



COAST GUARD

**ORGANIZATION
MANUAL**

CG-229



DEPARTMENT OF TRANSPORTATION
UNITED STATES COAST GUARD

ORGANIZATION MANUAL
CG-229

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

• 26 January 1968

LETTER OF PROMULGATION

1. Purpose. This publication prescribes the pattern of organization for the Coast Guard and fixes the areas of authority and responsibility which are hereby delegated to subordinate components by the Commandant. The manual assigns to various components of organization those functions which must be performed in order to attain the overall objectives of the Coast Guard.
2. Applicability. The provisions of this manual are mandatory, not merely suggestive. A sound organization plan, clearly defined and well understood, is indispensable to the successful conduct of the Coast Guard program.
3. Cancellation. This manual supersedes and cancels the previous Organization Manual, issued 12 October 1966.
4. Amendments. Changes will be published in consecutively numbered amendments.

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Dist. (SDL No. 86)

- A: abde(3); h(2); cfgmrvwxy(1)
B: c(20); fg(11); eh(5); jk(3); dir(2); bmpq(1)
C: n(5); adg(3); bcekmop(1)
D: adefirsu(1)
E: k(2)
F: ab(2); cdefhijlmoprvtwxy(1)
Special mailing list No. 172

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SUMMARY OF CHANGES

1. All references to the Coast Guard as a component of the Treasury Department have been changed to reflect the transfer of the Coast Guard to the Department of Transportation as a major component thereof.
2. A Chart of the Department of Transportation has been added as Chart No. 1.
3. District boundary lines for the Eastern Area have been revised as shown on Chart No. 1B. (Complete description outlined in U.S. Coast Guard Regulations, CG-300).
4. Chart No. 2A has been revised to show major changes in Coast Guard organization structure.
5. The Office of Public and International Affairs (A) has been established directly under the Commandant, with the transfer of certain organizational units and specific functions, and the addition of newly created units. The new organizational structure is summarized on page 2-1. Principal changes include:
 - (a) Transfer of the Public Information Division from the Chief of Staff, without change.
 - (b) Abolishment of the Congressional Liaison Officer under the Chief of Staff and the transfer of functions to the newly created Legislative Affairs Division.
 - (c) Abolishment of the Deputy Employment Policy Officer under the Chief of Staff and the transfer of functions to the newly created Equal Opportunity Division.
 - (d) Abolishment of the International Maritime Safety Coordinating Staff and the transfer of functions to the newly created International Affairs Division.
 - (e) Transfer of functions of the Telecommunications Liaison Staff from Chief of Staff and elevation to Division status.
 - (f) Establishment of the Ports and Waterways Liaison Division to assume additional responsibilities in that area.
6. The Office of the Chief of Staff (CCS) has been reorganized, realigning present Chief of Staff and other Headquarters functions under two newly created staff elements reporting directly to the Chief of Staff -- an Assistant Chief of Staff for Management (CSMA) and an Assistant Chief of Staff for Planning, Programming and Budgeting (CSPA). The former position of Deputy Chief of Staff is abolished. The new organizational structure is summarized on page 2-1.

The reorganization provides for the shifting of numerous functions within the Headquarters organization with the principal changes being centered on the establishment of the two Assistant Chiefs of Staff as follows:

a. Assistant Chief of Staff for Management (CSMA)

(1) The Management Analysis Division (CMA) will replace the former CAM and assume the following additional functions:

(a) The total Position Management Program, including manpower utilization and position classification, which were formerly assigned to CPA and PC, respectively.

(b) The administration of mail and postal matters, previously a function of the Comptroller.

(c) The coordination and investigation of General Accounting Office reports, administered by CPA in the past.

(2) The Data Systems Division (CDS) will replace FD, formerly under the Comptroller, and take on the following additional functions -- carried out jointly in the past by FD and CAM:

(a) Data processing planning and research.

(b) Recommend appropriate action concerning contracts and proposals relating to data processing equipment and services.

(c) Monitoring and evaluating the performance of automatic data processing equipment.

(3) The Administrative Services Division (CAS) will replace CHS, and assume the following additional functions:

(a) Administration of the Headquarters Civilian Personnel Program, formerly a PC function.

(b) Supervision over the Headquarters Military and Civilian Health Units and Dental Clinic, all directed by PM in the past.

(c) Supervision of the Headquarters Special Order Exchange, a Comptroller function previously.

(4) The Safety Staff (CSMA-1) will function under the Assistant Chief of Staff for Management (CSMA).

b. Assistant Chief of Staff for Planning, Programming and Budgeting (CSPA)

(1) The newly established Plans Evaluation Division (CPE) will assume the functions of the Long-Range Plans Branch of the former CPA, as well as the operations research function formerly under CAM.

(2) The new Programs Division (CPA) will be made up of the Programs Branch and part of the Personnel Allowance Branch of the former CPA.

(3) The Budget Division (CBD) will retain its present functions, and only its title will be changed.

(4) The Federal Aviation Administration and Chief, Naval Operations Liaison Officers will report directly to the Assistant Chief of Staff for Planning, Programming and Budgeting (CSPA), instead of to the Chief of Staff.

c. Legal Staff (CL), formerly the Legal Division, will continue to function under the general direction of the Chief of Staff.

7. A Special Projects Staff has been established in the Office of Merchant Marine Safety.

8. The Hazardous Materials and the Merchant Vessel Documentation Divisions have been established in the Office of Merchant Marine Safety.

9. The Office of Operations has been reorganized to realign present functions under six Divisions and four staffs. The new organization structure is summarized on page 2-2. Principal changes include:

(a) Disestablishment of the Aviation Units, Floating Units, and Shore Units Divisions and the absorption of their functions by the Aids to Navigation and the Search and Rescue Divisions.

(b) Redesignation of the former Auxiliary, Communications, and Intelligence Divisions as "Staffs" and the addition of the Plans and Program Staff.

(c) Change of name of the "Port Security and Law Enforcement Division" to "Law Enforcement Division"; and "Recreational Boating Safety Division" to "Boating Safety Division".

10. The Great Lakes Pilotage Staff has been assigned as a component of the Ninth Coast Guard District.

11. The functions of the Contract Appeals Board have been transferred from the Chief of Staff to the Department of Transportation.

12. The following functions were transferred from Corps of Engineers to Department of Transportation by PL 89-670 and then delegated to the Coast Guard by DOT Order 1100.1:

(a) Approval of the location and clearances of bridges over the navigable waters (33 USC 401, 491 et seq. 525 et seq).

(b) Administration of the alteration of obstructive bridges (33 USC 511 et seq).

(c) Regulation of drawbridge operation (33 USC 499).

(d) Establishment and administration of anchorages (33 USC 180, 258, 332, 471).

(e) Administration of Oil Pollution Act of 1961 (33 USC 1001 et seq).

13. The Coast Guard Institute, formerly under the Training Center at Groton, is now an independent Headquarters Unit, relocated in Oklahoma City, Okla.

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METHOD OF AMENDING

All changes to the 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. Commanding Officers shall insure up-to-date maintenance of all copies of the manual furnished to their units (see CG Regulations, Chapter 1, Part 4).

DISTRIBUTION OF AMENDMENTS

Amendments will be distributed by Headquarters only to units required to have the manual. Distribution will be as indicated on the letter of promulgation to this manual. The Directives, Publications and Reports Index (CG-236) will reflect the distribution and any changes made thereto and will indicate the number of the last issued amendment.

RECORD OF AMENDMENTS

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PREFACE

CHARACTERISTICS OF ORGANIZATION

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

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

1. The task to be accomplished cannot be accomplished by the sole efforts of an individual.
2. The task when accomplished will benefit all elements of the organization in some manner, thus establishing a community of interest.
3. The community of interest will cause all elements comprising the organization to pool their efforts in cooperative endeavor.
4. The associated, cooperative efforts of all elements of the organization will be so directed as to secure unity of effort, i.e., the work must be coordinated. Such coordination becomes the fundamental reason for organization.

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

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

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of authority in the name of the head. Rarely can there be an outright delegation of a responsibility and commensurate authority; where such is intended it must be definitely so specified and clearly understood by all concerned.

PRINCIPLES OF ORGANIZATION

In developing the pattern of Coast Guard organization and the Organization Manual every effort has been made to assure, insofar as possible, adherence to and consistency with the commonly accepted basic principles of organization. These principles have, in fact, established the objectives of Coast Guard organization. A recognition and understanding of these principles should lead to a clearer comprehension of the purposes of Coast Guard organization generally, and of this Manual particularly.

Recognition of the characteristics of organization, as stated above, results in the establishment of four basic principles:

1. The Principles of Unity of Command, which requires that each individual in the organization be responsible to only one superior, and be responsible for all elements below him in the scalar chain.
2. The Principle of Delegation of Authority, which requires that whenever a subordinate be assigned a responsibility, he, at the same time, be delegated so much authority as will enable him to perform the task attached to the responsibility.
3. The Principle of Homogeneous Assignment, which requires that the delegation of responsibility and authority be clearly defined into like or related fields of endeavor, insofar as possible.
4. The Principle of Span of Control, which requires that the scope and amount of executive direction imposed upon an individual be tempered by a recognition of the limitations of professional ability and knowledge, personality and energy, numbers of individuals to be supervised, time, distance, etc.

More completely stated, adherence to these principles of organization establishes these requirements, that within the organization:

1. Every necessary function involved in the over-all mission and objective is assigned to a component of the organization.

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2. No function is assigned to more than one individual component of organization. Overlapping responsibility causes confusion and delay. While several such components may contribute to the accomplishment of a specific function, in reality the components perform individual tasks which make up the whole.
3. Within a component of organization the responsibility of higher authority for action of its subordinates is absolute.
4. The line of formal authority (chain of command) from top to bottom is clearly defined.
5. The responsibilities assigned to each component of an organization are well defined in writing and capable of being understood.
6. Responsibility for a function is matched by the authority necessary to perform that function.
7. Channels of command are not violated by any individual or by any component.
8. Channels or lines of communications (as distinct from channels of command) from working levels to supervisory levels are unencumbered as possible, through elimination, wherever possible, of intermediate levels.
9. Authority for action is decentralized to the components and the individuals responsible for actual performance of an operation to the greatest extent possible, so long as such decentralization does not hamper necessary control over policy or the standardization of procedures.
10. Each member of an organization from top to bottom knows (a) to whom he reports, and (b) who reports to him.
11. No member of an organization reports to more than one superior.
12. Individuals or components reporting directly to a superior do not exceed a number which can be feasibly and effectively coordinated and directed by that superior; at the same time excessive "layering" is avoided.
13. Components of organization are not permitted to grow so elaborate as to hinder effective performance of work.

THE FUNCTIONS OF MANAGEMENT (EXERCISE OF COMMAND)

The over-all job of management or the exercise of command may be broken down into the following functions:

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1. Planning, which consists of forecasting from present or past conditions the future probabilities and possibilities, and of preparing the operations for the job.
2. Organizing, which is the provision and arrangement of the appropriate human and material resources for the purpose of effecting the plan.
3. Directing, which is the setting of the organization to work and keeping it working in accordance with the plan.
4. Coordinating, which means giving things and actions their proper proportions, adapting the means to the end, and unifying the disconnected efforts into an integrated whole. It involves close attention to the organization in action to insure that harmony and balance are preserved in working toward one general objective.
5. Controlling, which is seeing that everything is carried out in accordance with: (a) the plan that has been adopted; (b) the organization which has been set up; and, (c) the instructions which have been issued. It is the constant checking of results.

The Commandant, as the "manager" of the Coast Guard, and all other officers exercising command are concerned with these functions as they relate to the echelon of organization for which each is responsible within the limits of policy, doctrine and procedure established by higher authority in the chain of command.

When an organization is small, the manager himself can execute all of his functions. However, as the organization becomes larger it is increasingly necessary for the manager to delegate part or parts of his functions to subordinates. These subordinates as a group comprise his staff. The concept of staff is an essential feature of Coast Guard organization and is reflected in this Manual.

THE CONCEPT OF STAFF

The basic elements underlying the concept of staff may be summarized as follows:

1. The staff is a completely organized, informative, advisory, and supervisory group rendering service to the manager in regard to one or more of the functions of management.
2. The relationship between line and staff is constant.
3. A staff officer has no authority to issue instructions or orders except to his immediate component directly, or as he may be specifically delegated to do so "by direction."

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When a commander delegates this authority, he does not delegate his own responsibility. The authority and responsibility he delegates is a personal matter between himself and the staff officer concerned. To the outsider and subordinate, the authority and responsibility is that of the commander.

4. In the exercise of his function, while the staff officer may give orders in the name of superior authority, he possesses no power of command. His function is theory and interpretation. To this the staff officer adds the duty of supervision to see that plans are carried out, but even this duty in itself confers no powers of command.

5. The staff is not merely the advisory coordinator of plans. It is the channel through which decisions, based on these plans, become effective.

6. The vital element is the plan and the preparation of a completely coordinated plan requires collective and coordinated staff effort.

7. The general plan is passed down the normal line with full understanding, while the technical details pass, in effect, through the technical side lines until they reach the technicians charged with the actual performance of these functions.

THE FUNDAMENTAL OBJECTIVE OF COAST GUARD ORGANIZATION

The intent of the foregoing material is to provide a summary description of the broad aspects of organization and the manner in which these elements are applicable to Coast Guard organization. Since the Organization Manual in its present form is primarily concerned with staff components of organization, emphasis has necessarily been placed upon the assignment and definition of staff functions within the Coast Guard pattern of organization. The functional statements which make up the Organization Manual comprise the specific charges of responsibility upon the organizational components to which they have been assigned.

However, there must be in the mind of each member of the Coast Guard organization a constant awareness of the fundamental charge upon the Service which is paramount to and superimposed upon the specific duties of each segment of the organization. That basic charge demands at all times the performance of every Coast Guard duty in the most efficient and economical manner. Each operation, each newly-designed procedure, each action of the Service must meet the test of compatibility with this requirement. Only if this objective is maintained - only if effectiveness is a constant byword - can the expenditure of the taxpayers' money be considered fully justified. This is an objective uniformly and jointly imposed upon each individual and each unit in the Service and one to which all effort individual and collective must incessantly contribute.

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GLOSSARY

A common understanding and interpretation of the language of organization is essential. For convenience, a listing of definitions of about one hundred selected terms frequently used in connection with organization is included at this point. Every effort has been made to use each of these terms in its proper sense wherever it appears in the Manual in order to best achieve clarity of statement and consistence of intent.

DEFINITIONS

ACTION - An act or thing done; the act or process of producing an effect or performing a function; the doing of something.

ACTIVITY - (1) A unit, organization or component thereof performing a function or mission.

(2) A function or mission.

ADMINISTER - To manage or direct the execution, application or conduct of, as in administering a program.

ADVISE - To recommend a course of action; to counsel; to give advice to (not simply to tell or inform).

AUTHORITY - Legal or rightful power; a right to command or act; dominion or jurisdiction.

CLEAR - To obtain the concurrence, approval or nondissent of other offices prior to final signature.

COLLABORATE - To work and act jointly with others.

COMMAND - (1) The authority that an individual exercises over his subordinates because of his rank and assignment.

(2) An order given by a commander; that is, the will of the commander expressed in a definite form for bringing about a particular action in a specific way.

(3) A unit or units, or an area, under the command of one individual.

COMMAND, CHAIN OF - The succession of commanding officers from a superior to a subordinate through which command is exercised (also called command channel).

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CONTROL (VERB) - To exercise directing, guiding or restraining power over; to check or regulate, to keep within limits.

CONTROL (NOUN) - Authority which may be less than full command exercised by a commander over part of the activities of subordinate or other organizations.

CONTROL, ADMINISTRATIVE - Authority to direct the logistic activities of a unit in fiscal, supply, engineering, and personnel matters.

CONTROL, OPERATIONAL - Authority to direct the activities of a unit in the performance of its operational mission (including the operational requirements common to all Coast Guard units (see Sec. III, p A-2, OPFAC) and such additional tasks as may be assigned by competent authority.

CONTROL, TECHNICAL - The specialized or professional guidance and direction exercised in technical matters.

COORDINATE - To bring into common action; to harmonize.

DECISION - In an estimate of the situation, a clear and concise statement of the line of action intended to be followed by the commander as the one most favorable to the successful accomplishment of his mission.

DIRECT - To give an order or instruction to; to cause the following of a course of action.

DIRECTIVE - (1) A military communication in which a policy is established or a specific action is ordered.

(2) A plan issued with a view to placing it in effect when so directed, or in the event that a stated contingency arises.

(3) Generally, any communication which initiates or governs action, conduct, or procedure.

DISSEMINATE - To spread information or ideas (usually in the sense of a diffused or widespread audience).

DISTRIBUTE - To apportion or deal out (as in distributing literature, mail, etc.).

DOCTRINE - A compilation of policies and principles, applicable to a subject, which have been developed through experience or by theory, that represents the best available thought, and indicate and guide but do not bind in practice. Its purpose is to provide that understanding within a force or organization which generates mutual confidence between the commander and his subordinates in order that timely and effective action will be taken by all concerned in the absence of instructions.

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ECHELON - Each of the several layers or levels of organization or command.

ESTABLISHMENT, SHORE - The collective shore organization and physical plant; also used to denote a single unit comprising the collective establishment.

EXECUTE - To give effect to; to follow out or through to the end as a purpose.

EXERCISE - To bring to bear or employ actively (as in exercising authority or influence).

FACILITY - Generally, any part or adjunct of an activity which contributes to the performance of its function by providing some specific type of physical assistance.

FORMULATE - To develop or devise a statement of policy or procedure; to put in a systematized statement as in a statement of procedure; to develop the details or terms of.

FUNCTION - A responsibility, mission, duty, or task, special purpose or office.

GUIDE - To regulate or manage; to govern; (guide implies more personal or immediate conduct or supervision than direct).

IMPLEMENT - To carry out; to perform acts essential to the execution of a plan or program; to give effect to.

INDOCTRINATE - To instruct in the principles, to teach, or imbue with doctrine.

INITIATE - To originate; to introduce in the first instance; to cause or bring to pass by original act, as in originating a plan, policy, or procedure.

ISSUE - To release or send; to publish.

LIAISON - That contact or intercommunication maintained between parts of an organization or between two or more organizations to insure mutual understanding and unity of purpose and action. It is often aided by exchange of or collateral duty assignment of personnel in order to keep up an exchange of information.

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LOGISTICS - That part of the entire activity which deals with: (1) design and development, acquisition, storage, movement, distribution, maintenance, evacuation and disposition of materiel; (2) induction, classification, training, assignment, separation, movement, evacuation, and welfare of personnel; (3) acquisition or construction, maintenance, operation, and disposition of facilities; and (4) acquisition or furnishing of services. It comprises both planning (including determination of requirements) and implementation.

MAINTENANCE - (1) All action taken to retain materiel in a serviceable condition or to restore it to serviceability where it is unserviceable. Thus, maintenance of materiel includes inspection, testing, servicing, classification as to serviceability, repairs, rebuilding, and reclamation.

(2) All supply, repair and personnel replacement action taken to keep a force or organization in condition to carry out its mission.

MATERIEL - Supplies, stores, and equipment of all types.

MISSION - (1) The objective; that is, the task, together with its purpose, thereby clearly indicating the action to be taken and the reason therefor.

(2) In common usage, especially when applied to lower level units, a duty assigned to an individual or unit; a task.

OBJECTIVE - An end in view to be attained by the proper employment of available materiel and personnel.

OPERATE - To conduct or perform an activity.

OPERATION - An action, or the carrying out of a mission, whether strategic, tactical, service, training, or administrative; applied either to a specific action, or to the whole or aggregate of such actions.

ORDER - A communication written or oral, which conveys instructions from a superior to a subordinate. In a broad sense the terms "order" and "command" are synonymous. However, an order implies discretion as to details of execution whereas a command does not.

ORGANIZATION - The organic structure; a systematically arranged structure reflecting the assignment of authority and responsibility and the delineation of channels of command.

ORGANIZATION MANUAL

PERFORM - To carry out or execute some action; to carry out to the finish; to accomplish.

PLAN (VERB) - To devise or project a method or course of action.

PLAN (NOUN) - (1) A proposed method or scheme of action, procedure, or arrangement; a "blueprint" for a course of action.

(2) The form of directive employed by higher echelons of command in order to permit subordinate commands to prepare their supporting plans or orders.

POLICY - (1) A settled course adopted and followed by an organization.

(2) Prudence or wisdom in the management of affairs.

PRESCRIBE - To lay down as a guide, direction, or rule of action; to give direction to with authority.

PROCEDURE - Manner or method of proceeding in a process or course of action; the continuance of a process or operation; the customary method of conducting an activity.

PROCESS - To subject to some special treatment; to handle in accordance with a prescribed procedure, as in processing work or requisitions.

PROGRAM - The method of proceeding, generally construed as being the cause of action envisaged in the plan evolved in the matter; in a broad sense the term program is descriptive of over-all activity or action, while in a limited sense, the term is applied restrictively to that action contemplated in implementation of a specific plan.

RELEASE - To set free (as in releasing information), to permit at a specified time the publication or dissemination of.

REPRESENT - To serve with delegated or deputed authority; to act for or in place of.

RESPONSIBILITY - (1) The charge for the accomplishment of a task; accountability for a charged duty; whether direct or indirect.

(2) (Primary): the immediate charge or accountability for the accomplishment of a task; "working-level" responsibility not final or complete in character (generally assigned to subordinate levels within a superior component with a higher and more final degree of responsibility retained at the higher level).

ORGANIZATION MANUAL

RESPONSIBILITY - (3) (Ultimate): the charge or accountability for the accomplishment of a task inherent in the superior level of a component; last or conclusive in the immediate chain of consequence (used to distinguish office-level responsibility from primary or divisional-level responsibility, and indicating a degree of responsibility next below the over-all responsibility of the Commandant).
(Continued)

(4) (General): not specific or concrete; applicable to the whole; not limited to a precise import; distinct from a specific charge or accountability.

REVIEW - To go over or examine deliberately or critically (usually with a view to approval or clearance).

SUBUNIT - A shore establishment added to a shore unit as defined below and under the latter's duly assigned commanding officer or officer-in-charge, provided with personnel and materiel for the performance of a specific operational mission.

SUPERVISE - To oversee for direction; to inspect with authority; to guide and instruct with immediate responsibility for purpose of performance; to superintend or lead.

SURVEY - To determine and delineate the form, extent, position, etc., of a situation; (usually in connection with the gathering of information).

UNIT - An establishment, floating or shore, under a duly assigned commanding officer or officer-in-charge, provided with personnel and materiel for the performance of a specific operational mission. Units are divided into two classes for command purposes as follows:

- (1) Headquarters units, and
- (2) District units.

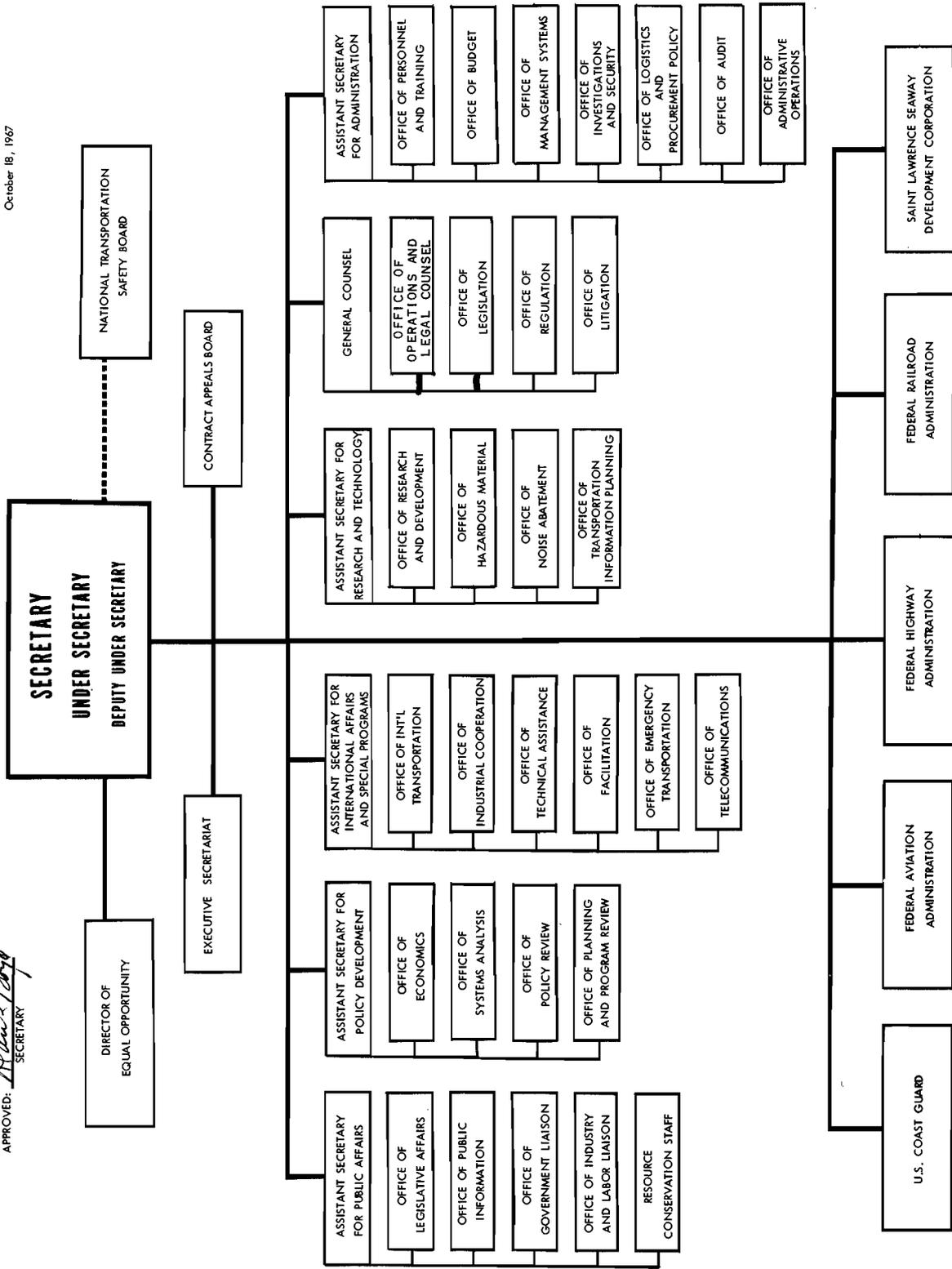
PART I

**SUMMARY OF
COAST GUARD ORGANIZATION**

DEPARTMENT OF TRANSPORTATION

October 18, 1967

APPROVED: *Alan S. Boyd*
SECRETARY



DEPARTMENT OF TRANSPORTATION
U. S. COAST GUARD
ORGANIZATION

COMMANDANT
ASSISTANT COMMANDANT
CHIEF OF STAFF

HEADQUARTERS
STAFF

HEADQUARTERS UNITS (INDEPENDENT)

HEADQUARTERS UNITS (INDEPENDENT)

Yard

Examiner
Offices

Reserve
Training
Center

Supply
Center

Aircraft
Repair and
Supply
Center

Oceanographic
Unit

Academy

Electronics
Engineering
Center

Training
Centers

Air
Detachment
Arlington
Va.

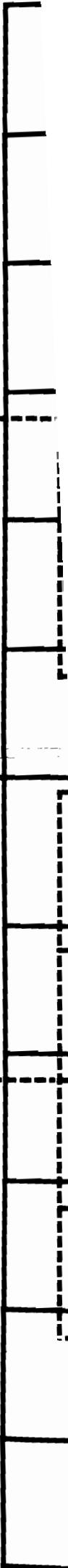
Field
Testing and
Development
Center

Washington
Radio Station

Coast Guard
Institute

COMMANDER
EASTERN AREA

COMMANDER
WESTERN AREA



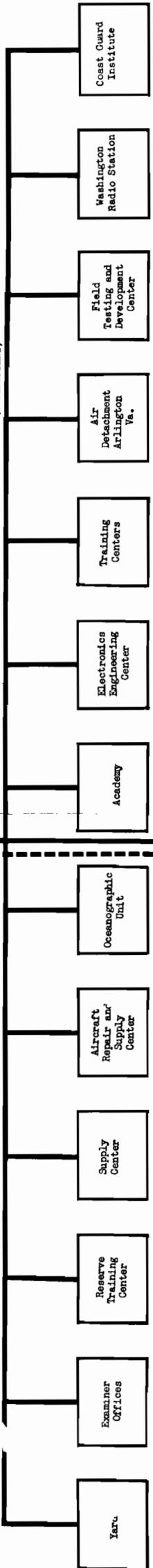
DEPARTMENT OF TRANSPORTATION
U. S. COAST GUARD
ORGANIZATION

COMMANDANT
ASSISTANT COMMANDANT
CHIEF OF STAFF

HEADQUARTERS
STAFF

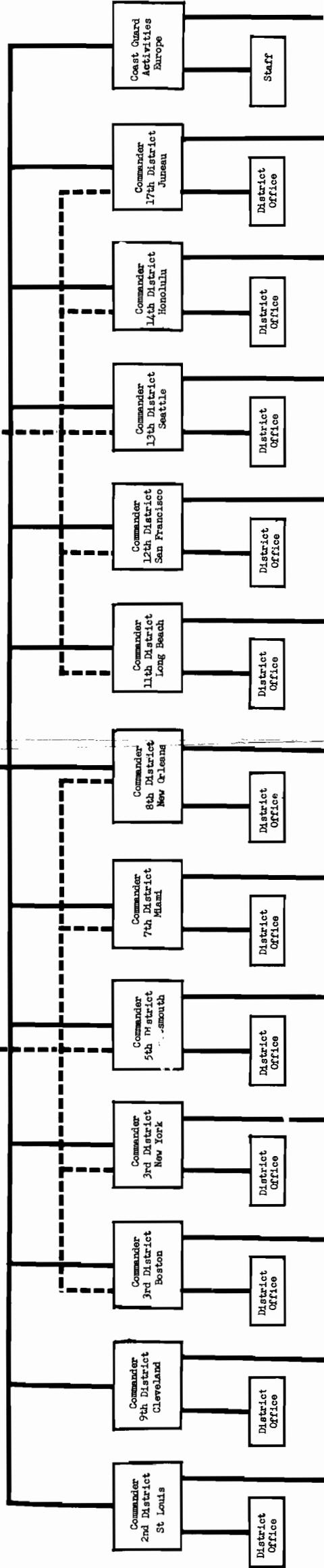
HEADQUARTERS UNITS (INDEPENDENT)

HEADQUARTERS UNITS (INDEPENDENT)



COMMANDER
WESTERN AREA

COMMANDER
EASTERN AREA



DEPARTMENT OF TRANSPORTATION
U. S. COAST GUARD
ORGANIZATION

COMMANANT
ASSISTANT COMMANANT
CHIEF OF STAFF

HEADQUARTERS
STAFF

HEADQUARTERS UNITS (INDEPENDENT)

Coast Guard
Institute

Washington
Radio Station
Center

Field
Testing and
Development
Center

Air
Detachment
Arlington
Va.

