend measures to coordinate the procedures required including provisions of facilities, funds, and personnel.

5. Act as Chief, Office of Personnel in the absence of that officer.

STAFF ASSISTANT

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

1. Administer funds for "Travel and Transportation of Household Effects" (Subhead 20), under authority delegated by the Chief, Office of Personnel.

2. Act as President of the Permanent Uniform Board; maintain current the Uniform Regulations as amended for Coast Guard use; and maintain all records pertaining thereto.

3. Coordinate with other offices and divisions on the preparation of budget estimates and apportionment of allotments under the control of the Office of Personnel.

4. Analyze the current and projected status of funds either under the control of or which concern the Office of Personnel.

5. Study, analyze, review, and develop policies for administration of the personnel program and advise the Chief, Office of Personnel on the development and application of sound plans and practices for personnel administration.

6. Coordinate and/or represent the Office of Personnel in actions which relate to personnel policies, requirements and administrative procedures both within the Office and with other Headquarters Offices and Divisions.

7. Analyze major program changes with regard to changes in billets and the effect on personnel planning.

8. Maintain classified material required by the Office of Personnel for mobilization planning.

9. Maintain liaison with other Armed Services through attendance at personnel conferences or other meetings at which personnel problems are discussed in order to keep abreast of best current practices and new developments.

10. Provide clerical assistance for Boards convened at Coast Guard Headquarters, to consider Personnel matters.

11. Perform such additional duties as directed by the Chief and the Deputy Chief, Office of Personnel.

DIRECTIVES STAFF

Under the general direction and supervision of the Chief and the Deputy Chief, Office of Personnel, the Chief, Directives Branch shall:

1. Study and research directives and regulations, public Laws, pending legislation, and regulations and instructions of other Armed Forces, pertaining to military personnel administration.

2. Develop and maintain the Personnel Manual (CG-207), as follows:

   a. Consider, initiate, coordinate, and publish amendments.

   b. Maintain official case files of amendments.

3. Perform functions of Directives Control Point for the Office of Personnel, as follows:

   a. Review all general directives, publications, and amendments originated in the Office of Personnel for substance and compliance with the directives system.

   b. Type all Commandant Instructions originated in the Office of Personnel.

   d. Assist originators of directives and clerical personnel in complying with the directives system.

4. Screen Navy directives in the Military Personnel series and route to cognizant divisions and offices; maintain master file of Navy directives for the Office of Personnel.

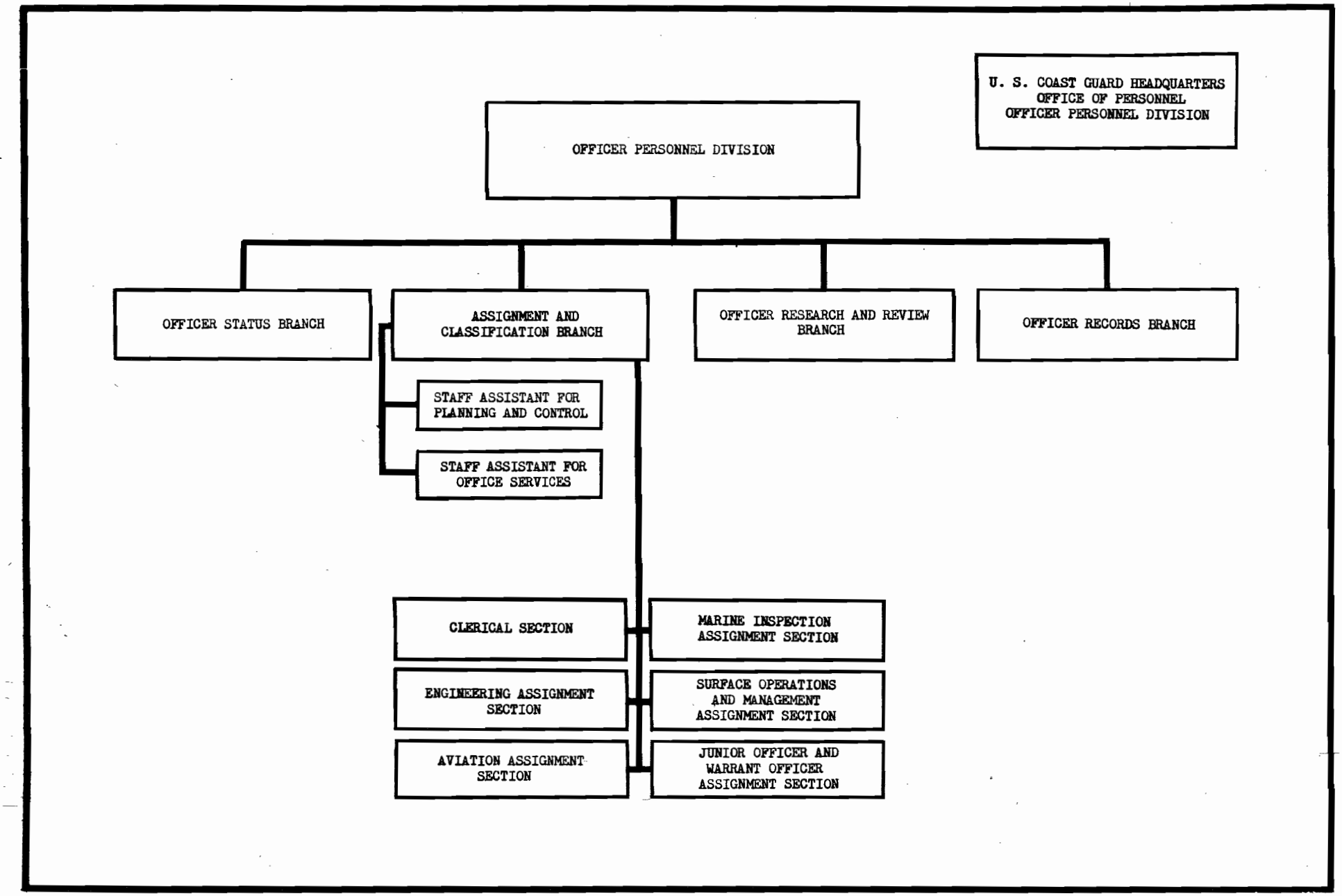
5. Screen district directives, route to cognizant divisions, and maintain master file for the Office of Personnel.

6. Maintain files and reference library and do research concerning personnel policies and procedures.

7. Prepare material for the Code of Federal Regulations.

8. Prepare General Orders.

CHART 7-B


U. S. COAST GUARD HEADQUARTERS
OFFICE OF PERSONNEL
OFFICER PERSONNEL DIVISION
OFFICER PERSONNEL DIVISION
OFFICER STATUS BRANCH
ASSIGNMENT AND CLASSIFICATION BRANCH
OFFICER RESEARCH AND REVIEW BRANCH
OFFICER RECORDS BRANCH
STAFF ASSISTANT FOR PLANNING AND CONTROL
STAFF ASSISTANT FOR OFFICE SERVICES
CLERICAL SECTION
ENGINEERING ASSIGNMENT SECTION
AVIATION ASSIGNMENT SECTION
MARINE INSPECTION ASSIGNMENT SECTION
SURFACE OPERATIONS AND MANAGEMENT ASSIGNMENT SECTION
JUNIOR OFFICER AND WARRANT OFFICER ASSIGNMENT SECTION

OFFICER PERSONNEL DIVISION (PO)

Under the direction and supervision of the Chief, Office of Personnel, the Chief, Officer Personnel Division shall administer the program for officer personnel on active duty, except as specifically otherwise assigned, performing as follows:

1. Execute appointments in the regular service and effect separations from active duty.

2. Review and maintain records of officer complements and allowances; develop a rotation plan; develop and maintain an officer classification system for officer qualifications and billets; effect the assignment of all officer personnel in accordance with policies governing assignments and rotation of assignments.

3. Maintain the active duty promotion list and similar lists for all other officers on active duty; administer the system for officer performance evaluation; and plan all promotion actions.

4. Initiate, review, and take appropriate administrative action on medical boards of survey and retirement boards.

5. Administer the current leave regulations for officers; act for the Commandant, as authorized, on requests from officers for leaves of absence which require the Commandant's action; authorize delay (to count as leave) for officers enroute to new duty stations when such action is appropriate.

6. Maintain comprehensive individual records of each officer and prepare such reports and statements as may be required by other offices at Headquarters, appropriate individuals, and other agencies.

7. Compile and distribute a Register of Coast Guard Officers.

8. Review or initiate proposed legislation affecting officer personnel of the Coast Guard.

9. Determine, in accordance with operating needs, the training requirements for officer personnel and the billet requirements to sustain the proposed training level.

OFFICER STATUS BRANCH

Under the direction and supervision of the Chief, Officer Personnel Division, the Chief, Officer Status Branch shall:

1. Exercise responsibility over the various precedence listings of active duty Coast Guard officers including the following functions:

a. Maintaining the Active Duty Promotion List of commissioned officers as required in 14 USC 41a.

b. Maintaining a lineal listing of commissioned officers not included on the Active Duty Promotion List, in precedence order, and assign running mates in accordance with current regulations.

c. Maintaining lineal listings of chief warrant and warrant officers in precedence order.

d. Maintaining the Temporary Disability Retired List and insure that these officers receive periodic physical examinations and final Physical Evaluation Boards.

e. Combining and publishing the above listings as the Register of Officers and Cadets of the USCG (CG-111).

f. Providing information concerning officer status changes to the Chief Data Processing Division for use in updating the master computer officer files.

2. Conduct programs involving appointment, selection, promotion, integration, retirement, and separation of commissioned and warrant officers including the following functions:

a. Preparing precepts and forwarding endorsements for all active duty commissioned and warrant officer personnel boards.

b. Originating correspondence to the Secretary and the President relating to the confirmation, appointment, promotion, retirement or separation of officers on active duty.

c. Preparing individual letters tendering appointments and promotions.

d. Preparing individual retirement and other separation orders.

e. Exercising responsibility over the Warrant Officer appointment program and maintaining the list of eligible applicants.

ASSIGNMENT AND CLASSIFICATION BRANCH

Under the direction and supervision of the Chief, Officer Personnel Division, the Chief, Assignment and Classification Branch shall:

1. Establish and publish appropriate career patterns for officers in each specialty or occupational field.

2. Within the limits of the Officer Allocation Plan, recommend and prepare orders as necessary for the assignment of commissioned officers in the grade of commander to billets in groups 00-09, 10-19, 30-39, 70-79, and 80-89 as defined in the Officer Billet and Classification Manual.

3. Prepare Officer Allocation Plan annually, showing:

a. Authorized billets in each specialty or occupational field.

b. Number of officers in each grade of each specialty who may be made available for assignment in primary specialty or occupational field, and the number who shall be rotated to another specialty or occupational field.

c. Number of billets in each grade of each specialty or occupational field which should be filled with an officer of the appropriate grade and the number which may be filled by an officer of the next lower grade.

4. Prepare Officer Input Requirements Plan annually showing the number of officers who must be trained and allocated to each specialty or occupational field to meet the assignment and rotation requirements of that specialty or occupational field. Include an Annex to the plan showing the number of officers with special qualifications that are required to meet LTJG/ENS requirements in the technical specialties. Transmit a copy of this plan to the Chief, Training and Procurement Division.

5. Maintain the classification system for officers in order to provide the means for identifying the qualifications of individual officers and for making statistical studies.

6. Determine appropriate numbers and identify those officers whose primary occupational field is other than surface operations, naval engineering, or aviation who are required to develop a sub-specialty in surface operations afloat.

7. Prepare correspondence dealing with assignments, orders, transfers, etc. of officers as appropriate.

8. Make such studies, as necessary, for the most economical and efficient utilization of officer personnel.

9. Maintain liaison with appropriate counterparts in other Divisions in Headquarters, as necessary, to carry out the program of administering officer personnel classification and assignment.

STAFF ASSISTANT FOR PLANNING AND CONTROL

Under the direction and supervision of the Chief, Assignment and Classification Branch, the Staff Assistant for Planning and Control shall:

1. Assist the Chief, Assignment and Classification Branch in the preparation of the Officer Allocation Plan; check existing and planned distribution of officers against OAP and advise the Chief, Assignment and Classification Branch of discrepancies between actual and planned allocation of officer personnel.

2. Assist the Chief, Assignment and Classification Branch in the preparation of the Officer Input Requirements Plan; maintain liaison with appropriate counterparts in the Training and Procurement Division regarding estimated inputs of officer personnel into the several occupational fields and specialties; and advise the Chief, Assignment and Classification Branch of differences between estimated inputs and the Officer Input Requirements Plan.

3. Make statistical studies of officer personnel in each occupational field or specialty as necessary to check adherence to planned career patterns and advise the Chief, Assignment and Classification Branch where differences exist.

4. Maintain liaison with assignment section chiefs as necessary to facilitate preparation of the Officer Allocation Plan and Officer Input Requirements Plan.

5. Recommend and prepare orders for the assignment of RELE(E).

6. Perform such other duties as the Chief, Assignment and Classification Branch may require.

STAFF ASSISTANT FOR OFFICE SERVICES

Under the direction and supervision of the Chief, Assignment and Classification Branch, the Staff Assistant for Office Services shall:

1. Provide and maintain necessary office services including supplies, equipment, etc.

2. Maintain necessary records and statistical data for the efficient administration of officer personnel classification and assignment.

3. Supervise operation and maintenance of current data of TERMATREX data retrieval system.

4. Maintain necessary records for the administration of travel funds under the cognizance of the Officer Personnel Division. Prepare estimates of travel order requirements in support of funding requests.

5. Recommend and prepare orders as necessary for the assignment of SPCK, GUN, RELE(O), PHAR, SCLK, PHOT, and BNDM.

6. Provide TERMATREX data services on request of assignment officers.

7. Maintain TERMATREX cards current by inserting change data provided by individual assignment officers.

8. Perform such other duties as the Chief, Assignment and Classification Branch may require.

CLERICAL SECTION

Under the direction and supervision of the Chief, Assignment and Classification Branch, the Chief, Clerical Section shall:

1. Furnish typing and duplicating services in connection with:

a. The preparation of permanent change of station, temporary duty and temporary additional duty.

b. General correspondence originated within the branch.

2. Originate and prepare such types of routine correspondence as may be directed by the branch chief.

3. Maintain files and records as directed by the branch chief.

4. Receive and distribute incoming correspondence. Provide internal routing services for correspondence and orders.

ENGINEERING ASSIGNMENT SECTION

Under the direction and supervision of the Chief, Assignment and Classification Branch, the Chief, Engineering Assignment Section shall:

1. Within the limits of the Officer Allocation Plan, recommend and prepare orders, as necessary, for the assignment of commissioned officers in the grade of commander and below to the billets in group 50-59 as defined in the Officer Billet Classification Manual.

2. Recommend and prepare orders, as necessary, for the assignment of warrant officers in the following specialties: ELEC, MACH and CARP.

3. In recommending the assignment of officers, assure that established career patterns are followed to the greatest extent practicable. Coordinate with other assignment section chiefs as necessary in this regard.

4. Assist in the preparation of the Officer Allocation Plan for billets and officer personnel over which he has cognizance.

5. Assist in maintaining the classification system for officers qualifications.

6. Prepare correspondence dealing with assignments, orders, career patterns, etc. of officers as indicated in paragraphs 1 and 2 above.

7. Make such studies as necessary for the most economic and efficient utilization of officers as indicated in paragraphs 1 and 2 above.

8. Maintain liaison with appropriate counterparts in other Divisions in Headquarters to efficiently carry out the program for administering officer personnel indicated in paragraphs 1 and 2 above.

AVIATION ASSIGNMENT SECTION

Under the direction and supervision of the Chief, Assignment and Classification Branch, the Chief, Aviation Assignment Section shall:

1. Within the limits of the Officer Allocation Plan, recommend and prepare orders, as necessary, for the assignment of commissioned officers in the grades of captain and below to billets in group 60-69 as defined in the Officer Billet Classification Manual. Recommend and prepare orders, as necessary, for warrant officers assigned to aviation duties.

2. In recommending the assignment of officers, assure that established career patterns are followed to the greatest extent practicable, and coordinate with other assignment section chiefs, as necessary, in this regard.

3. Assist in the preparation of the Officer Allocation Plan for billets and officer personnel over which that chief has cognizance.

4. Assist in maintaining the classification system for officer qualifications.

5. Prepare correspondence dealing with assignments, orders, career patterns, etc. of officers indicated in paragraph 1 above.

6. Make such studies, as necessary, for the most economical and efficient utilization of officers indicated in paragraph 1 above.

7. Maintain liaison with appropriate counterparts in other Divisions in Headquarters to carry out efficiently the program for administering officer personnel indicated in paragraph 1 above.

MARINE INSPECTION ASSIGNMENT SECTION

Under the direction and supervision of the Chief, Assignment and Classification Branch, the Chief, Marine Inspection Assignment Section shall:

1. Within the limits of the Officer Allocation Plan, recommend and prepare orders, as necessary, for the assignment of commissioned officers in the grade of captain and below to the billets in group 40-49 as defined in the Officer Billet Classification Manual. Recommend and prepare orders, as necessary, for warrant officers assigned to Merchant Marine Safety.

2. In recommending the assignment of officers, assure that established career patterns are followed to the greatest extent practicable. Coordinate with other assignment section chiefs as necessary in this regard.

3. Assist in the preparation of the Officer Allocation Plan for billets and officer personnel over which he has cognizance.

4. Assist in maintaining the classification system for officer qualifications.

5. Prepare correspondence dealing with assignments, orders, career patterns, etc. of officers indicated in paragraph 1 above.

6. Make such studies, as necessary, for the most economic and efficient utilization of officers indicated in paragraph 1 above.

7. Maintain liaison with appropriate counterparts in other Divisions in Headquarters to efficiently carry out the program for administering officer personnel indicated in paragraph 1 above.

SURFACE OPERATIONS AND MANAGEMENT ASSIGNMENT SECTION

Under the direction and supervision of the Chief, Assignment and Classification Branch, the Chief, Surface Operations and Management Assignment Section shall:

1. Within the limits of the Officer Allocation Plan, recommend and prepare orders, as necessary, for the assignment of commissioned officers in the grade of lieutenant commander and lieutenant to the billets in groups 00-09, 10-19, 30-39, 70-79, and 80-89 as defined in the Officer Billet Classification Manual.

2. In recommending the assignment of officers, assure that established career patterns are followed to the greatest extent practicable. Coordinate closely with other assignment section chiefs as necessary in this regard.

3. Assist in the preparation of the Officer Allocation Plan for billets and officer personnel over which the Section Chief has cognizance.

4. Assist in maintaining the classification system for officer qualifications.

5. Prepare correspondence dealing with assignments, orders, career patterns, etc. of officers indicated in paragraph 1 above.

6. Make such studies as necessary for the most economical and efficient utilization of officers indicated in paragraph 1 above.

JUNIOR OFFICER AND WARRANT OFFICER ASSIGNMENT SECTION

Under the direction and supervision of the Chief, Assignment and Classification Branch, the Chief, Junior Officer and Warrant Officer Assignment Section shall:

1. Within the limits of the Officer Allocation Plan, recommend and prepare orders, as necessary, for the assignment of commissioned officers in the grade of LTJG/ENS to billets in group 00-09, 10-19, 30-39, 70-79 and 80-89 as defined in the Officer Billet Classification Manual.

2. Recommend and prepare orders, as necessary, for the assignment of warrant officers in the specialty of BOSN.

3. In recommending the assignment of officers assure that established career patterns are followed to the greatest extent practicable. Coordinate closely with other assignment section chiefs, as necessary, in this regard.

4. Assist in the preparation of the Officer Allocation Plan for billets and officer personnel over which he has cognizance.

5. Assist in maintaining the classification system for officer qualifications.

6. Prepare correspondence dealing with assignments, orders, career patterns, etc. of officers indicated in paragraphs 1 and 2 above.

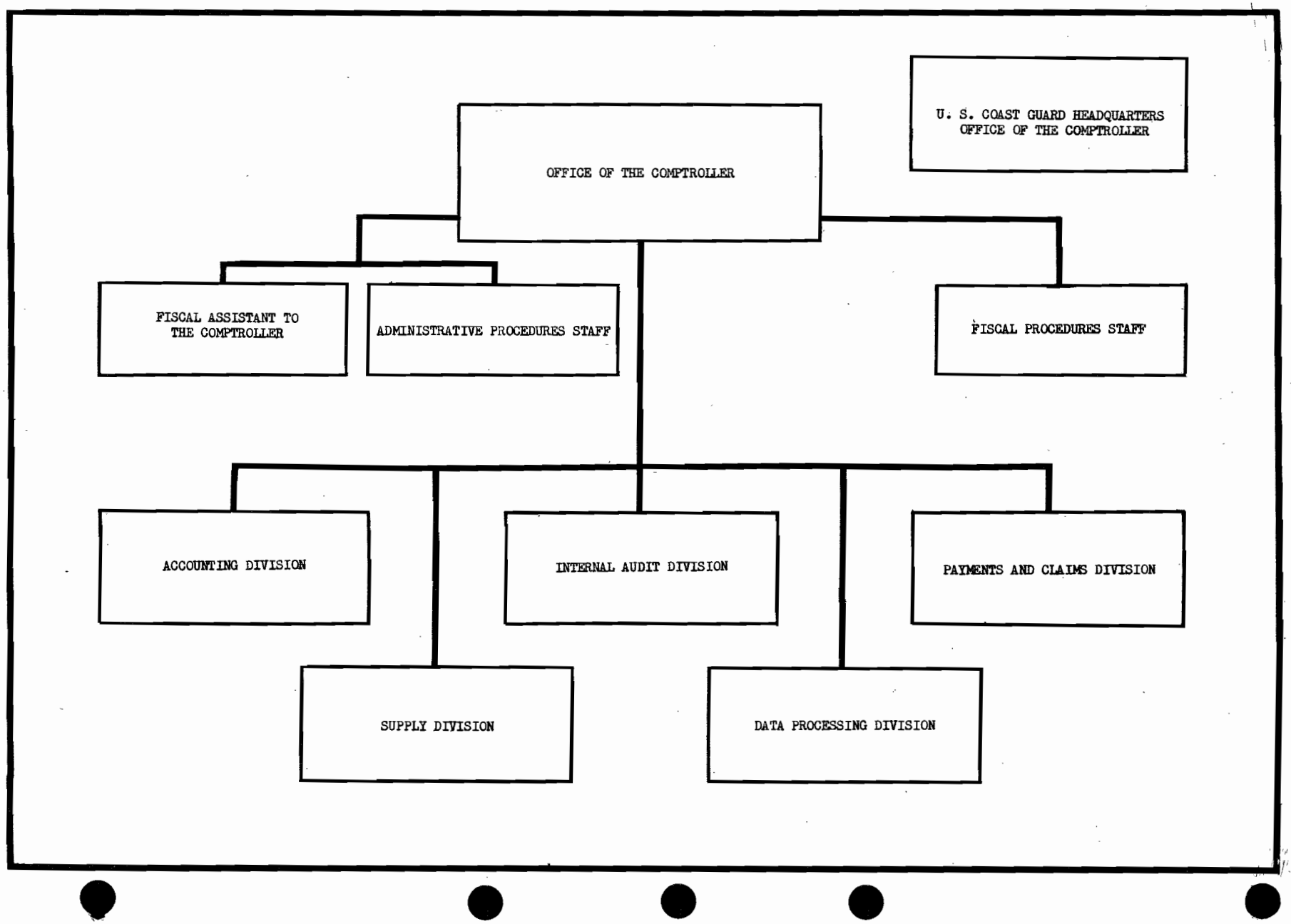
7. Make such studies, as necessary, for the most economic and efficient utilization of officers indicated in paragraphs 1 and 2 above.

CHART NO.

PART VIII

Office of Reserve 8-A
Reserve Programs Division 8-B
Reserve Administration Division 8-C
Reserve Training Division 8-D

CHART 3-A


U. S. COAST GUARD HEADQUARTERS
OFFICE OF THE COMPTROLLER
OFFICE OF THE COMPTROLLER
FISCAL ASSISTANT TO THE COMPTROLLER
ADMINISTRATIVE PROCEDURES STAFF
FISCAL PROCEDURES STAFF
ACCOUNTING DIVISION
INTERNAL AUDIT DIVISION
PAYMENTS AND CLAIMS DIVISION
SUPPLY DIVISION
DATA PROCESSING DIVISION

4. Maintain statistics and develop officer personnel plans including:

a. Preparation of Military Employment Capability Plans to support the officer portion of the Personnel Plan.

b. Conducting the annual computation of officers on the Active Duty Promotion List required by 14 USC 42d.

c. Preparing the current commissioned and warrant officer retirement plans for use in the budget process.

5. Initiate changes to regulations and instructions pertaining to officer status and prepare draft legislation as required.

6. Prepare congressional and general correspondence relating to the duties of the Branch.

7. Process initial and annual Federal Income Tax checks on all Flag Officers and Captains, and maintain follow-up records as required.

OFFICER RESEARCH AND REVIEW BRANCH

Under the direction and supervision and the Chief, Officer Personnel Division, the Chief, Officer Research and Review Branch shall:

1. Advise personnel managers regarding research implications and requirements associated with personnel conditions, instruments, procedures, and policies, especially in the areas of officer evaluation, selection, and training.

2. Engage in research and development efforts to improve or evaluate personnel conditions, instruments, procedures, and policies, especially in the areas of officer personnel evaluation, selection, and training.

3. Develop mathematical models and assist in the operation of computerized simulations of the officer personnel system in order to obtain projections of the future officer personnel situation for use in planning.

4. Develop and maintain an information and data system, including necessary computer programs and other related EDP procedures necessary to support desired research and development efforts.

5. Review research and development output from all sources for possible application to Coast Guard personnel management and maintain a library of selected publications for use of personnel managers.

6. Plan, develop, and monitor contracts involving personnel research and development efforts.

7. Formulate plans and a method for dissemination and implementation of personnel research and development products.

8. Provide psychometric and statistical consultant services as requested by other offices and divisions or by field activities and other services.

9. Represent the Officer Personnel Division, as directed, at professional meetings related to the fields of psychology, statistics, personnel management, operations research, and other knowledge domains of importance in achieving optimum personnel utilization in the Coast Guard.

OFFICER RECORDS BRANCH

Under the direction and supervision of the Chief, Officer Personnel Division, the Chief, Officer Records Branch shall:

1. Maintain and develop files of officer service records for all Regular officers and Reserve officers on extended active duty, including for each officer the following:

   a. Medical record

   b. Fitness report record

   c. Security clearance record

   d. Educational record

   e. Commendatory and/or adverse correspondence record

   f. General correspondence record.

2. Maintain accountability for all officer service records including those of officers who are retired or separated, and charge records out to personnel boards and authorized individuals, as necessary.

3. Transfer all Regular officer service records of members who are not on active duty to the Federal Records Center, St. Louis, Missouri; transfer Reserve officer service records of members who are not on active duty to the Office of Reserve; maintain records of accession and box numbers of records filed at the Federal Records Center.

4. Prepare correspondence relating to officer service records.

5. Prepare transcripts of service of officer personnel upon request and as required for personnel boards; prepare transcripts of sea service for use in connection with the application of Coast Guard officers for Merchant Marine licenses.

6. Prepare statements of creditable service for pay purposes and/or retirement.

7. Obtain statements of creditable service from other Armed Services and the National Guard in the case of officers who claim such service.

8. Maintain accountability for officer fitness reports to insure continuity of submission; route fitness reports to the appropriate reviewing officers at Headquarters; route copies of fitness reports for administrative review by assignment officers.

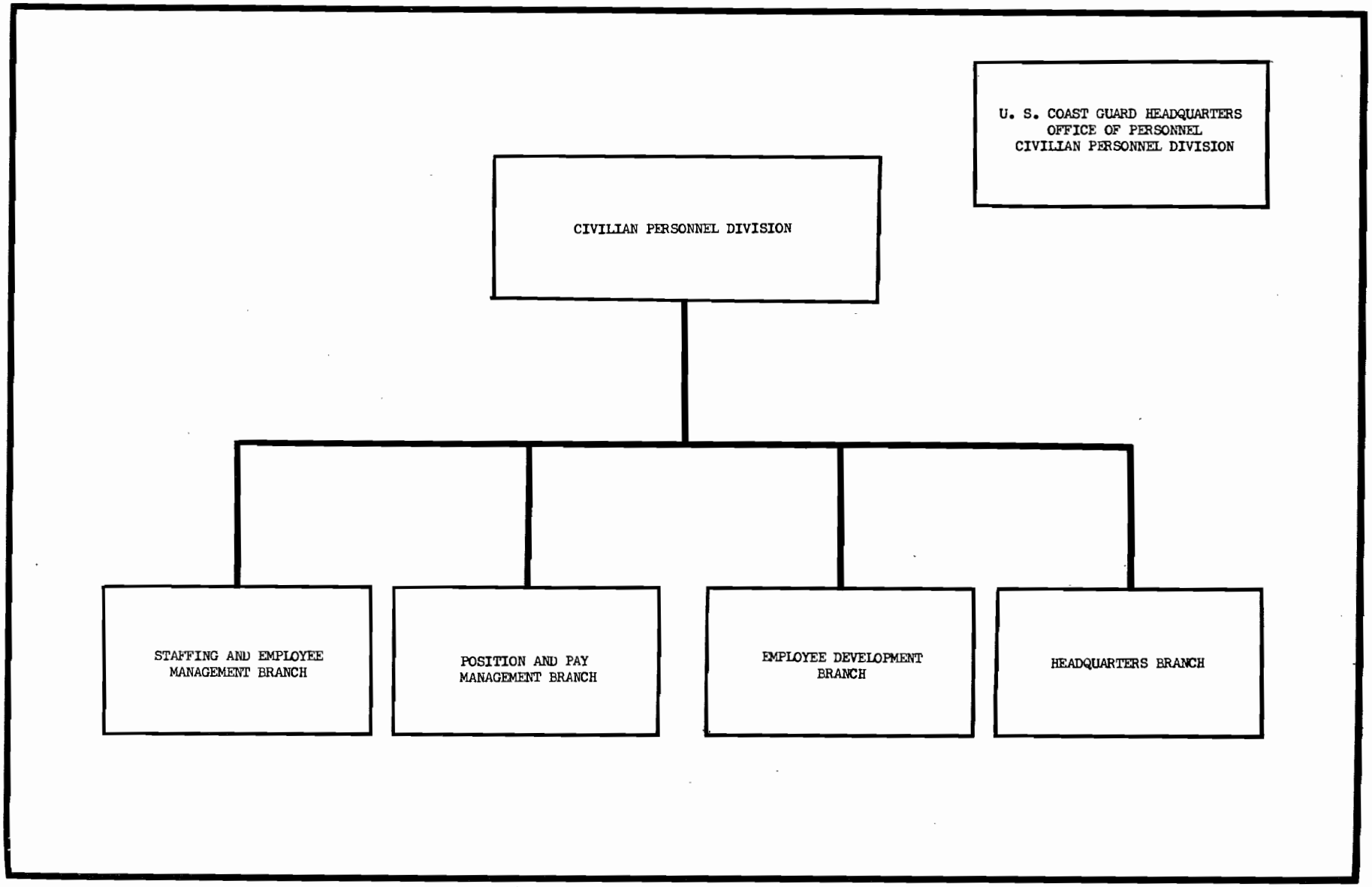
9. Prepare and maintain current officer summary records for use by officer selection boards and furnish to boards when directed.

10. Arrange for microfilming of officer fitness reports and Form CG-4113 (Record of Emergency Data) and forward to the Indispensable Records Center (Site B) on an annual basis.

11. Prepare Form DD-1172 (Application for Uniformed Services Identification and Privilege Card) for use in issuance of identification and Privilege Card and certify the accuracy of data contained therein to the verifying officers.

12. Maintain files of officer personnel rosters and diaries received from the Data Processing Division for use when necessary in verifying or reconstructing officer leave records; transfer these records to the Federal Records Center, Alexandria, Virginia, semiannually.

CHART 7-C


U. S. COAST GUARD HEADQUARTERS
OFFICE OF PERSONNEL
CIVILIAN PERSONNEL DIVISION
CIVILIAN PERSONNEL DIVISION
STAFFING AND EMPLOYEE MANAGEMENT BRANCH
POSITION AND PAY MANAGEMENT BRANCH
EMPLOYEE DEVELOPMENT BRANCH
HEADQUARTERS BRANCH

CIVILIAN PERSONNEL DIVISION (PC)

Under the most general program direction of the Chief, Office of Personnel, the Chief, Civilian Personnel Division shall:

1. Provide overall impetus and direction to the civilian personnel management program by directing and evaluating the activities of the four branches which comprise the Division and the civilian personnel officers in the field.

2. Evaluate, interpret, and effectuate policy pronouncements emanating from the Treasury Department, Civil Service Commission, the White House, and elsewhere.

3. Advise and assist the Commandant and top management by indicating directions and objectives for the civilian personnel management program, and by recommending and implementing policies to achieve them.

4. Participate as an active member of the management team from the standpoint of expertise as to the impace of program proposals on the overall civilian personnel complex.

STAFFING AND EMPLOYEE MANAGEMENT BRANCH

Under the direction and supervision of the Chief, Civilian Personnel Division, the Chief, Staffing and Employee Management Branch shall:

1. Provide personnel advice and guidance to top management and commanding officers in the recruitment, placement, and counseling of employees; and in the proper application of personnel management programs, such as a merit promotion program, selection of supervisors, and incentive awards, and provide assistance in interpretation of laws, rules, regulations, and instructions; and guidance, assistance, and implementing instructions on special emphasis programs.

2. Exercise overall responsibility for planning, scheduling, and conducting personnel management surveys of districts and Headquarters units for the purpose of identifying conditions in need of improvement; prepare and submit to commanding officers reports of these findings together with recommendations for such changes in policies, procedures, and programs as deemed necessary.

3. Recommend, develop, and promulgate Coast Guard policies, issue instructions, and establish procedures on matters which are within delegated authority. Coordinate with other branches, divisions, and offices within Headquarters and in the field regarding the issuance of manuals and Headquarters and Commandant Instructions and Notices which govern civilian personnel management.

4. Develop and recommend civilian personnel program planning by establishing fiscal year goals designed to contribute to overall personnel management to obtain better supporting services for line management.

5. Furnish technical assistance and advice on moblilization planning for implementing civilian personnel administration during period (s) of emergency. Coordinate and review periodic screenin of employees in the Ready Reserve.

6. Review and make recommendations on completed security investigations as to retention or separation of employees based on suitability.

7. Provide advice and guidance to chiefs of civilian personnel branches in field activities on the interpretation and application of regulatory issuances within assigned areas of responsibility.

8. Review appeals from adverse actions (other than classification and wage administration) received from field activities, for merit and regulatory compliance and recommend to the Chief, Civilian Personnel Division.

9. Develop and recommend policy and procedural instructions for the conduct of the employee-management cooperation program. Review and recommend acceptance or changes to written agreements made by employee groups and commanding officers. Provide assistance and guidance to commanding officers and other officials in administering the program and advise on problem areas. Make periodic reviews of the employee-management cooperation program in field activities.

10. Administer the honor and service awards program which includes outstanding performance ratings, quality step increases, and length of service awards.

POSITION AND PAY MANAGEMENT BRANCH

Under the direction and supervision of the Chief, Civilian Personnel Division, the Chief, Position and Pay Management Branch shall:

1. Provide impetus, leadership and direction to the Coast Guard's position management program, which includes:

a. Reviewing, analyzing and evaluating positions in their interrelated organizational context, in terms of supervisory structure, orderly career ladders, military-civilian "mix," etc.

b. Classifying individual positions and groups of positions to their correct occupational series and grades in accordance with applicable criteria.

c. Reviewing, on both an individual case and organization-wide basis, the effectiveness with which districts and Headquarters units carry out their position management and position classification responsibilities under delegated authority.

2. Administer the Coast Guard's compensation system for wage board and "administrative pay plan" employees, which includes:

a. Classifying wage board positions and establishings wage board ratings according to Navy Department wage schedules and other applicable criteria, and obtaining Treasury Department Wage Board concurrence for any proposed deviations outside Civilian Personnel delegated authority.

b. Making appropriate corrective recommendations when apparent misutilization or misorganization with respect to wage board employees is detected.

c. Computing and promulgating wage schedules governing changes in compensation for both wage board and administrative pay plan personnel.

3. Serve as substantive expert for the Coast Guard and provide program direction and leadership throughout the agency in the following program areas: Leave administration, employee compensation, Civil Service retirement, Federal employees' health benefits program, and Federal employees' group life insurance program. For each of the above programs, this includes:

a. Developing and promulgating policies in the form of manual issuance, Commandant Instruction, etc.

b. Responding to inquiries from field installations in any of the above areas.

c. Keeping abreast of changing program developments as promulgated by the Civil Service Commission and others, and insuring that Coast Guard programs remain current and responsive.

4. Administer the Lighthouse Service Retirement Act. This includes:

a. Providing pertinent and timely information and services to retirees, in a manner analogous to that of the Civil Service Commission with respect to Civil Service retiees, in such matters as Medicare, changes in retired employees' benefits, annuities, health insurance coverage, etc.

b. Adjudicating applications for privileges (commissary, etc.), determining those privileges to which individual annuities, health insurance coverage, etc.

c. Responding to inquiries from annuitants on a wide variety of matters.

5. Serve as Coast Guard's expert on the application of automatic data processing to civilian personnel functions. This includes:

a. Working closely with CAM, F, F-4, FA, FP, FD and others, offering expert advice on feasibility and utility of automating certain personnel functions.

b. Proposing and advising on techniques and systems under which automated operations will function; taking a leading role in insuring that individual civilian personnel offices make necessary adjustments to insure capable functioning under automated systems.

6. Exercise overall responsibility for Coast Guard civilian records and reports. This includes:

a. Detecting and eliminating unnecessary records and reports.

b. Developing new reporting criteria and techniques to insure responsiveness to new or changing reporting requirements.

c. Utilizing the full impact and potential of automatic data processing on Coast Guard reporting systems and requirements.

7. At the behest of the Division Chief, develop staff studies and make recommendations in any facet of the entire civilian personnel management spectrum.

EMPLOYEE DEVELOPMENT BRANCH

Under the direction and supervision of the Chief, Civilian Personnel Division, the Chief, Employee Development Branch shall:

1. Develop and administer training programs for Headquarters and field service civilian employees in administrative, clerical, technical, professional, and skilled trades and crafts categories.

2. Plan and administer programs for development of supervisors and executives; accident prevention; student trainee engineering (cooperative and summer plans); and new employee orientation.

3. Decide the method and techniques to be employed in implementing such programs, e.g., on-the job, in-service, and out-service training conferences and seminars.

4. Research, prepare, and assemble subject-matter material which will meet the needs of employees in the respective area of training, including communications, management, and student trainee programs.

5. Plan and develop methods of instruction, presentation, and use of aids for various programs, such as instruction manuals, courses of study, visual aids (charts, graphs, illustrations, etc.), lectures, guided discussions, case studies, incident-process, and role playing.

6. Provide advice and assistance in the area of employee development to office and division chiefs, district and field commanders, supervisors, and employees.

7. Provide or arrange for counselling for Headquarters and field service civilian employees in matters pertaining to study for an academic degree or professional improvement; acquiring technical skills; meeting special job requirements such as a knowledge of stenography or radar; meeting educational requirements for diplomas and certificates.

8. Make periodic visits to field activities to assist in ascertaining training needs; establish or arrange for programs to meet identified needs; inspect training facilities, classes, methods, and materials; and recommend ways to improve existing programs.

9. Determine funds necessary to carry out the Coast Guard program and perform the following functions:

a. Prepare program changes to show funding needs for four-year periods.

b. Administer 99-56.02.03 account to provide funds for tuition and travel for training expenditures.

c. Reconcile the account in b above with Accounting Division (FA).

10. Approve Civilian Training Requests, Form CG-3860, and assure that legal requirements are satisfied.

11. Evaluate the effectiveness of civilian personnel training programs by analyzing the following:

a. Part V., Form CG-3860, which is completed by the person who initiates the request for training.

b. Form CGHQ-4339, Evaluation of Training Program, which is completed by each attendee.

12. Coordinate the Federal Triangle Education Center by:

a. Assisting in the determination of courses and program offerings and space for classes.

b. Publicizing offerings to civilian and military personnel.

c. Enrolling civilian and military personnel.

d. Evaluating effectiveness of the program through student interviews.

HEADQUARTERS BRANCH

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

1. Establish and maintain a personnel staffing program to provide the best qualified person for each vacant position. This program will be supported through an internal promotion program based on merit and fitness as well as an external recruitment program to secure a capable and qualified workforce.

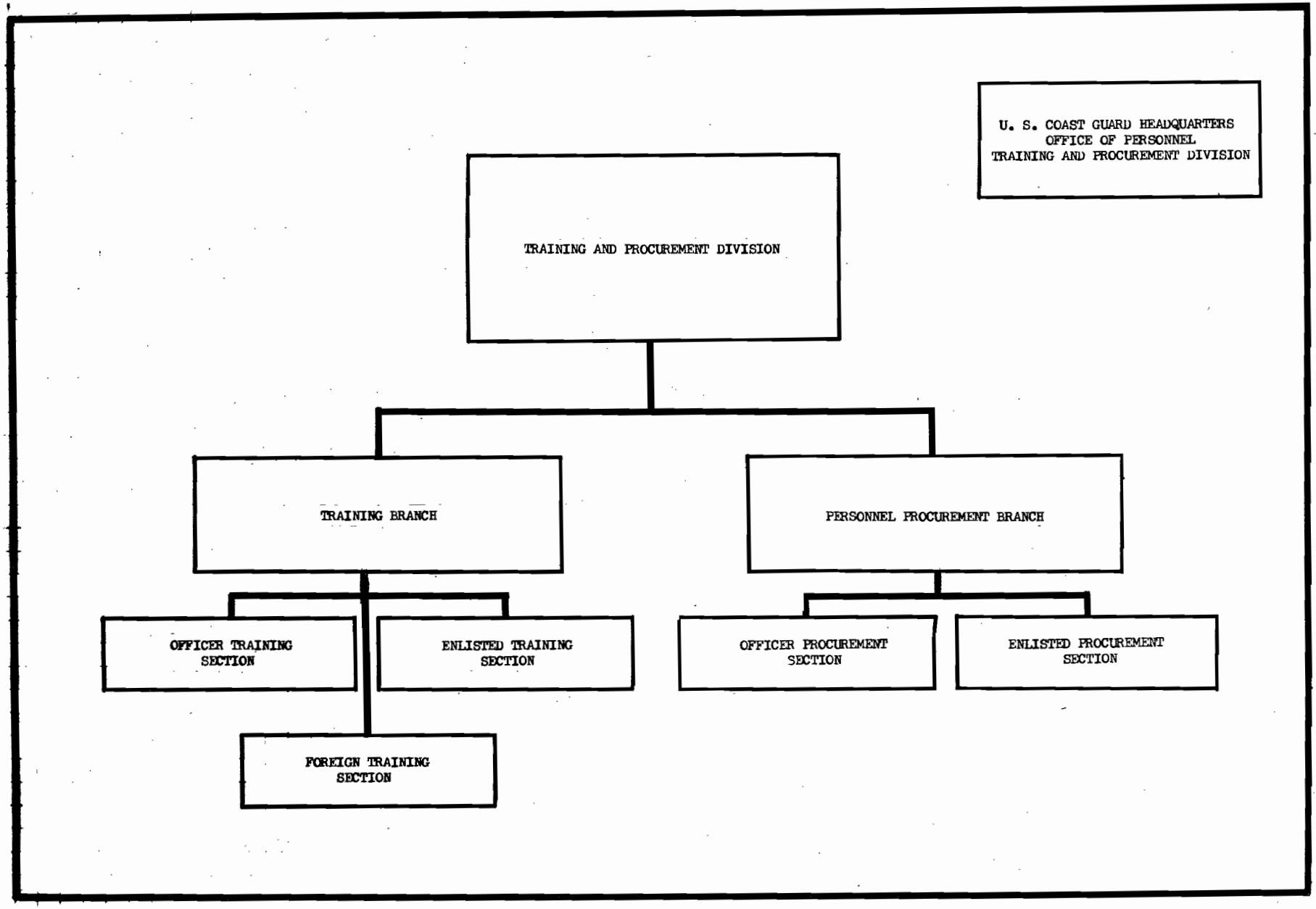
2. Conduct a responsive position management program for Headquarters which includes the review, analysis, and evaluation of positions in their organizational contexts in terms of supervisory structure, orderly career ladders, military civilian "mix", etc., as well as the accurate classification of positions to occupational series and grades in accordance with applicable criteria.

3. Conduct an employee-management relations program for the provision of guidance to management in the utilization of employees and in the handling of disciplinary and adverse actions in accordance with appropriate policy in the best interests of the Coast Guard.

4. Administer a program of employee benefits and services to include health insurance, life insurance, blood donor and retirement guidance.

5. Maintain the personnel records for civilian personnel and civilian personnel management. Provide appropriate records, reports, and analysis for the use of Coast Guard management, Treasury Department, and Civil Service Commission.

CHART 7-D


U. S. COAST GUARD HEADQUARTERS
OFFICE OF PERSONNEL
TRAINING AND PROCUREMENT DIVISION
TRAINING AND PROCUREMENT DIVISION
TRAINING BRANCH
PERSONNEL PROCUREMENT BRANCH
OFFICER TRAINING SECTION
ENLISTED TRAINING SECTION
FOREIGN TRAINING SECTION
OFFICER PROCUREMENT SECTION
ENLISTED PROCUREMENT SECTION

TRAINING AND PROCUREMENT DIVISION (PTP)

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

1. Administer those elements of the military program which pertains to the procurement of all officers and enlisted personnel.

2. Develop in consultation with the heads of other offices and divisions, personnel procurement plans and qualifications to be observed in the procurement of officer and enlisted personnel and cadets.

3. Receive applications for original commissions or warrants under authority of 14 USC 211, check them for conformity with prescribed policies and procedures, and make recommendations thereon.

4. Administer the recruiting program and assure maximum effectiveness in the procurement of enlisted personnel.

5. Plan and administer training programs, other than unit training not controlled by Headquarters, in accordance with the requirements determined by the Officer and Enlisted Personnel Divisions, based on the availability of Coast Guard and non-Coast Guard schools, courses, or facilities for training of officers and enlisted personnel; arrange for the utilization of these facilities by personnel of the Coast Guard, except for Reserve personnel on inactive duty or on active duty for training; make all arrangements for the attendance of personnel at schools for advanced or special training; provide Headquarters support, training materials, funds, and policy determination, as necessary to conduct these training programs.

6. Maintain Headquarters liaison with the Academy; keep informed as to the details of cadet training and procurement and make recommendations pertinent thereto.

7. Maintain Headquarters liaison with the recruit training centers and other training centers and training activities; review or approve curricula of Coast Guard schools.

8. Plan, coordinate, and execute the training of all foreign nationals in conjunction with approved programs of the Coast Guard and other federal agencies.

9. Obtain or develop tests, as necessary, for officer and enlisted personnel procurement and training programs; prepare instructions for the administration of the tests; administer these programs from Headquarters level, as required.

10. Prepare preliminary budget estimates for training and procurement purposes, make recommendations as to allotments and allocations, and administer funds provided for Training and Personnel Procurement purposes.

TRAINING BRANCH

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

1. Supervise and coordinate the activities of the Officer, Enlisted, and Foreign Training Sections.

2. Develop military training plan for officer and enlisted personnel to meet requirements of the service as determined by the Officer and Enlisted Personnel Divisions.

3. Maintain liaison with Coast Guard training commands, other service schools, and civilian training organizations including Universities attended by postgraduate students.

4. Coordinate curriculum review with cognizant Headquarters divisions to ensure training offered is meeting current requirements.

5. Prepare and keep currrent manuals and instructions promulgated to the Coast Guard regarding military training programs.

6. Administer the tuition assistance program for off-duty education.

7. Supervise processing and maintenance of administrative details in connection with the Academy and Corps of Cadets.

OFFICER TRAINING SECTION

Under the direction and supervision of the Chief, Training Branch, the Chief, Officer Training Section shall:

1. Receive and process all applications for officer training in postgraduate schools and short courses. Make arrangements for quotas where needed and prepare correspondence pertaining to the program.

2. Maintain such records and files as necessary to administer the officer training programs.

3. Maintain liaison with the Coast Guard Academy, and Officer Candidate School, Yorktown.

4. Maintain records and supervise activities of the Student Engineering Training Program.

5. Process requests for, and maintain records of the Officer Off-Duty Education Program.

ENLISTED TRAINING SECTION

Under the direction and supervision of the Chief, Training Branch, the Chief, Enlisted Training Section shall:

1. Administer the enlisted training program.

2. Receive and process all applications for enlisted training for which Headquarters maintains quota control.

3. Maintain such records and files as necessary to administer the enlisted training program.

4. Maintain close liaison with Enlisted Personnel Division coordinating training requirements with capabilities of Coast Guard and other service schools.

5. Process applications for enlisted personnel for off-duty tuition assistance.

6. Maintain liaison with the Coast Guard Institute and United States Armed Forces Institute (USAFI) and other service connected correspondence course programs.

7. Procure and distribute audio-visual aids in accordance with the needs of the service.

8. Prepare weekly, monthly, yearly and special reports as required in the administration of the enlisted training program.

FOREIGN TRAINING SECTION

Under the direction and supervision of the Chief, Training Branch, the Chief, Foreign Training Section shall:

1. Process all requests for the training of foreign nationals at Coast Guard facilities.

2. Plan and coordinate training programs to meet the objectives of the requesting nations,

3. Maintain liaison with Chief, Naval Operation, AID, State Department, foreign nations and embassies as required to implement the programs.

4. Provide guidance and coordination for Coast Guard training commands and facilities participating in the Foreign Training Program.

PERSONNEL PROCUREMENT BRANCH

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

1. Supervise the Chief, Enlisted Procurement Section and the Chief, Officer Procurement Section in the administration of the Military Personnel Procurement programs of the Coast Guard.

2. Develop advertising materials for the Personnel Procurement programs and maintain liaison with contractors preparing such materials.

3. Maintain liaison with Academy regarding the Cadet Procurement program and assist as required.

4. Coordinate programs, correspondence, and other material pertaining to Officer and Enlisted Procurement.

5. Sign routine correspondence.

6. Plan and account for funds utilized in the Personnel Procurement Programs.

OFFICER PROCUREMENT SECTION

Under the direction and supervision of the Chief, Personnel Procurement Branch, the Chief, Officer Procurement Section shall:

1. Develop and carry out procedures and policies for the procurement of officers.

2. Perform the following functions with respect to the procurement of officers:

a. Develop, review, and update all Commandant Instructions, Commandant Notices, and the applicable sections in the Personnel Manual (CG-207).

b. Develop and disseminate publicity and information on officer procurement programs to the general public and to responsible procurement personnel in the field.

c. Process the applications for the various officer procurement programs by answering inquiries, assembling applications, insuring that all requirements are met, and preparing applications for selection panels.

ENLISTED PROCUREMENT SECTION

Under the direction and supervision of the Chief, Personnel Procurement Branch, the Chief, Enlisted Procurement Section shall:

1. Develop and execute procedures for the procurement of enlisted personnel for the following programs:

   a. Regular Enlistment

   b. Non Prior Service Reserve Enlistment

   c. SPAR Enlistment

   d. Ex-service Reserve Enlistment

2. Develop and maintain Sections G and H of Chapter 1 of the Personnel Manual pertaining to enlistments and reenlistments except for reenlistments within twenty-four hours.

3. Prepare the following reports:

   a. Monthly Recapitulation of Recruiting Activities, CGHQ-4045.

   b. Monthly Summary of Recruiting Activities to districts.

   c. Annual reports of recruiting accomplishments to the field.

   d. Annual report of recruiting activities for the Secretary of Transportation.

4. Assist in the preparation and distribution of recruiting material.

5. Maintain stock status report of recruiting material issued by the Supply Center, Brooklyn, and take action, as necessary, to replenish stock.

6. Prepare and disseminate monthly quotas for the enlistment of Regular and Reserve recruits.

7. Prepare and issue instructional recruiting notices to field.

8. Prepare congressional correspondence pertaining to enlistments and reenlistments not within twenty-four hours.

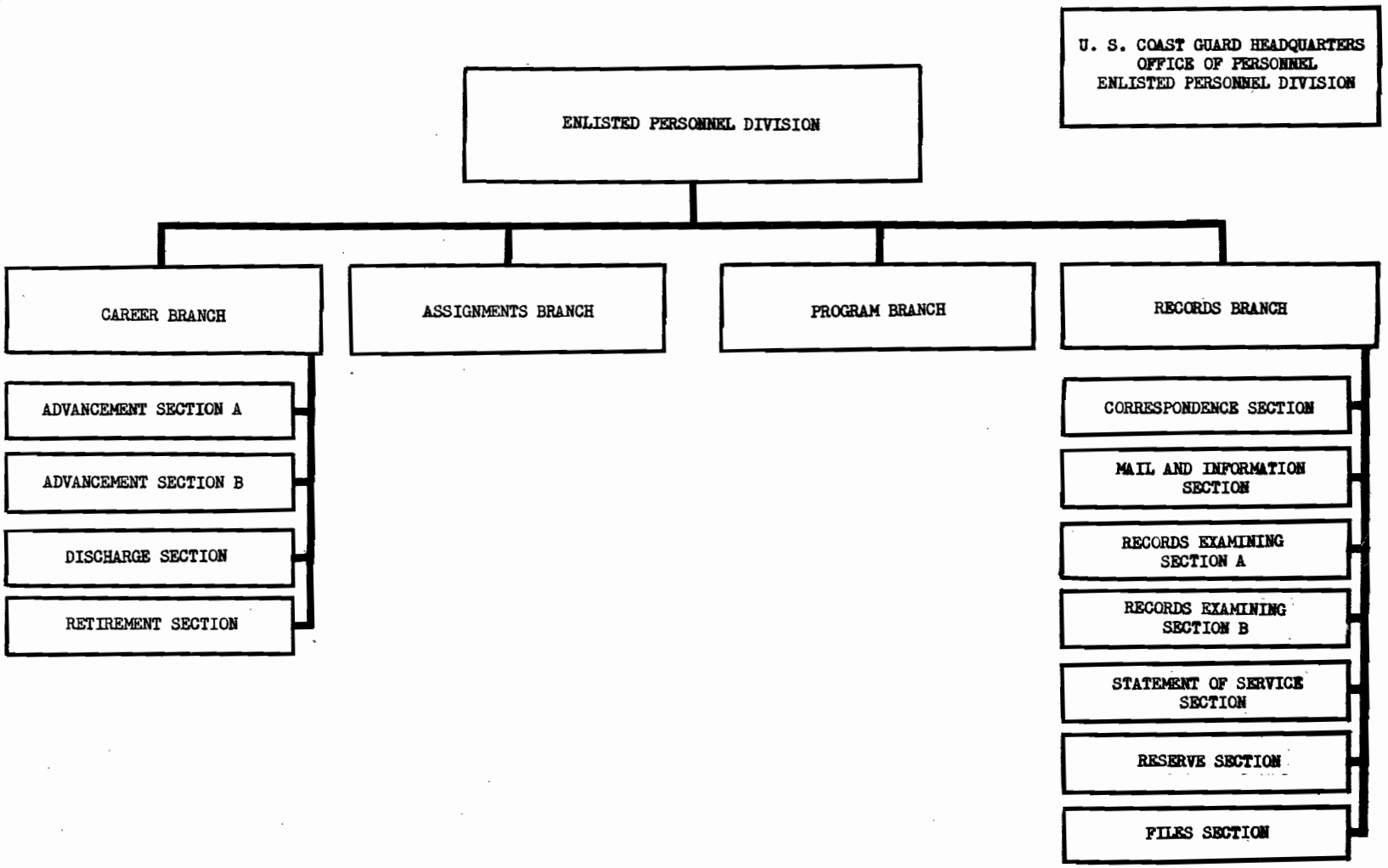
9. Review requests for waivers for enlistment of prior service personnel and coordinate with Medical or Enlisted Personnel Division as necessary.

10. Maintain card file of all authorizations or denials for enlistment.

11. Coordinate with Medical Division the quarterly report of separations for physical disability at Recruit Training Centers.

12. Maintain contact with other Services to obtain information pertinent to an evaluation of an applicant for further service.

CHART 7-E


U. S. COAST GUARD HEADQUARTERS
OFFICE OF PERSONNEL
ENLISTED PERSONNEL DIVISION
ENLISTED PERSONNEL DIVISION
CAREER BRANCH
ASSIGNMENTS BRANCH
PROGRAM BRANCH
RECORDS BRANCH
ADVANCEMENT SECTION A
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DISCHARGE SECTION
RETIREMENT SECTION
CORRESPONDENCE SECTION
MAIL AND INFORMATION SECTION
RECORDS EXAMINING SECTION A
RECORDS EXAMINING SECTION B
STATEMENT OF SERVICE SECTION
RESERVE SECTION
FILES SECTION

ENLISTED PERSONNEL DIVISION (PE)

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

1. Administer those elements of the program for enlisted personnel* not otherwise assigned in the Office of Personnel, including assignment, advancement, discharge, and retirement, and maintenance of comprehensive records in connection therewith.

2. Analyze enlisted complements and allowances and develop assignment plans, keep informed of excesses and deficiencies in enlisted complements and allowances to aid in making assignments.

3. Receive and evaluate requests for assignment of enlisted personnel from the district and from Headquarters units and take indicated action.

4. Initiate transfer orders requiring the Commandant's action and prepare travel orders in the case of enlisted personnel movements handled at Headquarters.

5. Administer the servicewide examination program for advancements or changes in rating of enlisted personnel.

6. Process reductions in rate ordered by the Commandant.

7. Consider requests and recommendations for retirement of enlisted personnel, review boards of medical survey, provide records as necessary for the use of physical evaluation boards, take action as required by final action of such boards held on enlisted personnel, and issue retirement orders.

8. Receive and evaluate requests for discharge of enlisted personnel and take appropriate action; reissue discharge certificates in cases where it is administratively or otherwise determined that a change in the form of certificate awarded should be made; issue Form DD-303 CG Certificate in lieu of Discharge, in cases of loss or destruction of original discharge certificate.

*NOTE: The term "enlisted personnel" as used in this statement does not include Reserve enlisted personnel, except when such personnel are on extended active duty.

9. Furnish to offices and divisions at Headquarters and to other appropriate individuals and agencies necessary information and selected statistics on enlisted personnel.

10. Review or initiate proposed legislation affecting enlisted personnel of the Coast Guard.

11. Determine in accordance with operating needs, the recruit and other training requirements for enlisted personnel and the billet requirements to sustain the proposed training level.

CAREER BRANCH

Under the direction and supervision of the Chief, Enlisted Personnel Division, the Chief, Career Branch shall:

1. Administer that part of the military career program which embraces:

a. Enlisted advancements, administrative separations, and retirements.

b. The Proficiency Pay Program.

c. Computation of time in grade and time in service.

d. Miscellaneous career actions.

2. Direct, coordinate, and supervise the activities of the Chiefs of four sections among which the assigned functions of the Branch are distributed.

ADVANCEMENT SECTION A

Under the direction and supervision of the Chief, Career Branch, the Chief, Advancement Section A shall:

1. Maintain eligibility lists for advancement to pay grades E7, E6, E5 and E4.

2. Authorize advancement to pay grades E4 - E5 - E6 and E7 on 1st and 16th of the month from eligibility list in all ratings.

3. Process requests and authorize restorations in rate.

4. Issue permanent appointments to pay grade E7 and Temporary Service Officer within authorized allowance. Issue permanent appointment certificates to men retiring on service who hold provisional chief petty officer rating.

5. Compute TIME IN GRADE and TIME IN SERVICE.

6. Process requests for change in rating.

7. Process requests for waivers of requirements for participation in Servicewide Examinations.

8. Authorize extension provisional period of chief petty officer in pay grade E7.

9. Authorize cancellation of advancements.

10. Forecast advancement requirements for eligibility lists. Prepare all directives concerning Servicewide Examinations.

11. Announce ratings to be examined in March and September.

12. Process requests from HQ's Units for assignment of indicators and designators.

13. Establish eligibility lists in all ratings in pay grades E7 thru E4 as result of Servicewide Examinations.

ADVANCEMENT SECTION B

Under the direction and supervision of the Chief, Career Branch, the Chief, Advancement Section B shall:

1. Maintain eligibility lists for advancement to pay grades E8 and E9 in all ratings.

2. Authorize advancements to pay grades E8 and E9 from eligibility lists.

3. Issue chief petty officer certificates to pay grades E8 and E9 when obligated service agreement and physical examinations received.