Training
Centers

Electronics
Engineering
Center

Academy

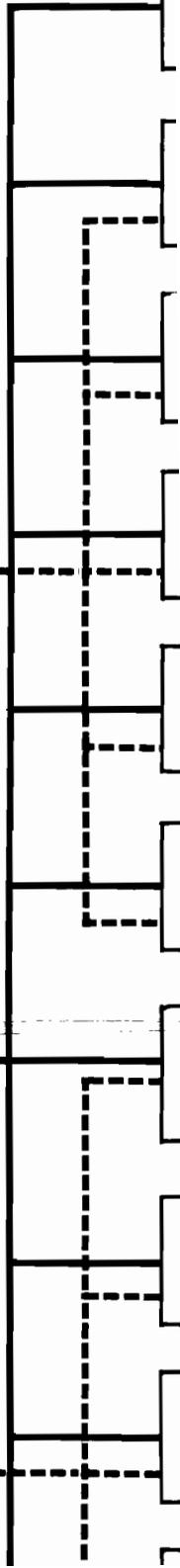
Oceanographic
Unit

Aircraft
Repair and
Supply
Center

Supply
Center

COMMANDER
WESTERN AREA

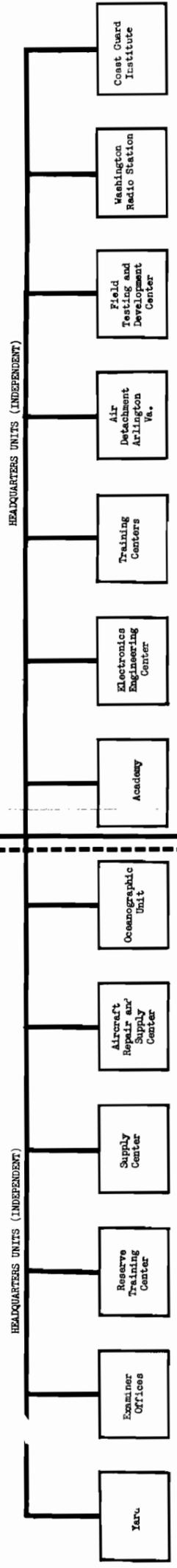
COMMANDER
EASTERN AREA



DEPARTMENT OF TRANSPORTATION
U. S. COAST GUARD
ORGANIZATION

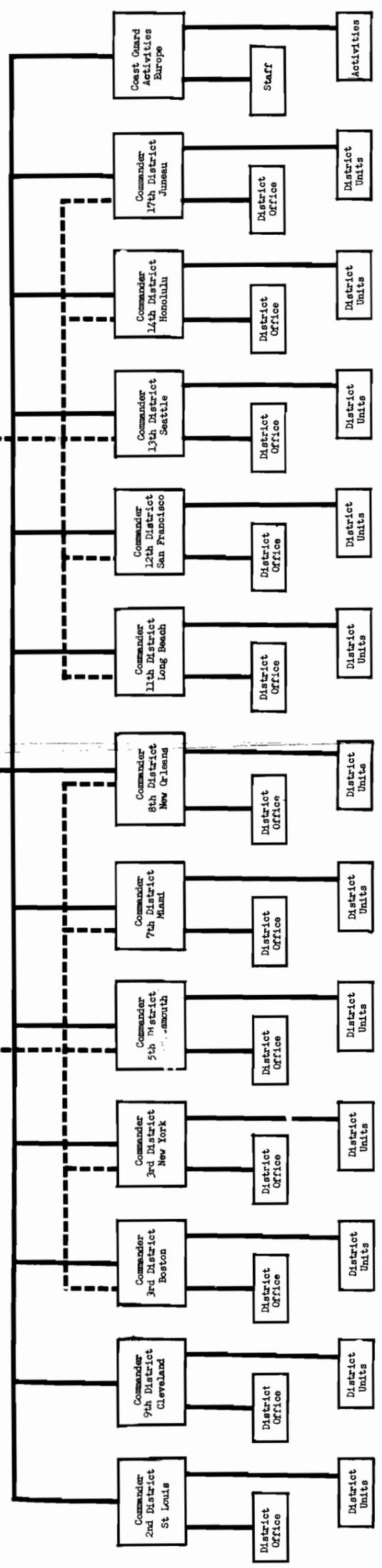
COMMANDANT
ASSISTANT COMMANDANT
CHIEF OF STAFF

HEADQUARTERS STAFF



COMMANDER
WESTERN AREA

COMMANDER
EASTERN AREA



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.

ORGANIZATION MANUAL

PART I

SUMMARY OF COAST GUARD ORGANIZATION

A. Place of the Coast Guard in the Governmental Structure

- I. The Coast Guard, pursuant to the Act of January 28, 1915, as amended, is a military service at all times and constitutes a branch of the armed forces of the United States, operating as a Service under the Department of Transportation in time of peace, and as a Service in the Navy in time of war, or whenever the President shall so direct.
- II. 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. Top representation in the Executive Branch of the government is afforded by the Secretary of the Department of Transportation as a member of the Cabinet of the President.
- III. When operating under the Navy Department, the Coast Guard has status as a Service. The Commandant, as chief, reports to the Secretary of the Navy and the Chief of Naval Operations in a manner prescribed by the Navy in wartime directives.

B. Development of the Coast Guard

- I. The Coast Guard represents in its historical development since 1790 an amalgamation into one integral Service of the former Revenue Cutter Service, the Lifesaving Service, the Lighthouse Service, and the Bureau of Marine Inspection and Navigation, the original establishment of which are listed below.
 - (a) The Revenue Cutter Service - by the Act of August 4, 1790.
 - (b) The Lifesaving Service - by the Act of June 20, 1874.
 - (c) The Lighthouse Service - by the Act of August 7, 1789.
 - (d) The Bureau of Marine Inspection and Navigation - by the Act of July 7, 1838, as the Steamboat Inspection Service, and by the Act of July 5, 1884, as the Bureau

ORGANIZATION MANUAL

of Navigation; - by the Act of June 30, 1932, the Bureau of Navigation and the Steamboat Inspection Service were consolidated to form a new bureau known as the Bureau of Navigation and Steamboat Inspection; - by the Act of May 27, 1936 the name of this bureau was changed to the Bureau of Marine Inspection and Navigation.

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

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

(b) By virtue of 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.

(c) By virtue of 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.

III. By the Act of October 15, 1966 the Coast Guard was transferred from the Treasury Department to the Department of Transportation, effective 1 April 1967.

C. Functions of the Coast Guard

I. The Coast Guard, in general terms:

(a) Enforces or assists in the enforcement of all applicable Federal laws upon the high seas and waters subject to the jurisdiction of the United States.

(b) Administers laws and promulgates and enforces 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.

ORGANIZATION MANUAL

- (c) Develops, establishes, maintains, operates, and conducts, 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.
- (d) Maintains a state of readiness to function as a specialized service in the Navy in time of war.

II. These functions are delineated in detail elsewhere.

D. General Organization

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

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

III. The Area Commander, acting as an intermediate echelon of operational command between the Commandant and the District Commanders and as a senior operational commander, has substantial latitude and flexibility in judgment and decision in matters concerning the efficiency, readiness, and operational control of designated Area units for both peacetime operations, and operations as a part of the Navy in time of national emergency.

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

ORGANIZATION MANUAL

- V. The chain of military command and operational and administrative control ordinarily runs from the Commandant to the District Commander, and in turn from the District Commander (in a limited sense through the Group or Section Commander, if there be one) to the Commanding Officer or Officer-in-Charge of a particular operating or logistics unit. In the case of units reporting directly to Headquarters (Headquarters Units), the chain of command runs directly from the Commandant to the Commanding Officer of the unit.
- VI. Staffs are provided to assist the Commandant and the District Commander in discharging their respective responsibilities. Any authority which staff officers have is derived from the Commandant or the District Commander, as the case may be, and the exercise of all such authority is in the behalf of the officer from whom the authority stems. Although these assistants are construed to be staff officers, such status does not preclude them from taking definitive action on a variety of matters, provided they do so by virtue of a proper delegation of authority either from the Commandant or from the District Commander concerned, and, provided further, that they exercise this authority in the name of the appropriate officer.
- VII. Within a staff component of organization such as an office or a division at Headquarters or a division in a District Office, the chain of command for that immediate component ordinarily runs from the military chief of the component through the military assistant chief (if there be one) to subordinates within the component. In inferior staff levels such as Branches in a District Office, the same principle is generally applicable. In cases where in the absence of military personnel, civilian personnel serve as or succeed to nominal positions as chief or assistant chief of a component, they serve in recognized supervisory roles but as such are not considered as being in the military chain of command. A somewhat similar situation applies to military or civilian personnel designated as "assistant to _____." Such personnel serve as technical or administrative advisors and are not considered to be in the chain of command. Exceptions to these general rules may be specifically authorized from time to time by the Commandant.

ORGANIZATION MANUAL

E. Special Organization

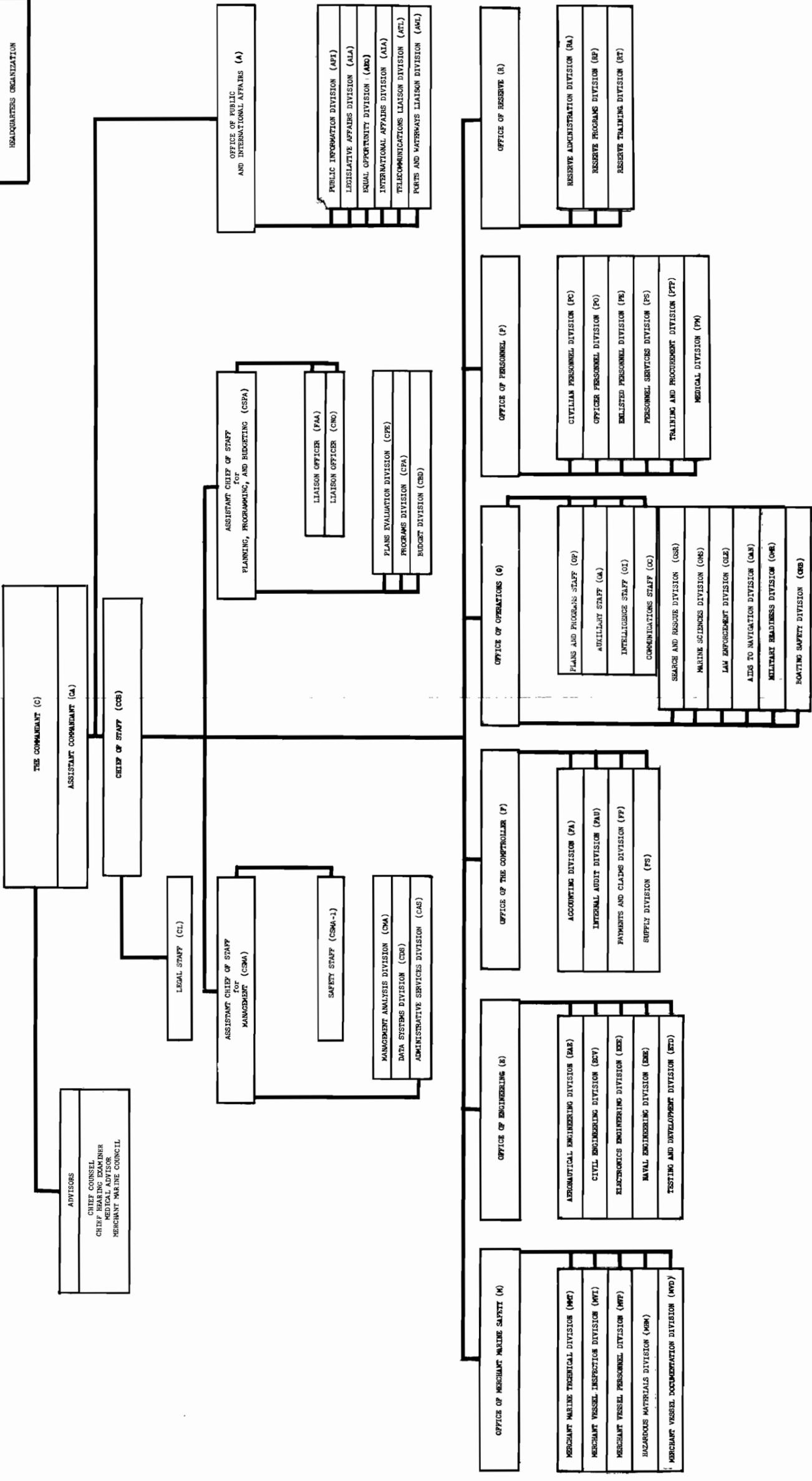
- I. In addition to the levels of organization described in Section D, there are several special organizational echelons within the Coast Guard which have been established in order to meet the requirements imposed by certain peculiar conditions which complicate over-all administration. These special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

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

PART II

HEADQUARTERS ORGANIZATION

DEPARTMENT OF TRANSPORTATION
U. S. COAST GUARD
HEADQUARTERS ORGANIZATION



ORGANIZATION MANUAL

PART II

ORGANIZATION OF HEADQUARTERS

A. General Description

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

- a. THE COMMANDANT (C)
 - Assistant Commandant (CA)
 - Chief Counsel (CL)
 - Chief Hearing Examiner (CE)
 - Merchant Marine Council (CMC)
 - Medical Advisor to the Commandant
 - Chief, Office of Public and International Affairs (A)
 - Public Information Division (API)
 - Legislative Affairs Division (AIA)
 - Equal Opportunity Division (AEO)
 - International Affairs Division (AIA)
 - Telecommunications Liaison Division (ATL)
 - Ports and Waterways Liaison Division (AWL)

- b. CHIEF OF STAFF (CCS)
 - Legal Staff (CL)
 - Assistant Chief of Staff for Management (CSMA)
 - Safety Staff (CSMA-1)
 - Management Analysis Division (CMA)
 - Data Systems Division (CDS)
 - Administrative Services Division (CAS)
 - Assistant Chief of Staff for Planning, Programming and Budgeting (CSPA)
 - Liaison Officer (CNO)
 - Liaison Officer (FAA)
 - Plans Evaluation Division (CPE)
 - Programs Division (CPA)
 - Budget Division (CBD)

- c. OFFICE OF THE COMPTROLLER (F)
 - Accounting Division (FA)
 - Internal Audit Division (FAU)
 - Payments and Claims Division (FP)
 - Supply Division (FS)

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

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- e. OFFICE OF MERCHANT MARINE SAFETY (M)
 - Traveling Inspector Staff
 - Planning and Special Projects Staff
 - Merchant Marine Technical Division (MMT)
 - Merchant Vessel Inspection Division (MVI)
 - Merchant Vessel Personnel Division (MVP)
 - Merchant Vessel Documentation Division (MVD)
 - Hazardous Materials Division (MHM)
 - Technical Advisor

- f. OFFICE OF OPERATIONS (O)
 - Plans and Programs Staff (OP)
 - Aids to Navigation Division (OAN)
 - Auxiliary Staff (OA)
 - Communications Staff (OC)
 - Intelligence Staff (OI)
 - Marine Sciences Division (OMS)
 - Military Readiness Division (OMR)
 - Law Enforcement Division (OLE)
 - Search and Rescue Division (OSR)
 - Boating Safety Division (ORB)

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

- h. OFFICE OF RESERVE (R)
 - Reserve Administration Division (RA)
 - Reserve Programs Division (RP)
 - Reserve Training Division (RT)

2. a. The Commandant directs the policy, legislation, and administration 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 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 has staff responsibility for assuring effective

ORGANIZATION MANUAL

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

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

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

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

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

b. Office of the Comptroller: The Office of the Comptroller has staff responsibility for the logistics of the Service that involve the maintenance of accounts, the disbursement of funds, the audit and examination of accounts, and the sufficiency of the supply program including the procurement, storage, and distribution of equipment, supplies, and services.

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

ORGANIZATION MANUAL

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

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

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

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

h. Office of Public and International Affairs: The Office of Public and International Affairs, under the immediate direction of the Commandant, has staff responsibility for the central coordination of public and international Coast Guard affairs and will provide direct coordination in external Coast Guard matters.

4. In addition to the major staff components described above, special advisory bodies (the Merchant Marine Council, the Chief Hearing Examiner, Medical Advisor, and the Chief Counsel) perform specific tasks in fields implied by their titles and advise the Commandant in the premises.

B. Functional Statements

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

2. Particular attention is directed to the statement of General Responsibilities, page 2-6, which lists those responsibilities which are common to the heads of all components of organization in Headquarters. By this means, repetitious material in each individual statement of function has been eliminated or reduced and the manual has been simplified accordingly.

ORGANIZATION MANUAL

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

ORGANIZATION MANUAL

C. Statement of General Responsibilities

There are certain fundamental responsibilities which are common to the heads of all components of organization. In order to simplify the detailed statements of functions, those responsibilities which fall in this category and are applicable to all components are listed below and do not appear in the individual statements of functions in this Part.

In the accomplishment of his objectives, the chief of each office and division 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. The consideration of all communications received by or referred to him concerning matters for which he is responsible and the effectuation of appropriate action in each case.
6. Maintaining an adequate record of information for immediate and future reference purposes.
7. 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.
8. Keeping currently informed on matters which will contribute to the efficiency of his component. This includes keeping completely informed, through inspections, review of reports and records, and other means, of conditions and requirements, both locally and in the field, that relate to activities under his cognizance.

ORGANIZATION MANUAL

9. 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 on the part of his subordinates.

10. Maintaining internal liaison with other offices and divisions 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.

11. 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.

12. 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.

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.

ORGANIZATION MANUAL

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 by District Commanders.

ORGANIZATION MANUAL

CHIEF COUNSEL

The Chief Counsel to the Commandant, as Chief Legal Officer of the Coast Guard, shall:

1. Serve as legal counsel and special assistant to the Commandant in all matters having legal implication.
2. Furnish legal advice and guidance to subordinate officers in Headquarters and in the Field.
3. Represent the Coast Guard in all legal matters.
4. Serve as Chief, Legal Division; plan and administer all legal programs of the Coast Guard; and direct and supervise all legal activities and personnel of the Legal Division.
5. Review for approval or disapproval work with legal implications prepared in Headquarters administrative offices.
6. Give technical legal advice and guidance to District Legal Officers.
7. Serve as legal advisor to the Merchant Marine Council.
8. Act as Senior Member of the Board for Correction of Military Records established pursuant to Sec. 207 of the Legislative Reorganization Act of 1946, as amended, 10 U.S.C. 1552.

ORGANIZATION MANUAL

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.

ORGANIZATION MANUAL

MERCHANT MARINE COUNCIL (CMC)

The Merchant Marine Council is a deliberative body established to advise the Commandant as to policy in connection with and affecting the safety of the merchant marine. It has no operating authority or responsibility. The membership of the Council and rules governing its procedure and activity are set forth elsewhere in existing directives.

Specifically, the Merchant Marine Council shall:

1. Consider proposed merchant marine regulations, type approvals of equipment, and such other matters as may be referred to it by the Commandant.
2. Conduct public hearings when so directed by the Commandant.
3. Provide a forum for the consideration of problems concerning the public and the maritime industry.

* * * * *

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.

* * * * *

Under the direction and supervision of the Chief, Office of Merchant Marine Safety, the Secretary of the Merchant Marine Council shall:

1. 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 proper authority.

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2. Notify interested parties of proposed changes in rules and regulations as required by the Administrative Procedure Act.
3. Issue and have available for distribution an adequate supply of all rules and regulations approved by proper authority.
4. Compile and distribute the "Proceedings of the Merchant Marine Council", and the "Merchant Marine Safety Manual."
5. Assist, as required, the Chairmen of the several panels of the Council in arranging panel meetings, and otherwise.

ORGANIZATION MANUAL

MEDICAL ADVISOR TO THE COMMANDANT

As Medical Advisor to the Commandant, the Chief Medical Officer shall:

1. Counsel and advise the Commandant 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 within the Department of Health, Education and Welfare which affect the Coast Guard medical program.
2. Serve as Chief, Medical Division and administer the medical program under the direction of the Chief, Office of Personnel.
3. Administer funds in those subheads placed under the control of the Medical Advisor to the Commandant.

ORGANIZATION MANUAL

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 Offices of Public 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. Determine and assign Coast Guard representatives at international conferences and on interagency committees, and maintain records of memberships.
7. Supervise and coordinate the activities of the Public Information, Legislative Affairs, Equal Opportunity, International Affairs, Telecommunications Liaison, and Ports and Waterways Liaison Divisions.
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.
10. Administer the Coast Guard program to improve communications with the public.

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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.

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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.

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10. Provide overall guidance, coordination and policy determination for 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.
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 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. Ensure compliance with the new visual identification program and provide an image review for all Coast Guard publications and documents.
16. Provide art, photographic, and illustrator services for Headquarters staff components, as requested.
17. Coordinate and manage the Coast Guard program to afford the public freedom of access to appropriate government materials.

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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, except in areas affecting budgets, appropriations, and other related financial 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. Monitor Coast Guard and other legislative proposals and reports affecting the Coast Guard including reports and comments referred to the Coast Guard; maintain liaison with the Chief Counsel, Coast Guard, Office of Legislative Affairs (DOT), congressional and interest groups on proposed Coast Guard legislation; review (other than for legal purposes) all documents pertaining to Coast Guard legislation and furnish assistance and advise in the legislative process.
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. Arrange for the designation and appearance of witnesses at Congressional hearings; 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.

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EQUAL OPPORTUNITY DIVISION (AEO)

Under the direction and supervision of the Chief, Office of Public and International Affairs the Equal Opportunity Officer shall:

1. Serve as advisor to the Office Chief and Commandant in implementing the Federal Equal Opportunity Program of the Coast Guard.
2. Insure compliance with equal opportunity principles and objectives in the total process of military and civilian personnel management in the Coast Guard.
3. Insure compliance with equal opportunity principles and objectives by private and public organizations receiving funds or other benefits through contract or other advantageous relations with the Coast Guard, within the purview of the Civil Rights Act of 1964 and other relevant Executive Orders and regulations.
4. Establish and maintain effective liaison with the Chief, Office of Operations, the Comptroller, the Chief, Office of Personnel, the Chief, Office of Reserve and other Coast Guard officials to promote compliance with the intent and spirit of the Federal Equal Opportunity Program, as well as to make regular and periodic appraisal of the adequacy and effectiveness of this Coast Guard Program.
5. Serve as Coast Guard Contracts Compliance Officer for all phases of the Equal Employment Opportunity Program for applicable government contracts.
6. Maintain contact with minority group organizations, as well as with Federal, State and local civil rights organizations for the purpose of creating a climate of acceptance of equal opportunity objectives as they relate to Coast Guard programs.
7. Establish and maintain effective liaison with officials in the Department of Transportation on equal opportunity functions.

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

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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, OIC, 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:

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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 the cognizant 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 kc/s);

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.

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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.

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 insure adherence to the policies approved by the Commandant.
4. Exercise general direction over the activities of the Assistant Chief of Staff for Planning, Programming and Budgeting, the Assistant Chief of Staff for Management, and the Chief, Legal Staff.
5. Generally, direct the activities of the Chiefs of Offices at Headquarters (Except Office of Public and International Affairs) and the several district commanders, particularly with a view to promoting and securing effective coordination among the Headquarters staff, and between the Headquarters staff and the Service at large.
6. Maintain a proper distribution of functional assignments among the several components of organization, and cause close adherence to the approved pattern; assure the efficient and economical discharge of responsibilities as assigned by the organizational structure.
7. Assure that the Chiefs of Offices and the Assistant Chiefs of Staff are kept fully informed as to the broad policies and programs approved by the Commandant.
8. Prepare, present, and execute the budgetary program.
9. Act as Commanding Officer of Headquarters.

LEGAL STAFF (CL)

Under the general direction of the Chief of Staff, the Chief Counsel, as Chief of the Legal Staff, shall:

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

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

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

4. Prepare or review for legal implications:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

10. Supervise and coordinate the assignment of law specialists to court martial duties and as counsel in various boards.

11. Give technical legal advice and guidance to Legal Officers in the District Legal Offices.

ASSISTANT CHIEF OF STAFF FOR MANAGEMENT (CSMA)

Under the general direction and supervision of the Chief of Staff, the Assistant Chief of Staff for Management shall:

1. Direct, supervise and coordinate the activities of the Management Analysis Division, Data Systems Division, Administrative Services Division and the Safety Staff.
2. Be responsible for the Position Management Program and matters involving organizational structure, distribution of functions and changes thereto, establishment of lines of authority, delegations of authority, and implementation of major changes in procedures, methods and administrative practices.
3. Be responsible for the efficient conduct of other management-related programs, including paperwork management, the directives system, management improvement and cost reduction, incentive awards, manpower utilization, and position classification.
4. Be responsible for matters related to the Coast Guard management information system and automatic data processing equipment and systems.
5. Administer the Safety Program of the Service.
6. Be responsible for Headquarters-oriented programs, including administration of military and civilian personnel matters, security, logistics, office services, printing and publications, etc.
7. In carrying out the foregoing responsibilities, work directly with Office Chiefs and keep the Chief of Staff advised of significant matters of importance or policy.

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SAFETY STAFF (CSMA-1)

Under the direction and supervision of the Assistant Chief of Staff for Management, the Safety Staff shall:

1. Act in an advisory capacity on all matters pertaining to safety.
2. Initiate instructions as may be necessary to implement the Commandant's policies and directives on all safety matters.
3. Maintain an accident report and record system.
4. Furnish assistance and advice on internal safety matters to the Offices of Engineering, Operations, Personnel, Reserve, Merchant Marine Safety, Comptroller, and Public and International Affairs.
5. Arrange for periodic site surveys of units within the Districts and at Headquarters units to determine the effectiveness of the safety program.
6. Stimulate interest in the prevention of off-duty accidents.

MANAGEMENT ANALYSIS DIVISION (CMA)

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

- 2 1. Conduct and coordinate the Coast Guard's Position Management/Manpower Utilization Programs, aimed at insuring that the organization is structured in a manner to serve mission needs most effectively and economically, and that work is organized and assigned among positions/billets to obtain maximum utilization of personnel. Carry out position management/manpower utilization surveys which include reviews of: (a) the need and justification for positions/billets; (b) the organization, grouping and assignment of duties and responsibilities among positions/billets; and (c) work processes, equipment, procedures, methods and techniques used.
- 2 2. Initiate recommendations or review proposals for changes in Coast Guard organization. Develop and maintain the Coast Guard Organization Manual, CG-229, and the Headquarters Organization Manual, CG-229-1.
- 2 3. Plan, conduct and/or coordinate management surveys, procedural studies, organizational and special staff studies, embracing all types of operations in any organizational segment of the Coast Guard, aimed at organizational improvements and most efficient utilization of manpower, space, methods, procedures and systems.
- 2 4. Provide advisory service on organization, systems, methods and procedures, delegations of authority from the Secretary to the Commandant. Review new or existing law to determine the need and justification for delegations of authority and take action to obtain them.
- 2 5. Conduct studies on manpower requirements and skills and recommend policies for their effective utilization; develop and disseminate staffing standards and planning data; and integrate the requirements imposed by higher authority into the Coast Guard manpower utilization programs.
- 1 6. Administer the Coast Guard's Position Classification Program to provide for accurate grade assignment of civilian positions, based on the review, analysis and evaluation of officially assigned duties with due regard for organizational relationships, supervisory structure, career ladders, military-civilian "mix", etc.
- 4 X 7. Develop and maintain Coast Guard Regulations, publish amendments and changes thereto, and maintain the official files; review all general directives, periodicals, proposals for new or revised publications, multiple address letters, posters, etc., issued at Headquarters for form and substance to insure proper clearance and compliance with the policies of the Commandant.
- 2 X 8. Prepare, publish, and maintain the Directives, Publications and Reports Index, CG-236; maintain official files of directives and publications issued by the division.

9. Coordinate the Service-wide Cost Reduction/Management Improvement Program, developing related policies, procedures, guidelines and directives. 3
10. 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. 3
11. Develop and administer the Forms Management Program of the Coast Guard. Analyze all requests for establishment of new, or revision of existing, forms submitted by Headquarters offices and divisions, and provide guidance and assistance in the administration of field paperwork management problems. X 5
12. Administer the Coast Guard Records Management Program. Establish systems and standards for effective Service-wide control over the creation, use, maintenance, and disposal of records. Develop and maintain the comprehensive records schedules for Coast Guard field units. X 5
13. Develop Service-wide filing systems and procedures and maintain the numerical subject classification system for use in filing. Conduct surveys of filing practices. CG-199-1 X 4
14. Administer the Correspondence Management Program by developing and establishing standards, procedures and techniques for improvement of correspondence practices. Maintain and publish the Coast Guard Correspondence Manual, CG-199. X 5
15. Perform staff work for the Annual Area and District Commanders' Conference.
16. Administer the Indispensable Operating Records Program for Headquarters. X 5
17. Coordinate the preparation of such administrative reports as may be required for transmittal by the Commandant to the Secretary of Transportation or other government officials outside the Coast Guard. 3
18. Review Orders, Notices and other issuances and regulatory materials from the Department of Transportation and other agencies requiring action by the Coast Guard and take action to assure compliance. MRS Watson MN + Capt B
19. Edit and publish the Commandant's Bulletin. 3 X
20. Administer mail and postal matters for the U. S. Coast Guard and prescribe procedures for the establishment and operation of Coast Guard post offices. 3 X
21. Administer the military and civilian Incentive Awards Programs. 3 X
22. Investigate, coordinate and prepare responses for the Commandant to General Accounting Office reports involving operations and facilities of the Coast Guard. 3 X

See Item 11, CDS, Page 2-33 (CMA-5 responsible)
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DATA SYSTEMS DIVISION (CDS)

Under the direction and supervision of the Assistant Chief of Staff for Management, the Chief, Data Systems Division shall be responsible for all matters related to Coast Guard Management Information Systems, and for the efficient and effective management of Coast Guard data processing equipment and systems. He shall:

1. Develop, coordinate and review informational requirements for the Coast Guard by initiating and participating in studies relating to management information systems.
2. Develop long range plans, principles and objectives for a Coast Guard-wide integrated Management Information System and coordinate the implementation and maintenance of approved plans.
3. Develop and establish policies, procedures and standards for the selection, acquisition and use of data processing equipment, in keeping with government-wide policies with regard to the management of such equipment.
4. Serve as the central coordinator for all matters relating to information system and automatic data processing equipment, services and management, when dealing with other government agencies and the Department of Transportation.
5. Conduct feasibility and systems studies for selection of data processing equipment, except for equipment designed to government specifications and/or which due to the nature of the design is limited to exclusive use in a weapons system or control system of which it is an integral part.
6. Review and recommend approval or disapproval of all contracts and proposals for acquisition, transfer, or release of data processing or data transmission equipment regardless of use, to insure compatibility with existing and planned systems, and compliance with government-wide policy.
7. Review and recommend approval or disapproval of all contracts and proposals for obtaining consultant and equipment services relating to data systems from commercial or government sources and coordinate the sharing of Coast Guard equipment with other agencies where feasible.
8. Prepare resource change proposals and review budgetary requests for all ADP equipment, operations and service (excluding Weapons and Control Systems) and recommend approval of those proposals and budgetary requests which are compatible with existing and planned systems and in compliance with government-wide policy.
9. Monitor and evaluate the performance of all ADP installations and be responsible for the operation of all ADP equipment providing support to Headquarters operations.

10. Investigate, evaluate and make recommendations concerning advanced data systems equipment and techniques and their application to Coast Guard systems.

11. Administer the Reports Control program and be responsible for developing procedures for preparation, flow, analysis, edit, processing, and distribution of documents from source to information user.

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12. Be responsible for the selection and operation of source data and conversion equipment for preparation of data in machine usable forms.

13. Conduct studies, develop programs and provide technical assistance to staff and field units in the development of information systems.

14. Maintain current and historical machine usable data files, program library and procedures files.

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 visiting 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; and (d) 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 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 Assistant Chief of Staff for Management 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 disintegrator 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. Supervise the Coast Guard Special Order Exchange to provide morale and welfare services for military and civilian employees assigned to Headquarters.
14. Supervise Headquarters medical and dental clinics.
15. Act in an advisory capacity on all matters pertaining to safety, and initiate instructions as may be necessary to implement the Commandant's policies and directives on all safety matters.
16. Administer the Headquarters Document Inspection Facility.

ASSISTANT CHIEF OF STAFF FOR PLANNING, PROGRAMMING, AND BUDGETING (CSPA)

Under the general direction and supervision of the Chief of Staff, the Assistant Chief of Staff for Planning, Programming and Budgeting shall:

1. Direct, supervise and coordinate the activities of the Plans Evaluation Division, the Programs Division, the Budget Division, and the CNO and FAA Liaison Officers.
2. Coordinate all aspects of long-range planning (for that period which is beyond the Budget year).
3. Coordinate the definition of programs, including objectives, policies, and specified outputs.
4. Coordinate the scheduling of program changes and program adjustments for all years defined by the Department of Transportation.
5. Coordinate the development of (a) all stages of the budget, and (b) program memoranda with their related financial plans.
6. Review all proposed major policy changes affecting plans or program development or execution, and make appropriate recommendations.
7. In carrying out the foregoing responsibilities, work directly with the Chiefs of Offices and keep the Chief of Staff advised of significant matters of importance or policy.
8. Supervise the activities of the liaison officers (Chief, Naval Operations and Federal Aviation Administration).

LIAISON OFFICER - CHIEF OF NAVAL OPERATIONS

Under the direction of the Assistant Chief of Staff for Planning, Programming, and Budgeting, 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.

LIAISON OFFICER - FEDERAL AVIATION AGENCY

Under the direction of the Assistant Chief of Staff for Planning, Programming and Budgeting, the Liaison Officer (FAA) shall:

1. Perform liaison between the U. S. Coast Guard and the Federal Aviation Agency in all matters of mutual interest and shall particularly perform the following:
 - a. Coordinate development of related plans, policies and programs.
 - b. Coordinate the exchange of equipment, parts, supplies and services.
 - c. Act as representative of the Commandant, U. S. Coast Guard.
 - d. Monitor and report on developments and activities.
 - e. Maintain liaison with the Secretariat of IGIA regarding areas of Coast Guard interests.
 - f. Establish channels of communication to expedite the interchange of information between the FAA and the CG in areas of individual and joint concern.

PLANS EVALUATION DIVISION (CPE)

Under the direction and supervision of the Assistant Chief of Staff for Planning, Programming and Budgeting, the Chief, Plans Evaluation Division shall:

1. 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.
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.

PROGRAMS DIVISION (CPA)

Under the direction and supervision of the Assistant Chief of Staff for Planning, Programming and Budgeting, the Chief, Programs Division 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.
6. Establish and maintain military and civilian personnel allowance for all Coast Guard units in accordance with statutory requirements, established ceilings, fiscal limitations, and approved staffing criteria. Prepare plans at various stages of the annual budgetary process showing the number of military and civilian personnel required to man approved operating units of the Coast Guard.

BUDGET DIVISION (CBD)

Under the direction and supervision of the Assistant Chief of Staff for Planning, Programming and Budgeting, the Chief, Budget Division shall:

1. Develop budget estimates, assure that they properly reflect the financial requirements of the Coast Guard, and assist the Assistant Chief of Staff for Planning, Programming and Budgeting 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 re-apportionment 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 Assistant Chief of Staff for Planning, Programming and Budgeting.
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.

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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, 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 the review of accounting records, supporting documents and transactions, to provide management at all levels with an independent, objective, and construction evaluation of the effectiveness and efficiency of internal management controls and practices and make appropriate recommendations to correct or prevent management deficiencies and uneconomical operations.

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

e. 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, and supply activities are to be carried out; 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 taking of physical inventories, and in the maintenance of central inventory control records as are required.

5. Maintain close coordination with other components of organization with respect to fiscal programs (including accounting, 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.

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6. 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 Data Processing 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.
7. Administer the Coast Guard Supply Fund and promulgate instructions for its operation and management.
8. 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.
9. Periodically advise the Commandant as to the relative performance of the districts with respect to district comptroller responsibility.
10. Advise the Office of Personnel concerning the procurement, training and assignment of personnel to meet comptroller requirements.
11. Exercise technical control over Supply Centers.
12. Give central supervision to the administration of general messes with the object of providing a satisfactory diet at a reasonable cost.
13. Conduct the Service's Payroll Savings Program for the sale of U. S. Savings Bonds.
14. Administer the Coast Guard General Gift Fund.
15. Exercise general administration of Coast Guard exchanges and non-appropriated fund messes.

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ACCOUNTING DIVISION (FA)

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

1. Exercise general supervision over 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 formal detailed accounting records for Headquarters fiscal transactions, including appropriation and apportionment controls, allotment controls, allotment accounts, expenditure accounts, disbursement, receipts and repayments controls, and a system of general ledger accounts in control thereof with reciprocal accounts for transactions with district and other field offices, utilizing the Data Systems Division to process accounting transactions and produce financial reports.
4. Distribute copies of Allotment Account Reports, received daily from the Data Processing Division, to Headquarters allotment administrators after verification with accounting control records. These reports keep the Headquarters allotment administrators advised as to the status of the allotments under their administration.
5. Review and reconcile quarterly operating cost reports prepared by the Data Systems Division for use of management officials and for preparation of service-wide program-budget cost reports.
6. Review and reconcile monthly trial balances of Headquarters general ledger accounts prepared by the Data Systems Division.
7. 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 and reviewed for validity and follow-up action.
8. 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.

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9. 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 billings supported by properly accomplished receiving reports for entry in Headquarters expenditure accounts, liquidation of the related obligation document and transfer to the Payments and Claims Division, for examination and certification for payment. Accrue liabilities for properly accomplished receiving reports for which billings have not been received.
10. Maintain Service-wide accounting control over Headquarters controlled inventories by recording inventory receipt and expenditure transactions scheduled by the Supply Division.
11. Receive and deposit amounts received by Headquarters properly for credit to the Treasurer of the United States.
12. Prepare monthly Statement of Transactions classified by appropriation, fund and receipt account for disbursements made by the Washington Regional Disbursing Officer pursuant to voucher payment authorizations of the certifying officers designated for Coast Guard Headquarters and for receipts deposited in the U. S. Treasury by the Headquarters collection clerk for entry in the official accounts of the Bureau of Accounts, Treasury Department, and the Coast Guard.
13. Perform on an off-site basis accounting and financial reporting functions for several Headquarters units.
14. Reconcile the monthly statements of transactions received in support of Statements of Accountability prepared by the assistant disbursing officers for those Headquarters units under Headquarters accounting control with control records maintained by the Accounting Division. Administratively approve these statements subject to any adjustments that may be necessary to properly report the monthly activity of the assistant disbursing officer.
15. 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.
16. Receive, review and verify general ledger trial balances, status of allotment report, operating costs reports, and prescribed reconciliation

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statements prepared from the accounts maintained by Headquarters and field accounting offices and conduct correspondence with field offices for correction of deficiencies as required.

17. Prepare monthly Service-wide subhead and project financial status reports for the management information of Headquarters funds administrators, together with appropriate comparative analyses by accounting periods when appropriate, utilizing the Data Systems Division to tabulate and print the allotment status data reported by all Coast Guard Accounting Offices.

18. Prepare consolidated Status of Fund Reports for management officials, Department of Transportation, and the Bureau of the Budget.

19. Prepare consolidated 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, including SF 220, Statement of Financial Condition.

20. Compile consolidated reports of the status of stores inventories of Headquarters controlled material, field controlled stock, general stores, commissary supplies and clothing for the guidance of management officials and incorporation in regular financial reports.

21. Reconcile reciprocal accounts maintained by Headquarters with corresponding accounts reported by district and other field offices.

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

23. 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.

24. 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 reimbursement.

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b. Federal tax deposits for social security and income tax deductions from Coast Guard military personnel.

c. Unfunded accrued liability for accrued annual leave of civilian personnel.

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

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

27. 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.

28. Provide complete official financial accounting and reporting services, pursuant to delegation of authority by the Secretary, Department of Transportation, for those elements of the Department which do not possess the capability to perform their own accounting function, namely, Office of the Secretary, Department of Transportation, National Transportation Safety Board, Federal Railroad Administration, High Speed Ground Transportation Program, and the Transportation Research Program:

a. Prepare financial reports of the status of allotments and appropriation and fund accounts for information and use of departmental management officials.

b. Prepare monthly status of appropriation reports for submission to the Director of the Budget, Department of Transportation and the Director, Bureau of the Budget.

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INTERNAL AUDIT DIVISION (FAU)

Under the general direction of the Comptroller, the Chief, Internal Audit Division shall:

1. Develop principles, policies, procedures, and programs for the audit and evaluation of the effectiveness and efficiency with which financial management responsibilities are carried out throughout the Service.

2. Conduct comprehensive financial management audits and examinations as required at Headquarters, Headquarters Units, District Offices, and principle district units, such as, bases, supply depots, air stations and major floating units while in port. The audits and examinations include:

a. The review and appraisal of policies, systems, procedures, records and reports relating to financial management operations.

b. Ascertaining if accounting records, supporting data and reports are reliable and if the reports are timely and useful.

c. Determining if resources are properly accounted for, economically utilized, and safeguarded where necessary.

d. Reviewing and evaluating from a financial management standpoint, controls over expenditures, receipts, revenues, and assets.

e. Reviews for compliance with legal requirements, prescribed policies, procedures, and regulations.

f. Reviews of financial operations for identifying areas where inefficiency and waste can be eliminated.

g. Ascertaining if intended objectives are accomplished.

3. Prepare audit reports that present objectively the facts ascertained during audits including appropriate recommendations to management for corrective action where necessary.

4. Coordinate the Coast Guard's comprehensive internal audit, as required with the Department of Transportation, the General Accounting Office, and other Government agencies concerned.

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PAYMENTS AND CLAIMS DIVISION (FP)

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

1. Receive and examine for legality and propriety purchase orders, contracts, and other procurement documents, vendors' invoices, and receiving reports for supplies and materials; prepare authorizations and vouchers for travel and travel advances; transportation vouchers and commitment documents, contracts and vouchers for other claims. Furnish accrual documents as required for recording in official accounting records maintained by the Accounting Division. Schedule and certify vouchers for payment.
2. Advise field accounting officers regarding voucher examination problems, certifying the more difficult field claims as required.
3. Maintain records and prepare and certify pay rolls for Headquarters military personnel; for transient military personnel; for all Coast Guard retired military personnel, and for retired personnel of the former Lighthouse Service.
4. Prepare required withholding tax, F.I.C.A., and bond purchase schedules and reports for Headquarters military personnel, and withholding tax reports for retired military personnel.
5. Advise field offices regarding current entitlement to pay of military, civilian and retired personnel.
6. Maintain all military voluntary allotment records and prepare and certify military allotment **payrolls**.
7. Assign an Agent Cashier to make cash payments on approved vouchers to satisfy the cash disbursement requirements for Headquarters.
8. Receive and reply to all inquiries or claims concerning past payments to or on behalf of Coast Guard personnel, and for services rendered to the Coast Guard. Examine claims and prepare statements of amounts due, together with supporting information, and vouchers therefor. Certify and schedule vouchers for payment of such claims.
9. Receive and control all notices of exceptions from the General Accounting Office; review as necessary in accordance with current instructions; prepare replies thereto or distribute the exceptions to the proper offices for action; and administratively approve replies to all notices of exception.

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10. Perform the military pay record examination function on a service-wide basis.
11. Maintain custody of closed military pay records.
12. Take necessary collection action to recover overpayments of military pay and allowance and make prescribed reports to the General Accounting Office.
13. Process nominations of district commanders and commanding officers of Headquarters units for the designation of military and civilian personnel to perform accountable duties as certifying officers, assistant disbursing officers and cashiers. Maintain records of all personnel designated to perform the duties of these positions and insure that proper surety bond coverage is provided in the Coast Guard position schedule bond for the faithful performance of accountable duties by the incumbents of these positions.
14. Review and process all applications for dependents allowances in compliance with current laws and instructions, including determination of dependency and all correspondence or changes in connection with dependents' allowances.
15. Maintain liaison with the Internal Revenue Service Data Center Detroit, Mich., which provides civilian payrolling service for Headquarters and Headquarters units in the Washington Area. Provide civilian payrolling input documents to the Service Center for personnel actions, time and attendance cards, and payroll deduction authorizations. Receive and distribute civilian checks, U. S. Savings Bonds, and financial and statistical reports developed by the Service Center.
16. Maintains a Centralized Reserve Pay System for all Coast Guard reservists performing inactive duty for training. Receives and examines for correctness active duty for training orders for Coast Guard reservists and furnishes required accounting documents.

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SUPPLY DIVISION (FS)

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

1. Plan and administer an integrated system of supply embracing procedures, requirements, cataloging, procurement, inspection, storage, material management, transportation, and distribution and disposal of all equipment and material.
2. Determine the basic plans for the utilization of supply support personnel, equipment, and facilities including:
 - a. The review of recommended improvements, modification to and deletions of supply activities and activity resources to adjust to changing technologies, interagency support patterns and Coast Guard growth.
 - b. The continuous interservice relations and agreements with other government agencies and coordinate the Coast Guard supply system with the programs of other government agencies.
 - c. The preparation of budget estimates for Headquarters and field resources necessary to accomplish supply support for the Coast Guard.
 - d. The implementation of Coast Guard mobilization plans as they pertain to supply logistics support services.
3. Direct the development and promulgation of all manuals and instructions pertaining to the Coast Guard supply system.
4. Act as Material Management Officer for the Coast Guard and be responsible for all phases of the Coast Guard's material management program including:
 - a. The preparation and distribution of Coast Guard Stock Lists and Price Lists (less those specifically delegated to inventory control points) and specifications for Coast Guard materials; initiating or reviewing all additions, deletions or other changes therein and, in this connection, developing adequate identification and classification of materials, accurate stock nomenclature, and standardization and interchangeability of parts and equipment; supervision over stock and price list issuances by Coast Guard inventory control points.

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

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

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

5. Conduct the Headquarters procurement program including:

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

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

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

d. The maintenance of proper records.

6. Act for the Coast Guard in matters of price revisions, renegotiation, and contract termination.

7. Responsible for the inspection of equipments and/or material specified on Coast Guard contracts to ensure the products meet or exceed contract specifications.

8. Manage and give direction to the Coast Guard program for transportation of freight, personnel, household effects, and house trailers and provide such services where required.

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9. Responsible for the processing of acquisition and disposal actions and the management of records of all real property, including preparation and/or coordination of deeds, leases, permits, licenses, easements, transfers, and other documents in connection with acquisitions and disposal actions and the coordination of all actions relating thereto.
10. Responsible for the preparation of all instructions pertaining to the Real Property Management program.
11. Give Headquarters direction to location of necessary space facilities and to negotiations with other government agencies and with private owners with respect to the acquisition, use, or disposition of such facilities; coordinate for Headquarters, in liaison with other interested divisions the acquisition and disposition of real property with related record maintenance and reporting.
12. Review and secure approvals of reports of proceedings of boards of survey on real and related personal property.
13. Prepare preliminary budget estimates for the Supply Fund; make recommendations as to allotments and administer funds allocated to the Supply Division.

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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; and have ultimate responsibility for the activities of his subordinates and (a) 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 (b) 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 determinations.
3. Collaborate with the Chief of Staff and the Chiefs of Offices generally in matters relating to the over-all 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.
5. 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.

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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.

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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 judgement 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. Manage the Coast Guard aircraft maintenance program; 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. Prepare and review aircraft allowance lists, aeronautical engineering allowance lists for aviation units, and aircraft standard inventory logs. Review boards of survey concerning aeronautical engineering material.

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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.

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CIVIL ENGINEERING DIVISION (ECV)

Under the direction and supervision of the Chief, Office of Engineering, the Chief, Civil 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 shore structures and related equipment and buoys, including vehicles. Review and evaluate all plans to construct bridges and causeways across any navigable waters of the United States.
2. Participate with the Supply Division in the negotiation of contracts for the construction, installation, repair, maintenance, and alteration of such shore structures 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 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 (ECV), 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. Manage the Coast Guard shore structure and buoy maintenance program; prepare or review maintenance instructions and similar information concerning shore structures, related equipment, buoys, and vehicles.
7. Furnish, when required, information in connection with the construction, installation, repair, maintenance, and alteration of shore structures, related equipment, buoys, and vehicles 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.

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9. Prepare or review inventory reports and boards of survey insofar as they involve civil engineering matters.

10. Conduct as directed, special studies and analyses relative to new or improved civil engineering designs or methods having possible Coast Guard use, such studies and analyses to be coordinated through and with the Testing and Development Division.

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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 manufacture, 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 design, manufacture, 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 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; in cooperation with the Supply Division develop the technical features of the Electronics Equipment Inventory Control Program.
6. Manage the Coast Guard electronics equipment maintenance program; 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.

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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.

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NAVAL ENGINEERING DIVISION (ENE)

Under the direction and supervision of the Chief, Office of Engineering, the Chief, Naval 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 boats (except airborne life-boats) 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, 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. Manage the Coast Guard vessel maintenance program; prepare or review 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.

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9. Prepare or review 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 to be coordinated through and with the Testing and Development Division.
11. Schedule industrial program of YARD in order to fully develop available facilities.

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TESTING AND DEVELOPMENT DIVISION (ETD)

Under the direction and supervision of the Chief, Office of Engineering, the Chief, Testing and Development Division shall:

1. Initiate, coordinate and administer projects for improving the technical efficiency of the service, whether these projects are conducted by the Coast Guard, other government agencies or private organizations.
2. Coordinate all testing and development activity conducted by other divisions at Headquarters or the Coast Guard generally, in order to eliminate duplication and to assure that it fulfills a Coast Guard need, it is rigorously conducted and the results adequately disseminated.
3. Keep informed of new technical developments which may have application to Coast Guard activities and to this end maintain an active liaison with other government agencies and private organizations concerned with such matters.
4. Assist in the evaluation and development of new techniques relating to safety of life at sea.
5. Conduct or arrange for tests of equipment submitted for approval under the marine inspection regulations and in this connection collaborate with the Office of Merchant Marine Safety.
6. Assign projects and in general administer the activity of the Field Testing and Development Center.
7. Prepare preliminary budget estimates, make recommendations as to allotments and administer funds allocated to the Division.
8. Act as Coast Guard representative, on committees and at conferences or meetings concerned with research and development matters of interest to the Coast Guard.
9. Conduct, when requested by the appropriate office having mission responsibility, special engineering studies and analysis of systems leading toward new or improved equipment, methods, or procedures related to Search and Rescue, Aids to Navigation, Oceanography, Law Enforcement and Merchant Marine Safety.

OFFICE OF MERCHANT MARINE SAFETY (M)

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

1. Direct, supervise, and coordinate the activities of the Chiefs of the Merchant Marine Technical, Merchant Vessel Inspection, 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.
2. Determine basic plans, systems, procedures under which marine safety activities are to be carried out, consider and make recommendations as to broad policies which should control these determinations.
3. Issue, by direction of the Commandant, such directives as may be necessary or appropriate to produce a correct and uniform administration of marine safety functions.
4. Prescribe the marine safety reports to be submitted by field units and advise the Comptroller as to types and forms of marine safety statistics to be prepared by the Data Systems Division. Review and analyze such reports and statistics and initiate or issue appropriate directives to field units to insure uniformly high standards of efficiency, effectiveness and economy in marine safety matters.
5. Periodically review the administration of the Merchant Marine Safety Divisions of District Offices and initiate recommendations to the district commander to effect improvements in the organization and methods of administration of those divisions. Keep informed, through field inspections or otherwise, as to the status, effectiveness, and efficiency of marine safety activities generally.
6. Periodically advise the Commandant as to the relative performance of the districts with respect to district marine safety responsibility.
7. Administer funds in those appropriations or subheads placed under the control of the Office of Merchant Marine Safety, furnishing preliminary budget estimates and apportionment or allotment recommendations to the 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.

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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, ship-builders, 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 Plans and Special Projects Staff and the Traveling Inspector Staff.

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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 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.

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. Technically review 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 equipment and devices submitted to Headquarters, refer appropriate items to the Testing and Development Division for test, make recommendations in cases where the approval of the Commandant is required, and determine whether certain other equipment and devices, not requiring formal approval, are suitable for marine use.
4. Initiate or review for referral to the Merchant Marine Council such merchant marine regulations as relate to matters of naval architecture, marine engineering, electrical engineering, and fire extinguishing and safety equipment.
5. Review the designs of cargo tanks, cargo handling systems, instrumentation, safety systems, and sometimes structures of foreign vessels which load or discharge cargoes which present potential unusual hazards in United States ports, and recommend issuance of letters of compliance authorizing these vessels to enter United States ports.
6. Consider and initiate action upon technical questions referred to Headquarters in connection with inspections of new construction, repairs, mill and factory production, and vessels in service.
7. Review load line certificates and computations and violations of load line regulations; maintain load line records; and reply to inquiries on load line matters.
8. Conduct or assist in the conduct of special studies relating to the safety of merchant vessels and the adequacy of their equipment as directed.
9. Review such reports of marine casualties as are referred by the Merchant Vessel Inspection Division; make recommendations to that division as to action to be taken in specific cases; and analyze the experience reflected in the reports taken collectively.

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

11. 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).

12. Participate within professional societies to develop safety codes and standards in the area of Merchant Marine Safety responsibilities.

13. Provide general technical direction and coordination of the technical personnel of the Division and Field Offices.

14. Supervise the admeasurement of U. S. Vessels.

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MERCHANT VESSEL INSPECTION DIVISION (MVI)

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

1. Plan and follow-up on the administration of the program for the improvement and enforcement of merchant marine material and operational safety standards, including:
 - a. The inspection of merchant vessels and other commercial vessels, their hulls, their machinery, boilers, lifesaving, fire fighting and other equipment.
 - b. The prescription of manning necessary for safe navigation of merchant vessels and other commercial vessels.
 - c. The development and enforcement of rules of the road for the prevention of collisions.
 - d. The development and enforcement of legal requirements with respect to materiel aspects of outfitting and operation of uninspected commercial vessels.
 - e. The development of improved safety standards or other corrective measures as a result of a continuing program of marine casualty analyses.
2. Initiate or review, for submission to the Merchant Marine Council regulations relating to the materiel aspects of merchant marine safety.
3. Formulate plans and procedures designed to assure coordination, uniformity, and efficiency in the carrying out of merchant marine materiel regulations.
4. Take necessary action, including the preparation of appropriate documents for the Commandant's approval, in cases involving:
 - a. Major marine casualties that were investigated by a Marine Board of Investigation.
 - b. Other aspects of maritime law enforcement coming within his jurisdiction.
5. Review and maintain records concerning commercial vessel marine casualties for analyses of the accidents and the compilation of statistics for the use in development, improvement, and enforcement of materiel and operational safety standards. Prepare articles based on casualty reports for publication in "Proceedings of the Merchant Marine Council."

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6. Take necessary steps to assure prompt investigations of materiel aspects of marine casualties, consider all reports pertinent thereto, and, where considered necessary, refer same to the Merchant Marine Technical Division for appropriate action.
7. Keep informed of merchant marine personnel regulations and activities and on the basis of information coming to his attention, make suggestions to the Chief, Merchant Vessel Personnel Division relative to improvements therein.
8. Prepare monthly and annual statistical reports of vessels and materiel inspections based on information supplied by field offices.
9. Review certificates of inspection to assure uniformity and adequacy of manning and compliance with applicable inspection laws and regulations.
10. Prepare safety certificates and exemption certificates in accordance with the currently effective International Convention for Safety of Life at Sea.
11. 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.
12. Administer the factory inspection of equipment approved by the Coast Guard for use of merchant vessels.
13. Administer the inspection and survey of public vessels for the Department of the Army, Navy and of other Government agencies, as requested.
14. Take necessary action including the preparation of appropriate replies for the Commandant's approval in appeals from decisions or actions of any Officer in Charge, Marine Inspection, or District Commander, in merchant marine matters, including materiel, manning and casualty investigations.
15. Assist in formulating procedures designed to assure uniformity and efficiency in the boarding and examination of motorboats and motor vessels.
16. Make determinations as to the status of inland waters for navigation purposes.