4. Authorize proficiency pay.

5. Compute TIME IN GRADE and TIME IN SERVICE.

6. Process requests for waivers of requirements to participate Servicewide Examinations.

7. Process requests for cancellation of advancements.

8. Process recommendations for reduction in rate.

9. Forecast advancement requirements for eligibility lists. Prepare all directives concerning Servicewide Examinations.

10. Announce ratings to be examined in March and September.

11. Establish eligibility lists in all E8 and E9 ratings as result Servicewide Examinations.

DISCHARGE SECTION

Under the direction and supervision of the Chief, Career Branch, the Chief, Discharge Section shall:

1. Review requests and recommendations for administrative discharges of enlisted men.

2. Review Board of Medical Surveys.

3. Authorize administrative discharges.

4. Process requests for travel outside CONUS.

5. Authorize additional sick leave.

6. Review enlisted records against police record checks.

7. Maintain 3 x 5 card on all discharges authorized, disapproved, or pending.

8. Process requests for extension of enlistment, and cancellation of extensions.

9. Process requests from Reserve personnel for extended active duty.

10. Process requests for emergency leave.

RETIREMENT SECTION

Under the direction and supervision of the Chief, Career Branch, the Chief, Retirement Section shall:

1. Process all requests for 20-year and 30-year retirements.

2. Maintain flex-o-line, alphabetical listing of men who have requested retirement, and monthly listing of each individual scheduled during certain month.

3. Issue retirement orders and retirement certificates in accordance with established schedules.

5. Issue orders effecting temporary and permanent disability retirement of enlisted men.

6. Maintain Kardex file of men on Temporary Disability Retired List.

7. Issue orders for periodic physical examinations to men on Tempret list.

8. Issue a monthly listing for Headquarters distribution of all disability and service retirement of enlisted men effected during month.

9. Complete Form CGHQ 9959 on all Physical Evaluation Boards received from the field before forwarding to Physical Review Council.

10. Maintain Kardex listing of PEB's pending final processing.

ASSIGNMENTS BRANCH

Under the direction and supervision of the Chief, Enlisted Personnel Division, the Chief, Assignments Branch shall:

1. Be responsible for the distribution of all enlisted personnel on active duty in the Coast Guard, as follows:

a. Administer a rotation program for enlisted personnel to and from overseas areas and for enlisted personnel to and from Headquarters units.

b. Coordinate the detailing of personnel in certain areas requiring special attention, including instructors, investigators, E8/E9's, electronic technicians, and hospital corpsmen.

c. Exercise control of all inter-district hardship transfers, all inter-district mutual transfers, and all inter-district temporary additional duty assignments.

d. Coordinate assignment of personnel for new vessels and major shore units.

e. Redistribute personnel assigned to Headquarters units, major overseas units, and major district units that are disestablished.

f. Exercise assignment control of enlisted personnel being ordered to service schools.

g. Distribute enlisted personnel completing service schools.

2. Maintain "Request for Transfer" file for assignment to overseas assignment, instructor duty, eight-year rotation, and mutual exchange of station duty categories.

3. Maintain allowance and on-board strength figures so as to reflect manning levels in the various districts and Headquarters units.

4. Publish Headquarters Enlisted Transfer Order as well as letter and message orders for the purpose of distribution and assignment of enlisted personnel.

5. Maintain necessary files, instructions, directives, and statistical data for the efficient and equitable distribution of enlisted personnel.

6. Receive and make determination on requests for extension of duty tours.

7. Develop policy and procedures governing enlisted personnel assignments as may be required.

8. Prepare such reports and studies in connection with enlisted personnel assignments as may be required.

9. Provide guidance and assistance to districts and Headquarters units in distribution procedures for enlisted personnel.

10. Assist in preparation of congressional correspondence involving enlisted personnel transfers.

11. Control the issuance of total travel authorizations provided to branch and prepare forecasts for future travel funds to be required.

12. Maintain a record of travel order numbers issued by the Branch.

PROGRAM BRANCH

Under the direction and supervision of the Chief, Enlisted Personnel Division, the Chief, Program Branch shall:

1. Develop and furnish to offices and divisions at Headquarters and to other appropriate individuals, necessary information and statistics on enlisted personnel as follows:

a. Estimated military personnel strength during ensuing three months.

b. Comparative status of "On Board" personnel with current operating allowances.

c. Prepare, revise and analyze Military Employment Capability Plan.

d. Review and revise, periodically, enlisted personnel retirement schedule for five-year period.

e. Prepare enlisted personnel advancement control sheets.

f. Assist in development of cut-off lists for enlisted personnel advancements.

g. Evaluate expiration of enlistments and reenlistment statistics monthly for the preceding twelve-month period.

h. Determine regular recruit requirements through evaluation of attritions and accessions.

i. Estimate training requirements through evaluation of discharge and reenlistment statistics.

j. Record proficiency payments and variable reenlistment bonus payments and review program as necessary.

2. Develop and prepare program changes pertaining to enlisted personnel.

3. Review and make recommendations on military suggestions affecting enlisted personnel.

4. Provide a panel member to consider requests from individuals for hardship discharge, and discharges for reasons of unsuitability, inaptitude, unfitness, misconduct, undesirability, etc.

5. Provide a custodian of classified material.

6. Review amendments and instructions involving changes to Personnel Manual.

7. Prepare correspondence relating to subjects not normally delegated to other branches of division.

8. Review and comment on directives from other services of general interest to Coast Guard enlisted programs.

RECORDS BRANCH

Under the direction and supervision of the Chief, Enlisted Personnel Division, the Chief, Records Branch shall:

1. Maintain the official records of the enlisted personnel of the Coast Guard and its Reserve which include:

a. Official Personnel Jacket File -- a record for each enlisted member of the regular Coast Guard and the Reserve and those separated from service a minimum of six months or a maximum of nine months.

b. Alphabetical 3 x 5 Index Card File -- a card for each enlisted member who enlisted in the Coast Guard after 1915, showing individual's name, service number, date of birth, and place of enlistment (used extensively for ready reference).

c. Service Number Index File -- index binders maintained in sequence to reflect service numbers and names of enlisted members.

d. Personnel Diaries and Rosters -- daily records and lists submitted by each reporting unit and retained at Coast Guard Headquarters for five years before shipment to the Records Center, Alexandria, Va.

e. Service Record Card File -- individual cards filed in alphabetical order by district to which assigned, showing promotions, demotions, assignments, discharges, reenlistments, transfers, etc.

2. Perform administrative duties as follows:

a. Supervise, direct, and coordinate the activities of the Records Branch which has an authorized allowance of 54 employees grouped in seven sections.

b. Be responsible for varied assignments in connection with the administration of the Records Branch, or as requested by the Chief, Enlisted Personnel Division.

c. Analyze new directives pertaining to enlisted personnel to determine their effect on the operation of the Records Branch; develop and improve methods and procedures and prepare written instruction for their use, including designing forms for use in the Records Branch.

d. Participate in conferences with officials of the Enlisted Personnel Division and other divisions to coordinate related work; advise members of the general public and personnel of field units on matters related to work of the Records Branch.

e. Review and sign all mail originating in the Branch; correct records and statements of service use for computation of active duty; and determine eligibility for pay purposes.

f. Issue and control service numbers for male members of the Regular Coast Guard and its Reserve.

g. Verify information on applications and issue Identification Cards to retired enlisted members of the Regular Coast Guard.

h. Coordinate and maintain a records disposal program for the Records Branch; prepare certain indispensable operating records for shipment to relocations sites.

3. Supervise the activities of the chiefs of seven sections.

4. Prepare weekly individual production reports in order to follow individual employee performance as to the number of units worked, hours earned, and the percentage of productive effectiveness.

CORRESPONDENCE SECTION

Under the direction and supervision of the Chief, Records Branch, the Chief, Correspondence Section shall:

1. Search personnel records and prepare letters or forms furnishing information with respect to Coast Guard enlisted personnel to members of Congress, private individuals, and to Government and private agencies in connection with a wide variety of inquiries on personal and official matters.

2. Issue discharge certificates and certificates in lieu of discharge.

3. Prepare statements of sea service for personnel desiring Merchant Marine papers.

4. Issue certificates in accordance with the provisions of Section 601 of the Soldiers' and Sailors' Civil Relief Act of 1940, as amended (50 U. S. Code App. 581) for presentation in Court, as to whether or not individuals are now serving, or have ever served, in the Coast Guard.

5. Act as principal liaison representative with the Military Personnel Records Center (MPRC), St. Louis, Mo. which includes developing and coordinating policies and procedures relating to the loan and exchange of information and records with that agency. If cases are routine and records are already in MPRC, submit cases to MPRC for handling. On more complicated cases, recall records from MPRC and cases are handled here.

6. Coordinate existing Release Policy for release of information from Military Personnel Records.

7. Maintain liaison with the Veterans Administration and handle all VA cases for officers as well as the enlisted members of the Coast Guard.

MAIL AND INFORMATION SECTION

Under the direction and supervision of the Chief, Records Branch, the Chief, Mail and Information Section shall:

1. Serve as supervisor of an information center for the Enlisted Personnel Division, performing as follows:

a. Receive verbal and telephinic requests for information from throughout Headquarters, Field Units, and other Government agencies, supplying such information, when feasible, or directing the inquiry to another source in accordance with established procedures and regulations.

2. Supervise the mail desk clerks who handle voluminous amounts of incoming mail, sorting and rerouting as necessary to various sections of the Branch.

RECORDS EXAMINING SECTION A

Under the direction and supervision of the Chief, Records Branch, the Chief, Records Examining Section A shall:

1. Receive records for enlisted members of the regular Coast Guard of the First Coast Guard District through the Eighth Coast Guard District, performing as follows:

a. Examine all original enlistment contracts, discharges, reenlistments, extensions of enlistment, transfers to the Reserve and Personnel Diaries to assure that all actions conform to current laws, regulations and personnel instructions governing such matters, taking necessary action to correct personnel actions found to be incorrect or incomplete.

b. Post Service Record Cards by IBM Transfer Post Machine from listings furnished by the Data Processing Division showing transfers, advancements, changes in rating, etc. The Post entries on Record Card conform to the entries on the Personnel Diaries.

c. Reconstruct lost records and process various related matters concerning enlisted personnel.

d. Prepare correspondence pertaining to correction and completion of records.

e. Determine if an enlisted member who has completed 20 years of active service and is retired shall be entitled to have his retired pay increased 10 per cent by reason of good conduct.

f. Prepare leave statements for enlisted members when requested to do so by the Internal Audit Division and the Claims and Exceptions Branch.

RECORDS EXAMINING SECTION B

Under the direction and supervision of the Chief, Records Branch, the Chief, Records Examining Section B shall:

1. Receive records for enlisted members of the regular Coast Guard of the Ninth Coast Guard District through the Seventh Coast Guard District, performing as follows:

a. Examine all original enlistment contracts, discharges, reenlistments, extensions of enlistment, transfers to the Reserve and Personnel Diaries to assure that all actions conform to current laws, regulations and personnel instructions governing such matters, taking necessary action to correct personnel actions found to be incorrect or incomplete.

b. Post Service Record Cards by IBM Transfer Post Machine from listings furnished by the Data Processing Division showing transfers, advancements, changes in rating, etc. The Post entries on Record Card conform to the entries on the Personnel Diaries.

c. Reconstruct lost records and process various related matters concerning enlisted personnel.

d. Prepare correspondence pertaining to correction and completion of records.

e. Determine if an enlisted member who has completed 20 years of active service and is retired shall be entitled to have his retired pay increased 10 per cent by reason of good conduct.

f. Prepare leave statements for enlisted members when requested to do so by the Internal Audit Division and the Claims and Exceptions Branch.

STATEMENT OF SERVICE SECTION

Under the direction and supervision of the Chief, Records Branch, the Chief, Records Examining Section D shall:

1. Review courts-martial and non-judicial punishment for conformance to existing laws and regulations, as such action relates to deductible time, consulting legal Division whenever necessary, and compute all types of deductible time.

2. Prepare Statements of Creditable Service for pay purposes and retirements.

3. Prepare Correspondence pertaining to correction and completion of records.

4. Verify and post all deductible time on Service Record Card.

5. Maintain a file on current deserters.

6. Prepare quarterly report on all Coast Guard deserters.

RESERVE SECTION

Under the direction and supervision of the Chief, Records Branch, the Chief, Records Examining Section D shall:

1. Receive all records for the Enlisted Members of the Reserve. Review the original enlistment contracts, discharges, reenlistments, the records releasing members to inactive duty to complete military obligation and Personnel Diaries to assure that all actions conform to current laws, regulations and personnel instructions governing such matters, taking necessary action to correct personnel action found to be incorrect or incomplete.

2. Post Service Record Cards by IBM Transfer Post Machine from listings furnished by the Data Processing Division showing transfers, advancements, changes in rating etc. The post entries on Service Record Card conform to the entries on the Personnel Diaries.

3. Prepare correspondence pertaining to correction and completion of records.

4. Reconstruct lost records and process various related matters pertaining to members of the enlisted Reserve.

FILES SECTION

Under the direction and supervision of the Chief, Records Branch, the Chief, Files Section shall:

1. Maintain Coast Guard enlisted personnel jacket files, filing incoming material daily to keep jackets current.

2. Search for missing records throughout CGHQ. Search at Archives relative to individuals claiming service in Revenue Cutter Service or Lifesaving service. Search at Records Center, Alexandria, Va., for muster rolls necessary to verify service.

3. Prepare records (those of members separated by discharge, death or permanent retirement a minimum of six months or a maximum of nine months) for shipment, on a quarterly basis, to Military Personnel Records Center (MPRC), St. Louis, Mo.

4. Prepare copies of Emergency Data Forms for shipment to selected relocation site for use in case of national emergency.

5. Maintain shelf listing of all records sent to MPRC.

AVIATION MEDICINE BRANCH

Under the direction and supervision of the Chief, Administrative Services Branch, the Chief, Aviation Medicine Branch shall:

1. Develop the Aviation Medicine Program for the Coast Guard.

2. Establish aviation physical standards.

3. Advise the Aviation Division on aviation safety.

4. Review all Boards of Medical Survey.

5. Review all flight physicals and make medical recommendations concerning aviation personnel.

6. Advise the Chief Medical Officer on physical standards for the Coast Guard.

7. Maintain liaison with the Bureau of Medicine and Surgery on aviation medical matters.

8. Serve as a member of Headquarters Physical Evaluation Board.

9. Recommend assignment and/or training of PHS flight surgeons as required.

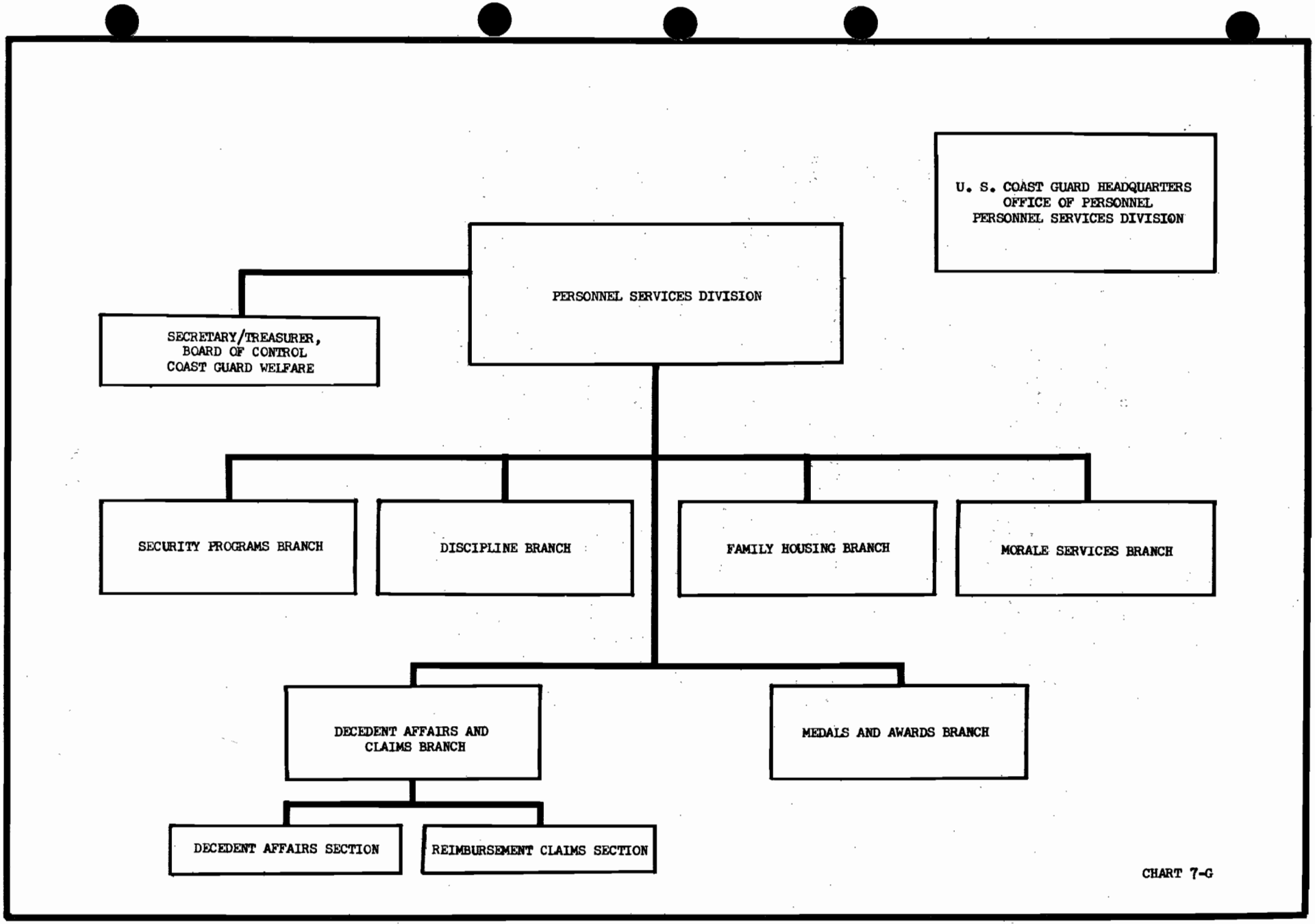

U. S. COAST GUARD HEADQUARTERS
OFFICE OF PERSONNEL
PERSONNEL SERVICES DIVISION
PERSONNEL SERVICES DIVISION
SECRETARY/TREASURER,
BOARD OF CONTROL
COAST GUARD WELFARE
SECURITY PROGRAMS BRANCH
DISCIPLINE BRANCH
FAMILY HOUSING BRANCH
MORALE SERVICES BRANCH
DECEDENT AFFAIRS AND
CLAIMS BRANCH
MEDALS AND AWARDS BRANCH
DECEDENT AFFAIRS SECTION
REIMBURSEMENT CLAIMS SECTION

CHART 7-G

PERSONNEL SERVICES DIVISION (PS)

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

1. Supervise and administer the programs of the six Division branches, namely, Discipline Branch, Security Programs Branch, Family Housing Branch, Morale Services Branch, Medals and Awards Branch, and Decedent Affairs and Claims Branch.

2. Serve as Executive Vice President of the Board of Control of the Coast Guard Welfare, and with the assistance of the Secretary-Treasurer of the Board of Control, administer the Welfare Program and the Educational Loan Program throughout the Coast Guard.

3. Provide membership on the Navy-Marine-Coast Guard Residence Foundation, Incorporated, which is engaged in providing a residence primarily for widows of Navy, Marine Corps, and Coast Guard officers.

4. Coordinate with the Navy Chief of Chaplains, the assignment of Navy chaplains at Coast Guard units.

5. Administer the Voting Program for Coast Guard personnel.

6. Review requests for participation of the Coast Guard Band in public and military events for compliance with policy regarding such activities; coordinate activities of the Band with the Superintendent of the Academy.

7. Have responsibility for the development and implementation of instructions concerning the application process, criteria for issue, card content, plus verification and validation procedures relating to the Armed Forces Identification Cards and Uniformed Services Identification and Privilege Cards.

SECRETARY/TREASURER, BOARD OF CONTROL, COAST GUARD WELFARE

Under the direction and supervision of the Executive Vice-President, Board of Control, Coast Guard Welfare, the Secretary/Treasurer, Board of Control, Coast Guard Welfare shall:

1. Generally assist the Executive Vice-President in conducting the affairs of Coast Guard Welfare which include:

a. Performing administrative duties in connection with safeguarding of funds and accountability of investments held by the Board of Control.

b. Assisting in the preparation of the Annual Report of the Board of Control, Coast Guard Welfare.

c. Recording the minutes of meetings of the Board of Control.

d. Administering the Admiral Roland Educational Loan Program.

e. Preparing the Constitution and By-Laws, Coast Guard Welfare, and amendments thereto.

f. Preparing correspondence and directives involving Welfare.

g. Performing necessary duties in connection with elections to membership on the Board of Control.

h. Maintaining Coast Guard Welfare files.

i. Serving as a member of the Board of Control, Coast Guard Welfare.

j. Preparing necessary correspondence in connection with designations of District Directors, Coast Guard Welfare.

k. Complying with requisitions for Welfare supplies from District Directors and representatives of Welfare.

l. Preparing the annual tax-exempt certificate for Internal Revenue Service.

m. Maintaining a listing of Welfare representatives to insure proper coverage of Blanket Position Bond.

n. Reviewing and distributing material to Board members when Welfare assistance cases are referred to the Board of Control for consideration.

SECURITY PROGRAM BRANCH

Under the direction and supervision of the Chief, Personnel Services Division, the Chief, Security Program Branch shall:

1. Review and process personnel loyalty and security risk cases.

2. Screen applications for enlistment and appointment, and screen records and reports for loyalty or security risk information.

3. Coordinate personnel security matters with personnel in Intelligence Staff and other agencies.

4. Develop and maintain instructions for security clearance procedures.

5. Maintain records of loyalty or security risk information.

6. Prepare Certificate of Clearance (CG-3625) for district commanders and commanding officer of Headquarters Units requiring signature of Chief of Staff or Chief, Office of Personnel.

7. Evaluate all investigations for security clearances.

8. Keep appropriate persons and boards advised of known or suspected security risks.

9. Coordinate Coast Guard activities with Military District of Washington and maintain files of action to be taken in connection with State, Official, and Special Military Funerals.

10. Perform functions of Division Classified Material Control Officer and Custodian of Classified Material.

DISCIPLINE BRANCH

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

1. Perform the following functions with respect to Investigative Reports:

a. 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.

b. Analyze all boards and reports referred to him because of their morale implications.

c. Prepare Action by Final Reviewing Authority.

d. Prepare comments on boards and reports for the signature of the Division Chief.

2. Perform the following functions with respect to court-martial records:

a. Review all courts referred to him as to severity and appropriateness of sentences.

b. Analyze court records as to their morale implications and impact on current policies and concepts of discipline and justice.

c. Review requests of imprisoned personnel for restoration to duty and/or residual clemency.

3. Review and reply to complaints of indebtedness, nonsupport of dependents, and paternity.

4. Process applications for the trusteeship of retired members who have been found to be mentally incompetent.

5. Initiate action on requests for remission of indebtedness to the U. S. Government.

6. Prepare letters of censure addressed to officer personnel by the Commandant.

FAMILY HOUSING BRANCH

Under the direction and supervision of the Chief, Personnel Services Division, the Chief, Family Housing Branch shall:

1. Develop, supervise, and administer the family housing program.

2. Develop and determine policies and procedures to provide guidance, direction, and coordination within the Coast Guard towards programming for acquisition, management, utilization, and disposition of family housing and associated personnel property.

3. Maintain liaison with Government agencies, public authorities, and private interests associated with overall housing programs.

4. Identify and justify housing requirements based upon needs other than "operational requirement."

5. Ensure maximum utilization of housing facilities available to the Coast Guard.

6. Coordinate policy matters on Government furnishings for public quarters owned by or under the control of the Coast Guard.

7. Develop and maintain a Coast Guard Housing Manual; initiate, coordinate, and publish amendments and maintain the official files for the Manual.

8. Coordinate the total planning, programming, and budgeting functions pertaining to the Family Housing Program which includes construction, maintenance, establishing billets for administrative personnel, and leasing.

9. Prepare an annual Housing Requirements Status Report by 15 January for the Chief of Staff to include a consolidated and comprehensive report of the status of the program as concerns requirements.

10. Develop and implement survey requirements and procedures; conduct service-wide housing surveys, analyze the resultant data, and correlate this data to the long range program.

11. Review and analyze AC&I project proposals and related data in connection with family housing; indicate the number of units to be included, bedrooms justified, adequacy of support facilities, and recommendations concerning inclusion in the advanced AC&I program.

12. Develop a family housing leasing program. Initiate legislative request for continuing authority, issue allocations to Districts and Headquarters Units, coordinate the approval of requirements, allocate the funding, review the technical and legal aspects of specific lease contracts, and authorize their execution. Maintain current program-wide average cost records, and ensure that the statutory monetary lemit is not exceeded.

13. Pursue acquisition of Section 810 Housing under the National Housing Act for Coast Guard use.

MORALE SERVICES BRANCH

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

1. Administer program for dependents' schooling overseas.

2. Prepare budget allocations for District Offices and Headquarters Units administering Subhead 56.01 funds. Administer Subhead 99-56.01.

3. Administer service-wide policies pertaining to recreation activities.

4. Maintain liaison with the Bureau of Personnel, Department of the Navy, in matters pertaining to international sports competition, and other special services activities.

5. Draft new or revisions of existing instructions, notices, etc., on the subject of Morale Services.

6. Collect, coordinate, and control the dissemination of civil readjustment information to the field, and to separated and retired Coast Guard personnel, particularly in the following instances:

a. Retired Serviceman's Family Protection Plan.

(1) Disseminate information to the field regarding the Retired Serviceman's Family Protection Plan. Prepare directives to reflect current changes in the plan; answer queries received in connection with the Plan. Provide guidance and membership on the Financial Hardship and Administrative Correction Board; prepare action of the Secretary of the Treasury when necessary. Provide membership on the joint board composed of all the Uniformed Services in connection with the Plan, including the following:

b. Social Security.

(1) Search records for service and pay data required to answer Social Security inquiries on active and retired personnel.

(2) Assure that information published on this subject is current.

c. DD Forms 214 and 215.

(1) Furnish certified copies DD Forms 214 and 215 as requested.

(2) When necessary to correct information previously contained on the "Armed Forces of the United States Report of Transfer or Discharge", issue a new DD 214 or prepare a DD 215 to correct the DD 214.

7. Answer inquiries from retired personnel concerning civil readjustment and benefits. Coordinate replies concerning allotments, RSFPP, Social Security, Medicare, and Survivors Benefits with cognizant divisions.

8. Relative to Selective Service Inquiries, furnish service data to Selective Service as required by the agency in reclassification of the member's draft status.

9. Relative to Retired Newsletter, assemble appropriate information, edit, and issue periodically the Retired Newsletter.

10. Determine entitlement of dependents of deceased and retired personnel for Medicare and Uniformed Services Identification and Privilege Cards.

MEDALS AND AWARDS BRANCH

Under the direction and supervision of the Chief, Personnel Services Division, the Medals and Awards Branch shall:

1. Execute all administrative duties for the Coast Guard Board of Awards, performing as follows:

a. Review all incoming recommendations for completeness and clarity of information and initiate correspondence when indicated to secure additional information and/or documentation as required.

b. Prepare case summaries, agenda, and minutes for the Board.

c. Research necessary records for information needed in the preparation of citations and/or letters for awards in accordance with Board recommendations.

d. Prepare citations for award of the major decorations.

e. Prepare letters of commendation for Commandant and Secretary of the Department of Transportation and letters of appreciation.

f. Prepare medals for engraving and determine inscriptions.

g. Forward citation with medal and/or letter to recipient's district for appropriate presentation.

h. Maintain liaison with other military services of the Armed Forces on related interpretation and application of regulations on awards.

i. Initiate instructions containing information concerning new awards and decorations, and criteria for award.

j. Maintain files and an alphabetical record of all Coast Guard personnel receiving decorations.

k. Maintain a chronological record and the Life-Saving Record book for National Archives of the recipients of the Gold and Silver Life-Saving Awards.

2. Perform the following functions with respect to campaign medals, badges, devices, and ribbons:

a. Maintain up-to-date regulations and instructions governing the requirements for issuance of service awards.

b. Make determinations as to eligibility of personnel for these awards.

c. Compile marks for Good Conduct Awards.

d. Purchase medals, badges, and devices and control issuance.

e. Answer inquiries from Coast Guard units, veterans, and veterans' organizations relative to individual eligibility for these awards and issue awards as indicated.

f. Authorize wearing of Gold Rating Badges and Service Stripes by enlisted personnel.

3. Perform the following functions with respect to commendatory letters.

a. Check names of individuals mentioned or commended, their rank, duty station, and serial number.

b. Prepare suitable reply to be signed by Commandant and also prepare a letter to the unit expressing appreciation for services rendered.

c. Forward copy of correspondence to member's record.

4. Perform the following functions with respect to retirement letters:

a. Secure retirement address of each officer retiring.

b. Ascertain type of retirement letter required and prepare letter for signature of Commandant.

DECEDENT AFFAIRS AND CLAIMS BRANCH

Under the direction and supervision of the Chief, Personnel Services Division, the Chief, Decedent Affairs and Claims Branch shall:

1. Review initial reports of all personnel casualties. Initiate action to insure prompt notification of next of kin.

2. Maintain liaison with the Department of the Army, Office of Support Services, Memorial Branch, and certify eligibility for burial in national cemeteries of deceased active duty Coast Guard personnel.

3. Approve and distribute, as appropriate, "Report of Casualty" (Form DD-1300).

4. Receive and review claims for the loss of personal property under the provisions of the Military Personnel and Civilian Employees Claims Act of 1964, as amended, (P.L. 88-558).Coordinate preparation of the claim for final adjudication.

5. Receive and review claims submitted by next of kin for accrued pay and allowances or retired pay due, death gratuity, funeral expenses, etc., and coordinate examination and settlement.

6. Supervise and coordinate the activities of the Decedent Affairs Section and the Reimbursement Claims Section.

DECEDENT AFFAIRS SECTION

Under the direction and supervision of the Chief, Decedent Affairs and Claims Branch, the Chief, Decedent Affairs Section shall:

1. Take action to accomplish notification of next of kin when a personnel casualty occurs. For casualties occurring outside CONUS forward the report of casualty to the commander of the district in which the next of kin resides and request that he take the message for action. For casualties occurring within the United States follow through until a report is received that the next of kin has been notified.

2. In cases of death of an active duty member, search the deceased's service record and prepare the Casualty Report (Form DD-1300) which is furnished to Headquarters offices, as appropriate, to the Veteran's Administration, the Selective Service System, and the Office of Serviceman's Group Life Insurance.

3. In cases of death, prepare condolence letters as follows:

a. Upon the demise of an active duty member, prepare condolence letters for the President, Secretary, and Commandant, as appropriate.

b. Upon the demise of a retired member, prepare condolence letters to the next of kin for the Commandant's signature.

4. Perform the following functions with respect to decedent claims:

a. Transmit applicable claim forms to the next of kin to enable them to apply for benefits and include instructions therin for the completion of the forms. (Benefits vary according to the status of the deceased.)

b. Examine claims submitted by next of kin for accrued pay and allowances or retired pay due, death gratuity, funeral expenses, etc. Forward claims to the Office of the Comptroller for payment.

c. Assist next kin with funeral arrangements if burial is to be in Arlington National Cemetery.

5. Prepare and transmit Honorable Service Certificates (Form CGHQ 10115) in cases of deaths occurring on active duty.

6. Answer inquiries concerning entitlement to benefits, privileges, etc., from surviving dependents' of deceased military personnel.

7. Maintain records of personnel casualties.

8. Draft or amend existing instruction, directives, etc., concerning benefits, privileges, etc., of surviving dependent of deceased military personnel.

REIMBURSEMENT CLAIMS SECTION

Under the direction and supervision of the Chief, Decedent Affairs and Claims Branch, the Chief, Reimbursement Claims Section shall:

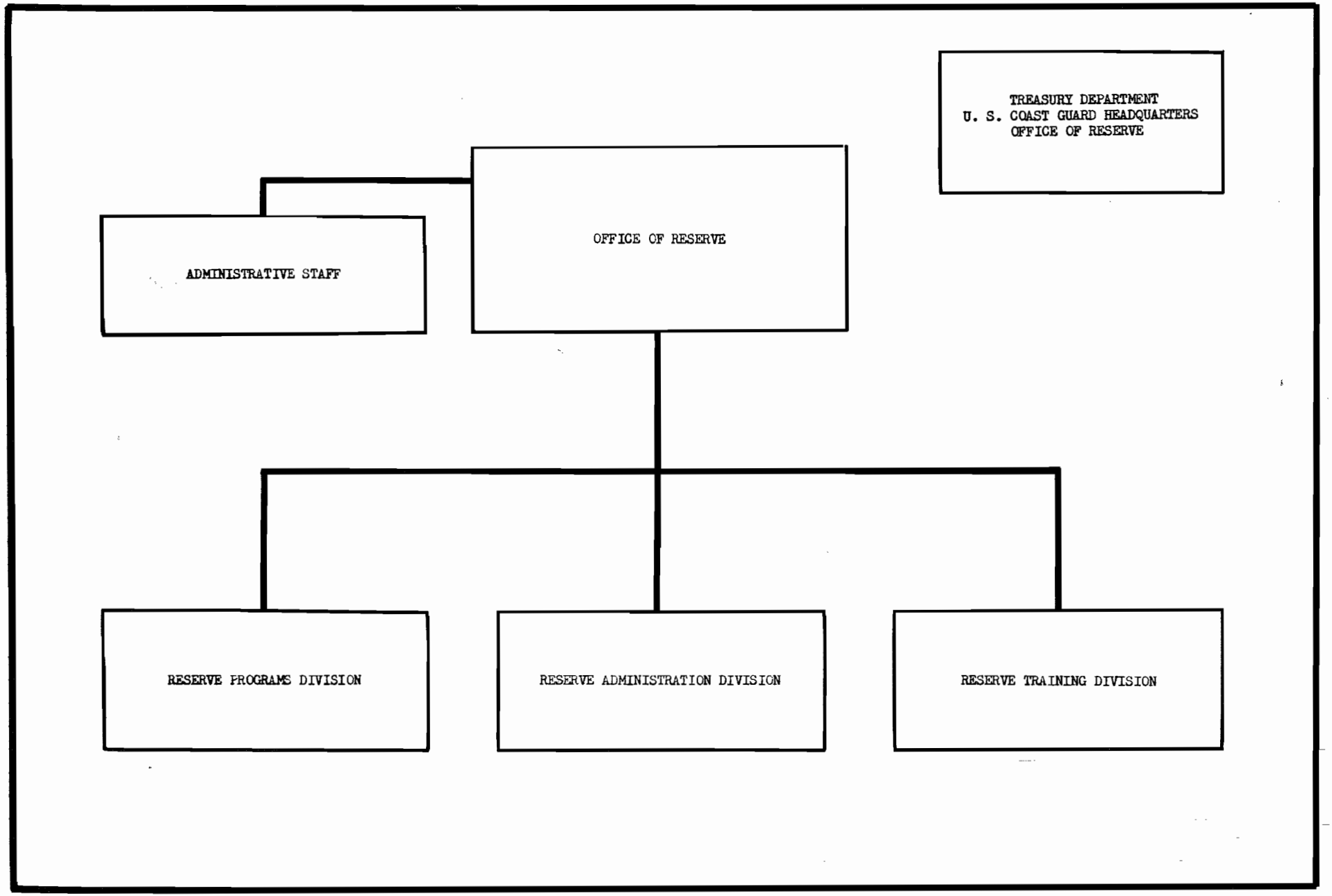
1. Process claims received for the loss of personal property due to aircraft or marine disasters or in transit under competent orders, as provided for in the Military Personnel and Civilian Employees Claims Act of 1964, as amended, (P.L. 88-558. Apply the Joint Service Depreciation Schedule in the settlement of these claims.

2. Maintain adequate control records of incoming claims and record of claims settled.

3. Monitor claims against the carrier to a satisfactory settlement when a concurrent claim is filed against the carrier and the Government.

4. Submit approved claim vouchers to the Office of the Comptroller for payment.

CHART 8-A


TREASURY DEPARTMENT
U. S. COAST GUARD HEADQUARTERS
OFFICE OF RESERVE
OFFICE OF RESERVE
ADMINISTRATIVE STAFF
RESERVE PROGRAMS DIVISION
RESERVE ADMINISTRATION DIVISION
RESERVE TRAINING DIVISION

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, the Reserve Training and the Reserve Programs 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. Serve as member of the Reserve Forces Policy Board.

4. Designate membership on Reserve personnel and policy boards.

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

6. Exercise administrative and operational control over the Reserve Training Center, Yorktown, Virginia.

7. Coordinate, finalize and provide for the publication of: (1) The Coast Guard Reservist; (2) all amendments to the Administrative Manual for the Coast Guard Reserve; and (3) all directives originating in any Reserve division.

8. Administer the Reserve Awards and Reserve Public Affairs programs.

ADMINISTRATIVE STAFF

Under the direction and supervision of the Chief, Office of Reserve, the Administrative Staff shall:

1. Coordinate, finalize and provide for the publication of:

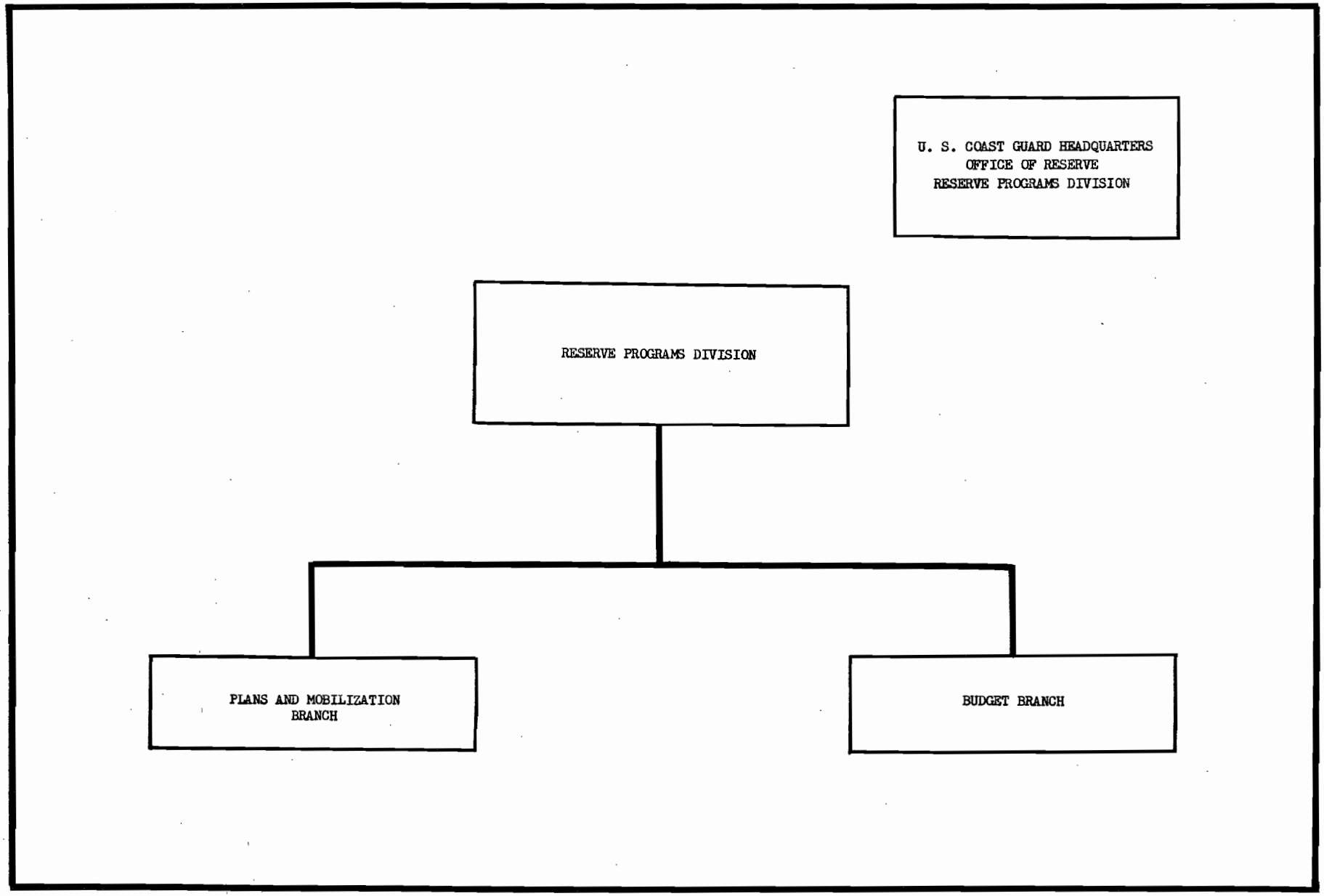
   a. The Coast Guard RESERVIST.

   b. Amendments to the Administrative Manual for Coast Guard Reserve CG-296, and Coast Guard Reserve directives.

2. Administer the Reserve Awards program. Coordinate with the Reserve Officers Association for trophies issued by that organization.

3. Function for Reserve Public Affairs.

CHART 8-B


U. S. COAST GUARD HEADQUARTERS
OFFICE OF RESERVE
RESERVE PROGRAMS DIVISION
RESERVE PROGRAMS DIVISION
PLANS AND MOBILIZATION
BRANCH
BUDGET BRANCH

RESERVE PROGRAMS DIVISION (RP)

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

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

2. Prepare the Reserve Budget.

3. Administer the Reserve Appropriation.

4. Assemble and develop a Reserve Multi-Year Plan for acquiring adequate personnel, equipment and facilities to enable the Reserve to meet its mission.

5. Maintain liaison with corresponding components of the Regular Coast Guard and Department of Defense in order to administer the program for logistic support of the Reserve.

PLANS AND MOBILIZATION BRANCH

Under the direction and supervision of the Chief, Reserve Programs Division, the Chief, Reserve Plans and Mobilization Branch shall:

1. Maintain liaison with responsible personnel to fill mobilization billets; develop plans and procedures to meet demands; formulate and administer organizational and attendance standards for units and members of the Reserve.

2. Maintain liaison with other Armed Forces, the Selective Service System and other governmental agencies and civil organization of training and other facilities within and without the Government.

3. Develop the Reserve Multi-Year Plan for acquiring personnel, equipment and facilities to enable the Reserve to meet its mission.

4. Develop programs and criteria for the inactive Reserve recruitment plan and review results to assure satisfactory response.

5. Maintain and distribute personnel and other related statistics required for administration of the Reserve program; analyze and prepare projections of personnel strengths and performance based on current planning for use in budget presentations and determining mobilization posture.

6. Advise other Branch Chiefs of methods for gathering, interpreting and presenting data for special project studies, and assist in gathering the data where EAM methods are involved.

BUDGET BRANCH

Under the direction and supervision of the Chief, Reserve Programs Division, the Chief, Reserve Budget Branch shall:

1. Prepare the Reserve Budget in consonance with statistical projections and the Reserve Multi-Year Plan.

2. Administer the Reserve Training Appropriation, including the maintenance of memorandum accounts, origination of apportionments and allotment modifications.

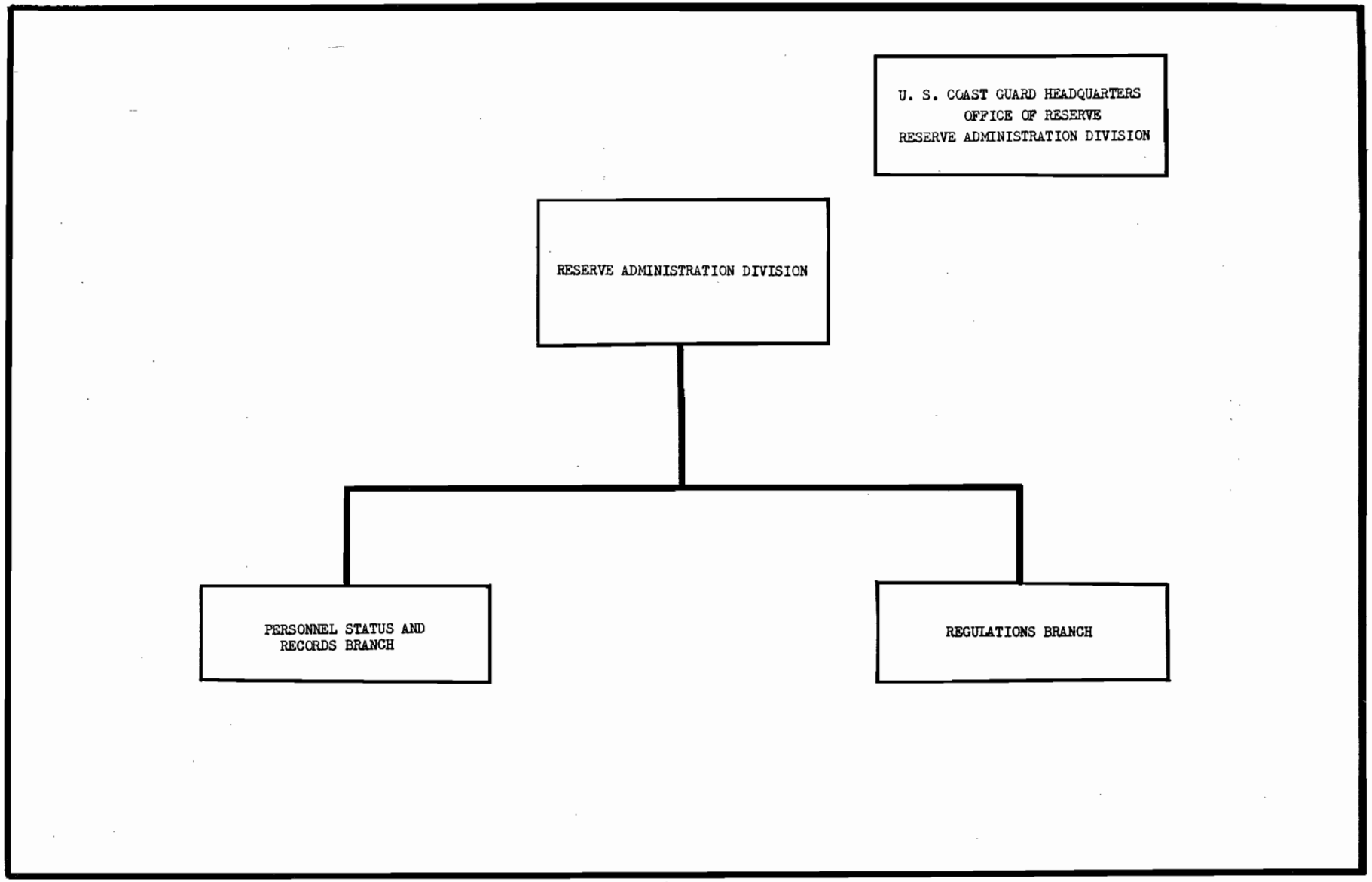
3. Coordinate and carry out with other Reserve Divisions all logistic support, including supply, personnel, medical, fiscal and financial services.

4. Prepare and submit annually the Reserve Training Appropriation Financial Plan based on the Operating Stage of the Budget.

5. Maintain all reimbursement personnel allowance data for the Office of Reserve and submit pertinent reports.

6. Maintain liaison with Budget and Cost Analysis Division in all matters of budgetary and fund management.

CHART 8-C


U. S. COAST GUARD HEADQUARTERS
OFFICE OF RESERVE
RESERVE ADMINISTRATION DIVISION
RESERVE ADMINISTRATION DIVISION
PERSONNEL STATUS AND RECORDS BRANCH
REGULATIONS BRANCH

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, as necessary.

3. Review all boards concerning Reserve Promotions, retirements, retential and physical disability.

4. Administer the program for enrollment and disenrollment of temporary members of the U. S. Coast Guard Reserve; maintain records and history of this component.

5. Maintain Reserve officer service records.

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

7. Prepare Register of Commissioned and Warrant Officers, USCGR.

8. Maintain liaison with the Department of Defense, other Armed Services, other governmental agencies and appropriate civilian organizations.

9. Accompany the Chief, Office of Reserve to meetings of the Reserve Forces Policy Board, or monitor the meetings in his absence.

REGULATIONS BRANCH

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

1. Originate amendments to the Regulations, U. S. Coast Guard Reserve.

2. Review proposed legislation affecting the Reserve components of the Armed Forces.

3. Prepare proposed legislation pertaining to the U. S. Coast Guard Reserve.

4. Interpret and prepare directives concerning laws, Executive Orders, and decisions of Federal agencies affecting the U. S. Coast Guard Reserve or the rights, privileges and benefits of its members.

5. Review material originated in or routed through the Office of Reserve which interprets law or regulations for conformance thereto.

6. Review all boards concerning members of the U. S. Coast Guard Reserve.

7. Prepare requests for opinions of the Chief Counsel, Comptroller General, or other Executive officials of the Government.

8. Review claims resulting from injury or disease incurred by Reservists.

9. Review qualifications of Reserve applicants for certification as law specialists.

10. Prepare presentations for hearings on Reserve bills before Congressional Committees.

11. Review directives issued by district commanders for conformance with law and regulations.

12. Maintain files of the Federal Register and legislation affecting Coast Guard Reservists.

13. Originate amendments to the U. S. Coast Guard Reserve Administration Manual, CG-296, pertaining to legal matters.

14. Advise the Chief, Office of Reserve on legal matters affecting the Reserve.

PERSONNEL STATUS AND RECORDS BRANCH

Under the direction and supervision of the Chief, Reserve Administration Division, the Chief, Personnel Status and Records Branch shall:

1. Maintain the official service records of all Reserve officers in an active status not serving on extended active duty.

2. Perform the following functions with respect to the promotion of Reserve commissioned officers, commissioned warrant officers and warrant officers:

a. Supervise the screening of records of all the officers in the zone of promotion to determine if they have met the requirements in order to be considered for promotion.

b. Initiate letter requests to the district Reserve divisions for special point computations and missing fitness reports, if any, on the officers in the promotion zone.

c. Screen intelligence dossiers and personnel service records for derogatory information, if any, concerning the officers in the promotion zone.

d. Prepare the precept and letter of instructions convening the selection board.

e. Prepare the report of the board for the Secretary of the Treasury's approval.

f. Upon approval of the report of a promotion board and the establishment of a promotion list, supervise the processing of all promotions of Reserve officers.

3. Process all appointments of commissioned officers under the following programs:

a. Direct commission officers.

b. Direct commissioning of cadets from the Federal and various State Maritime Institutions.

c. Direct commissioning of officers from other Armed Forces as Coast Guard aviators for extended active duty in the Coast Guard.

d. Commissioning of Coast Guard Aviation Cadets upon completion of the pilot training syllabus for Coast Guard aviators.

e. Commissioning of former Regular officers of the Coast Guard and Navy who have resigned to accept commissions in the Coast Guard Reserve.

4. Perform the following functions with respect to status changes of Reserve personnel:

a. Supervise the transfer of all Reserve personnel to the Retired Reserve.

b. Supervise the processing of all separations of Reserve personnel.

c. Supervise the transfer of Reserve personnel between various categories (i.e., Ready to Standby - Standby to Inactive Status List).

5. Review, consider and take appropriate action on matters concerning the fitness for retention of Reserve personnel; in addition, review fitness reports on Reserve officers not serving on extended action duty for completeness and signatures, initiating corrective action, as necessary.

6. Administer screening program for transfer of Ready Reservists to Standby Reserve.

7. Certify the eligibility of Reserve officers to Receive the Armed Forces Reserve Medal and process claims therefor.

8. Certify the eligibility of Reserve officers to receive the uniform maintenance allowance and process claims therefor.

9. Administer the program for the enrollment and disenrollment of temporary members of the Coast Guard Reserve. In addition, maintain the records and history of this component of the Coast Guard Reserve.

10. Prepare the Register of the Commissioned and Warrant Officers, U. S. Coast Guard Reserve (CG-238).

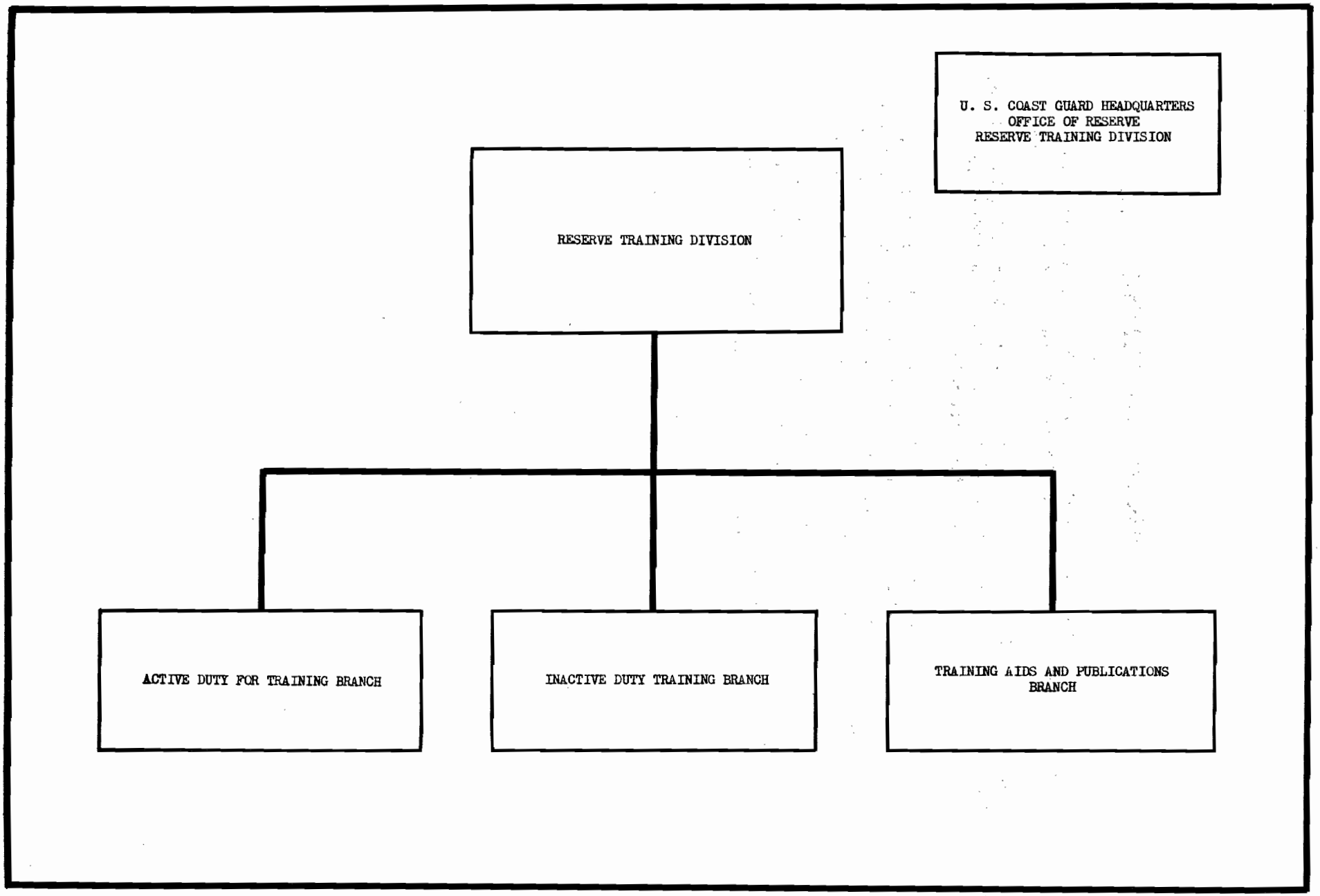
11. Supervise the maintenance of point record information and prepare statements of service for retirement purposes for all Reserve personnel.

12. Supervise the preparation of Statements of Creditable Service for Reserve personnel.

13. Review Boards of Medical Survey, Physical Evaluation Boards and Reports of Medical Examination (SF-88) on Reservists serving on inactive duty and initiate necessary action, as indicated.

14. Supervise the preparation of Notices of Eligibility and Certificates of Entitlement as appropriate concerning a Reservist's right to receive disability benefits.

CHART 8-D


U. S. COAST GUARD HEADQUARTERS
OFFICE OF RESERVE
RESERVE TRAINING DIVISION
RESERVE TRAINING DIVISION
ACTIVE DUTY FOR TRAINING BRANCH
INACTIVE DUTY TRAINING BRANCH
TRAINING AIDS AND PUBLICATIONS BRANCH

RESERVE TRAINING DIVISION (RT)

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

1. Develop and administer the program for the training of Reserve personnel not serving on extended active duty, including the program for advancement of enlisted reservists.

2. Coordinate Reserve training with the activities of the Regular service in order that the basic objective of maintaining a reserve force that is adequately trained is achieved, and that optimum utilization is made of all Coast Guard training capabilities.

3. Through the Chief, Office of Reserve, maintain liaison with the Department of Defense, the other armed services, and other governmental and civilian organizations, as appropriate, to insure adequate training of the Coast Guard Reserve.

ACTIVE DUTY FOR TRAINING BRANCH

Under the direction and supervision of the Chief, Reserve Training Division, the Chief, Active duty for Training Branch shall:

1. Develop and administer all ACDUTRA programs under Coast Guard control for Coast Guard Reserve personnel not serving on extended active duty, including initial ACDUTRA programs:

a. Maintain official files on past and present training programs.

b. Review and analyze training statistics to determine future training needs.

c. Consider, initiate, coordinate and propose new training programs to meet the changing needs of the Coast Guard.

2. Maintain liaison with other armed services regarding their training programs:

a. Consider content of other armed services programs, keeping training objectives in mind, to determine applicability of program for Coast Guard usage.

b. Propose and arrange for utilization of inter-service training programs.

c. Determine Coast Guard Reserve training needs, procure quotas and administer assignment of Coast Guard reservists.

3. Coordinate the ACDUTRA programs to insure that content and phasing are compatible with and complimentary to the knowledge and skills imparted through inactive duty training.

4. Process all communications regarding matters pertaining to the general subject of active duty for training.

INACTIVE DUTY TRAINING BRANCH

Under the direction and supervision of the Chief, Reserve Training Division, the Chief, Inactive Duty Training Branch shall:

1. Develop, coordinate and administer all Coast Guard controlled inactive duty Reserve training programs and curricula.

2. Develop and update correspondence courses for Coast Guard emergency ratings.

3. Publish and revise semiannually the "Correspondence Course Catalogue for Coast Guard Reserve Officers and Enlisted Personnel on Inactive Duty."

4. Insure compliance with existing correspondence course requirements for Coast Guard inactive duty direct commissioned officers.

5. Process all applications for initial appointment to warrant officer submitted by inactive duty Reserve personnel.

6. Process all applications for advancement to chief petty officer submitted by inactive duty Reserve personnel.

7. Process all applications for the assignment of inactive duty Reserve aviators to the Interservice Aviator Training Program.

8. Authorize the types of aircraft to be flown; maintain a running inventory of flight hours accumulated in each type and advise Reserve Programs Division of cost trends which deviate from the planned expense.

9. Process all requests for lateral change in rating submitted by inactive duty personnel.

10. Maintain continuous liaison with other armed services in order to utilize available training programs, curriculums, correspondence courses and examinations in the training of inactive duty Coast Guard Reserve personnel.

11. Coordinate and administer inactive duty training programs to insure they are complimentary to active duty for training programs and provide adequate training to assist in the advancement of inactive duty personnel.

12. Process communications relative to the administration of all facets of the inactive duty training of Reserve personnel.

TRAINING AIDS AND PUBLICATIONS BRANCH

Under the direction and supervision of the Chief, Reserve Training Division, the Chief, Training Aids and Publications Branch shall:

1. Develop and administer the program for the use of training aids (including vessels and aircraft) and publications used for Reserve training:

   a. Maintain liaison within the Coast Guard and with other agencies regarding training aids and publications and arrange for the use of those appropriate to the Coast Guard Reserve.

   b. Develop and coordinate the systems for the distribution of training aids and publications.

   c. Review, publish and maintain the "Coast Guard Reserve Training Aids and Publications Index" (CG-236-3).

   d. Review and coordinate the authorized allowance of training aids and publications within the Coast Guard Reserve.