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MERCHANT VESSEL PERSONNEL DIVISION (MVP)

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

1. Plan and follow up on the development and administration of the standards, procedures, and practices under which merchant marine personnel are regulated.
2. Initiate or review, for referral to the Merchant Marine Council, such merchant marine rules and regulations as relate to the licensing and certificating of merchant marine personnel, the revocation or suspension of licenses and certificates, and the shipment and discharge of seamen.
3. Develop examination questions and exercise central control over examinations to assure reasonable uniformity in their administration.
4. Receive and examine papers relative to the issuance, exchange, suspension, revocation, cancellation, or withholding of officers', seamen's, and motorboat operators' licenses or certificates.
5. Give central direction to the administration of the investigation of acts of incompetence, misconduct, etc., under R.S. 4450 and 46 USC 239a and b, and of the prosecution of those cases which may be brought before Hearing Examiners, with a view to maintaining proper discipline and competence of merchant marine personnel.
6. Receive copies of shipping articles, or forms used in lieu thereof, together with copies of certificates of discharge and records of entry issued to the crew and check for compliance with manning and citizenship requirements.
7. Maintain central records, showing the service record of every seaman, and other related records, and provide statistical and other information necessary to answer any appropriate inquiries; exchange continuous discharge books for certificates of identification and service and vice versa; furnish, upon receipt of a properly executed affidavit, duplicates of these and other seamen's papers.
8. Keep generally informed as to the availability, competence, conduct, and service records of merchant seamen and keep the Merchant Marine Council informed of developments relating thereto.
9. Review appeals to the Commandant entered by merchant seamen from decisions of field Examiners in proceedings against licenses, certificates and/or Merchant Mariners' documents, and make appropriate recommendations to the Chief Counsel and/or the Chief, Office of Merchant Marine Safety for consideration in the preparation of final action with respect to such appeals.

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10. Review and initiate action on appeals to the Commandant from decisions or actions of any Officer in Charge, Marine Inspection or District Commander, which are made regarding any matters under the cognizance of the division.
11. Reply to inquiries, as appropriate, from other agencies and the public regarding merchant marine personnel.
12. Provides a chairman for Appeal Board (consisting of labor, management and government) to hear and take appropriate action on appeals by persons denied security clearance at local hearing board level.
13. Furnishes a Review Board which makes appropriate recommendation to Commandant in security cases which have not reached appeal stage.
14. Provides one of three committee members which prepares analysis of information and makes appropriate recommendation to Commandant in security cases in its early stages. (33 CFR 121.05(2)(3))
15. Provides a chairman for Administrative Clemency Board (five members) which board reviews all pertinent material submitted by applicants whose license or document has been revoked or voluntarily surrendered to avoid hearing (46 CFR 10.13-17 and 137.03-30). The Chairman prepares digest of the votes of the individual board members and makes appropriate recommendation to Commandant in such cases.
16. Administers Coast Guard functions required by Great Lakes Pilotage Act of 1960. (a) Maintains files relating to the registration of Great Lakes Pilots and to the navigation of vessels without registered pilots in certain waters permitted by the Act. (b) Assists in review of appeals from penalties within Coast Guard cognizance assessed for violations of the Act. (c) Initiates action against U. S. Registered Pilots who are allegedly negligent or incompetent to perform duties under their Pilots Licenses. (d) Coordinates matters of mutual interest through the Department of State with the appropriate Canadian authority.

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 documentations.
 - 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 inspection 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 Legal Division, and prepare supporting data and memoranda.
7. Maintain adequate liaison with other Divisions at Headquarters, other Government agencies, admiralty attorneys, ship-owners and operators, naval architects, representatives of maritime labor, municipal and industrial associations, and research organizations relative to pertinent legal, administrative, technical, and policy questions.
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.

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 administer research and development programs 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 ADVISER

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 technically manage research and development programs 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.

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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, Marine Sciences and Boating Safety Divisions and the Chiefs of the Plans and Programs, Auxiliary, 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.
 - 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.
 - h. The Coast Guard Auxiliary Program.
 - i. The boating safety program except those responsibilities assigned to the Coast Guard Auxiliary.
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.

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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 allotments 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 plans; develop Coast Guard general emergency operation and mobilization plans in support of Navy plans; develop Coast Guard plans for continuity of operations; review supporting plans prepared by Area and District Commander.
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 Comptroller 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.

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13. Provide staff supervision and liaison with all Coast Guard advisory personnel and mission groups assigned to foreign governments. Administer internal IALA affairs.

14. Exercise technical control over Air Detachment, Arlington, the Oceanographic Unit, and Washington Radio Station.

15. Operate the Headquarters Duty Office, including the Communications Center and Flag Plot.

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PLANS AND PROGRAMS STAFF (OP)

Under the direction and supervision of the Chief, Office of Operations, the Chief, Plans and Programs Staff shall:

1. Direct the development of plans and programs for Coast Guard missions except those which are the specific responsibility of the Office of Merchant Marine Safety and the Office of Reserve.
2. Coordinate the Planning, Programming, and Budget System for the Chief, Office of Operations, including:
 - a. Coordinate Budget preparation and publish the Operating Plan, i.e., coordinate the Coast Guard Program Memoranda of each mission division, reviewing their Program and Financial Plans.
 - b. Prepare and maintain the Master Facilities Utilization Appendix, reviewing the several Program Element Data Sheets, Facilities Utilization Appendices, and Resource Change Proposals of the mission divisions.
 - c. Maintain and publish the Long Range Facilities Plans for cutters and shore units. Review and coordinate Unit Development Plans, Operational Planning Proposals, and Acquisition, Construction, and Improvement Programs.
3. Coordinate matters related to the real property program for the Office of Operations.
4. Coordinate and publish OPFAC (CG-244, Operating Facilities, U. S. Coast Guard).
5. Coordinate the operating statistics and publish the Abstract of Operations and the Annual Report to the Secretary.
6. Conduct program studies as directed. Conduct or coordinate issue papers.

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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 PPBS mission of Aids to Navigation. 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. Initiate, review and approve plans for the establishment and change of aids to navigation.
4. Develop planning criteria and operational requirements for the vessels, shore units, and equipment necessary to operate and service the aids to navigation systems.
5. Develop and approve requirements for manning, equipping and deployment of mission units.
6. 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
7. Establish and monitor operational proficiency standards of Coast Guard units in support of the aids to navigation mission.
8. Initiate and approve research and development projects to meet the operational requirements of the aids to navigation systems.
9. Coordinate plans and procedures for multi-functional Coast Guard units with the other mission divisions.
10. Establish and maintain effective liaison with international, federal and other agencies and the maritime industry to carry out assigned responsibilities.
11. Administer and supervise the dissemination of information to the mariner concerning aids to navigation. Publish the Light Lists and other aids to navigation publications.

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12. Administer the provisions of law relating generally to the location and clearances of bridges, alteration of bridges which are unreasonable obstructions to navigation, and regulations for operation of drawbridges across navigable waters of the United States.

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AUXILIARY STAFF (OA)

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

1. Administer the Coast Guard Auxiliary in accordance with Chapter 23, Title 14, USC, Part 5, Chapter 1, Title 33, CFR, and the USCG Auxiliary Manual (CG-305).
2. Develop plans and procedures for the organization and utilization of Auxiliary personnel and facilities to assist the **Coast** Guard to promote safety and to effect rescues on and over the high seas and on navigable waters.
3. Promote, through the Auxiliary, efficiency in the safe operation and navigation of motorboats and yachts.
4. Promote a program to foster wider knowledge of, and better compliance with, the laws, rules, and regulations governing the operation and equipage of small craft.
5. Recommend the extent of utilization of and logistic support required for Auxiliary personnel and facilities to facilitate Coast Guard operations.
6. Develop plans, procedures, and standards for the enrollment, training, and organization of Auxiliary personnel and facilities. Prepare training material, issue instructions, and maintain essential records and statistics.

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COMMUNICATIONS STAFF (OC)

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

1. Administer the operation, planning, radio frequency utilization and security of the Coast Guard communication system.
2. Formulate policies and procedures necessary to assure coordination, uniformity, and efficiency of the Coast Guard communication system. Coordinate with the Assistant Chief of Naval Operations (Commander, Naval Communications Command) in matters relating to communication readiness and security.
3. Coordinate for the Office of Operations the development of operational requirements for telecommunication/equipment; establish the operational characteristics of equipment to meet the requirements; and determine priorities for procurement and installation of the equipment.
4. Initiate and/or 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 coordinate the administration and allotment of funds for communication services.
6. Establish operational requirements for radio frequency spectrum space to serve the Coast Guard communication system. Coordinate the radio frequency monitoring program for the Coast Guard.
7. Administer the communications security program of the Coast Guard. Administer the Registered Publications and COMTAC Publications Systems of the Coast Guard.
8. Maintain liaison with government and non-government communication agencies and representatives.
9. Operate the Headquarters Communications Center, Cryptographic Center, and Officer Courier services. Maintain the Headquarters RPS allowance, Technical Publications library, COSMIC sub-registry, and TOP SECRET, NATO, CENTO and SEATO control center.
10. Exercise technical control over the Washington Radio Station.

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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, order, or conduct personnel investigations in connection with:
 - a. Coast Guard military and civilian personnel.
 - b. Applicants for all types of positions in the Coast Guard.
 - c. Applicants for Merchant Marine licenses and other seaman's documents.
3. Collect and disseminate intelligence information in support of Coast Guard missions, including all enforcement and regulatory functions except those investigative responsibilities specifically vested in the Office of Merchant Marine Safety.
4. Coordinate the intelligence activities of the several Coast Guard Districts and other intelligence units.
5. Administer the programs for internal security and physical security within the Service.
6. Maintain active liaison with the intelligence community and other intelligence agencies. Provide Coast Guard and Departmental representation on interdepartmental intelligence and security committees as required.
7. Maintain intelligence and fingerprint files on all Coast Guard military and civilian personnel, and on others of interest to the intelligence community.
8. Direct those portions of the Coast Guard identification card program which pertain to their security, accountability, and issue.
9. Maintain technical laboratory facilities and capabilities required in support of Coast Guard investigative activities.

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MARINE SCIENCES DIVISION (OMS)

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

1. Administer the Coast Guard programs for the missions of oceanography, polar operations, and meteorology, including the International Ice Patrol and the ocean station program, less any national or international search and rescue aspects.
2. Maintain general cognizance over related operations.
3. Develop mission plans, and required revisions; coordinate development of supporting facility plans to meet mission plans; develop plans for the selection, training, and deployment of personnel for the conduct of assigned missions.
4. Develop policies, agreements, and procedures for the assigned missions.
5. Maintain liaison with components of other governments, international bodies, U. S. federal departments and independent agencies, state organizations, and state and private institutions in respect to assigned missions; act as the authoritative point of contact for these missions; provide Coast Guard representation at the working group level for interagency groups coordinating oceanography, meteorology, and polar operations.
6. Establish operational requirements for meeting mission goals.
7. Initiate research and development projects to meet mission requirements.
8. Obtain foreign port clearances for all Coast Guard surface units.

ORGANIZATION MANUAL

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 designed to assure operational efficiency and military readiness of the Service, embracing all phases of preparedness for contingency operations, operations as a part of the Navy in time of national emergency, and peace time operations not otherwise assigned.
2. Function as program manager for the PPBS mission of Military Preparedness and Operation. 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 not specifically assigned to other divisions. 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 marksmanship competitive program.
4. Advise the Commandant on Nuclear matters not otherwise delegated. Maintain Headquarters Restricted Data Control Center. 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. Coordinate and publish standard unit organization guides.
5. Supervise overall acquisition of all weapons and ammunition both for current use and for mobilization requirements. Supervise Headquarters controlled material (OMR). Administer and control Subhead 54, Ammunition and Small Arms.
6. 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, logistic capabilities plans, contingency plans, continuity of operations plans, disaster control and other emergency plans. Review supporting plans of subordinate commanders.
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. Review and evaluate the Coast Guard wartime tasks. Recommend, as needed, the formation of joint Navy - Coast Guard adhoc boards to study changes in the wartime tasks.

9. Maintain liaison with other government agencies concerning military readiness. Serve as Coast Guard Member of the National Board for the Promotion of Rifle Practice.

10. Administer and maintain general cognizance of Coast Guard units involved in military operations.

ORGANIZATION MANUAL

LAW ENFORCEMENT DIVISION (OLE)

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

1. Administer the Coast Guard program for the enforcement of navigation, conservation, and port security together with related functions such as anti-pollution regulations, international treaties, immigration and customs laws, Dangerous Cargo Act, and anchorage regulations, except for those responsibilities assigned to the Chief, Office of Merchant Marine Safety.
2. Function as program manager for the PPBS mission of Marine Law Enforcement. 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. Develop plans, policies, agreements, and procedures for assigned missions.
4. Develop planning criteria and operational requirements for the vessels, shore units and equipment necessary for assigned missions.
5. Develop and approve requirements for manning, equipping and deployment of mission units.
6. Establish operational procedures and training requirements for Coast Guard units and personnel engaged in law enforcement activities. Prepare and maintain manuals and other instructions.
7. Establish and monitor operational proficiency standards of Coast Guard units in support of assigned missions.
8. Initiate and approve research and development projects to meet the operational requirements of assigned missions.
9. Coordinate plans and procedures for multi-functional Coast Guard units with the other mission divisions.
10. Submit proposals to the Merchant Marine Council when new rules or regulations or amendments to current rules and regulations are required to administer that part of the law enforcement program covered in Title 33, Code of Federal Regulations.
11. Establish and maintain effective liaison with officials of the various States, other Federal agencies and the maritime industry to carry out assigned responsibilities.

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12. Provide for, analyze, and maintain port safety and dangerous cargo reports of violations and records of casualties pursuant to applicable Titles 33 and 46, Code of Federal Regulations.

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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 the PPBS mission of search and rescue.
3. Administer and coordinate the activities of Coast Guard Aviation, SAR Shore Facilities, SAR Cutters and SAR Systems.
4. Maintain general cognizance over domestic icebreaking.
5. Establish operational performance standards, procedures and training requirements for Coast Guard units and personnel engaged in the search and rescue mission.
6. Initiate research and development projects to meet the operational requirements of the search and rescue mission.
7. Coordinate plans and procedures for multi-functional Coast Guard units with the other mission divisions.
8. Administer and control subhead 26, "Fuel for Vessels and Aircraft." Administer the funds for the boat replacement program.
9. Establish and maintain liaison with other governments, international bodies, other U. S. services, government agencies and private institutions with respect to search and rescue.
10. Exercise operational control over the Air Detachment, Arlington.
11. Maintain and publish the long range Facilities Plans for Aviation and Shore Units. Review and coordinate Unit Development Plans, Operational Planning Proposals and Acquisition, Construction and Improvement Programs.
12. Coordinate matters related to the real property program for the Office of Operations.
13. Coordinate and publish OPFAC (CG-244, Operating Facilities, U. S. Coast Guard).

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BOATING SAFETY DIVISION (ORB)

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

1. Develop, administer, and supervise the program for the enhancement of boating safety in the United States, except for those responsibilities which are assigned to the Chief, Auxiliary Division.
2. Plan and supervise the assignment of identification numbers to undocumented vessels as required by 46 USC 527.
3. Develop plans for the selection, training and deployment of personnel for the enforcement of boating laws including the preparation and revision of manuals or other instructional material.
4. Make recommendations as to the substance of agreements and other arrangements between the District Commanders and officials of various States for the fullest possible cooperation in the enforcement of both State and Federal statutes, rules and regulations relating to boating, as directed by Sec. 9 of the Federal Boating Act of 1958. (46 USC 527)
5. Develop plans for uniform, effective enforcement of all federal laws and regulations governing recreational boating and uninspected vessels, including the maintenance of records and statistics on violations disclosed, penalties imposed and the status or results of prosecutions initiated under the enforcement program.
6. Plan, administer and supervise the program for the reporting and investigation of boating accidents, and the compilation, analysis and publication of information thus obtained, as required by 46 USC 527.
7. Prepare and review material intended for public information relative to the program of boating safety, such as speeches, press releases, articles, publications, liaison letters, etc.
8. Establish and maintain effective liaison with officials of the various States, other Federal agencies and the boating industry who are directly concerned with the safety and regulation of boating.
9. Review, for purposes of recommendation to the Commandant, all requests received from the States for approval of proposed boat numbering systems as authorized by 46 USC 527.

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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 sub-heads 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.

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CIVILIAN PERSONNEL DIVISION (PC)

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

1. Develop and implement a Civilian Personnel Management Program keyed to organizational needs within the framework of law or executive policy and the rules and regulations of the Civil Service Commission and the Department of Transportation. The Civilian Personnel Management Program shall include:

a. Formulating policy and procedural instructions governing the conditions of civilian employment in the organization; and advising management officials on civilian personnel functions and policies.

b. Establishing and administering a program to provide the best qualified person available from all sources for each civilian position;

c. Evaluating the performance of employees and the use of such evaluations as a basis for recognizing outstanding employees and for initiating corrective or improvement actions if indicated;

d. Providing the Coast Guard with a civilian employee training and development program to meet all civilian personnel training needs as determined or supported by Coast Guard management at all levels;

e. Administering an employee relations and services program, including establishing procedures for disciplinary and adverse actions, and for grievances and appeals; and implementing employee services programs such as health, insurance, and retirement programs;

f. Promoting and/or providing appropriate recognition of employees through special honor and service awards, incentive awards, or other appropriate means;

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

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i. Conducting comprehensive evaluations of the civilian personnel management program as a basis for identifying weaknesses in and strengthening specific program areas and directing the program to meet Coast Guard needs.

j. Implementing and conducting an employee-management cooperation program as established by Executive Order; consulting with representatives of employee organizations as necessary; reviewing actions by field commanders in recognizing employee units and negotiated agreements; and evaluating complaints of unfair labor practice or violations of the code of ethics;

k. Developing and publishing directives to implement the civilian personnel equal employment opportunity program; advising management officials on civilian personnel matters relating to the program; and assisting in the conduct of surveys to determine the effectiveness of the program.

2. Administer the Lighthouse Service Retirement Act and make recommendations to the Civil Service Commission relating to retirement cases under the Civil Service retirement system.

3. Administer funds provided for the training and development of civilian employees.

4. Delegate authority to administer oaths to civilian personnel for appointments and related functions.

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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* including assignment, advancement, discharge, and retirement.
2. Analyze enlisted complements and allowances and develop assignment plans commensurate with on board strength so as to minimize excesses and deficiencies with respect to complements and allowances and make an equitable distribution of available sources.
3. Receive, evaluate and act on requests for assignment of enlisted personnel from the districts and the Headquarters units.
4. Initiate all transfer orders to implement the Commandant's enlisted personnel distribution policy.
5. Administer the servicewide examination program for advancements or changes in rating of enlisted personnel.
6. Review recommendations submitted to the Commandant for changes of policy or procedure in connection with the administration of the enlisted personnel program.
7. Process advancements or reductions in rate as ordered by the Commandant.
8. Consider requests and recommendations for retirement of enlisted personnel and issue retirement orders.
9. In cases involving possible physical disability, assist in the processing of boards of medical survey, provide records as necessary for the use of physical evaluation boards and take action as required by final action of such boards held on enlisted personnel.
10. Receive, evaluate and act on requests for discharge of enlisted personnel; 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.

*The term "enlisted Personnel" as used in this statement includes Reserve enlisted personnel on extended active duty

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11. Maintain comprehensive records and compile statistics on enlisted personnel. Furnish such information to components in the Coast Guard and to other agencies as necessary.
12. Develop and formulate policy with respect to enlisted personnel management and recommend legislation, if appropriate; review all legislation proposed extrinsically to the Coast Guard affecting enlisted personnel and make recommendations thereto.
13. Review and determine the training requirements for enlisted personnel and make recommendations necessary to implement a program to fulfill these requirements.

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MEDICAL DIVISION (PM)

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

1. Plan and administer all matters pertaining to the health of military personnel, including medical and dental examinations, the provisions of medical and dental care to Coast Guard military personnel and their dependents, the maintenance of adequate sanitary standards, and the prevention of disease.
2. Maintain liaison with the Public Health Service regarding the assignment of medical officers, the utilization of facilities, and medical matters generally.
3. Develop, in cooperation with other divisions in the Office of Personnel, physical standards for Coast Guard duty; prepare and distribute material to medical officers, hospital men, or Coast Guard personnel generally relative to physical examinations and the administration of medical aid; review report of medical examinations of officer and enlisted personnel and initiate appropriate action when necessary.
4. Review reports made by medical officers in the districts regarding local sanitary conditions, and locations or facilities proposed for acquisition by the districts; make appropriate recommendations to the Chief, Office of Personnel.
5. Review all specifications for new vessels, stations, or other facilities considered by the Office of Engineering at Headquarters with a view to checking as to conformity with accepted sanitary standards and as to the adequacy of medical and dental facilities.
6. Recommend the convening of medical boards in cases requiring Headquarters action, review the findings of such boards, and make recommendations thereon to the Chief, Office of Personnel.
7. Review service requirements and establish service-wide needs for medical and dental supplies and equipment; establish allowances for medical and dental supplies and equipment; make recommendations to Comptroller concerning the medical and dental supply system; maintain inventory control over medical equipment and supplies; and initiate procurement requests for medical and dental supplies needed at Headquarters.
8. Consider communications received at Headquarters relating to the medical records of Service personnel and furnish medical information to authorized agencies for the purpose of determining claims, pension rights, insurance benefits, etc.

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9. Develop plans for and administer all phases of Coast Guard programs relating to aviation medicine.
10. Review all aspects of atomic, biological and chemical warfare defense policies and programs including radiological health, which come under the cognizance of the Medical Division.
11. Stimulate special medical programs, such as the prevention, control and treatment of venereal diseases and tuberculosis.
12. Submit total budget request for Coast Guard medical services line item in the Public Health Service budget.
13. Administer medical funds as authorized.
14. Establish medical policy to be implemented in field activities.

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PERSONNEL SERVICES DIVISION (PS)

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

1. Administer those elements of the military personnel program which pertain to the well-being and morale of the individual and his dependents including:
 - a. Dependents schooling overseas.
 - b. Servicewide recreation activities.
 - d. Recreation funds.
 - d. Dissemination of information and answering queries on civil readjustment, veterans benefits, and Retired Serviceman's Family Protection Plan.
 - e. Reviewing and processing requests for withdrawal from Retired Serviceman's Family Protection Plan by reason of hardship.
 - f. Providing membership on the joint board for Retired Serviceman's Family Protection Plan.
 - g. Administering the absentee Voting Program.
 - h. Disseminating information on Federal Fund Raising Programs.
 - i. Morale Funds.
 - j. Developing and implementing instructions for application, issuance, verification and validation for Armed Forces and Uniformed Services Identification and privilege cards.
2. Administer the Coast Guard Family Housing and Leasing Program.
3. Administer the Decedent Affairs Program within the Coast Guard.
4. Adjudicate and process claims of military personnel submitted under the Military Personnel and Civilian Employees Claims Act of 1964.
5. Administer the Program for Military discipline within the Coast Guard including:
 - a. Reviewing and taking appropriate action on complaints received relative to indebtedness, non-support of dependents and paternity.
 - b. Reviewing and processing applications for appointment of trustees for retired members found mentally incompetent.

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- c. Reviewing and processing applications for remission of indebtedness under 14 USC 461 and 50 APP USC 2211.
 - d. Reviewing all courts-martial referred to the Division for consideration of sentences and for morale implications.
 - e. Reviewing Boards of Investigation that are referred for consideration of the appropriateness of disciplinary action.
 - f. Reviewing and preparing action of Final Reviewing Authority on all Administrative Discharge Boards.
 - g. Reviewing requests of imprisoned personnel for restoration to duty.
 - h. Preparation of letters of caution, admonition and reprimand which are signed by the Commandant.
6. Administer the program for Coast Guard decorations and awards. Provide administrative support and maintain records for the Coast Guard Board of Awards.
7. Administer the Military and Civilian Personnel Security Programs.

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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. In the performance of this function he shall:

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 for leaves of absence for officers requiring his 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 and appropriate individuals and 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.

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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 and cadets.
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(a)(4), check them for conformity with prescribed policies and procedures, and make recommendations thereon.
4. Maintain Headquarters Liaison with Academy relative to Cadet Procurement. Assist Academy in the development of Cadet Procurement publicity materials. Implement directives pertaining to Cadet Procurement.
5. Administer the recruiting program and assure maximum effectiveness in the procurement of enlisted personnel.
6. Plan and administer training programs, except unit training, to meet requirements determined by the Officer and Enlisted Personnel Divisions, based on availability of Coast Guard and non-Coast Guard schools. Control utilization of Coast Guard Training Centers facilities, except the Reserve Training Center, by personnel of the Coast Guard, military or civilian. Make arrangements for attendance of personnel at schools for advanced or specialized training. Provide Headquarters support, training materials, funds, and policy determination as necessary to conduct these training programs.
7. Maintain Headquarters liaison with the Academy; keep informed as to the details of cadet training and make recommendations pertinent thereto; maintain necessary Headquarters cadet personnel records.
8. Maintain Headquarters liaison with the recruit training center and other training centers and training activities. Review or approve curricula of Coast Guard schools.
9. Plan, execute and coordinate the training of all foreign nationals in conjunction with approved programs of the Coast Guard and other federal agencies.
10. Obtain or develop texts and tests as necessary for officer and enlisted personnel qualification and promotion programs. Prepare instructions for the administration of the testing programs. Administer these programs for Headquarters level as required.
11. Prepare preliminary budget estimates for training and procurement purposes, make recommendations as to allotments; administer funds allocated to the division.

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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.

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 Code of Federal Regulations, Title 33, Part 8-Regulations, United States Coast Guard Reserve, as necessary.
3. Review all boards concerning Reserve promotions, retirements, retention 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. Notify those reservists who complete twenty satisfactory years of service for retirement under the provisions of Sections 1331-1337 Title 10, United States Code.
9. Certify claims for Uniform Allowances.
10. Maintain liaison with Department of Defense, other Armed Services, other governmental agencies and appropriate civilian organizations.

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RESERVE PROGRAMS DIVISION (RP)

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

1. Make recommendations relative to the degree and extent of authorization of Reserve personnel under mobilization conditions and plan for and administer the Reserve Program Mobilization system to ensure the availability and proper employment of mobilization personnel.
2. Establish numerical requirements and qualifications criteria for the procurement of reserve personnel, other than those procured for the purpose of immediate call to extended active duty. Coordinate with Training and Procurement Division in the administration of the program for the procurement of Reserve personnel.
3. Prepare and submit program changes and preliminary budget estimates, make recommendations as to allotments, administer funds allocated to the office, and pass on obligations for items to be charged against field allotments in those instances where prior authorization by Headquarters is required.
4. Act as Program Element Coordinator for all Reserve program elements. Develop and prepare all plans, studies, program memorandum, and other documentation required by the Planning, Programming, Budgeting System.
5. Coordinate and carry out with other Reserve Divisions all logistic support, including supply, personnel, medical, fiscal and financial services, including preparation of the financial plan based on the operating stage of the budget.
6. 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.
7. Formulate and administer organizational and attendance standards for units and members of the Reserve.
8. Through the Chief, Office of Reserve, maintain close liaison with responsible personnel of the Department of Defense, components of the other Armed Services, the Selective Service system, and other governmental and civilian organizations, as necessary, to insure proper administration of the Reserve program, within the area of responsibility.

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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 inactive duty training program for Reservists, including provisions for correspondence courses, examinations for advancement in rate and application for initial appointment to warrant officers.
2. Develop and administer the active duty for training programs for Reservists, including the initial active duty for training programs.
3. Coordinate the active duty for training and inactive duty training programs to insure that the knowledge and skills imparted are mutually compatible.
4. Coordinate Reserve training with 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.
5. Administer and coordinate the program for the development and use of training aids (including vessels and aircraft) and publications used for Reserve training.
6. Develop and coordinate the system for the distribution of training aids and publications.
7. Develop standards for assignment of designators to inactive duty reserve officers. Approve or disapprove individual requests for awarding of or changes in designator.
8. Publish and maintain the Coast Guard Reserve Training Aids and Publications Index (CG-236R).
9. Publish and distribute the Reserve Unit Training Bulletin.
10. Maintain liaison with corresponding components of the Department of Defense and other government and civilian organizations, as appropriate, to ensure proper training of the Coast Guard Reserve.

PART III

AREA OFFICE ORGANIZATION

DEPARTMENT OF TRANSPORTATION
U. S. COAST GUARD
AREA COMMAND

Area Commander

Operations Division

Search and Rescue Branch

Communications Branch

Oceanographic Branch

Automated Vessel Reporting Branch

Plans and Training Division

Plans Branch

Training Branch

Nuclear Affairs Branch

Operational Evaluation Division

Operations Evaluation Branch

Engineering Evaluation Branch

Administrative Evaluation Branch*

Reserve Units Evaluation Branch

*Eastern Area only. Substitute Communications Evaluation Branch for Western Area.

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PART III

ORGANIZATION OF AN AREA OFFICE

A. General Description

1. A Coast Guard Area office consists of the following components of organizations:

- a. THE AREA COMMANDER(a)
Deputy Commander (ad)
- b. OPERATIONS DIVISION (ao)
Search and Rescue Branch
Communications Branch
Oceanographic Branch
Automated Vessel Reporting Branch
- c. PLANS AND TRAINING DIVISION (ap)
Plans Branch
Training Branch
Nuclear Affairs Branch
- d. OPERATIONAL EVALUATION DIVISION (ae)
Operations Evaluation Branch
Engineering Evaluation Branch
Administrative Evaluation Branch
Reserve Units Evaluation Branch

2. The basic organization of an Area Office is patterned after that of Headquarters or a District Office. The Area Commander acting as an intermediate echelon of operational command between the Commandant and the District Commanders and as a senior operational commander has substantial latitude and flexibility in judgment and decision in matters concerning the efficiency, readiness, and operational control of designated Area units for both peacetime operations, and operations as a part of the Navy in time of national emergency. The Area Commander is assisted by a staff of technical assistants who serve as principal advisors to him for those fields in which they are qualified and assigned. The areas of responsibility of his staff are delineated in detail in the statements of functions which are included in this part. ✓

3. There are two Coast Guard Areas, each Area under the command of an Area Commander. The Eastern Area, with the office of the Commander, Eastern Area located in New York, comprises the land and ocean areas ✓

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of the First, Third, Fifth, Seventh, and Eighth Coast Guard Districts. The Western Area, with the office of the Commander, Western Area located in San Francisco, comprises the land and ocean areas of the Eleventh, Twelfth, Thirteenth, Fourteenth, and the Seventeenth Coast Guard Districts. The Commander, Third Coast Guard District will serve collaterally as Commander, Eastern Area and the Commander, Twelfth Coast Guard District will serve collaterally as Commander, Western Area. (Complete description outlined in U.S. Coast Guard Regulations, CG-300).

4. The Area Commander has direct responsibility for the planning and control of operational matters where in his opinion support is required or the matter is above and beyond the capabilities of an individual district to perform. As the direct representative of the Commandant he shall have the responsibility and authority for the positive control of operational matters requiring the coordination of forces and facilities of more than one district. He shall be primarily concerned with operational matters specifically within the fields of search and rescue, the ocean station program, major oceanographic and icebreaking efforts, readiness and mobilization planning and the operational evaluation of these functions. The logistics support for units under the operational control of the Area shall normally be provided by the respective districts. However, he shall provide urgent or emergency logistics as required to support operational forces utilizing whatever forces are available and required within his area of responsibility. His administrative efforts shall be devoted primarily to the furtherance of Coast Guard operational objectives and the evaluation and study of operational matters for the improvement of the Coast Guard. To this end he may require operational studies or recommendations from the individual districts concerning individual SAR cases.

5. Although the District Commander is the direct representative of the Commandant in all matters pertaining to his district and has the full responsibility for the proper administration of his district, the area command is the intermediate echelon for operational coordination between the districts comprising an area, and is the direct representative of the Commandant in matters involving planning and liaison with appropriate heads of other services within the area.

6. a. In carrying out his primary responsibilities for the search and rescue function, the Area Commander is not normally involved in the usual conduct of this duty at the local level. The District Commander has full authority and responsibility for all search and rescue operations within his district, whenever he has a district capability for carrying on such operations. However, when an Area Commander determines that the success of a particular assistance operation requires additional forces or a highly coordinated effort, he is authorized to and shall exercise operational control of the operation, utilizing the facilities of any district within his jurisdiction. Incidents requiring coordinating action by the Area Commanders will include:

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(1) Major marine or air disasters at sea, of such magnitude as to require actually or potentially, the combined or partial efforts of two or more districts; or which because of geographical location require action by the Area Commander.

(2) Major land disasters, such as flood, fire, hurricane, explosion, or earthquake, of such magnitude as to require actually or potentially, the combined or partial efforts of two or more districts.

(3) Distress cases occurring at or near district boundaries in which responsibility is not clearly defined, or which can be handled more effectively or more expeditiously by joint action of the two adjacent districts, or which require a higher degree of coordination of effect than can otherwise be assured. If a District Commander is in the best position to control such an incident the Area Commander will so designate him.

(4) During any such unusual assistance incident being coordinated by the Area Commander, the District Commanders involved are under the operational control of the Area Commander.

b. In addition to his responsibilities in connection with the actual conduct of search and rescue operations, an Area Commander is the primary representative of the Commandant for the overall planning aspects of the assistance function within his area. He shall develop and maintain adequate and effective plans relative to search and rescue within his area, and in this connection, establish and maintain strong and continuous liaison with other service counterparts having similar primary search and rescue responsibility in regions within the area. For these purposes, he is the direct representative of the Commandant in matters involving the negotiation of search and rescue agreements with the appropriate heads of other services in the area, and he is the principal coordinating authority for the Commandant in respect to similar local agreements involving the districts within his area. For purposes of the National SAR Plan, Commander Eastern Area is Regional SAR Coordinator for the Atlantic Maritime Region, and Commander Western Area is Regional SAR Coordinator for the Pacific Maritime Region.

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

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7. The Area Commander is responsible for directing the program for maintaining the operational and military readiness of units within his area. He is authorized to direct, observe, and evaluate exercises by these units to determine their readiness to perform missions assigned. This program includes the standardization of operations by units of the same type; the development of operational doctrines and techniques; scheduling of operational training for units; coordination and scheduling of joint Navy training maneuvers and exercises; direction and operation of ship training detachments assigned to the area; maintenance of adequate liaison with various military commands relative to operational training; and other similar and related operational matters.
8. The Area Commander is responsible for directing the conduct of the ocean station program within his area. He shall, by close coordination with the District Commanders concerned, schedule designated vessels for ocean station duty, exercising operational control of such vessels while engaged on such duty.
9. The Area Commander is responsible for the operational control of major icebreaker operations in the ocean areas and, in the case of Commander Eastern Area, the conduct of International Ice Patrol.
10. The Area Commander is responsible for the development and maintenance of suitable mobilization plans.
11. The Area Commander is responsible for establishing and maintaining adequate liaison with the maritime industry, commercial aviation, and such other bodies or organizations having a mutual interest or concern in the activities of the Coast Guard.
12. The Area Commander is responsible for directing the conduct of the Automated Merchant Vessel Reporting (AMVER) program within his area with personnel and facilities provided. He shall, by close coordination with District Commanders concerned, promulgate necessary criterion.
13. The Area Commander may be given such additional authority and responsibility from time to time as may be deemed necessary by the Commandant.
14. The responsibilities of the several major components comprising the organization of an area office are described more specifically as follows:
 - a. OPERATIONS DIVISION. The Operations Division has staff responsibility for the operational readiness and adequacy of the Service

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in the Area in connection with the saving of life and property at sea; coordination and supervision of SAR facilities within the Area as may be required; supervision of the ocean station program; coordination of oceanographic and major icebreaking activities; coordination and supervision of area communication facilities; conduct of the Automated Merchant Vessel Reporting (AMVER) program within the Area.

b. PLANS AND TRAINING DIVISION. The Plans and Training Division has staff responsibility for the direction of the military readiness program; mobilization planning; development, revision, and maintenance of mobilization, emergency, joint and logistic plans; establishment of standardized training programs and exercises; supervision of ship training detachments; coordination of NBC training of Area units, and other nuclear affairs matters.

c. OPERATIONAL EVALUATION DIVISION. The Operational Evaluation Division has staff responsibility for the establishment of standardized "type" operational and military readiness requirements and standards for designated Area units; periodic evaluation of unit ability to perform assigned functions; and the evaluation of personnel and facility utilization.

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B. FUNCTIONAL STATEMENT

1. The functions which are assigned to the chiefs of the various components of organization in an Area office and which are the responsibilities of those individuals are as outlined herein. The assignment of a specific function to the chief of a component of organization bestows upon that person the authority which is necessary to enable him to discharge his responsibility in the matters.
2. Particular attention is directed to the statement of General Responsibilities which lists those responsibilities which are common to the heads of all components of organization in an Area office.

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C. Statement of General Responsibilities

There are certain fundamental responsibilities which are common to the heads of all components of Area organization. The responsibilities which fall in this category and are applicable to all components are listed below and do not appear in the individual statements of functions.

In the accomplishment of his objectives, the chief of each division and branch 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. The consideration of all communications received by or referred to him concerning matters for which he is responsible and the effectuation of appropriate action in each case.
6. Maintaining an adequate record of information for immediate and future reference purposes.
7. Preparing or 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 higher authority, and others who may need to know, informed of those activities.
8. Keeping currently informed through review of reports and records, and other means, of conditions and requirements in the Area that relate to activities under his cognizance.
9. The preparation and distribution of directives and instructions relating to his assigned functions as may be necessary in order to secure uniform interpretation, understanding, and performance of those functions on the part of his subordinates.

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10. Maintaining internal liaison with other divisions on matters in which there is mutual concern, and maintaining external liaison with Districts within the area, other Federal agencies or outside organizations performing similar or associated functions.

11. Comply with the commonly accepted tenets and principals of organization, particularly as they relate to military staff organization, and for conforming his activities to established Service doctrine.

12. 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 or the Area Commander.

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D. Statement of
Specific Responsibilities

DEPUTY AREA COMMANDER (ad)

Under the general direction of the Area Commander, the Deputy Area Commander shall:

1. Assist the Area Commander in the general administration and direction of Area activities.
2. Supervise and coordinate the activities of the various chiefs of divisions and advise these officers generally relative to the policies and programs of the Area Commander.
3. Supervise the preparation and execution of operating plans and programs for carrying out the functions of the Service in the Area.
4. Analyze and review proposals and problems for the Area Commander; prepare and issue orders, instructions, and directives affecting the conduct of Area affairs; interpret rules, regulations and other directives for area personnel as may be necessary; review such incoming and outgoing correspondence as may be specified by the Area Commander.
5. Act as Area Commander under authority and as provided for in Article 13-3-3, Coast Guard Regulations (CG-300).

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OPERATIONS DIVISION (ao)

Under the general direction and supervision of the Area Commander and the Deputy Area Commander, the Chief, Operations Division shall:

1. Direct, supervise and coordinate the activities of the SAR, Oceanographic, Communications and AMVER Branches in connection with their assigned functions; assure the efficient performance of duty by these officers; and have responsibility for the effectiveness of operations in connection with:

a. The exercise of operational control over Coast Guard Districts, within the Area, in operations requiring a high degree of coordination between, or the employment of units of two or more Districts of the Area as may be required.

b. Planning and execution of tasks required of the Regional SAR Coordinator, exercising coordination with other services and agencies which participate in the SAR Plan for the appropriate Maritime Region.

c. Coordination and supervision of all non-exercise Area operational matters including current and future operations and planning therefor.

d. Maintenance of liaison with government and civilian agencies in support of the above responsibilities.

e. Supervision of the preparation of current Operation Plans.

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SEARCH AND RESCUE BRANCH

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

1. Coordinate and supervise Area Search and Rescue facilities to provide for effective search and rescue.
2. Supervise the Joint-Area-District Rescue Coordination Center for Area matters.
3. Represent the Regional SAR Coordinator in the detailed execution of his duties.
4. Supervise the Ocean Station Program. Exercise operational control of vessels enroute to, on or returning from station.
5. Maintain SAR Annex of Area Operation Plan.
6. Maintain Standard Operating Procedures for Ocean Station Vessels Annex to Operation Plan.

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OCEANOGRAPHIC BRANCH

Under the direction and supervision of the Chief, Operations Division, the Chief, Oceanographic Branch shall:

1. Coordinate the overall oceanographic activities of Area units.
2. Coordinate the participation in other scientific projects by Area units.
3. Provide oceanographic technical advice and assistance to vessels equipped with Coast Guard owned oceanographic gear.

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COMMUNICATIONS BRANCH

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

1. Coordinate and supervise overall Area communications facilities to provide reliable, secure and rapid communications for those units under the direct operational control of the Area.
2. Maintain Communications Annex of Area Operation Plan.

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AUTOMATED VESSEL REPORTING BRANCH

Under the direction and supervision of the Chief, Operations Division, the Chief, AMVER Branch shall:

1. For Eastern Area

a. Act as Director of the AMVER System; report administratively to Commander, Eastern Area and be responsive to the requirements of Commander, Western Area.

b. Be responsible for developmental planning, administration and operation of the AMVER system.

2. For Western Area

a. Provide effective liaison with the Director of the AMVER system.

b. Administer the AMVER system in the Pacific area.

ORGANIZATION MANUAL

PLANS AND TRAINING DIVISION (ap)

Under the general direction and supervision of the Area Commander and the Deputy Area Commander, the Chief, Mobilization Planning Division shall:

1. Direct, supervise, and coordinate the activities of the Plans, Military Training, and Nuclear Affairs Branches in connection with their assigned functions; assure the efficient performance of duty by these officers; and have responsibility in connection with:

a. Coordination and supervision of military readiness program within the Area.

b. Development and maintenance of suitable mobilization plans.

c. Maintaining liaison with Naval commands for whom the Area has wartime responsibilities.

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PLANS BRANCH

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

1. Maintain file of all mobilization plans, joint defense plans, emergency operating plans, and other similar plans and documents concerning the employment of area forces in time of war or emergency.
2. Recommend revisions when necessary and initiate other appropriate action with respect to joint defense plans, emergency war operating plans, and other similar plans and documents which concern employment of Area forces.
3. Develop, in conjunction with cognizant staff members, and keep current Area mobilization and mobilization logistic plans as required in support of Coast Guard and appropriate Naval plans.

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MILITARY TRAINING BRANCH

Under the direction and supervision of the Chief, Plans and Training Division, the Chief, Military Training Branch shall:

1. Maintain liaison with Naval commands relative to military training and schedule such training for Coast Guard vessels.
2. Schedule and coordinate Coast Guard participation in joint exercises.
3. Direct operation of ship training detachments.

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NUCLEAR AFFAIRS BRANCH

Under the direction and supervision of the Chief, Plans and Training Division, the Chief, Nuclear Affairs Branch shall:

1. Coordinate the NBC warfare training of Area units.
2. Advise staff and subordinate units concerning nuclear matters.
3. Act as Disaster Control Officer.
4. Act as Civil Defense Officer.

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OPERATIONAL EVALUATION DIVISION (ae)

Under the general direction and supervision of the Area Commander and the Deputy Area Commander, the Chief, Operational Evaluation Division shall:

1. Direct, supervise, and coordinate the activities of the Operations Evaluation, Engineering Evaluation, Communications Evaluation or Administrative Evaluation and Reserve Units Evaluation Branches in connection with their assigned functions; assure the efficient performance of duty by these officers; and have responsibility in connection with:

a. Development and maintenance of operational standards to insure the continuing readiness of designated units to perform functions required by the primary mission.

b. Providing for periodic evaluation of unit ability to perform the functions assigned to, and required by, the primary mission.

c. Review of reports submitted by the Evaluators and as deemed proper, refer items of unsatisfactory conditions or deficiencies, together with pertinent comments, evaluations, conclusions and recommendations to the Area Commander; follow up as necessary to assure that corrective action is taken.

d. When appropriate, make recommendations to units evaluated that will assist them to effectively carry out their primary mission.

e. Formulation of plans and procedures designed to produce coordination, uniformity, and efficiency in the administration of the evaluation program.

f. Evaluation of personnel and facilities utilization with a view toward recommending redistribution if deemed advisable to increase efficiency and provide better operational useage.

2. Under the direction, and supervision of the Chief, Operational Evaluation Division, the Assistant Chief, Operational Evaluation Division shall:

a. Assist in the direction, supervision and coordination of the activities of the division.

b. Conduct and supervise evaluation of units to determine their readiness to fulfill their mission, by observing, inquiring into, evaluating, and reporting upon the operational effectiveness and state of readiness.

c. Coordinate and assist in the preparation and review of reports of evaluations made.

d. Administer personnel of the division.

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OPERATIONS EVALUATION BRANCH

Under the direction and supervision of the Chief, Operational Evaluation Division, the Chief, Operations Evaluation Branch shall:

1. Provide General, Operations, Deck, Ordnance and Gunnery staff advisory services as related to the evaluation program for shore, surface or air units.
2. Prepare and review reports of evaluation made, insofar as they affect Operations, Deck, Ordnance and Gunnery matters.
3. Prepare and maintain evaluation schedule for all operational units for whom the Area Commander is responsible.

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ENGINEERING EVALUATION BRANCH

Under the direction and supervision of the Chief, Operational Evaluation Division, the Chief, Engineering Evaluation Branch shall:

1. Provide General and Engineering staff advisory services as related to the evaluation program.
2. Prepare and review reports of evaluations made, insofar as they affect engineering matters.

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ADMINISTRATIVE EVALUATION BRANCH

(Eastern Area Only)

Under the direction and supervision of the Chief, Operational Evaluation Division, the Chief, Administrative Evaluation Branch shall:

1. Provide General and Administrative staff evaluations as related to the evaluation program.
2. Prepare and review reports of evaluations made, insofar as they affect administrative matters.

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COMMUNICATIONS EVALUATION BRANCH

(Western Area Only)

Under the direction and supervision of the Chief, Operational Evaluation Division, the Chief, Communications Evaluation Branch shall:

1. Provide General and Communications staff evaluations as related to the evaluation program.
2. Prepare and review reports of evaluations made, insofar as they affect communications matters.

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RESERVE UNITS EVALUATION BRANCH

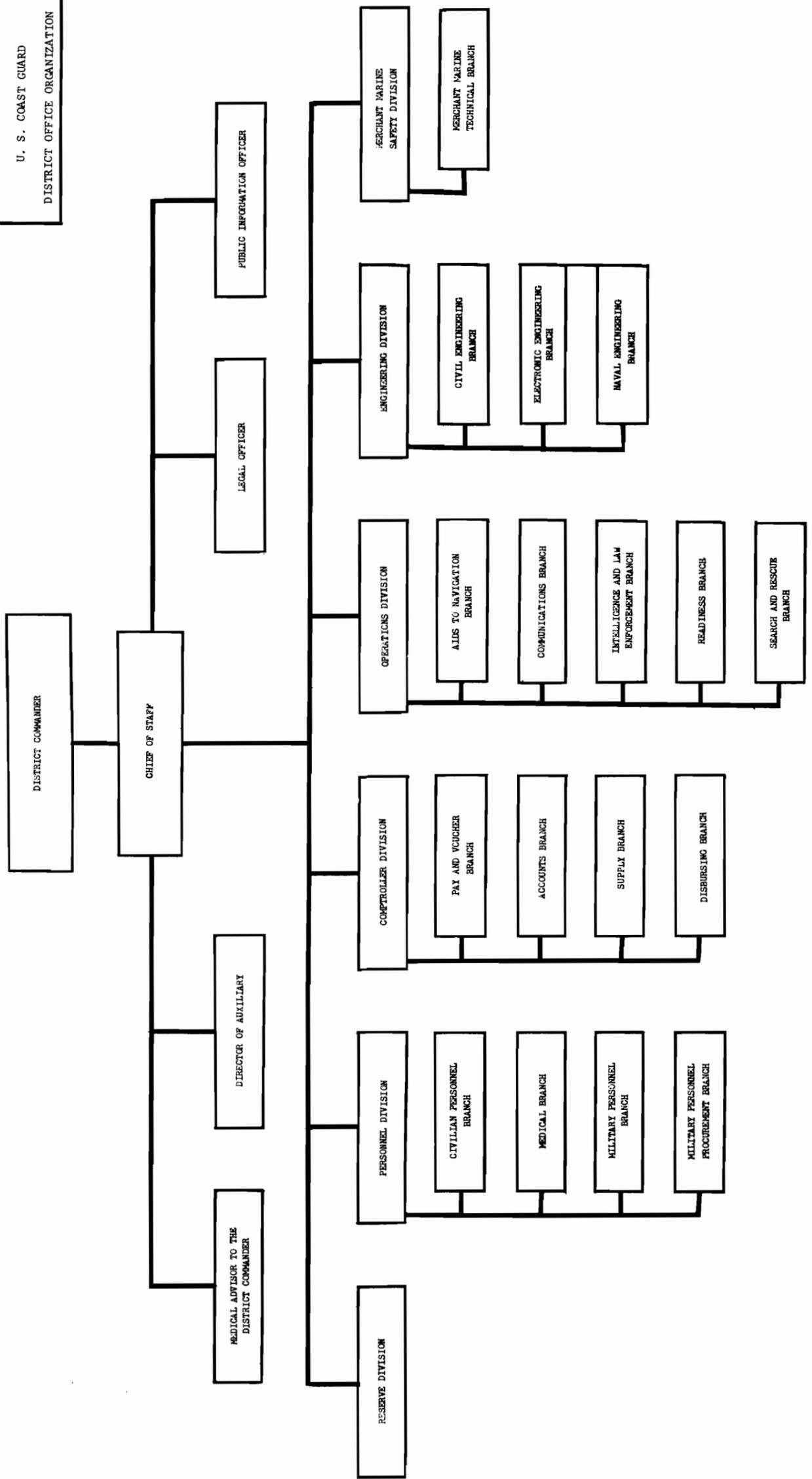
Under the direction and supervision of the Chief, Operational Evaluation Division, the Chief, Reserve Units Evaluation Branch shall:

1. To be developed.

PART IV

DISTRICT OFFICE ORGANIZATION

DEPARTMENT OF TRANSPORTATION
U. S. COAST GUARD
DISTRICT OFFICE ORGANIZATION



ORGANIZATION MANUAL

PART IV

ORGANIZATION OF A DISTRICT OFFICE

A. General Description

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

5. a. While a standard organization plan is prescribed for district offices, it is recognized that the personnel allowance tables for the several district offices vary due to requirements. Consequently, in some instances certain functions or groups of related functions may have to be assigned by the District Commander to district staff officers on a collateral-duty basis.

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

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

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B. Functional Statement

1. The functions which are assigned to the chiefs of the various components of organization in a district office and which are the responsibilities of those individuals are contained on the pages commencing with Page 4-3. The assignment of a specific function to the chief of a component of organization bestows upon that person the authority which is necessary to enable him to discharge his responsibility in the matter.

2. Particular attention is directed to the statement of General Responsibilities, Page 4-6, which lists those responsibilities which are common to the heads of all components of organization in a district office. This method of grouping common responsibilities constitutes a departure from the format of previous manuals of organization. By means of this device, repetitious material previously found in each individual statement of functions has been eliminated or reduced and the manual has been simplified accordingly.

3. Although every effort has been exerted to make the statements of functions comprehensive and clear-cut, the possibility of error or omission does exist. Any deficiencies in the statements should be brought to the attention of the Commandant (CMA).

ORGANIZATION MANUAL

C. Statement of General Responsibilities

There are certain fundamental responsibilities which are common to the heads of all components of organization. In order to simplify the detailed statements of functions, those responsibilities which fall in this category and are applicable to all components are listed below and do not appear in the individual statements of functions.

In the accomplishment of his objectives, the chief of each division and branch 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. The consideration of all communications received by or referred to him concerning matters for which he is responsible and the effectuation of appropriate action in each case.
6. Maintaining an adequate record of information for immediate and future reference purposes.
7. Preparing or 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 higher authority, and others who may need to know, informed of those activities.
8. Keeping currently informed through inspections, review of reports and records, and other means of conditions and requirements both locally and in the field that relate to activities under his cognizance.

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9. The preparation and distribution of directives and instructions relating to his assigned functions as may be necessary in order to secure uniform interpretation, understanding, and performance of those functions on the part of his subordinates.
10. Maintaining internal liaison with other divisions and branches 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.
11. 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.
12. 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 or the District Commander.

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THE DISTRICT COMMANDER (d)

The District Commander is the direct representative of the Commandant in all matters pertaining to the Coast Guard within his district. He is responsible for the proper administration of the district; for the efficient, safe, and economical performance of the duties of the Coast Guard within the district; and for the indoctrination, training, discipline, and proper utilization of the personnel under his command. He shall require his subordinates to attain and maintain a state of readiness to perform all duties for which they may be called upon, and to promptly, energetically, and effectively perform such duties. He shall establish and maintain an adequate relationship with the public generally and with the maritime industry specifically, and shall require his subordinates to do likewise.

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***CHIEF OF STAFF (dcs)

Under the general direction of the District Commander, the Chief of Staff shall:

1. Assist the District Commander in the general administration and direction of district activities, particularly with respect to the efficient, safe, and economical performance of Coast Guard duties and the proper utilization of assigned personnel and facilities.
2. Assist the District Commander in making inspections of units within the district, and otherwise keep him informed as to the status of district activities.
3. Supervise and coordinate the activities of the various chiefs of divisions and the independent staff officers and advise these officers generally relative to the policies and programs of the District Commander.
4. Supervise and coordinate the preparation and execution of operating plans and logistic programs for carrying out the functions of the Service in the district.
5. Supervise and coordinate the budgetary program of the district and assure the efficient management and utilization of district funds.
6. Analyze and review proposals and problems for the District Commander; prepare and issue orders, instructions, and directives affecting the conduct of district affairs; interpret rules, regulations and other directives for district personnel as may be necessary; review and route incoming correspondence; and review such outgoing correspondence as may be specified by the District Commander.
7. Analyze and review administrative procedures and practices in the district with a view to effecting their improvement; exercise control over forms used in the district; and administer the records management program for the district as directed by the Commandant.
8. Control the allocation of space in the district office to assure its most effective distribution and utilization.
9. Supervise and coordinate the safety program in the district.
10. Act as District Commander under authority and as provided for in Chapter 13, Coast Guard Regulations, CG-300.

*** NOTE: Items 11 through 14, page 4-9-A, apply to Commander, Ninth Coast Guard District Organization only.

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- *11. Through the District Commander, advise and assist the Commandant in the general administration of the Great Lakes Pilotage Act.
- *12. Through the District Commander, keep the Commandant informed of the problems encountered and the progress made in effectuating the policies and executing the program of the Service with respect to the Act.
- *13. Direct, supervise and coordinate the activities of the Director, Great Lakes Pilotage Staff, and assure the efficient performance of duties by that officer.
- *14. Assure that the Director, Great Lakes Pilotage Staff is kept fully informed as to the broad policy and programs approved by the Commandant.

*Applies to Commander, Ninth Coast Guard District Organization only.

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*GREAT LAKES PILOTAGE STAFF (dgp)

* Under the direction and supervision of the District Commander and the Chief of Staff, the Director, Great Lakes Pilotage Staff shall:

1. Have primary responsibility for the administration of the functions required by section 4 of the Act (46 USC 216b), except those functions performed by the Office of Merchant Marine Safety.
2. Have primary responsibility for the implementation of written arrangements executed under the Act between the United States and Canada.
3. Enforce the regulations issued pursuant to the Act (46 USC 216b and 216c).
4. Issue notifications of availability of pilots under section 8 of the Act (46 USC 216f).
5. Initiate or review for submission to the Merchant Marine Council, regulations and amendments to regulations necessary to administer the Act.
6. Through the Commandant (A) establish and maintain liaison with the State Department and the appropriate agency of Canada as necessary to the performance of all functions under the Act.
7. Make recommendations relative to the appointment of members to the Advisory Committee by the Commandant under section 10(a) of the Act (46 USC 216a).
8. Make recommendations to the Commandant (A) relative to the establishment of appropriate rates and charges for pilotage services by the Secretary under section 5 of the Act (46 USC 216c).
9. Perform the functions set forth in the "Statement of General Responsibilities" as Part II C of the Organization Manual, pages 2-5 and 2-6.

*Applies to Commander, Ninth Coast Guard District Organization only.

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DIRECTOR OF THE AUXILIARY (dca)

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

1. Develop and administer the program for the Coast Guard Auxiliary within the district in accordance with the policies, regulations, and instructions prescribed by the Commandant.
2. Administer the program for the procurement of Auxiliary personnel and facilities in accordance with the standards prescribed by the Commandant.
3. Plan and assist in the establishment of flotilla and other organizations; advise flotillas on matters of organization, program, regulation, and related activities; and encourage uniformity in the application of prescribed standards for these matters among the various Auxiliary components in the district.
4. Collaborate with the divisions concerned in the development and execution of the Auxiliary training program.
5. Consult with and advise the divisions concerned in regard to the utilization of Auxiliary personnel and facilities in connection with facilitating the operation of the Service.
6. Administer the Auxiliary Courtesy Motorboat Examination Program in the district.
7. Review all material published by the Auxiliary in the district.
8. Maintain a system of records-keeping in connection with the Auxiliary program as prescribed by the Commandant.

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LEGAL OFFICER (d1)

Under the direction and supervision of the District Commander and the Chief of Staff, the Legal Officer shall:

1. Furnish legal advice upon the request of the District Commander, the Chief of Staff, or other staff officers.
2. Initiate, prepare or review documents and correspondence pertaining to legal matters or having legal implication, including but not limited to contracts, leases, claims, port security rules and regulations, and interpretations of statutes, executive orders, proclamations, court decisions, and decisions of the Attorney General or the Comptroller General.
3. Render legal advice with respect to, and when appropriate assist in the conduct of courts and boards, including marine casualty boards, and review the records of proceedings of all courts and boards convened in the district or subject to review by the District Commander as a supervisory authority.
4. Review for their legal implications all reported violations of the navigational laws and proposed actions to be taken on petitions submitted for relief by way of remission or mitigation of the penalties involved in such violations, and cooperate with the Chief, Merchant Marine Safety Division in this regard.
5. Under close liaison with the Chief, Personnel Division, render such personal legal aid and assistance to Coast Guard personnel and their dependents as is deemed desirable for their morale or efficiency.