2. Coordinate material for publication in the "Reserve Unit Training Bulletin."

PART IX

OFFICE OF RESEARCH AND DEVELOPMENT (D)

Under the general direction of the Commandant, the Assistant Commandant and the Chief of Staff, the Chief, Office of Research and Development shall:

1. Develop, coordinate and direct a Coast Guard program of research, development, test and evaluation (RDT&E) responsive to long-range objectives, immediate requirements, fiscal limitations, and advancing technology, exercising supervisory control over the Applied Sciences Division, the Applied Technology Division, and the Planning and Evaluation Staff.

2. Maintain close liaison with other Office Chiefs and the Chief of Staff to identify existing or potential problem areas susceptible to improvement through scientific research and development, and to determine the feasibility of research projects aimed at discovering new concepts and applications therefor in the Coast Guard's mission areas.

3. Formulate Coast Guard RDT&E plans and program objectives as necessary to meet stated or approved requirements.

4. Insure external coordination and integration of the Coast Guard RDT&E program, collaborating with the Assistant Secretary for Systems Development and Technology, Department of Transportation and with the Director, Transportation Systems Center, with regard to peacetime missions, and with the Assistant Secretary of the Navy (Research and Development), with respect to wartime missions.

5. Review and make recommendations on the requirements for facilities and personnel to support the Coast Guard RDT&E program.

6. Represent the Coast Guard (or the Department of Transportation, as directed) in dealing with other governmental or private agencies, both domestic and foreign, in matters pertaining to RDT&E.

7. Exercise technical control over the Field Testing & Development Center, Curtis Bay, the Fire Safety Research Facility, Mobile, and such other research, development, test and evaluation facilities as may be established.

8. Be Program Director for Research, Development, Test and Evaluation. (A Staff Assistant shall be the Program Manager.)

Chief Scientist (Deputy Chief, Office of Research and Development)

The Chief Scientist, who is also Deputy Chief, Office of Research & Development, has the following responsibilities:

1. As Deputy Office Chief, works closely with the R & D Divisions to assist in problem solving, planning, and monitoring program results, and serves as Office Chief in the latter's absence.

2. As the Chief Scientist, serves as the principal scientific advisor and consultant on scientific matters to the Commandant and other Coast Guard officials, and participates fully as one of the Commandant's immediate staff in the planning, development, implementation and evaluation of broad technical and scientific policies and programs of the Coast Guard.

3. Reviews and evaluates for the Commandant the scientific programs and achievements of the Coast Guard, and recommends changes aimed at assuring that scientific effort is properly channeled and applied toward realization of objectives.

4. Represents the Coast Guard, independently or with the Chief, Office of Research & Development, at conferences, meetings of committees, study groups, etc,, involving R & D matters.

5. Maintains liaison with the Assistant Secretary for Research and Technology, Department of Transportation and with members of the scientific community within the Federal Government, private industry and educational institutions to interchange information and keep abreast of new concepts and developments having potential applicability to the Coast Guard R & D program.

6. Serves as Executive Secretary of the Science Advisory Committee.

Planning & Evaluation Staff (DP)

Under the direction of the Chief, Office of Research & Development, the Chief, Planning & Evaluation Staff shall:

1. Carry out research for and develop budget justifications for the Office of R & D and coordinate the processing of the budget through the various stages.

2. Assist in the direction of the scientific program, and work closely with Division Chiefs to identify future R & D requirements and coordinate long-range plans for the Office as a whole, integrating R & D planning to conform with project priorities in the various mission and operational areas.

3. Evaluate effectiveness of R & D program in terms of customer satisfaction, capability of meeting long-range objectives, etc. Based on such analysis, recommend to Office Chief changes in numbers and types of positions/billets, legislative and organizational changes, etc.

4. Prepare management reports, publications, and statistical presentations concerning the R & D program in general, for internal or external use.

5. Provide administrative and technical services for the Office as a whole, including the maintenance of essential reference materials (R & D publications, technical papers, etc.); preparation for conferences and meetings; and keeping a current listing of individuals and organizations associated with the Coast Guard R & D program.

APPLIED SCIENCES DIVISION (DAS)

Under the direction of the Chief, Office of Research and Development, the Chief, Applied Sciences Division shall:

1. Direct and coordinate the applied research program of the Coast Guard, which will be concerned with scientific inquiry into such areas as oceanography, ocean engineering, engineering physics (acoustics, optics, telemetry, etc.), navigational science, communications, nuclear science, mathematical methods (operations research, automation, computers, etc.), and other fields. These endeavors are aimed at acquiring new knowledge, methods, techniques, materials, etc., which have potential applicability to current or long-range plans for development of new equipment or facilities for use by the Coast Guard.

2. Perform research and exploratory and advance developmental work directed at the solution of specific problems, with the aim of disclosing proposed solutions, followed by evaluation of the feasibility and practicability of such solutions and determination of their parameters.

3. Monitor and study scientific reports and publications and maintain liaison with research personnel, both Federal and outside of the Government, to keep current with research and development matters which may have immediate or future applicability to the Coast Guard.

4. Arrange for the conduct of R & D projects by other Federal agencies or private industry when Coast Guard facilities are inadequate or unavailable.

5. Provide advice and assistance to other Headquarters and field components concerning the feasibility of conducting research to find solutions to existing or anticipated problems, with special emphasis placed on fostering an active program in applied science at the CG Academy.

Advanced Measurement Systems Branch

Under the Direction of the Chief, Applied Sciences Division, the Chief, Advanced Measurement Systems Branch, shall:

1. Direct and coordinate the conception, justification, planning, and organization of a continuing Coast Guard applied research program in advanced measurement systems.

2. Direct and participate in the performance of research, and arrange for and monitor the conduct of out-of-house research, as necessary to carry out the applied research program in advanced measurement systems.

3. Plan, direct, and perform cooperative research with other governmental organizations in related fields of study.

4. Through appropriate liaison and study, maintain an awareness of the status and advances of the work of others in related fields of research.

5. Provide expert and consultive technical services to other components of the Coast Guard or of the Department of Transportation.

6. Disseminate the results of accomplished research through correspondence, oral presentations, and published scientific papers, as appropriate.

Applied Meteorology Branch

Under the direction of the Chief, Applied Sciences Division, the Chief, Applied Meteorology Branch, shall:

1. Direct and coordinate the conception, justification, planning, and organization of a continuing Coast Guard applied research program in applied meteorology.

2. Direct and participate in the performance of research, and arrange for and monitor the conduct of out-of-house research, as necessary to carry out the applied research program in applied meteorolgy.

3. Plan, direct, and perform cooperative research with other governmental organizations in related fields of study.

4. Through appropriate liaison and study, maintain an awareness of the status and advances of the work of others in related fields of research.

5. Provide expert and consultive technical services to other components of the Coast Guard or of the Department of Transportation.

6. Disseminate the results of accomplished research through coorespondence, oral presentations, and published scientific papers, as appropriate.

APPLIED CHEMICAL OCEANOGRAPHY BRANCH

Under the direction of the Chief, Applied Sciences Division, the Chief, Applied Chemical Oceanography Branch shall:

1. Direct and coordinate the conception, justification, planning, and organization of a continuing Coast Guard applied research program in applied chemical oceanography.

2. Direct and participate in the performance of research, and arrange for and monitor the conduct of out-of-house research, as necessary to carry out the applied research program in applied chemical oceanography.

3. Plan, direct, and perform cooperative research with other governmental organizations in related fields of study.

4. Through appropriate liaison and study, maintain an awareness of the status and advances of the work of others in related fields of study.

5. Provide expert and consultative technical services to other components of the Coast Guard or the Department of Transportation.

6. Disseminate the results of accomplished research through correspondence, oral presentations, and published scientific papers, as appropriate.

Applied Physics Branch

Under the direction of the Chief, Applied Sciences Division, the Chief, Applied Physics Branch, shall:

1. Direct and coordinate the conception, justification, planning, and organization of a continuing Coast Guard applied research program in applied physics.

2. Direct and participate in the performance of research, and arrange for and monitor the conduct of out-of-house research, as necessary to carry out the applied research program in applied physics.

3. Plan, direct, and perform cooperative research with other governmental organizations in related fields of study.

4. Through appropriate liaison and study, maintain an awareness of the status and advances of the work of others in related fields of research.

5. Provide expert and consultive technical services to other components of the Coast Guard or of the Department of Transportation.

6. Disseminate the results of accomplished research through correspondence, oral presentations, and published scientific papers, as appropriate.

Applied Physical Oceanography Branch

Under the direction of the Chief, Applied Sciences Division, the Chief, Applied Physical Oceanography Branch, shall:

1. Direct and coordinate the conception, justification, planning, and organization of a continuing Caost Guard applied research program in applied physical oceanography.

2. Direct and participate in the performance of research, and arrange for and monitor the conduct of out-of-house research, as necessary to carry out the applied research program in applied physical oceanography.

3. Plan, direct, and perform cooperative research with other governmental organizations in related fields of study.

4. Through appropriate liaison and study, maintain an awareness of the status and advances of the work of others in related fields of research.

5. Provide expert and consultive technical services to other components of the Coast Guard or of the Department of Transportation.

6. Disseminate the results of accomplished research through correspondence, oral presentations, and published scientific papers, as appropriate.

APPLIED TECHNOLOGY DIVISION (DAT)

Under the direction of the Chief, Office of Research and Development, the Chief, Applied Technology Division shall:

1. Direct, coordinate, and/or carry out research, development, testing, and evaluation activities in support of existing Coast Guard missions or in anticipation of the Coast Guard assuming additional responsibilities. These efforts shall include activities directed toward the perfection of prototypes, methods, and processes, as well as the determination of feasibility from a technical, practical, and cost standpoint.

2. Review technical issuances and maintain close liaison with other Coast Guard R & D components and with Federal and private individuals and organizations engaged in R & D activities to keep abreast of developments in the Division's area of interest.

3. Provide advice and assistance to other Headquarters and field components concerning projects which might be undertaken by the Applied Technology Division.

Aids to Navigation Projects Branch

Under the direction and supervision of the Chief, Applied Technology Division, the Chief, Aids to Navigation Projects Branch shall:

1. Coordinate and administer projects in the mission area of Aids to Navigation, and miscellaneous projects involving the technical application of optics, acoustics and electronics, performing as follows:

   a. Initiate or accept proposed projects when requested by other Headquarters Divisions.

   b. Analyze each prospective project ensuring that its objective is clearly defined and that the desired result is reasonably obtainable.

   c. Formulate a method and time frame for execution of the project.

   d. Provide appropriate instructions to the Field Testing and Development Center, Coast Guard Districts or other activities to whom project elements may be assigned.

   e. Interpret and analyze test results as necessary.

   f. Prepare a test report when not required of the activity executing a complete project.

   g. Draft appropriate recommendations for further research, adoption of the developed product, or other such action as indicated by project results.

2. Provide technical advice and information to other branches in the Applied Technology Division and to other Headquarters Divisions in the specialty areas of optics, acoustics, electronics and general physics.

3. Plan and supervise the expenditure of funds designated for research and development in Aids to Navigation.

4. Coordinate all Coast Guard research and development in the mission area of Aids to Navigation.

5. By review of technical literature and liaison with other U. S. Government agencies and private organizations, keep informed of new technical developments which may have application to Coast Guard activities, particularly to Aids to Navigation.

ELECTRONICS SECTION

Under the direction and supervision of the Chief, Aids to Navigation Projects Branch, the Chief, Electronics Section shall:

1. Coordinate and administer aids to navigation research projects involving the technical applications of electronics and electrical engineering.

2. Prepare work unit summaries, project plans, specifications, and purchase descriptions for the completion of assigned projects.

3. Review technical literature, maintain liaison with other Governmental agencies and private organizations, and attend meetings and conferences to keep informed of technical developments in the fields of electrical and electronics engineering and applications of these developments to the Aids to Navigation mission.

4. Provide technical advice, information, and guidance to other Sections in the specialty area of electrical and electronics engineering.

FLOATING PLATFORMS SECTION

Under the direction and supervision of the Chief, Aids to Navigation Projects Branch, the Chief, Floating Platforms Section shall:

1. Coordinate and administer aids to navigation research projects involving floating platforms and their servicing, deployment, and recovery systems.

2. Prepare work unit summaries, project plans, specifications and purchase descriptions for the completion of assigned projects.

3. Review technical literature, maintain liaison with other Government Agencies and private organizations, and attend meetings and conferences to keep informed of technical developments in the fields of optics, acoustics, ocean engineering, naval engineering, and mechanical engineering and applications of these developments to the aids to navigation mission.

4. Provide technical advice, information, and guidance to other Sections in the specialty areas outlined in paragraph 3.

SEARCH AND RESCUE PROJECTS BRANCH

Under the direction and supervision of the Chief, Applied Technology Division, The Chief, Search and Rescue Projects Branch shall:

1. Coordinate and administer projects in the mission area of Search and Rescue, performing as follows:

a. Analyze each prospective project, ensuring that its objective is clearly defined and that the desired result is reasonably obtainable.

b. Formulate the method and schedule for execution of the project.

c. Draft appropriate instructions to the Field Testing and Development Center, Coast Guard Districts or other activity to whom the project will be assigned.

d. Interpret and analyze test results.

e. Prepare a test report when this is not done by the activity executing the project.

f. Draft appropriate recommendations for further research, adoption of the product developed, or such other action as is indicated by project results.

2. Provide technical advice and information to other branches in the Applied Technology Division, in matters involving aeronautical engineering.

3. Plan and supervise the expenditure of those funds designated for re-research and development in Search and Rescue.

4. Coordinate all Coast Guard research and development activity in the mission area of Search and Rescue.

5. Through review of technical literature, and liaison with other Government agencies and private organizations, keep informed of new technical developments which may have application to Coast Guard activities, and particularly to Search and Rescue.

6. Prepare specifications and purchase descriptions, and initiate procurement of products, material and serivces required for use in projects under his supervision.

MARINE SAFETY PROJECTS BRANCH

Under the direction and supervision of the Chief, Applied Technology Division, the Chief, Marine Safety Projects Branch shall:

1. Coordinate and administer projects in the missions areas of Merchant Marine Safety and Recreational Boating Safety. Typical mission areas include: fire safety research at the Shipboard Fire and Safety Testing Facility; martime hazardous materials safety research; ship stability, strucural strength and ship control research; domestic icebreaking research; underwater safety research; personnel floatation device research; RBS standards development; recreational boating accident prevention research; and relavant background or supporting research. The overall project coordination includes the following:

a. Analyze each prospective project, ensuring that its objective is clearly defined and that the desired result is reasonably obtainable.

b. Formulate the method and schedule for execution of the project.

c. Draft appropriate instructions to the Field Testing and Development Center, Coast Guard Districts or other activity to whom the project will be assigned.

d. Interpret and analyze project progress reports and final test results.

e. Draft appropriate recommendations, criticisms, and supervisory directions as part of monitoring role for on-going research efforts.

f. Draft appropriate recommendations for further research, adoption of the product developed, or such other action as is indicated by project results.

2. Provide technical advice and information to other branches in the Applied Technology Division and to other Headquarters Divisions in matters involving Merchant Marine Safety, Law Enforcement, and Recreational Boating Safety.

3. Plan, supervise, and control expenditure of those Testing and Development funds designated for research and development in Merchant Marine Safety and Recreational Boating Safety.

4. Coordinate all Coast Guard research and development activity in the mission areas of Merchant Marine Safety and Recreational Boating Safety.

5. Through review of technical literature, and liaison with other Government Agencies and private organizations, keep informed of new technical developments which may have application to Coast Guard activities, and particularly to Merchant Marine Safety, Law Enforcement, and Recreational Boating Safety.

6. Prepare specifications and purchase descriptions, and initiate procurement of products and material required for use in projects under his supervision.

7. Maintain close liaison with, and provide technical guidance to Field Testing and Development Center Project Officers working in the mission area of Merchant Marine Safety, Law Enforcement, and Recreational Boating Safety.

Pollution Control Branch

Under the direction and supervision of the Chief, Applied Technology Division, the Chief, Pollution Control Branch shall:

1. Coordinate and administer projects in the mission area of Pollution Control including oil pollution, sewage pollution, air pollution, hazardous materials and general marine pollution, performing as follows:

a. Define project objectives, formulate alternative research, development, and test and evaluation approaches responsive to those requirements.

b. Upon acceptance of a proposed R&D approach, prepare a work plan to obtain the desired project objective. This plan may include inhouse research efforts, jointly-funded R&D projects with other governmental agencies, or R&D-contracted with commercial sources.

c. Develop requests for proposals and construction specifications for R&D projects.

d. Review and evaluate work proposals furnished by prospective contractors.

e. Monitor technical aspects of R&D contracts, consulting with contractor design personnel and subordinates, to resolve conflicts in design and development efforts.

f. Develop standard test and evaluation procedures.

g. Prepare technical reports as required on each share of a project with specific recommendations concerning future development effort.

h. Coordinate R&D projects assigned through the preparation of project schedules and monitoring of fund expenditures.

2. Prepare and justify budgets for that portion of R&D funds assigned to his projects.

3. Represent the Coast Guard on interagency R&D working committees and panels so as to coordinate Coast Guard efforts with those undertaken by other agencies.

4. Make presentations in regard to assigned R&D projects for audiences of different interests within and without the Offices of Research and Development.

5. Keep abreast of developments in the various disciplines related to his projects.

PART X

OFFICE OF BOATING SAFETY (B)

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

1. Develop, coordinate, and direct a Recreational Boating Safety Program aimed at reducing accidents, injuries, and fatalities and improving environmental quality related to the operation of pleasure craft on waters subject to the jurisdiction of the United States; supervise the Auxiliary Affairs Division, the Education Division, the Boat Standards Division, the Services Staff, the Planning and Evaluation Staff, and the Liaison Staff.

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

3. Keep abreast of the progress of the boating safety program and develop long-range plans and budget forecasts consistent with projected program growth and technological advances.

4. Oversee the operations of the Coast Guard Auxiliary in its program of assistance to the service which includes: (a) making courtesy examinations of pleasure craft; (b) educating recreational boatmen concerning the safe operation of their craft; and (c) generally supporting the Coast Guard in its operations.

5. Maintain liaison with the various states, Federal agencies, private industry and organizations concerned with boating safety. Monitor and coordinate cooperative boating safety agreements with the states.

6. Direct the enforcement of Federal laws and regulations governing recreational boating, including the assignment and deployment of enforcement personnel, the reporting and investigation of boating accidents, and the publication of boating statistics.

7. Establish criteria and safety standards for boats and associated equipment, and implement a control system to insure compliance with such requirements.

8. Administer a public education and safety information program -- making use of publications, radio and television programs, industry meetings, boat shows, etc. -- aimed at keeping recreational boatmen, manufacturers, and the general public apprised concerning boating safety.

9. Coordinate the use of boating safety team personnel for operational training of Coast Guard units, state and local boating safety personnel, and other groups having responsibilities in this area.

10. Periodically advise the Commandant on the relative performance of the districts with respect to district boating safety responsibility.

11. Advise the Chief, Office of Personnel concerning the procurement, training and assignment of personnel to meet boating safety requirements.

12. Be Program Director for the boating safety program.

PLANNING AND EVALUATION STAFF (BP)

Under the direction of the Chief, Office of Boating Safety, the Chief, Planning and Evaluation Staff shall:

1. Maintain a boating safety plan including research to identify objectives and long range requirements for the boating safety program; coordinate this plan with planning staffs of other DOT modes and other federal agencies.

2. Develop budget justifications for the boating safety program and coordinate processing of the various budget stages. Provide guidance and coordination to operating divisions and staff on budget matters.

3. Obtain and evaluate reports and statistical data to determine overall program effectiveness and recommend remedial action to the program director.

4. Plan and monitor special studies.

5. Recommends legislative changes based on program review and evaluation.

6. Determine priorities of research and development effort necessary to satisfy basic program objectives; coordinate the establishment of R & D projects with the Office of Research and Development.

7. Coordinate and prepare directives affecting the operations of the Office as a whole.

8. Provide special staff assistance to the program director.

BOATING LIAISON STAFF (BL)

Under the direction and supervision of the Chief, Office of Boating Safety, the Boating Liaison staff shall:

1. Monitor State laws and regulations, and those of other Federal agencies and initiate action where necessary to assure no conflict with applicable boating safety legislation; take positive steps to achieve uniformity and comity among the several States and Federal agencies.

2. Coordinate the solution of Search and Rescue, Aids to Navigation and other problems with the States.

3. Coordinate replies to resolutions addressed to the Commandant or Secretary concerning boating safety.

4. Monitor and coordinate cooperative agreements through the districts with the States and assist as necessary in order to carry out the provisions of the Federal Boating Act of 1958 or subsequent legislation.

5. Coordinate agenda, appointment of members and actions of the Motorboat and Yacht Advisory Panel and the Advisory Panel of State Officials within the Office of Boating Safety and with the Executive Secretary of the Merchant Marine Council.

6. Notify interested states of proposed changes in rules and regulations as required by the Administrative Procedures Act.

7. Establish and maintain effective liaison with officials of the various States, non-government organizations, other Federal agencies and the boating industry who are directly concerned with the safety and regulation of small boats.

8. Coordinate correspondence with the States for the other Divisions and offices in headquarters and correspondence with the District offices which involve the States when related to boating safety.

SERVICES STAFF (BD)

Under the direction of the Chief, Office of Boating Safety, the Chief, Services Staff shall:

1. Provide Office staffs and divisions administrative services such as filing, typing, coordinating personnel and training matters and coordinating printing requirements.

2. Administer the program for assignment of identification numbers to small craft in compliance with applicable law.

3. Plan, administer and supervise the reporting of boating accidents, analysis of statistical data, and the preparation of statistical reports; maintain the management information system.

4. Coordinate such programs as Equal Employment Opportunity and Cost Reduction/Management Improvement.

5. Maintain mailing lists and distribute materials as required by office components.

NUMBERING BRANCH

Under the Chief, Services Staff, the Chief, Numbering Branch, shall:

1. Plan and assign identification numbers to undocumented vessels as required by 46 USC 527.

2. Screen and process original, renewal, and duplicate applications as well as correcting records for transfer of ownership and change of address.

3. Process applications that are made in person and paid with cash. The applications must be verified, and the cash collected, accounted for, and turned over to the Comptroller's office.

4. Coordinate motorboat numbering matters with:

a. Data Systems Division in recording of data, issuing of Certificates of Number, and selling of boat lists.

b. Maritime Administration on boats being sold to aliens.

c. Applicable states on out-of-state changes of address.

d. Merchant Vessel Documentation Division on boats requiring documentation.

e. National Crime Information Center, Department of Justice, on stolen vessels.

5. Maintain and replace supplies of forms and materials used by the Branch in the numbering process, and update and maintain current numbering and letter forms at certain Coast Guard units and Post Offices in the jurisdictions where the Coast Guard issues identification numbers.

6. Maintain all numbering records and files.

7. Reply to correspondence and to telephone inquiries by the public regarding the assignment of identification numbers.

8. Maintain Boating Safety Information Desk, not only for numbering, but to assist the public in contacting the correct official in the Office of Boating Safety.

MANAGEMENT INFORMATION BRANCH

Under the Chief, Services Staff, the Chief, Management Information Branch shall:

1. Develop accident reporting procedures and systems as required by law and coordinate reporting requirements with State governments.

2. Review and analyze all boating accident reports.

3. Review and prepare appropriate action in those cases requiring the Commandant's decision.

4. Compile, analyze and publish accident statistics as required by law, together with findings concerning causes of such accidents and recommendations for their prevention.

5. Maintain statistics on violations, penalties and results of prosecutions.

6. Operate and maintain a Management Information System and an Executive Information Center.

7. Compile, correlate and analyze boating accident statistics as required by the various elements of the Office of Boating Safety, and other organizations or agencies as directed.

8. Serve as liaison between the Office of Boating Safety and Data Systems Division and coordinate requests for computer time.

9. Maintain liaison with the Casualty Review Branch of the Office of Merchant Marine Safety in order that the investigating instructions under which certain boating accidents are investigated serve the mission of the Office of Boating Safety.

AMINISTRATIVE SERVICES BRANCH

Under the Chief, Services Staff, the Chief, Administrative Services Branch shall:

1. Perform filing and maintenance of directives and control correspondence, including routing, reports control, follow-up preparation, filing and records disposal, utilizing the latest techniques therefor; control operation of a central typing pool to provide clerical support for staff components of the Office.

2. Maintain boating safety reference materials.

3. Maintain files for and coordinate the issuances of travel orders, purchase orders and requisitions; maintain a record of SH-20 costs and balance for Office of Boating Safety.

4. Coordinate printing requirements and take necessary action to provide reproduction services.

5. Administer civilian and military personnel matters.

6. Maintain master lists of persons and organizations involved with boating safety.

7. Coordinate preparations for conferences and meetings, including recording, physical arrangements, reservations, visual aids and distribution of agenda and minutes.

8. Maintain mailing lists and distribute materials as required by office elements.

BOAT STANDARDS DIVISION (BBC)

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

1. Administer a program for the development of boating safety and environmental quality standards, coordinating with other DOT modes and other Federal agencies where necessary.

2. Initiate and participate in processing such regulations as relate to boating standards.

3. Prepare and administer a manufacturer compliance program.

4. Provide assistance to and coordinate with the Education Division in developing an education program concerning boating stnadards and regulations.

5. Provide technical and regulatory interpretive assistance as necessary.

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

7. Coordinate with the Education Division on matters relating to boating safety team activities.

8. Plan and coordinate the supporting research and development program as it applies to standards development.

BOAT STANDARDS DEVELOPMENT BRANCH

Under the direction and supervision of the Chief, Boat Standards Division, the Chief, Boat Standards Development Branch shall:

1. Administer the program for development of boating safety and environmental quality standards.

2. Monitor all national and international boating standards.

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

4. Provide technical evaluation and input to standards being considered for adoption as Coast Guard standards and technical interpretive assistance to other Coast Guard Staff elements.

5. Develop testing procedures for Coast Guard standards.

6. Monitor research and development projects affecting the boat standards program.

INDUSTRY COMPLIANCE BRANCH

Under the direction and supervision of the Chief, Boat Standards Division, the Chief, Industry Compliance Branch shall:

1. Initiate and participate in processing such regulations as relate to boating standards.

2. Provide standards requlatory interpretive assistance to manufacturers and other Coast Guard staff elements.

3. Develop policy, implement and administer the enforcement of a manufacturers compliance program.

4. Monitor the activities of laboratorics testing for compliance with the Coast Guard standards.

5. Administer a technical service program directed to boat and associated equipment manufacturers.

AUXILIARY AFFAIRS DIVISION (BAU)
(ASSISTANT OFFICE CHIEF FOR AUXILIARY AFFAIRS)

Under the direction and supervision of the Chief, Office of Boating Safety, the Chief, Auxiliary Affairs Division (Assistant Office Chief for Auxiliary Affairs) shall:

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

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

3. 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, and to facilitate other operations of the Coast Guard.

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

5. Act as reviewing authority for the recommendation of the National Board and National Board, Inc., which affect official publications, the Standing Rules and By-Laws, awards, uniforms, flags, pennants, burgees, and interal matters of the Auxiliary.

6. Act as Chief Director, and, as such, the duly authorized representative of the Commandant to the Auxiliary, and direct its day-by-day functions in cooperation with the National Commodore.

MEMBERSHIP TRAINING BRANCH

Under the direction and supervision of the Chief Auxiliary Affairs Division the Chief, Membership Training Branch shall:

1. Develop the requirements for Manuals, Publications and Instructions necessary for the administration of the Auxiliary through district directors, the self government of the organization, the training and qualification of its members, and the prosecution of the Auxiliary's authorized activities.

2. Develop, update, print, stock, and control issue and custody of membership qualification examinations.

3. Initiate required updating and revision of and cognizance for certain Coast Guard forms stocked at and issued by the Supply Center, necessary for the administration of the Auxiliary.

4. Initiate an annual updating, printing, distribution, and record of distribution to directors, of various Coast Guard forms necessary for the administration of the Courtesy Motorboat Examination program.

5. Initiate orders to Commandant (PTP) for training aids used in the Auxiliary's national membership training and public education programs, and maintain a record of costs chargeable to SH56.1.

6. Review all investigative reports and claims for repair of damage of Auxiliary facilities operating under official orders which exceed $2500.00 or involve disability or death of Auxiliarists under orders, and prepare final action in these cases.

7. Initiate requests for TAD orders of personnel assigned to own branch to attend meetings, conferences, and seminars where their presence is required for the proper management of the Auxiliary's programs.

8. Maintain essential records.

AUXILIARY OPERATIONS BRANCH

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

1. Develop the Auxiliary operations programs which will embrace the requirements for use of Auxiliary facilities and members by Coast Guard units.

2. Develop viable training programs at the local levels in operation and communications, employing nationally prepared training materials supplemented by locally prepared materials required to meet local operational needs.

3. Coordinate a program with the Coast Guard National SAR School for the training of operational members of the Auxiliary.

4. Develop an active Auxiliary communications net and coordinate same with the Chief, Communications Staff.

5. Coordinate with the Chief, Surface Facilities Branch to determine Coast Guard requirements for:

   a. Assistance missions
   b. Regatta patrols
   c. Safety patrols
   d. Support patrols

6. Coordinate with the Chief, Aviation Branch to determine Coast Guard requirements for utilization of Auxiliary aircraft on an operational basis.

7. Coordinate with the Coast and Geodetic Survey and the Lake Survey to assist these agencies in the preparation of small and large scale charts for the use of boating public.

8. Coordinate with the Chief, Aids to Navigation Branch to assist the Coast Guard in monitoring on-station aids and the development of aids for the recreational boatman.

EDUCATION DIVISION (BBE)

Under the direction of the Chief, Office of Boating Safety, and coordinating with the Public Information Division and the Auxiliary Affairs Staff, the Chief, Education Division shall:

1. Develop policy for, coordinate and conduct an overall recreational boating safety and environmental quality educational program.

2. Plan and administer training programs for Coast Guard operating personnel, Coast Guard Auxiliary and State and local personnel to improve their expertise in boating safety and related efforts.

3. Develop and administer programs to educate the boating public, including supporting R&D projects associated with human factors.

4. Prepare, review and disseminate various material necessary to inform recreational boatmen, and the general public concerning boating safety and environmental quality standards and regulations, Boating safety in general, and the Auxiliary.

5. Plan and coordinate requirements for weather information dissemination programs.

6. Provide boating safety education policy for the operation and administration of the district boating safety teams, for other Coast Guard operating units, and for the Coast Guard Auxiliary.

7. Coordinate with the Standards Division on matters relating to boating safety team activities in the field of boating standards enforcement.

8. Coordinate with the Deputy Inspector General safety-oriented training programs for Coast Guard operating units.

9. Prepare and administer an operator compliance program.

10. Develop plans for the selection, training and deployment of Coast Guard personnel for the enforcement of boating laws.

11. Develop law enforcement policy for Coast Guard operating units charged with the enforcement of boating safety and environmental quality statutes.

12. Assist and advise the Standards Division in preparing various materials to administer a technical service program directed to boat and associated equipment manufacturers.

SAFETY INFORMATION BRANCH

Under the direction of the Chief, Education Division, the Chief, Safety Information Branch shall:

1. Develop requirements and basic scripts for TV and radio spot announcements and films for use in public boating safety education.

2. Prepare news releases, special articles, and speeches for all external media (in coordination with the Public Information Division).

3. Develop requirements for exhibit materials for boat shows and other group meetings.

4. Respond to general public inquiries by telephone or letter.

5. Develop and revise distribution lists for all informational materials.

6. Coordinate National Safe Boating Week activities.

7. Provide personnel for locally requested appearances.

8. Develop policy for the operation of boating safety centers.

9. Develop a weather information dissemination program.

10. Provide internal government information on boating in the form of Commandant Bulletin items, Highlights, DOT publication inputs, and such other requirements as may exist.

11. Respond to Congressional and other special inquiries. This shall include maintenance of briefing books, and preparation and presentation of briefings.

12. Maintain bulletin boards, displays, and samples of safety materials.

TRAINING BRANCH

Under the direction of the Chief, Education Division, the Chief Training Branch shall:

1. Develop, revise and distribute pamphlet material required by the public.

2. Develop requirements and basic scripts for boating films for training purposes.

3. Develop, revise and distribute Coast Guard Auxiliary forms, books, and courses.

4. Plan and administer a training program for Boating Safety Detachments, and for their training of other Coast Guard personnel. This includes the supervision of periodic Boating Safety Instructor schools.

5. Develop courses, material and aids for training of Coast Guard Auxiliary, State and other boating officials.

6. Assist individual states and other Federal, municipal, or civic boating safety oriented organizations with internal training programs in coordination with the Liaison Staff.

7. Plan and administer, in cooperation with the Standards Division, an industry indoctrination program designed to familiarize Coast Guard personnel with the Boating industry.

8. Develop and control educational course material with a primary view to safety, to be distributed to the boating public; develop and maintain a boating safety correspondence course.

OPERATOR COMPLIANCE BRANCH

Under the direction of the Chief, Education Division, the Chief Operator Compliance Branch shall:

1. Plan, coordinate and administer the enforcement of all Federal laws and regulations concerning recreational boating and the boating public, including the statutes and regulations relating to regattas and marine parades.

2. Maintain plans for the selection, training and deployment of Coast Guard personnel for the enforcement of boating laws.

3. Provide interpretive assistance to Coast Guard personnel and the general public on non-technical boating safety regulatory matters.

4. Develop policy, implement and administer the enforcement of a recreational boating operators' compliance program, including matters concerning both safety and environmental quality.

5. Provide law enforcement input for training courses.

PART XI

OFFICE OF CHIEF COUNSEL (L)

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

1. Serve as the principal legal advisor to the Commandant, furnishing advice and opinions as to the legal implications and consequences of actions proposed or taken by the Coast Guard.

2. Plan, develop, coordinate and direct the Legal Program of the Coast Guard, exercising supervision over the Legal Services Staff and the following six Divisions: Maritime and International Law; Legislative and Regulations; Procurement Law; General Law; Military Justice; and Claims and Litigation.

3. Furnish legal advice and opinions to officials at Headquarters and in the field as to the interpretation and application of statutes, treaties, executive orders, regulations, etc.

4. Provide legal representation for the Coast Guard in dealing with other elements of the Department of Transportation, the Department of Justice, the Comptroller General, and other Federal agencies. Act as legal counsel for the Service in its relations with state and local governments and agencies, industry and the general public.

5. Coordinate with the General Counsel, Department of Transportation in accordance with DOT Order 1100.23, DOT Organization Manual.

6. Administer all matters within the purview of the Uniform Code of Military Justice and the Manual for Courts-martial (and Coast Guard Supplement), including Courts-martial, Boards of Investigation, and assist the General Counsel, Department of Transportation, in the exercise of his responsibilities under 10 U.S.C., Chapter 47.

7. Furnish legal counsel, guidance and advice and render opinions and decisions relating to military and civilian personnel.

8. Provide legal assistance for military personnel.

9. Render decisions within delegated authority on admiralty and tort claims arising from Coast Guard operations, and prepare Coast Guard's position in matters involving litigation of such claims.

10. Render decisions on legal matters involving the following maritime-related operations: law enforcement; port security; appeals by merchant seamen under R.S. 4450 or 46 U.S.C. 239a-b; appeals from penalties imposed by District Commanders; documentation and admeasurement of vessels; Great Lakes Pilotage; vessel anchorage; aids to navigation; oil pollution; administration of bridge operations, etc.

11. Provide advice, assistance, and render legal opinions to Coast Guard officials on international law matters involving treaties, agreements, etc.

12. Furnish legal advice and opinions to Coast Guard officials representing the Service as members of, or appearing before, international organizations.

13. Provide legal assistance to procurement officials in the development of Coast Guard contracts.

14. Present the Coast Guard's case before the Board of Contract Appeals when contracts are contested, and assist the Department of Justice in representing the Government before the Court of Claims when Coast Guard contracts are involved.

15. Provide legal services dealing with the acquisition, use and disposal of real property and related tax matters.

16. Provide legal services in development of Coast Guard's legislative program for submission to the Congress.

17. Draft, or provide legal review for, regulations and amendments thereto for publication in the Federal Register. Assist, as requested, in the draft of internal regulations having legal implications.

18. Furnish legal advice and assistance and make determinations with respect to the release of information, records and files of the Service, and the availability of Coast Guard personnel as witnesses.

19. Designate a lawyer to serve as a member and as legal advisor of the Merchant Marine Council of the Coast Guard.

20. Assign, as requested, lawyers for membership on Physical Evaluation Boards, the Physical Review Council and Physical Disability Appeal Boards, and make available lawyers to act as counsel for evaluees. Review the work of such bodies for legal sufficiency.

21. As requested by the Board for Correction of Military Records or by Boards on Review of Discharges and Dismissals, provide legal advice and opinions. Review for legal sufficiency and implication recommendations of the Boards on Review of Discharges and Dismissals made to the Secretary.

22. Respond to requests for the temporary assignment of legal officers to serve in various capacities in Courts, boards and other activities.

23. Provide appropriate administrative, clerical and other logistic support to the Secretary's Board for the Correction of Military Records.

BOARD FOR CORRECTION OF MILITARY RECORDS

Under the general direction of the Secretary of the Department of Transportation, the Coast Guard Board for Correction of Military Records (established pursuant to 10 U.S.C. 1552) considers applications for correcting military records to determine whether an error has been made or injustice committed on the part of the Coast Guard, and recommends to the Secretary the action to be taken on each application. In this connection the Board performs the following functions:

1. Receives and dockets applications for correction of military records.

2. Reviews and analyzes, in the light of the application, the member's military record and the evidence submitted or otherwise available to the Board.

3. Researches and analyzes the laws, regulations and policies and decisions, rulings and other precedents applicable to the petitioner's case.

4. Affords, if appropriate, formal hearings on applications.

5. As appropriate, informally disposes of applications, or prepares appropriate recommendation to the Secretary on the basis of the record and in accordance with applicable laws, regulations, policies and precedents.

6. Advises the applicant and the appropriate officials of the Coast Guard of the Secretary's decision.

7. Maintains the official file of applications submitted to the Board.

COURT-MARTIAL BOARD OF REVIEW (UCMJ)

1. The Board of Review, constituted under Article 66 UCMJ, is composed of three lawyers (officers or civilians). In general, it reviews all courts-martial in which the sentence affects a flag officer or extends to death, dismissal of a commissioned officer or a cadet, dishonorable discharge, bad conduct discharge, or confinement for one year or more. It must also review general courts-martial with lesser sentences if any part of the findings or sentence is found on examination in the Office of the General Counsel to be unsupported; or if the General Counsel so directs.

2. The Chairman of the Board of Review performs the following functions:

a. Presides at public hearings of the Board.

b. Notifies appellate counsel of hearings; sets cases for argument; receives briefs and motion papers; rules on applications for extension of time, with power to grant extensions for such time and as often as appears just.

c. Participates in decisions of the Board; presides at closed session deliberations of the Board; drafts opinions of the Board; represents the Coast Guard in drafting and revising the Uniform Rules of Procedure for Boards of Review; circulates copies of Board decisions to legal officers of the Coast Guard and other JAG offices.

LEGAL SERVICES STAFF (LS)

Under the direction and supervision of the Chief Counsel, the Chief, Legal Services Staff shall:

1. Handle all details and arrangements for the issuance of orders for counsel, witnesses and others as needed at courts-martial and other legal proceedings.

2. Prepare for certification, records, documents or other papers in the custody of the office.

3. Maintain the office library and order or obtain legal and other publications.

4. Establish and maintain indices, files and logs.

5. Generally oversee the work of and give technical guidance to clerical personnel of the office.

6. As directed, draft or prepare statistical and other reports.

7. As directed, lend assistance to Division Chiefs in obtaining files, records and materials, and in locating, gathering and assembling data and information.

8. Edit the Law Bulletin and keep it currently indexed.

9. Perform such other related administrative functions as may be assigned.

LEGISLATIVE AND REGULATIONS DIVISION (LLR)

Under the general direction and supervision of the Chief Counsel, the Chief, Legislative & Regulations Division shall:

1. Draft Coast Guard-sponsored legislative proposals for submission to the Congress.

2. Participate in preparatory conferences and assist cognizant staff officers in formulating policies to be embodied in legislative proposals and in developing Coast Guard's position on pending bills affecting the Coast Guard directly or in which the Coast Guard has an interest.

3. Prepare reports on such legislation.

4. When directed, provide supporting data for and attend hearings before Congressional committees considering legislation in which the Service has an interest.

5. Serve as a control point for all Coast Guard-related material published in the Federal Register.

6. Provide legal advice, guidance and assistance in drafting, or prepare, or review for legal sufficiency and implication, proposed rules, regulations, policies, interpretations, decisions and other items, or amendments thereto, which are required to be published in the Federal Register or Code of Federal Regulations.

7. Maintain liaison with the Office of the Federal Register and other agencies, as necessary, with respect to matters requiring publication in the Federal Register.

8. As requested, provide legal advice, guidance and assistance in drafting or amending internal rules, regulations, directives or related material and review such materials for legal sufficiency and implication.

9. Render legal counsel, advice, guidance, opinions and decisions with respect to the interpretation and application of laws and regulatory materials.

CLAIMS AND LITIGATION DIVISION(LCL)

Under the general direction and supervision of the Chief Counsel, the Chief, Claims and Litigation Division shall:

1. Evaluate, determine and take appropriate action on claims for and against the Coast Guard arising out of incidents involving Coast Guard vessels or aircraft or resulting from the performance of maritime functions of the Service.

2. Evaluate, determine and take appropriate action on claims for loss of or damage to navigational aids.

3. Evaluate, determine and take appropriate action on other claims made against the Coast Guard under various claims statutes. (See footnote a.)

4. Evaluate, determine and take appropriate action on other claims for loss of or damage to Coast Guard property, and on claims held by the Coast Guard as "subrogee" against carriers for loss of or damage to property of Coast Guard personnel.

5. Take appropriate action on "uncollectible" claims referred to Headquarters by the field.

6. Develop and prescribe claims procedures and assist in drafting regulations and instructions. Exercise technical control over the field on claims matters, furnishing guidance, advice and preparing opinions.

7. Represent the Coast Guard in liaison with, and lend assistance to, the Department of Justice on admiralty and other claims matters in which the Coast Guard has an interest.

8. Advise with respect to the initiation and conduct of investigations of Marine Casualties or accidents involving Coast Guard activities and review for legal sufficiency and implication reports and proposed action of the Commandant thereon. (See footnote b.)

9. Exercise technical control over the conduct of other investigations insofar as appropriate to the defense against or prosecution of claims, and review for legal sufficiency and implication, and recommend final action on, related phases of such reports. (See footnote c.)

10. Act on requests for the appearance of Coast Guard personnel as witnesses in judicial or administrative proceedings. Where the government is an actual or potential party, advise or make determinations with respect to the release of official records. (See footnote d.)

FOOTNOTES:

a. Claims arising out of Contracts are handled by the Procurement Law Division

b. Other Marine Boards are handled by the Maritime and International Law Division

c. With respect to Investigations not involving claims, see General Law Division

d. Generally, other Freedom of Information Act problems will be handled by the General Law Division

MARITIME AND INTERNATIONAL LAW DIVISION (LMI)

Under the general direction and supervision of the Chief Counsel, the Chief, Maritime and International Law Division shall:

1. Furnish legal counsel, advice and guidance and render opinions and decisions to Coast Guard officials in Headquarters and in the field with respect to those matters which are generally associated with or involve maritime operations and activities, including: vessel inspection; navigation; documentation and admeasurement; manning of vessels; licensing and certification of seamen, and furnishing opinions as to their rights, benefits and obligations; the Dangerous Cargo, Tanker and Load Line Act; numbering and other matters relating to recreational boating; Great Lakes Pilotage; anchorages; artificial islands and fixed structures, marking and lighting and aids to navigation; law enforcement; port security; and oil pollution.

2. Consider and prepare final actions on appeals from, and requests for mitigation or remission of, penalties administratively assessed by the Coast Guard.

3. Collaborating with other Government agencies as necessary, make determinations as to "navigable waters of the United States", thereby delineating Coast Guard's geographical jurisdiction and authority for the purpose of its administration and enforcement of laws and regulations.

4. Provide legal counsel, advice and guidance with respect to the initiation and conduct of investigations of major Marine casualties and review for legal sufficiency reports thereon, recommending action to be taken by the Commandant.

5. Consider, in the light of the record, appeals by merchant seamen from orders of suspension or revocations entered by Hearing Examiners under R.S. 4450, as amended, or the Act of 15 July 1954 (46 U.S.C. 239a-b), and draft the Commandant's final decision with respect thereto. Sit as a member of any board authorized by the Commandant for the hearing of oral argument in such appeal cases and recommend to the Commandant the disposition thereof. In cases where appeal is not taken but the Examiner has made a finding against a Merchant seaman, recommend to the Commandant such action as the circumstances and equity may warrant, and draft the Commandant's action thereon.

6. Act as legal counsel for the Coast Guard, with respect to matters within the cognizance of the Division, in its dealings with other government agencies and officials, industry and the public generally. As requested, prepare the Coast Guard's position and lend other assistance to the Department of Justice in litigation involving such matters. In cases appealed to the National Transportation Safety Board involving Mariner's documents, advise the Chief Counsel, as legal representative of the Commandant, as to the extent to which the Coast Guard should participate in the proceedings. As authorized by the Chief Counsel, act "of counsel" for him in the preparation, submission and service of appropriate papers and documents such as pleadings, motions, notices, briefs, and associated memoranda and correspondence in such proceedings, and present oral argument to the Board, when so authorized by the Board.

7. Provide legal counsel, advice and guidance, and furnish opinions and decisions to Coast Guard officials as to the meaning, application and affect upon the authority and jurisdiction of the Coast Guard and its operations and activities of international law, conventions, treaties, accords, agreements, understandings, etc., involving such matters as the Officer's Competency Certificates; the International Load Line and the International Rules of the Road conventions; safety of life and property at sea; ice patrols; fish and fishing; and crimes on the high seas. Also included are such matters as the breadth of the territorial seas; submerged and continental shelf lands; the rights to explore for and exploit the resources of the high seas; the establishment, maintenance, or operation of aids to navigation, sea lanes or data buoys and other oceanographic research systems, vessels or devices; and to the respective rights of nations and their nationals on, in and under the high seas.

8. Counsel, guide and participate with Coast Guard officials in the formulation and development of Coast Guard positions, policies and programs relating to international law matters and give direction thereto.

9. Provide legal counsel, advice and guidance, and furnish opinions and decisions and Coast Guard positions, together with supporting data, to Coast Guard officials representing the Coast Guard or, upon request, to officials of other government agencies, attending, appearing before, or sitting as members of, interdepartmental or international groups, committees, bodies or organizations; and, as directed, so attend, appear or serve.

10. Review for legal sufficiency and implication, and clear, actions relating to matters within the cognizance of the Division drafted or prepared in other organizational components of the Coast Guard.

11. Initiate revisions to and amendments of regulatory and procedural materials and directives, and advise and assist with respect to the drafting thereof.

PROCUREMENT LAW DIVISION (LPL)

Under the general direction and supervision of the Chief Counsel, the Chief, Procurement Law Division shall:

1. Provide legal counsel, guidance and assistance and furnish opinions and decisions to contracting officers, contract administrators and other cognizant officers with respect to the legal aspects of all processes of procurement, from the initial planning and development through initiation of procurement action, award and administration of contracts, and completion or termination thereof. Provide interpretations with respect to the meaning and application of the statutory and regulatory requirements pertaining to contracts.

2. Furnish legal counsel, guidance and assistance in drafting, or prepare or review for legal sufficiency and implication, awards, contracts, specifications, change orders or other modifications, performance and payment bonds, insurance policies, assignments of monies due, and other contract-related actions, documents, correspondence and papers.

3. Provide legal counsel, advice and guidance with respect to, and review for legal adequacy and implications, the proposed findings and final decisions of contracting officers and furnish comments thereon.

4. Upon request, act as legal representative of Coast Guard in disputes and dealings between it and contractors, and represent the Service on contract matters with other government agencies and the Comptroller General.

5. Serve as counsel for the Coast Guard in asserting the government's position or defense against claims of contractors who appeal contracting officers' decisions to the Board of Contract Appeals. In this respect, he shall:

a. Assemble, review and analyze applicable background material and relevant documents relating to the appeal.

b. Evaluate the contractor's claim and determine whether payment in whole or in part, compromise or settlement is warranted, or whether the claim should be partially or totally opposed.

c. Follow up such determinations with appropriate action, such as the preparation of offers to compromise or settle and participation as counsel in negotiation efforts, or the development of the government's defense against the claim.

d. Prepare and file with the Board all necessary pleadings, motions, notices, briefs, and other papers, and present the government's case in defense against the contractor's claim before the Board.

e. In the event of appeal from a decision of the Board of Contract Appeals, represent the Coast Guard in liaison with and lend assistance to the Department of Justice in preparation of the government's case.

f. Prepare actions pertinent to the foregoing, and review for legal sufficiency and implication such actions drafted or prepared in other organizational components.

6. Initiate, lend assistance and guidance in drafting, or review for legal sufficiency and implication, drafts of regulatory material or instructions relating to contracts and procurements.

7. Exercise technical control over District Legal Offices in providing legal counsel, advice and assistance to cognizant Field officers with respect to contracts and procurements.

GENERAL LAW DIVISION (LGL)

Under the general direction and supervision of the Chief Counsel, the Chief, General Law Division shall:

1. Provide legal advice, guidance and assistance and furnish opinions with respect to, and review for legal sufficiency, courts of inquiry, investigations, administrative discharge boards and other proceedings required by the Coast Guard Supplement to the Manual for Courts-Martial. Take final action on such proceedings or, as appropriate, refer to cognizant Headquarters office for final action.

2. Make line of duty/misconduct determinations on inquiries into injuries and other disabilities of military personnel.

3. Provide legal advice, guidance and assistance, and opinions and decisions with respect to military and/or civilian personnel matters including the following:

a. Appointments and dismissals, promotions, enlistments, and discharges.

b. Retirements for age, service and disability.

c. Active and retired pay and allowances.

d. Dual compensation and conflicts of interest.

e. Medical and Medicare benefits.

f. Dependents' annuities.

g. Veterans Administration benefits.

h. Federal employees workmans' compensation.

i. Social Security benefits.

j. Civilian employee and dependents' annuities.

k. Tax matters.

l. Such other legal matters related to personnel as may arise.

4. Review the proceedings, findings of fact, recommendations of, and proposed actions relating to Physical Evaluation Disability Appeals Board for legal sufficiency and clear such proposed actions.

5. As requested, provide legal advice to Board for Correction of Military Records. Review records of proceedings of the Board of Review, Discharges and Dismissals and, where appropriate, comment thereon.

5. As requested, provide legal advice to Board for Correction of Military Records. Review records of proceedings of the Board of Review, Discharges and Dismissals and, where appropriate, comment thereon.

6. Perform the following functions with respect to the acquisition, utilization and disposal of real and personal property:

a. Provide legal advice, guidance and assistance and furnish opinions and decisions.

b. Review for legal sufficiency and implication, all real and personal property matters, documents, papers, issuances and positions initiated or initially handled by other components of the Coast Guard.

c. Prepare or assist in the preparation of deeds, easements, leases, licenses, permits and other legal papers pertaining to real and personal property matters.

d. Assist Headquarters offices and divisions in planning and negotiating for the acquisition of real property. Prepare declarations of taking, coordinate action in condemnation proceedings, and prepare or review title assemblies for transmission to the Department of Justice.

7. Provide legal advice, guidance and assistance, and opinions and decisions relating to trademarks, copyrights and patents, and take or prepare appropriate actions with respect thereto.

8. Process patent applications for inventions of military and civilian personnel involving areas of interest to the Coast Guard. Prepare findings and determinations on the relative rights of the Government and inventors for approval by the Commissioner of Patents.

9. Provide legal advice, guidance and assistance and furnish opinions and decisions with respect to the authority and jurisdiction and the operations and activities of the Coast Guard insofar as relevant to the availability, obligation and expenditure of appropriated monies.

10. Provide legal advice, guidance and assistance and furnish opinions and decisions relating to the location and clearance of bridges, the operation and maintenance of drawbridges, and the alteration of obstructive bridges over the navigable waters of the United States. Review for legal sufficiency and implication actions drafted in other components of the Coast Guard and prepare actions with respect thereto.

11. Provide legal advice, guidance and assistance and furnish opinions and decisions with respect to:

a. Acceptance of gifts, or donations, by the Coast Guard.

b. Civil Rights.

c. Conscientious objectors.

d. Civil proceedings against Coast Guard members arising from performance of official duties.

e. Other such matters.

12. Provide legal advice, guidance and assistance, furnish opinions and decisions, and make determinations with respect to the release of records and information to the public. (Where the Coast Guard is or may be a party to litigation or where Coast Guard personnel are sought as witnesses, see Claims and Litigation Division.)

13. Advise and lend assistance to the Department of Justice in the prosecution and defense of litigation involving all matters within the cognizance of the division, and as appropriate, coordinate Coast Guard action thereon.

14. With respect to the matters within the cognizance of the division, act as counsel for the Coast Guard in its dealings with other government agencies and officials and the public.

15. Administer throughout the Service the program for legal assistance to military personnel. Provide legal assistance to personnel at Headquarters.

MILITARY JUSTICE DIVISION (LMJ)

Under the general direction and supervision of the Chief Counsel, the Chief, Military Justice Division shall:

1. Administer the military justice system of the Coast Guard, based on the Uniform Code of Military Justice, the Manual for Court -Martial, and Coast Guard-developed supplemental regulations.

2. Provide legal guidance and advice and prepare opinions and recommendations on questions relating to military justice and interpretations of military law.

3. Advise and inform district legal officers concerning important UCMJ developments and questions arising in court-martial practice and procedure. Develop guides for court -martial and mast practices and procedures and prepare law notes and information for dissemination within the Service.

4. Process court-martial cases requiring appellate review by the Coast Guard UCMJ Board of Review and/or the U. S. Court of Military Appeals.

5. Prepare clemency and suspension actions on court -martial as may be directed by higher authority.

6. Review and prepare final action for all court -martial, the appellate review of which is not otherwise provided for. Examine all records of court -martial tried in the Coast Guard.

7. Review and furnish legal opinion and comment on appeals from non-judicial punishment.

8. Maintain liaison with other Judge Advocate General Offices.

9. Initiate, and assist in drafting, amendments and revisions of the Coast Guard Supplement to the Manual for Court -Martial and other publications of the Service pertaining to matters within the cognizance of the Division.

10. Receive and review applications for relief under Article 69, UCMJ, as amended.

PART XII

OFFICE OF THE CHIEF MEDICAL OFFICER (K)

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

1. Act as medical advisor to the Commandant in providing counsel and advice on: interdepartmental and inter-service agreements for medical care of Coast Guard personnel; the significance of legislative matters affecting the medical program of the Coast Guard; and important developments in the Department of Health, Education & Welfare which affect the Coast Guard medical program.

2. Plan, develop and administer a comprehensive health program for military personnel, including medical and dental examinations, the provision of medical and dental care to Coast Guard military personnel and their dependents, the maintenance of adequate sanitary standards, and the prevention of disease.

3. Direct, supervise and coordinate the activities of the Professional Services and Medical Administration Divisions.

4. Direct the administration of funds in those appropriations or subheads under the control of the Chief, Medical Officer, Coast Guard, including furnishing total budget estimates and apportionment or allotment recommendations to the Chief of Staff for Coast Guard-funded activities and to the appropriate Public Health Service Bureau for Public Health Service funded activities.

5. Provide professional guidance to the Office of Personnel in the establishment of physical standards for Coast Guard military duty.

6. Procure, assign and review the performance of Public Health Service personnel assigned to the Coast Guard.

7. Exercise professional control over all Coast Guard professional and sub-professional medical personnel.

8. Maintain liaison with the other Armed Forces and Public Health Service medical departments.

9. Administer the activities of the Central Physical Evaluation Board and Physical Review Council, and administer (and act as a member of) the Headquarters Physical Evaluation and Physical Disability Appeals Boards.

10. Review all personnel separations based on medical considerations.

11. Contract for medical services for personnel of the Coast Guard under the authority delegated by the Public Health Service.

12. Provide medical services to Headquarters building personnel.

MEDICAL ADMINISTRATION DIVISION (KMA)

Under the general direction and supervision of the Chief Medical Officer, the Chief, Medical Administration Division shall:

1. Direct the administrative, budgetary, financial, supply and management aspects of the Medical Program.

2. Administer the program budgeting requirements for the Coast Guard Medical Program.

3. Prepare the budget submission for the Coast Guard Medical Program to be included in the Public Health Service budget.

4. Review and/or recommend action concerning medical facility plans and approve the design and equipping of such facilities.

5. Provide medical records service and review as required.

6. Maintain liaison with the Office of Civilian Health and Medical Program of the Uniformed Services (OCHAMPUS) and the medical departments of the Armed Forces and Public Health Service, and administer the OCHAMPUS Program for the Coast Guard.

7. Administer the activities of the Central Physical Evaluation Board and Physical Review Council.

8. Administer Subhead 57 for the Chief, Medical Officer, USCG.

9. Initiate training requirements for professional PHS and sub professional CG personnel assigned to the Coast Guard Medical Program.

10. Coordinate administrative matters relative to procurement and delivery of professional services with the Chief, Professional Services Division, and recommend staffing assignments.

11. Supervise for the Chief Medical Officer the contracting of Medical Services for personnel of the Coast Guard.

12. Promulgate the Medical Manual in coordination with the Chief, Office of Personnel.

13. Provide statistical services for the Office of the Chief Medical Officer.

14. Coordinate the medical supply system and provide inputs to the Supply Logistics Division, Office of the Comptroller on required finance and supply directives, and initiate changes in the medical allowance list.

15. Carry out financial accounting for the Office of the Chief Medical Officer.

16. Compile and evaluate required management information related to the provision of medical services to the Coast Guard.

PROFESSIONAL SERVICES DIVISION (KPS)

Under the general direction and supervision of the Chief Medical Officer, the Chief, Professional Services Division shall:

1. Assist in the development of the Medical Program for the Coast Guard.

2. Provide professional guidance to the Office of Personnel in establishing physical standards for Coast Guard military duty as directed by the Chief Medical Officer.

3. Serve as medical member of Central Physical Evaluation Board and various other boards as directed.

4. Review all physical examinations, recommend administrative actions related to physical examinations to the Chief, Medical Officer, and make medical recommendations concerning aviation personnel.

5. Maintain liaison with the Navy Bureau of Medicine and Surgery on aviation medical matters.

6. Recommend assignment and/or training of PHS flight surgeons as required.

7. Advise the Chief, Medical Administration Division on Aviation Medical Facilities requirements.

8. Supervise medical clinic operations in the HQ Building.

9. Provide clinical dental services to the Service.

10. Be responsible for procurement and deployment of dental staff.

11. Prepare specifications for mobile dental detachments.

12. Provide professional guidance to the Office of Personnel in establishing dental standards for the Coast Guard.

13. Review professional performances of dental officers and approve fitness reports on such officers.

14. Establish dental policy and procedures to be implemented in field activities.

15. Initiate, recommend and review allowance and training of dental technicians.

16. Recommend design and equipment for new dental facilities.

17. Administer the environmental health program, involving water supply, air and water pollution control, pest control, and solid waste disposal, and develop industrial health policies and standards for the Coast Guard.

18. Advise the Chief Medical Officer on NBC warfare and radiological health, and serve as a member of Coast Guard and interagency Boards when required.

19. Maintain liaison with the Department of Defense and other governmental agencies concerning pest control and pesticides.

20. Inspect floating and shore units to ascertain compliance with environmental health standards and make reports to the appropriate district commander or commanding officer, Headquarters unit.

DENTAL SERVICES BRANCH

Under the general direction of the Chief, Professional Services Division, USCG, the Chief, Dental Services Branch, shall:

1. Provide clinical dental services to the service.

2. Be responsible for procurement and deployment of dental staff.

3. Prepare specifications for mobile dental detachments.

4. Provide professional guidance to the Office of Personnel in establishing dental standards for the Coast Guard.

5. Review professional performance of dental officers and approve fitness reports on such officers.

6. Establish dental policy and procedures to be implemented in field activities.

7. Recommend design and equipment for new dental facilities.

ENVIRONMENTAL SANITATION BRANCH

Under the general direction and supervision of the Chief, Professional Services Division, the Chief Sanitary Engineering Officer as Chief of the Environmental Sanitation Branch shall:

1. Recommend the development of environmental health and occupational health policies and standards for the Coast Guard.

2. Provide advisory services in NBC warfare and radiological health and serve as a member of Coast Guard Boards when required.