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PUBLIC INFORMATION OFFICER (dpi)

Under the direction and supervision of the District Commander and the Chief of Staff, the Public Information Officer shall:

1. Develop and supplement plans for the public information program of the Coast Guard in the district with a view toward fostering public and internal knowledge, understanding, confidence, and good will respecting the Service and its activities.
2. Conduct the public information program of the Coast Guard in the District utilizing all available public information media.
3. Prepare, obtain clearance of, and cause the distribution of public information material such as press and radio releases, radio and television scripts, speeches, and visual aids, as may be appropriate.
4. Provide photographic services, as available, and assure maximum photographic coverage of activities within the district.
5. Control the exhibition of Service films within the district.
6. Keep informed of the status of the public information program within the district and of public reaction to Coast Guard activities, and advise the District Commander and the Chief of Staff in the premises.

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MEDICAL ADVISOR TO THE DISTRICT COMMANDER

1. The Medical Advisor to the District Commander shall be the officer designated as the District Medical Officer.
2. In the absence of a full-time District Medical Officer, arrangements will be made by the Commandant (PM) for the Medical Officer in Charge of an adjacent Public Health Service Medical facility to be designated as part-time District Medical Officer. A collateral function of the part-time District Medical Officer shall be to act as the Medical Advisor to the District Commander.
3. As Medical Advisor to the District Commander, the full-time or part-time District Medical Officer may offer directly such counsel and advice on medical matters concerning Coast Guard personnel as may be required to be brought to the attention of, or requested by, the District Commander.
4. The full-time District Medical Officer shall serve as Chief, Medical Branch under the Chief, Personnel Division, and in this capacity, shall adhere to the administrative requirements of District organization except when functioning as Medical Advisor to the District Commander.

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ENGINEERING DIVISION (e)

Under the general direction and supervision of the district commander and the Chief of Staff, the Chief, Engineering Division shall:

1. Direct, supervise, and coordinate the activities of the Chiefs of the Civil Engineering, Electronics Engineering, and Naval Engineering Branches in connection with their assigned functions; assure the efficient performance of duty by those officers; have ultimate responsibility for the effectiveness of the engineering program, including the design and construction of shore and marine structures and the repair, maintenance, outfitting, and approved alteration of vessels, boats, vehicles, aids to navigation, shore and marine structures, machinery, electronic equipment, and utilities; and, through the commanding officers of bases, depots, and units having boat and engine repair shops, supervise the maintenance, repair, and industrial activities of those units.
2. Perform required District Aeronautical Engineering functions, utilizing the services of the appropriate Aircraft Maintenance Representative (AMR) in a staff capacity as required; through the commanding officers of air stations maintain cognizance of the repair, maintenance, outfitting and alterations of aircraft, engines and related equipment; and assure an effective aviation maintenance engineering program in the District.
3. Direct the program for periodic inspection of the material condition of district units. Keep fully informed of the requirements of the district for engineering personnel, facilities, and equipment by means of field inspections, records and reports.
4. Obtain from other staff officers such information on their plans and requirements as may be relevant in developing district engineering programs.
5. Supervise the planning and execution of work programs for carrying out the engineering activities in the district and the preparation of cost estimates and justifications supporting request for funds or expenditures.
6. Administer funds allocated to the Engineering Division as prescribed in current directives. Furnish appropriate preliminary budget estimates and fund allocations or suballotments to the Comptroller.
7. Review all requisitions, contracts, requests for work authorizations, etc., which are chargeable to funds for engineering work and which are submitted to Headquarters for approval. When necessary, review and approve or disapprove other requisitions for engineering supplies and equipment submitted by individual units to the district office.

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CIVIL ENGINEERING BRANCH

Under the direction and supervision of the Chief, Engineering Division, the Chief, Civil Engineering Branch shall:

1. Be responsible for the design, construction, installation, repair, maintenance, outfitting, and alteration of shore structures and related equipment, and for the repair, maintenance and approved alteration of buoys except for their installation and maintenance on station. Responsible for the maintenance, repair and upkeep of Coast Guard owned vehicles.
2. Plan and execute civil engineering projects.
3. When necessary, review requisitions and other requests chargeable to funds for civil engineering work, supplies and equipment; secure labor; prepare specifications for the structures, technical equipment and supplies; request the Chief, Supply Branch to make purchases.
4. Prepare preliminary budget estimates, make recommendations as to fund allocations or suballotments, and administer funds allocated to the Branch, as prescribed in current directives; promptly furnish the Chief, Comptroller Division with detailed information of all actions which will result in expenditures, suballotments, transfers between units, etc., of such funds in order that that officer may carry out his fiscal responsibilities.
5. Issue work orders as necessary to industrial facilities in the district, and inspect civil engineering work as required.
6. Inspect buildings, wharves, and other shore structures proposed for lease, acquisition or condemnation; determine and make reports as required on values, necessary repairs, or alterations.
7. Maintain detailed records of the physical characteristics of all shore structures, land, equipment, and public utilities in the district and prepare data for required reports of real property for submission to the Commandant.

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ELECTRONICS ENGINEERING BRANCH

Under the direction and supervision of the Chief, Engineering Division, the Chief, Electronics Engineering Branch shall:

1. Be responsible for the construction, installation, repair, maintenance, and approved alteration of electronics material, including radio, underwater sound, radar, telephone, telegraph, teletype, electronic interior communications and fire control systems, and electronic aids to navigation equipment.
2. Plan and execute radio and other electronic engineering projects.
3. When necessary review requisitions and other requests chargeable to funds for electronic engineering work, supplies and equipment; prepare specifications for technical equipment not provided by Headquarters; request the Chief, Supply Branch to make purchases.
4. Prepare preliminary budget estimates, make recommendations as to funds allocations or suballotments, and administer funds allocated to the Branch, as prescribed in current directives; promptly furnish the Chief, Comptroller Division with detailed information of all actions which will result in expenditures, suballotments, transfers between units, etc., of such funds in order that that officer may carry out his fiscal responsibilities.
5. Issue work orders as necessary to industrial facilities in the district and arrange for work with Navy yards or commercial facilities. Inspect electronic engineering work as required.
6. Maintain detailed records of the physical and electronic characteristics of the equipment under his cognizance in the district.

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NAVAL ENGINEERING BRANCH

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

1. Be responsible for the installation, repair, maintenance, outfitting, and approved alteration of boats (except airborne lifeboats) and vessels, including ordnance, hull and machinery.
2. Plan and execute naval engineering projects.
3. When necessary, review all requisitions and other requests chargeable to funds for naval engineering work, supplies and equipment, prepare specifications for technical items and naval engineering work; request the Chief, Supply Branch to make purchases.
4. Prepare preliminary budget estimates, make recommendations as to fund allocations or suballotments and administer funds allocated to the Branch as prescribed in current directives; promptly furnish the Chief, Comptroller Division with detailed information of all actions which will result in expenditures, suballotments, transfers between units, etc., of such funds in order that that officer may carry out his fiscal responsibilities.
5. Issue work orders as necessary to industrial facilities in the district and arrange work with Navy yards or commercial facilities. Inspect naval engineering work as required.
6. By inspection and other means, keep informed of the material conditions of vessels and boats, including the adequacy of the current Ship's Maintenance Program and the adequacy of the spare parts on board.
7. Maintain detailed records of the physical characteristics of all vessels and their machinery attached to the district.

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COMPTROLLER DIVISION (f)

Under the general direction of the District Commander and the Chief of Staff, the District Comptroller shall:

1. Act as principal fiscal and supply advisor to the District Commander, Chief of Staff, and other staff officers.
2. Direct, supervise, coordinate, and have ultimate responsibility for the activities of the Chief, Fiscal, Pay and Voucher, Disbursing, and Supply Branches in connection with their assigned functions and assure the efficient performance of duty by those officers.
3. Coordinate and consolidate estimates of budgetary requirements.
4. Analyze the results of financial and supply operations.
5. Assist the Chief of Staff in locating, negotiating for, and securing the Commandant's approval of real estate and space requirements.
6. Perform or direct subordinates to perform such inspections of district units as may be required by regulations or by the District Commander.
7. Administer funds allocated to the District Commander under those subheads for which responsibility of administration is charged to the Comptroller by instructions of the Commandant.
8. Supervise administration of general messes with the object of providing a satisfactory diet at a reasonable cost.
9. Supervise data processing procedures and program.
10. Provide mobilization planning for all phases of supply and fiscal matters for the district in accordance with basic policies from the Commandant.
11. Supervise mail and other postal services for district units and comply with current directives concerning mail and postal matters. (Internal mail and messenger services are not included).

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FISCAL BRANCH

Under the direction and supervision of the Comptroller, the Chief, Fiscal Branch shall:

1. Be responsible for the maintenance of prescribed general ledger accounts and subsidiary records, and for the preparation of financial and operating statements, reconciliations, suballotment authorization letters, schedules, and other working papers required by applicable instructions.
2. Be responsible for the review of all requisitions, contracts, purchase orders, pay rolls, travel orders, and other obligation documents for the availability of funds, and for prevalidation as prescribed; determine whether the proposed obligations are within the purpose of the designated allotment and are properly authorized.
3. Be responsible for the maintenance of expenditure and revenue accounts on the accrual basis to properly state the financial position and operating expenses and revenue of the Coast Guard at the end of each accounting period.
4. Be responsible for the acceptance, proper disposition and control of all collections tendered from whatever source and intended for deposit to the credit of the Treasurer of the United States.
5. Reconcile the monthly statement of transactions according to appropriations, funds and receipt accounts as prepared by the designated assistant disbursing officer with control records maintained by the Fiscal Branch for the administrative approval of the Comptroller subject to and adjustments that may be required to properly report the monthly activity of the assistant disbursing officer.
6. Record stores receipt and expenditure activity of general messes, clothing lockers, aviation units and supply depots for commissary provisions, uniform clothing, field stock and general stores. Audit and/or reconcile commissary reports and stores statements with supporting documents and general ledger control accounts. Prepare monthly financial reports therefor.
7. Maintain accounting control over direct labor and direct material costs of work orders being accomplished at industrial units and properly distribute the overhead costs of the industrial units to productive work orders accomplished at the unit. Review financial and completion status of uncompleted work orders and reconcile the value thereof with general ledger control accounts.

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8. Prepare regular periodic statements for the purpose of currently advising the responsible administrative officers with regard to the financial status of allotment subheads and projects.
9. Prepare annual report of valid unpaid obligations outstanding at the close of each fiscal year under each appropriation and fund account for certification of the Comptroller.
10. In carrying out the above duties when the use of data processing equipment is required, the Chief, Fiscal Branch, will have control over Data Processing functions in the District Office.

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DISBURSING BRANCH

Under the direction and supervision of the Comptroller, the Chief, Disbursing Branch shall:

1. Make disbursements on all classes of vouchers certified by properly identified authorized certifying officers on Voucher and Schedule of Payments.
2. Make advances to properly designated agents cashier and be responsible for relating the amounts of requested advances with actual requirements and with standards established by applicable instructions; enforce accountability on the part of agents cashier by requiring rendition of prescribed statements and reports and the submission of vouchers on which cash payments have been made.
3. Assume accountability for all funds deposited to the official credit of the designated assistant disbursing officer with the Treasurer of the United States and render the prescribed reports and statements to account therefor.
4. Perform reconciliation of Statements of Account of Funds Entrusted to Agent Officers.

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PAY AND VOUCHER BRANCH

Under the direction and supervision of the Comptroller, the Chief, Pay and Voucher Branch shall:

1. Be responsible for the preparation and prepayment examination of refund vouchers, vouchers for transfers between appropriations, travel vouchers, vouchers covering charges for transportation of persons and property, commuted ration vouchers, public vouchers, and other claims.
2. Prepare voucher and Schedule of Payments forms.
3. Be responsible for the custody and maintenance of pay accounts of military and civilian personnel and for the preparation of related pay rolls.
4. Be responsible for the custody and maintenance of civilian leave accounts and for the performance of other accounting functions relating to civilian personnel.
5. Discharge the duties of authorized certifying officers.

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SUPPLY BRANCH

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

1. Act as principal assistant to the Comptroller in the administration of the supply program of the district and in the supervision and operation of the district supply activities.
2. Process all requisitions and procurement requests received in the district office to assure (a) conformance with current procedures, (b) availability of funds, (c) evaluation of need, (d) review by responsible technical division as necessary, (e) establishment of accounting records, and (f) procurement; maintain record of all procurement actions.
3. Conduct the district office procurement program, including:
 - a. When a designated contracting officer is not provided, will act as contracting officer.
 - b. The establishment and maintenance of contacts with sources of supply, both public and private.
 - c. The negotiation, advertisement, award, execution, and amendment of all contracts, purchase orders and requisitions taking into account requiring activity needs.
 - d. The follow-up and expediting of procurement actions to assure prompt and proper performance.
 - e. Contract termination including price revision, re-negotiation and dispute settlement.
 - f. The maintenance of proper records.
4. Review boards of survey on real and personal property and excess property declarations to ensure compliance with current utilization and disposal guidelines. Coordinate district action and assure recording, follow-up and feed-back to originating activity.
5. Record availability and utilization of storage facilities at shore units within the district, including allocation of space, maintenance of necessary records, and preparation of reports.
6. Assist and advise district units relative to inventory, property, stowage and usage records, reports, standards, and practices. Interpret for field units district and Headquarters instructions for uniform compliance.

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7. Coordinate district participation in personal property utilization and disposal programs.
8. Supervise the district property management program and maintain district office plant property records.
9. Effect coordination of district procurement program with Small Business Administration and establish required reporting program.
10. Conduct the Defense Order ratings and controlled material program.
11. Arrange transportation of personnel, dependents, household effects, house trailers, and materials, including (a) advice on current regulations and modes of travel and shipment, (b) securing passenger reservations, (c) assistance in securing necessary authorizations, (d) arrangements for packing, crating, hauling, storage, shipment and delivery, (e) determination of proper routings, (f) transportation requests and bills of lading and service orders, and (g) endorsement of orders and authorization documents.
12. Maintain and operate district office stationery locker, if required.

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MERCHANT MARINE SAFETY DIVISION (m)

Under the general direction and supervision of the District Commander and the Chief of Staff, the Chief, Merchant Marine Safety Division shall:

1. Administer the program for the enforcement of the navigation and vessel inspection laws and for other merchant marine safety activities in the district including vessel inspection, licensing and certificating, shipment and discharge of seamen, load lines, processing of violations of navigation laws, investigations pursuant to R. S. 4450 revised, review of vessel and vessel equipment plans and all other merchant marine safety regulatory activities.
2. Develop a general program for the district relative to merchant marine safety functions looking toward a correct and uniform interpretation of the laws, rules, regulations and other directives concerning merchant marine safety activities by all personnel assigned to such duty.
3. Keep informed of the effect of regulatory action on shipping interests, labor and other maritime groups and initiate recommendations for the formal revision of rules and regulations governing merchant marine safety activities when the necessity for change or revision becomes evident.
4. Advise the District Commander on appeals taken to him for the action of the several Officers in Charge, Marine Inspection, in the District.
5. Advise the Chief, Personnel Division as to personnel requirements for the various Marine Inspection Offices in the district and as to the allocation of available personnel among those units.
6. Be responsible for the preparation and issuance of orders and instructions relating to merchant marine safety activities.
7. Conduct periodic field inspections of various Marine Inspection Offices and confer with and examine into the activities of the Officers-in-Charge and when necessary instruct them in the proper performance of their duties with particular emphasis on effecting uniform interpretation and application of rules, regulations and directives pertaining to all merchant marine safety activities.
8. Visit, when considered expedient, any vessel within the district and examine into its condition for the purpose of ascertaining whether the provisions of the law and regulations issued pursuant thereto have been observed and complied with both by the Coast Guard Marine Inspection Officers and the Masters, seamen and owners.

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MERCHANT MARINE TECHNICAL BRANCH

When specifically authorized by the Commandant, a Merchant Marine Technical Branch shall be established under the direction and supervision of the Chief, Merchant Marine Safety Division. This branch, under the technical control of the Chief, Office of Merchant Marine Safety, shall function as a field technical office to supplement the Merchant Marine Technical Division at Headquarters to handle plan approvals and pass on specifications for new construction, conversion, and alteration of vessels subject to inspection under the existing maritime laws. The geographic area for which the Merchant Marine Technical Branch is responsible shall be as designated by the Commandant.

NOTE: As of the date of this amendment, Merchant Marine Technical Branches have been established as follows:

- a. Third Coast Guard District to handle plan approvals within the geographic area encompassed by the First, Third, and Fifth Coast Guard Districts.
- b. Eighth Coast Guard District to handle plan approvals within the geographic area encompassed by the Second, Seventh, and Eighth Coast Guard Districts.
- c. Twelfth Coast Guard District to handle plan approvals within the geographic area encompassed by the Eleventh, Twelfth, Thirteenth, Fourteenth, and Seventeenth Coast Guard Districts.
- d. Ninth Coast Guard District to handle plan approvals within the geographic area encompassed by the Ninth Coast Guard District.

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OPERATIONS DIVISION (e)

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

1. Direct, supervise, and coordinate the activities of the Chiefs of the Aids to Navigation, Communications, Intelligence and Law Enforcement, Readiness and Search and Rescue Branches in connection with their assigned functions; assure the efficient performance of duty by those officers; and have responsibility for the effectiveness of operations in connection with:
 - a. The saving of life and property and associated activities, including search and rescue; flood and disaster relief; and distress, safety, and other communications in the district.
 - b. The enforcement of laws for which the Coast Guard is responsible, exclusive of those in connection with marine inspection which are otherwise specifically vested in the Merchant Marine Safety Division.
 - c. The establishment and operation of the aids to navigation system in the district.
 - d. The operational and military readiness of the Service in the district.
2. Supervise the planning and make frequent inspections and visits to units to assure adequate understanding and effective execution of programs for discharging the operational responsibilities of the district. Assist and cooperate with personnel engaged in inspection of district units; and initiate appropriate corrective action indicated from inspection reports.
3. Obtain from other staff officers such information on their plans and requirements as may be relevant in developing district operational programs, and determine district operational requirements.
4. Furnish appropriate preliminary budget estimates and fund allocations or suballotments to the Chief, Comptroller Division and administer funds allocated to the Operations Division as prescribed in current directives.
5. Advise the appropriate division chiefs of the district staff as to requirements for operation of district units, including personnel allocation and utilization, availabilities for voyage repairs, routine maintenance, manual overhaul, and the procurement and delivery of equipment and supplies.

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6. Be cognizant of the number and types of units and equipment required and the locations where required to meet the operational demands upon the district; make appropriate recommendations in the premises, including recommendations respecting changes to material and personnel allowances.
7. Be responsible for the preparation and issuance of orders and instructions relating to operational activities.
8. Administer weather reporting and aerological services and facilities in the district.
9. Direct the activities of the District Operations Center (including the Rescue Coordination Center).
10. Coordinate civil and military facilities to the fullest extent possible for search and rescue operations by assuring active liaison between representatives of other agencies and Coast Guard staff officers experienced in air and surface rescue.
11. Administer, when personnel and facilities are so provided, a merchant vessel reporting system.

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AIDS TO NAVIGATION BRANCH

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

1. Direct and administer the operation of all aids including Loran in the district so as to provide an integrated system of aids to navigation that serves effectively, efficiently, and economically the needs of the armed forces, maritime commerce, and, as appropriate, air commerce.
2. Initiate and maintain close liaison within the district with government agencies, commercial enterprises, and private organizations, as appropriate, to determine current requirements for aids and to insure collaboration and coordination in aids to navigation matters of mutual concern and interest.
3. Initiate or review requests for the establishment, change, or disestablishment of aids to navigation including those for private aids. Whenever required, prepare the justification for the expenditure of official funds to implement recommended changes in the system of aids to navigation and indicate the priority of accomplishment.
4. Prepare and administer the plan for the operations of units assigned aids to navigation missions. Collaborate and coordinate with other cognizant district staff officers in administering the plan for the operations of units assigned jointly aids to navigation support and other missions.
5. Supervise the collection of data for light lists, radio-beacon charts, and Notices to Mariners. Administer the plan for gathering promptly all information concerning the mal-function, failure, damage, or loss of aids to navigation and for processing such information into Broadcast and Local Notices to Mariners. As appropriate, disseminate such notices within the district and to those agencies and offices responsible for distribution to the armed forces and air commerce and for ocean area maritime commerce.
6. Recommend and justify district allowances of aids to navigation equipment required to maintain authorized aids in effective operation and to mark sunken wrecks.

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COMMUNICATIONS BRANCH

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

1. Administer, supervise and coordinate all communication matters affecting the operation and administration of the district office and district units.
2. Develop plans and procedures to assure coordination, uniformity and efficiency in the administration and operation of Coast Guard communications.
3. Coordinate and develop plans and instructions for handling distress, safety and SAR communications.
4. Insure the communications readiness of all district units by frequent inspections, at least annually.
5. Evaluate all complaints of harmful interference resulting from Coast Guard use of the radio spectrum and initiate necessary action to eliminate or reduce harmful interference. As practicable, provide for monitoring of radio circuits.
6. Maintain close liaison with appropriate government and industry communications personnel as a means of improving Coast Guard communications, coordination and technical development.
7. Develop and issue communication plans in support of mobilization.
8. Initiate submission of annual planning and request for operational approval letters to Commandant for budgetary information and to make necessary communications plant improvements.
9. Administer the communication security programs.

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10. Maintain the District Commander's Registered Publication Allowance, and operate a communication center, cryptographic center and courier service for the district office.

11. Provide operational guidance to district radio stations and other Coast Guard communications facilities.

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INTELLIGENCE AND LAW ENFORCEMENT BRANCH

Under the direction and supervision of the Chief, Operations Division, the Chief, Intelligence and Law Enforcement Branch shall, within his district:

1. Administer the Coast Guard law enforcement program, including those responsibilities pertaining to recreational boating and other uninspected vessels, customs, navigation, and conservation laws, except those enforcement functions specifically vested in the Merchant Marine Safety Division.
2. Coordinate the port security activities of the various Captains of the Port and in those ports where no Captain of the Port is assigned, carry out the district commander's port security duties.
3. Administer and supervise the Coast Guard intelligence program, including the development of sources of information and the conduct of investigations not specifically vested in the Merchant Marine Safety Division.
4. Supervise and coordinate the activities of the investigative, port security, and law enforcement forces in the district, including the training of boarding officers.
5. Maintain close liaison with all Coast Guard forces and with other Federal, State and local agencies in order to insure maximum efficiency and economy in all phases of intelligence, port security, and law enforcement work, including safety patrols.
6. Have planning responsibility for potential emergency coastal lookout and beach patrol requirements and activities in the district.
7. Plan and supervise the internal security program within the district, and conduct such investigation as may be required therewith.
8. Maintain continuous intelligence training program for assigned personnel utilizing all available functions.
9. Follow up on the apprehension of deserters and assist in locating absentees as requested by Coast Guard district offices and units.
10. Administer within the provisions of 46 CFR 2.50, the administrative penalty procedures resulting from reports of violation in enforcement of the Motorboat Act of 1940, the Federal Boating Act of 1958, and associated regulations.
11. Administer the program of boat accident reporting as provided in 46 CFR 173, coordinating with the Merchant Marine Safety Division and OCMI's as indicated.
12. Supervise a well rounded program oriented towards recreational boating safety. Observe practices in the boating industry and report hazards to

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cognizant Division or Branch for appropriate action. Assist the Public Information Officer in preparation of notices, speeches, exhibits, and demonstrations on boating safety for public information and education. Maintain liaison with boating organizations and marine trade associations to increase mutual understandings and improve the Coast Guard image with an aim towards better safety through increased cooperation.

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READINESS BRANCH

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

1. Administer the program for maintaining and improving operational readiness so as to insure the maximum effectiveness of all units in the district; adhere to such technical guidance as will be furnished by the area readiness staff in line with established Commandant's policies. By frequent inspections, insure thorough understanding of current operational doctrine and compliance with established operating standards by all units.
2. Provide for utilization of all training facilities available, including those of the Navy and other services; and make necessary scheduling and other arrangements. Periodically observe units during actual training operations in order to have current knowledge of relative readiness of the various units for required operational tasks.
3. Be cognizant of current operational problems in order to initiate recommendations for changes in procedures, equipment, allowances, or training. Plan for operational testing and evaluation of equipment and techniques designed to improve operating efficiency of units as directed.
4. Establish district requirements and provide for procurement, distribution, and utilization of ordnance, small arms, and chemical warfare equipment and associated material.
5. Develop, in conjunction with cognizant staff members, and keep current district mobilization and mobilization logistics plans as required in support of Coast Guard and appropriate Naval District plans. Disseminate mobilization planning information to district units and require preparation of supporting plans when necessary.
6. Recommend revisions when necessary and initiate other appropriate action with respect to joint defense plans, emergency war operating plans, mutual agreements and other similar plans and documents which concern employment of district forces.
7. Maintain a file of all mobilization plans, mobilization logistic plans, joint defense plans, emergency war operating plans, mutual agreements, operational training publications, and other similar plans and documents concerning the operational readiness and employment of district forces in time of war or national emergency.
8. Maintain liaison with appropriate planning groups of the naval district, and other government agencies, concerned in Coast Guard mobilization planning.

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SEARCH AND RESCUE BRANCH

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

1. Administer the program for the operation of floating units, aeronautical units and shore units (except those under the cognizance of the Aids to Navigation Branch), and supervise their activities.
2. Initiate or review proposals for the reduction, expansion, and modification of district operating facilities; be cognizant of operational requirements of the several areas comprising the district with a view to recommending changes in assigned facilities; and insure, insofar as practicable, adequate distribution of operating facilities to effect maximum coverage commensurate with available personnel and facilities.
3. Act as senior controller of the District Operations Center (including the Rescue Coordination Center) and as liaison officer for search and rescue activities, assisting the Chief, Operations Division in the coordination of civil and military facilities for search and rescue operations, as directed by that officer.
4. Exercise general supervision over the operation of small boats and vehicles assigned to district units and direct supervision over those assigned to the district office.
5. Provide aerological services when specified.
6. Prepare preliminary budget estimates, make recommendations as to fund allocations or suballotments, and administer funds allocated to the Branch, as prescribed in current directives.

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PERSONNEL DIVISION (p)

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

1. Direct, supervise, and coordinate the activities of the Chiefs of the Civilian Personnel, Medical, Military Personnel, and Military Personnel Procurement Branches in connection with their assigned functions; assure the efficient performance of duty by those officers; and have ultimate responsibility for:
 - a. The administration of civilian personnel in the district.
 - b. Providing medical services and the maintenance of sanitation standards in the district. In the absence of a full time Medical Officer, assume primary responsibility for all medical activities in the district, including the supervision of medical and dental officers, hospital men, and other personnel engaged in providing medical service. The supervision of enlisted personnel of the Medical Department may be delegated to the Chief, Medical Branch.
 - c. The administration of military personnel in the district.
2. Supervise the planning and execution of the programs for the administration of all categories of personnel in the district.
3. Obtain from other staff officers such information on their plans and requirements as may be relevant in developing district personnel programs.
4. Furnish appropriate preliminary budget estimates and fund allocations or suballotments to the Comptroller Division, and administer funds allocated to the Personnel Division, as prescribed in current directives.
5. Develop estimates of personnel requirements and justifications therefor that may be required by Headquarters or for his own use.
6. Take appropriate action to assure proper utilization of available personnel in the district.
7. Handle disciplinary matters involving personnel in the district which are within the proper cognizance of the district office.
8. Administer matters concerning the subsistence and quartering of personnel with respect to the adequacy of established messes and the use of cash subsistence or commuted rations in lieu of rations in kind, the availability, adequacy and allocation of government quarters, and the use of cash quarters allowance.
9. Conduct the district's Payroll Savings Program for the sale of U. S. Bonds.

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NOTE: The term "military personnel" in the various forms as used in this statement does not include Reserve personnel on inactive duty or on intermittent active training duty, but does include Reserve personnel on extended active duty.

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CIVILIAN PERSONNEL BRANCH

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

1. Conduct the program for the administration of civilian personnel in the district, subject to the limitations prescribed by law and in accordance with the rules and regulations of the Civil Service Commission and the Commandant.
2. Arrange with the Regional Office of the Civil Service Commission and other authorized sources for the procurement of civilian personnel.
3. Develop and conduct a program for employee relations, including grievances, welfare, training and counseling activities.
4. Assist in the determination of proposed classification of new positions and the necessary reclassification of old positions.
5. Review requests for travel orders for civilian personnel and prepare such orders for signature by the District Commander or Chief of Staff.
6. Maintain required personnel records for all civilian employees in the district and a record of authorized positions; cooperate closely with the Chief, Comptroller Division, in regard to estimates, obligations and expenditures of funds for pay of civilian employees.
7. Administer civilian personnel leave and retirement laws and regulations; obtain data as necessary to support the establishment or revision of wage rates for trades or occupations; keep other components advised with respect to policies, interpretations, and procedures in this regard.