3. Advise on services related to water supply, air and water pollution control, pest control, and solid waste disposal.

4. Maintain liaison with the Department of Defense and other governmental agencies concerning pest control and pesticides.

5. Inspect floating and shore units to ascertain compliance with environmental health standards. In this regard, reports shall be directed to the appropriate district commander or commanding officer, Headquarters unit.

6. Provide instruction in environmental health subjects at the Loran Officers School.

7. Supervise the activities of Regional Sanitary Engineers as required.

MEDICAL SERVICES BRANCH

Under the general direction and supervision of the Chief, Professional Services Division, the Chief, Medical Services Branch, shall:

1. Develop the Aviation Medicine Program for the Coast Guard.

2. Provide professional guidance to the Office of Personnel in establishing aviation and general physical standards as directed by the Chief Medical Officer.

3. Advise Chief, Aviation Division on aviation medical matters.

4. Serve as medical member of Central Physical Evaluation Board, and various other boards as directed.

5. Review all flight physicals and make medical recommendations concerning aviation personnel.

6. Maintain liaison with the Bureau of Medicine and Surgery on aviation medical matters.

7. Recommend assignment and/or training of PHS flight surgeons as required.

8. Advise the Chief Medical Officer, USCG, and Chief, Medical Administration Division, on Aviation Medical Facilities requirements.

9. Assist the Chief, Medical Administration Division, in such studies and projects as may be required to conduct the medical program of the Coast Guard.

10. Review all physical examinations.

11. Recommend administrative actions related to physical examinations to the Chief Medical Officer USCG.

12. Initiate correspondence relative to incomplete physical examinations, examination follow-up etc.

13. Assist in preparing the Medical Manual.

14. Supervise medical clinic operations in Headquarters Building.

DENTAL CLINIC

Under the direction and supervision of the Chief, Medical Services Branch, the Chief, Dental Clinic, shall provide preventive and emergency dental care for military beneficiaries.

CIVILIAN HEALTH SECTION

Under the direction and supervision of the Chief, Medical Services Branch, the Chief, Civilian Health section, shall provide preventive and emergency medical care for eligible civilian employees.

MILITARY HEALTH SECTION

Under the direction and supervision of the Chief, Medical Services Branch, the Chief, Military Health Section, shall provide preventive and emergency medical care for military beneficiaries.

PART V

★ 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 5 Divisions, namely, Merchant Marine Technical, Merchant Vessel Inspection, Merchant Vessel Personnel, Merchant Vessel Documentation, and Hazardous Materials, 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 Chief, Data Systems Division as to types and forms of marine safety statistics to be prepared. 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 Chief of Staff, planning expenditures to accomplish essential programs within available funds, passing on obligations against field allotments when Headquarters authorization is required, and otherwise insuring wise and economical expenditure of such funds.

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 Planning and Special Projects Staff and the Traveling Inspector Staff.

14. Be program director for **Commercial Vessel Safety.** (The Deputy Chief is the program manager.)

★ TRAVELING INSPECTOR STAFF(M-1)

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 the 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.

★ PLANNING AND SPECIAL PROJECTS STAFF (M-2)

Under the direction and supervision of the Chief, Office of Merchant Marine Safety, the Chief, Planning and Special Projects Staff shall:

1. Prepare and assist in the preparation of technical papers in support of U. S. positions in connection with Coast Guard participation in deliberations of the International Maritime Consultative Organization and other international activities.

2. Undertake and assist in the planning, development, and conduct of technical, personnel, and management studies in support of the Merchant Marine Safety mission.

3. Coordinate the preparation of program data and other documents required under the Planning, Programming and Budgeting System.

4. Supervise the activities of the Underwater Safety Project.

★ RECORDS MANAGEMENT STAFF (M-3)

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

1. Develop and implement records systems based on existing and projected needs of the Merchant Marine Safety Program.

2. Monitor the Merchant Marine Safety Records Management Program for the Service and provide advisory service when requested.

3. Maintain the Merchant Marine Safety Standard Subject Classification Numbers Supplement in the areas of maritime safety and law enforcement, ship design and ships material, and general material to be used by Headquarters staff elements of the Office of Merchant Marine Safety, all Coast Guard District (m) Offices and Coast Guard Marine Inspection Offices.

★ 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. Review technical plans and specifications for 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 safety equipment and devices submitted to Headquarters and refer appropriate items to the Office of Research and Development 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. 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.

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

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

8. Review reports of marine casualties referred by the Merchant Vessel Inspection Division; recommend action to be taken in specific cases; and analyze the experience reflected in the reports taken collectively.

9. Review and comment upon applications for waivers of the navigation and vessel inspection laws referred by the Merchant Vessel Inspection Division, analyze those which have been granted in the field, and recommend general waivers of technical requirements.

10. Provide technical assistance in the development of national position papers on technical matters affecting maritime safety and represent the United States in discussion of such matters at the international level through the Intergovernmental Maritime Consultative Organization (IMCO).

11. Participate within professional societies to develop safety codes and standards in the area of Merchant Marine Safety responsibilities.

12. Provide general technical direction and coordination of the technical personnel of the Division and Field Offices.

13. Supervise the admeasurement of U. S. Vessels.

14. Provide technical support to the Office of Boating Safety for the development and administration of recreational boating safety standards.

★ TECHNICAL STAFF (MMT)

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

1. Join with the Division Chief in advising the Chief of the Office of Merchant Marine Safety in matters importantly affecting administration of merchant marine safety requirements.

2. Advise with respect to any aspect of vessel design, construction and materials. Participate and keep abreast of engineering and scientific developments so as to anticipate and assess vessel safety problems which may be affected or created thereby.

3. Initiate and review new or amended regulations.

4. Review and make recommendation concerning proposed legislation which may affect merchant marine safety.

5. Serve as Coast Guard representative in consultations which may involve both technical and policy decisions with other U. S. Government agencies, industrial and scientific establishments and foreign authorities.

6. Develop and promulgate internal procedures, methods and policies governing operation of the Division and of the Office of Merchant Marine Safety.

7. Analyze marine casualties for cause and prevention of future incidents.

8. Perform necessary research in the development of new criteria for vessel strength and operation.

★ ADMINISTRATIVE STAFF (MMT)

Under the direction and supervision of the Chief, Merchant Marine Technical Division, the Administrative Officer shall:

1. Conduct studies to determine and maintain the proper organizational alignment of components within the Division and those of the Merchant Marine Technical Field Offices, necessary to accomplish their mission.

2. Examine existing staffing and office procedures and coordinate administrative functions within the Division to improve efficiency and avoid duplication of efforts; act as coordinator between the Division and other activities of the Office of Merchant Marine Safety for personnel training and certain civilian personnel matters.

3. Manage and supervise the Division control point for mail and distribution, the Division repository for classified material, and a reception office for visitors.

4. Collect data and submit reports, as required, for the Coast Guard, Department of Transportation, and Executive Branch of the Government; prepare agenda for Division-level conferences.

5. Edit the Navigation and Vessel Inspection Circular (NVIC); prepare Headquarters Instructions and Notices; maintain official record copy of directives.

6. Coordinate the preparation of the annual multi-year Planning-Programming-Budgeting procedures for the Division.

7. Maintain a current safety equipment and material approvals system, and a published listing (Equipment Lists (CG-190)) of such approvals by coordinating with Equipment, Electrical Engineering, Marine Engineering and Hull Scientific Branches.

★ADMEASUREMENT BRANCH

Under the direction and supervision of the Chief, Merchant Marine Technical Division, the Chief, Admeasurement Branch shall:

1. Administer and interpret U. S. tonnage measurement laws, admeasure U. S. vessels, and issue U. S. tonnage certificates.

2. Admeasure U. S. vessels under Suez Canal rules of United Arab Republic, and issue tonnage certificates.

3. Admeasure U. S. vessels under Panama Canal Rules, and issue tonnage certificates.

4. Interpret and compare tonnage measurement rules of other countries with those of U. S. as basis for official acceptance by U. S.

5. Conduct technical studies and tests to modernize tonnage measurement technique.

★ ELECTRICAL ENGINEERING BRANCH

Under the direction and supervision of the Chief, Merchant Marine Technical Division, the Chief, Electrical Engineering Branch shall:

1. Review plans and specifications for vessel electrical equipment and installations including power, lighting and interior communications, with emphasis placed on reliability, prevention of fires, prevention of electrical shock, and effectiveness of communications systems and other electrical features.

2. Maintain a uniform policy relative to the approval of vessel electrical equipment and installation matters in Merchant Marine Technical Field Offices.

3. Develop standards and specifications relating to merchant vessels in accordance with industry trends.

4. Initiate and/or review electrical proposed regulations, standards and specifications concerning vessel electrical equipment and installations.

5. Formulate regulations and instructions for the guidance of naval architects, marine engineers, shipbuilders and marine equipment suppliers, detailing the minimum safety standards for vessels and equipment.

6. Participate in technical societies and committees and accept, where possible, industry standards; maintain close liaison with other agencies and agencies such as the American Bureau of Shipping and the National Cargo Bureau.

7. Study industry trends and review casualty data to permit a continuing re-evaluation of the marine safety standards.

8. Perform the necessary research to keep abreast of technical developments to permit acceptance of new methods of fabrication and items of equipment which provide an equivalent degree of safety.

9. Maintain a continuing training program of personnel assigned.

★ HULL ARRANGEMENTS BRANCH

Under the direction and supervision of the Chief, Merchant Marine Technical Division, the Chief, Hull Arrangements Branch shall:

1. Establish standards, initiate regulations, and/or review proposed regulations, plans, and specifications for vessel structure, arrangement, outfitting, and equipment.

2. Maintain a uniform policy relative to the approval of vessel structure, arrangement, outfitting, and equipment in Merchant Marine Technical Field Offices.

3. Develop standards and specifications relating to merchant vessels in accordance with industry trends and accept, where possible, industry standards.

4. Formulate regulations and instructions for the guidance of naval architects, marine engineers, shipbuilders, and equipment suppliers detailing the minimum safety standards for said vessels and equipment.

5. Participate in technical societies and committees; maintain liaison with other government agencies and agencies such as the American Bureau of Shipping and the National Cargo Bureau; study industry trends and review casualty data to permit continuing reevaluation of marine safety standards.

6. Perform the necessary research to keep abreast of technical developments to permit acceptance of new methods of fabrication and items of equipment which provide an equivalent degree of safety.

7. Maintain a continuing training program of personnel assigned.

★ HULL SCIENTIFIC BRANCH

Under the direction and supervision of the Chief, Merchant Marine Technical Division, the Chief, Hull Scientific Branch shall:

1. Review plans, specifications and technical data for vessel subdivision and stability.

2. Supervise the conduct of stability tests and prepare stability letters.

3. Maintain a uniform policy in the Merchant Marine Technical Field Offices relative to vessel subdivision and stability.

4. Review load line data; maintain load line records; establish and interpret policy on load line matters.

5. Review structural failures and advise on corrective measures to prevent such failures; maintain structural casualty records.

6. Initiate and/or review proposed regulations, standards and specifications concerning subdivision, stability and load lines.

7. Conduct or assist in the conduct of special studies towards the development of national position papers on technical matters effecting maritime safety which relate to subdivision, stability and load line.

8. Formulate regulations and instructions for the guidance of naval architects, marine engineers, shipbuilders and equipment suppliers detailing the minimum safety standards for vessels and equipment.

9. Participate in technical societies and committees and accept, where possible, industry standards; maintain close liaison with other government agencies and agencies such as the American Bureau of Shipping and the National Cargo Bureau; study industry trends and review casualty data to permit continuing re-evaluation of the Marine safety standards.

10. Perform the necessary research to keep abreast of technical developments to permit acceptance of new methods of fabrication and items of equipment which provide an equivalent degree of safety.

11. Maintain a continuing training program of personnel assigned.

★ MARINE ENGINEERING BRANCH (MMT)

Under the direction and supervision of the Chief, Merchant Marine Technical Division, the Chief, Marine Engineering Branch shall:

1. Review plans and specifications for vessel machinery, piping and mechanical equipment including boilers, pressure vessels, marine nuclear power plants, piping system components and other related correspondence.

2. Maintain a uniform policy relative to the approval of vessel machinery, piping, and mechanical equipment in merchant marine technical field offices.

3. Maintain applicable regulations covering marine engineering systems and components on merchant vessels, studying and considering casualty data, new technological developments, and industry trends in the initiation of necessary changes, or in the drafting of proposed regulations.

4. Formulate regulations and instructions for the guidance of naval architects, marine engineers, shipbuilders, and marine equipment suppliers, detailing the minimum safety standards for said vessels and equipment.

5. Participate in technical societies and committees and accept, where possible, industry standards; maintain close liaison with government agencies and agencies such as the American Bureau of Shipping and the National Cargo Bureau.

6. Perform the necessary research to keep abreast of technical developments to permit acceptance of new methods of fabrication and items of equipment which provide an equivalent degree of safety.

7. Maintain a continuing training program of personnel assigned.

★ SAFETY EQUIPMENT BRANCH

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

1. Review plans and specifications for lifesaving and fire protection equipment and materials, including, but not limited to lifeboats, life rafts, ring buoys, davits, breathing apparatus, pyrotechnic distress signals, fire extinguishing systems, and incombustible materials.

2. Prescribe, conduct, and review necessary tests of such equipment and materials.

3. Maintain a uniform policy relative to the approval of vessel lifesaving and fire protection equipment and material in Merchant Marine Technical Field Offices.

4. Initiate and/or review proposed regulations, standards, and specifications for lifesaving and fire protection equipment.

5. Formulate regulations and instructions for the guidance of naval architects, marine engineers, shipbuilders, and equipment suppliers, detailing the minimum safety standards for vessels and equipment.

6. Maintain close liaison with other Government agencies and agencies such as the American Bureau of Shipping and the National Cargo Bureau; participate in technical societies and committees; study industry trends and review casualty data to permit continuing reevaluation of marine safety standards, and accept, where possible, industry standards.

7. Perform the necessary research to keep abreast of technical developments to permit acceptance of new methods of fabrication and items of equipment which provide an equivalent degree of safety.

8. Maintain a continuing training program of personnel assigned.

★ 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. Develop and administer the program and supervise the interpretation of laws, regulations, and instructions for the improvement and enforcement of merchant marine materiel and operational standards, including:

a. The inspection of merchant vessels and other commercial vessels, their hulls, 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 review of certificates of inspection to assure uniformity and adequacy of manning and compliance with applicable inspection laws and regulations.

d. The preparation of safety certificates and exemption certificates in accordance with the currently effective International Convention for Safety of Life at Sea.

e. The development and enforcement of rules of the road for the prevention of collisions.

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

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

h. The factory inspection of equipment approved by the Coast Guard for use of merchant vessels.

i. The investigation and review of commercial vessel marine casualties for analyses of accidents and compilation of statistics.

2. Initiate or review the following for submission to the Merchant Marine Council:

a. Regulations relating to the materiel aspects of merchant marine safety.

b. Regulations concerning Rules of the Road and related matters.

c. Articles based on casualty reports for publication in "Proceedings of the Merchant Marine Council".

d. Legislative, regulatory, and instruction changes to improve safety standards based on statistical analysis of marine casualties.

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. 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.

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

7. Maintain statistical data and summary information pertaining to unsafe practices and conditions observed on merchant vessels.

8. 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.

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

10. 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.

11. Prepare preliminary budget estimates and make recommendations as to fund allocations.

12. Participate in the development of new legislation, proclamations, executive orders, regulations and other directives having the force and effect of law as relating to Merchant Vessel Inspection and Manning.

13. Participate in international conferences and meetings in the interest of advancing vessel inspection and manning standards and in the advancement of anti-collision concepts.

★ VESSEL INSPECTION AND MANNING STANDARDS BRANCH

Under the direction and supervision of the Chief, Merchant Vessel Inspection Division, the Chief, Vessel Inspection and Manning Standards Branch shall:

1. Exercise cognizance over matters related to vessel inspection and manning laws and regulations which include:

a. Developing regulations to carry out the intent of inspection and manning laws.

b. Maintaining vessel inspection files.

c. Reviewing certificates of inspection for adequacy of manning and compliance with applicable laws and regulations.

d. Reviewing and or determining special inspection and manning standards for specific vessels with unusual requirements.

2. Perform the following administrative duties:

a. Initiate action and replies on the recommendations of local marine inspection officers.

b. Make decisions on appeals relative to inspection and manning standards.

c. Prepare safety certificates and exemption certificates as required based on data submitted.

d. Prepare replies to inquiries concerning vessel inspection and manning standards.

3. Supervise management procedures with respect to the following:

a. Correspondence concerning administrative and operational functions of vessel inspection and manning standards.

b. Maintaining contact with other field units.

c. Preparing instructions or changes to instructions to provide for uniform procedures in applying inspection and manning laws and regulations.

4. Provide services in the following areas:

a. Maintaining "List of Inspected Tank Vessels".

b. Disseminating information pertaining to unsafe practices and conditions on board merchant vessels.

c. Disseminating information pertaining to the types of inspections conducted by field officers.

d. Establishing and maintaining contact with the public and other Federal agencies on cognizant matters.

★ RULES OF THE ROAD BRANCH

Under the direction and supervision of the Chief, Merchant Vessel Inspection Division, the Chief, Rules of the Road Branch shall:

1. Administer the program for the development of Rules of the Road and related matters for the prevention of collisions by:

a. Reviewing existing statutory and regulatory Rules of the Road.

b. Making recommendations for changes to statutory and regulatory Rules of the Road.

c. Serving as member of the Rules of the Road Subcommittee of the Merchant Marine Council.

d. Serving as Secretary of the Rules of the Road Coordinating Panel.

e. Maintaining liaison with other branches and government agencies.

f. Reviewing casualty records which involve Rules of the Road.

g. Preparing recommendations for additional systems for the prevention of collisions including, but not limited to, bridge-to-bridge radiotelephone and separate sea lanes.

2. Provide services in the following areas:

a. Preparation of replies to inquiries concerning Rules of the Road.

b. Dissemination of information concerning new proposals to the Rules of the Road and related matters.

c. Assistance to other departments and units in Rules of the Road matters.

3. Assist the Casualty Review Branch and Legal Division as necessary in the review of casualty records and penalty appeal cases involving collisions between vessels.

★ CASUALTY REVIEW BRANCH

Under the direction and supervision of the Chief, Merchant Vessel Inspection Division, the Chief, Casualty Review Branch shall:

1. Maintain and administer a program for the investigation and review of marine casualties involving commercial vessels to include:

a. Developing directives and instructions for guidance of field personnel engaged in investigations.

b. Reviewing all casualty investigations, reports and records.

c. Maintaining custody of all casualty investigation reports and records.

d. Providing casualty records and data to other Coast Guard Divisions, other government agencies, special committees and industry associations for information to improve or more properly effectuate sound standards of safety.

2. Administer a program of casualty analysis, statistical recording and special studies for use in the development, improvement and enforcement of materiel and operational standards.

3. Prepare the Coast Guard's official position with respect to all Marine Boards of Investigation and Casualties involving death.

4. Prepare and submit information of broad interest to the marine industry concerning:

a. Various casualty statistics

b. Results of special studies and casualty analysis

c. Articles specifically emphasizing lessons to be learned from casualties.

★ PROJECTS AND TRAINING BRANCH

Under the direction and supervision of the Chief, Merchant Vessel Inspection Division, the Chief, Projects and Training Branch shall:

1. Perform studies and research necessary to maintain current knowledge of needs and requirements in the field of vessel inspection and manning coincident with new and changing developments in design and construction of vessels and equipment.

a. Based on experience gained develop rules, regulations, and instructions relating to the inspection and manning of new vessel types.

b. Maintain close association with segments of the marine industry and governmental agencies concerned with and active in the development of new concepts.

2. Administer and supervise a training program for the field inspection personnel.

a. Seek out and determine the training needs of the marine inspection offices.

b. Make arrangements for short intensive courses and seminars with educational institutes, industry and other government agencies for the updating of inspectors' knowledge in areas of need and new technology.

c. Keep the field advised as to educational and training opportunities that are available.

d. Maintain a continuing review of the Merchant Marine Safety School at Yorktown, Virginia to determine that the training curriculum is updated and to insure that the expertise of the instructors is maintained current with new and changing developments.

e. Cooperate with other Divisions in the Office of Merchant Marine Safety in the training of their personnel.

f. Maintain liaison with the Personnel Training Branch of the Office of Personnel.

g. Prepare an annual training requirement schedule for the Office of Merchant Marine Safety as may be required by the Office of Personnel.

3. Make field consultations and attend conferences as necessary, in conjunction with project studies and evaluate training facilities to determine the training needs of the marine inspection offices.

★ 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 46 USC 239 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 hearing records for accuracy and completeness wherein an appeal has been taken to the Commandant; rule on timeliness of appeals, issue temporary licenses and documents where appropriate, and receive briefs submitted by appellants. Summarize record and forward case to the Chief Hearing Examiner and Chief Counsel when ready for review and preparation of the final action in the matter.

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

14. Provide 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. Provide 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.)

★ SEAMEN DOCUMENTATION AND RECORDS BRANCH (MVP-1)

Under the direction and supervision of the Chief, Merchant Vessel Personnel Division, the Chief, Seamen Documentation and Records Branch shall:

1. 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 citzenship requirements.

2. 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.

3. Provide instruction and guidance to officers in charge, marine inspection, covering certification, shipment and discharge of merchant vessel personnel. Provide information to the Department of State concerning merchant vessel personnel procedures abroad. Prepare responses to related inquiries from Congress, interested organizations, merchant seamen and the general public. Prepare memoranda, instructions and proposed regulation changes to implement changes in laws and procedures relating to certification, shipment and discharge of merchant vessel personnel.

4. Supervise the Duplicate Document, Jacket and Vessel Files Sections.

★ DUPLICATE DOCUMENT SECTION

Under the direction and supervision of the Chief, Seamen Documentation and Records Branch, the Chief, Duplicate Document Section shall:

1. Administer the laws, rules and regulations governing issuance of duplicate seamen's documents.

2. Process the applications, prepare the duplicate documents and initiate correspondence concerned therewith.

★ JACKET SECTION

Under the direction and supervision of the Chief, Seamen Documentation and Records Branch, the Chief, Jacket Section shall:

1. Administer the laws, rules, and regulations governing the issuance of original and supplemental issuance of seamen's documents.

2. Keep account of field operations and maintain the central records on seamen, licensed officers, and deceased seamen.

3. Safeguard these records and prepare correspondence in their regard.

★ VESSEL FILES SECTION

Under the direction and supervision of the Chief, Seamen Documentation and Records Branch, the Chief, Vessel Files Section shall:

1. Administer the laws, rules, and regulations governing the shipment and discharge of merchant seamen.

2. Maintain all central records of shipment and discharge and the correspondence pertaining thereto.

3. Maintain and administer "locator" file of seamen.

★ LICENSING AND EVALUATION BRANCH (MVP-2)

Under the direction and supervision of the Chief, Merchant Vessel Personnel Division, the Chief, Licensing and Evaluation Branch shall:

1. Regulate and supervise the licensing and documentation of merchant marine personnel.

2. Review and evaluate applications relative to the issuance, exchange, cancellation or withholding of officers', seamen's and motorboat operators' licenses or documents.

3. Maintain central files and statistical records of licenses issued by field marine inspection offices.

4. Maintain liaison with other government agencies, steamship companies, maritime academies, and seamen's unions on matters pertaining to the licensing and certificating of merchant vessel personnel.

5. Interpret the rules and regulations for the licensing and certificating of merchant marine personnel and provide such interpretations to all field marine inspection offices.

6. Consider, initiate, coordinate and submit proposals for changes to Title 46 CFR 10, 11, 12, and 187 as may be required; review and update, as necessary, the contents of publications concerning rules and regulations for the licensing and certificating of merchant marine personnel.

7. Prepare replies to congressional inquiries and inquiries from the public pertaining to the licensing and certificating of merchant marine personnel.

8. In conjunction with the Seamen Occupational Standards and Analysis Branch, review, analyze and make recommendations concerning the curriculum, facilities and staff of various schools for merchant marine personnel; as necessary, assist field marine inspection offices in the preparation and administering of license examinations to graduates of the Merchant Marine Academy and state maritime schools.

9. Maintain records of all grades of licenses issued by the field marine inspection offices, and prepare a monthly statistical report of licenses issued.

10. Serve as a member of the Administrative Clemency Board.

★ DISCIPLINARY AND SECURITY BRANCH (MVP-3)

Under the direction and supervision of the Chief, Merchant Vessel Personnel Division, the Chief, Disciplinary and Security Branch shall:

1. Supervise and coordinate the activities of the Security, Suitability, Disciplinary Administration, Appeals, and Administrative Clemency Sections.

a. Maintain an awareness of the developments and trends in subversive doctrines and activities. Keep abreast of the identity and character of organizations and publications designated by the Attorney General as being inimical to the security of the United States.

b. Maintain familiarity with actions of the Subversives Activities Control Board and decisions of the Courts with respect to subversive activities, with particular emphasis on those decisions affecting Coast Guard regulations and practices in this field.

c. Maintain liaison with L and OI on the Port Security Card and Merchant Mariner Document Security Program.

d. Review intelligence dossiers made available on all applicants for Specially Validated Merchant Mariner's Documents or when additional information is provided concerning a holder of a SVUSMMD. (If the dossier contains derogatory security information, the case is referred to the Evaluation Committee as per HQINST 5954. 1A. If the information is evaluated as non-derogatory, the case is cleared by the Branch Chief.)

e. Process and refer for Local Security Board Hearing, if warranted, those cases where the Commandant is not satisfied as to the security status of the holder or applicant for a SVUSMMD.

f. Initiate, review and coordinate proposals as necessary to change the pertinent regulations, directives, and the handling/disposal of records, for the sections of this Branch.

g. Provide guidance or decision in Disciplinary Administration cases under 46 CFR 137 where an interpretation of the regulations is required or where the interpretation of an existing policy question arises.

h. Review other Disciplinary Administration cases in order to keep current with developments or trends in the process.

★ SEAMEN OCCUPATIONAL STANDARDS AND ANALYSIS BRANCH (MVP-4)

Under the direction and supervision of the Chief, Merchant Vessel Personnel Division, the Seamen Occupational Standards and Analysis Branch shall:

1. Develop examination questions for the various grades of licenses and endorsements on documents issued to merchant marine personnel.

2. Exercise control over examination and testing procedures to assure reasonable uniformity in their administration.

3. Review and update the contents of the following publications:

a. Specimen Examinations for Merchant Marine Deck Officers (CG-101).

b. A Manual for the Safe Handling of Inflammable and Combustible Liquids (CG-174)

c. Manual for Lifeboatmen, Able Seamen, and Qualified Members of Engine Department (CG-175).

d. Specimen Examinations for Merchant Marine Engineer Licenses (CG-182).

e. Specimen Examination Questions for License as Master, Mate and Pilot of Central Western Rivers Vessels (CG-220).

4. Review and evaluate examination questions to determine effectiveness of testing methods and procedures. Insure reasonable uniformity in testing and examination procedures.

5. Review work requirements for merchant marine personnel, including a job analysis to be used in formulating professional standards.

6. Develop, revise and evaluate examination booklets, training aids and study guides for merchant marine personnel.

7. Collaborate with Licensing and Evaluation Branch in reviewing examinations, testing facilities and methods employed by the various maritime schools training both licensed and unlicensed merchant marine personnel.

8. Analyze and review testing standards for vocational qualifications along lines established by leading professional testing services and standards developed by the American Psychological Association.

9. Special projects. Conduct studies, obtain background information and prepare answer to special problems and questions or questions relating to the examination and testing procedures as it affects this

division. Prepare position papers on IMCO subjects as necessary. Revise and update regulations and write instructions to the field on related matters pertaining to merchant marine personnel.

11. Maintain files and index information pertaining to examination and testing questions and related matters.

★ HAZARDOUS MATERIALS DIVISION (MHM)

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

1. Initiate or review, for submission to the Merchant Marine Council, regulations relating to hazardous cargo containment and handling aspects of merchant marine safety.

2. 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.

3. Initiate and coordinate research and development projects relating to hazardous material safety (e.g., cargo hazard evaluation, oil and chemical pollution, mixed temperature cargoes, cargo vapor control, etc.).

4. Draft rules and regulations for the transportation, handling, loading, discharging, stowage, storage, and use of explosives or other dangerous cargoes as required by the Dangerous Cargo Act, 46 USC 170 as amended, and coordinate issuance with the Merchant Marine Council. Develop and maintain rules and regulations pertaining to the transportation by water of radioactive materials.

5. Administer and coordinate a program of foreign vessel inspection, including issuance of letters of compliance, for vessels carrying bulk hazardous cargoes which create potential unusual risks to life and property by virtue of the cargoes carried or the design for cargo containment or handling.

6. Prepare publications on bulk hazardous cargo properties and safety procedures for guidance and education of Coast Guard and marine industry personnel.

7. Consider and initiate action on technical questions concerning cargo safety which are referred to Headquarters in connection with inspections of new construction, repairs, and vessels in service.

8. Review such reports of marine casualties as are referred by the Merchant Vessel Inspection Division and Law Enforcement Division; make recommendations to those Divisions as to action to be taken in specific cases and analyze casualty records of those Divisions for cargo safety experience.

9. Promote safety in water transportation of hazardous materials at local, national, and international levels by presentation of papers at meetings, staff membership in professional societies, participation in technical work of the Intergovernmental Maritime Consultative Organization (IMCO) and United Nations; sponsorship of national and international technical symposia, etc.

10. Direct the activities of the NAS-USCG Advisory Committee on Hazardous Materials and act as liaison with the National Research Council Advisory Center on Toxicology.

11. Maintain direct liaison with the Office of Hazardous Materials, Department of Transportation, in order to develop shippers' requirements which can be used by all modes in domestic transportation. Insure maximum uniformity of all dangerous cargo regulations issued by the Coast Guard with the requirements of other Federal agencies.

12. Furnish technical information and interpretations of the Dangerous Cargo Regulations to Law Enforcement Division and COTPs when requested.

★ TECHNICAL ADVISOR

Under the direction and supervision of the Chief, Hazardous Materials Division, the Technical Adviser shall:

1. Serve as expert adviser to the Division Chief, Office Chief and other Divisions in the field of hazardous cargo safety and submersible environmental control; participate in and keep abreast of engineering and scientific developments so as to anticipate and assess safety problems relating to the shipment and handling of hazardous cargoes.

2. Initiate and coordinate research and development projects relating to hazardous material safety (e.g., cargo hazard evaluation, oil and chemical pollution, mixed temperature cargoes, cargo vapor control, etc.).

3. Direct the activities of the NAS-USCG Advisory Committee on Hazardous Materials and act as liaison with the National Research Council Advisory Center on Toxicology.

4. Manage and coordinate all Division special projects (e.g., development of comprehensive new regulations for bulk chemical transportation).

5. Provide technical guidance in the development of publications on hazardous cargo safety.

6. Represent the Coast Guard in meetings of industry and government groups and technical and professional organizations.

7. Review and make recommendations concerning proposed legislation relating to hazardous material safety.

8. Provide general technical direction and coordination of the technical personnel in the Division.

★ CHEMICAL ENGINEERING BRANCH

Under the direction and supervision of the Chief, Hazardous Materials Division, the Chief, Chemical Engineering Branch shall:

1. Review proposals by industry to transport certain chemical cargoes in bulk aboard ships and barges: evaluate the specific hazards presented by each and the compatibility of the proposed cargoes.

2. Recommend requirement of special safety features and equipment for vessels transporting certain bulk chemicals.

3. Identify the need for and initiate research aimed at assigning toxicity, fire and reactivity hazards to chemicals being carried in bulk by water or likely to be so carried in the near future.

4. Develop standards and specifications for industry trends relating to merchant vessels.

5. Initiate and review related proposed regulations, standards and specifications.

6. Review characteristics of chemicals proposed for water-borne bulk carriage to determine which chemicals may be safely transported by water.

7. Prepare for publication lists, charts, tables, etc., listing bulk chemicals adjudged acceptable for water-borne transportation, detailing characteristics, peculiarities of, and precautions necessary for the safe handling and carriage of these commodities.

8. Review special safety equipment peculiar to chemical carriage.

9. Advise Merchant Marine Technical Division on plan approval when chemical characteristics are involved.

10. Formulate regulations and instructions for the guidance of naval architects, marine engineers, ship builders, equipment suppliers detailing the minimum safety standards for said vessels and equipment.

11. Participate in technical societies and committees and accept where possible, industry standards; maintain close liaison with agencies such as the American Bureau of Shipping and the National Cargo Bureau, as well as other government agencies; study industry trends and review casualty data to permit continuing reevaluation of the marine safety standards; and perform the necessary research to keep abreast of technical developments to permit acceptance of new methods of fabrication and items of equipment which provide an equivalent degree of safety.

12. Coordinate with Merchant Marine Technical Division the review of foreign vessels which will handle potentially hazardous materials in U. S. ports.

13. Conduct inspections of foreign vessels handling potentially hazardous materials in U. S. ports, as necessary, to assure compliance with applicable regulations.

14. Issue Letters of Compliance to foreign vessels found satisfactory after plan review and inspection.

15. Maintain a continuing training program of personnel assigned.

★ PACKAGE ENGINEERING BRANCH

Under the direction and supervision of the Chief, Hazardous Materials Division, the Chief, Package Engineering Branch shall:

1. Coordinate and give immediate direction to the program for the transportation, handling, loading, discharging, stowage, storage and use of explosives or other dangerous cargoes as required by 46 CFR 170 as amended; draft rules and regulations relating thereto in 46 CFR 146-149 and coordinate issuance with the Merchant Marine Council; develop and maintain rules and regulations pertaining to the transportation by water of radioactive materials.

2. Coordinate the rules and regulations in 46 CFR 98.35, 46 CFR 30-40 and 46 CFR 146 pertaining to the use of portable tanks for transportation of dangerous cargoes.

3. Issue special permits granting deviations from container requirements of the Dangerous Cargo Regulations for emergency or experimental shipments; grant approval of equivalent or alternative procedures that are determined to be at least as effective as those prescribed by the regulations.

4. Certify dangerous articles of ships' stores and supplies for use on merchant vessels.

5. Insure maximum uniformity of all dangerous cargo regulations issued by the Coast Guard with the requirements of other Federal agencies.

6. Collect and analyze casualty statistics involving the transport of dangerous cargoes in packages.

7. Maintain direct liaison with the Office of Hazardous Materials, Department of Transportation, in order to develop shippers' requirements which can be used by all modes in domestic transportation.

8. Serve on the IMCO Subcommittee on Transport of Dangerous Goods to develop a Dangerous Goods Code that may be used by all maritime nations as a basis for implementing Chapter VII of SOLAS 1960; participate in the work of the United Nations Committee on Transport of Dangerous Goods to develop packing standards and performance tests that may be used to upgrade the quality of packing moving in international commerce.

9. Furnish technical information and interpretations of the Dangerous Cargo Regulations to Law Enforcement Division and COTPs when requested.

★ MERCHANT VESSEL DOCUMENTATION DIVISION (MVD)

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

1. Give central direction to the administration of matters under the cognizance of the Division to ensure uniformity in application of statutes, rules, and regulations.

2. Plan and administer a system for the documentation of United States vessels, as follows:

a. Initiate or review rules and regulations for referral to the Merchant Marine Council and develop standards and procedures under which the documentation of vessels is regulated; follow up on administrative practices relative to such documentation.

b. Provide for the recordation of bills of sale and conveyance, preferred mortgages and related instruments, ordinary mortgages, releases, satisfactions, assignments, hypothecations, abstracts of title presented for recording, and similar instruments concerning vessel transactions; and ensure the availability of such records for public inspection.

c. Maintain certain other records showing the particulars of every vessel documented as a vessel of the United States, and provide statistics and other information necessary to answer appropriate inquiries.

d. Assign official numbers and signal letters to vessels, and approve the registration of house flags and funnel marks for such vessels.

3. Compile, edit, and issue the publications "Merchant Vessels of the United States" and "Merchant Marine Statistics"; and prepare and issue monthly supplements to the former.

4. Review decisions made by any officer in charge of marine inspections or any district commander on matters under the cognizance of the Division, which have been appealed to the Commandant, and initiate proper action.

5. Conduct studies and/or review and comment upon studies made by others relating to the revision of existing laws, regulations, practices, and procedures concerning matters under the cognizance of the Division.

6. Initiate and/or review and comment upon legislation regarding matters under the cognizance of the Division in cooperation with the Office of Chief Counsel and prepare supporting data and memoranda.

7. Maintain adequate liaison with other Divisions at Headquarters, other Government agencies, admiralty attorneys, shipowners and operators, naval architects, representatives of maritime labor, municipal and industrial associations, and research organizations relative to pertinent legal, administrative, technical, and policy questions.

8. Participate as Coast Guard and Departmental representative on special research, management, and coordinating committees concerned with the administration of pertinent laws.

9 Grant yacht commissions and regulate the use of documented yachts.

★ RECORDS AND PUBLICATIONS BRANCH

Under the direction and supervision of the Chief, Merchant Vessel Documentation Division, the Chief, Records and Publication Branch shall:

1. Maintain records showing the particulars of every vessel documented as a vessel of the United States.

2. Provide statistics and other information necessary to answer appropriate inquiries.

3. Compile, edit, and issue the publications "Merchant Vessels of the United States," the monthly supplements thereto, and "Merchant Marine Statistics."

4. Assign official numbers and signal letters to vessels.

5. Examine and verify vessel documents issued by documentation officers throughout the United States.

6. Grant yacht commissions.

★ REGULATIONS AND RULINGS BRANCH

Under the direction and supervision of the Chief, Merchant Vessel Documentation Division, the Chief, Regulations and Rulings Branch shall:

1. Initiate or review rules and regulations and develop standards and procedures under which the documentation of vessels is regulated, and follow up on administrative practices relative to such documentation.

2. Conduct studies and/or review and comment upon reports of studies conducted by others relating to legislation, regulations, practices and procedures.

3. Advise and instruct personnel in correct and appropriate interpretation of the laws governing documentation of vessels and related matters to promote uniformity and efficiency in the administration of those laws.

4. Provide for the recordation of bills of sale and conveyances, preferred mortgages and related instruments, ordinary mortgages, releases, satisfactions, assignments, hypothecations, abstracts of title presented for recording, similar instruments concerning vessel transactions; and ensure the availability of such records for public inspection.

5. Regulate the documentation of yachts.

6. Approve the registration of house flags and funnel marks for vessels.

PART VI

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, Military Readiness, Law Enforcement, Search and Rescue, and Marine Sciences Divisions, and the Chiefs of the Plans, Programs, Intelligence, and Communications Staffs 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 and flood and disaster relief.

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 and the Office of Boating Safety.

c. The establishment and operation of the aids to navigation system, including the provisions of law relating to bridges across the navigable waters of the United States.

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 Coast Guard communications system.

g. 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. Administer the Planning, Programming, and Budgeting System as Program Director for assigned Coast Guard Programs.

4. 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 Chief of Staff, planning expenditures to accomplish essential programs with available funds, passing on obligations against field allotment when Headquarters authorization is required, and otherwise insuring wise and economical expenditure of such funds.

5. Coordinate preparation of Coast Guard data for Navy mobilization and logistics plan; develop Coast Guard general emergency operation and mobilization plans in support of Navy plans; develop Coast Guard plans for continuity of operations; review supporting plans prepared by Area and District Commanders.

6. Determine operational factors including the allocation, distribution, nomenclature, functional assignment, and status of air, shore, and floating facilities; prescribe operational characteristics required in the several types of operating facilities; recommend to the Commandant the number and types of units to be operated.

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

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

9. Prescribe the operational reports to be submitted by field units and advise the Chief of Staff as to types and forms of operational statistics to be prepared by the Data Systems 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.

10. 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 otherwise, as to the status, effectiveness, and efficiency of operations generally.

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

12. Supervise the Area Commanders in their special operational responsibilities.

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

14. Operate the Headquarters Duty Office, including the Communications Center and Flag Plot.

15. Be Program Director for Search and Rescue, Aids to Navigation, Law Enforcement, Oceanography, meteorology, Polar Operations, and Military Preparedness and Operations.

16. Exercise jointly with Chief, Office of Personnel technical control of Aviation Training Center, Mobile.

ASSISTANT FOR MARINE ENVIRONMENTAL PROTECTION

Under the general direction of the Chief, Office of Operations, the Assistant for Marine Environmental Protection shall:

1. Assess Coast Guard Environmental Protection policy formulation with regard to Coast Guard capabilities for implementing its role in this area, and act as an effective point of contact and source of information when questions on this subject arise either internally or externally.

2. Aid the Chief, Office of Operations in interagency liaison work, staff reports, and policy papers concerning present and future role of Coast Guard/DOT in Environmental Protection efforts. This includes providing Coast Guard representation and/or membership on various panels, task forces, committees and working groups on Environmental Protection.

3. Attend interagency meeting of Environmental Protection working groups in observer status.

4. Keep abreast of Federal Environmental Protection activities in order to recommend better integration of Coast Guard capabilities into the total Federal effort.

5. Maintain personal contacts with officials of other agencies which participate in the Environmental Protection effort, keeping attuned to changes within these agencies which affect Coast Guard/DOT policy planning.

PLANS STAFF (OS)

Under the direction and supervision of the Chief, Office of Operations, the Chief, Plans Staff shall:

1. Conduct issue studies for the Office of Operations.

2. Conduct policy studies for the Office of Operations.

3. Conduct position studies for the Office of Operations.

4. Conduct such other analysis as may be directed.

PROGRAMS STAFF (OP)

Under the direction and supervision of the Chief, Office of Operations, the Chief, Programs Staff shall:

1. Coordinate the Planning, Programming, and Budgeting System for the Office of Operations, including:

   a. Coordinate Budget preparation and publish the Operating Plan.

   b. Coordinate the Coast Guard Program Proposals of each mission Division and Operations Staff, reviewing their Program Data Summaries, Financial Plans and Resource Change Proposals.

2. Maintain and publish the Long Range Facilities Plans for Vessels and Shore Units based on the approved recommendations of the mission divisions.

3. Publish and maintain the Register of Coast Guard Cutters (CG-197); maintain pertinent statistical data concerning operational capabilities of individual floating units.

4. Review and coordinate for the Office of Operations Unit Development Plans, Operational Planning Proposals, and the Acquisition, Construction and Improvement Projects.

5. Coordinate the real property program for the Office of Operations, including assignment and reassignment of space, utilization of excess real property, justification for real property acquisition, and recommendation for action on real property survey.

6. Publish OPFAC (CG-244, Operating Facilities, U. S. Coast Guard) based on the information furnished by the mission divisions.

7. Coordinate the operating statistics developed by the staffs and divisions of the Office of Operations. Publish the Abstract of Operations.

8. Coordinate any matters pertaining to Coast Guard operations or facilities which affect more than one mission division such as distribution of small boats, personnel and review of Boards of Investigations.

INTELLIGENCE STAFF (O[illegible])

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

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

2. Plan or conduct investigations in connection with:

a. Coast Guard military personnel.

b. Coast Guard civilian personnel, exclusive of those investigative responsibilities in connection with security requirements for Government employment under Executive Order 10450 which are performed by the U. S. Civil Service Commission.

c. Applicants for positions of all types in the Coast Guard, exclusive of full field investigations made in connection with security requirements for Government employment under Executive Order 10450 which are performed by the U. S. Civil Service Commission.

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

4. Collect and disseminate intelligence information required for Coast Guard operations.

5. Formulate plans and procedures for coordinating the intelligence activities of the several Coast Guard Districts.

6. Maintain liaison with other intelligence agencies, investigative agencies, and law enforcement agencies.

7. Provide Coast Guard or Department of Transportation representation on interdepartmental intelligence and security committees as required.

8. Administer and supervise ADP programs related to Coast Guard investigations and record retrieval systems to include establishing policy as applied to coordinated ADP functions between Coast Guard Headquarters and field echelons.

9. Prescribe policy procedures for the Coast Guard with regard to obtaining and processing of fingerprints required in connection with Coast Guard Intelligence investigative functions.

10. Prescribe procedures for the Coast Guard with regard to the procurement and processing of all fingerprint records required in connection with Coast Guard business.

11. Maintain criminal and photographic laboratory capabilities in support of Coast Guard investigative activities.

12. Administer and supervise the Coast Guard port security card program as pertains to screening and approval of applications.

13. Administer the screening portion for all applications for validated Merchant Mariner Documents.

14. Control that portion of the identification card program throughout the Coast Guard as pertains to the security, accountability and issue of such cards.

OPERATIONAL INTELLIGENCE BRANCH

Under the direction and supervision of the Chief, Intelligence Staff, the Chief, Operational Intelligence Branch shall:

1. Administer all phases of the Positive and/or operational intelligence programs including:

a. Maintaining liaison with the Defense Intelligence Agency, Central Intelligence Agency, and all other Government intelligence agencies for the purpose of exchanging intelligence information and providing intelligence support to all operations.

b. Evaluation and appropriate dissemination of intelligence information received from outside sources and that which is developed internally.

c. Administering the operational intelligence phase of the port security program.

d. Review of new legislation and issuances of higher authority bearing on the operational intelligence field; recommending appropriate courses of action, and/or submitting drafts of required implementing directives.

e. Maintaining an intelligence library in support of missions.

f. Establishing procedures and requirements for the Coast Guard's operations in the field of positive intelligence.

g. Maintaining a regular plot of foreign fishing activity in areas of U. S. interest for purposes of supporting Coast Guard missions, especially those of a law enforcement nature.

2. Administer the internal security program as pertains to the control and protection of classified information. Update and disseminate the Coast Guard Supplement to the Department of the Navy Security Manual for Classified Information, OPNAVINST 5510.1 series. Process reports of security violation involving non-RPS distributed classified material and prepare final action.

3. Develop and promulgate guidance concerning the internal security of Intelligence Staff and monitor this security through periodic checks of branch functions.

4. Provide the Intelligence Staff representative to the Coast Guard Security Evaluation Committee for Port Security Card and Merchant Mariners Document applicants.

5. Administer the physical security program.

6. Control the foreign disclosure of classified information.

7. Administer the Armed Forces Censorship Program.

8. Assist in the administration of the Technical Security Program.

9. Supervise the administration of the Technical Security Program.

10. Maintain the intelligence material control center for Headquarters and the classified material control center for Intelligence Staff.

MARINE INTELLIGENCE SECTION

Under the direction and supervision of the Chief, Operational Intelligence Branch, the Chief of the Marine Intelligence Section shall:

1. Administer the operational intelligence phase of the port security program including:

a. Tracking foreign vessel movements of intelligence interest.

b. Designation and coordination of clearance action on certain vessels requesting entry in U. S. ports.

c. Publishing the Category/Status Vessel List to assist field units in maintaining security of U. S. ports.

2. Maintain a regular plot of foreign fishing activity in areas of U. S. interest for purpose of supporting Coast Guard missions, especially those of a law enforcement nature.

3. Maintain active liaison with other Government intelligence agencies in order to be aware of all maritime and marine intelligence information which might affect the Coast Guard. Prepare and present briefings as necessary to inform Coast Guard officials of the information developed.

4. Coordinate the submission of all Coast Guard originated intelligence reports to Defense Intelligence Agency and other interested Federal Organizations.

TECHNICAL SECURITY SECTION

Under the direction of the Chief, Operational Intelligence Branch, the Chief, Technical Security Section shall:

1. Coordinate Coast Guard Technical Security Countermeasures (TSCM) Programs (with exception of Tempest) including the following:

a. Develop and administer a TSCM program for CG Headquarters including preparation of necessary instructions and notices.

b. Develop and administer a service-wide TSCM program including preparation of necessary directives and making TSCM inspections as funds permit.

c. Maintain TSCM liaison with other agencies and especially with DOT.

d. Provide CG representation on interagency TSCM Committees when required and/or desirable.

e. Maintain the Headquarters TSCM laboratory and TSCM equipment including preventive maintenance of the equipment.

f. Recommend procurement of new equipment to keep abreast of latest state of the art.

g. Develop a TSCM training program and assist in selection of personnel for this training. Coordinate training requests with Intelligence Staff Administrative Assistant and appropriate Divisions in the Office of Personnel.

h. Act as Intelligence Staff TSCM Program Manager to obtain necessary budgetary support for the TSCM Program. Prepare and submit RCP's when required.

i. Assist in the revision of those portions of the Security Manual pertaining to technical security.

2. Assist in the administration of the DAME (Defense Against Methods of Entry) Program as it affects the Technical Security Program.

3. Provide technical assistance to aid in the operational intelligence phases of the Coast Guard ECM Program.

INTELLIGENCE MATERIAL CONTROL SECTION

Under the direction and supervision of the Chief, Operational Intelligence Branch, the Chief of the Intelligence Material Control Section shall:

1. Maintain a library of intelligence publications and information in support of missions.

2. Maintain the intelligence material control center for Headquarters and the classified material control center for Intelligence Staff including:

a. Receipt of all registered and courier mail delivered to Intelligence Staff.

b. Maintaining internal and external control of all classified information held or processed by Intelligence Staff.

c. Providing courier service for all intelligence information delivered to other Headquarters offices and divisions and other Government agencies.

d. Maintaining centralized files of classified information for all branches of Intelligence Staff.

e. Providing packaging and mailing service for all classified information mailed by Intelligence Staff.

3. Maintain the allowance of intelligence publications held by Coast Guard units by:

a. Updating intelligence portion of allowance list in Section IV-B of Directives, Publications and Reports Index (CG-236).

b. Resolving mailing discrepancies with NAVOCEANO.

c. Mailing publications when necessary.

d. Spot-checking to ensure that units are receiving publications.

INVESTIGATIONS BRANCH

Under the direction and supervision of the Chief, Intelligence Staff, the Chief, Investigations Branch shall:

1. Review for completeness, all investigations conducted by Coast Guard Intelligence on military personnel and all criminal/complaint investigations.

2. Determine internal dissemination at Headquarters of investigative reports received which are of official interest to other Staff components on a "need to know" basis.

3. Assist in the establishment of standards and policies relating to the conduct of Coast Guard Intelligence investigations and general content of the Coast Guard Intelligence Manual, CG-282.

4. Supervise and direct the activities of the Washington Field Office personnel in conducting investigations in the Washington, D. C. area.

5. Maintain liaison with the investigation branches of all Federal and local law enforcement agencies in the Washington, D. C. area.

6. Review new legislation and issuances of higher authority bearing on the investigative field and recommend appropriate courses of action or submit drafts of essential implementing instructions.

7. Maintain statistics on the investigative workload by categories for use in preparing budget estimates and to provide a basis for the equitable distribution of the investigator billets among the twelve districts and the Washington Field Office.

8. Administer the personnel security phase of the Port Security Program.

9. Administer drafting and clearance of "bill of particulars" in all security cases of Coast Guard military personnel and applicants for Port Security cards or Merchant Mariner Documents.

10. Establish policy procedures for obtaining and processing all fingerprints required in connection with Coast Guard requirements and maintain liaison with the Federal Bureau of Investigation concerning fingerprint records.

11. Maintain the technical capability for the development of criminal evidence, such as latent fingerprints, moulages, etc.

12. Supervise investigations concerning forged or questionable documents, ID cards and maintain the capability of developing criminal evidence for use in legal proceedings.

NATIONAL AGENCY CHECK SECTION

Under the direction and supervision of the Chief, Investigations Branch, the Chief, National Agency Check Section shall:

1. Conduct full National Agency Checks on all military personnel (officer and enlisted) entering the regular Coast Guard or the Coast Guard Reserve and those re-enlisting in the U. S. Coast Guard Reserve.

2. Conduct full National Agency Checks on all appointees to the Coast Guard Academy and those individuals selected for training in the Officer Candidate School.

3. Conduct full National Agency Checks required for security clearances or in conjunction with background investigations on military personnel.

4. Conduct modified National Agency Checks on applicants for Port Security Cards and Merchant Mariner Documents except that full National Agency Checks must be conducted on aliens and radio officers.

5. Record results of National Agency Checks completed and publish results to the appropriate field command of staff component within Coast Guard Headquarters.

6. Maintain card index on all National Agency Checks conducted on military personnel.

7. Maintain statistics on the number of National Agency Checks that are accomplished in the various categories (fiscal year basis).

PERSONNEL SECURITY SECTION

Under the direction of the Chief, Investigations Branch, the Chief, Personnel Security Section shall:

1. Serve as Assistant Chief, Investigations Branch and act as Branch Chief in the absence of the regularly assigned Branch Chief.

2. Administer that phase of the Port Security Program which includes:

a. Screening applicants for and controlling issuance of Port Security cards.

b. Maintaining and disseminating the Port Security and Merchant Mariners List.

c. Preparing for publication the applicable chapters of the Coast Guard Port Security Manual.

3. Coordinate all personnel security matters under the cognizance of the Intelligence Staff including maintenance and update of Chapter 15 of OPNAVINST 5510.1 series.

4. Process all Coast Guard applicants for Special Intelligence Clearances and maintain accountability/all cleared personnel in status and those previously cleared personnel under Hazardous Activity Group restriction.

5. Review and process all boards of investigation concerning the loss or possible compromise of classified material or information.

WASHINGTON FIELD OFFICE

Under the direction and supervision of the Chief, Investigations Branch, the Senior Investigator, Washington Field Office shall:

1. Supervise and coordinate the activities of the investigative forces in the Washington Field Office area of responsibility including the training of investigative officers.

2. Maintain close liaison with other Headquarters offices and with other federal, state and local agencies in order to ensure maximum efficiency and economy in all phases of investigative work.

3. Maintain continuous investigative training program for assigned investigators utilizing all available functions.

4. Follow up on the apprehension of deserters and assist in locating absentees as requested by Chief, Administrative Services Division of Headquarters.

5. Assist the Branch Chief of the Investigations Branch in the administration of the Branch including those phases of the ADP Program which are the responsibility of the Investigations Branch.

DATA MAINTENANCE & EVALUATION BRANCH

Under the direction and supervision of the Chief, Intelligence Staff, the Chief, **Data Maintenance & Evaluation Branch shall:**

1. Maintain control card index and the Coast Guard central repository of intelligence files and fingerprint charts for Coast Guard personnel (military and civilian), Merchant Mariner applicants, Port Security Card applicants, and others.

2. Supervise, coordinate and evaluate existing Intelligence ADP programs and future Intelligence ADP requirements, to include administrative processing and statistical evaluations of automated Intelligence data.

3. Conduct name checks and provide information from files to interested Headquarters' Offices and other Government agencies within established guidelines.

4. Maintain Staff general correspondence files.

5. Carry out a continuing records retirement system on the files and fingerprint charts in custody.

6. Supervise District Intelligence jacket transfer procedures. Maintain file of District Intelligence jackets for Headquarters and Headquarters units.

7. Control the issue and accountability of Armed Forces Identification and Uniformed Services Identification and Privilege Cards throughout the service. Monitor pertinent Coast Guard-wide policy guidance material and directives pertaining to administration and security controls over the ID Card issuance program.

8. Provide centralized mailing service for the Intelligence Staff. Receive all incoming non-registered mail.

RECORDS MAINTENANCE SECTION

Under the direction and supervision of the Chief, Data Maintenance & Evaluation Branch, the Chief, Records Maintenance Section shall:

1. Maintain the central intelligence files, exclusive of operational intelligence, on Coast Guard military and civilian personnel, certain applicants for Merchant Mariner Documents and Port Security Cards. Maintain files of all Reports of Investigation for investigations conducted by Coast Guard Intelligence throughout the Coast Guard.

2. Provide custodianship over the Coast Guard central repository of fingerprint charts.

3. Provide administrative processing, to include indexing and filing, of ADP input material for the Staff.

4. Carry out name checks and records searches as requested by other Staff components in Coast Guard Headquarters or by duly authorized representatives of other Government agencies.

5. Provide centralized mailing service for the Staff.

6. Maintain general correspondence files for the Staff.

7. Carry out a continuing records retirement program on the central intelligence files, fingerprint charts and Staff general files.

8. Distribute supplies of identification cards in bulk to field issuing offices and maintain complete records of such issues.

DATA REVIEW & ANALYSIS SECTION

Under the direction and supervision of the Chief, Data Maintenance & Evaluation Branch, the Chief, Data Review & Analysis Section shall:

1. Maintain the Officer Security Program.

2. Maintain the ADP Case Control Program.

3. Maintain, tab and file ADP print-outs.

4. Prepare charts and graphs of intelligence statistics.

5. Render Staff assistance with regards to Intelligence ADP procedures, policy and programs.

6. Coordinate Intelligence ADP functions with Coast Guard districts, Washington Field Office and Governmental agencies as required.

COMMUNICATIONS STAFF (OC)

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

1. Administer the operation, planning, frequency utilization and security of the Coast Guard communication system as the designated Program Manager for General Administration (Command and Control).

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 (Commander, Naval Communications Command and Commander, Naval Security Group Command) in matters relating to communication readiness and security.

3. Coordinate for the Office of Operations the development of operational requirements for telecommunication equipment, establishment of the operational characteristics of equipment to meet the requirements, and determination of priorities for procurement and installation of the equipment including preparation of the annual communications/electronics priority plan.

4. Initiate and coordinate recommendations relating to the establishment or modification of Coast Guard telecommunication services, facilities, and equipment.

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

6. Establish operational requirements for 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 program of the Coast Guard. Administer the Registered Publications and COMTAC Publications Systems of the Coast Guard.

8. Provide communications support to other Federal Agencies where feasible in accordance with the National Communications System policy of non-duplication of common user facilities and additionally where dictated by a common mission interest.

9. Operate the Headquarters Communications Center, Cryptographic Center, and Officer Courier services. Maintain the Headquarters RPS allowance, COMTAC Publications library, COSMIC sub-registry, and TOP SECRET, NATO, CENTO, and SEATO control center.

10. Exercise technical control over the Washington Radio Station.

COMMUNICATIONS SECURITY BRANCH

Under the direction and supervision of the Chief, Communications Staff, the Chief, Communications Security Branch shall:

1. Coordinate the Coast Guard communication security program including the development of communication security requirements and plans.

2. Maintain liaison with Commander, Naval Security Group, in support of the Coast Guard Registered Publication requirements, and with the communication security activities of DOT, DOD agencies, NSA and other agencies as required.

3. Coordinate the allowances, procurement and distribution of RPS material and COMTAC publications within the Coast Guard and maintain the RPS account and COMTAC library for the Commandant including officer courier services as may be required.

4. Act as Communications Security Officer for Coast Guard Headquarters and maintain the Coast Guard COSMIC Sub-Registry and Control Center for TOP SECRET, NATO, SEATO and CENTO material.

5. Review communication security violations and investigative reports and coordinate action required.

6. Act as Coast Guard observer to the Communications Research Engineering Committee of NSA and to the Special Committee on Compromising Emanations of the U.S. Communications Security Board.

7. Provide for classified material control within the Communications Staff.

FREQUENCY AND SPECIAL PROGRAMS BRANCH

Under the direction and supervision of the Chief, Communications Staff, the Chief, Frequency and Special Programs Branch shall:

1. Supervise the operational assignment and utilization of frequencies for the Coast Guard.

2. Serve as principal advisor to the Chief, Communications Staff on matters concerning existing and planned operational use of the frequency spectrum; develop detailed plans to insure compliance with both international and national Communications operations and regulations.

3. Develop radio frequency requirements of the Coast Guard Communications System and coordinate with the Telecommunications Liaison Division (ATL) for the obtainment of assignments to satisfy these requirements.

4. Provide policy guidance to Chief, Communications Staff concerning the establishment, maintenance, and continued improvement of frequency spectrum programs in the areas of propagation, records, usage, and automation.

5. Administer the Coast Guard's radio monitoring program to protect operational communications.

6. Plan Coast Guard frequency requirements for mobilization.

7. Manage the Coast Guard's radio frequency propagation prediction program.

8. Maintain and correct the Coast Guard Communications Publications to insure that they are responsive to the communication requirements of operational units.

9. Conduct continuing studies of developments in telecommunications and initiate technical planning for operational systems that will provide for the improvement of Coast Guard communications and operations. Areas of study include satellite communications, error detection and correction, selective calling, telemetry, electronics countermeasures, new modulation techniques, etc.