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MEDICAL BRANCH

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

1. Plan and administer all matters pertaining to the health of military personnel, the maintenance of adequate sanitary standards, and the prevention of disease within the district.
2. Maintain liaison with Public Health Service and Department of Defense medical facilities regarding provision of care and physical examinations, furnishing of necessary medical records, and medical matters generally.
3. Maintain liaison and cooperation with health programs of civilian and Public Health authorities, such as those for the prevention, control, and treatment of venereal diseases and tuberculosis.
4. Determine the adequacy of district allowances for medical personnel, supplies, and equipment, and make recommendations in regard to increases or reductions therein. Review or prepare requisitions for medical supplies and equipment.
5. Furnish advice and formulate contributory plans on the medical aspects of matters pertaining to operational and logistical plans of the district prepared for use in times of emergency or disasters.
6. Review medical reports such as Narrative Summaries, Reports of Physical Examination, Boards of Medical Survey, etc., and recommend administrative action to be taken thereon.
7. Conduct inspections of district units and submit reports to the district commander concerning sanitary conditions, prevalence of diseases, and dietetic adequacy of rations; make recommendations that will insure adequate training or other programs essential to the maintenance of sanitation standards and health within the district.
8. Inspect buildings and sites in use or proposed for lease or acquisition and review plans for proposed construction to insure that sanitary and other health standards are met.
9. Release information from medical records of Coast Guard personnel to authorized individuals and agencies when authorized by competent authority as indicated in Coast Guard Supplement, Section 0714, MCM 1951.

ORGANIZATION MANUAL

10. Furnish information and advice to dependents and retired personnel concerning eligibility and procedures for obtaining medical care at government expense.
11. Supervise enlisted personnel of the Medical Department when such supervisory authority has been delegated to the Medical Branch by the Chief, Personnel Division.
12. Supervise or conduct all physical examinations given in the district, including annual examinations and those given to recruits.

ORGANIZATION MANUAL

MILITARY PERSONNEL BRANCH

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

1. Have primary responsibility for all personnel training activities in the district, except those controlled by Headquarters; develop and carry out plans for personnel training within the district; maintain lists of requests for specialist or advanced training and assist in the selection of men for such training; arrange for participation of district personnel in Coast Guard Institute courses; and, in connection with these responsibilities, administer a program for the maintenance of appropriate records relative to the skills and aptitudes of enlisted personnel.
2. Have primary responsibility for all activities in the district pertaining to the development and maintenance of good morale; including the recreational program and procurement of supplies, equipment and facilities to further that program; render assistance to military personnel and their families in obtaining dependency allowances, reimbursement for personal effects lost in marine disasters and rescue operations, death gratuities, and funeral expenses; render appropriate services in case of death, including notification of next of kin and assistance in funeral arrangements; assist personnel in matters relative to government insurance; and assist the district commander in the direction of Coast Guard Welfare.
3. Administer and act as custodian of the morale fund of the district. Have cognizance over the operation, establishment and disestablishment of exchanges at district units and assure proper and efficient administration of such activities.
4. Have primary responsibility for the administration and distribution of military personnel in the district, including assignment, transfers, changes in rating of all categories, discharges, extensions of enlistments, etc., of enlisted personnel, and transfers, promotions, releases, etc., of officer personnel.
5. Have primary responsibility for assuring proper utilization of available personnel in the district.
6. Prepare all papers, records, and forms in connection with the administration of military personnel, including duty and travel orders, endorsements, authorizations for the travel of dependents and the transportation of household effects, etc.

ORGANIZATION MANUAL

7. Maintain necessary records relating to military personnel including service records of personnel attached to district offices, assignment records, rating and qualification records; maintain records of the allocation of all military personnel, showing authorized allowances for each unit in the district and actual number of military personnel on board.

8. Prepare preliminary budget estimates, make recommendations as to fund allocation or suballotments, and administer funds allocated to the branch, as prescribed in current directives.

NOTE: The term "military personnel" in various forms as used in this statement does not include Reserve personnel on inactive duty or on intermittent active training duty but does include Reserve personnel on extended active duty.

ORGANIZATION MANUAL

MILITARY PERSONNEL PROCUREMENT BRANCH

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

1. Have primary responsibility for all military personnel procurement activities in the district (officer and enlisted).
2. Supervise district recruiting stations, providing adequate instruction to recruiting personnel.
3. Maintain liaison with the Chief, Reserve Division in connection with Reserve procurement programs.
4. Maintain close liaison with other Armed Forces recruiting activities and insure that the Coast Guard is adequately represented in joint activities.
5. Conduct the program for procurement of candidates for cadetship.
6. Utilize facilities available to the Public Information Officer concerning procurement programs.
7. Prepare preliminary budget estimates, make recommendations as to fund allocations and administer funds allocated to the branch.
8. Maintain necessary records related to personnel procurement and submit reports as required by current directives.

ORGANIZATION MANUAL

RESERVE DIVISION (r)

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

1. Develop and administer the program for the Coast Guard Reserve, * including the temporary component thereof, in the district in accordance with the policies, regulations, and instructions prescribed by the Commandant.
2. Administer the program for the training, organization, and assignment of all Reserve personnel on inactive duty or on intermittent active training duty.
3. Maintain liaison and assist the Chief, Military Personnel Procurement Branch in his administration of the military personnel procurement activities for Reserve personnel.
4. In consultation with the divisions concerned and within the limits prescribed by the Commandant, develop the scope and extent of the Reserve training program and the degree and manner in which Service facilities are to be utilized in furthering this program.
5. Collaborate and maintain effective liaison with the divisions concerned in regard to such logistic support elements, including supply, medical service, and fiscal and financial service, as may be required for the successful conduct of the Reserve program.
6. Maintain a system of records-keeping in connection with the Reserve program as prescribed by the Commandant.
7. Administer funds allocated to him for Reserve purposes in accordance with current applicable directives.
8. Administer the program for the temporary component of the Reserve in the district; maintain such records relative to temporary members of the Reserve as are required.
9. Establish and maintain close liaison with the Naval District Deputy Chief of Staff for Naval Reserve and Training and local Naval Reserve Unit Commanders, particularly with respect to promoting Coast Guard utilization of naval training and other facilities.

*NOTE: The term "Reserve personnel" in various forms as used in this statement includes Reserve personnel on inactive duty or on intermittent active training duty, but does not include Reserve personnel on extended active duty.

PART V

DISTRICT UNITS

ORGANIZATION MANUAL

PART V

DISTRICT UNITS

A. General Description

- I. (a) The District Unit is the normal base element or echelon in the Coast Guard chain of command. Such units comprise the operating level of the Coast Guard and include the ships; aircraft; air, light, radio, and lifeboat stations; marine inspection offices; and logistic units such as bases, depots, and repair shops which are specifically charged with carrying out the manifold duties of the Service.

(b) District Units are listed in the current edition of Operating Facilities of the U. S. Coast Guard (OPFAC) by type and by geographical distribution. That publication also includes a summary definition and description of each type of district unit.
- II. A district unit is normally under the operational and administrative control of the district commander. In many instances an intervening echelon (either the section commander or the group commander described in Part VI of this Manual) has been established and delegated a limited form of operational control of subordinate district units by the Commandant and by the district commander. The manner in which these intermediate echelons fit into the basic pattern of organization and command is summarily described in Part VI of this Manual and in other effective directives of the Commandant and the district commanders.

B. Standard Type Organization

I. Standard Base Organization

(a) Chart 5A shows the standard organization for bases. Because of variations in size, activities, facilities, number of personnel, and other circumstances, this chart will not describe the best possible organization plan for every base. It does, however, include all of the functions which may be required at any base in order to accomplish its mission. Since some functions may be minimized or eliminated at a given base, the best grouping of these functions into organization components may be different from that shown in the chart.

(b) The chart is considered suitable for a base of average size. The industrial and operations sections are assigned those functions directly related to accomplishment of the base mission; the administrative and supply section functions are logistical and supporting in nature. At a very large base it may be that the administrative and supply activities are so extensive that a more workable organization would result from dividing this component into two sections.

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At a small base the extent of activity in either or both of these functions may be so limited that a separate component is not required; in this event the commanding officer may perform these functions himself. Executive officers will be assigned to only those bases where the size and complexity of the base warrants an officer in this capacity.

(c) The components of organization shown on the chart below the section level are examples in that the number and nomenclature of shops and subsections will depend on the requirements of the individual base.

II. Standard Marine Inspection Office Organization

(a) Chart 5B shows the standard organization for marine inspection offices. This chart is considered suitable for such offices regardless of size of marine inspection zone. In the smaller offices the extent of activity in some of the sections may be so limited that a separate component is not required; in this event, the Officer in Charge, Marine Inspection may perform these functions himself. It should be noted that where subordinate employees are not specifically designated to perform duties as section heads, the Officer in Charge, Marine Inspection is specifically authorized by virtue of his written designation to perform such duties.

(b) The components shown on the chart may be expanded further to fit more complex organizational needs or to handle the problems associated with subunits; however, the pattern of organization indicated on the chart shall be retained.

(c) It should be noted that some marine inspection offices will not perform all functions outlined on the accompanying chart because of the restricted applicability of certain laws governing Merchant Marine Safety functions.

III. Standard Organization for Air Stations and Air Detachments

(a) Chart 5C shows the standard organization for Air Stations and Air Detachments. The standard chart should be considered sufficiently flexible to provide for adaptation to air units of all sizes; however, the pattern of organization indicated should be adhered to.

DEPARTMENT OF TRANSPORTATION
U. S. COAST GUARD
BASE

COMMANDING OFFICER

- Administer and direct all activities of the base and assigned sub-units.
- Administer upkeep of grounds, structures and plant necessary to perform mission.

EXECUTIVE OFFICER

- Under the direction of the commanding officer coordinate such activities of the base as the commanding officer may designate

(Sub-units not included under any section)

OPERATIONS SECTION

- Operate and service small craft attached.
- Provide mooring facilities for Coast Guard vessels.
- Service aids to navigation within an assigned area.
- Administer such of the following sub-units as are attached to the Base: light station, lifeboat station, light attendant station, radio station, port security unit, captain of the port.
- Provide communication services.
- Provide transportation and administer the vehicular program.

COMMUNICATIONS
SUB-SECTION

TRANSPORTATION
SUB-SECTION

ADMINISTRATIVE AND SUPPLY SECTION

- Administer military and civilian personnel functions.
- Provide janitorial, custodial, and security services.
- Provide mail and messenger services.
- Operate exchange, and administer welfare activities.
- Operate the barracks and brig.
- Procure, stock and issue supplies and equipment for the Base.
- Prepare and maintain required fiscal records and reports.
- Operate the mess authorized.
- Maintain the plant property records.
- Store Headquarters controlled material.
- Maintain stock of allowance list spares.



INDUSTRIAL SECTION

- Repair and modify boats, vehicles, structures, engines, shore-based machinery, designated stations, and aids to navigation equipment.
- Effect minor repair and modification of larger vessels not assigned to the base, as practicable.
- Administer such of the following sub-units as are attached to the Base: Maintenance and Repair Detachment, Electronic Repair Shop (Radio), Electronic Repair Shop (General).
- Plan the operation of the Section to accomplish repair and modification work most efficiently, and determine material requirements to insure effective supply.

MACHINE
SHOP

CARPENTER
SHOP



MARINE INSPECTION OFFICE

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

LICENSING AND CERTIFYING SECTION

Responsible for those activities of the marine inspection office which relate to:

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

MATERIEL INSPECTION SECTION

Responsible for those activities of the marine inspection office which relate to:

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

INVESTIGATING SECTION

Responsible for those activities of the marine inspection office which relate to:

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

SHIPMENT AND DISCHARGE SECTION

Responsible for those activities of the marine inspection office which relate to:

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

DEPARTMENT OF TRANSPORTATION
U. S. COAST GUARD
AIR STATION OR
AIR DETACHMENT

EXCHANGE OFFICER
Operate exchange and
administer morale fund.

COMMANDING OFFICER
Responsible for the administration and direction of
all activities of the unit.

EXECUTIVE OFFICER
Assist the commanding officer in the administration
of the unit.
Station Safety Officer and Chairman of the Safety
Board.

WELFARE
REPRESENTATIVE
Administer welfare fund.

OPERATIONS SECTION

1. Coordinate and control aircraft, boats and vehicles when operationally employed. Establish fuel loadings of aircraft.
2. Maintain aircraft and station emergency bills.
3. Administer the program of operational readiness of aircraft and associated equipment.
4. Control operational training of pilots and aircrews.
5. Provide flight, communications, weather, navigation, survival equipment and public information services as required.
6. Supervise Flight Examining Board and Cryptoboard.

ADMINISTRATION SECTION

1. Under direction of executive officer, administer functions pertaining to personnel.
2. Administer drills and general training program.
3. Provide education services.
4. Maintain general directives files.
5. Provide clerical and mail services.
6. Provide special services.
7. Provide medical services, including dental and sanitary services.
8. Supervise wardroom and barracks activities.
9. Supervise functions of Personnel Examining Board, Audit Boards, and Narcotics Board.

ENGINEERING SECTION

1. Administer maintenance program for aircraft and associated equipment.
2. Coordinate maintenance scheduling with operations section.
3. Collect and evaluate data and prepare reports for failures of material under its cognizance.
4. Administer the program for technical training of engineering personnel.
5. Supervise flight line and beaching services.
6. Provide technical assistance to supply section as required.
7. Supervise Plane Captain Examining Board.

PUBLIC WORKS SECTION

1. Administer program for maintenance and repair of buildings, grounds, boats and vehicles.
2. Provide physical security services including fire fighting equipment and services.
3. Provide boat and vehicle operator training and qualification program

SUPPLY SECTION

1. Procure, stock, and issue supplies and equipment.
2. Prepare and maintain required fiscal and supply records and reports.
3. Operate the unit mess.
4. Maintain the plant property records
5. Maintain pay records and act as agent cashier.
6. Supervise Survey Board.

PART VI.

SPECIAL ORGANIZATION

ORGANIZATION MANUAL

PART VI

SPECIAL ORGANIZATION

A. General Description

1. a. In addition to the normal levels of command - the Commandant, the District Commander, and the Unit Commander - the pattern of Coast Guard organization provides for certain intermediate command levels, varying in purpose, responsibility and authority. These additional levels have been established, generally, in order to meet peculiar requirements which confront the Coast Guard, requirements which result from the complexity, diversity, and scope of Coast Guard operations and the geographical dispersion of Coast Guard facilities.

b. The intermediate levels provided for in the organizational structure of the Coast Guard, and discussed herein, are as follows:

The Section Command
The Group Command
Aircraft Maintenance Representative
European Command

B. The Section Command

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

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

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

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

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

ORGANIZATION MANUAL

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

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

C. THE GROUP COMMAND

1. Upon recommendation by a District Commander, and approved by the Commandant, group commands may be established. Group commanders exercise operational and administrative control over units within their geographic jurisdiction. Ideally, four to six stations and/or vessels comprise the operating units in the group, but the numbers may vary. The group commander exerts military jurisdiction over units in his area, and is responsible for administrative inspections, and their operational evaluation.

2. To exercise operational control, group commanders must be provided with adequate communications equipment. The Communications Center maintains distress frequency watches, and is responsible for maintaining communications, normally by telephone or landline, between the group and its shore units. Operating units maintain radio watches on established frequencies when alerted by the group.

3. The group concept is part of the long range plan to consolidate units in operational areas, with control by a central on scene commander. Coordination and efficiency of achievement of the basic missions by all operating units in the geographic area is the primary objective.

D. AIRCRAFT MAINTENANCE REPRESENTATIVE

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

ORGANIZATION MANUAL

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

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

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

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

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

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

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E. European Command

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

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

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

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

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

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

PART VII

HEADQUARTERS UNITS

ORGANIZATION

ORGANIZATION MANUAL

PART VII

HEADQUARTERS UNITS

A. General Description

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

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

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

b. Additionally, certain categories of units have been established as Headquarters units because of geographical location or because the nature of their duties precludes routine supervision by a district commander.

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

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Headquarters Unit

Headquarters Office Having
Technical Control

Academy ✓	Commandant (P)
Air Detachment, Arlington	Commandant (O)
Aircraft Repair and Supply Center	Commandant (E)
Electronics Engineering Center	Commandant (E)
Field Testing and Development Center	Commandant (E)
Oceanographic Unit	Commandant (O)
Radio Station (Alexandria, Va.)	Commandant (O)
Recruit Training Center	Commandant (P)
Reserve Training Center (Yorktown, Va.)	Commandant (R)
Supply Center	Commandant (F)
Training Centers	Commandant (P)
Yard	Commandant (E)
Institute ✓	Commandant (P)

Technical control over Electronics Laboratory Division, Washington Radio Station is vested in Commandant (E).

B. ORGANIZATION CHARTS

1. Following are the patterns of organization for Headquarters units. As the remaining patterns are developed, they will be incorporated in subsequent amendments.

DEPARTMENT OF TRANSPORTATION
U. S. COAST GUARD
ACADEMY

TRUST
Exercise command over the Academy as responsible for the efficient accomplishment of the assigned by the Commandant.

LEGAL
Act as legal advisor to the Superintendent and provide legal assistance to all military personnel.

CHAPLAIN
Directs religious and welfare functions of the ACOGSH.

DIRECTOR OF ADMISSIONS
Responsible for cadet procurement; act as Director of Admissions; supervise the programs of procurement publicity, entrance examinations and tendering of appointments.

ACADEMIC COUNCIL
Advise the Superintendent on matters relating to the curriculum, student reports on such matters as the Superintendent may request, and on all recommended candidates for the degree of Bachelor of Science.

EXECUTIVE BOARD
Recommend action on Program of instruction and on cadets with respect to deficiencies in academics, conduct and adaptability.

ATHLETIC BOARD
Make recommendations in matters of athletic policy and intercollegiate athletic schedules; supervise athletic budget.

COMMISSIONAL BOARD OF VISITORS
Visits the ACOGSH each year and reports to Congress.

ADVISORY COMMITTEE
Appointed by the Secretary of the Treasury to advise the Commandant and Superintendent on the course of instruction.

PUBLIC INFORMATION
Plan, develop and conduct the public information program of the ACOGSH including cadet procurement and cadet activity publicity.

CADET ADMINISTRATION DIVISION (COMMANDANT OF CADETS)
Plan, direct and supervise all cadet affairs and activities other than academic and athletic; maintain discipline, develop character, military bearing and leadership of cadets; collaborate with and assist Director of Admissions in policy matters; act as registrar.

BAND BRANCH
Perform band activities and provide musical instruction and assistance to cadet activities.

CLERICAL BRANCH
Create and maintain cadet personnel records; maintain necessary accounts, conduct and administrative work; assist above and in administration of cadet affairs.

ADMISSIONS RESEARCH BRANCH
Act as technical consultant on selection and evaluation problems and as counselor for cadets; provide support and assistance in the selection of admission procedures, machinery operations and evaluations; prepare reports and maintain records.

CADET ACADEMIC DIVISION
Responsible for the academic instruction of the cadets and coordinates the work of the departments of instruction.

DEPARTMENT OF APPLIED SCIENCES & ENGINEERING
Plan the program and instruct cadets in general and basic sciences, the applied sciences, naval architecture, electrical and power engineering; plan the summer program in cruise engineering.

DEPARTMENT OF MATHEMATICS
Plan the program and instruct the cadets in algebra, trigonometry, analytical geometry and calculus.

COMPUTER BRANCH
Provide the equipment and instruction for cadets in the use of computers and limitations of computer science through training in operational techniques and programming of a computer.

LIBRARY
Provide and maintain library facilities, books and periodicals for use of cadets and faculty; provide library facilities for other authorized users.

DEPARTMENT OF HUMANITIES
Plan the program and instruct the cadets in English composition, speech and literature, the social sciences, psychology and management.

WATERFRONT DIVISION
Supervise the operation of all waterfront facilities at the Academy including small boats; provide security of all waterfront facilities above and below; maintain all floating units.

SMALL CRAFT BRANCH
Maintain all boats, yachts and small craft. Maintain physical security of all waterfront facilities. Supervise operation of all life and boat shop. Provide services to professional and other authorized users of waterfront facilities.

EAGLE BRANCH
1. Maintain physical security of the vessel and equipment aboard.
2. Maintain records of repair and readiness to carry out training programs as scheduled.

PLANT AND PERSONNEL DIVISION
Maintain and improve the physical plant of the ACOGSH. Supervise the AMI and CE Programs for plant maintenance and improvement. Supervise the administration of military and civilian personnel. Supervise the flow of associated personnel attached to the ACOGSH.

PERSONNEL BRANCH
Supervise the administration of officer, enlisted and civilian personnel affairs, the recruitment, discipline and the programs for retention, morale and training and education of personnel.

COMMUNICATIONS BRANCH
Supervise and maintain communication services. Act as custodian and maintain security of registered publications.

PUBLIC WORKS BRANCH
Supervise the maintenance of buildings, grounds, roads and utilities. Provide security of ACOGSH reservation against internal and external hazards, including fire, theft and traffic. Supervise the program for vehicle operation and maintenance.

CONSTRUCTION AND ENGINEERING BRANCH
Prepare and review plans for contractual work, both maintenance and new construction. Administer the new construction program. Provide professional engineering advice on maintenance problems.

ADMINISTRATIVE BRANCH
1. Initiate and maintain current all medical records, examinations, inventories, reports, boards and correspondence, training and assignment of cadets and other authorized personnel and services as required within the Division.
2. Call for and disseminate information concerning regulations.
3. Be responsible for the physical appearance of the hospital.

NURSING BRANCH
Provide and supervise all nursing care for inpatients and outpatients. Supervise the feeding of inpatients. Supervise all housekeeping of the inpatient area. Provide training program of personnel. (See notes, if assigned.)

ACCOUNTING AND DISBURSING BRANCH
1. Perform financial accounting functions and disburse funds for the ACOGSH, the Corps of Cadets and the Grotton Training Center.
2. Maintain suballocation accounts for ACOGSH Divisions.

CADET STORE AND SUPPORT BRANCH
1. Supervise the procurement, storage and issue of items of uniforms, accessories and laundry, dry cleaning and other essential supplies.
2. Supervise the operation of the Cadet Store.
3. Supervise the preparation of food and other social type functions.

SUPPLY BRANCH
1. Supervise all procurement, control, disposal, transportation and related functions.
2. Perform duties of Contracting Officer.
3. Property Officer and Transportation Officer.

PAY AND AUDIT BRANCH
1. Maintain pay records for Coast Guard, Public Health Service and civilian personnel assigned to the ACOGSH.
2. Maintain pay records and expenditure accounts for cadets and prepares monthly reports and analyses, and certifies vouchers, pay records, payment schedules and related documents.

MESS OPERATION BRANCH
1. Prepare menus; supervise procurement, storage and issue of provisions and supplies, the preparation and service of food and other supervisory and control functions for the mess and the general mess.
2. Supervise the mess service for the hospital, dining and food service for official entertainments, hospitality or social affairs.

PLANT AND PERSONNEL DIVISION
Maintain and improve the physical plant of the ACOGSH. Supervise the AMI and CE Programs for plant maintenance and improvement. Supervise the administration of military and civilian personnel. Supervise the flow of associated personnel attached to the ACOGSH.

PERSONNEL BRANCH
Supervise the administration of officer, enlisted and civilian personnel affairs, the recruitment, discipline and the programs for retention, morale and training and education of personnel.

COMMUNICATIONS BRANCH
Supervise and maintain communication services. Act as custodian and maintain security of registered publications.

PUBLIC WORKS BRANCH
Supervise the maintenance of buildings, grounds, roads and utilities. Provide security of ACOGSH reservation against internal and external hazards, including fire, theft and traffic. Supervise the program for vehicle operation and maintenance.

CONSTRUCTION AND ENGINEERING BRANCH
Prepare and review plans for contractual work, both maintenance and new construction. Administer the new construction program. Provide professional engineering advice on maintenance problems.

PLANT AND PERSONNEL DIVISION
Maintain and improve the physical plant of the ACOGSH. Supervise the AMI and CE Programs for plant maintenance and improvement. Supervise the administration of military and civilian personnel. Supervise the flow of associated personnel attached to the ACOGSH.

PERSONNEL BRANCH
Supervise the administration of officer, enlisted and civilian personnel affairs, the recruitment, discipline and the programs for retention, morale and training and education of personnel.

COMMUNICATIONS BRANCH
Supervise and maintain communication services. Act as custodian and maintain security of registered publications.

PUBLIC WORKS BRANCH
Supervise the maintenance of buildings, grounds, roads and utilities. Provide security of ACOGSH reservation against internal and external hazards, including fire, theft and traffic. Supervise the program for vehicle operation and maintenance.

CONSTRUCTION AND ENGINEERING BRANCH
Prepare and review plans for contractual work, both maintenance and new construction. Administer the new construction program. Provide professional engineering advice on maintenance problems.

ATHLETIC ACTIVITIES DIVISION
Conduct intercollegiate and intramural athletic programs; direct and supervise all athletic activities and the Athletic Association and advise the Athletic Association in physical education instruction in physical education.

ATHLETIC ASSOCIATION
Supports the ACOGSH athletic program and the intercollegiate athletic activities so that the intercollegiate activities of the ACOGSH may be provided by mutual support and understanding.

DEPARTMENT OF PHYSICAL EDUCATION
Plan the program and instruct the cadets in physical education and physical fitness.

INTRAMURAL ATHLETIC BRANCH
Administer all aspects of the intercollegiate sports program through the Cadet Regiment Organization; provide equipment, facilities, coordinate activities with Commandant of Cadets.

INTERCOLLEGIATE ATHLETIC BRANCH
Administer all aspects of intercollegiate athletics including scheduling, issue and inventory of equipment, assignment of coaches and away playing areas, handling of records and away contests, maintenance of required records.

ACCOUNTING AND DISBURSING BRANCH
1. Perform financial accounting functions and disburse funds for the ACOGSH, the Corps of Cadets and the Grotton Training Center.
2. Maintain suballocation accounts for ACOGSH Divisions.

CADET STORE AND SUPPORT BRANCH
1. Supervise the procurement, storage and issue of items of uniforms, accessories and laundry, dry cleaning and other essential supplies.
2. Supervise the operation of the Cadet Store.
3. Supervise the preparation of food and other social type functions.

SUPPLY BRANCH
1. Supervise all procurement, control, disposal, transportation and related functions.
2. Perform duties of Contracting Officer.
3. Property Officer and Transportation Officer.

PAY AND AUDIT BRANCH
1. Maintain pay records for Coast Guard, Public Health Service and civilian personnel assigned to the ACOGSH.
2. Maintain pay records and expenditure accounts for cadets and prepares monthly reports and analyses, and certifies vouchers, pay records, payment schedules and related documents.

MESS OPERATION BRANCH
1. Prepare menus; supervise procurement, storage and issue of provisions and supplies, the preparation and service of food and other supervisory and control functions for the mess and the general mess.
2. Supervise the mess service for the hospital, dining and food service for official entertainments, hospitality or social affairs.

PLANT AND PERSONNEL DIVISION
Maintain and improve the physical plant of the ACOGSH. Supervise the AMI and CE Programs for plant maintenance and improvement. Supervise the administration of military and civilian personnel. Supervise the flow of associated personnel attached to the ACOGSH.

PERSONNEL BRANCH
Supervise the administration of officer, enlisted and civilian personnel affairs, the recruitment, discipline and the programs for retention, morale and training and education of personnel.

COMMUNICATIONS BRANCH
Supervise and maintain communication services. Act as custodian and maintain security of registered publications.

PUBLIC WORKS BRANCH
Supervise the maintenance of buildings, grounds, roads and utilities. Provide security of ACOGSH reservation against internal and external hazards, including fire, theft and traffic. Supervise the program for vehicle operation and maintenance.

CONSTRUCTION AND ENGINEERING BRANCH
Prepare and review plans for contractual work, both maintenance and new construction. Administer the new construction program. Provide professional engineering advice on maintenance problems.

PLANT AND PERSONNEL DIVISION
Maintain and improve the physical plant of the ACOGSH. Supervise the AMI and CE Programs for plant maintenance and improvement. Supervise the administration of military and civilian personnel. Supervise the flow of associated personnel attached to the ACOGSH.

PERSONNEL BRANCH
Supervise the administration of officer, enlisted and civilian personnel affairs, the recruitment, discipline and the programs for retention, morale and training and education of personnel.

COMMUNICATIONS BRANCH
Supervise and maintain communication services. Act as custodian and maintain security of registered publications.