10. Maintain liaison with appropriate components of the Offices of Engineering and Research and Development in order to monitor progress of telecommunications developmental projects.

11. Coordinate the collection of operational and technical information required for the Electromagnetic Compatibility Program.

PLANNING AND FISCAL BRANCH

Under the direction and supervision of the Chief, Communications Staff, the Chief, Planning and Fiscal Branch shall:

1. Coordinate the planning, programming and budgeting (PPB) responsibilities of the Program Manager for Command and Control (Communications).

2. Supervise the allotment and expenditure of Subhead 40 (OC) funds for communication services.

3. Coordinate all communications personnel programs, including resource allocation and special training.

4. Prepare for the Office of Operations the annual Communication/ Electronics Priority Plan.

5. Coordinate communication requirements for the AMVER program and maintain records of merchant vessel participation.

6. Supervise the Coast Guard's leased landline communication system and establish requirements for Coast Guard - owned landline facilities and services.

7. Coordinate mobilization requirements for the Coast Guard's communication system including personnel, services and facilities.

8. Maintain liaison with other government agencies and the common carriers to insure compatability of Coast Guard communication plans and policies.

9. Coordinate the communications programs for cost reduction/management improvement and beneficial suggestions.

OPERATIONS AND FACILITIES BRANCH

Under the direction and supervision of the Chief, Communications Staff, the Chief, Operations and Facilities Branch shall:

1. Coordinate operational requirements and priorities for procurement and installation of all electronic equipment to meet the needs of the Program Managers within the Office of Operations.

2. Determine Coast Guard operational requirements for radio, landlines, and visual signalling equipment.

3. Review recommendations for establishment or modification of communications facilities and equipment.

4. Coordinate operation, administration, and inspection of Coast Guard ship, shore, and aeronautical communications.

5. Supervise operations of the Coast Guard distress, Safety, SAR and Command and Control Communications organization.

6. Supervise the operation of the Headquarters Communications Center.

COMMUNICATIONS CENTER

Under the direction and supervision of the Chief, Operations and Facilities Branch, the Officer-in-Charge, Communications Center shall:

1. Operate and maintain message center and cryptocenter facilities for the Commandant on a 24-hour basis, including the following functions:

a. Receive, transmit and process for internal distribution, all incoming and outgoing message traffic addressed to, or originated by, the Commandant and other activities served by the Communications Center.

b. Initiate corrective action to restore communication equipment and circuits upon failure, and maintain responsibility for notifying appropriate commands when prolonged outages occur.

c. Maintain cognizance of the condition and readiness of Headquarters emergency power supply.

d. Maintain custody of assigned communication publications, operating instructions, and message files, and insure that they are current.

e. Provide physical and communication security protection of the Communications Center and cryptocenter.

f. Serve as senior member of the cryptoboard and be responsible for the proper training and supervision of the cryptoboard.

g. Serve as assistant Communication Security Officer for CGHQS Communication Center and be responsible for the operation of the Communication Center, and Cryptocenter.

2. Supervise the personnel assigned to the Communications Center, including the establishment of watches, promulgation of instructions, and enforcement of discipline.

MILITARY READINESS DIVISION (OMR)

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

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

2. Be the Program Manager for the PPBS mission of Military Preparedness and Operations. Develop mission objectives and goals. Define input and output data requirements. Prepare and maintain current the Program Element Data Sheets and the Program Financial Plan for those elements under his cognizance. Develop Resource Change Proposals and the Facilities Utilization Appendix for the program elements assigned.

3. Determine, promulgate, and evaluate plans and training programs for military readiness and other operational programs. Coordinate, direct, and evaluate unit and functional training programs, including those conducted by Coast Guard training detachments and Navy fleet training commands, and cutter pre-commissioning training. Administer the small arms program including the marksmanship competitive program.

4. Review and evaluate the Coast Guard wartime tasks and capabilities. Recommend, as needed, the formation of joint Navy - Coast Guard adhoc boards to study changes in the wartime tasks.

5. Maintain liaison with other government agencies concerning military readiness. Serve as Coast Guard Member of the National Board for the Promotion of Rifle Practice.

6. Administer and maintain cognizance of Coast Guard forces assigned to contingency or other military operations.

7. Coordinate the development of personnel mobilization requirements and the establishment of mobilization procedures. Conduct "capabilities and requirements" studies to provide a base for recommendations for Reserve personnel ceilings. Coordinate development of mission objectives for Reserve Training for the Planning, Programming, and Budgeting System.

8. Advise the Commandant on matters concerning nuclear effects. Keep informed on and coordinate the development of operational requirements for weapons, anti-submarine warfare, chemical, biological and radiological warfare defense, damage control, shipboard internal communications, combat information, and tactical operations. Furnish technical information for new ordnance installations and for alterations of ordnance installations and related equipment. Coordinate and publish standard unit organization guides. Supervise the development of the combat information centers.

9. Supervise overall acquisition of all weapons and ammunition both for current use and for mobilization requirements. Supervise Headquarters controlled material (OMR). Administer and control Subhead 54, ammunition and small arms.

10. Coordinate the preparation of Coast Guard input to Navy general war plans and Department of Transportation emergency plans. Coordinate, develop, and maintain Coast Guard general war plans, logistics capabilities plans, contingency plans, continuity of operations plans, disaster recovery and other emergency plans. Review supporting plans for subordinate commanders.

11. Maintain liaison with the Office of Emergency Transportation (DOT) and other agencies concerned with emergency transportation planning and operations. Provide Coast Guard membership on the Inter-Agency Emergency Transportation Committee. Act as the Defense Coordination for the Coast Guard. Monitor the Regional Emergency Transportation Coordination programs.

COAST GUARD REPRESENTATIVE TO OET

Under the supervision of the Chief, Military Readiness Division the Coast Guard Representative to the Office of Emergency Transportation shall:

a. Represent the Commandant in the Office of Emergency Transportation (OET) of the Department of Transportation.

ASSISTANT CHIEF, MILITARY READINESS DIVISION

Under the direction of the Chief, Military Readiness Division, the Assistant Chief, Military Readiness Division shall:

1. Coordinate all Division administrative matters to ensure timely and effective execution of all policies set forth by the Chief, Military Readiness Division.

2. Develop and maintain sufficient knowledge of Division policy and programs to be capable of serving as Acting Division Chief in the absence of the Division Chief.

3. Supervise overall acquisition of all weapons and ammunition both for current use and for mobilization requirements.

4. Administer and control Subhead 54 (Ammunition and Small Arms) funds. Supervise the activities of the Programs-Budget Coordinator in the requirements of the Planning, Programming, and Budgeting System.

5. Maintain supervisory authority over all special projects and studies which are required to be executed by the Division.

6. Supervise the Military Operations Staff in the administration of Coast Guard forces actively engaged in contingency or other military operations.

PROGRAMS-BUDGET COORDINATOR

Under the direction of the Assistant Chief, Military Readiness Division, the Programs-Budget Coordinator shall:

1. Coordinate all budgetary matters for the Military Operations, Military Readiness, and Special Projects programs through close liaison with Division branches and staffs.

2. Be fully conversant with, and make recommendations toward improvement of the Planning Documents which affect Military Readiness in the Coast Guard.

3. Coordinate the preparation of Resource Change Proposals for military readiness missions, insuring the multi-year program changes are included in accordance with existing plans.

4. Maintain close liaison in budgetary matters with other HQ staffs as necessary to keep abreast of the Military Readiness Budget.

5. Maintain the record and accounting data necessary to advise the mission manager concerning the administration of subhead 54 and other subheads which affect military preparedness.

6. Monitor the determination of cost data for military readiness expenditures. Maintain a visual display of current cost data for all events under the cognizance of the Military Readiness Division.

7. Prepare and maintain Program Element Data Sheets and the Program Financial Plan and other documents as required in the administration of the Planning, Programming and Budgeting System.

8. Maintain a list of all current operational planning proposals and AC&I project which are related to military readiness.

MILITARY OPERATIONS STAFF

Under the supervision of the Assistant Chief, Military Readiness Division, the Chief, Military Operations Staff shall:

1. Administer and maintain cognizance of Coast Guard units involved in military operations, except for units or operations otherwise assigned.

2. Maintain appropriate records to insure:

   a. Continuity of administration of current operations
   b. An historical record
   c. Readily available statistical data

3. Prepare oral or written briefings as required. Maintain liaison with other interested Headquarters Divisions to insure that information regarding military operations is disseminated to those having a need to know.

4. Analyze and evaluate Coast Guard performance in military operations and make such recommendations for change in equipment, personnel, training or procedure as may be appropriate.

SPECIAL PROJECTS STAFF

Under the supervision of the Assistant Chief, Military Readiness Division, the Chief, Special Projects Staff shall:

1. Maintain cognizance over special projects and studies which are required to be executed by the Division. Ensure that these projects/studies are adequately planned, executed and evaluated.

2. Develop criteria for and supervise overall acquisition of equipment and/or systems for special AC&I projects. Supervise specification for and development of software essential to such projects.

3. Prepare technical descriptions for automatic Data Processing Equipment, develop software requirements for this equipment and determine methods for system shipboard intergration.

4. Develop and administer maintenance and operator training courses for ADP and specialized shipboard systems.

5. Review operational requirements for HEC's, MEC's and advise Chief (OMR) on applicability and feasibility of ADP and special purpose installations.

6. Prepare Resource Change Proposals for special AC&I projects and provide programs Budget Coordinator with necessary data for budget formulations.

7. Maintain liaison with appropriate divisions to keep informed of current applicable developments and to coordinate programs pertaining to projects and studies in process.

8. Prepare necessary reports and maintain appropriate records.

WAR PLANS BRANCH (OMR-1)

Under the supervision of the Chief, Military Readiness Division, the Chief, War Plans Branch shall:

1. Administer a program designed to insure the currency and adequacy of planning for domestic peacetime emergencies within the Department of Transportation and Wartime Operations within the Department of Defense.

2. Provide Coast Guard inputs to Department of Defense mobilization, logistic and contingency plans.

3. Develop, and maintain Coast Guard general war plans, logistic capability plans, and contingency capability plans.

4. Develop and maintain Headquarters Continuity of Operations Plan.

5. Review and evaluate the Coast Guard wartime tasks. Recommend as needed, the formation of specialized study groups to investigate changes in the wartime tasks.

6. Provide guidance in the form of planning factors and mission standards to assist subordinate commanders in the preparation of supporting plans.

7. Review supporting plans of subordinate commanders.

8. Maintain liaison with the Office of Emergency Planning, Office of Emergency Transportation and other government agencies concerned with emergency planning and emergency operations which are transportation orientated.

9. Maintain cognizance over drills and training exercises originated by other armed forces in which Coast Guard participation is planned or required when such drills and exercises are primarily concerned with war planning.

DISASTER CONTROL SECTION

Under the supervision of the Chief, War Plans Branch, the Chief, Disaster Control Section shall:

1. Direct and administer the programs for disaster control and NBC warfare defense.

2. Review and update Coast Guard doctrine and guiding information relative to disaster control and NBC defense. Initiate changes to Coast Guard Disaster Control Recovery Plan (CG-368).

3. Advise the Commandant on nuclear effects. Keep informed on chemical, biological and nuclear warfare defense.

4. Review reports and evaluations relative to performance in disaster control and NBC defense exercises to assure continuing improvement in the Coast Guard readiness status.

5. Maintain liaison with the Department of Defense, especially the Navy, and the Atomic Energy Commission to assure equipment and training commensurate with the Coast Guard obligations for disaster control and recovery.

6. Serve as liaison officer for Coast Guard participation and contributions to the various plans and systems for integrated accounting and evaluating of facilities including, but not limited to the following:

   a. Interagency Radiological Assistance Plan

   b. Federal Disaster Relief Program

   c. DOD (OCD) Disaster Control Planning

   d. Civil Disturbance Plans and Operations

   e. U. S. Navy Disaster Control Planning

7. Maintain the Restricted Data library for Headquarters assuring dissemination of information on a need to know basis to properly cleared personnel ("Q" Clearance required).

8. Review unit publications and directives to assure an adequate allowance is available.

EMERGENCY TRANSPORTATION COORDINATING SECTION

Under the supervision of the Chief, Emergency Planning Branch, the Chief, Emergency Transportation Coordinating Section shall:

1. Maintain liaison with the Office of Emergency Planning, Office of Emergency Transportation and other government agencies concerned with emergency planning and emergency operations oriented towards transportation matters.

2. Coordinate Coast Guard inputs for and provide assistance to the Coast Guard Representative to the Office of Emergency Transportation.

3. Develop Coast Guard inputs and review Coast Guard requirements outlined in emergency plans developed by the Department of Transportation.

4. Collect all information concerning Coast Guard assistance provided during natural disasters, when directed by the Office of Emergency Preparedness.

5. Prepare, annually, the Coast Guard report on Civil Emergency Preparedness, the report for the Joint Committee on Defense Production and other such reports required by OEP and OET.

MILITARY CAPABILITIES BRANCH (OMR-2)

Under the supervision of the Chief, Military Readiness Division, the Chief, Military Capabilities Branch shall:

1. Administer programs designed to assure operational efficiency and military readiness of the service, embracing all phases of preparedness for contingency operations, as well as operations as a specialized service in the Navy in time of national emergency.

2. Establish warfare policies and military readiness equipment requirements (except small arms).

3. Monitor the conduct of Antisubmarine Warfare, Gunnery and Electronic Warfare training within the Coast Guard. Evaluate potential capabilities in specialized areas such as Inshore Undersea Warfare.

4. Coordinate all aspects of the Coast Guard ASW Program to include sonar and weapon systems, personnel and training requirements, wartime tasks, and participation in fleet exercises.

5. Establish and maintain effective liaison with the Navy Department and other DOD agencies for a lateral exchange of readiness information and operational requirements.

6. Review and evaluate Coast Guard wartime tasks. Recommend, as needed, the formation of specialized study groups to investigate changes in the wartime tasks.

7. Prepare Resource Change Proposals for program elements pertaining to armament, other equipment, and personnel required to meet Coast Guard military capabilities requirements.

8. Supervise overall acquisition of all weapon systems and ammunition both for current use and for mobilization requirements.

9. Maintain cognizance over all drills and training exercises originated by other armed forces for which Coast Guard participation is planned or required when such exercises are primarily concerned with weapons or weapons systems capabilities.

ARMAMENT PLANS AND POLICY SECTION

Under the supervision of the Chief, Military Capabilities Branch, the Chief, Armament Plans and Policy Section shall:

1. Develop and promulgate Armament Plans, Antisubmarine Warfare, Electronic Warfare, and other policies relating to the military capability of the Coast Guard.

2. Establish military readiness equipment requirements for all cutter classes. Ensure Coast Guard requirements are closely integrated with Navy procurement.

3. Evaluate cutter readiness performance and the interrelationships between missions and weapon systems.

4. Maintain liaison at the appropriate working levels with such commands as OPNAV, NAVSHIPSYSCOM, NAVORDSYSCOM and MASWSPO to keep informed of current developments and to coordinate programs pertaining to armament plans and warfare policy.

WEAPON SYSTEM TECHNICAL SECTION

Under the supervision of the Chief, Military Capabilities Branch, the Chief, Weapon System Technical Section shall:

1. Administer the Coast Guard Ammunition Program to include establishment of ammunition allowances and assistance to the Programs-Budget Coordinator with regard to the utilization of subhead 54 ammunition funds.

2. Assist in the development of operational requirements for weapon systems. Furnish technical information for new ordnance installations and for alterations of existing ordnance equipments.

3. Develop and maintain Coast Guard ordnance publications and applicable instructions which include:

a. Amendments to the Ordnance Manual (CG-272) and Supplements(s) thereto and Ordnance Publications Index (CG-236-2).

b. Reviewing all ordnance publications and instructions of other services and establishing ordnance publication allowances for Coast Guard units.

4. Review and evaluate effectiveness of weapon system overhaul and maintenance programs. Maintain cognizance over ordnance safety procedures.

5. Review and evaluate effectiveness of weapon system training provided to Gunner's Mates and Fire Control Technicians.

6. Maintain liaison with NAVORDSYSCOM concerning weapon systems.

OPERATIONAL READINESS TRAINING BRANCH

Under the supervision of the Chief, Military Readiness Division, The Chief, Operational Readiness Training Branch shall:

1. Administer a program designed to ensure the currency and adequacy of functional and operational team training, other than individual and aviation training, throughout the service.

2. Evaluate the training programs for ships training detachments, activation detachments, and other Coast Guard facilities used for team or unit training, other than aviation training.

3. Evaluate curricula from existing organized training programs of other agencies, particularly those of the Navy, to facilitiate Coast Guard use.

4. Prepare Resource Change Proposals for Coast Guard training resources to eliminate voids in team and unit training, other than aviation training.

5. Administer a standard long range training program for Coast Guard units, other than aviation, through a Coast Guard Training Manual.

6. Prepare annual summary of training accomplishments and relate to readiness posture of the Coast Guard where statistics permit.

7. Administer the small arms training and competitive programs.

MILITARY READINESS TRAINING SECTION

Under the supervision of the Chief, Operational Readiness Training Branch, The Chief, Military Readiness Training Section shall:

1. Plan, coordinate, and review training programs for ship training detachments, and such other Coast Guard facilities used for team or unit training other than aviation training.

2. Review curricula from existing organized training programs of other agencies, particularly those of the Navy, and recommend adoption of those applicable for Coast Guard use.

3. Recommend proposals for Coast Guard training facilities to eliminate voids in team and unit training disclosed by evaluations, reports, and correspondence under review.

4. Coordinate the preparation of a standard long range training program for Coast Guard Units through a Coast Guard Unit Training Manual.

5. Develop the annual training requirements within the cognizance of the Military Readiness Division for officer and enlisted personnel.

6. Assist in preparing an annual summary of training accomplishments where statistics permit.

7. Direct and administer the programs for military and operational training of cutters, such as:

   a. Underway, Shakedown, and Refresher Training

   b. Multi-Unit Training

8. Coordinate the preparation of standard unit organizational material, such as:

   a. Unit Organization and Regulations Manuals

   b. Prospective Commanding Officers Handbook

   c. Telphone Talker's Manual

   d. Lookout Manual

9. Assist the Chief of the Branch as directed in carrying out any of the other functions under his cognizance.

PRECOMMISSIONING TRAINING SECTION

Under the direction and supervision of the Chief, Operational Readiness Training Branch, the Chief, Precommissioning Training Section shall:

1. Plan, coordinate, develop and direct the precommissioning training programs for all new construction cutters.

2. In connection with precommissioning activities, review the organized training programs of other agencies, particularly those of the Navy, and recommend adoption of those applicable for Coast Guard use.

3. Establish standard organizational materials for new construction cutters, as directed.

4. Maintain records, prepare budgets, and make recommendations regarding the administration of travel funds provided for precommissioning activity.

5. Supervise the activities of the enlisted personnel assigned. Evaluate and make recommendations concerning their performance of duty.

6. Maintain the necessary records for precommissioning training activities for the branch.

7. Assist the Chief of the Branch as directed in carrying out any of the other functions under his cognizance.

SMALL ARMS TRAINING SECTION

Under the supervision of the Chief, Operational Readiness Training Branch, the Chief, Small Arms Training Section shall:

1. Direct and evaluate the small arms training and competitive programs. Supervise and direct any small arms team composition and participation by Headquarter's personnel.

2. Control and process requests for Headquarters controlled material (OMR) including review of stock status with recommendations concerning disposal of excess or obsolete items and the procurement of replacement items. Maintain custody of weapons and spotting telescopes authorized for Headquarters use.

3. Maintain and review allowance lists for small arms and related equipment, including parts. Consider requirements for mobilization in all such reviews.

4. Supervise the management of small arms for current and mobilization requirements. Maintain liaison with other military services in this regard as necessary.

5. Review investigative reports concerning losses and thefts of small arms.

6. Review standards and criteria concerning individual eligibility and entitlement of marksmanship awards, including maintaining stock of badges and related devices.

7. Review and evaluate project proposals concerning adequacy of facilities required to operate and maintain small arms repair shops, armories, and firing ranges.

8. Review and evaluate available data relating to operational readiness and actual performance of individuals and units required to be armed.

9. Review item identification data, allowance lists, stock lists, catalogs and directives of other government agencies, to standardize small arms and related equipment, supplies and materials within the Coast Guard.

10. Assist the Chief of the Branch as directed in carrying out any of the other functions under his cognizance.

LAW ENFORCEMENT DIVISION (OLE)

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

1. Administer and supervise Coast Guard marine law enforcement programs, including planning and training, involving port safety and security, pollution control, anchorage regulation, and enforcement of conservation, navigation, customs, dangerous cargo, and general maritime laws (including international treaties and agreements) in which the Coast Guard is an enforcing agency, except those administrative and enforcement responsibilities specifically assigned to the Chief, Office of Merchant Marine Safety and the Chief, Office of Boating Safety.

ADMINISTRATIVE ASSISTANT LAW ENFORCEMENT DIVISION

Under the direction and supervision of the Chief, Law Enforcement Division, the Administrative Assistant, Law Enforcement Division shall:

1. Assist the Chief of the Division in performing his duties.

2. Coordinate the activities of the Branches.

PORT SAFETY BRANCH

Under the direction and supervision of the Chief, Law Enforcement Division, the Chief, Port Safety Branch shall:

1. Administer and coordinate the enforcement of the Port Security and Captain of the Port Program in accordance with Executive Order 10173, as amended, including the control of anchorages and movement of merchant vessels within the United States, the patrolling of harbors, the control of access to vessels and waterfront facilities, and the safety requirements for the protection of designated waterfront facilities; the regulation of anchorages as required by 33 USC 180, 322 and 471, and the enforcement of the Dangerous Cargo Program as required by 46 USC 170 and Title 14, USC.

2. Develop mission objectives and goals for the Planning, Programming, and Budgeting System. Define input and output data requirements. Prepare and maintain current, the program definition and program proposals for those activities under his cognizance. Develop Resource change Proposals for the program activities assigned.

3. Provide for, maintain, and analyze reports and records required in connection with the port security program in order to develop performance standards to facilitate long range planning and to determine program effectiveness.

4. Develop and approve requirements for manning, equipping, and deployment of mission units.

5. Establish operational procedures and training requirements for Coast Guard units and personnel engaged in the port security, port safety and anchorage regulation missions. Prepare and maintain manuals and other instructions.

6. Establish and monitor operational proficiency standards of Coast Guard units in support of the port security port safety and anchorage regulation missions.

7. Initiate and approve research and development projects to meet the operational requirements of the port security, port safety and anchorage regulation missions.

8. Coordinate plans and procedures for multi-functional Coast Guard units with the other mission divisions.

9. Provide data input for all port security, port safety, and anchorage plans and coordinate with the War Plans Branch.

MARITIME LAW ENFORCEMENT BRANCH

Under the direction and supervision of the Chief, Law Enforcement Division, the Chief, Maritime Law Enforcement Branch shall:

1. Develop, budget for, and administer the Coast Guard law enforcement program for the prevention, detection and suppression of violations of U.S. laws on the navigable waters of the U.S. and the high seas, including the conservation and general maritime laws.

2. Develop, administer, and budget for, Coast Guard programs for the discharge of U.S. obligations involving treaties and international agreements.

3. Collect and analyze reports to show law enforcement needs and effectiveness of the Coast Guard law enforcement program.

4. Establish training requirements for Coast Guard personnel and units engaged in law enforcement activities.

5. Maintain liaison with Federal agencies which have primary or concurrent law enforcement responsibilities on U.S. waters.

MARITIME POLLUTION CONTROL BRANCH

Under the direction and supervision of the Chief, Law Enforcement Division, the Chief, Maritime Pollution Control Branch shall:

1. Develop and administer the Coast Guard program on navigable waters of the U.S. and the high seas to prevent, control, and abate pollution by oil and other matter.

2. Plan, program, and budget for Coast Guard pollution control activities.

3. Coordinate Coast Guard programs for the discharge of its obligations under interagency agreements on pollution control.

4. Collect, maintain, and analyze reports to determine pollution control requirements and the effectiveness of the Coast Guard pollution control program.

5. Establish operational procedures and training requirements for Coast Guard personnel and units engaged in pollution control activities. Prepare and maintain manuals and other instructions.

6. Maintain liaison with Federal agencies which have primary or concurrent pollution control responsibilities.

MARINE SCIENCES DIVISION (OMS)

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

1. Administer and coordinate the Coast Guard programs of oceanography and meteorology, polar operations, ocean station services, and the International Ice Patrol.

2. Be the Program Manager for ocean stations, polar operations (water), polar operations (science), and oceanographic activities. Prepare PPBS documents, including the Program definitions, Resource Change Proposals, Program Proposals, and the Program Data Summary.

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

4. Develop planning criteria and operational requirements for manning, equipping, and deploying facilities engaged in assigned missions, and establish operational procedures and training requirements for those units.

5. Initiate and review research and development projects to meet the operational requirements of assigned missions.

6. Coordinate plans and procedures for multi-mission Coast Guard units with other mission divisions.

7. Maintain effective liaison with other governments, international bodies, federal and other agencies, and private institutions with respect to assigned missions. Represent the Coast Guard at the working group level for interagency groups coordinating assigned missions.

8. Review professional literature concerning assigned missions and distribute appropriate material to the field.

9. Exercise technical control over the Oceanographic Unit.

10. Administer diplomatic clearances for Coast Guard ship operations involving visits to foreign ports and conducting oceanographic research in foreign territorial waters and adjacent regions.

Under the direction and supervision of the Chief, Marine Sciences Division, the Chief, Oceanography Branch shall:

1. Administer Coast Guard programs in oceanography and meteorology, and maintain general cognizance over related operations.

2. Prepare the necessary documents, in the missions assigned, for the Planning, Programming and Budgeting System, including the Program Determinations, Resource Change Proposals, Program Proposals, and the Program Data Summary.

3. Recommend plans, policies, agreements and procedures for assigned missions. Develop long range mission plans and supervise the periodic revision of these plans.

4. Prepare planning criteria and operational requirements for manning, equipping, and deploying facilities engaged in oceanography and meteorology.

5. Prepare operational procedures and training requirements for units involved in oceanography and meteorology and the personnel assigned thereto.

6. Coordinate plans and procedures for multi-mission Coast Guard units engaged in oceanography and meteorology as well as other operations under the cognizance of another Division.

7. Prepare mission operating schedule requirements in keeping with the overall schedule requirements within the Coast Guard.

8. Initiate and review research and development projects designed to help meet the operational requirements for oceanographic and meteorological missions.

9. Maintain effective liaison with other governments, international bodies, federal and other agencies, and private institutions as related to Coast Guard oceanographic and meteorological missions.

10. Represent the Coast Guard at meetings of interagency groups coordinating federal oceanography and meteorology.

11. Prepare Coast Guard inputs to coordinated federal oceanographic documents.

12. Prepare and update manuals and instructions describing oceanographic and meteorological operations. Review Coast Guard Oceanographic Reports, crisis announcements and related material intended for distribution. Maintain current distribution lists for this material.

13. Review professional literature and distribute appropriate literature to the field commands.

14. Draft replies to correspondence relating to oceanography and meteorology, and conduct proper relations with the public concerning Coast Guard oceanographic and meteorological operations.

15. Assist the Chief, Marine Sciences Division with the technical control of the Coast Guard Oceanographic Unit.

Under the direction and supervision of the Chief, Marine Sciences Division, the Chief, Polar Operations Branch shall:

1. Administer the Coast Guard Polar Operations Programs and maintain general cognizance over related operations.

2. Prepare the necessary documents, in the missions assigned, for the Planning, Programming and Budgeting System, including the Program Determinations, Resource Change Proposals, Program Proposals, and Program Data Summary.

3. Recommend plans, policies, agreements and procedures for assigned missions involving polar operations. Initiate long range mission plans and supervise the periodic revision of these plans.

4. Prepare planning criteria and operational requirements for manning, equipping, and deploying facilities engaged in polar operations.

5. Prepare operational procedures and training requirements for facilities involved in polar operations.

6. Prepare and review research and development projects to meet the operational requirements for polar operations missions.

7. Coordinate plans and procedures for multi-mission Coast Guard units engaged in both polar operations and other operations under the cognizance of another division.

8. Prepare polar operations schedule requirements in keeping with the overall Coast Guard requirements.

9. Prepare and update manuals and instructions relating to polar operations. Compile all required reports and maintain distribution lists for these reports.

10. Maintain effective liaision with other governments, international bodies, federal and other agencies, and private institutions as relates to polar operations.

11. Represent the Coast Guard at meetings of interagency groups coordinating polar operations.

12. Draft replies to correspondence relating to polar operations, and conduct proper relations with the public concerning polar operations.

Under the direction and supervision of the Chief, Marine Sciences Division, the Chief, Ocean Station Branch shall:

1. Administer the Coast Guard ocean station program, and maintain general cognizance over related operations.

2. Prepare the necessary documents, in the missions assigned, for the Planning, Programming and Budgeting System, including the Program Determinations, Resource Change Proposals, Program Proposals, and the Program Data Summary.

3. Recommend plans, policies, agreements and procedures for assigned missions involving the ocean station program. Develop long range mission plans, and supervise the periodic revision of these plans.

4. Prepare planning criteria and operational requirements for manning, equipping, and deploying facilities engaged in the ocean station program.

5. Prepare operational procedures and training requirements for facilities involved in the ocean station program.

6. Prepare and review research and development projects to meet the operational requirements for the ocean station program.

7. Coordinate plans and procedures for multi-mission Coast Guard units engaged in both the ocean station program and other operations under the cognizance of another division.

8. Prepare ocean station schedule requirements in keeping with the overall Coast Guard requirements.

9. Prepare and update manuals and instructions relating to the ocean station program. Compile all required reports and maintain distribution lists for these reports.

10. Maintain effective liaison with other governments, international bodies, federal and other agencies, and private institutions as relates to the ocean station program.

11. Represent the Coast Guard at meetings of interagency groups coordinating the ocean station program.

12. Draft replies to correspondence relating to the ocean station program, and conduct proper relations with the public concerning the ocean station program.

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 responsibilities for search and rescue,

2. Function as the Program Manager for Search and Rescue and Domestic Icebreaking,

3. Plan, develop, administer and coordinate the activities of the Aviation and Surface Facilities Branches.

4. Establish operational performance standards, procedures, and training requirements for Coast Guard units and personnel engaged in the Search and Rescue Mission.

5. Initiate research and development projects to meet the operational requirements of the Search and Rescue Mission.

6. Coordinate plans and procedures for multi-functional Coast Guard units with other mission divisions.

7. Administer and control subhead 26, "Fuel for Vessels and Aircraft." Administer the funds for the boat replacement program.

8. Establish and maintain liaison with other governments, international bodies, other U. S. Services, government agencies, and private institutions with respect to Search and Rescue.

9. Exercise operational control over the Air Station Arlington.

10. Maintain and publish the long range facilities plans for aviation.

ADMINISTRATIVE ASSISTANT

Under the direction of the Chief, Search and Rescue Division the Administrative Assistant shall:

1. Assist the Chief, Search and Rescue Division in division administrative matters.

2. Be responsible for all matters concerning internal organization of the Division. Coordinate all Division personnel matters.

3. Be responsible for the timely submission of all reports and other correspondence required from the Division.

4. Be responsible for the maintenance of a central file of:

   Commandant Instructions and Notices
   Headquarters Instructions and Notices
   Division Library of Publications

5. Control routing of all mails in and out of the Division.

6. Establish and supervise through assignment of personnel as necessary a system for control and security of all classified material.

7. Supervise Flag Plot.

FLAG PLOT

Under the direction and supervision of the Administrative Assistant, Search and Rescue Division, the Senior Flag Plot Duty Officer shall:

1. Act as Senior Duty Officer in Flag Plot. Establish and supervise a continuous duty officer watch in Flag Plot.

2. Exercise cognizance of current Coast Guard surface and air operations and be prepared to provide briefings concerning these operations.

3. Maintain a geographical plot and reference files of all major current operations.

4. Maintain Area and District operational schedules and plans.

5. Maintain copies of Headquarters, Area, and District Contingency Plans.

6. Keep cognizant Offices and Divisions informed of current operations.

7. Publish a daily operational summary of major operational incidents and other incidents of particular Coast Guard interest.

8. Maintain as directed liaison with other government agencies concerning current operations.

9. Take required action on congressional and other inquiries into Current SAR operations.

10. Act as immediate supervisory and review authority on SAR matters for the Second and Ninth Coast Guard Districts.

BUDGET COORDINATOR

Under the direction of the Chief, Search and Rescue Division, the Budget Coordinator shall:

1. Coordinate all budgetary matters for the Search and Rescue and the Domestic Icebreaking missions through close liaison with Division facility branches and staffs.

2. Be fully conversant on, and make recommendations toward improvement of the Planning Documents which affect search and rescue.

3. Coordinate the preparation of Resource Change Proposals for the Search and Rescue and Domestic Icebreaking missions insuring the multi-year program changes are included in accordance with existing plans.

4. Maintain close liaison in budgetary matters with other Headquarters staffs as necessary to keep abreast of the search and rescue budget.

5. Maintain the record and accounting data necessary to advise the mission manager concerning the administration of those subheads which affect Search and Rescue or Domestic Icebreaking.

6. Administer and control Subhead 26.

7. Monitor the determination of cost data for search and rescue facilities. Maintain visual display of current cost data for all types of search and rescue facilities.

8. Prepare and maintain Search and Rescue Program documents as required in administration of the Planning, Programming and Budgeting System.

9. Monitor the preparation and maintenance of the Domestic Icebreaking Program documents required in administration of the Planning, Programming and Budgeting System.

10. Maintain a list of all current operational planning proposals and Acquisition Construction and Improvements Projects which are related to Search and Rescue.

LIAISON STAFF

Under the direction and supervision of the Chief, Search and Rescue Division, the Liaison Staff shall:

1. Establish and maintain effective liaison with other governments, international bodies, other US Services, government agencies, and private institutions with respect to search and rescue matters.

2. Study and analyze existing SAR agreements and national policies and make recommendations for improvements or changes as necessary.

3. Provide members for all national and international bodies considering SAR matters.

4. Develop or prepare drafts of Coast Guard positions on all national and international matters relating to SAR.

5. Exercise cognizance of the boundaries of SAR responsibilities and national and international SAR agreements.

6. Develop and maintain a library concerning SAR agreements, treaties, publications and procedures, and documents concerning related emergency systems.

7. Provide administrative support for national SAR matters.

8. Develop, revise, and update all Coast Guard SAR publications.

9. Exercise cognizance over and develop plans, policies, and procedures in support of the Automated Merchant Vessel Reporting System (AMVER).

10. Prepare for dissemination within and outside Coast Guard of SAR items of an informative or educational nature.

11. Coordinate all matters concerning the International Civil Aviation Organization (ICAO) within Coast Guard Headquarters. Assist operational and technical divisions, as necessary, with format and procedures used by ICAO and the Interagency Group on International Aviation (IGIA). Maintain a central library of ICAO publications and central files of IGIA papers of interest to the Coast Guard.

12. Supervise SAR School.

13. Develop improved operational SAR procedures and provide for standardization of new procedures. Coordinate with national and international bodies to insure the highest possible degree of standardization.

14. Develop and supervise a SAR operational analysis program of actual cases and operational development projects. Publish significant findings and incorporate into standard procedures.

15. In order to insure the widest possible dissemination of information associated with SAR and related emergency srvices, prepare, edit, and publish a SAR magazine for dissemination to all interested agencies and for public sale.

16. Prepare, update, and assign priorities to five year program of R&D requirements for SAR.

17. Catalogue and prepare standards for Rescue and Survival Equipment of a portable nature for Coast Guard use. Develop and maintain an expertise in similar equipment used by military and civilian operators so as to provide advice when needed and so as to keep SAR activities informed about what emergency equipment they may expect to find when assisting military or civilian craft. Develop plans for appropriate displays of such equipment.

18. Exercise cognizance over developmental programs for computer applications to SAR operations.

19. Coordinate SAR training for all Coast Guard SAR facilities. Review and take action on reported training deficiencies.

20. Maintain cognizance over manning procedures and standardization requirements for Coast Guard Rescue Coordination Centers.

SYSTEMS STAFF

Under the direction and supervision of the Chief, Search and Rescue Division, the Chief of the Systems Staff shall:

1. Coordinate objectives, planning criteria, programs and requirements needed to support an integrated SAR system.

2. Coordinate the functions, organization, and manning of Group Commands.

3. Develop and supervise information reporting systems necessary for the effective management of the overall SAR system.

4. Coordinate Search and Rescue Division data requirements with other divisions.

5. Compile and publish SAR statistics as required.

6. Coordinate, and develop where necessary, data in support of SAR mission input-output measurements.

7. Conduct SAR system analysis and special studies as directed.

8. Review, study, and analyze performance and effectiveness of SAR facilities in relation to the total system.

9. Supervise the Management Information Section and the Systems Analysis Section.

SYSTEMS ANALYSIS SECTION

Under the direction and supervision of the Chief, Systems Staff, the Chief, Systems Analysis Section shall:

1. Coordinate and develop where necessary objectives, planning criteria, programs and operational requirements necessary to support an effective SAR system.

2. Conduct SAR system analysis and special studies as directed.

3. Review, study, and analyze performance and effectiveness of SAR system facilities as they relate to the total system.

MANAGEMENT INFORMATION SECTION

Under the direction and supervision of the Chief, Systems Staff, the Chief, Management Information Section shall:

1. Develop and supervise the information reporting system needed to manage the SAR program.

2. Compile and publish SAR statistics.

3. Coordinate Search and Rescue Division data requirements with other Headquarters divisions.

4. Coordinate and develop, as necessary, data to use for mission input-output measurements.

5. Provide statistical data and reports as requested by other branches of the Division.

SURFACE FACILITIES BRANCH

Under the direction and supervision of the Chief, Search and Rescue Division, the Chief of the Surface Facilities Branch shall:

1. Formulate and supervise plans, programs and procedures designed to insure coordination, uniformity and effectiveness of operations of stations and cutters engaged in SAR and domestic icebreaking. Prepare all correspondence incident thereto.

2. Prepare inputs to the PPB System for those facilities under his cognizance. Coordinate inputs of information to the Programs Staff, Office of Operations, for recommended change to the Shore Units Plan, Cutter Plan and OPFAC (CG-2144).

3. Evaluate and make recommendations concerning the operational characteristics of surface SAR facilities, and associated SAR equipment.

4. Coordinate and supervise the assignment by district and numbering of all Coast Guard boats and the numbering and naming of all Coast Guard SAR cutters.

5. Exercise control over SAR boats and cutters.

6. Manage the boat replacement program for boats in all missions except Reserve Training.

7. Establish and maintain operational performance standards and analyze performance of Surface SAR Facilities. Establish and maintain manning, training, and facility requirements for SAR stations and SAR cutters. Manning requirements will be coordinated with the Chief of Staff, Management Analysis Division.

8. Coordinate Division action upon Planning Proposals, Planning Factors, Unit Development Plans and Acquisition, Construction and Improvement Plans which pertain to or have impact upon SAR Surface Facilities or resources.

9. Coordinate that part of the real property program related to the utilization of excess real property which may be useful for SAR support; justify and establish SAR operational requirements for real property acquisition. Review surveys, leases and agreements involving property primarily used by Surface SAR Facilities.

10. Coordinate Surface SAR Facilities plans and procedures with other Coast Guard missions.

11. Recommend permanent stations and duty assignments for SAR cutters; maintain current and permanent historical records.

12. Supervise the Program, Operations, and Domestic Icebreaking Sections.

PROGRAM SECTION

Under the direction and supervision of the Chief, Surface Facilities Branch, the Chief Program Section shall:

1. Administer the program for the operation of Search and Rescue Stations and SAR cutters and handle Congressional correspondence associated therewith.

2. Maintain the SAR cutters portion of the "Vessel Plan." Make recommendations for revision of the Plan as required by budgetary action and the needs of the service. Make recommendations concerning the class, type, and number of SAR cutters needed to meet operational requirements.

3. Develop and submit budget documents required under the PPB System for all Surface SAR Facilities. Prepare recommendations on matters related to real property.

4. Be responsible for developing the SAR Cutter Section of the Coast Guard Operating Plan. Recommend permanent stations for SAR cutters. Prepare the Operating Plan Change Orders dealing with SAR stations and SAR cutters.

5. Review Operational Planning Proposals, Unit Development Plans, and Acquisition, Construction and Improvement Plans pertaining to SAR stations and SAR cutters. Make recommendations concerning personnel, moorings, buildings and boat requirements.

6 Coordinate the development of manning levels with the Chief of Staff, Management Analysis Division.

7. Coordinate training requirements with the Liaison Staff.

OPERATIONS SECTION

Under the direction and supervision of the Chief, Surface Facilities Branch, the Chief, Operations Section shall:

1. Review and prepare recommendations on reports and data concerning the capabilities and characteristics of SAR cutters, and develop the operational characteristics for new SAR cutters. Recommend cutter numbers and names.

2. Be responsible for the correctness and accuracy of the SAR cutter input to OPFAC (CG-244) and Register of Cutters (CG-197).

3. Make recommendations concerning and establish priorities for SHIPALTS, BOATALTS and ELECTRONALTS.

4. Administer and coordinate precommissioning, shakedown, commissioning and decommissioning procedures for SAR cutters. Review and make recommendations concerning the establishment, disestablishment, reduction and augmentation of Stations within prescribed standards of the Shore Units Plan.

5. Review and analyze Boards of Investigations involving all Surface SAR Facilities; recommend final Board action for the Office of Operations; present cases to the final Review Board; and prepare for publishing articles of value to the field.

6. Maintain historical data on SAR cutters and SAR stations, (builder, acquisition date, home ports, decommissioning date and final disposition). Maintain the Boat Administration and Management System (BAMS) records for all boats in all missions except Reserve Training.

7. Maintain the publication entitled Boats of the Coast Guard (CG-375).

8. Administer the OE Program for small boat replacement according to the needs of the fleet in all missions except Reserve Training:

   a. Maintain a 5 year boat replacement plan and financial plan.

   b. Monitor the boat replacement funds and construction program.

   c. Assign numbers to and arrange for boat number plates.

   d. Initiate boat training requirements.

   e. Review and make recommendations concerning Boards of Survey for boats.

   f. Provide inputs to the Boat Characteristics Board.

9. Make frequent field trips to SAR cutters, boats, stations, the YARD and boat manufacturers to keep abreast of problem areas in both construction and operation.

10. Provide inputs to the Program Section for the development and submission of required budget documents.

Domestic Icebreaking Section

Under the direction and supervision of the Chief, Surface Facilities Branch, the Chief of the Domestic Icebreaking Section shall:

1. Be responsible for plans, programs, and procedures designed to insure coordination, uniformity and effectiveness of the Domestic Icebreaking Mission.

2. Establish and maintain liaison with other Headquarters' Divisions which have jurisdiction over the cutters used to break ice.

3. Develop requirements for domestic icebreaker characteristics.

4. Initiate and participate in research and development projects to improve domestic icebreaking capabilities.

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

AVIATION BRANCH

Under the direction and supervision of the Chief, Search and Rescue Division, the Chief of the Aviation Branch shall:

1. Formulate and supervise plans, programs and procedures designed to insure coordination, uniformity and effectiveness of aviation in support of all Coast Guard missions.

2. Develop planning criteria and operational requirements and characteristics for aviation including: Aircraft, personnel, equipment and support facilities.

3. Coordinate as necessary the development and maintenance of manning, training and facility standards for aviation.

4. Establish and maintain operational performance standards and monitor performance of aviation forces.

5. Develop and maintain the long range facility programs for aviation.

6. Develop, analyze and prepare information requirements needed:

   a. For effective management of aviation.

   b. For preparation of budget documents and;

   c. For inclusion in Coast Guard publications.

7. Prepare budget documents needed in support of aviation programs.

8. Schedule Headquarters directed administrative flights.

9. Supervise flight program for aviators assigned to the Washington area.

10. Exercise operational control over Air Station, Arlington.

11. Supervise the Operations, Programs and Life Support Sections.

OPERATIONS SECTION

Under the direction and supervision of the Chief, Aviation Branch, the Chief, Operations Section shall:

1. Maintain close liaison with operational units in order to provide effective support by the Aviation Branch.

2. Maintain cognizance of operation capability and readiness of all units, aircraft and crews.

3. Control deployment and provide accountability for aircraft to insure greatest overall effectiveness and economy.

4. Coordinate aircraft overhaul and modification schedules with representatives from the Office of Engineering.

5. Schedule administrative flights.

6. Develop aircraft SAR equipment requirements including storage and delivery systems.

7. Coordinate and develop standardization and operational training programs for aviators and aircrewmen.

8. Prepare instructions and publications affecting operations of aircraft.

9. Review naval aviation directives to determine applicability to the Coast Guard.

10. Provide for review of Courts of Inquiry and Investigative Reports on matters concerning aviation.

11. Exercise operational control over Air Station, Arlington.

12. Coordinate flight program for proficiency aviators in the Washington area.

13. Manage subhead allotment for Administrative Travel and Ferry of Aircraft.

14. In addition, Chief, Operations Section, shall serve as a member of the Aircraft Cockpit and Instrument Panel Standardization Board, Commandant's Aviation Safety Board, and Permanent Board of Survey for Aircraft.

PROGRAMS SECTION

Under the direction and supervision of the Chief, Aviation Branch, the Chief, Programs Section shall:

1. Analyze and evaluate current and proposed aviation programs. Make recommendations to the Chief, Aviation Branch for program changes necessary to obtain effective, economic and efficient accomplishment of Coast Guard objectives involving aviation.

2. Prepare programs designed to insure continued efficiency of Coast Guard aviation.

3. Prepare and maintain policies and guidelines for operational requirements of Coast Guard aviation.

4. Coordinate as necessary the development of requirements, standards and policies for use in connection with establishment, manning and equipping of air units.

5. Develop data for program justification and alternatives and operational effectiveness of Coast Guard aviation and its individual units.

6. Prepare budget documents needed in support of Aviation Programs.

7. Develop and maintain long-range facility programs for Aviation and coordinate with Division counterpart.

8. Coordinate and where appropriate establish technical training requirements for officer and enlisted aviation personnel.

9. Develop recommendations for changes, additions or deletions to publications and directives pertaining to aviation personnel.

10. Establish criteria and guidelines for selecting sites for new air units, their space requirements, manning standards and equipment requirements.

11. Provide headquarters project coordinator for new air units.

LIFE SUPPORT SECTION

Under the direction and supervision of the Chief, Aviation Branch the Chief, Life Support Section shall:

1. Serve as a member of the Commandant's Aviation Safety Board.

2. Provide a flight safety input to Chief, Aviation Branch in developing aviation directives and operational procedures.

3. Provide operational and technical assistance to Chief, Aviation Branch in flight safety matters.

4. Assist in the selection of aircrew personal and survival equipment.

5. Make recommendations for selection of aircrew personal and survival equipment and develop directives governing the use of that equipment by aircrew members.

6. Procure and distribute flight safety material to aviation units.

7. Serve as editor of Coast Guard Flight Lines.

8. Maintain liaison with components of the aviation industry as necessary to carry out the functions described above.

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 electronic, visual, and audio 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. Function as the program manager for the programs within the Aids to Navigation Program area. Develop mission objectives and goals. Define input and output data requirements. Prepare and maintain current the Program Definitions and the Resource Change Proposals for those elements under his cognizance. Develop and maintain those other documents, reports, papers, etc., required by the PPB system.

3. Supervise the administration of laws and regulations relating to bridges across navigable waters of the U.S.

4. Initiate, review, and approve plans for the establishment and change of aids to navigation.

5. Develop planning criteria and operational requirements for the vessels, shore units, and equipment necessary to operate and service the aids to navigation.

6. Develop and approve requirements for manning, equipping and deployment of mission units.

7. Establish operational procedures and training requirements for Coast Guard units and personnel engaged in the aids to navigation mission. Prepare and maintain manuals and other instructions.

8. Establish and monitor operational proficiency standards of Coast Guard units in support of the aids to navigation mission.

9. Initiate and monitor research and development projects to meet the operational requirements of the aids to navigation system.

10. Coordinate plans and procedures for multi-functional Coast Guard units with the other mission divisions.

11. Establish and maintain effective liaison with international, Federal, and other agencies, and the maritime industry to carry out assigned responsibilities.

12. Administer and supervise the dissemination of information to the mariner concerning aids to navigation. Publish the "Light Lists" and other aids to navigation publications.

PROGRAMS REVIEW & BUDGETING STAFF

Under the direction and supervision of the Chief, Aids to Navigation Division, the Chief, Programs Review & Budgeting Staff shall:

1. Supervise and coordinate planning for all proposed Aids to Navigation Program Area projects and major facility changes including short (1-5 yr.), mid (5-10 yr.), and long (beyond 10 yr.) term program plans.

2. Review and comment on AC & I projects, PP's, DP's and other planning and budget proposals related to those facilities assigned to the Aids to Navigation Program Area.

3. Maintain data and justification for projects to be included in Coast Guard Budget requests.

4. Coordinate and assist in preparing all necessary program and budget documents, e.g. RCP's, Programs Definitions, Planning Factors, Program Proposals, Determinations, etc. as per CG-411.

5. Assemble and maintain current statistics needed for program data summaries, including program benefits.

6. Assist in establishing and maintaining priorities of projects thoughout the budgetary process.

7. Maintain close liaison with all Headquarters Staff Components, especially with those of the Office of Research and Development. Coordinate & assist in preparing long range plans for the RDT & E efforts required to improve the operation, management and effectiveness of the program area.

8. Prepare studies, analysis, evaluations and investigations as directed by the program manager that may be required to improve program management or aid in a decision process.

9. Supervise or administer funds allocated to the program manager or those funds for projects supported in the budget by the program manager.

10. Review Planned Obligation Programs and Financial Plans for those AC & I and OE funds appropriated or allotted to ATON projects or facilities.

AUDIO AND VISUAL AIDS BRANCH

Under the direction and supervision of the Chief, Aids to Navigation Division, the Chief, Audio and Visual Aids Branch shall:

1. Review, advise, and coordinate plans and proposals to establish, discontinue, or change Federal and private aids to navigation.

2. Initiate proposals to improve, modify or change aids to navigation to satisfy mission requirements.

3. Assemble, review, and advise on operational requirements for future improvements of non-electronic aids to navigation.

4. Implement, coordinate, and supervise action required to keep pertinent provisions of the Code of Federal Regulations current with respect to aids to navigation policy and procedures.

5. Advise and collaborate on research and development in audio and visual aids.

6. Review and coordinate Coast Guard - State agreements for States to regulate private aids to navigation.

7. Review and coordinate Agreements with other Government agencies concerning audio-visual aids to navigation.

8. Maintain liaison with representatives of the Offshore Oil Well Industry, Maritime Industry, foreign Governments, and State and Federal Government officials for matters concerning audio and visual aids to navigation.

9. Assemble and prepare replies to correspondence from the public, Congress, other Government officials, and foreign Governments and Nationals concerning audio and visual aids to navigation.

10. Review, advise and collaborate on films and publications involving audio and visual aids to navigation.

SYSTEMS AND FACILITIES BRANCH

Under the direction and supervision of the Chief, Aids to Navigation Division, the Chief, Systems and Facilities Branch shall:

1. Develop planning criteria and operational requirements for the cutters, boats, shore units and equipment necessary to operate and service the aids to navigation system.

2. Establish and coordinate operational requirements for deployment, manning, equipping, training and proficiency standards for buoy tenders, lightships, buoy boats, light stations, and light attendant stations.

3. Review continually and make recommendations concerning the performance and condition of units, and the necessity for establishment, disestablishment, reduction or expansion of mission units.

4. Investigate and recommend areas where aids to navigation research and development and training is required to satisfy mission requirements. Evaluate new equipment, devices and techniques as they are developed.

5. Review that part of the real property program affecting mission facilities.

6. Coordinate plans and procedures for multi-functional Coast Guard units with the other mission divisions.

7. Assemble, review and coordinate revisions to Aids to Navigation Manual (CG-222) and other publications or forms for internal Coast Guard use for which Division is responsible.

8. Prepare, assemble, review, coordinate and advise on matters for dissemination to International, National, Regional, or local organizations in field of marine aids to navigation, such as IMCO, IALA, etc.

9. Prepare, review, and advise concerning long range plans extending beyond budget cycle, utilizing principles of Operations Research, including review of AC&I and OPP Projects to satisfy mission requirements.

10. Review, coordinate, and advise on projects submitted for inclusion in the advance construction and improvement program to satisfy mission requirements.

11. Review, coordinate, and advise on program changes submitted for inclusion in the budget to satisfy mission requirements.

12. Review and advise on operational plans submitted for approval to satisfy mission requirements.

13. Assemble, review, and advise on statistics necessary for the administration of the Aids to Navigation system.

14. Maintain records and advise on the expenditure of AC&I funds for Aids to Navigation projects.

RADIONAVIGATION AIDS BRANCH

Under the direction and supervision of the Chief, Aids to Navigation Division, the Chief, Radionavigation Aids Branch shall:

1. Develop policies and procedures for the formulation and administration of the radionavigation aids programs of the Coast Guard.

2. Supervise the operation of the Coast Guard radionavigation aids system.

3. Evaluate and compare the capabilities and operational characteristics of navigation systems and techniques.

4. Determine radionavigation system accuracies and research errors resulting from electromagnetic wave propagation anomalies. Compile statistical data associated therewith.

5. Maintain a continuous review and appraisal of radionavigation programs so as to insure that program objectives are met.

6. Review research and development programs and the development of radionavigation systems which may eventually meet Coast Guard operational requirements.

7. Review operational reports, establish operational parameters and criteria, including personnel manning requirements.

8. Provide consultation and advisory service to Coast Guard activities, foreign governments, commercial interests and to navigators throughout the world, concerning scientific, and operational problems pertinent to radionavigation and related disciplines.

9. Maintain technical and operational liaison with Government agencies, particularly the Department of Transportation's modal agencies, the Department of Defense, Coast and Geodetic Survey, U. S. Navy Oceanographic Office and the National Bureau of Standards, in matters involving radionavigation research and development programs.

10. Maintain liaison with other members of the navigation fraternity throughout the world in order to keep abreast of the latest developments in radionavigation techniques and share in a free exchange of information affecting the navigator.

11. Participate in negotiations with officials of foreign Governments on operational and technical matters involving the establishment of electronic systems at overseas sites.

12. Maintain liaison with Supreme Allied Commander Atlantic (SACLANT), in matters relating to NATO Loran installations.

13. Prepare special reports, training requirements, and carry out miscellaneous projects as required.

MARINE INFORMATION BRANCH

Under the direction and supervision of the Chief, Aids to Navigation Division, the Chief, Marine Information Branch shall:

1. Review and record all data pertaining to Notices to Mariners items; assemble, prepare, and furnish to the U. S. Naval Oceanographic Office, information for inclusion in the Weekly Notice to Mariners.

2. Prepare and issue annual "Light Lists", posters, and other publications concerning aids to navigation for dissemination to the mariner and the general public.

3. Maintain records pertinent to the Aids to Navigation system.

4. Maintain charts and hydrographic publications necessary for functioning of the Division.

5. Maintain mailing lists for "Light Lists".

6. Provide liaison and coordinate action with Coast and Geodetic Survey, Naval Oceanographic Office and the Corps of Engineers in connection with publishing and charting aids to navigation information.

7. Advise on matters pertaining to the timely dissemination of information to the mariner concerning changes in aids to navigation, hazards to navigation and other hydrographic information.

BRIDGE BRANCH

Under the direction and supervision of the Chief, Aids to Navigation Division, the Chief, Bridge Branch shall:

1. Administer the provisions of laws relating generally to:

   a. The location and clearances of bridges and causeways across navigable waters of the United States.

   b. The operation of drawbridges.

   c. The alteration of bridges determined to be unreasonable obstructions to navigation.

   d. The lights and other signals on bridges required for the safety of navigation.

2. Recommend approval or denial of permits for the construction of new bridges or modification of existing bridges.

3. Propose appropriate regulations to govern the operation of drawbridges.

4. Recommend for alteration under the provisions of the Truman-Hobbs Act such railroad or publicly owned highway bridges as are considered to be unreasonable obstructions to navigation. Prepare necessary budget documents for the funding of the cost of such alterations. Coordinate all aspects of bridge alteration activity.

5. Prepare such regulations, instructions, notices, etc., as required for the efficient performance of duties related to bridges.

6. Provide advice and assistance to District Commanders in special cases, in person when required.

7. Serve as the authoritative point of contact for all Government officials, individuals, agencies, organizations, etc., with respect to the administration of the several bridge laws subject to Coast Guard jurisdiction.

8. Maintain effective liaison with Federal, State, and local government officials; highway, railroad, waterway and port officials; industry organizations; other agencies of the Department of Transportation; U. S. Army Corps of Engineers; other Federal, State, and local government agencies and with private individuals and organizations. Attend meetings with these parties to insure timely Coast Guard involvement in matters subject to our jurisdiction so as to minimize public controversy in subsequent bridge actions.

SHORT RANGE AIDS PLANNING BRANCH

Under the direction and supervision of the Chief, Aids to Navigation Division, the Chief, Short Range Aids Planning Branch, shall:

1. Continually review short range aids servicing policies and facilities and recommend changes to insure maximum efficiency.

2. Develop plans to implement the recommendations of the contract study of the support system for short range aids to navigation.

3. Maintain close liaison with the Office of Research and Development. Assist in preparing long range plans for the RDT & E efforts required to improve program operation and effectiveness.

4. Prepare studies, analyses, evaluations and investigations as directed for the program manager.

5. Establish and maintain priorities of projects in the program.

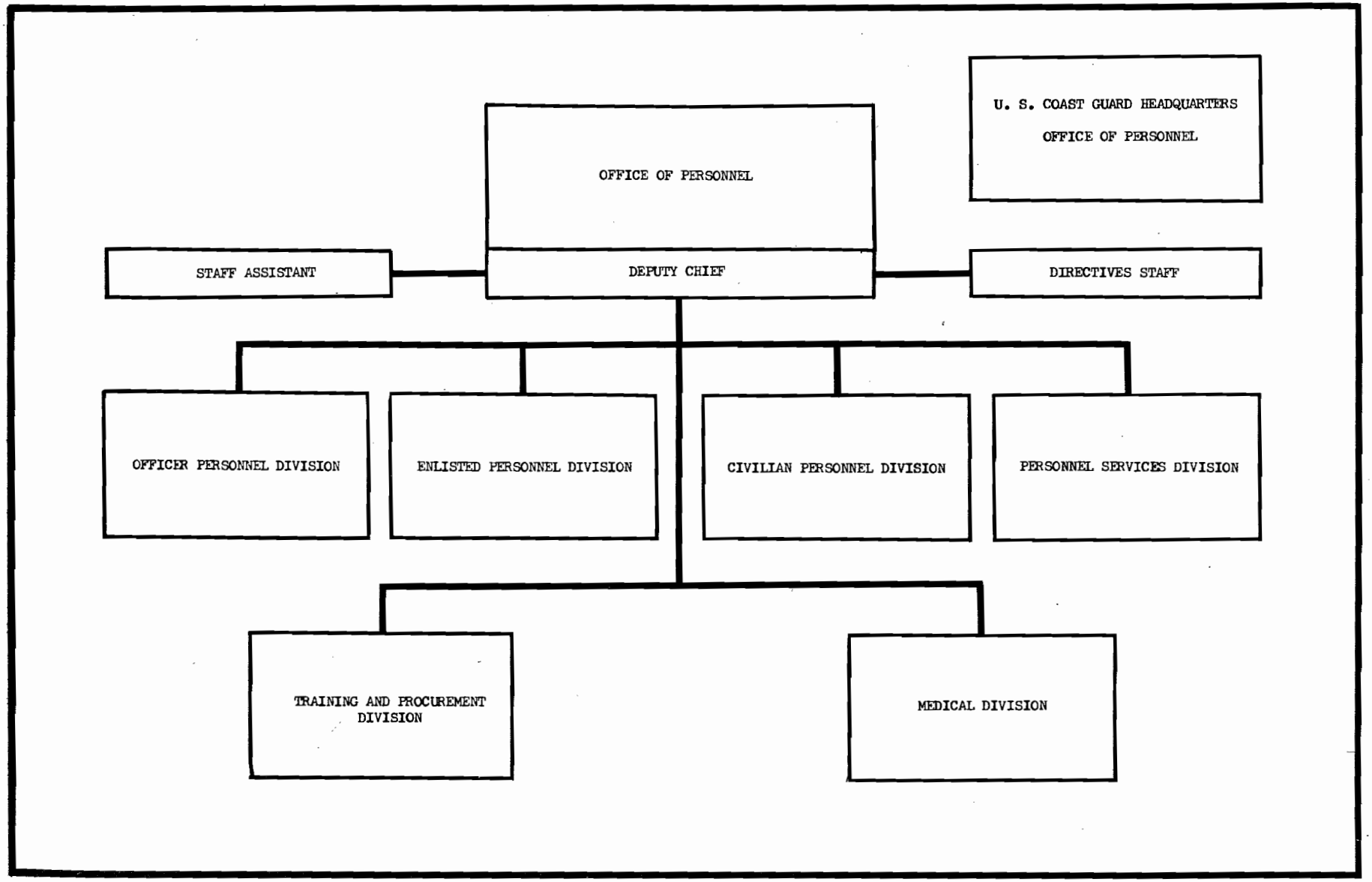
6. Plan program projects and facility changes including short (1-5 yr), mid (5-10 yr), and long (beyond 10 yr) program plans.

7. Prepare operational requirements for the design & development of equipment and subsystems, federal & private aids.

8. Formulate plans for procurement, training, operation and maintenance of new hardware and facilities.

9. Develop a coordinated plan, including milestones, for an optimum service-maintenance force mix. Supervise servicewide implementation.

CHART 7-A


U. S. COAST GUARD HEADQUARTERS
OFFICE OF PERSONNEL
OFFICE OF PERSONNEL
STAFF ASSISTANT
DEPUTY CHIEF
DIRECTIVES STAFF
OFFICER PERSONNEL DIVISION
ENLISTED PERSONNEL DIVISION
CIVILIAN PERSONNEL DIVISION
PERSONNEL SERVICES DIVISION
TRAINING AND PROCUREMENT DIVISION
MEDICAL DIVISION

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 Chief of Staff, planning expenditures to accomplish essential programs within available funds, and authorizing obligations against field allotments when Headquarters authorization is required.

3. Exercise operational, administrative, technical and logistic control over the Academy and Training 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.

6. Act as member of Coast Guard Board of Awards and the Physical Disability Appeal Board.

DEPUTY CHIEF, OFFICE OF PERSONNEL

Under the general direction and supervision of the Chief, Office of Personnel, the Deputy Chief, Office of Personnel shall:

1. Coordinate the functions of the several personnel divisions and the staff of the Office of Personnel.

2. Review and make recommendations as necessary regarding all matters which require the attention or action of the Chief, Office of Personnel.

3. Direct, supervise, and administer the functions of the Physical Review Council; review all Physical Evaluation Boards for compliance with law and regulation, including the Veterans Administration Schedule for Rating Disabilities, and recommend approval or modification as appropriate.

4. Act as Chairman of the Training Board whose purpose is to:

a. Recognize new or changing training requirements resulting from development of new facilities or equipment, deficiencies in operating performances, etc.

b. Determine how these needs may best be met.

c. Recommend measures to coordinate the procedures required including provisions of facilities, funds, and personnel.

5. Act as Chief, Office of Personnel in the absence of that officer.

STAFF ASSISTANT

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

1. Administer funds for "Travel and Transportation of Household Effects" (Subhead 20), under authority delegated by the Chief, Office of Personnel.

2. Act as President of the Permanent Uniform Board; maintain current the Uniform Regulations as amended for Coast Guard use; and maintain all records pertaining thereto.

3. Coordinate with other offices and divisions on the preparation of budget estimates and apportionment of allotments under the control of the Office of Personnel.

4. Analyze the current and projected status of funds either under the control of or which concern the Office of Personnel.

5. Study, analyze, review, and develop policies for administration of the personnel program and advise the Chief, Office of Personnel on the development and application of sound plans and practices for personnel administration.

6. Coordinate and/or represent the Office of Personnel in actions which relate to personnel policies, requirements and administrative procedures both within the Office and with other Headquarters Offices and Divisions.

7. Analyze major program changes with regard to changes in billets and the effect on personnel planning.

8. Maintain classified material required by the Office of Personnel for mobilization planning.

9. Maintain liaison with other Armed Services through attendance at personnel conferences or other meetings at which personnel problems are discussed in order to keep abreast of best current practices and new developments.

10. Provide clerical assistance for Boards convened at Coast Guard Headquarters, to consider Personnel matters.

11. Perform such additional duties as directed by the Chief and the Deputy Chief, Office of Personnel.

DIRECTIVES STAFF

Under the general direction and supervision of the Chief and the Deputy Chief, Office of Personnel, the Chief, Directives Branch shall:

1. Study and research directives and regulations, public Laws, pending legislation, and regulations and instructions of other Armed Forces, pertaining to military personnel administration.

2. Develop and maintain the Personnel Manual (CG-207), as follows:

   a. Consider, initiate, coordinate, and publish amendments.

   b. Maintain official case files of amendments.

3. Perform functions of Directives Control Point for the Office of Personnel, as follows:

   a. Review all general directives, publications, and amendments originated in the Office of Personnel for substance and compliance with the directives system.

   b. Type all Commandant Instructions originated in the Office of Personnel.

   d. Assist originators of directives and clerical personnel in complying with the directives system.

4. Screen Navy directives in the Military Personnel series and route to cognizant divisions and offices; maintain master file of Navy directives for the Office of Personnel.

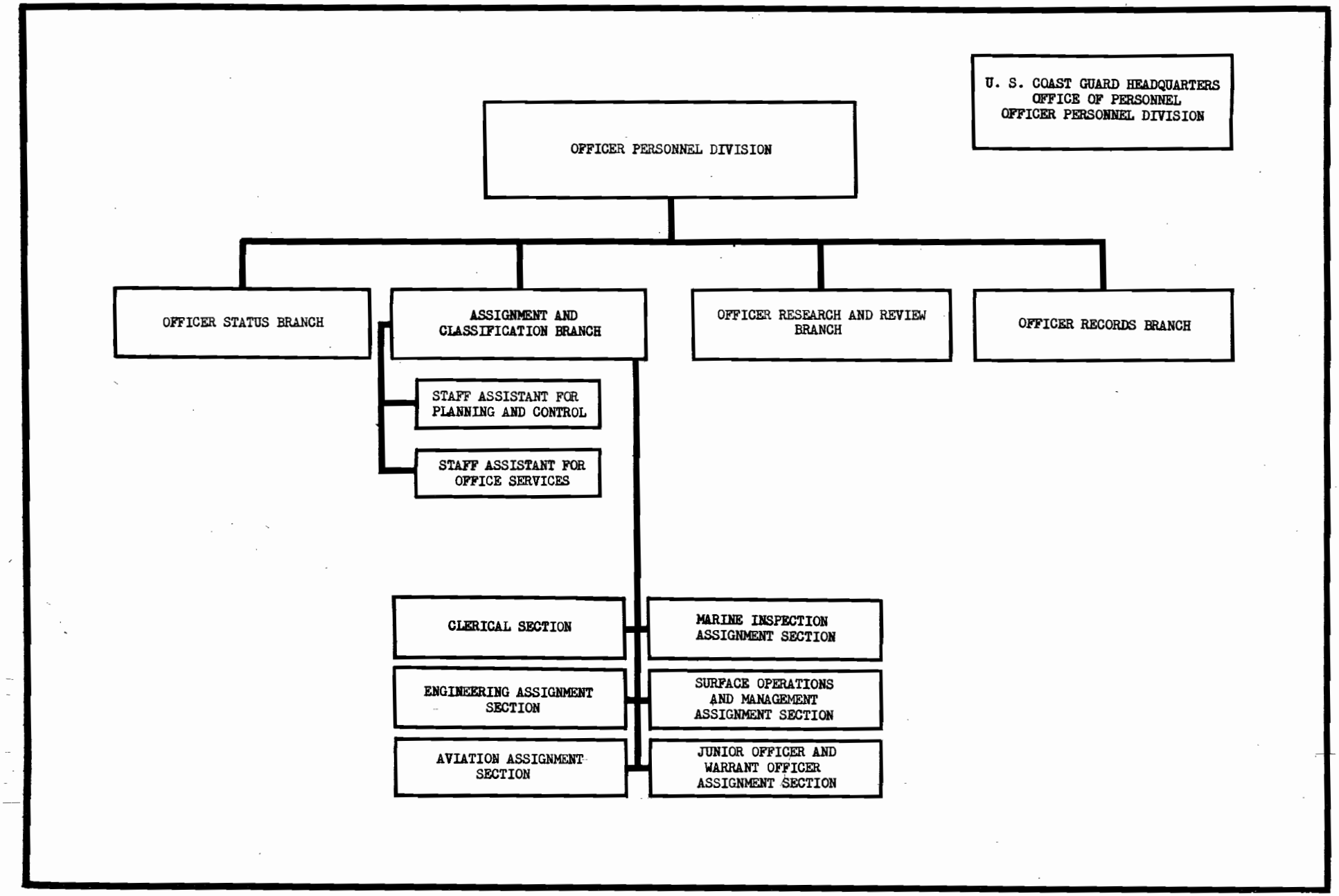
5. Screen district directives, route to cognizant divisions, and maintain master file for the Office of Personnel.

6. Maintain files and reference library and do research concerning personnel policies and procedures.

7. Prepare material for the Code of Federal Regulations.

8. Prepare General Orders.

CHART 7-B


U. S. COAST GUARD HEADQUARTERS
OFFICE OF PERSONNEL
OFFICER PERSONNEL DIVISION
OFFICER PERSONNEL DIVISION
OFFICER STATUS BRANCH
ASSIGNMENT AND CLASSIFICATION BRANCH
OFFICER RESEARCH AND REVIEW BRANCH
OFFICER RECORDS BRANCH
STAFF ASSISTANT FOR PLANNING AND CONTROL
STAFF ASSISTANT FOR OFFICE SERVICES
CLERICAL SECTION
MARINE INSPECTION ASSIGNMENT SECTION
ENGINEERING ASSIGNMENT SECTION
SURFACE OPERATIONS AND MANAGEMENT ASSIGNMENT SECTION
AVIATION ASSIGNMENT SECTION
JUNIOR OFFICER AND WARRANT OFFICER ASSIGNMENT SECTION

OFFICER PERSONNEL DIVISION (PO)

Under the direction and supervision of the Chief, Office of Personnel, the Chief, Officer Personnel Division shall administer the program for officer personnel on active duty, except as specifically otherwise assigned, performing as follows:

1. Execute appointments in the regular service and effect separations from active duty.

2. Review and maintain records of officer complements and allowances; develop a rotation plan; develop and maintain an officer classification system for officer qualifications and billets; effect the assignment of all officer personnel in accordance with policies governing assignments and rotation of assignments.

3. Maintain the active duty promotion list and similar lists for all other officers on active duty; administer the system for officer performance evaluation; and plan all promotion actions.

4. Initiate, review, and take appropriate administrative action on medical boards of survey and retirement boards.

5. Administer the current leave regulations for officers; act for the Commandant, as authorized, on requests from officers for leaves of absence which require the Commandant's action; authorize delay (to count as leave) for officers enroute to new duty stations when such action is appropriate.

6. Maintain comprehensive individual records of each officer and prepare such reports and statements as may be required by other offices at Headquarters, appropriate individuals, and other agencies.

7. Compile and distribute a Register of Coast Guard Officers.

8. Review or initiate proposed legislation affecting officer personnel of the Coast Guard.

9. Determine, in accordance with operating needs, the training requirements for officer personnel and the billet requirements to sustain the proposed training level.

OFFICER STATUS BRANCH

Under the direction and supervision of the Chief, Officer Personnel Division, the Chief, Officer Status Branch shall:

1. Exercise responsibility over the various precedence listings of active duty Coast Guard officers including the following functions:

a. Maintaining the Active Duty Promotion List of commissioned officers as required in 14 USC 41a.

b. Maintaining a lineal listing of commissioned officers not included on the Active Duty Promotion List, in precedence order, and assign running mates in accordance with current regulations.

c. Maintaining lineal listings of chief warrant and warrant officers in precedence order.

d. Maintaining the Temporary Disability Retired List and insure that these officers receive periodic physical examinations and final Physical Evaluation Boards.

e. Combining and publishing the above listings as the Register of Officers and Cadets of the USCG (CG-111).

f. Providing information concerning officer status changes to the Chief Data Processing Division for use in updating the master computer officer files.

2. Conduct programs involving appointment, selection, promotion, integration, retirement, and separation of commissioned and warrant officers including the following functions:

a. Preparing precepts and forwarding endorsements for all active duty commissioned and warrant officer personnel boards.

b. Originating correspondence to the Secretary and the President relating to the confirmation, appointment, promotion, retirement or separation of officers on active duty.

c. Preparing individual letters tendering appointments and promotions.

d. Preparing individual retirement and other separation orders.

e. Exercising responsibility over the Warrant Officer appointment program and maintaining the list of eligible applicants.

ASSIGNMENT AND CLASSIFICATION BRANCH

Under the direction and supervision of the Chief, Officer Personnel Division, the Chief, Assignment and Classification Branch shall:

1. Establish and publish appropriate career patterns for officers in each specialty or occupational field.

2. Within the limits of the Officer Allocation Plan, recommend and prepare orders as necessary for the assignment of commissioned officers in the grade of commander to billets in groups 00-09, 10-19, 30-39, 70-79, and 80-89 as defined in the Officer Billet and Classification Manual.

3. Prepare Officer Allocation Plan annually, showing:

a. Authorized billets in each specialty or occupational field.

b. Number of officers in each grade of each specialty who may be made available for assignment in primary specialty or occupational field, and the number who shall be rotated to another specialty or occupational field.

c. Number of billets in each grade of each specialty or occupational field which should be filled with an officer of the appropriate grade and the number which may be filled by an officer of the next lower grade.

4. Prepare Officer Input Requirements Plan annually showing the number of officers who must be trained and allocated to each specialty or occupational field to meet the assignment and rotation requirements of that specialty or occupational field. Include an Annex to the plan showing the number of officers with special qualifications that are required to meet LTJG/ENS requirements in the technical specialties. Transmit a copy of this plan to the Chief, Training and Procurement Division.

5. Maintain the classification system for officers in order to provide the means for identifying the qualifications of individual officers and for making statistical studies.

6. Determine appropriate numbers and identify those officers whose primary occupational field is other than surface operations, naval engineering, or aviation who are required to develop a sub-specialty in surface operations afloat.

7. Prepare correspondence dealing with assignments, orders, transfers, etc. of officers as appropriate.

8. Make such studies, as necessary, for the most economical and efficient utilization of officer personnel.

9. Maintain liaison with appropriate counterparts in other Divisions in Headquarters, as necessary, to carry out the program of administering officer personnel classification and assignment.

STAFF ASSISTANT FOR PLANNING AND CONTROL

Under the direction and supervision of the Chief, Assignment and Classification Branch, the Staff Assistant for Planning and Control shall:

1. Assist the Chief, Assignment and Classification Branch in the preparation of the Officer Allocation Plan; check existing and planned distribution of officers against OAP and advise the Chief, Assignment and Classification Branch of discrepancies between actual and planned allocation of officer personnel.

2. Assist the Chief, Assignment and Classification Branch in the preparation of the Officer Input Requirements Plan; maintain liaison with appropriate counterparts in the Training and Procurement Division regarding estimated inputs of officer personnel into the several occupational fields and specialties; and advise the Chief, Assignment and Classification Branch of differences between estimated inputs and the Officer Input Requirements Plan.

3. Make statistical studies of officer personnel in each occupational field or specialty as necessary to check adherence to planned career patterns and advise the Chief, Assignment and Classification Branch where differences exist.

4. Maintain liaison with assignment section chiefs as necessary to facilitate preparation of the Officer Allocation Plan and Officer Input Requirements Plan.

5. Recommend and prepare orders for the assignment of RELE(E).

6. Perform such other duties as the Chief, Assignment and Classification Branch may require.

STAFF ASSISTANT FOR OFFICE SERVICES

Under the direction and supervision of the Chief, Assignment and Classification Branch, the Staff Assistant for Office Services shall:

1. Provide and maintain necessary office services including supplies, equipment, etc.

2. Maintain necessary records and statistical data for the efficient administration of officer personnel classification and assignment.

3. Supervise operation and maintenance of current data of TERMATREX data retrieval system.

4. Maintain necessary records for the administration of travel funds under the cognizance of the Officer Personnel Division. Prepare estimates of travel order requirements in support of funding requests.

5. Recommend and prepare orders as necessary for the assignment of SPCK, GUN, RELE(O), PHAR, SCLK, PHOT, and BNDM.

6. Provide TERMATREX data services on request of assignment officers.

7. Maintain TERMATREX cards current by inserting change data provided by individual assignment officers.

8. Perform such other duties as the Chief, Assignment and Classification Branch may require.

CLERICAL SECTION

Under the direction and supervision of the Chief, Assignment and Classification Branch, the Chief, Clerical Section shall:

1. Furnish typing and duplicating services in connection with:

   a. The preparation of permanent change of station, temporary duty and temporary additional duty.

   b. General correspondence originated within the branch.

2. Originate and prepare such types of routine correspondence as may be directed by the branch chief.

3. Maintain files and records as directed by the branch chief.

4. Receive and distribute incoming correspondence. Provide internal routing services for correspondence and orders.

ENGINEERING ASSIGNMENT SECTION

Under the direction and supervision of the Chief, Assignment and Classification Branch, the Chief, Engineering Assignment Section shall:

1. Within the limits of the Officer Allocation Plan, recommend and prepare orders, as necessary, for the assignment of commissioned officers in the grade of commander and below to the billets in group 50-59 as defined in the Officer Billet Classification Manual.

2. Recommend and prepare orders, as necessary, for the assignment of warrant officers in the following specialties: ELEC, MACH and CARP.

3. In recommending the assignment of officers, assure that established career patterns are followed to the greatest extent practicable. Coordinate with other assignment section chiefs as necessary in this regard.

4. Assist in the preparation of the Officer Allocation Plan for billets and officer personnel over which he has cognizance.

5. Assist in maintaining the classification system for officers qualifications.

6. Prepare correspondence dealing with assignments, orders, career patterns, etc. of officers as indicated in paragraphs 1 and 2 above.

7. Make such studies as necessary for the most economic and efficient utilization of officers as indicated in paragraphs 1 and 2 above.

8. Maintain liaison with appropriate counterparts in other Divisions in Headquarters to efficiently carry out the program for administering officer personnel indicated in paragraphs 1 and 2 above.

AVIATION ASSIGNMENT SECTION

Under the direction and supervision of the Chief, Assignment and Classification Branch, the Chief, Aviation Assignment Section shall:

1. Within the limits of the Officer Allocation Plan, recommend and prepare orders, as necessary, for the assignment of commissioned officers in the grades of captain and below to billets in group 60-69 as defined in the Officer Billet Classification Manual. Recommend and prepare orders, as necessary, for warrant officers assigned to aviation duties.

2. In recommending the assignment of officers, assure that established career patterns are followed to the greatest extent practicable, and coordinate with other assignment section chiefs, as necessary, in this regard.

3. Assist in the preparation of the Officer Allocation Plan for billets and officer personnel over which that chief has cognizance.

4. Assist in maintaining the classification system for officer qualifications.

5. Prepare correspondence dealing with assignments, orders, career patterns, etc. of officers indicated in paragraph 1 above.

6. Make such studies, as necessary, for the most economical and efficient utilization of officers indicated in paragraph 1 above.

7. Maintain liaison with appropriate counterparts in other Divisions in Headquarters to carry out efficiently the program for administering officer personnel indicated in paragraph 1 above.

MARINE INSPECTION ASSIGNMENT SECTION

Under the direction and supervision of the Chief, Assignment and Classification Branch, the Chief, Marine Inspection Assignment Section shall:

1. Within the limits of the Officer Allocation Plan, recommend and prepare orders, as necessary, for the assignment of commissioned officers in the grade of captain and below to the billets in group 40-49 as defined in the Officer Billet Classification Manual. Recommend and prepare orders, as necessary, for warrant officers assigned to Merchant Marine Safety.

2. In recommending the assignment of officers, assure that established career patterns are followed to the greatest extent practicable. Coordinate with other assignment section chiefs as necessary in this regard.

3. Assist in the preparation of the Officer Allocation Plan for billets and officer personnel over which he has cognizance.

4. Assist in maintaining the classification system for officer qualifications.

5. Prepare correspondence dealing with assignments, orders, career patterns, etc. of officers indicated in paragraph 1 above.

6. Make such studies, as necessary, for the most economic and efficient utilization of officers indicated in paragraph 1 above.

7. Maintain liaison with appropriate counterparts in other Divisions in Headquarters to efficiently carry out the program for administering officer personnel indicated in paragraph 1 above.

SURFACE OPERATIONS AND MANAGEMENT ASSIGNMENT SECTION

Under the direction and supervision of the Chief, Assignment and Classification Branch, the Chief, Surface Operations and Management Assignment Section shall:

1. Within the limits of the Officer Allocation Plan, recommend and prepare orders, as necessary, for the assignment of commissioned officers in the grade of lieutenant commander and lieutenant to the billets in groups 00-09, 10-19, 30-39, 70-79, and 80-89 as defined in the Officer Billet Classification Manual.

2. In recommending the assignment of officers, assure that established career patterns are followed to the greatest extent practicable. Coordinate closely with other assignment section chiefs as necessary in this regard.

3. Assist in the preparation of the Officer Allocation Plan for billets and officer personnel over which the Section Chief has cognizance.

4. Assist in maintaining the classification system for officer qualifications.

5. Prepare correspondence dealing with assignments, orders, career patterns, etc. of officers indicated in paragraph 1 above.

6. Make such studies as necessary for the most economical and efficient utilization of officers indicated in paragraph 1 above.

JUNIOR OFFICER AND WARRANT OFFICER ASSIGNMENT SECTION

Under the direction and supervision of the Chief, Assignment and Classification Branch, the Chief, Junior Officer and Warrant Officer Assignment Section shall:

1. Within the limits of the Officer Allocation Plan, recommend and prepare orders, as necessary, for the assignment of commissioned officers in the grade of LTJG/ENS to billets in group 00-09, 10-19, 30-39, 70-79 and 80-89 as defined in the Officer Billet Classification Manual.

2. Recommend and prepare orders, as necessary, for the assignment of warrant officers in the specialty of BOSN.

3. In recommending the assignment of officers assure that established career patterns are followed to the greatest extent practicable. Coordinate closely with other assignment section chiefs, as necessary, in this regard.

4. Assist in the preparation of the Officer Allocation Plan for billets and officer personnel over which he has cognizance.

5. Assist in maintaining the classification system for officer qualifications.

6. Prepare correspondence dealing with assignments, orders, career patterns, etc. of officers indicated in paragraphs 1 and 2 above.

7. Make such studies, as necessary, for the most economic and efficient utilization of officers indicated in paragraphs 1 and 2 above.

4. Maintain statistics and develop officer personnel plans including:

a. Preparation of Military Employment Capability Plans to support the officer portion of the Personnel Plan.

b. Conducting the annual computation of officers on the Active Duty Promotion List required by 14 USC 42d.

c. Preparing the current commissioned and warrant officer retirement plans for use in the budget process.

5. Initiate changes to regulations and instructions pertaining to officer status and prepare draft legislation as required.

6. Prepare congressional and general correspondence relating to the duties of the Branch.

7. Process initial and annual Federal Income Tax checks on all Flag Officers and Captains, and maintain follow-up records as required.

OFFICER RESEARCH AND REVIEW BRANCH

Under the direction and supervision and the Chief, Officer Personnel Division, the Chief, Officer Research and Review Branch shall:

1. Advise personnel managers regarding research implications and requirements associated with personnel conditions, instruments, procedures, and policies, especially in the areas of officer evaluation, selection, and training.

2. Engage in research and development efforts to improve or evaluate personnel conditions, instruments, procedures, and policies, especially in the areas of officer personnel evaluation, selection, and training.

3. Develop mathematical models and assist in the operation of computerized simulations of the officer personnel system in order to obtain projections of the future officer personnel situation for use in planning.

4. Develop and maintain an information and data system, including necessary computer programs and other related EDP procedures necessary to support desired research and development efforts.

5. Review research and development output from all sources for possible application to Coast Guard personnel management and maintain a library of selected publications for use of personnel managers.

6. Plan, develop, and monitor contracts involving personnel research and development efforts.

7. Formulate plans and a method for dissemination and implementation of personnel research and development products.

8. Provide psychometric and statistical consultant services as requested by other offices and divisions or by field activities and other services.

9. Represent the Officer Personnel Division, as directed, at professional meetings related to the fields of psychology, statistics, personnel management, operations research, and other knowledge domains of importance in achieving optimum personnel utilization in the Coast Guard.

OFFICER RECORDS BRANCH

Under the direction and supervision of the Chief, Officer Personnel Division, the Chief, Officer Records Branch shall:

1. Maintain and develop files of officer service records for all Regular officers and Reserve officers on extended active duty, including for each officer the following:

   a. Medical record

   b. Fitness report record

   c. Security clearance record

   d. Educational record

   e. Commendatory and/or adverse correspondence record

   f. General correspondence record.

2. Maintain accountability for all officer service records including those of officers who are retired or separated, and charge records out to personnel boards and authorized individuals, as necessary.

3. Transfer all Regular officer service records of members who are not on active duty to the Federal Records Center, St. Louis, Missouri; transfer Reserve officer service records of members who are not on active duty to the Office of Reserve; maintain records of accession and box numbers of records filed at the Federal Records Center.

4. Prepare correspondence relating to officer service records.

5. Prepare transcripts of service of officer personnel upon request and as required for personnel boards; prepare transcripts of sea service for use in connection with the application of Coast Guard officers for Merchant Marine licenses.

6. Prepare statements of creditable service for pay purposes and/or retirement.

7. Obtain statements of creditable service from other Armed Services and the National Guard in the case of officers who claim such service.

8. Maintain accountability for officer fitness reports to insure continuity of submission; route fitness reports to the appropriate reviewing officers at Headquarters; route copies of fitness reports for administrative review by assignment officers.

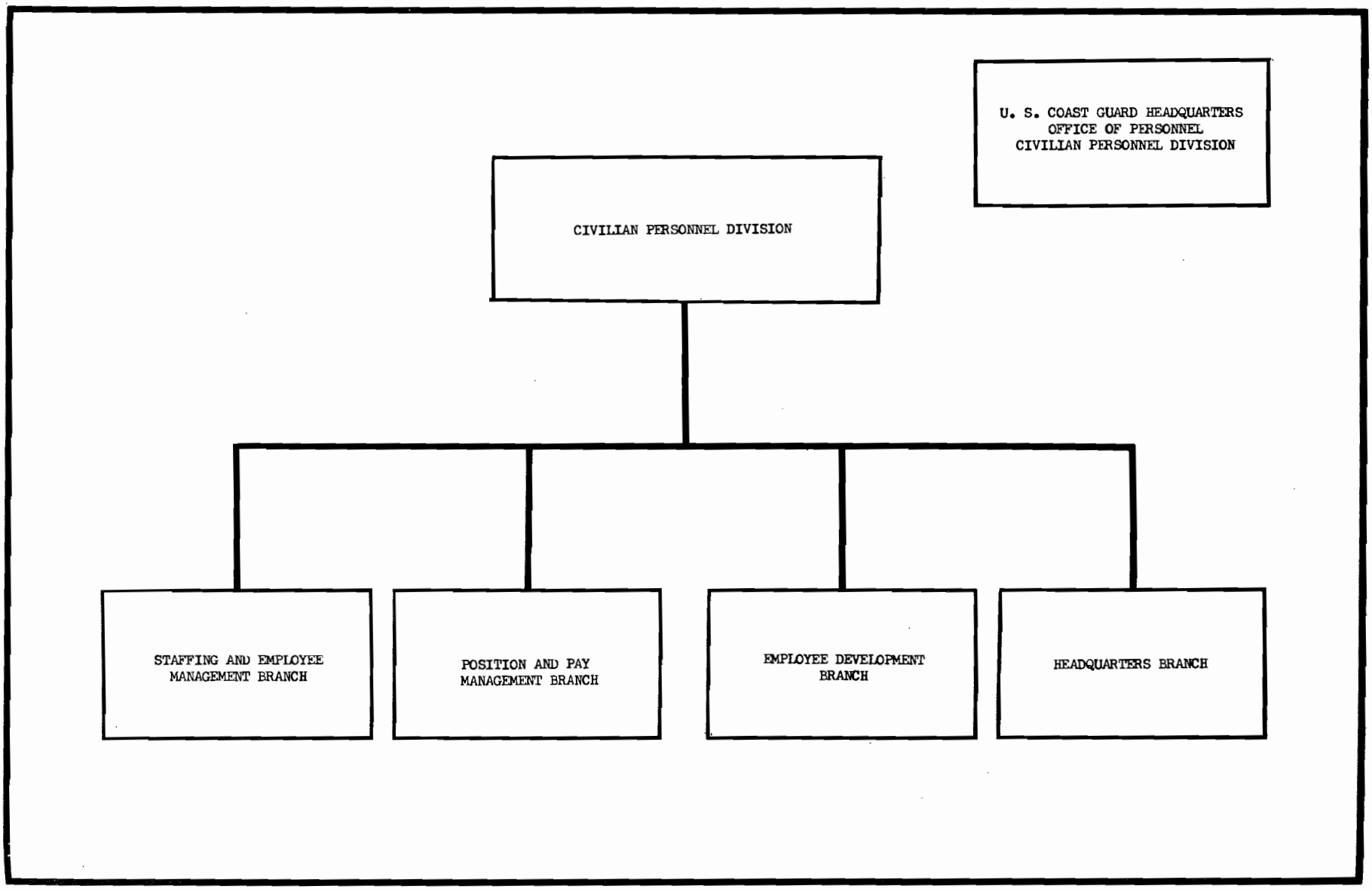
9. Prepare and maintain current officer summary records for use by officer selection boards and furnish to boards when directed.

10. Arrange for microfilming of officer fitness reports and Form CG-4113 (Record of Emergency Data) and forward to the Indispensable Records Center (Site B) on an annual basis.

11. Prepare Form DD-1172 (Application for Uniformed Services Identification and Privilege Card) for use in issuance of identification and Privilege Card and certify the accuracy of data contained therein to the verifying officers.

12. Maintain files of officer personnel rosters and diaries received from the Data Processing Division for use when necessary in verifying or reconstructing officer leave records; transfer these records to the Federal Records Center, Alexandria, Virginia, semiannually.

CHART 7-C


U. S. COAST GUARD HEADQUARTERS
OFFICE OF PERSONNEL
CIVILIAN PERSONNEL DIVISION
CIVILIAN PERSONNEL DIVISION
STAFFING AND EMPLOYEE MANAGEMENT BRANCH
POSITION AND PAY MANAGEMENT BRANCH
EMPLOYEE DEVELOPMENT BRANCH
HEADQUARTERS BRANCH

CIVILIAN PERSONNEL DIVISION (PC)

Under the most general program direction of the Chief, Office of Personnel, the Chief, Civilian Personnel Division shall:

1. Provide overall impetus and direction to the civilian personnel management program by directing and evaluating the activities of the four branches which comprise the Division and the civilian personnel officers in the field.

2. Evaluate, interpret, and effectuate policy pronouncements emanating from the Treasury Department, Civil Service Commission, the White House, and elsewhere.

3. Advise and assist the Commandant and top management by indicating directions and objectives for the civilian personnel management program, and by recommending and implementing policies to achieve them.

4. Participate as an active member of the management team from the standpoint of expertise as to the impace of program proposals on the overall civilian personnel complex.

STAFFING AND EMPLOYEE MANAGEMENT BRANCH

Under the direction and supervision of the Chief, Civilian Personnel Division, the Chief, Staffing and Employee Management Branch shall:

1. Provide personnel advice and guidance to top management and commanding officers in the recruitment, placement, and counseling of employees; and in the proper application of personnel management programs, such as a merit promotion program, selection of supervisors, and incentive awards, and provide assistance in interpretation of laws, rules, regulations, and instructions; and guidance, assistance, and implementing instructions on special emphasis programs.

2. Exercise overall responsibility for planning, scheduling, and conducting personnel management surveys of districts and Headquarters units for the purpose of identifying conditions in need of improvement; prepare and submit to commanding officers reports of these findings together with recommendations for such changes in policies, procedures, and programs as deemed necessary.

3. Recommend, develop, and promulgate Coast Guard policies, issue instructions, and establish procedures on matters which are within delegated authority. Coordinate with other branches, divisions, and offices within Headquarters and in the field regarding the issuance of manuals and Headquarters and Commandant Instructions and Notices which govern civilian personnel management.

4. Develop and recommend civilian personnel program planning by establishing fiscal year goals designed to contribute to overall personnel management to obtain better supporting services for line management.

5. Furnish technical assistance and advice on moblilization planning for implementing civilian personnel administration during period (s) of emergency. Coordinate and review periodic screenin of employees in the Ready Reserve.

6. Review and make recommendations on completed security investigations as to retention or separation of employees based on suitability.

7. Provide advice and guidance to chiefs of civilian personnel branches in field activities on the interpretation and application of regulatory issuances within assigned areas of responsibility.

8. Review appeals from adverse actions (other than classification and wage administration) received from field activities, for merit and regulatory compliance and recommend to the Chief, Civilian Personnel Division.

9. Develop and recommend policy and procedural instructions for the conduct of the employee-management cooperation program. Review and recommend acceptance or changes to written agreements made by employee groups and commanding officers. Provide assistance and guidance to commanding officers and other officials in administering the program and advise on problem areas. Make periodic reviews of the employee-management cooperation program in field activities.

10. Administer the honor and service awards program which includes outstanding performance ratings, quality step increases, and length of service awards.

POSITION AND PAY MANAGEMENT BRANCH

Under the direction and supervision of the Chief, Civilian Personnel Division, the Chief, Position and Pay Management Branch shall:

1. Provide impetus, leadership and direction to the Coast Guard's position management program, which includes:

a. Reviewing, analyzing and evaluating positions in their interrelated organizational context, in terms of supervisory structure, orderly career ladders, military-civilian "mix," etc.

b. Classifying individual positions and groups of positions to their correct occupational series and grades in accordance with applicable criteria.

c. Reviewing, on both an individual case and organization-wide basis, the effectiveness with which districts and Headquarters units carry out their position management and position classification responsibilities under delegated authority.

2. Administer the Coast Guard's compensation system for wage board and "administrative pay plan" employees, which includes:

a. Classifying wage board positions and establishings wage board ratings according to Navy Department wage schedules and other applicable criteria, and obtaining Treasury Department Wage Board concurrence for any proposed deviations outside Civilian Personnel delegated authority.

b. Making appropriate corrective recommendations when apparent misutilization or misorganization with respect to wage board employees is detected.

c. Computing and promulgating wage schedules governing changes in compensation for both wage board and administrative pay plan personnel.

3. Serve as substantive expert for the Coast Guard and provide program direction and leadership throughout the agency in the following program areas: Leave administration, employee compensation, Civil Service retirement, Federal employees' health benefits program, and Federal employees' group life insurance program. For each of the above programs, this includes:

a. Developing and promulgating policies in the form of manual issuance, Commandant Instruction, etc.

b. Responding to inquiries from field installations in any of the above areas.

c. Keeping abreast of changing program developments as promulgated by the Civil Service Commission and others, and insuring that Coast Guard programs remain current and responsive.

4. Administer the Lighthouse Service Retirement Act. This includes:

a. Providing pertinent and timely information and services to retirees, in a manner analogous to that of the Civil Service Commission with respect to Civil Service retiees, in such matters as Medicare, changes in retired employees' benefits, annuities, health insurance coverage, etc.

b. Adjudicating applications for privileges (commissary, etc.), determining those privileges to which individual annuities, health insurance coverage, etc.

c. Responding to inquiries from annuitants on a wide variety of matters.

5. Serve as Coast Guard's expert on the application of automatic data processing to civilian personnel functions. This includes:

a. Working closely with CAM, F, F-4, FA, FP, FD and others, offering expert advice on feasibility and utility of automating certain personnel functions.

b. Proposing and advising on techniques and systems under which automated operations will function; taking a leading role in insuring that individual civilian personnel offices make necessary adjustments to insure capable functioning under automated systems.

6. Exercise overall responsibility for Coast Guard civilian records and reports. This includes:

a. Detecting and eliminating unnecessary records and reports.

b. Developing new reporting criteria and techniques to insure responsiveness to new or changing reporting requirements.

c. Utilizing the full impact and potential of automatic data processing on Coast Guard reporting systems and requirements.

7. At the behest of the Division Chief, develop staff studies and make recommendations in any facet of the entire civilian personnel management spectrum.

EMPLOYEE DEVELOPMENT BRANCH

Under the direction and supervision of the Chief, Civilian Personnel Division, the Chief, Employee Development Branch shall:

1. Develop and administer training programs for Headquarters and field service civilian employees in administrative, clerical, technical, professional, and skilled trades and crafts categories.

2. Plan and administer programs for development of supervisors and executives; accident prevention; student trainee engineering (cooperative and summer plans); and new employee orientation.

3. Decide the method and techniques to be employed in implementing such programs, e.g., on-the job, in-service, and out-service training conferences and seminars.

4. Research, prepare, and assemble subject-matter material which will meet the needs of employees in the respective area of training, including communications, management, and student trainee programs.

5. Plan and develop methods of instruction, presentation, and use of aids for various programs, such as instruction manuals, courses of study, visual aids (charts, graphs, illustrations, etc.), lectures, guided discussions, case studies, incident-process, and role playing.

6. Provide advice and assistance in the area of employee development to office and division chiefs, district and field commanders, supervisors, and employees.

7. Provide or arrange for counselling for Headquarters and field service civilian employees in matters pertaining to study for an academic degree or professional improvement; acquiring technical skills; meeting special job requirements such as a knowledge of stenography or radar; meeting educational requirements for diplomas and certificates.

8. Make periodic visits to field activities to assist in ascertaining training needs; establish or arrange for programs to meet identified needs; inspect training facilities, classes, methods, and materials; and recommend ways to improve existing programs.

9. Determine funds necessary to carry out the Coast Guard program and perform the following functions:

a. Prepare program changes to show funding needs for four-year periods.

b. Administer 99-56.02.03 account to provide funds for tuition and travel for training expenditures.

c. Reconcile the account in b above with Accounting Division (FA).

10. Approve Civilian Training Requests, Form CG-3860, and assure that legal requirements are satisfied.

11. Evaluate the effectiveness of civilian personnel training programs by analyzing the following:

a. Part V., Form CG-3860, which is completed by the person who initiates the request for training.

b. Form CGHQ-4339, Evaluation of Training Program, which is completed by each attendee.

12. Coordinate the Federal Triangle Education Center by:

a. Assisting in the determination of courses and program offerings and space for classes.

b. Publicizing offerings to civilian and military personnel.

c. Enrolling civilian and military personnel.

d. Evaluating effectiveness of the program through student interviews.

HEADQUARTERS BRANCH

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

1. Establish and maintain a personnel staffing program to provide the best qualified person for each vacant position. This program will be supported through an internal promotion program based on merit and fitness as well as an external recruitment program to secure a capable and qualified workforce.

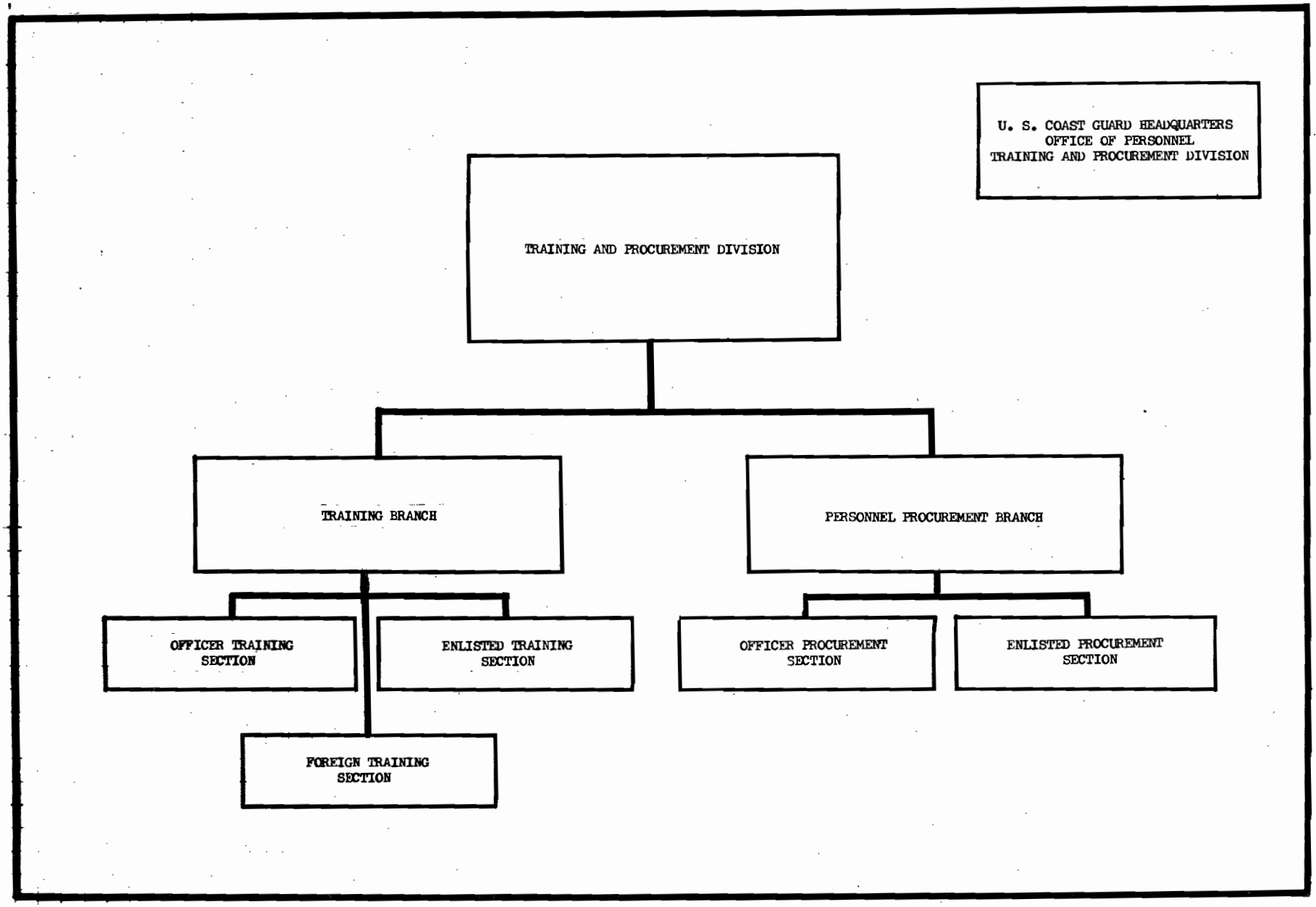
2. Conduct a responsive position management program for Headquarters which includes the review, analysis, and evaluation of positions in their organizational contexts in terms of supervisory structure, orderly career ladders, military civilian "mix", etc., as well as the accurate classification of positions to occupational series and grades in accordance with applicable criteria.

3. Conduct an employee-management relations program for the provision of guidance to management in the utilization of employees and in the handling of disciplinary and adverse actions in accordance with appropriate policy in the best interests of the Coast Guard.

4. Administer a program of employee benefits and services to include health insurance, life insurance, blood donor and retirement guidance.

5. Maintain the personnel records for civilian personnel and civilian personnel management. Provide appropriate records, reports, and analysis for the use of Coast Guard management, Treasury Department, and Civil Service Commission.

CHART 7-D


U. S. COAST GUARD HEADQUARTERS
OFFICE OF PERSONNEL
TRAINING AND PROCUREMENT DIVISION
TRAINING AND PROCUREMENT DIVISION
TRAINING BRANCH
PERSONNEL PROCUREMENT BRANCH
OFFICER TRAINING SECTION
ENLISTED TRAINING SECTION
FOREIGN TRAINING SECTION
OFFICER PROCUREMENT SECTION
ENLISTED PROCUREMENT SECTION

TRAINING AND PROCUREMENT DIVISION (PTP)

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

1. Administer those elements of the military program which pertains to the procurement of all officers and enlisted personnel.

2. Develop in consultation with the heads of other offices and divisions, personnel procurement plans and qualifications to be observed in the procurement of officer and enlisted personnel and cadets.

3. Receive applications for original commissions or warrants under authority of 14 USC 211, check them for conformity with prescribed policies and procedures, and make recommendations thereon.

4. Administer the recruiting program and assure maximum effectiveness in the procurement of enlisted personnel.

5. Plan and administer training programs, other than unit training not controlled by Headquarters, in accordance with the requirements determined by the Officer and Enlisted Personnel Divisions, based on the availability of Coast Guard and non-Coast Guard schools, courses, or facilities for training of officers and enlisted personnel; arrange for the utilization of these facilities by personnel of the Coast Guard, except for Reserve personnel on inactive duty or on active duty for training; make all arrangements for the attendance of personnel at schools for advanced or special training; provide Headquarters support, training materials, funds, and policy determination, as necessary to conduct these training programs.

6. Maintain Headquarters liaison with the Academy; keep informed as to the details of cadet training and procurement and make recommendations pertinent thereto.

7. Maintain Headquarters liaison with the recruit training centers and other training centers and training activities; review or approve curricula of Coast Guard schools.

8. Plan, coordinate, and execute the training of all foreign nationals in conjunction with approved programs of the Coast Guard and other federal agencies.

9. Obtain or develop tests, as necessary, for officer and enlisted personnel procurement and training programs; prepare instructions for the administration of the tests; administer these programs from Headquarters level, as required.

10. Prepare preliminary budget estimates for training and procurement purposes, make recommendations as to allotments and allocations, and administer funds provided for Training and Personnel Procurement purposes.

TRAINING BRANCH

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

1. Supervise and coordinate the activities of the Officer, Enlisted, and Foreign Training Sections.

2. Develop military training plan for officer and enlisted personnel to meet requirements of the service as determined by the Officer and Enlisted Personnel Divisions.

3. Maintain liaison with Coast Guard training commands, other service schools, and civilian training organizations including Universities attended by postgraduate students.

4. Coordinate curriculum review with cognizant Headquarters divisions to ensure training offered is meeting current requirements.

5. Prepare and keep currrent manuals and instructions promulgated to the Coast Guard regarding military training programs.

6. Administer the tuition assistance program for off-duty education.

7. Supervise processing and maintenance of administrative details in connection with the Academy and Corps of Cadets.

OFFICER TRAINING SECTION

Under the direction and supervision of the Chief, Training Branch, the Chief, Officer Training Section shall:

1. Receive and process all applications for officer training in postgraduate schools and short courses. Make arrangements for quotas where needed and prepare correspondence pertaining to the program.

2. Maintain such records and files as necessary to administer the officer training programs.

3. Maintain liaison with the Coast Guard Academy, and Officer Candidate School, Yorktown.

4. Maintain records and supervise activities of the Student Engineering Training Program.

5. Process requests for, and maintain records of the Officer Off-Duty Education Program.

ENLISTED TRAINING SECTION

Under the direction and supervision of the Chief, Training Branch, the Chief, Enlisted Training Section shall:

1. Administer the enlisted training program.

2. Receive and process all applications for enlisted training for which Headquarters maintains quota control.

3. Maintain such records and files as necessary to administer the enlisted training program.

4. Maintain close liaison with Enlisted Personnel Division coordinating training requirements with capabilities of Coast Guard and other service schools.

5. Process applications for enlisted personnel for off-duty tuition assistance.

6. Maintain liaison with the Coast Guard Institute and United States Armed Forces Institute (USAFI) and other service connected correspondence course programs.

7. Procure and distribute audio-visual aids in accordance with the needs of the service.

8. Prepare weekly, monthly, yearly and special reports as required in the administration of the enlisted training program.

FOREIGN TRAINING SECTION

Under the direction and supervision of the Chief, Training Branch, the Chief, Foreign Training Section shall:

1. Process all requests for the training of foreign nationals at Coast Guard facilities.

2. Plan and coordinate training programs to meet the objectives of the requesting nations,

3. Maintain liaison with Chief, Naval Operation, AID, State Department, foreign nations and embassies as required to implement the programs.

4. Provide guidance and coordination for Coast Guard training commands and facilities participating in the Foreign Training Program.

PERSONNEL PROCUREMENT BRANCH

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

1. Supervise the Chief, Enlisted Procurement Section and the Chief, Officer Procurement Section in the administration of the Military Personnel Procurement programs of the Coast Guard.

2. Develop advertising materials for the Personnel Procurement programs and maintain liaison with contractors preparing such materials.

3. Maintain liaison with Academy regarding the Cadet Procurement program and assist as required.

4. Coordinate programs, correspondence, and other material pertaining to Officer and Enlisted Procurement.

5. Sign routine correspondence.

6. Plan and account for funds utilized in the Personnel Procurement Programs.

OFFICER PROCUREMENT SECTION

Under the direction and supervision of the Chief, Personnel Procurement Branch, the Chief, Officer Procurement Section shall:

1. Develop and carry out procedures and policies for the procurement of officers.

2. Perform the following functions with respect to the procurement of officers:

a. Develop, review, and update all Commandant Instructions, Commandant Notices, and the applicable sections in the Personnel Manual (CG-207).

b. Develop and disseminate publicity and information on officer procurement programs to the general public and to responsible procurement personnel in the field.

c. Process the applications for the various officer procurement programs by answering inquiries, assembling applications, insuring that all requirements are met, and preparing applications for selection panels.

ENLISTED PROCUREMENT SECTION

Under the direction and supervision of the Chief, Personnel Procurement Branch, the Chief, Enlisted Procurement Section shall:

1. Develop and execute procedures for the procurement of enlisted personnel for the following programs:

   a. Regular Enlistment

   b. Non Prior Service Reserve Enlistment

   c. SPAR Enlistment

   d. Ex-service Reserve Enlistment

2. Develop and maintain Sections G and H of Chapter 1 of the Personnel Manual pertaining to enlistments and reenlistments except for reenlistments within twenty-four hours.

3. Prepare the following reports:

   a. Monthly Recapitulation of Recruiting Activities, CGHQ-4045.

   b. Monthly Summary of Recruiting Activities to districts.

   c. Annual reports of recruiting accomplishments to the field.

   d. Annual report of recruiting activities for the Secretary of Transportation.

4. Assist in the preparation and distribution of recruiting material.

5. Maintain stock status report of recruiting material issued by the Supply Center, Brooklyn, and take action, as necessary, to replenish stock.

6. Prepare and disseminate monthly quotas for the enlistment of Regular and Reserve recruits.

7. Prepare and issue instructional recruiting notices to field.

8. Prepare congressional correspondence pertaining to enlistments and reenlistments not within twenty-four hours.

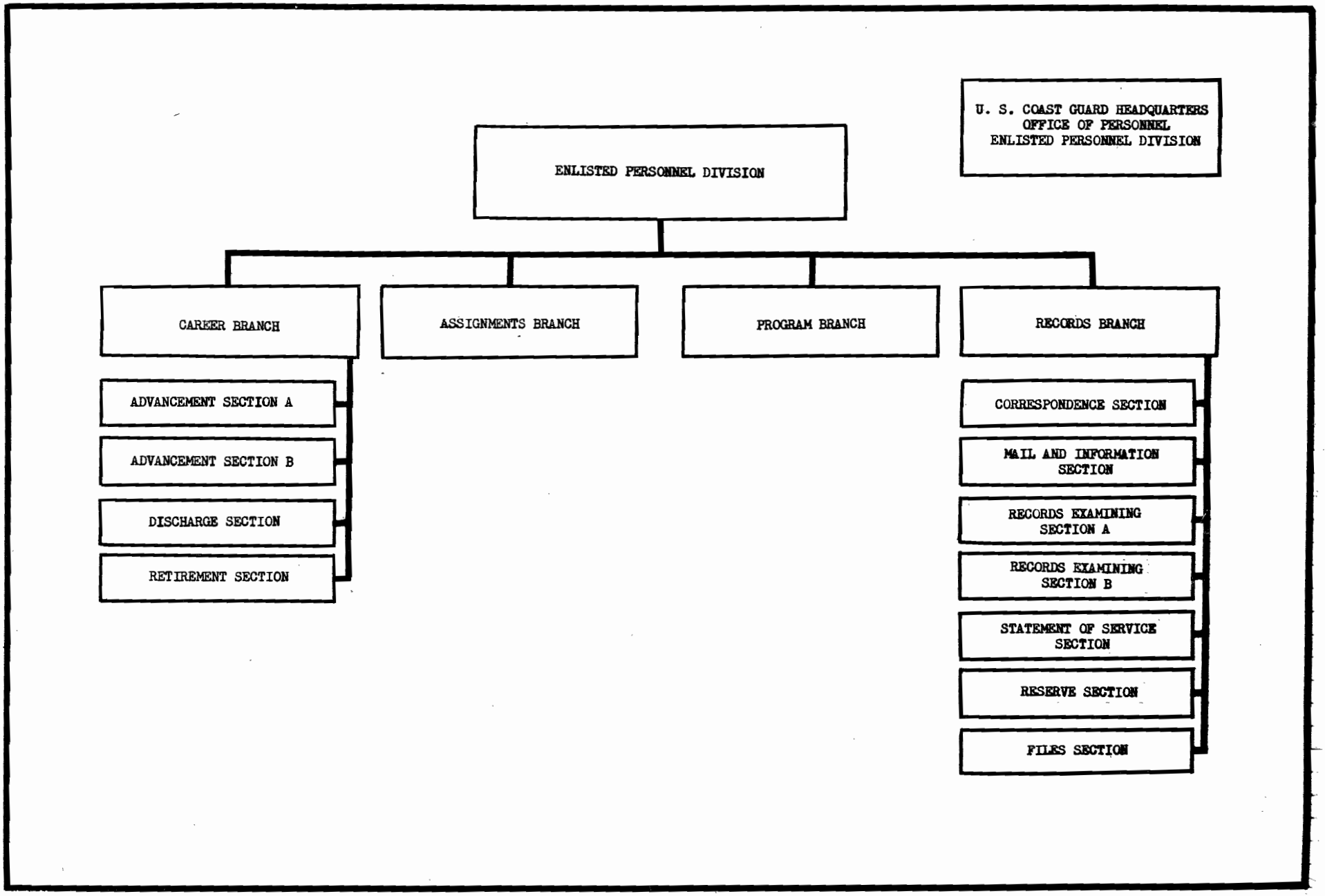
9. Review requests for waivers for enlistment of prior service personnel and coordinate with Medical or Enlisted Personnel Division as necessary.

10. Maintain card file of all authorizations or denials for enlistment.

11. Coordinate with Medical Division the quarterly report of separations for physical disability at Recruit Training Centers.

12. Maintain contact with other Services to obtain information pertinent to an evaluation of an applicant for further service.

CHART 7-E


U. S. COAST GUARD HEADQUARTERS
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RECORDS EXAMINING SECTION A
RECORDS EXAMINING SECTION B
STATEMENT OF SERVICE SECTION
RESERVE SECTION
FILES SECTION

ENLISTED PERSONNEL DIVISION (PE)

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

1. Administer those elements of the program for enlisted personnel* not otherwise assigned in the Office of Personnel, including assignment, advancement, discharge, and retirement, and maintenance of comprehensive records in connection therewith.

2. Analyze enlisted complements and allowances and develop assignment plans, keep informed of excesses and deficiencies in enlisted complements and allowances to aid in making assignments.

3. Receive and evaluate requests for assignment of enlisted personnel from the district and from Headquarters units and take indicated action.

4. Initiate transfer orders requiring the Commandant's action and prepare travel orders in the case of enlisted personnel movements handled at Headquarters.

5. Administer the servicewide examination program for advancements or changes in rating of enlisted personnel.

6. Process reductions in rate ordered by the Commandant.

7. Consider requests and recommendations for retirement of enlisted personnel, review boards of medical survey, provide records as necessary for the use of physical evaluation boards, take action as required by final action of such boards held on enlisted personnel, and issue retirement orders.

8. Receive and evaluate requests for discharge of enlisted personnel and take appropriate action; reissue discharge certificates in cases where it is administratively or otherwise determined that a change in the form of certificate awarded should be made; issue Form DD-303 CG Certificate in lieu of Discharge, in cases of loss or destruction of original discharge certificate.

*NOTE: The term "enlisted personnel" as used in this statement does not include Reserve enlisted personnel, except when such personnel are on extended active duty.

9. Furnish to offices and divisions at Headquarters and to other appropriate individuals and agencies necessary information and selected statistics on enlisted personnel.

10. Review or initiate proposed legislation affecting enlisted personnel of the Coast Guard.

11. Determine in accordance with operating needs, the recruit and other training requirements for enlisted personnel and the billet requirements to sustain the proposed training level.

CAREER BRANCH

Under the direction and supervision of the Chief, Enlisted Personnel Division, the Chief, Career Branch shall:

1. Administer that part of the military career program which embraces:

a. Enlisted advancements, administrative separations, and retirements.

b. The Proficiency Pay Program.

c. Computation of time in grade and time in service.

d. Miscellaneous career actions.

2. Direct, coordinate, and supervise the activities of the Chiefs of four sections among which the assigned functions of the Branch are distributed.

ADVANCEMENT SECTION A

Under the direction and supervision of the Chief, Career Branch, the Chief, Advancement Section A shall:

1. Maintain eligibility lists for advancement to pay grades E7, E6, E5 and E4.

2. Authorize advancement to pay grades E4 - E5 - E6 and E7 on 1st and 16th of the month from eligibility list in all ratings.

3. Process requests and authorize restorations in rate.

4. Issue permanent appointments to pay grade E7 and Temporary Service Officer within authorized allowance. Issue permanent appointment certificates to men retiring on service who hold provisional chief petty officer rating.

5. Compute TIME IN GRADE and TIME IN SERVICE.

6. Process requests for change in rating.

7. Process requests for waivers of requirements for participation in Servicewide Examinations.

8. Authorize extension provisional period of chief petty officer in pay grade E7.

9. Authorize cancellation of advancements.

10. Forecast advancement requirements for eligibility lists. Prepare all directives concerning Servicewide Examinations.

11. Announce ratings to be examined in March and September.

12. Process requests from HQ's Units for assignment of indicators and designators.

13. Establish eligibility lists in all ratings in pay grades E7 thru E4 as result of Servicewide Examinations.

ADVANCEMENT SECTION B

Under the direction and supervision of the Chief, Career Branch, the Chief, Advancement Section B shall:

1. Maintain eligibility lists for advancement to pay grades E8 and E9 in all ratings.

2. Authorize advancements to pay grades E8 and E9 from eligibility lists.

3. Issue chief petty officer certificates to pay grades E8 and E9 when obligated service agreement and physical examinations received.

4. Authorize proficiency pay.

5. Compute TIME IN GRADE and TIME IN SERVICE.

6. Process requests for waivers of requirements to participate Servicewide Examinations.

7. Process requests for cancellation of advancements.

8. Process recommendations for reduction in rate.

9. Forecast advancement requirements for eligibility lists. Prepare all directives concerning Servicewide Examinations.

10. Announce ratings to be examined in March and September.

11. Establish eligibility lists in all E8 and E9 ratings as result Servicewide Examinations.

DISCHARGE SECTION

Under the direction and supervision of the Chief, Career Branch, the Chief, Discharge Section shall:

1. Review requests and recommendations for administrative discharges of enlisted men.

2. Review Board of Medical Surveys.

3. Authorize administrative discharges.

4. Process requests for travel outside CONUS.

5. Authorize additional sick leave.

6. Review enlisted records against police record checks.

7. Maintain 3 x 5 card on all discharges authorized, disapproved, or pending.

8. Process requests for extension of enlistment, and cancellation of extensions.

9. Process requests from Reserve personnel for extended active duty.

10. Process requests for emergency leave.

RETIREMENT SECTION

Under the direction and supervision of the Chief, Career Branch, the Chief, Retirement Section shall:

1. Process all requests for 20-year and 30-year retirements.

2. Maintain flex-o-line, alphabetical listing of men who have requested retirement, and monthly listing of each individual scheduled during certain month.

3. Issue retirement orders and retirement certificates in accordance with established schedules.

5. Issue orders effecting temporary and permanent disability retirement of enlisted men.

6. Maintain Kardex file of men on Temporary Disability Retired List.

7. Issue orders for periodic physical examinations to men on Tempret list.

8. Issue a monthly listing for Headquarters distribution of all disability and service retirement of enlisted men effected during month.

9. Complete Form CGHQ 9959 on all Physical Evaluation Boards received from the field before forwarding to Physical Review Council.

10. Maintain Kardex listing of PEB's pending final processing.

ASSIGNMENTS BRANCH

Under the direction and supervision of the Chief, Enlisted Personnel Division, the Chief, Assignments Branch shall:

1. Be responsible for the distribution of all enlisted personnel on active duty in the Coast Guard, as follows:

a. Administer a rotation program for enlisted personnel to and from overseas areas and for enlisted personnel to and from Headquarters units.

b. Coordinate the detailing of personnel in certain areas requiring special attention, including instructors, investigators, E8/E9's, electronic technicians, and hospital corpsmen.

c. Exercise control of all inter-district hardship transfers, all inter-district mutual transfers, and all inter-district temporary additional duty assignments.

d. Coordinate assignment of personnel for new vessels and major shore units.

e. Redistribute personnel assigned to Headquarters units, major overseas units, and major district units that are disestablished.

f. Exercise assignment control of enlisted personnel being ordered to service schools.

g. Distribute enlisted personnel completing service schools.

2. Maintain "Request for Transfer" file for assignment to overseas assignment, instructor duty, eight-year rotation, and mutual exchange of station duty categories.

3. Maintain allowance and on-board strength figures so as to reflect manning levels in the various districts and Headquarters units.

4. Publish Headquarters Enlisted Transfer Order as well as letter and message orders for the purpose of distribution and assignment of enlisted personnel.

5. Maintain necessary files, instructions, directives, and statistical data for the efficient and equitable distribution of enlisted personnel.

6. Receive and make determination on requests for extension of duty tours.

7. Develop policy and procedures governing enlisted personnel assignments as may be required.

8. Prepare such reports and studies in connection with enlisted personnel assignments as may be required.

9. Provide guidance and assistance to districts and Headquarters units in distribution procedures for enlisted personnel.

10. Assist in preparation of congressional correspondence involving enlisted personnel transfers.

11. Control the issuance of total travel authorizations provided to branch and prepare forecasts for future travel funds to be required.

12. Maintain a record of travel order numbers issued by the Branch.

PROGRAM BRANCH

Under the direction and supervision of the Chief, Enlisted Personnel Division, the Chief, Program Branch shall:

1. Develop and furnish to offices and divisions at Headquarters and to other appropriate individuals, necessary information and statistics on enlisted personnel as follows:

a. Estimated military personnel strength during ensuing three months.

b. Comparative status of "On Board" personnel with current operating allowances.

c. Prepare, revise and analyze Military Employment Capability Plan.

d. Review and revise, periodically, enlisted personnel retirement schedule for five-year period.

e. Prepare enlisted personnel advancement control sheets.

f. Assist in development of cut-off lists for enlisted personnel advancements.

g. Evaluate expiration of enlistments and reenlistment statistics monthly for the preceding twelve-month period.

h. Determine regular recruit requirements through evaluation of attritions and accessions.

i. Estimate training requirements through evaluation of discharge and reenlistment statistics.

j. Record proficiency payments and variable reenlistment bonus payments and review program as necessary.

2. Develop and prepare program changes pertaining to enlisted personnel.

3. Review and make recommendations on military suggestions affecting enlisted personnel.

4. Provide a panel member to consider requests from individuals for hardship discharge, and discharges for reasons of unsuitability, inaptitude, unfitness, misconduct, undesirability, etc.

5. Provide a custodian of classified material.

6. Review amendments and instructions involving changes to Personnel Manual.

7. Prepare correspondence relating to subjects not normally delegated to other branches of division.

8. Review and comment on directives from other services of general interest to Coast Guard enlisted programs.

RECORDS BRANCH

Under the direction and supervision of the Chief, Enlisted Personnel Division, the Chief, Records Branch shall:

1. Maintain the official records of the enlisted personnel of the Coast Guard and its Reserve which include:

a. Official Personnel Jacket File -- a record for each enlisted member of the regular Coast Guard and the Reserve and those separated from service a minimum of six months or a maximum of nine months.

b. Alphabetical 3 x 5 Index Card File -- a card for each enlisted member who enlisted in the Coast Guard after 1915, showing individual's name, service number, date of birth, and place of enlistment (used extensively for ready reference).

c. Service Number Index File -- index binders maintained in sequence to reflect service numbers and names of enlisted members.

d. Personnel Diaries and Rosters -- daily records and lists submitted by each reporting unit and retained at Coast Guard Headquarters for five years before shipment to the Records Center, Alexandria, Va.

e. Service Record Card File -- individual cards filed in alphabetical order by district to which assigned, showing promotions, demotions, assignments, discharges, reenlistments, transfers, etc.

2. Perform administrative duties as follows:

a. Supervise, direct, and coordinate the activities of the Records Branch which has an authorized allowance of 54 employees grouped in seven sections.

b. Be responsible for varied assignments in connection with the administration of the Records Branch, or as requested by the Chief, Enlisted Personnel Division.

c. Analyze new directives pertaining to enlisted personnel to determine their effect on the operation of the Records Branch; develop and improve methods and procedures and prepare written instruction for their use, including designing forms for use in the Records Branch.

d. Participate in conferences with officials of the Enlisted Personnel Division and other divisions to coordinate related work; advise members of the general public and personnel of field units on matters related to work of the Records Branch.

e. Review and sign all mail originating in the Branch; correct records and statements of service use for computation of active duty; and determine eligibility for pay purposes.

f. Issue and control service numbers for male members of the Regular Coast Guard and its Reserve.

g. Verify information on applications and issue Identification Cards to retired enlisted members of the Regular Coast Guard.

h. Coordinate and maintain a records disposal program for the Records Branch; prepare certain indispensable operating records for shipment to relocations sites.

3. Supervise the activities of the chiefs of seven sections.

4. Prepare weekly individual production reports in order to follow individual employee performance as to the number of units worked, hours earned, and the percentage of productive effectiveness.

CORRESPONDENCE SECTION

Under the direction and supervision of the Chief, Records Branch, the Chief, Correspondence Section shall:

1. Search personnel records and prepare letters or forms furnishing information with respect to Coast Guard enlisted personnel to members of Congress, private individuals, and to Government and private agencies in connection with a wide variety of inquiries on personal and official matters.

2. Issue discharge certificates and certificates in lieu of discharge.

3. Prepare statements of sea service for personnel desiring Merchant Marine papers.

4. Issue certificates in accordance with the provisions of Section 601 of the Soldiers' and Sailors' Civil Relief Act of 1940, as amended (50 U. S. Code App. 581) for presentation in Court, as to whether or not individuals are now serving, or have ever served, in the Coast Guard.

5. Act as principal liaison representative with the Military Personnel Records Center (MPRC), St. Louis, Mo. which includes developing and coordinating policies and procedures relating to the loan and exchange of information and records with that agency. If cases are routine and records are already in MPRC, submit cases to MPRC for handling. On more complicated cases, recall records from MPRC and cases are handled here.

6. Coordinate existing Release Policy for release of information from Military Personnel Records.

7. Maintain liaison with the Veterans Administration and handle all VA cases for officers as well as the enlisted members of the Coast Guard.

MAIL AND INFORMATION SECTION

Under the direction and supervision of the Chief, Records Branch, the Chief, Mail and Information Section shall:

1. Serve as supervisor of an information center for the Enlisted Personnel Division, performing as follows:

a. Receive verbal and telephinic requests for information from throughout Headquarters, Field Units, and other Government agencies, supplying such information, when feasible, or directing the inquiry to another source in accordance with established procedures and regulations.

2. Supervise the mail desk clerks who handle voluminous amounts of incoming mail, sorting and rerouting as necessary to various sections of the Branch.

RECORDS EXAMINING SECTION A

Under the direction and supervision of the Chief, Records Branch, the Chief, Records Examining Section A shall:

1. Receive records for enlisted members of the regular Coast Guard of the First Coast Guard District through the Eighth Coast Guard District, performing as follows:

a. Examine all original enlistment contracts, discharges, reenlistments, extensions of enlistment, transfers to the Reserve and Personnel Diaries to assure that all actions conform to current laws, regulations and personnel instructions governing such matters, taking necessary action to correct personnel actions found to be incorrect or incomplete.

b. Post Service Record Cards by IBM Transfer Post Machine from listings furnished by the Data Processing Division showing transfers, advancements, changes in rating, etc. The Post entries on Record Card conform to the entries on the Personnel Diaries.

c. Reconstruct lost records and process various related matters concerning enlisted personnel.

d. Prepare correspondence pertaining to correction and completion of records.

e. Determine if an enlisted member who has completed 20 years of active service and is retired shall be entitled to have his retired pay increased 10 per cent by reason of good conduct.

f. Prepare leave statements for enlisted members when requested to do so by the Internal Audit Division and the Claims and Exceptions Branch.

RECORDS EXAMINING SECTION B

Under the direction and supervision of the Chief, Records Branch, the Chief, Records Examining Section B shall:

1. Receive records for enlisted members of the regular Coast Guard of the Ninth Coast Guard District through the Seventh Coast Guard District, performing as follows:

a. Examine all original enlistment contracts, discharges, reenlistments, extensions of enlistment, transfers to the Reserve and Personnel Diaries to assure that all actions conform to current laws, regulations and personnel instructions governing such matters, taking necessary action to correct personnel actions found to be incorrect or incomplete.

b. Post Service Record Cards by IBM Transfer Post Machine from listings furnished by the Data Processing Division showing transfers, advancements, changes in rating, etc. The Post entries on Record Card conform to the entries on the Personnel Diaries.

c. Reconstruct lost records and process various related matters concerning enlisted personnel.

d. Prepare correspondence pertaining to correction and completion of records.

e. Determine if an enlisted member who has completed 20 years of active service and is retired shall be entitled to have his retired pay increased 10 per cent by reason of good conduct.

f. Prepare leave statements for enlisted members when requested to do so by the Internal Audit Division and the Claims and Exceptions Branch.

STATEMENT OF SERVICE SECTION

Under the direction and supervision of the Chief, Records Branch, the Chief, Records Examining Section D shall:

1. Review courts-martial and non-judicial punishment for conformance to existing laws and regulations, as such action relates to deductible time, consulting legal Division whenever necessary, and compute all types of deductible time.

2. Prepare Statements of Creditable Service for pay purposes and retirements.

3. Prepare Correspondence pertaining to correction and completion of records.

4. Verify and post all deductible time on Service Record Card.

5. Maintain a file on current deserters.

6. Prepare quarterly report on all Coast Guard deserters.

RESERVE SECTION

Under the direction and supervision of the Chief, Records Branch, the Chief, Records Examining Section D shall:

1. Receive all records for the Enlisted Members of the Reserve. Review the original enlistment contracts, discharges, reenlistments, the records releasing members to inactive duty to complete military obligation and Personnel Diaries to assure that all actions conform to current laws, regulations and personnel instructions governing such matters, taking necessary action to correct personnel action found to be incorrect or incomplete.

2. Post Service Record Cards by IBM Transfer Post Machine from listings furnished by the Data Processing Division showing transfers, advancements, changes in rating etc. The post entries on Service Record Card conform to the entries on the Personnel Diaries.

3. Prepare correspondence pertaining to correction and completion of records.

4. Reconstruct lost records and process various related matters pertaining to members of the enlisted Reserve.

FILES SECTION

Under the direction and supervision of the Chief, Records Branch, the Chief, Files Section shall:

1. Maintain Coast Guard enlisted personnel jacket files, filing incoming material daily to keep jackets current.

2. Search for missing records throughout CGHQ. Search at Archives relative to individuals claiming service in Revenue Cutter Service or Lifesaving service. Search at Records Center, Alexandria, Va., for muster rolls necessary to verify service.

3. Prepare records (those of members separated by discharge, death or permanent retirement a minimum of six months or a maximum of nine months) for shipment, on a quarterly basis, to Military Personnel Records Center (MPRC), St. Louis, Mo.

4. Prepare copies of Emergency Data Forms for shipment to selected relocation site for use in case of national emergency.

5. Maintain shelf listing of all records sent to MPRC.

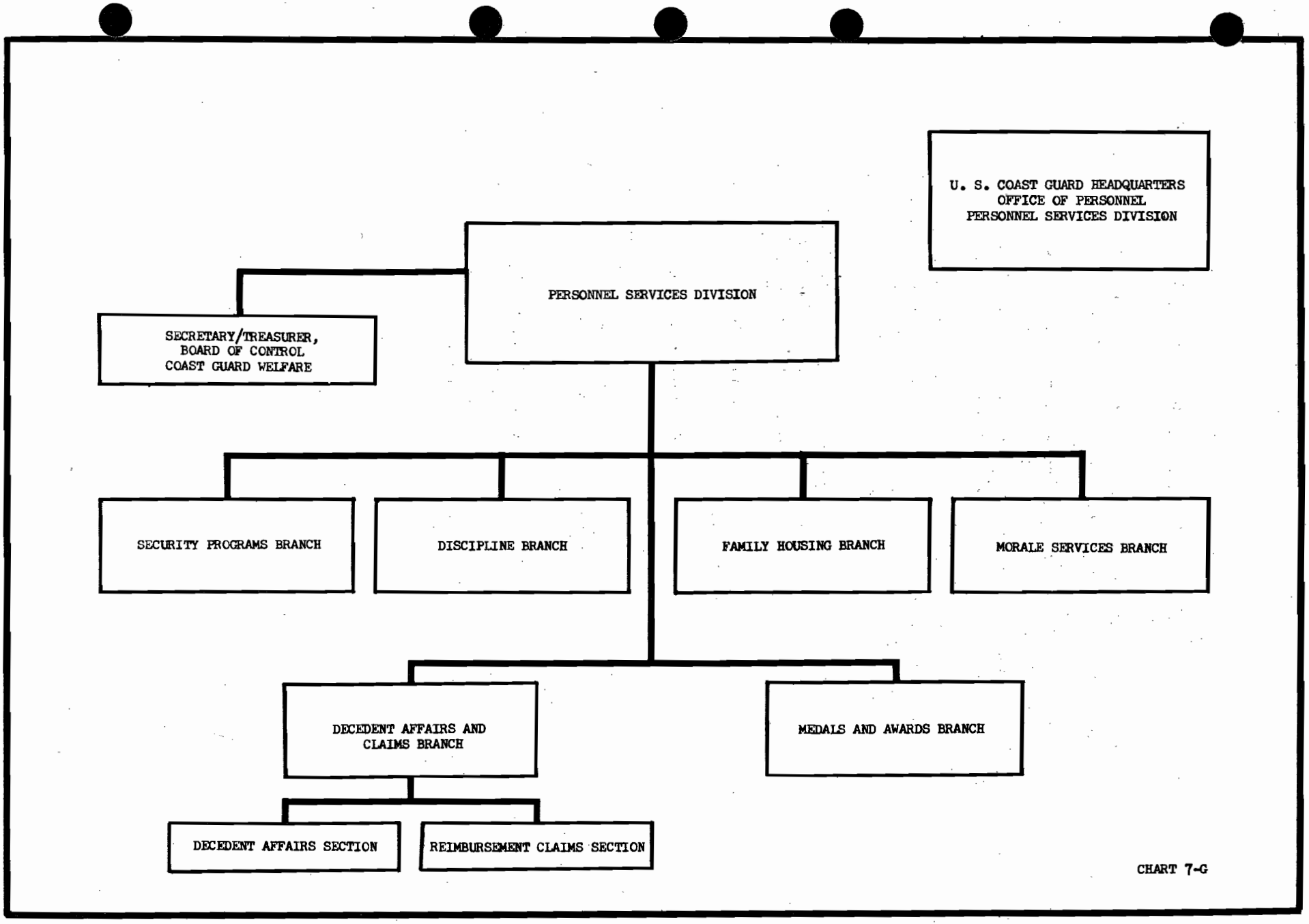

U. S. COAST GUARD HEADQUARTERS
OFFICE OF PERSONNEL
PERSONNEL SERVICES DIVISION
PERSONNEL SERVICES DIVISION
SECRETARY/TREASURER,
BOARD OF CONTROL
COAST GUARD WELFARE
SECURITY PROGRAMS BRANCH
DISCIPLINE BRANCH
FAMILY HOUSING BRANCH
MORALE SERVICES BRANCH
DECEDENT AFFAIRS AND
CLAIMS BRANCH
MEDALS AND AWARDS BRANCH
DECEDENT AFFAIRS SECTION
REIMBURSEMENT CLAIMS SECTION

CHART 7-G

PERSONNEL SERVICES DIVISION (PS)

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

1. Supervise and administer the programs of the six Division branches, namely, Discipline Branch, Security Programs Branch, Family Housing Branch, Morale Services Branch, Medals and Awards Branch, and Decedent Affairs and Claims Branch.

2. Serve as Executive Vice President of the Board of Control of the Coast Guard Welfare, and with the assistance of the Secretary-Treasurer of the Board of Control, administer the Welfare Program and the Educational Loan Program throughout the Coast Guard.

3. Provide membership on the Navy-Marine-Coast Guard Residence Foundation, Incorporated, which is engaged in providing a residence primarily for widows of Navy, Marine Corps, and Coast Guard officers.

4. Coordinate with the Navy Chief of Chaplains, the assignment of Navy chaplains at Coast Guard units.

5. Administer the Voting Program for Coast Guard personnel.

6. Review requests for participation of the Coast Guard Band in public and military events for compliance with policy regarding such activities; coordinate activities of the Band with the Superintendent of the Academy.

7. Have responsibility for the development and implementation of instructions concerning the application process, criteria for issue, card content, plus verification and validation procedures relating to the Armed Forces Identification Cards and Uniformed Services Identification and Privilege Cards.

SECRETARY/TREASURER, BOARD OF CONTROL, COAST GUARD WELFARE

Under the direction and supervision of the Executive Vice-President, Board of Control, Coast Guard Welfare, the Secretary/Treasurer, Board of Control, Coast Guard Welfare shall:

1. Generally assist the Executive Vice-President in conducting the affairs of Coast Guard Welfare which include:

a. Performing administrative duties in connection with safeguarding of funds and accountability of investments held by the Board of Control.

b. Assisting in the preparation of the Annual Report of the Board of Control, Coast Guard Welfare.

c. Recording the minutes of meetings of the Board of Control.

d. Administering the Admiral Roland Educational Loan Program.

e. Preparing the Constitution and By-Laws, Coast Guard Welfare, and amendments thereto.

f. Preparing correspondence and directives involving Welfare.

g. Performing necessary duties in connection with elections to membership on the Board of Control.

h. Maintaining Coast Guard Welfare files.

i. Serving as a member of the Board of Control, Coast Guard Welfare.

j. Preparing necessary correspondence in connection with designations of District Directors, Coast Guard Welfare.

k. Complying with requisitions for Welfare supplies from District Directors and representatives of Welfare.

l. Preparing the annual tax-exempt certificate for Internal Revenue Service.

m. Maintaining a listing of Welfare representatives to insure proper coverage of Blanket Position Bond.

n. Reviewing and distributing material to Board members when Welfare assistance cases are referred to the Board of Control for consideration.

SECURITY PROGRAM BRANCH

Under the direction and supervision of the Chief, Personnel Services Division, the Chief, Security Program Branch shall:

1. Review and process personnel loyalty and security risk cases.

2. Screen applications for enlistment and appointment, and screen records and reports for loyalty or security risk information.

3. Coordinate personnel security matters with personnel in Intelligence Staff and other agencies.

4. Develop and maintain instructions for security clearance procedures.

5. Maintain records of loyalty or security risk information.

6. Prepare Certificate of Clearance (CG-3625) for district commanders and commanding officer of Headquarters Units requiring signature of Chief of Staff or Chief, Office of Personnel.

7. Evaluate all investigations for security clearances.

8. Keep appropriate persons and boards advised of known or suspected security risks.

9. Coordinate Coast Guard activities with Military District of Washington and maintain files of action to be taken in connection with State, Official, and Special Military Funerals.

10. Perform functions of Division Classified Material Control Officer and Custodian of Classified Material.

DISCIPLINE BRANCH

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

1. Perform the following functions with respect to Investigative Reports:

a. 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.

b. Analyze all boards and reports referred to him because of their morale implications.

c. Prepare Action by Final Reviewing Authority.

d. Prepare comments on boards and reports for the signature of the Division Chief.

2. Perform the following functions with respect to court-martial records:

a. Review all courts referred to him as to severity and appropriateness of sentences.

b. Analyze court records as to their morale implications and impact on current policies and concepts of discipline and justice.

c. Review requests of imprisoned personnel for restoration to duty and/or residual clemency.

3. Review and reply to complaints of indebtedness, nonsupport of dependents, and paternity.

4. Process applications for the trusteeship of retired members who have been found to be mentally incompetent.

5. Initiate action on requests for remission of indebtedness to the U. S. Government.

6. Prepare letters of censure addressed to officer personnel by the Commandant.

FAMILY HOUSING BRANCH

Under the direction and supervision of the Chief, Personnel Services Division, the Chief, Family Housing Branch shall:

1. Develop, supervise, and administer the family housing program.

2. Develop and determine policies and procedures to provide guidance, direction, and coordination within the Coast Guard towards programming for acquisition, management, utilization, and disposition of family housing and associated personnel property.

3. Maintain liaison with Government agencies, public authorities, and private interests associated with overall housing programs.

4. Identify and justify housing requirements based upon needs other than "operational requirement."

5. Ensure maximum utilization of housing facilities available to the Coast Guard.

6. Coordinate policy matters on Government furnishings for public quarters owned by or under the control of the Coast Guard.

7. Develop and maintain a Coast Guard Housing Manual; initiate, coordinate, and publish amendments and maintain the official files for the Manual.

8. Coordinate the total planning, programming, and budgeting functions pertaining to the Family Housing Program which includes construction, maintenance, establishing billets for administrative personnel, and leasing.

9. Prepare an annual Housing Requirements Status Report by 15 January for the Chief of Staff to include a consolidated and comprehensive report of the status of the program as concerns requirements.

10. Develop and implement survey requirements and procedures; conduct service-wide housing surveys, analyze the resultant data, and correlate this data to the long range program.

11. Review and analyze AC&I project proposals and related data in connection with family housing; indicate the number of units to be included, bedrooms justified, adequacy of support facilities, and recommendations concerning inclusion in the advanced AC&I program.

12. Develop a family housing leasing program. Initiate legislative request for continuing authority, issue allocations to Districts and Headquarters Units, coordinate the approval of requirements, allocate the funding, review the technical and legal aspects of specific lease contracts, and authorize their execution. Maintain current program-wide average cost records, and ensure that the statutory monetary lemit is not exceeded.

13. Pursue acquisition of Section 810 Housing under the National Housing Act for Coast Guard use.

MORALE SERVICES BRANCH

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

1. Administer program for dependents' schooling overseas.

2. Prepare budget allocations for District Offices and Headquarters Units administering Subhead 56.01 funds. Administer Subhead 99-56.01.

3. Administer service-wide policies pertaining to recreation activities.

4. Maintain liaison with the Bureau of Personnel, Department of the Navy, in matters pertaining to international sports competition, and other special services activities.

5. Draft new or revisions of existing instructions, notices, etc., on the subject of Morale Services.

6. Collect, coordinate, and control the dissemination of civil readjustment information to the field, and to separated and retired Coast Guard personnel, particularly in the following instances:

a. Retired Serviceman's Family Protection Plan.

(1) Disseminate information to the field regarding the Retired Serviceman's Family Protection Plan. Prepare directives to reflect current changes in the plan; answer queries received in connection with the Plan. Provide guidance and membership on the Financial Hardship and Administrative Correction Board; prepare action of the Secretary of the Treasury when necessary. Provide membership on the joint board composed of all the Uniformed Services in connection with the Plan, including the following:

b. Social Security.

(1) Search records for service and pay data required to answer Social Security inquiries on active and retired personnel.

(2) Assure that information published on this subject is current.

c. DD Forms 214 and 215.

(1) Furnish certified copies DD Forms 214 and 215 as requested.

(2) When necessary to correct information previously contained on the "Armed Forces of the United States Report of Transfer or Discharge", issue a new DD 214 or prepare a DD 215 to correct the DD 214.

7. Answer inquiries from retired personnel concerning civil readjustment and benefits. Coordinate replies concerning allotments, RSFPP, Social Security, Medicare, and Survivors Benefits with cognizant divisions.

8. Relative to Selective Service Inquiries, furnish service data to Selective Service as required by the agency in reclassification of the member's draft status.

9. Relative to Retired Newsletter, assemble appropriate information, edit, and issue periodically the Retired Newsletter.

10. Determine entitlement of dependents of deceased and retired personnel for Medicare and Uniformed Services Identification and Privilege Cards.

MEDALS AND AWARDS BRANCH

Under the direction and supervision of the Chief, Personnel Services Division, the Medals and Awards Branch shall:

1. Execute all administrative duties for the Coast Guard Board of Awards, performing as follows:

a. Review all incoming recommendations for completeness and clarity of information and initiate correspondence when indicated to secure additional information and/or documentation as required.

b. Prepare case summaries, agenda, and minutes for the Board.

c. Research necessary records for information needed in the preparation of citations and/or letters for awards in accordance with Board recommendations.

d. Prepare citations for award of the major decorations.

e. Prepare letters of commendation for Commandant and Secretary of the Department of Transportation and letters of appreciation.

f. Prepare medals for engraving and determine inscriptions.

g. Forward citation with medal and/or letter to recipient's district for appropriate presentation.

h. Maintain liaison with other military services of the Armed Forces on related interpretation and application of regulations on awards.

i. Initiate instructions containing information concerning new awards and decorations, and criteria for award.

j. Maintain files and an alphabetical record of all Coast Guard personnel receiving decorations.

k. Maintain a chronological record and the Life-Saving Record book for National Archives of the recipients of the Gold and Silver-Life-Saving Awards.

2. Perform the following functions with respect to campaign medals, badges, devices, and ribbons:

a. Maintain up-to-date regulations and instructions governing the requirements for issuance of service awards.

b. Make determinations as to eligibility of personnel for these awards.

c. Compile marks for Good Conduct Awards.

d. Purchase medals, badges, and devices and control issuance.

e. Answer inquiries from Coast Guard units, veterans, and veterans' organizations relative to individual eligibility for these awards and issue awards as indicated.

f. Authorize wearing of Gold Rating Badges and Service Stripes by enlisted personnel.

3. Perform the following functions with respect to commendatory letters.

a. Check names of individuals mentioned or commended, their rank, duty station, and serial number.

b. Prepare suitable reply to be signed by Commandant and also prepare a letter to the unit expressing appreciation for services rendered.

c. Forward copy of correspondence to member's record.

4. Perform the following functions with respect to retirement letters:

a. Secure retirement address of each officer retiring.

b. Ascertain type of retirement letter required and prepare letter for signature of Commandant.

DECEDENT AFFAIRS AND CLAIMS BRANCH

Under the direction and supervision of the Chief, Personnel Services Division, the Chief, Decedent Affairs and Claims Branch shall:

1. Review initial reports of all personnel casualties. Initiate action to insure prompt notification of next of kin.

2. Maintain liaison with the Department of the Army, Office of Support Services, Memorial Branch, and certify eligibility for burial in national cemeteries of deceased active duty Coast Guard personnel.

3. Approve and distribute, as appropriate, "Report of Casualty" (Form DD-1300).

4. Receive and review claims for the loss of personal property under the provisions of the Military Personnel and Civilian Employees Claims Act of 1964, as amended, (P.L. 88-558).Coordinate preparation of the claim for final adjudication.

5. Receive and review claims submitted by next of kin for accrued pay and allowances or retired pay due, death gratuity, funeral expenses, etc., and coordinate examination and settlement.

6. Supervise and coordinate the activities of the Decedent Affairs Section and the Reimbursement Claims Section.

DECEDENT AFFAIRS SECTION

Under the direction and supervision of the Chief, Decedent Affairs and Claims Branch, the Chief, Decedent Affairs Section shall:

1. Take action to accomplish notification of next of kin when a personnel casualty occurs. For casualties occurring outside CONUS forward the report of casualty to the commander of the district in which the next of kin resides and request that he take the message for action. For casualties occurring within the United States follow through until a report is received that the next of kin has been notified.

2. In cases of death of an active duty member, search the deceased's service record and prepare the Casualty Report (Form DD-1300) which is furnished to Headquarters offices, as appropriate, to the Veteran's Administration, the Selective Service System, and the Office of Serviceman's Group Life Insurance.

3. In cases of death, prepare condolence letters as follows:

a. Upon the demise of an active duty member, prepare condolence letters for the President, Secretary, and Commandant, as appropriate.

b. Upon the demise of a retired member, prepare condolence letters to the next of kin for the Commandant's signature.

4. Perform the following functions with respect to decedent claims:

a. Transmit applicable claim forms to the next of kin to enable them to apply for benefits and include instructions therin for the completion of the forms. (Benefits vary according to the status of the deceased.)

b. Examine claims submitted by next of kin for accrued pay and allowances or retired pay due, death gratuity, funeral expenses, etc. Forward claims to the Office of the Comptroller for payment.

c. Assist next kin with funeral arrangements if burial is to be in Arlington National Cemetery.

5. Prepare and transmit Honorable Service Certificates (Form CGHQ 10115) in cases of deaths occurring on active duty.

6. Answer inquiries concerning entitlement to benefits, privileges, etc., from surviving dependents' of deceased military personnel.

7. Maintain records of personnel casualties.

8. Draft or amend existing instruction, directives, etc., concerning benefits, privileges, etc., of surviving dependent of deceased military personnel.

REIMBURSEMENT CLAIMS SECTION

Under the direction and supervision of the Chief, Decedent Affairs and Claims Branch, the Chief, Reimbursement Claims Section shall:

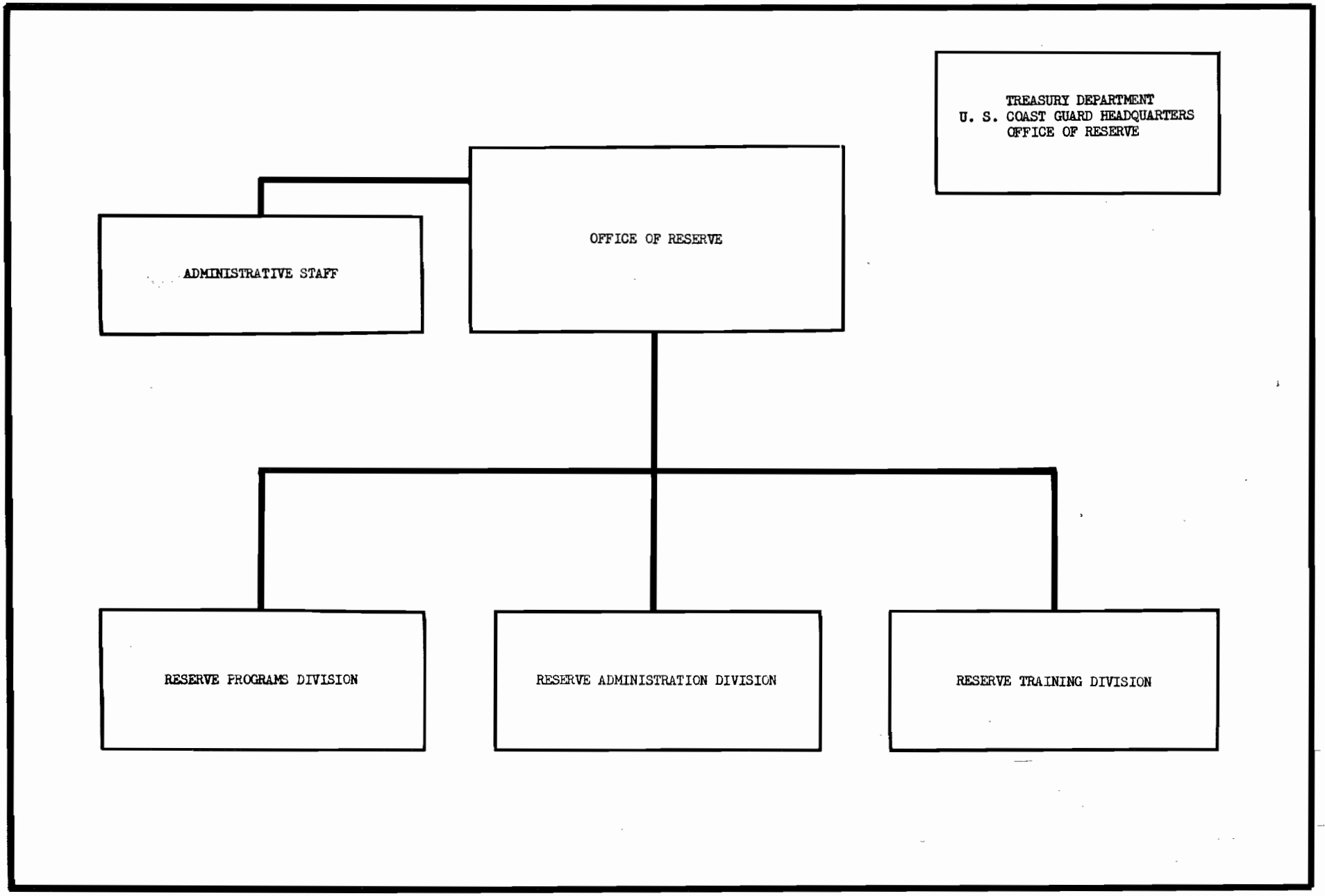
1. Process claims received for the loss of personal property due to aircraft or marine disasters or in transit under competent orders, as provided for in the Military Personnel and Civilian Employees Claims Act of 1964, as amended, (P.L. 88-558. Apply the Joint Service Depreciation Schedule in the settlement of these claims.

2. Maintain adequate control records of incoming claims and record of claims settled.

3. Monitor claims against the carrier to a satisfactory settlement when a concurrent claim is filed against the carrier and the Government.

4. Submit approved claim vouchers to the Office of the Comptroller for payment.

CHART 8-A


TREASURY DEPARTMENT
U. S. COAST GUARD HEADQUARTERS
OFFICE OF RESERVE
OFFICE OF RESERVE
ADMINISTRATIVE STAFF
RESERVE PROGRAMS DIVISION
RESERVE ADMINISTRATION DIVISION
RESERVE TRAINING DIVISION

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, the Reserve Training and the Reserve Programs 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. Serve as member of the Reserve Forces Policy Board.

4. Designate membership on Reserve personnel and policy boards.

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

6. Exercise administrative and operational control over the Reserve Training Center, Yorktown, Virginia.

7. Coordinate, finalize and provide for the publication of: (1) The Coast Guard Reservist; (2) all amendments to the Administrative Manual for the Coast Guard Reserve; and (3) all directives originating in any Reserve division.

8. Administer the Reserve Awards and Reserve Public Affairs programs.

ADMINISTRATIVE STAFF

Under the direction and supervision of the Chief, Office of Reserve, the Administrative Staff shall:

1. Coordinate, finalize and provide for the publication of:

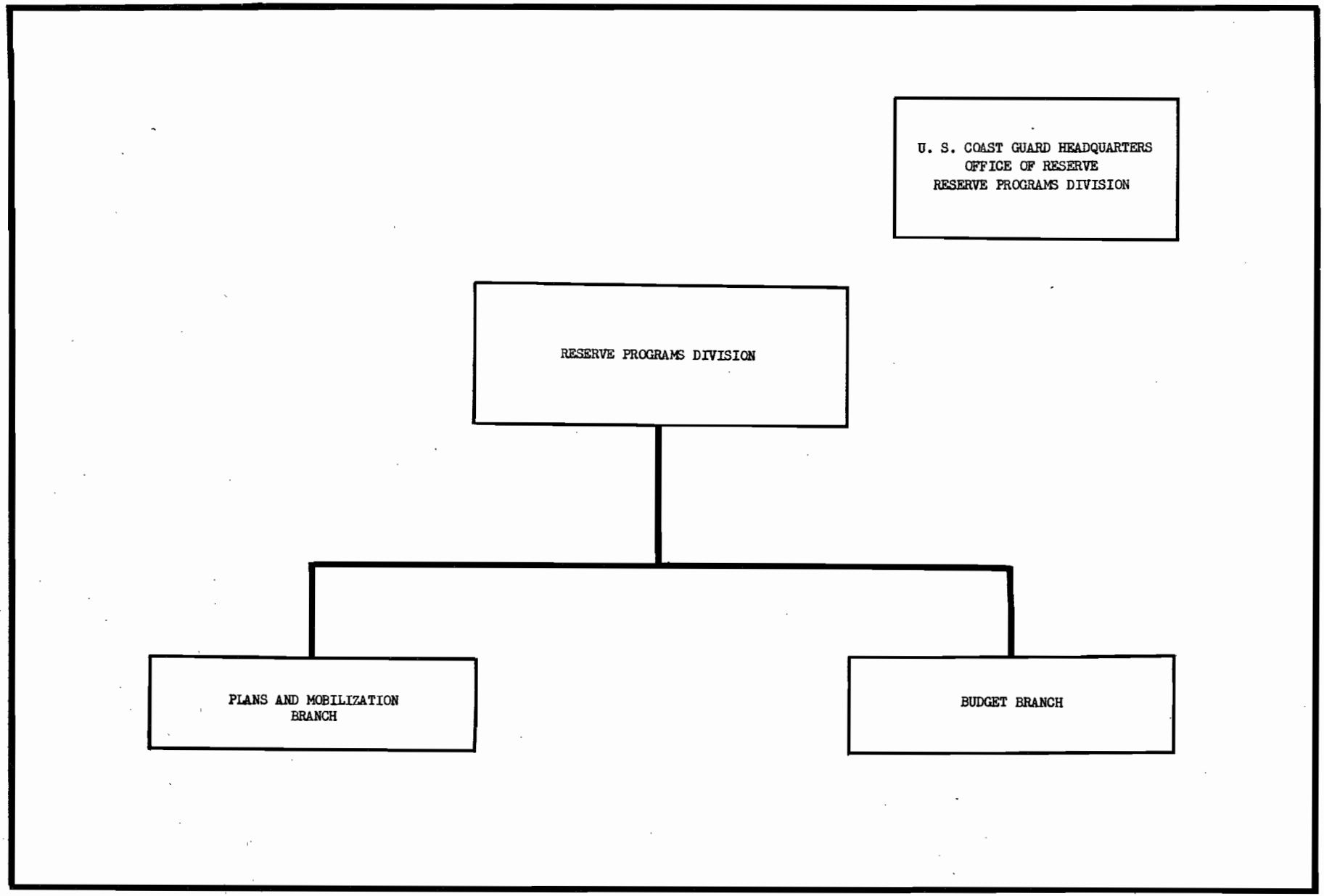
   a. The Coast Guard RESERVIST.

   b. Amendments to the Administrative Manual for Coast Guard Reserve CG-296, and Coast Guard Reserve directives.

2. Administer the Reserve Awards program. Coordinate with the Reserve Officers Association for trophies issued by that organization.

3. Function for Reserve Public Affairs.

CHART 8-B


U. S. COAST GUARD HEADQUARTERS
OFFICE OF RESERVE
RESERVE PROGRAMS DIVISION
RESERVE PROGRAMS DIVISION
PLANS AND MOBILIZATION
BRANCH
BUDGET BRANCH

RESERVE PROGRAMS DIVISION (RP)

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

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

2. Prepare the Reserve Budget.

3. Administer the Reserve Appropriation.

4. Assemble and develop a Reserve Multi-Year Plan for acquiring adequate personnel, equipment and facilities to enable the Reserve to meet its mission.

5. Maintain liaison with corresponding components of the Regular Coast Guard and Department of Defense in order to administer the program for logistic support of the Reserve.

PLANS AND MOBILIZATION BRANCH

Under the direction and supervision of the Chief, Reserve Programs Division, the Chief, Reserve Plans and Mobilization Branch shall:

1. Maintain liaison with responsible personnel to fill mobilization billets; develop plans and procedures to meet demands; formulate and administer organizational and attendance standards for units and members of the Reserve.

2. Maintain liaison with other Armed Forces, the Selective Service System and other governmental agencies and civil organization of training and other facilities within and without the Government.

3. Develop the Reserve Multi-Year Plan for acquiring personnel, equipment and facilities to enable the Reserve to meet its mission.

4. Develop programs and criteria for the inactive Reserve recruitment plan and review results to assure satisfactory response.

5. Maintain and distribute personnel and other related statistics required for administration of the Reserve program; analyze and prepare projections of personnel strengths and performance based on current planning for use in budget presentations and determining mobilization posture.

6. Advise other Branch Chiefs of methods for gathering, interpreting and presenting data for special project studies, and assist in gathering the data where EAM methods are involved.

BUDGET BRANCH

Under the direction and supervision of the Chief, Reserve Programs Division, the Chief, Reserve Budget Branch shall:

1. Prepare the Reserve Budget in consonance with statistical projections and the Reserve Multi-Year Plan.

2. Administer the Reserve Training Appropriation, including the maintenance of memorandum accounts, origination of apportionments and allotment modifications.

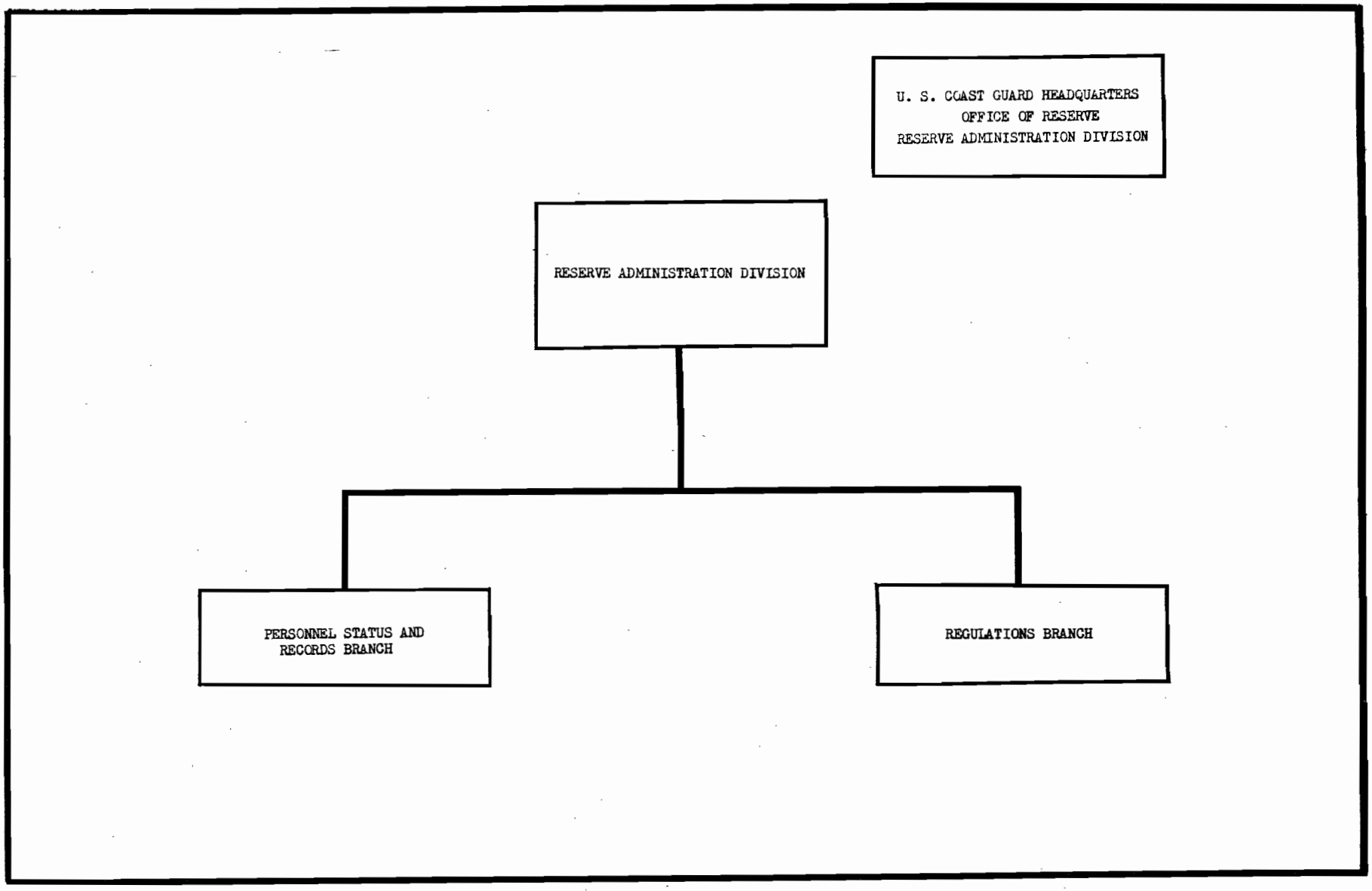
3. Coordinate and carry out with other Reserve Divisions all logistic support, including supply, personnel, medical, fiscal and financial services.

4. Prepare and submit annually the Reserve Training Appropriation Financial Plan based on the Operating Stage of the Budget.

5. Maintain all reimbursement personnel allowance data for the Office of Reserve and submit pertinent reports.

6. Maintain liaison with Budget and Cost Analysis Division in all matters of budgetary and fund management.

CHART 8-C


U. S. COAST GUARD HEADQUARTERS
OFFICE OF RESERVE
RESERVE ADMINISTRATION DIVISION
RESERVE ADMINISTRATION DIVISION
PERSONNEL STATUS AND
RECORDS BRANCH
REGULATIONS BRANCH

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, as necessary.

3. Review all boards concerning Reserve Promotions, retirements, retential and physical disability.

4. Administer the program for enrollment and disenrollment of temporary members of the U. S. Coast Guard Reserve; maintain records and history of this component.

5. Maintain Reserve officer service records.

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

7. Prepare Register of Commissioned and Warrant Officers, USCGR.

8. Maintain liaison with the Department of Defense, other Armed Services, other governmental agencies and appropriate civilian organizations.

9. Accompany the Chief, Office of Reserve to meetings of the Reserve Forces Policy Board, or monitor the meetings in his absence.

REGULATIONS BRANCH

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

1. Originate amendments to the Regulations, U. S. Coast Guard Reserve.

2. Review proposed legislation affecting the Reserve components of the Armed Forces.

3. Prepare proposed legislation pertaining to the U. S. Coast Guard Reserve.

4. Interpret and prepare directives concerning laws, Executive Orders, and decisions of Federal agencies affecting the U. S. Coast Guard Reserve or the rights, privileges and benefits of its members.

5. Review material originated in or routed through the Office of Reserve which interprets law or regulations for conformance thereto.

6. Review all boards concerning members of the U. S. Coast Guard Reserve.

7. Prepare requests for opinions of the Chief Counsel, Comptroller General, or other Executive officials of the Government.

8. Review claims resulting from injury or disease incurred by Reservists.

9. Review qualifications of Reserve applicants for certification as law specialists.

10. Prepare presentations for hearings on Reserve bills before Congressional Committees.

11. Review directives issued by district commanders for conformance with law and regulations.

12. Maintain files of the Federal Register and legislation affecting Coast Guard Reservists.

13. Originate amendments to the U. S. Coast Guard Reserve Administration Manual, CG-296, pertaining to legal matters.

14. Advise the Chief, Office of Reserve on legal matters affecting the Reserve.

PERSONNEL STATUS AND RECORDS BRANCH

Under the direction and supervision of the Chief, Reserve Administration Division, the Chief, Personnel Status and Records Branch shall:

1. Maintain the official service records of all Reserve officers in an active status not serving on extended active duty.

2. Perform the following functions with respect to the promotion of Reserve commissioned officers, commissioned warrant officers and warrant officers:

a. Supervise the screening of records of all the officers in the zone of promotion to determine if they have met the requirements in order to be considered for promotion.

b. Initiate letter requests to the district Reserve divisions for special point computations and missing fitness reports, if any, on the officers in the promotion zone.

c. Screen intelligence dossiers and personnel service records for derogatory information, if any, concerning the officers in the promotion zone.

d. Prepare the precept and letter of instructions convening the selection board.

e. Prepare the report of the board for the Secretary of the Treasury's approval.

f. Upon approval of the report of a promotion board and the establishment of a promotion list, supervise the processing of all promotions of Reserve officers.

3. Process all appointments of commissioned officers under the following programs:

a. Direct commission officers.

b. Direct commissioning of cadets from the Federal and various State Maritime Institutions.

c. Direct commissioning of officers from other Armed Forces as Coast Guard aviators for extended active duty in the Coast Guard.

d. Commissioning of Coast Guard Aviation Cadets upon completion of the pilot training syllabus for Coast Guard aviators.

e. Commissioning of former Regular officers of the Coast Guard and Navy who have resigned to accept commissions in the Coast Guard Reserve.

4. Perform the following functions with respect to status changes of Reserve personnel:

a. Supervise the transfer of all Reserve personnel to the Retired Reserve.

b. Supervise the processing of all separations of Reserve personnel.

c. Supervise the transfer of Reserve personnel between various categories (i.e., Ready to Standby - Standby to Inactive Status List).

5. Review, consider and take appropriate action on matters concerning the fitness for retention of Reserve personnel; in addition, review fitness reports on Reserve officers not serving on extended action duty for completeness and signatures, initiating corrective action, as necessary.

6. Administer screening program for transfer of Ready Reservists to Standby Reserve.

7. Certify the eligibility of Reserve officers to Receive the Armed Forces Reserve Medal and process claims therefor.

8. Certify the eligibility of Reserve officers to receive the uniform maintenance allowance and process claims therefor.

9. Administer the program for the enrollment and disenrollment of temporary members of the Coast Guard Reserve. In addition, maintain the records and history of this component of the Coast Guard Reserve.

10. Prepare the Register of the Commissioned and Warrant Officers, U. S. Coast Guard Reserve (CG-238).

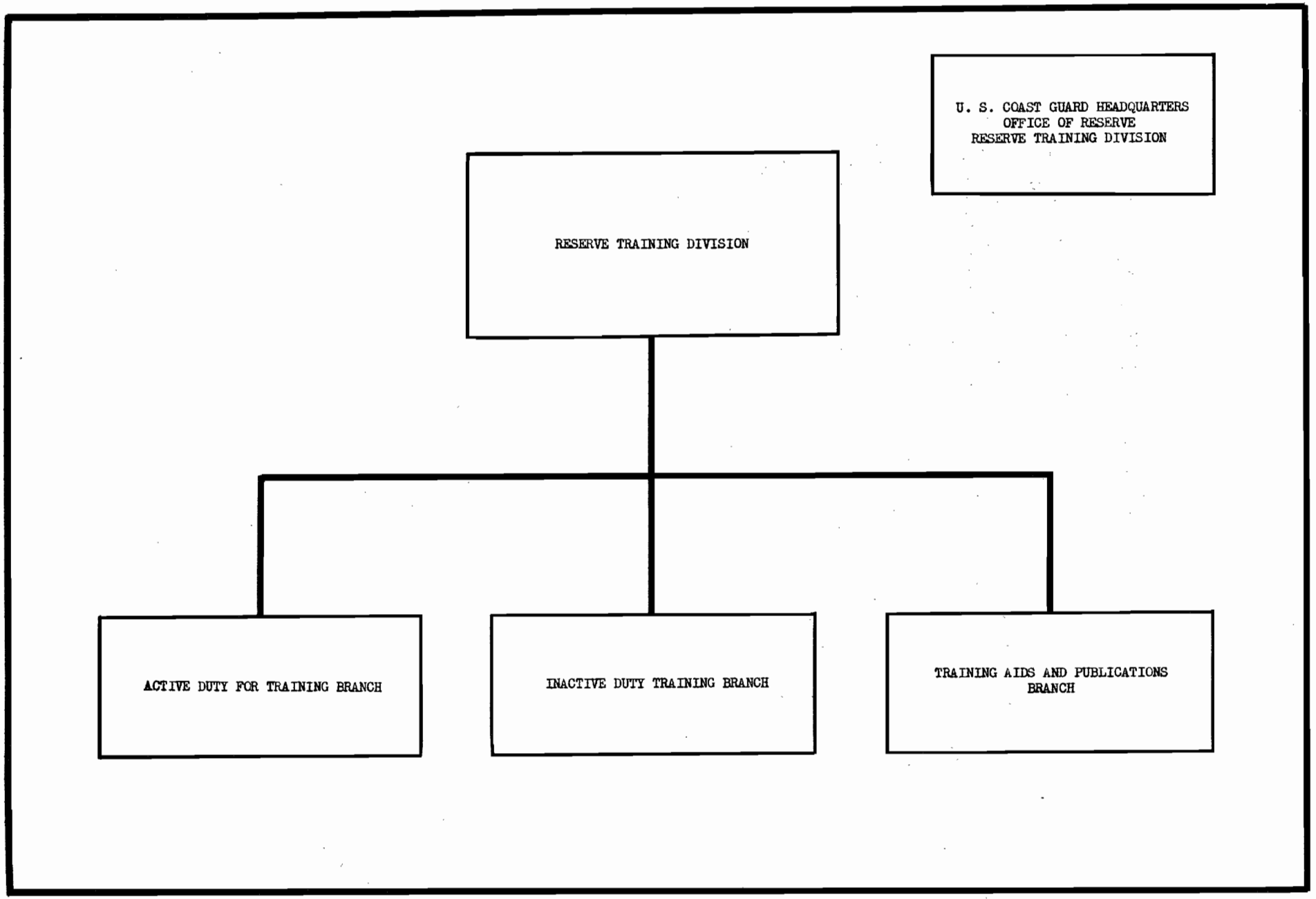
11. Supervise the maintenance of point record information and prepare statements of service for retirement purposes for all Reserve personnel.

12. Supervise the preparation of Statements of Creditable Service for Reserve personnel.

13. Review Boards of Medical Survey, Physical Evaluation Boards and Reports of Medical Examination (SF-88) on Reservists serving on inactive duty and initiate necessary action, as indicated.

14. Supervise the preparation of Notices of Eligibility and Certificates of Entitlement as appropriate concerning a Reservist's right to receive disability benefits.

CHART 8-D


U. S. COAST GUARD HEADQUARTERS
OFFICE OF RESERVE
RESERVE TRAINING DIVISION
RESERVE TRAINING DIVISION
ACTIVE DUTY FOR TRAINING BRANCH
INACTIVE DUTY TRAINING BRANCH
TRAINING AIDS AND PUBLICATIONS BRANCH

RESERVE TRAINING DIVISION (RT)

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

1. Develop and administer the program for the training of Reserve personnel not serving on extended active duty, including the program for advancement of enlisted reservists.

2. Coordinate Reserve training with the activities of the Regular service in order that the basic objective of maintaining a reserve force that is adequately trained is achieved, and that optimum utilization is made of all Coast Guard training capabilities.

3. Through the Chief, Office of Reserve, maintain liaison with the Department of Defense, the other armed services, and other governmental and civilian organizations, as appropriate, to insure adequate training of the Coast Guard Reserve.

ACTIVE DUTY FOR TRAINING BRANCH

Under the direction and supervision of the Chief, Reserve Training Division, the Chief, Active duty for Training Branch shall:

1. Develop and administer all ACDUTRA programs under Coast Guard control for Coast Guard Reserve personnel not serving on extended active duty, including initial ACDUTRA programs:

a. Maintain official files on past and present training programs.

b. Review and analyze training statistics to determine future training needs.

c. Consider, initiate, coordinate and propose new training programs to meet the changing needs of the Coast Guard.

2. Maintain liaison with other armed services regarding their training programs:

a. Consider content of other armed services programs, keeping training objectives in mind, to determine applicability of program for Coast Guard usage.

b. Propose and arrange for utilization of inter-service training programs.

c. Determine Coast Guard Reserve training needs, procure quotas and administer assignment of Coast Guard reservists.

3. Coordinate the ACDUTRA programs to insure that content and phasing are compatible with and complimentary to the knowledge and skills imparted through inactive duty training.

4. Process all communications regarding matters pertaining to the general subject of active duty for training.

INACTIVE DUTY TRAINING BRANCH

Under the direction and supervision of the Chief, Reserve Training Division, the Chief, Inactive Duty Training Branch shall:

1. Develop, coordinate and administer all Coast Guard controlled inactive duty Reserve training programs and curricula.

2. Develop and update correspondence courses for Coast Guard emergency ratings.

3. Publish and revise semiannually the "Correspondence Course Catalogue for Coast Guard Reserve Officers and Enlisted Personnel on Inactive Duty."

4. Insure compliance with existing correspondence course requirements for Coast Guard inactive duty direct commissioned officers.

5. Process all applications for initial appointment to warrant officer submitted by inactive duty Reserve personnel.

6. Process all applications for advancement to chief petty officer submitted by inactive duty Reserve personnel.

7. Process all applications for the assignment of inactive duty Reserve aviators to the Interservice Aviator Training Program.

8. Authorize the types of aircraft to be flown; maintain a running inventory of flight hours accumulated in each type and advise Reserve Programs Division of cost trends which deviate from the planned expense.

9. Process all requests for lateral change in rating submitted by inactive duty personnel.

10. Maintain continuous liaison with other armed services in order to utilize available training programs, curriculums, correspondence courses and examinations in the training of inactive duty Coast Guard Reserve personnel.

11. Coordinate and administer inactive duty training programs to insure they are complimentary to active duty for training programs and provide adequate training to assist in the advancement of inactive duty personnel.

12. Process communications relative to the administration of all facets of the inactive duty training of Reserve personnel.

TRAINING AIDS AND PUBLICATIONS BRANCH

Under the direction and supervision of the Chief, Reserve Training Division, the Chief, Training Aids and Publications Branch shall:

1. Develop and administer the program for the use of training aids (including vessels and aircraft) and publications used for Reserve training:

a. Maintain liaison within the Coast Guard and with other agencies regarding training aids and publications and arrange for the use of those appropriate to the Coast Guard Reserve.

b. Develop and coordinate the systems for the distribution of training aids and publications.

c. Review, publish and maintain the "Coast Guard Reserve Training Aids and Publications Index" (CG-236-3).

d. Review and coordinate the authorized allowance of training aids and publications within the Coast Guard Reserve.

2. Coordinate material for publication in the "Reserve Unit Training Bulletin."

PART IX

OFFICE OF RESEARCH AND DEVELOPMENT (D)

Under the general direction of the Commandant, the Assistant Commandant and the Chief of Staff, the Chief, Office of Research and Development shall:

1. Develop, coordinate and direct a Coast Guard program of research, development, test and evaluation (RDT&E) responsive to long-range objectives, immediate requirements, fiscal limitations, and advancing technology, exercising supervisory control over the Applied Sciences Division, the Applied Technology Division, and the Planning and Evaluation Staff.

2. Maintain close liaison with other Office Chiefs and the Chief of Staff to identify existing or potential problem areas susceptible to improvement through scientific research and development, and to determine the feasibility of research projects aimed at discovering new concepts and applications therefor in the Coast Guard's mission areas.

3. Formulate Coast Guard RDT&E plans and program objectives as necessary to meet stated or approved requirements.

4. Insure external coordination and integration of the Coast Guard RDT&E program, collaborating with the Assistant Secretary for Systems Development and Technology, Department of Transportation and with the Director, Transportation Systems Center, with regard to peacetime missions, and with the Assistant Secretary of the Navy (Research and Development), with respect to wartime missions.

5. Review and make recommendations on the requirements for facilities and personnel to support the Coast Guard RDT&E program.

6. Represent the Coast Guard (or the Department of Transportation, as directed) in dealing with other governmental or private agencies, both domestic and foreign, in matters pertaining to RDT&E.

7. Exercise technical control over the Field Testing & Development Center, Curtis Bay, the Fire Safety Research Facility, Mobile, and such other research, development, test and evaluation facilities as may be established.

8. Be Program Director for Research, Development, Test and Evaluation. (A Staff Assistant shall be the Program Manager.)

Chief Scientist (Deputy Chief, Office of Research and Development)

The Chief Scientist, who is also Deputy Chief, Office of Research & Development, has the following responsibilities:

1. As Deputy Office Chief, works closely with the R & D Divisions to assist in problem solving, planning, and monitoring program results, and serves as Office Chief in the latter's absence.

2. As the Chief Scientist, serves as the principal scientific advisor and consultant on scientific matters to the Commandant and other Coast Guard officials, and participates fully as one of the Commandant's immediate staff in the planning, development, implementation and evaluation of broad technical and scientific policies and programs of the Coast Guard.

3. Reviews and evaluates for the Commandant the scientific programs and achievements of the Coast Guard, and recommends changes aimed at assuring that scientific effort is properly channeled and applied toward realization of objectives.

4. Represents the Coast Guard, independently or with the Chief, Office of Research & Development, at conferences, meetings of committees, study groups, etc., involving R & D matters.

5. Maintains liaison with the Assistant Secretary for Research and Technology, Department of Transportation and with members of the scientific community within the Federal Government, private industry and educational institutions to interchange information and keep abreast of new concepts and developments having potential applicability to the Coast Guard R & D program.

6. Serves as Executive Secretary of the Science Advisory Committee.

Planning & Evaluation Staff (DP)

Under the direction of the Chief, Office of Research & Development, the Chief, Planning & Evaluation Staff shall:

1. Carry out research for and develop budget justifications for the Office of R & D and coordinate the processing of the budget through the various stages.

2. Assist in the direction of the scientific program, and work closely with Division Chiefs to identify future R & D requirements and coordinate long-range plans for the Office as a whole, integrating R & D planning to conform with project priorities in the various mission and operational areas.

3. Evaluate effectiveness of R & D program in terms of customer satisfaction, capability of meeting long-range objectives, etc. Based on such analysis, recommend to Office Chief changes in numbers and types of positions/billets, legislative and organizational changes, etc.

4. Prepare management reports, publications, and statistical presentations concerning the R & D program in general, for internal or external use.

5. Provide administrative and technical services for the Office as a whole, including the maintenance of essential reference materials (R & D publications, technical papers, etc.); preparation for conferences and meetings; and keeping a current listing of individuals and organizations associated with the Coast Guard R & D program.

APPLIED SCIENCES DIVISION (DAS)

Under the direction of the Chief, Office of Research and Development, the Chief, Applied Sciences Division shall:

1. Direct and coordinate the applied research program of the Coast Guard, which will be concerned with scientific inquiry into such areas as oceanography, ocean engineering, engineering physics (acoustics, optics, telemetry, etc.), navigational science, communications, nuclear science, mathematical methods (operations research, automation, computers, etc.), and other fields. These endeavors are aimed at acquiring new knowledge, methods, techniques, materials, etc., which have potential applicability to current or long-range plans for development of new equipment or facilities for use by the Coast Guard.

2. Perform research and exploratory and advance developmental work directed at the solution of specific problems, with the aim of disclosing proposed solutions, followed by evaluation of the feasibility and practicability of such solutions and determination of their parameters.

3. Monitor and study scientific reports and publications and maintain liaison with research personnel, both Federal and outside of the Government, to keep current with research and development matters which may have immediate or future applicability to the Coast Guard.

4. Arrange for the conduct of R & D projects by other Federal agencies or private industry when Coast Guard facilities are inadequate or unavailable.

5. Provide advice and assistance to other Headquarters and field components concerning the feasibility of conducting research to find solutions to existing or anticipated problems, with special emphasis placed on fostering an active program in applied science at the CG Academy.

Advanced Measurement Systems Branch

Under the Direction of the Chief, Applied Sciences Division, the Chief, Advanced Measurement Systems Branch, shall:

1. Direct and coordinate the conception, justification, planning, and organization of a continuing Coast Guard applied research program in advanced measurement systems.

2. Direct and participate in the performance of research, and arrange for and monitor the conduct of out-of-house research, as necessary to carry out the applied research program in advanced measurement systems.

3. Plan, direct, and perform cooperative research with other governmental organizations in related fields of study.

4. Through appropriate liaison and study, maintain an awareness of the status and advances of the work of others in related fields of research.

5. Provide expert and consultive technical services to other components of the Coast Guard or of the Department of Transportation.

6. Disseminate the results of accomplished research through correspondence, oral presentations, and published scientific papers, as appropriate.

Applied Meteorology Branch

Under the direction of the Chief, Applied Sciences Division, the Chief, Applied Meteorology Branch, shall:

1. Direct and coordinate the conception, justification, planning, and organization of a continuing Coast Guard applied research program in applied meteorology.

2. Direct and participate in the performance of research, and arrange for and monitor the conduct of out-of-house research, as necessary to carry out the applied research program in applied meteorolgy.

3. Plan, direct, and perform cooperative research with other governmental organizations in related fields of study.

4. Through appropriate liaison and study, maintain an awareness of the status and advances of the work of others in related fields of research.

5. Provide expert and consultive technical services to other components of the Coast Guard or of the Department of Transportation.

6. Disseminate the results of accomplished research through coorespondence, oral presentations, and published scientific papers, as appropriate.

APPLIED CHEMICAL OCEANOGRAPHY BRANCH

Under the direction of the Chief, Applied Sciences Division, the Chief, Applied Chemical Oceanography Branch shall:

1. Direct and coordinate the conception, justification, planning, and organization of a continuing Coast Guard applied research program in applied chemical oceanography.

2. Direct and participate in the performance of research, and arrange for and monitor the conduct of out-of-house research, as necessary to carry out the applied research program in applied chemical oceanography.

3. Plan, direct, and perform cooperative research with other governmental organizations in related fields of study.

4. Through appropriate liaison and study, maintain an awareness of the status and advances of the work of others in related fields of study.

5. Provide expert and consultative technical services to other components of the Coast Guard or the Department of Transportation.

6. Disseminate the results of accomplished research through correspondence, oral presentations, and published scientific papers, as appropriate.

Applied Physics Branch

Under the direction of the Chief, Applied Sciences Division, the Chief, Applied Physics Branch, shall:

1. Direct and coordinate the conception, justification, planning, and organization of a continuing Coast Guard applied research program in applied physics.

2. Direct and participate in the performance of research, and arrange for and monitor the conduct of out-of-house research, as necessary to carry out the applied research program in applied physics.

3. Plan, direct, and perform cooperative research with other governmental organizations in related fields of study.

4. Through appropriate liaison and study, maintain an awareness of the status and advances of the work of others in related fields of research.

5. Provide expert and consultive technical services to other components of the Coast Guard or of the Department of Transportation.

6. Disseminate the results of accomplished research through correspondence, oral presentations, and published scientific papers, as appropriate.

Applied Physical Oceanography Branch

Under the direction of the Chief, Applied Sciences Division, the Chief, Applied Physical Oceanography Branch, shall:

1. Direct and coordinate the conception, justification, planning, and organization of a continuing Coast Guard applied research program in applied physical oceanography.

2. Direct and participate in the performance of research, and arrange for and monitor the conduct of out-of-house research, as necessary to carry out the applied research program in applied physical oceanography.

3. Plan, direct, and perform cooperative research with other governmental organizations in related fields of study.

4. Through appropriate liaison and study, maintain an awareness of the status and advances of the work of others in related fields of research.

5. Provide expert and consultive technical services to other components of the Coast Guard or of the Department of Transportation.

6. Disseminate the results of accomplished research through correspondence, oral presentations, and published scientific papers, as appropriate.

APPLIED TECHNOLOGY DIVISION (DAT)

Under the direction of the Chief, Office of Research and Development, the Chief, Applied Technology Division shall:

1. Direct, coordinate, and/or carry out research, development, testing, and evaluation activities in support of existing Coast Guard missions or in anticipation of the Coast Guard assuming additional responsibilities. These efforts shall include activities directed toward the perfection of prototypes, methods, and processes, as well as the determination of feasibility from a technical, practical, and cost standpoint.

2. Review technical issuances and maintain close liaison with other Coast Guard R & D components and with Federal and private individuals and organizations engaged in R & D activities to keep abreast of developments in the Division's area of interest.

3. Provide advice and assistance to other Headquarters and field components concerning projects which might be undertaken by the Applied Technology Division.

Aids to Navigation Projects Branch

Under the direction and supervision of the Chief, Applied Technology Division, the Chief, Aids to Navigation Projects Branch shall:

1. Coordinate and administer projects in the mission area of Aids to Navigation, and miscellaneous projects involving the technical application of optics, acoustics and electronics, performing as follows:

   a. Initiate or accept proposed projects when requested by other Headquarters Divisions.

   b. Analyze each prospective project ensuring that its objective is clearly defined and that the desired result is reasonably obtainable.

   c. Formulate a method and time frame for execution of the project.

   d. Provide appropriate instructions to the Field Testing and Development Center, Coast Guard Districts or other activities to whom project elements may be assigned.

   e. Interpret and analyze test results as necessary.

   f. Prepare a test report when not required of the activity executing a complete project.

   g. Draft appropriate recommendations for further research, adoption of the developed product, or other such action as indicated by project results.

2. Provide technical advice and information to other branches in the Applied Technology Division and to other Headquarters Divisions in the specialty areas of optics, acoustics, electronics and general physics.

3. Plan and supervise the expenditure of funds designated for research and development in Aids to Navigation.

4. Coordinate all Coast Guard research and development in the mission area of Aids to Navigation.

5. By review of technical literature and liaison with other U. S. Government agencies and private organizations, keep informed of new technical developments which may have application to Coast Guard activities, particularly to Aids to Navigation.

ELECTRONICS SECTION

Under the direction and supervision of the Chief, Aids to Navigation Projects Branch, the Chief, Electronics Section shall:

1. Coordinate and administer aids to navigation research projects involving the technical applications of electronics and electrical engineering.

2. Prepare work unit summaries, project plans, specifications, and purchase descriptions for the completion of assigned projects.

3. Review technical literature, maintain liaison with other Governmental agencies and private organizations, and attend meetings and conferences to keep informed of technical developments in the fields of electrical and electronics engineering and applications of these developments to the Aids to Navigation mission.

4. Provide technical advice, information, and guidance to other Sections in the specialty area of electrical and electronics engineering.

FLOATING PLATFORMS SECTION

Under the direction and supervision of the Chief, Aids to Navigation Projects Branch, the Chief, Floating Platforms Section shall:

1. Coordinate and administer aids to navigation research projects involving floating platforms and their servicing, deployment, and recovery systems.

2. Prepare work unit summaries, project plans, specifications and purchase descriptions for the completion of assigned projects.

3. Review technical literature, maintain liaison with other Government Agencies and private organizations, and attend meetings and conferences to keep informed of technical developments in the fields of optics, acoustics, ocean engineering, naval engineering, and mechanical engineering and applications of these developments to the aids to navigation mission.

4. Provide technical advice, information, and guidance to other Sections in the specialty areas outlined in paragraph 3.

SEARCH AND RESCUE PROJECTS BRANCH

Under the direction and supervision of the Chief, Applied Technology Division, The Chief, Search and Rescue Projects Branch shall:

1. Coordinate and administer projects in the mission area of Search and Rescue, performing as follows:

a. Analyze each prospective project, ensuring that its objective is clearly defined and that the desired result is reasonably obtainable.

b. Formulate the method and schedule for execution of the project.

c. Draft appropriate instructions to the Field Testing and Development Center, Coast Guard Districts or other activity to whom the project will be assigned.

d. Interpret and analyze test results.

e. Prepare a test report when this is not done by the activity executing the project.

f. Draft appropriate recommendations for further research, adoption of the product developed, or such other action as is indicated by project results.

2. Provide technical advice and information to other branches in the Applied Technology Division, in matters involving aeronautical engineering.

3. Plan and supervise the expenditure of those funds designated for re-research and development in Search and Rescue.

4. Coordinate all Coast Guard research and development activity in the mission area of Search and Rescue.

5. Through review of technical literature, and liaison with other Government agencies and private organizations, keep informed of new technical developments which may have application to Coast Guard activities, and particularly to Search and Rescue.

6. Prepare specifications and purchase descriptions, and initiate procurement of products, material and serivces required for use in projects under his supervision.

MARINE SAFETY PROJECTS BRANCH

Under the direction and supervision of the Chief, Applied Technology Division, the Chief, Marine Safety Projects Branch shall:

1. Coordinate and administer projects in the missions areas of Merchant Marine Safety and Recreational Boating Safety. Typical mission areas include: fire safety research at the Shipboard Fire and Safety Testing Facility; martime hazardous materials safety research; ship stability, strucural strength and ship control research; domestic icebreaking research; underwater safety research; personnel floatation device research; RBS standards development; recreational boating accident prevention research; and relavant background or supporting research. The overall project coordination includes the following:

a. Analyze each prospective project, ensuring that its objective is clearly defined and that the desired result is reasonably obtainable.

b. Formulate the method and schedule for execution of the project.

c. Draft appropriate instructions to the Field Testing and Development Center, Coast Guard Districts or other activity to whom the project will be assigned.

d. Interpret and analyze project progress reports and final test results.

e. Draft appropriate recommendations, criticisms, and supervisory directions as part of monitoring role for on-going research efforts.

f. Draft appropriate recommendations for further research, adoption of the product developed, or such other action as is indicated by project results.

2. Provide technical advice and information to other branches in the Applied Technology Division and to other Headquarters Divisions in matters involving Merchant Marine Safety, Law Enforcement, and Recreational Boating Safety.

3. Plan, supervise, and control expenditure of those Testing and Development funds designated for research and development in Merchant Marine Safety and Recreational Boating Safety.

4. Coordinate all Coast Guard research and development activity in the mission areas of Merchant Marine Safety and Recreational Boating Safety.

5. Through review of technical literature, and liaison with other Government Agencies and private organizations, keep informed of new technical developments which may have application to Coast Guard activities, and particularly to Merchant Marine Safety, Law Enforcement, and Recreational Boating Safety.

6. Prepare specifications and purchase descriptions, and initiate procurement of products and material required for use in projects under his supervision.

7. Maintain close liaison with, and provide technical guidance to Field Testing and Development Center Project Officers working in the mission area of Merchant Marine Safety, Law Enforcement, and Recreational Boating Safety.

Pollution Control Branch

Under the direction and supervision of the Chief, Applied Technology Division, the Chief, Pollution Control Branch shall:

1. Coordinate and administer projects in the mission area of Pollution Control including oil pollution, sewage pollution, air pollution, hazardous materials and general marine pollution, performing as follows:

a. Define project objectives, formulate alternative research, development, and test and evaluation approaches responsive to those requirements.

b. Upon acceptance of a proposed R&D approach, prepare a work plan to obtain the desired project objective. This plan may include inhouse research efforts, jointly-funded R&D projects with other governmental agencies, or R&D-contracted with commercial sources.

c. Develop requests for proposals and construction specifications for R&D projects.

d. Review and evaluate work proposals furnished by prospective contractors.

e. Monitor technical aspects of R&D contracts, consulting with contractor design personnel and subordinates, to resolve conflicts in design and development efforts.

f. Develop standard test and evaluation procedures.

g. Prepare technical reports as required on each share of a project with specific recommendations concerning future development effort.

h. Coordinate R&D projects assigned through the preparation of project schedules and monitoring of fund expenditures.

2. Prepare and justify budgets for that portion of R&D funds assigned to his projects.

3. Represent the Coast Guard on interagency R&D working committees and panels so as to coordinate Coast Guard efforts with those undertaken by other agencies.

4. Make presentations in regard to assigned R&D projects for audiences of different interests within and without the Offices of Research and Development.

5. Keep abreast of developments in the various disciplines related to his projects.

PART X

OFFICE OF BOATING SAFETY (B)

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

1. Develop, coordinate, and direct a Recreational Boating Safety Program aimed at reducing accidents, injuries, and fatalities and improving environmental quality related to the operation of pleasure craft on waters subject to the jurisdiction of the United States; supervise the Auxiliary Affairs Division, the Education Division, the Boat Standards Division, the Services Staff, the Planning and Evaluation Staff, and the Liaison Staff.

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

3. Keep abreast of the progress of the boating safety program and develop long-range plans and budget forecasts consistent with projected program growth and technological advances.

4. Oversee the operations of the Coast Guard Auxiliary in its program of assistance to the service which includes: (a) making courtesy examinations of pleasure craft; (b) educating recreational boatmen concerning the safe operation of their craft; and (c) generally supporting the Coast Guard in its operations.

5. Maintain liaison with the various states, Federal agencies, private industry and organizations concerned with boating safety. Monitor and coordinate cooperative boating safety agreements with the states.

6. Direct the enforcement of Federal laws and regulations governing recreational boating, including the assignment and deployment of enforcement personnel, the reporting and investigation of boating accidents, and the publication of boating statistics.

7. Establish criteria and safety standards for boats and associated equipment, and implement a control system to insure compliance with such requirements.

8. Administer a public education and safety information program -- making use of publications, radio and television programs, industry meetings, boat shows, etc. -- aimed at keeping recreational boatmen, manufacturers, and the general public apprised concerning boating safety.

9. Coordinate the use of boating safety team personnel for operational training of Coast Guard units, state and local boating safety personnel, and other groups having responsibilities in this area.

10. Periodically advise the Commandant on the relative performance of the districts with respect to district boating safety responsibility.

11. Advise the Chief, Office of Personnel concerning the procurement, training and assignment of personnel to meet boating safety requirements.

12. Be Program Director for the boating safety program.

PLANNING AND EVALUATION STAFF (EP)

Under the direction of the Chief, Office of Boating Safety, the Chief, Planning and Evaluation Staff shall:

1. Maintain a boating safety plan including research to identify objectives and long range requirements for the boating safety program; coordinate this plan with planning staffs of other DOT modes and other federal agencies.

2. Develop budget justifications for the boating safety program and coordinate processing of the various budget stages. Provide guidance and coordination to operating divisions and staff on budget matters.

3. Obtain and evaluate reports and statistical data to determine overall program effectiveness and recommend remedial action to the program director.

4. Plan and monitor special studies.

5. Recommends legislative changes based on program review and evaluation.

6. Determine priorities of research and development effort necessary to satisfy basic program objectives; coordinate the establishment of R & D projects with the Office of Research and Development.

7. Coordinate and prepare directives affecting the operations of the Office as a whole.

8. Provide special staff assistance to the program director.

BOATING LIAISON STAFF (BL)

Under the direction and supervision of the Chief, Office of Boating Safety, the Boating Liaison staff shall:

1. Monitor State laws and regulations, and those of other Federal agencies and initiate action where necessary to assure no conflict with applicable boating safety legislation; take positive steps to achieve uniformity and comity among the several States and Federal agencies.

2. Coordinate the solution of Search and Rescue, Aids to Navigation and other problems with the States.

3. Coordinate replies to resolutions addressed to the Commandant or Secretary concerning boating safety.

4. Monitor and coordinate cooperative agreements through the districts with the States and assist as necessary in order to carry out the provisions of the Federal Boating Act of 1958 or subsequent legislation.

5. Coordinate agenda, appointment of members and actions of the Motorboat and Yacht Advisory Panel and the Advisory Panel of State Officials within the Office of Boating Safety and with the Executive Secretary of the Merchant Marine Council.

6. Notify interested states of proposed changes in rules and regulations as required by the Administrative Procedures Act.

7. Establish and maintain effective liaison with officials of the various States, non-government organizations, other Federal agencies and the boating industry who are directly concerned with the safety and regulation of small boats.

8. Coordinate correspondence with the States for the other Divisions and offices in headquarters and correspondence with the District offices which involve the States when related to boating safety.

SERVICES STAFF (BD)

Under the direction of the Chief, Office of Boating Safety, the Chief, Services Staff shall:

1. Provide Office staffs and divisions administrative services such as filing, typing, coordinating personnel and training matters and coordinating printing requirements.

2. Administer the program for assignment of identification numbers to small craft in compliance with applicable law.

3. Plan, administer and supervise the reporting of boating accidents, analysis of statistical data, and the preparation of statistical reports; maintain the management information system.

4. Coordinate such programs as Equal Employment Opportunity and Cost Reduction/Management Improvement.

5. Maintain mailing lists and distribute materials as required by office components.

NUMBERING BRANCH

Under the Chief, Services Staff, the Chief, Numbering Branch, shall:

1. Plan and assign identification numbers to undocumented vessels as required by 46 USC 527.

2. Screen and process original, renewal, and duplicate applications as well as correcting records for transfer of ownership and change of address.

3. Process applications that are made in person and paid with cash. The applications must be verified, and the cash collected, accounted for, and turned over to the Comptroller's office.

4. Coordinate motorboat numbering matters with:

a. Data Systems Division in recording of data, issuing of Certificates of Number, and selling of boat lists.

b. Maritime Administration on boats being sold to aliens.

c. Applicable states on out-of-state changes of address.

d. Merchant Vessel Documentation Division on boats requiring documentation.

e. National Crime Information Center, Department of Justice, on stolen vessels.

5. Maintain and replace supplies of forms and materials used by the Branch in the numbering process, and update and maintain current numbering and letter forms at certain Coast Guard units and Post Offices in the jurisdictions where the Coast Guard issues identification numbers.

6. Maintain all numbering records and files.

7. Reply to correspondence and to telephone inquiries by the public regarding the assignment of identification numbers.

8. Maintain Boating Safety Information Desk, not only for numbering, but to assist the public in contacting the correct official in the Office of Boating Safety.

MANAGEMENT INFORMATION BRANCH

Under the Chief, Services Staff, the Chief, Management Information Branch shall:

1. Develop accident reporting procedures and systems as required by law and coordinate reporting requirements with State governments.

2. Review and analyze all boating accident reports.

3. Review and prepare appropriate action in those cases requiring the Commandant's decision.

4. Compile, analyze and publish accident statistics as required by law, together with findings concerning causes of such accidents and recommendations for their prevention.

5. Maintain statistics on violations, penalties and results of prosecutions.

6. Operate and maintain a Management Information System and an Executive Information Center.

7. Compile, correlate and analyze boating accident statistics as required by the various elements of the Office of Boating Safety, and other organizations or agencies as directed.

8. Serve as liaison between the Office of Boating Safety and Data Systems Division and coordinate requests for computer time.

9. Maintain liaison with the Casualty Review Branch of the Office of Merchant Marine Safety in order that the investigating instructions under which certain boating accidents are investigated serve the mission of the Office of Boating Safety.

ADMINISTRATIVE SERVICES BRANCH

Under the Chief, Services Staff, the Chief, Administrative Services Branch shall:

1. Perform filing and maintenance of directives and control correspondence, including routing, reports control, follow-up preparation, filing and records disposal, utilizing the latest techniques therefor; control operation of a central typing pool to provide clerical support for staff components of the Office.

2. Maintain boating safety reference materials.

3. Maintain files for and coordinate the issuances of travel orders, purchase orders and requisitions; maintain a record of SH-20 costs and balance for Office of Boating Safety.

4. Coordinate printing requirements and take necessary action to provide reproduction services.

5. Administer civilian and military personnel matters.

6. Maintain master lists of persons and organizations involved with boating safety.

7. Coordinate preparations for conferences and meetings, including recording, physical arrangements, reservations, visual aids and distribution of agenda and minutes.

8. Maintain mailing lists and distribute materials as required by office elements.

BOAT STANDARDS DIVISION (PBC)

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

1. Administer a program for the development of boating safety and environmental quality standards, coordinating with other DOT modes and other Federal agencies where necessary.

2. Initiate and participate in processing such regulations as relate to boating standards.

3. Prepare and administer a manufacturer compliance program.

4. Provide assistance to and coordinate with the Education Division in developing an education program concerning boating stnadards and regulations.

5. Provide technical and regulatory interpretive assistance as necessary.

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

7. Coordinate with the Education Division on matters relating to boating safety team activities.

8. Plan and coordinate the supporting research and development program as it applies to standards development.

BOAT STANDARDS DEVELOPMENT BRANCH

Under the direction and supervision of the Chief, Boat Standards Division, the Chief, Boat Standards Development Branch shall:

1. Administer the program for development of boating safety and environmental quality standards.

2. Monitor all national and international boating standards.

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

4. Provide technical evaluation and input to standards being considered for adoption as Coast Guard standards and technical interpretive assistance to other Coast Guard Staff elements.

5. Develop testing procedures for Coast Guard standards.

6. Monitor research and development projects affecting the boat standards program.

INDUSTRY COMPLIANCE BRANCH

Under the direction and supervision of the Chief, Boat Standards Division, the Chief, Industry Compliance Branch shall:

1. Initiate and participate in processing such regulations as relate to boating standards.

2. Provide standards regulatory interpretive assistance to manufacturers and other Coast Guard staff elements.

3. Develop policy, implement and administer the enforcement of a manufacturers compliance program.

4. Monitor the activities of laboratories testing for compliance with the Coast Guard standards.

5. Administer a technical service program directed to boat and associated equipment manufacturers.

AUXILIARY AFFAIRS DIVISION (BAU)
(ASSISTANT OFFICE CHIEF FOR AUXILIARY AFFAIRS)

Under the direction and supervision of the Chief, Office of Boating Safety, the Chief, Auxiliary Affairs Division (Assistant Office Chief for Auxiliary Affairs) shall:

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

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

3. 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, and to facilitate other operations of the Coast Guard.

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

5. Act as reviewing authority for the recommendation of the National Board and National Board, Inc., which affect official publications, the Standing Rules and By-Laws, awards, uniforms, flags, pennants, burgees, and interal matters of the Auxiliary.

6. Act as Chief Director, and, as such, the duly authorized representative of the Commandant to the Auxiliary, and direct its day-by-day functions in cooperation with the National Commodore.

MEMBERSHIP TRAINING BRANCH

Under the direction and supervision of the Chief Auxiliary Affairs Division the Chief, Membership Training Branch shall:

1. Develop the requirements for Manuals, Publications and Instructions necessary for the administration of the Auxiliary through district directors, the self government of the organization, the training and qualification of its members, and the prosecution of the Auxiliary's authorized activities.

2. Develop, update, print, stock, and control issue and custody of membership qualification examinations.

3. Initiate required updating and revision of and cognizance for certain Coast Guard forms stocked at and issued by the Supply Center, necessary for the administration of the Auxiliary.

4. Initiate an annual updating, printing, distribution, and record of distribution to directors, of various Coast Guard forms necessary for the administration of the Courtesy Motorboat Examination program.

5. Initiate orders to Commandant (PTP) for training aids used in the Auxiliary's national membership training and public education programs, and maintain a record of costs chargeable to 5456.1.

6. Review all investigative reports and claims for repair of damage of Auxiliary facilities operating under official orders which exceed $2500.00 or involve disability or death of Auxiliarists under orders, and prepare final action in these cases.

7. Initiate requests for TAD orders of personnel assigned to own branch to attend meetings, conferences, and seminars where their presence is required for the proper management of the Auxiliary's programs.

8. Maintain essential records.

AUXILIARY OPERATIONS BRANCH

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

1. Develop the Auxiliary operations programs which will embrace the requirements for use of Auxiliary facilities and members by Coast Guard units.

2. Develop viable training programs at the local levels in operation and communications, employing nationally prepared training materials supplemented by locally prepared materials required to meet local operational needs.

3. Coordinate a program with the Coast Guard National SAR School for the training of operational members of the Auxiliary.

4. Develop an active Auxiliary communications net and coordinate same with the Chief, Communications Staff.

5. Coordinate with the Chief, Surface Facilities Branch to determine Coast Guard requirements for:

   a. Assistance missions
   b. Regatta patrols
   c. Safety patrols
   d. Support patrols

6. Coordinate with the Chief, Aviation Branch to determine Coast Guard requirements for utilization of Auxiliary aircraft on an operational basis.

7. Coordinate with the Coast and Geodetic Survey and the Lake Survey to assist these agencies in the preparation of small and large scale charts for the use of boating public.

8. Coordinate with the Chief, Aids to Navigation Branch to assist the Coast Guard in monitoring on-station aids and the development of aids for the recreational boatman.

SAFETY INFORMATION BRANCH

Under the direction of the Chief, Education Division, the Chief, Safety Information Branch shall:

1. Develop requirements and basic scripts for TV and radio spot announcements and films for use in public boating safety education.

2. Prepare news releases, special articles, and speeches for all external media (in coordination with the Public Information Division).

3. Develop requirements for exhibit materials for boat shows and other group meetings.

4. Respond to general public inquiries by telephone or letter.

5. Develop and revise distribution lists for all informational materials.

6. Coordinate National Safe Boating Week activities.

7. Provide personnel for locally requested appearances.

8. Develop policy for the operation of boating safety centers.

9. Develop a weather information dissemination program.

10. Provide internal government information on boating in the form of Commandant Bulletin items, Highlights, DOT publication inputs, and such other requirements as may exist.

11. Respond to Congressional and other special inquiries. This shall include maintenance of briefing books, and preparation and presentation of briefings.

12. Maintain bulletin boards, displays, and samples of safety materials.

EDUCATION DIVISION (EBE)

Under the direction of the Chief, Office of Boating Safety, and coordinating with the Public Information Division and the Auxiliary Affairs Staff, the Chief, Education Division shall:

1. Develop policy for, coordinate and conduct an overall recreational boating safety and environmental quality educational program.

2. Plan and administer training programs for Coast Guard operating personnel, Coast Guard Auxiliary and State and local personnel to improve their expertise in boating safety and related efforts.

3. Develop and administer programs to educate the boating public, including supporting R&D projects associated with human factors.

4. Prepare, review and disseminate various material necessary to inform recreational boatmen, and the general public concerning boating safety and environmental quality standards and regulations, Boating safety in general, and the Auxiliary.

5. Plan and coordinate requirements for weather information dissemination programs.

6. Provide boating safety education policy for the operation and administration of the district boating safety teams, for other Coast Guard operating units, and for the Coast Guard Auxiliary.

7. Coordinate with the Standards Division on matters relating to boating safety team activities in the field of boating standards enforcement.

8. Coordinate with the Deputy Inspector General safety-oriented training programs for Coast Guard operating units.

9. Prepare and administer an operator compliance program.

10. Develop plans for the selection, training and deployment of Coast Guard personnel for the enforcement of boating laws.

11. Develop law enforcement policy for Coast Guard operating units charged with the enforcement of boating safety and environmental quality statutes.

12. Assist and advise the Standards Division in preparing various materials to administer a technical service program directed to boat and associated equipment manufacturers.

TRAINING BRANCH

Under the direction of the Chief, Education Division, the Chief Training Branch shall:

1. Develop, revise and distribute pamphlet material required by the public.

2. Develop requirements and basic scripts for boating films for training purposes.

3. Develop, revise and distribute Coast Guard Auxiliary forms, books, and courses.

4. Plan and administer a training program for Boating Safety Detachments, and for their training of other Coast Guard personnel. This includes the supervision of pericdic Boating Safety Instructor schools.

5. Develop courses, material and aids for training of Coast Guard Auxiliary, State and other boating officials.

6. Assist individual states and other Federal, municipal, or civic boating safety oriented organizations with interral training programs in coordination with the Liaison Staff.

7. Plan and administer, in cooperation with the Standards Division, an industry indoctrination program designed to familiarize Coast Guard personnel with the Boating industry.

8. Develop and control educational course material with a primary view to safety, to be distributed to the boating public; develop and maintain a boating safety correspondence course.

OPERATOR COMPLIANCE BRANCH

Under the direction of the Chief, Education Division, the Chief Operator Compliance Branch shall:

1. Plan, coordinate and administer the enforcement of all Federal laws and regulations concerning recreational boating and the boating public, including the statutes and regulations relating to regattas and marine parades.

2. Maintain plans for the selection, training and deployment of Coast Guard personnel for the enforcement of boating laws.

3. Provide interpretive assistance to Coast Guard personnel and the general public on non-technical boating safety regulatory matters.

4. Develop policy, implement and administer the enforcement of a recreational boating operators' compliance program, including matters concerning both safety and environmental quality.

5. Provide law enforcement input for training courses.

PART XI

OFFICE OF CHIEF COUNSEL (L)

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

1. Serve as the principal legal advisor to the Commandant, furnishing advice and opinions as to the legal implications and consequences of actions proposed or taken by the Coast Guard.

2. Plan, develop, coordinate and direct the Legal Program of the Coast Guard, exercising supervision over the Legal Services Staff and the following six Divisions: Maritime and International Law; Legislative and Regulations; Procurement Law; General Law; Military Justice; and Claims and Litigation.

3. Furnish legal advice and opinions to officials at Headquarters and in the field as to the interpretation and application of statutes, treaties, executive orders, regulations, etc.

4. Provide legal representation for the Coast Guard in dealing with other elements of the Department of Transportation, the Department of Justice, the Comptroller General, and other Federal agencies. Act as legal counsel for the Service in its relations with state and local governments and agencies, industry and the general public.

5. Coordinate with the General Counsel, Department of Transportation in accordance with DOT Order 1100.23, DOT Organization Manual.

6. Administer all matters within the purview of the Uniform Code of Military Justice and the Manual for Courts-martial (and Coast Guard Supplement), including Courts-martial, Boards of Investigation, and assist the General Counsel, Department of Transportation, in the exercise of his responsibilities under 10 U.S.C., Chapter 47.

7. Furnish legal counsel, guidance and advice and render opinions and decisions relating to military and civilian personnel.

8. Provide legal assistance for military personnel.

9. Render decisions within delegated authority on admiralty and tort claims arising from Coast Guard operations, and prepare Coast Guard's position in matters involving litigation of such claims.

10. Render decisions on legal matters involving the following maritime-related operations: law enforcement; port security; appeals by merchant seamen under R.S. 4450 or 46 U.S.C. 239a-b; appeals from penalties imposed by District Commanders; documentation and admeasurement of vessels; Great Lakes Pilotage; vessel anchorage; aids to navigation; oil pollution; administration of bridge operations, etc.

11. Provide advice, assistance, and render legal opinions to Coast Guard officials on international law matters involving treaties, agreements, etc.

12. Furnish legal advice and opinions to Coast Guard officials representing the Service as members of, or appearing before, international organizations.

13. Provide legal assistance to procurement officials in the development of Coast Guard contracts.

14. Present the Coast Guard's case before the Board of Contract Appeals when contracts are contested, and assist the Department of Justice in representing the Government before the Court of Claims when Coast Guard contracts are involved.

15. Provide legal services dealing with the acquisition, use and disposal of real property and related tax matters.

16. Provide legal services in development of Coast Guard's legislative program for submission to the Congress.

17. Draft, or provide legal review for, regulations and amendments thereto for publication in the Federal Register. Assist, as requested, in the draft of internal regulations having legal implications.

18. Furnish legal advice and assistance and make determinations with respect to the release of information, records and files of the Service, and the availability of Coast Guard personnel as witnesses.

19. Designate a lawyer to serve as a member and as legal advisor of the Merchant Marine Council of the Coast Guard.

20. Assign, as requested, lawyers for membership on Physical Evaluation Boards, the Physical Review Council and Physical Disability Appeal Boards, and make available lawyers to act as counsel for evaluees. Review the work of such bodies for legal sufficiency.

21. As requested by the Board for Correction of Military Records or by Boards on Review of Discharges and Dismissals, provide legal advice and opinions. Review for legal sufficiency and implication recommendations of the Boards on Review of Discharges and Dismissals made to the Secretary.

22. Respond to requests for the temporary assignment of legal officers to serve in various capacities in Courts, boards and other activities.

23. Provide appropriate administrative, clerical and other logistic support to the Secretary's Board for the Correction of Military Records.

BOARD FOR CORRECTION OF MILITARY RECORDS

Under the general direction of the Secretary of the Department of Transportation, the Coast Guard Board for Correction of Military Records (established pursuant to 10 U.S.C. 1552) considers applications for correcting military records to determine whether an error has been made or injustice committed on the part of the Coast Guard, and recommends to the Secretary the action to be taken on each application. In this connection the Board performs the following functions:

1. Receives and dockets applications for correction of military records.

2. Reviews and analyzes, in the light of the application, the member's military record and the evidence submitted or otherwise available to the Board.

3. Researches and analyzes the laws, regulations and policies and decisions, rulings and other precedents applicable to the petitioner's case.

4. Affords, if appropriate, formal hearings on applications.

5. As appropriate, informally disposes of applications, or prepares appropriate recommendation to the Secretary on the basis of the record and in accordance with applicable laws, regulations, policies and precedents.

6. Advises the applicant and the appropriate officials of the Coast Guard of the Secretary's decision.

7. Maintains the official file of applications submitted to the Board.

COURT-MARTIAL BOARD OF REVIEW (UCMJ)

1. The Board of Review, constituted under Article 66 UCMJ, is composed of three lawyers (officers or civilians). In general, it reviews all courts-martial in which the sentence affects a flag officer or extends to death, dismissal of a commissioned officer or a cadet, dishonorable discharge, bad conduct discharge, or confinement for one year or more. It must also review general courts-martial with lesser sentences if any part of the findings or sentence is found on examination in the Office of the General Counsel to be unsupported; or if the General Counsel so directs.

2. The Chairman of the Board of Review performs the following functions:

a. Presides at public hearings of the Board.

b. Notifies appellate counsel of hearings; sets cases for argument; receives briefs and motion papers; rules on applications for extension of time, with power to grant extensions for such time and as often as appears just.

c. Participates in decisions of the Board; presides at closed session deliberations of the Board; drafts opinions of the Board; represents the Coast Guard in drafting and revising the Uniform Rules of Procedure for Boards of Review; circulates copies of Board decisions to legal officers of the Coast Guard and other JAG offices.

LEGAL SERVICES STAFF (LS)

Under the direction and supervision of the Chief Counsel, the Chief, Legal Services Staff shall:

1. Handle all details and arrangements for the issuance of orders for counsel, witnesses and others as needed at courts-martial and other legal proceedings.

2. Prepare for certification, records, documents or other papers in the custody of the office.

3. Maintain the office library and order or obtain legal and other publications.

4. Establish and maintain indices, files and logs.

5. Generally oversee the work of and give technical guidance to clerical personnel of the office.

6. As directed, draft or prepare statistical and other reports.

7. As directed, lend assistance to Division Chiefs in obtaining files, records and materials, and in locating, gathering and assembling data and information.

8. Edit the Law Bulletin and keep it currently indexed.

9. Perform such other related administrative functions as may be assigned.

LEGISLATIVE AND REGULATIONS DIVISION (LLR)

Under the general direction and supervision of the Chief Counsel, the Chief, Legislative & Regulations Division shall:

1. Draft Coast Guard-sponsored legislative proposals for submission to the Congress.

2. Participate in preparatory conferences and assist cognizant staff officers in formulating policies to be embodied in legislative proposals and in developing Coast Guard's position on pending bills affecting the Coast Guard directly or in which the Coast Guard has an interest.

3. Prepare reports on such legislation.

4. When directed, provide supporting data for and attend hearings before Congressional committees considering legislation in which the Service has an interest.

5. Serve as a control point for all Coast Guard-related material published in the Federal Register.

6. Provide legal advice, guidance and assistance in drafting, or prepare, or review for legal sufficiency and implication, proposed rules, regulations, policies, interpretations, decisions and other items, or amendments thereto, which are required to be published in the Federal Register or Code of Federal Regulations.

7. Maintain liaison with the Office of the Federal Register and other agencies, as necessary, with respect to matters requiring publication in the Federal Register.

8. As requested, provide legal advice, guidance and assistance in drafting or amending internal rules, regulations, directives or related material and review such materials for legal sufficiency and implication.

9. Render legal counsel, advice, guidance, opinions and decisions with respect to the interpretation and application of laws and regulatory materials.

CLAIMS AND LITIGATION DIVISION(LCL)

Under the general direction and supervision of the Chief Counsel, the Chief, Claims and Litigation Division shall:

1. Evaluate, determine and take appropriate action on claims for and against the Coast Guard arising out of incidents involving Coast Guard vessels or aircraft or resulting from the performance of maritime functions of the Service.

2. Evaluate, determine and take appropriate action on claims for loss of or damage to navigational aids.

3. Evaluate, determine and take appropriate action on other claims made against the Coast Guard under various claims statutes. (See footnote a.)

4. Evaluate, determine and take appropriate action on other claims for loss of or damage to Coast Guard property, and on claims held by the Coast Guard as "subrogee" against carriers for loss of or damage to property of Coast Guard personnel.

5. Take appropriate action on "uncollectible" claims referred to Headquarters by the field.

6. Develop and prescribe claims procedures and assist in drafting regulations and instructions. Exercise technical control over the field on claims matters, furnishing guidance, advice, and preparing opinions.

7. Represent the Coast Guard in liaison with, and lend assistance to, the Department of Justice on admiralty and other claims matters in which the Coast Guard has an interest.

8. Advise with respect to the initiation and conduct of investigations of Marine Casualties or accidents involving Coast Guard activities and review for legal sufficiency and implication reports and proposed action of the Commandant thereon. (See footnote b.)

9. Exercise technical control over the conduct of other investigations insofar as appropriate to the defense against or prosecution of claims, and review for legal sufficiency and implication, and recommend final action on, related phases of such reports. (See footnote c.)

10. Act on requests for the appearance of Coast Guard personnel as witnesses in judicial or administrative proceedings. Where the government is an actual or potential party, advise or make determinations with respect to the release of official records. (See footnote d.)

FOOTNOTES:

a. Claims arising out of Contracts are handled by the Procurement Law Division

b. Other Marine Boards are handled by the Maritime and International Law Division

c. With respect to Investigations not involving claims, see General Law Division

d. Generally, other Freedom of Information Act problems will be handled by the General Law Division

MARITIME AND INTERNATIONAL LAW DIVISION (LMI)

Under the general direction and supervision of the Chief Counsel, the Chief, Maritime and International Law Division shall:

1. Furnish legal counsel, advice and guidance and render opinions and decisions to Coast Guard officials in Headquarters and in the field with respect to those matters which are generally associated with or involve maritime operations and activities, including: vessel inspection; navigation; documentation and admeasurement; manning of vessels; licensing and certification of seamen, and furnishing opinions as to their rights, benefits and obligations; the Dangerous Cargo, Tanker and Load Line Act; numbering and other matters relating to recreational boating; Great Lakes Pilotage; anchorages; artificial islands and fixed structures, marking and lighting and aids to navigation; law enforcement; port security; and oil pollution.

2. Consider and prepare final actions on appeals from, and requests for mitigation or remission of, penalties administratively assessed by the Coast Guard.

3. Collaborating with other Government agencies as necessary, make determinations as to "navigable waters of the United States", thereby delineating Coast Guard's geographical jurisdiction and authority for the purpose of its administration and enforcement of laws and regulations .

4. Provide legal counsel, advice and guidance with respect to the initiation and conduct of investigations of major Marine casualties and review for legal sufficiency reports thereon, recommending action to be taken by the Commandant.

5. Consider, in the light of the record, appeals by merchant seamen from orders of suspension or revocations entered by Hearing Examiners under R.S. 4450, as amended, or the Act of 15 July 1954 (46 U.S.C. 239a-b), and draft the Commandant's final decision with respect thereto. Sit as a member of any board authorized by the Commandant for the hearing of oral argument in such appeal cases and recommend to the Commandant the disposition thereof. In cases where appeal is not taken but the Examiner has made a finding against a Merchant seaman, recommend to the Commandant such action as the circumstances and equity may warrant, and draft the Commandant's action thereon.

6. Act as legal counsel for the Coast Guard, with respect to matters within the cognizance of the Division, in its dealings with other government agencies and officials, industry and the public generally. As requested, prepare the Coast Guard's position and lend other assistance to the Department of Justice in litigation involving such matters. In cases appealed to the National Transportation Safety Board involving Mariner's documents, advise the Chief Counsel, as legal representative of the Commandant, as to the extent to which the Coast Guard should participate in the proceedings. As authorized by the Chief Counsel, act "of counsel" for him in the preparation, submission and service of appropriate papers and documents such as pleadings, motions, notices, briefs, and associated memoranda and correspondence in such proceedings, and present oral argument to the Board, when so authorized by the Board.

7. Provide legal counsel, advice and guidance, and furnish opinions and decisions to Coast Guard officials as to the meaning, application and affect upon the authority and jurisdiction of the Coast Guard and its operations and activities of international law, conventions, treaties, accords, agreements, understandings, etc., involving such matters as the Officer's Competency Certificates; the International Load Line and the International Rules of the Road conventions; safety of life and property at sea; ice patrols; fish and fishing; and crimes on the high seas. Also included are such matters as the breadth of the territorial seas; submerged and continental shelf lands; the rights to explore for and exploit the resources of the high seas; the establishment, maintenance, or operation of aids to navigation, sea lanes or data buoys and other oceanographic research systems, vessels or devices; and to the respective rights of nations and their nationals on, in and under the high seas.

8. Counsel, guide and participate with Coast Guard officials in the formulation and development of Coast Guard positions, policies and programs relating to international law matters and give direction thereto.

9. Provide legal counsel, advice and guidance, and furnish opinions and decisions and Coast Guard positions, together with supporting data, to Coast Guard officials representing the Coast Guard or, upon request, to officials of other government agencies, attending, appearing before, or sitting as members of, interdepartmental or international groups, committees, bodies or organizations; and, as directed, so attend, appear or serve.

10. Review for legal sufficiency and implication, and clear, actions relating to matters within the cognizance of the Division drafted or prepared in other organizational components of the Coast Guard.

11. Initiate revisions to and amendments of regulatory and procedural materials and directives, and advise and assist with respect to the drafting thereof.

PROCUREMENT LAW DIVISION (LPL)

Under the general direction and supervision of the Chief Counsel, the Chief, Procurement Law Division shall:

1. Provide legal counsel, guidance and assistance and furnish opinions and decisions to contracting officers, contract administrators and other cognizant officers with respect to the legal aspects of all processes of procurement, from the initial planning and development through initiation of procurement action, award and administration of contracts, and completion or termination thereof. Provide interpretations with respect to the meaning and application of the statutory and regulatory requirements pertaining to contracts.

2. Furnish legal counsel, guidance and assistance in drafting, or prepare or review for legal sufficiency and implication, awards, contracts, specifications, change orders or other modifications, performance and payment bonds, insurance policies, assignments of monies due, and other contract-related actions, documents, correspondence and papers.

3. Provide legal counsel, advice and guidance with respect to, and review for legal adequacy and implications, the proposed findings and final decisions of contracting officers and furnish comments thereon.

4. Upon request, act as legal representative of Coast Guard in disputes and dealings between it and contractors, and represent the Service on contract matters with other government agencies and the Comptroller General.

5. Serve as counsel for the Coast Guard in asserting the government's position or defense against claims of contractors who appeal contracting officers' decisions to the Board of Contract Appeals. In this respect, he shall:

a. Assemble, review and analyze applicable background material and relevant documents relating to the appeal.

b. Evaluate the contractor's claim and determine whether payment in whole or in part, compromise or settlement is warranted, or whether the claim should be partially or totally opposed.

c. Follow up such determinations with appropriate action, such as the preparation of offers to compromise or settle and participation as counsel in negotiation efforts, or the development of the government's defense against the claim.

d. Prepare and file with the Board all necessary pleadings, motions, notices, briefs, and other papers, and present the government's case in defense against the contractor's claim before the Board.

e. In the event of appeal from a decision of the Board of Contract Appeals, represent the Coast Guard in liaison with and lend assistance to the Department of Justice in preparation of the government's case.

f. Prepare actions pertinent to the foregoing, and review for legal sufficiency and implication such actions drafted or prepared in other organizational components.

6. Initiate, lend assistance and guidance in drafting, or review for legal sufficiency and implication, drafts of regulatory material or instructions relating to contracts and procurements.

7. Exercise technical control over District Legal Offices in providing legal counsel, advice and assistance to cognizant Field officers with respect to contracts and procurements.

GENERAL LAW DIVISION (LGL)

Under the general direction and supervision of the Chief Counsel, the Chief, General Law Division shall:

1. Provide legal advice, guidance and assistance and furnish opinions with respect to, and review for legal sufficiency, courts of inquiry, investigations, administrative discharge boards and other proceedings required by the Coast Guard Supplement to the Manual for Courts-Martial. Take final action on such proceedings or, as appropriate, refer to cognizant Headquarters office for final action.

2. Make line of duty/misconduct determinations on inquiries into injuries and other disabilities of military personnel.

3. Provide legal advice, guidance and assistance, and opinions and decisions with respect to military and/or civilian personnel matters including the following:

a. Appointments and dismissals, promotions, enlistments, and discharges.

b. Retirements for age, service and disability.

c. Active and retired pay and allowances.

d. Dual compensation and conflicts of interest.

e. Medical and Medicare benefits.

f. Dependents' annuities.

g. Veterans Administration benefits.

h. Federal employees workmans' compensation.

i. Social Security benefits.

j. Civilian employee and dependents' annuities.

k. Tax matters.

l. Such other legal matters related to personnel as may arise.

4. Review the proceedings, findings of fact, recommendations of, and proposed actions relating to Physical Evaluation Disability Appeals Board for legal sufficiency and clear such proposed actions.

5. As requested, provide legal advice to Board for Correction of Military Records. Review records of proceedings of the Board of Review, Discharges and Dismissals and, where appropriate, comment thereon.

5. As requested, provide legal advice to Board for Correction of Military Records. Review records of proceedings of the Board of Review, Discharges and Dismissals and, where appropriate, comment thereon.

6. Perform the following functions with respect to the acquisition, utilization and disposal of real and personal property:

a. Provide legal advice, guidance and assistance and furnish opinions and decisions.

b. Review for legal sufficiency and implication, all real and personal property matters, documents, papers, issuances and positions initiated or initially handled by other components of the Coast Guard.

c. Prepare or assist in the preparation of deeds, easements, leases, licenses, permits and other legal papers pertaining to real and personal property matters.

d. Assist Headquarters offices and divisions in planning and negotiating for the acquisition of real property. Prepare declarations of taking, coordinate action in condemnation proceedings, and prepare or review title assemblies for transmission to the Department of Justice.

7. Provide legal advice, guidance and assistance, and opinions and decisions relating to trademarks, copyrights and patents, and take or prepare appropriate actions with respect thereto.

8. Process patent applications for inventions of military and civilian personnel involving areas of interest to the Coast Guard. Prepare findings and determinations on the relative rights of the Government and inventors for approval by the Commissioner of Patents.

9. Provide legal advice, guidance and assistance and furnish opinions and decisions with respect to the authority and jurisdiction and the operations and activities of the Coast Guard insofar as relevant to the availability, obligation and expenditure of appropriated monies.

10. Provide legal advice, guidance and assistance and furnish opinions and decisions relating to the location and clearance of bridges, the operation and maintenance of drawbridges, and the alteration of obstructive bridges over the navigable waters of the United States. Review for legal sufficiency and implication actions drafted in other components of the Coast Guard and prepare actions with respect thereto.

11. Provide legal advice, guidance and assistance and furnish opinions and decisions with respect to:

a. Acceptance of gifts, or donations, by the Coast Guard.

b. Civil Rights.

c. Conscientious objectors.

d. Civil proceedings against Coast Guard members arising from performance of official duties.

e. Other such matters.

12. Provide legal advice, guidance and assistance, furnish opinions and decisions, and make determinations with respect to the release of records and information to the public. (Where the Coast Guard is or may be a party to litigation or where Coast Guard personnel are sought as witnesses, see Claims and Litigation Division.)

13. Advise and lend assistance to the Department of Justice in the prosecution and defense of litigation involving all matters within the cognizance of the division, and as appropriate, coordinate Coast Guard action thereon.

14. With respect to the matters within the cognizance of the division, act as counsel for the Coast Guard in its dealings with other government agencies and officials and the public.

15. Administer throughout the Service the program for legal assistance to military personnel. Provide legal assistance to personnel at Headquarters.

MILITARY JUSTICE DIVISION (IMJ)

Under the general direction and supervision of the Chief Counsel, the Chief, Military Justice Division shall:

1. Administer the military justice system of the Coast Guard, based on the Uniform Code of Military Justice, the Manual for Court -Martial, and Coast Guard-developed supplemental regulations.

2. Provide legal guidance and advice and prepare opinions and recommendations on questions relating to military justice and interpretations of military law.

3. Advise and inform district legal officers concerning important UCMJ developments and questions arising in court-martial practice and procedure. Develop guides for court -martial and mast practices and procedures and prepare law notes and information for dissemination within the Service.

4. Process court-martial cases requiring appellate review by the Coast Guard UCMJ Board of Review and/or the U. S. Court of Military Appeals.

5. Prepare clemency and suspension actions on court -martial as may be directed by higher authority.

6. Review and prepare final action for all court-martial, the appellate review of which is not otherwise provided for. Examine all records of court -martial tried in the Coast Guard.

7. Review and furnish legal opinion and comment on appeals from non-judicial punishment.

8. Maintain liaison with other Judge Advocate General Offices.

9. Initiate, and assist in drafting, amendments and revisions of the Coast Guard Supplement to the Manual for Court -Martial and other publications of the Service pertaining to matters within the cognizance of the Division.

10. Receive and review applications for relief under Article 69, UCMJ, as amended.

PART XII

OFFICE OF THE CHIEF MEDICAL OFFICER (K)

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

1. Act as medical advisor to the Commandant in providing counsel and advice on: interdepartmental and inter-service agreements for medical care of Coast Guard personnel; the significance of legislative matters affecting the medical program of the Coast Guard; and important developments in the Department of Health, Education & Welfare which affect the Coast Guard medical program.

2. Plan, develop and administer a comprehensive health program for military personnel, including medical and dental examinations, the provision of medical and dental care to Coast Guard military personnel and their dependents, the maintenance of adequate sanitary standards, and the prevention of disease.

3. Direct, supervise and coordinate the activities of the Professional Services and Medical Administration Divisions.

4. Direct the administration of funds in those appropriations or subheads under the control of the Chief, Medical Officer, Coast Guard, including furnishing total budget estimates and apportionment or allotment recommendations to the Chief of Staff for Coast Guard-funded activities and to the appropriate Public Health Service Bureau for Public Health Service funded activities.

5. Provide professional guidance to the Office of Personnel in the establishment of physical standards for Coast Guard military duty.

6. Procure, assign and review the performance of Public Health Service personnel assigned to the Coast Guard.

7. Exercise professional control over all Coast Guard professional and sub-professional medical personnel.

8. Maintain liaison with the other Armed Forces and Public Health Service medical departments.

9. Administer the activities of the Central Physical Evaluation Board and Physical Review Council, and administer (and act as a member of) the Headquarters Physical Evaluation and Physical Disability Appeals Boards.

10. Review all personnel separations based on medical considerations.

11. Contract for medical services for personnel of the Coast Guard under the authority delegated by the Public Health Service.

12. Provide medical services to Headquarters building personnel.

MEDICAL ADMINISTRATION DIVISION (KMA)

Under the general direction and supervision of the Chief Medical Officer, the Chief, Medical Administration Division shall:

1. Direct the administrative, budgetary, financial, supply and management aspects of the Medical Program.

2. Administer the program budgeting requirements for the Coast Guard Medical Program.

3. Prepare the budget submission for the Coast Guard Medical Program to be included in the Public Health Service budget.

4. Review and/or recommend action concerning medical facility plans and approve the design and equipping of such facilities.

5. Provide medical records service and review as required.

6. Maintain liaison with the Office of Civilian Health and Medical Program of the Uniformed Services (OCHAMPUS) and the medical departments of the Armed Forces and Public Health Service, and administer the OCHAMPUS Program for the Coast Guard.

7. Administer the activities of the Central Physical Evaluation Board and Physical Review Council.

8. Administer Subhead 57 for the Chief Medical Officer, USCG.

9. Initiate training requirements for professional PHS and sub professional CG personnel assigned to the Coast Guard Medical Program.

10. Coordinate administrative matters relative to procurement and delivery of professional services with the Chief, Professional Services Division, and recommend staffing assignments.

11. Supervise for the Chief Medical Officer the contracting of Medical Services for personnel of the Coast Guard.

12. Promulgate the Medical Manual in coordination with the Chief, Office of Personnel.

13. Provide statistical services for the Office of the Chief Medical Officer.

14. Coordinate the medical supply system and provide inputs to the Supply Logistics Division, Office of the Comptroller on required finance and supply directives, and initiate changes in the medical allowance list.

15. Carry out financial accounting for the Office of the Chief Medical Officer.

16. Compile and evaluate required management information related to the provision of medical services to the Coast Guard.

PROFESSIONAL SERVICES DIVISION (KPS)

Under the general direction and supervision of the Chief Medical Officer, the Chief, Professional Services Division shall:

1. Assist in the development of the Medical Program for the Coast Guard.

2. Provide professional guidance to the Office of Personnel in establishing physical standards for Coast Guard military duty as directed by the Chief Medical Officer.

3. Serve as medical member of Central Physical Evaluation Board and various other boards as directed.

4. Review all physical examinations, recommend administrative actions related to physical examinations to the Chief Medical Officer, and make medical recommendations concerning aviation personnel.

5. Maintain liaison with the Navy Bureau of Medicine and Surgery on aviation medical matters.

6. Recommend assignment and/or training of PHS flight surgeons as required.

7. Advise the Chief, Medical Administration Division on Aviation Medical Facilities requirements.

8. Supervise medical clinic operations in the HQ Building.

9. Provide clinical dental services to the Service.

10. Be responsible for procurement and deployment of dental staff.

11. Prepare specifications for mobile dental detachments.

12. Provide professional guidance to the Office of Personnel in establishing dental standards for the Coast Guard.

13. Review professional performances of dental officers and approve fitness reports on such officers.

14. Establish dental policy and procedures to be implemented in field activities.

15. Initiate, recommend and review allowance and training of dental technicians.

16. Recommend design and equipment for new dental facilities.

17. Administer the environmental health program, involving water supply, air and water pollution control, pest control, and solid waste disposal, and develop industrial health policies and standards for the Coast Guard.

18. Advise the Chief Medical Officer on NBC warfare and radiological health, and serve as a member of Coast Guard and interagency Boards when required.

19. Maintain liaison with the Department of Defense and other governmental agencies concerning pest control and pesticides.

20. Inspect floating and shore units to ascertain compliance with environmental health standards and make reports to the appropriate district commander or commanding officer, Headquarters unit.

DENTAL SERVICES BRANCH

Under the general direction of the Chief, Professional Services Division, USCG, the Chief, Dental Services Branch, shall:

1. Provide clinical dental services to the service.

2. Be responsible for procurement and deployment of dental staff.

3. Prepare specifications for mobile dental detachments.

4. Provide professional guidance to the Office of Personnel in establishing dental standards for the Coast Guard.

5. Review professional performance of dental officers and approve fitness reports on such officers.

6. Establish dental policy and procedures to be implemented in field activities.

7. Recommend design and equipment for new dental facilities.

ENVIRONMENTAL SANITATION BRANCH

Under the general direction and supervision of the Chief, Professional Services Division, the Chief Sanitary Engineering Officer as Chief of the Environmental Sanitation Branch shall:

1. Recommend the development of environmental health and occupational health policies and standards for the Coast Guard.

2. Provide advisory services in NBC warfare and radiological health and serve as a member of Coast Guard Boards when required.

3. Advise on services related to water supply, air and water pollution control, pest control, and solid waste disposal.

4. Maintain liaison with the Department of Defense and other governmental agencies concerning pest control and pesticides.

5. Inspect floating and shore units to ascertain compliance with environmental health standards. In this regard, reports shall be directed to the appropriate district commander or commanding officer, Headquarters unit.

6. Provide instruction in environmental health subjects at the Loran Officers School.

7. Supervise the activities of Regional Sanitary Engineers as required.

MEDICAL SERVICES BRANCH

Under the general direction and supervision of the Chief, Professional Services Division, the Chief, Medical Services Branch, shall:

1. Develop the Aviation Medicine Program for the Coast Guard.

2. Provide professional guidance to the Office of Personnel in establishing aviation and general physical standards as directed by the Chief Medical Officer.

3. Advise Chief, Aviation Division on aviation medical matters.

4. Serve as medical member of Central Physical Evaluation Board, and various other boards as directed.

5. Review all flight physicals and make medical recommendations concerning aviation personnel.

6. Maintain liaison with the Bureau of Medicine and Surgery on aviation medical matters.

7. Recommend assignment and/or training of PHS flight surgeons as required.

8. Advise the Chief Medical Officer, USCG, and Chief, Medical Administration Division, on Aviation Medical Facilities requirements.

9. Assist the Chief, Medical Administration Division, in such studies and projects as may be required to conduct the medical program of the Coast Guard.

10. Review all physical examinations.

11. Recommend administrative actions related to physical examinations to the Chief Medical Officer USCG.

12. Initiate correspondence relative to incomplete physical examinations, examination follow-up etc.

13. Assist in preparing the Medical Manual.

14. Supervise medical clinic operations in Headquarters Building.

DENTAL CLINIC

Under the direction and supervision of the Chief, Medical Services Branch, the Chief, Dental Clinic, shall provide preventive and emergency dental care for military beneficiaries.

CIVILIAN HEALTH SECTION

Under the direction and supervision of the Chief, Medical Services Branch, the Chief, Civilian Health section, shall provide preventive and emergency medical care for eligible civilian employees.

MILITARY HEALTH SECTION

Under the direction and supervision of the Chief, Medical Services Branch, the Chief, Military Health Section, shall provide preventive and emergency medical care for military beneficiaries.