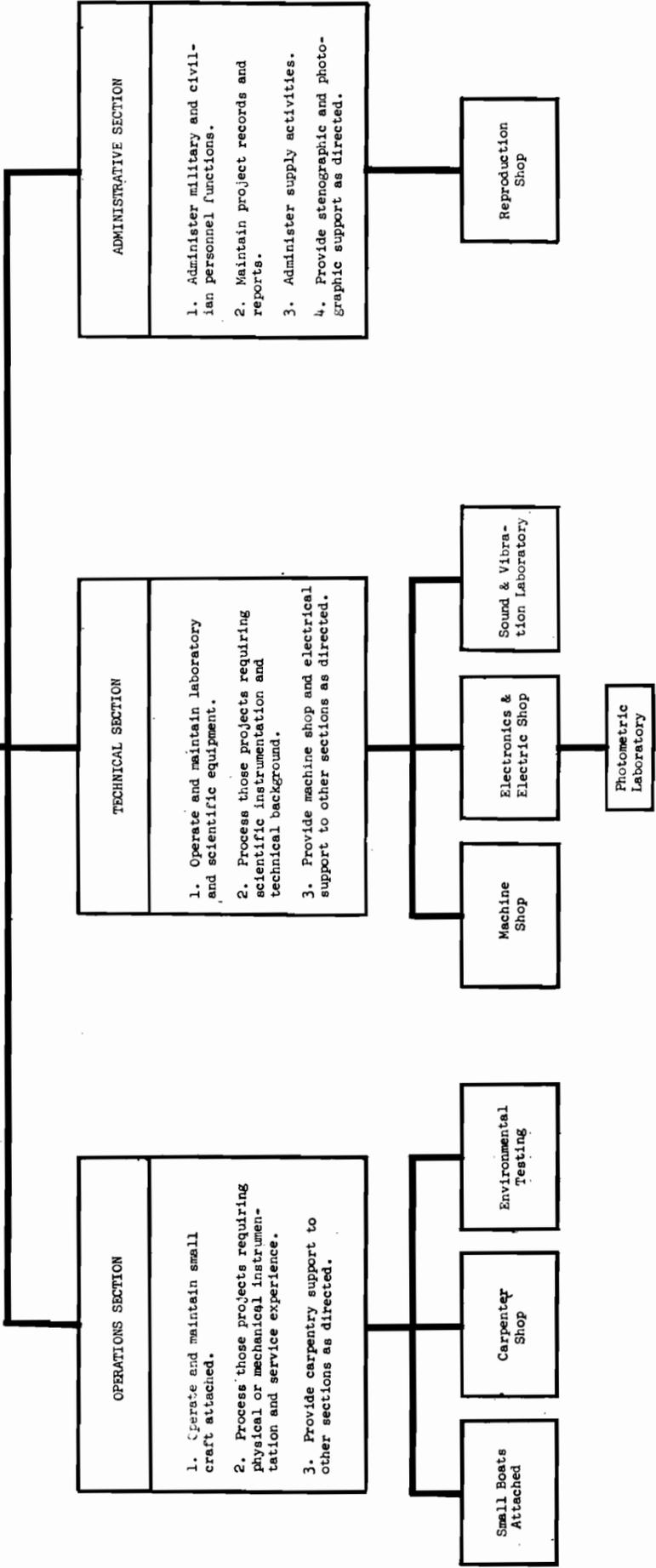
PUBLIC WORKS BRANCH
Supervise the maintenance of buildings, grounds, roads and utilities. Provide security of ACOGSH reservation against internal and external hazards, including fire, theft and traffic. Supervise the program for vehicle operation and maintenance.

CONSTRUCTION AND ENGINEERING BRANCH
Prepare and review plans for contractual work, both maintenance and new construction. Administer the new construction program. Provide professional engineering advice on maintenance problems.

DEPARTMENT OF TRANSPORTATION
U. S. COAST GUARD
FIELD TESTING AND
DEVELOPMENT CENTER

COMMANDING OFFICER
Administer and direct all activities of the center.

SENIOR PROJECT OFFICER
1. Under the direction of the Commanding Officer, coordinate such activities as the Commanding Officer may designate.
2. Acts for Commanding Officer in absence of Commanding Officer.



COMMANDING OFFICER

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

DEPARTMENT OF TRANSPORTATION

U. S. COAST GUARD

OCEANOGRAPHIC UNIT

DIRECTOR OF OCEANOGRAPHY

1. Assist the Commanding Officer in the general administration of oceanographic functions of unit.
2. Direct development, test, evaluation and production of oceanographic instruments and related procedures.
3. Devise, develop and direct execution of oceanographic research projects of interest to the Coast Guard.
4. Supervise the technical aspects of Coast Guard's program of oceanographic research and development including exercise of quality control. Record changes in Coast Guard Training Programs to maintain a high level of quality controls.
5. Develop justifications for oceanographic budget items.
6. Establish and maintain lines of communications with scientific and technical specialists of other Federal, state and local agencies and private organizations.
7. As official spokesman, represent Coast Guard in negotiations, conferences and committees on oceanographic matters.
8. Conduct basic research in oceanography.

EXECUTIVE OFFICER

Assist the Commanding Officer in the general administration of unit activities and keep him advised of the status of those activities. Function as senior military oceanographer and Support Section officer.

ADMINISTRATIVE AIDE

1. Function as secretary to Commanding Officer and Director of Oceanography.
2. Maintain civilian personnel records and compile civilian personnel reports.
3. Maintain correspondence files.

OCEAN SURVEYS AND SPECIAL PROJECTS SECTION

1. Devise, develop and direct the execution of special ocean surveys and research projects.
2. Supervise Coast Guard participation in cooperative national and international surveys.
3. Provide technical field coordination of multiship projects.
4. Provide field party for Coast Guard participation in surveys.
5. Maintain a high level of quality control for all data collected.
6. Reduce, analyze and publish as necessary data collected by Coast Guard units and/or personnel participating in special projects.

INTERNATIONAL ICE PATROL RESEARCH SECTION

1. Plan, utilize, and improve the practical application of oceanographic theory to International Ice Patrol problems.
2. Conduct research on the formation, drift and destination of floating ice.
3. Assist and advise Commander International Ice Patrol in the application of results of oceanographic surveys and research to Ice Patrol operations.
4. Provide field party for oceanographic vessel assigned to International Ice Patrol.
5. Supervise training of ice observers, military oceanographers, and field technicians.
6. Reduce and publish as necessary high data collected by the oceanographic vessel assigned to International Ice Patrol.
7. Maintain a high level of quality control for all data collected.

OCEAN STATION PROJECTS SECTION

1. Provide technical direction of synoptic oceanographic activities of ocean station vessels.
2. Devise, develop and coordinate synoptic oceanographic projects for ocean station vessels with public and private organizations.
3. Evaluate equipment, allowances, facilities and training aboard ocean station vessels.
4. Reduce and analyze for publication synoptic data collected by ocean station vessels.
5. Maintain a high level of quality control for all data collected.

COASTAL OCEANOGRAPHY AND INSTRUMENTATION SECTION

1. Provide technical direction of coastal oceanographic activities of Coast Guard units and personnel.
2. Devise, develop and coordinate coastal oceanographic projects for Coast Guard units.
3. Evaluate equipment, allowances, facilities and training of Coast Guard personnel and recommend changes as necessary.
4. Devise, develop and supervise production of instruments for use in all Coast Guard programs.
5. Supervise, the standardization, calibration and maintenance of oceanographic instruments.
6. Maintain high level of quality control over all data collected.
7. Reduce, analyze, and publish data collected in Coastal Oceanography programs.

SUPPORT SECTION

1. Provide administrative and technical support to the other sections.

ADMINISTRATIVE SERVICES SUB-SECTION

1. Maintain military personnel records.
2. Process travel vouchers.
3. Maintain plant property records.
4. Maintain directives file and administrative manual.
5. Process requisitions.
6. Maintain subhead accounts ledger.

NORMAL CHANNEL OF CONTROL

CHANNEL FOR OCEANOGRAPHIC TECHNICAL CONTROL

TECHNICAL SERVICES SUB-SECTION

1. Perform routine physical, biological, chemical and meteorological analyses necessary for the reduction of all data collected.
2. Perform basic maintenance of field and laboratory instruments and equipment both ashore and afloat; such maintenance to include recalibration and restandardization.
3. Provide drafting and associated illustrative services for all sections.
4. Prepare hand and machine tabulation of physical and chemical data, working graphs and data layout.
5. Prepare data for submission to the National Oceanographic Data Center.
6. Prepare manuscripts of data analysis for publication.
7. Provide ice observers for International Ice Patrol and field technicians for Oceanographic Unit field teams.

DEPARTMENT OF TRANSPORTATION
U. S. COAST GUARD
SUPPLY CENTER BROOKLYN

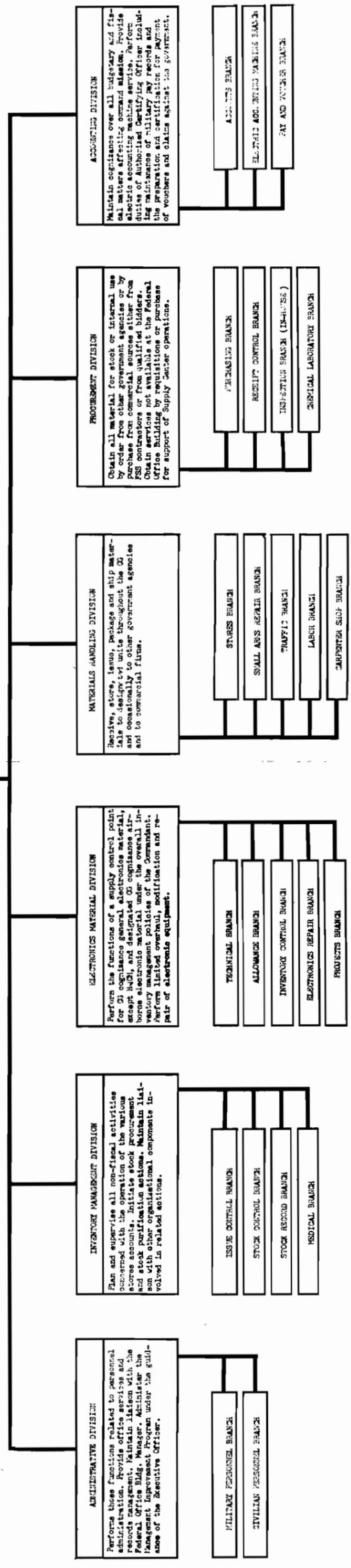
COMMODITY OFFICER
Responsible for the efficiency, safety, morale and well being of the command. Responsible for the assigned logistic missions and supply support. Supervises the Public Information Program.

ELECTRONICS INSPECTION STAFF
Inspect, expedite and coordinate assigned DI contracts for electronic equipment and materials. Provide liaison between the DI and the contractor. Supervise such resident electronics inspectors as are under the cognizance of the Supply Center.

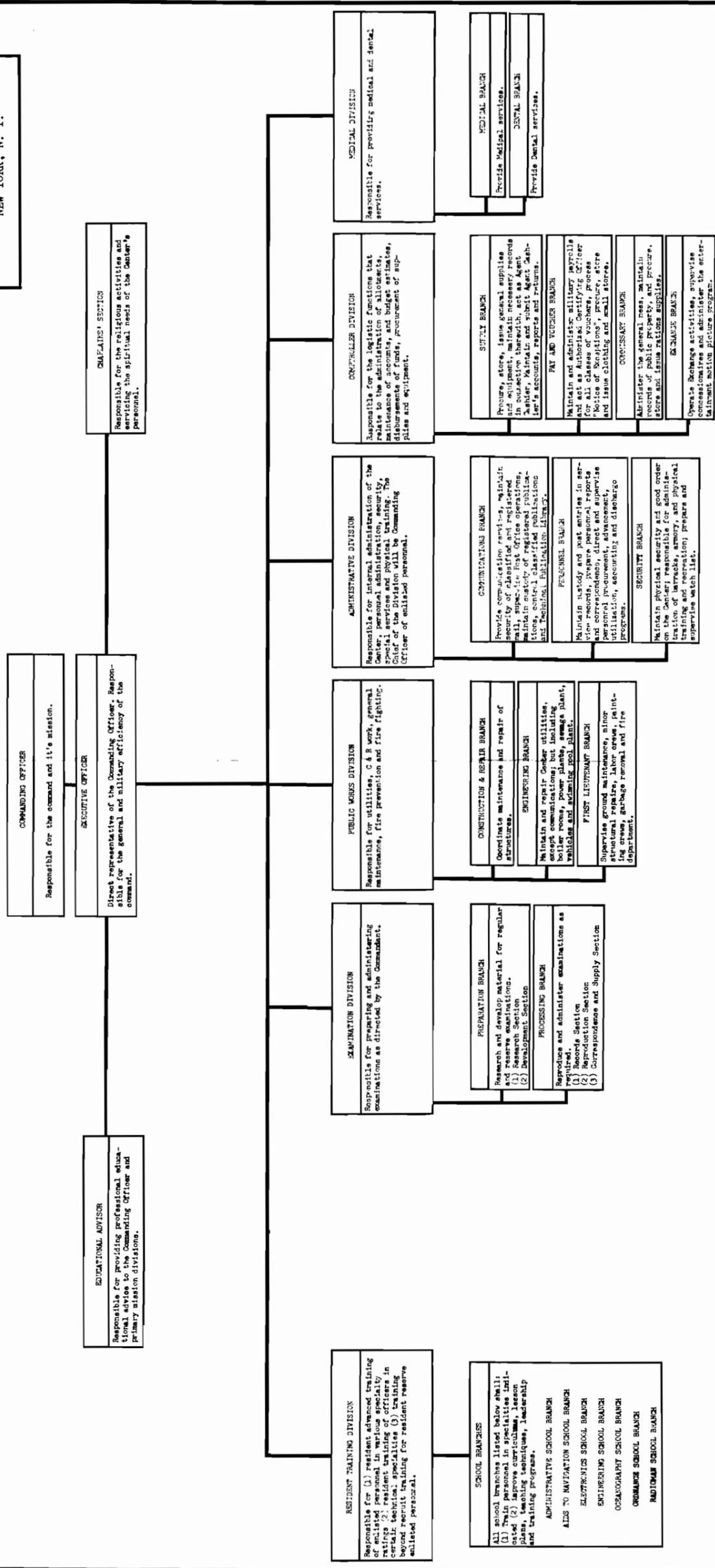
RESOURCE OFFICER
Assist the Commodity Officer in the general administration of the command and keep him advised of the status of activities. Coordinate the activities of the Supply Center.

PHYSICAL INVENTORY STAFF
Conduct physical inventories of all stocked materials on a scheduled basis.

SYSTEMS AND PROCEDURES STAFF
Recommend implementing action on non-routine matters and to conduct research and analysis of systems and methods for effective management.



DEPARTMENT OF TRANSPORTATION
U. S. COAST GUARD
TRAINING CENTER
NEW YORK, N. Y.



DEPARTMENT OF TRANSPORTATION
U. S. COAST GUARD
YARD

COMMANDING OFFICER
Responsible for command and general direction of activities of the Yard, including construction, repair, overhaul, alteration and preservation of Coast Guard vessels and design and manufacture of special structures and equipment; exercises administrative and supervisory authority over all activities of the Yard; maintains liaison with other agencies and supervises Yard safety program; directs preparation of budget estimates and controls obligation of allocated funds.

ADMINISTRATIVE DEPARTMENT
Responsible for all military personnel and military functions at YARD, including YARD security; Fire Department; YARD type plans; administration of non-industrial funds; supervision of Civilian Personnel; and Commanding Officer of enlisted personnel.

MANAGEMENT ASSISTANT
Serves as principal aide and adviser to the Industrial Manager in all matters concerning administration and supervision of industrial operations. Maintains stability and continuity of organization at the Industrial Manager level. Plans and directs all activities of Management Planning and Review Staff.

INDUSTRIAL MANAGER
Responsible for timely, efficient and economical accomplishment of all industrial and related activities within designated logistic area.
Plans and administers all industrial activities of YARD, including construction and conversion (where applicable), overhaul, alterations, maintenance, repair and fitting of vessels, boats, wharves, navigational aids, structures and equipment; maintains liaison with other agencies and supervises Yard safety program; directs preparation of budget estimates and controls obligation of allocated funds.
Initiates and initiates improvements therein for increased efficiency and economy; initiates and/or prepares work orders, estimates labor and material requirements and costs; supervises establishment of priority control system and planning of work flow and revises and inspects work in progress for quality; and for adherence to schedule with respect to availability of materials; keeps appropriate authorities advised of and provides solutions to production and engineering difficulties; maintains cognizance of labor market conditions and practices, as index for acceptance and allocation of work; provides for manufacture of special equipment and supplies as required; may approve requests for funds, and supervise their expenditure; insures preparation and maintenance of records, reports and accounts pertaining to industrial activities; maintains liaison between Headquarters' representatives and YARD Production Director Staffs.

MANAGEMENT PLANNING & REVIEW STAFF
Provides management staff assistance to the Industrial Manager in all matters concerning management engineering and mobilization planning. Responsible to Industrial Manager for the organization, administration and supervision of the Management and Industrial Management Staffs, Fiscal Analysis Staff and Civilian Staff.

FISCAL ANALYSIS STAFF
Provides Industrial Manager with necessary reports, analysis and control project funds; prepares and revises, close-out project orders on industrial projects and assists Controller Department in preparation of YARD budget. Substitutes for management staff in preparation of worked for, and program and project statistics.

MANAGEMENT ENGINEERING STAFF
Prepares YARD work load schedules and manpower reports; develops work load statistics; evaluates complex engineering problems; and provides industrial engineering studies concerning plant layout, materials flow, manpower application and overall operational improvements.

INDUSTRIAL RELATIONS DEPARTMENT
Responsible for all Civilian Personnel matters and Programs.

CONTROLLER DEPARTMENT
Responsible for preparation and administration of YARD operating budget; formulation of financial policies and programs; accounting; financial control; and management of inventory, stock, disposal of excess material; receiving, issuing and shipping, etc. normally falling under duties of a Comptroller.

INDUSTRIAL DEPARTMENT
Responsible for planning, estimating, scheduling, coordinating, performing, testing (where required), inspecting and controlling progress of work; and ensuring that all industrial work accomplished by the YARD.

PUBLIC WORKS DEPARTMENT
Responsible for the construction, maintenance and upkeep of buildings and grounds; utilities; roads; railroad equipment and tracks; mobile weight lifting and handling equipment; mobile cranes; and other equipment; and supervising work normally falling under Civil Engineering.

ENGINEERING DEPARTMENT
Responsible for design engineering and plan development work for all industrial programs and projects including preparation of bills of materials and technical specifications for special equipment; conducting assigned inspection and testing; and maintaining quality control and performing value engineering studies.

HEADQUARTERS REPRESENTATIVES
Represent Headquarters' divisions concerned in the management of the Yard, and exercise quality control on vessel construction programs and such other projects as Headquarters may direct.

MANAGEMENT SERVICES DIVISION
Responsible to the Industrial Manager for the organization, administration and supervision of the Management Services Division and for providing central mail and files services, graphic arts services, telephone and teletype services and reproduction services. Provides forms control services. Establishes and maintains standard distribution lists.

CENTRAL FILES & MAILS BRANCH
Provides central mail and files services including distribution of correspondence, plans, bills of materials, and other documents; and responsibility for archives and records disposal.

COMMUNICATIONS BRANCH
Provides telephone switchboard service and maintains operation of the YARD's internal teletype system.

GRAPHIC ARTS BRANCH
Provides graphic arts services consisting of industrial photography, production of metal photo & plastic labels, forms, printed liners for technical drawings, and other similar work. Provides silk screen process or other artistic means.

REPRODUCTION BRANCH
Provides central reproduction services including plans, bills of material, technical manuals, drawings, and miscellaneous duplicating work.

SOONS

DEPARTMENT OF TRANSPORTATION
 U. S. COAST GUARD
 AIRCRAFT REPAIR & SUPPLY CENTER
 ELIZABETH CITY, N. C.

COMMANDING OFFICER
 Commands the Center in accordance with the policies and directives of the Commandant, establishes local policy and administers the Center to assure that the prescribed mission and other projects assigned by proper authority are efficiently, effectively and economically accomplished; exercises direct administrative control over the issue of security clearances. Directly controls all public information releases.

EXECUTIVE OFFICER
 Manages the Center in order to carry out the mission, as stated in OPFAC, in the most efficient and economical manner in accordance with the policies and directives of the Commanding Officer and higher authority. Supervise and coordinate the efforts of all division heads and those branch heads and special assistants who report directly to him. Regulates liberty and leave of military personnel, other than those of the training detachment, to insure that an adequate force is available for duty at all times. Maintains a continuing program for the safety, health, morale, training and comfort of all personnel attached to the Center. Controls the issue of all master and sub-master keys of the Center lock system.

SAFETY OFFICER
 Responsible for administering the Center Safety Program. Coordinates the Program with the Division Heads. Makes plans for and trains individuals in safety practices and safety consciousness. Reports and investigates all accidents in accordance with existing directives. Insures receipt and distribution of flight safety publications. Maintains a constant review of missions, policies and practices as affect flight safety. Acts as advisor to the Aircraft Accident Analysis Board.

MILITARY PERSONNEL BRANCH
 Administers the military personnel program of the Center; supervises the Center General Office; maintains custody of the public property within the Military Personnel Branch; normally operates the barracks and maintains custody of the public property in the Barracks; schedules drills and exercises; administers the Coast Guard Welfare Fund; maintains records of housing available.

INDUSTRIAL RELATIONS BRANCH
 Administers the civilian personnel program of AR&SC, ECAB, and CGAS Elizabeth City. Furnishes advice on matters relating to civilian personnel administration to the Commanding Officer, staff officers and employees. Maintains the records of all civilian personnel and prepares all civilian personnel reports. Represents the Command in all matters involving employee-management relations.

PRODUCTION DIVISION
 Performs the overhaul, repair, modification, reconditioning, prototyping, manufacturing and preserving of aircraft, aircraft components and associated equipment, including electrical and electronic equipment, and installations, in accordance with instructions, standards, work orders and specifications issued by proper authority. Insure the maximum utilization and economy of tools, equipment and manpower, and maintains necessary working files of aeronautical publications and related material. Administers the air crewman training program and maintains the necessary records.

PRODUCTION CONTROL AND ENGINEERING DIVISION
 Performs production planning and control, industrial performance review, quality control and Aero Engineering functions for Production Division. Prepares local Engineering Instructions and work orders, including manhour and cost estimates. Establishes depth of overhaul requirements, work measurements standards, aircraft overhaul, modification and Class 265 overhaul schedules. Maintains follow up and performance review on scheduled work and material availability. Prepares work progress reports for AR&SC and CG Headquarters use. Prepares overhaul operations analysis charts on aircraft overhaul. Prepares proposed Engineering Changes and Bulletins and coordinates prototype installations. Operates Photo Lab facilities and provide engineering drafting services. Maintains AR&SC drawings, blueprints and microfilm. Maintains quality control in Production on aircraft components. Coordinates with Comptroller in preparation of budget estimates. Assumes all Flight Safety functions if the Safety Officer is not an aviator. Supervises flight operations. Administers the aviator training program.

COMPTROLLER DIVISION
 Accomplishes the AR&SC Supply Program which includes management of the Coast Guard inventory accounts for the aviation program and the overhaul and repair activity at the unit. Reviews the accuracy of the supply operations through a physical inventory program. Operates and manages the General Mess. Performs the fiscal operation which includes maintenance of fund, inventory and cost records prescribed by the Commandant or required by management in evaluating the efficiency of the unit. Maintains employee pay records and prepares payrolls. Performs certifying functions. Provides the supply technical and research functions required for operation of the Supply and Production programs and support for the overall Coast Guard aviation program. Coordinates and prepares unit budget for submittal to Headquarters. Operates data processing section to support ECAB and AR&SC divisions, unit and Headquarters requirements and to provide summarization for analysis of the various activities.

TRAINING DETACHMENT
 Develops, coordinates and administers the technical and military training of students in the AD School, the AT(A) School, and such other programs as may from time to time be assigned. Maintains the highest practicable standards of instruction and student performance. Develops and fabricates necessary training aids. Maintains assigned equipment. Maintains AR&SC Military Education Training Program records. Regulates liberty and leave of assigned personnel.

DEPARTMENT OF TRANSPORTATION
U. S. COAST GUARD
ELECTRONICS ENGINEERING STATION
WILDWOOD, NEW JERSEY

COMMANDING OFFICER
1. Be responsible for the administration and general direction of the performance of all Electronic Engineering Center functions.

EXECUTIVE OFFICERS
1. As the direct representative of the Commanding Officer, coordinate and administer the performance and administration of the station as a whole in conformance with the policies and orders of that officer.
2. Perform the functions of personnel officer.

SAFETY COUNCIL
1. Advise and assist the commanding officer in making the station-wide safety program as effective.

TECHNICAL ADVISORY COMMITTEE
1. Provide guidance to project managers on technical matters.
2. Periodically review progress on projects and review and edit all project reports.
3. Prepare a monthly electronics progress report.

ADMINISTRATION DIVISION
1. Coordinate and provide personnel administration services.
2. Coordinate and provide non-technical services.
3. Coordinate and provide supply and fiscal accounting services.

PROJECT ENGINEERING DIVISION
1. Coordinate and prosecute all electronics engineering projects.
2. Study the requirements of assigned projects and assign project managers and engineers.
3. Provide an engineering library and provide for the maintenance of necessary project records.
4. Coordinate and provide the various services necessary for preparation of project reports.
5. Coordinate and provide instrumentation and test equipment services.

MAINTENANCE DIVISION
1. Maintain the station grounds, roads, parking lots, buildings, and vehicles.
2. Maintain the electrical power, fire fighting, water, and sewage systems.
3. Provide services to various branches as necessary for the prosecution of project work.

PERSONNEL ADMINISTRATION BRANCH
1. Prepare reports and maintain records as necessary for administrative, civilian and military personnel.
2. Perform non-technical clerical services.
3. Maintain the general files.

SUPPLY BRANCH
1. Prepare and/or process documents relating to procurement, property accounting, and shipments.
2. Prepare and maintain required fiscal accounting records and reports.
3. Maintain the logistics files.

LOMAN-A BRANCH
1. Provide space, equipment, and technical personnel to assist prosecution of electronics projects involving Loman-A equipment.
2. Under the general direction of the Chief, Project Engineering maintain the prosecution of such projects.
3. Maintain and repair electronics equipment and antenna systems under cognizance of the branch.

LOMAN-C BRANCH
1. Provide space, equipment, and technical personnel to assist prosecution of electronics projects involving Loman-C equipment.
2. Under the general direction of the Chief, Project Engineering maintain the prosecution of such projects.
3. Provide Loman-C receiver repair services.
4. Maintain and repair electronics equipment and antenna systems under cognizance of the branch.

LABORATORY BRANCH
1. Provide space, equipment, and technical personnel to assist prosecution of electronics projects involving microwave equipment, radiobeacon equipment, antenna model test range, general instruments, and miscellaneous equipment.
2. Under the general direction of the Chief, Project Engineering Division, coordinate the prosecution of such projects.
3. Perform station machine shop work.
4. Maintain and repair electronics equipment, antenna systems, and instruments under cognizance of the branch.

TECHNICAL SERVICES BRANCH
1. Perform technical typing, drafting, photographic reproduction, and other station activities.
2. Maintain the technical files and engineering library.

INSTRUMENT BRANCH
1. Devise, instrument, and operate test and measurement systems.
2. Maintain test equipment and calibrate test equipment and instruments.
3. Maintain the telephone and internal communications systems.

RECEIVER OVERHAUL FACILITY
1. Repair, service, and calibrate Loman-C receivers and associated equipment.

DEPARTMENT OF TRANSPORTATION
U. S. COAST GUARD
WASHINGTON RADIO STATION

COMMANDING OFFICER
Exercises responsibility for the general operation of the Washington Radio Station.

EXECUTIVE OFFICER
Exercises general supervision, under the Commanding Officer, of the internal administration of the Station. Coordinates and supervises the activities of the several Divisions.

POLICY PLANNING GROUP
OO. XO, LAB DIRECTOR, QUARTERMASTER

PUBLIC WORKS DIVISION
Provides general maintenance services for the command

SECURITY & GROUNDS BRANCH
Provides general grounds and building maintenance for the command. Provides security force.

PLANT MAINTENANCE BRANCH
Provides electrical, carpentry and general services for the command. Maintains vehicles, generators, and general power equipment.

ADMINISTRATIVE DIVISION
Provides general administrative services for Electronics, Communications, Public Works, and (Ceremonial) components.

SUPPLY BRANCH
Maintains military pay records, for all military personnel. Maintains and controls station supply stocks. Handles incoming and outgoing shipments. Maintains property records. Operates general mess for the command.

PERSONNEL BRANCH
Maintains personnel records for all personnel. Handles correspondence for the command. Provides telephone switchboard service. Provides emergency and dispensary service.

ELECTRONICS LABORATORY DIVISION
Develops and fabricates prototype models of electronic equipment. Performs development and test operations. Provides technical support to the Command. Conducts laboratory tests to determine suitability for Coast Guard requirements. Conducts laboratory tests to serve as a basis for Coast Guard procurements; provides laboratory facilities for Headquarters Engineers and Technicians. Conducts investigations of long distance communications systems; repairs specific electronic sub-systems; overhauls and repairs electronic equipment as required; furnishes scientific personnel for field studies; provides Coast Guard membership on professional organizations.

PROJECTS BRANCH
Carries out project work as directed by the project officer and as assigned by Chief, Electronics Engineering Division.

REPAIR BRANCH
Provides repair and calibration service for highly technical systems such as Loran C.

MACHINE SHOP BRANCH
Provides Machine Shop services for Laboratory and Station generally as required.

COMMUNICATIONS DIVISION
Provides communications for the Atlantic Coast Station via all WSP, VHF, and special programs of the Coast Guard; provides aeronautical communications to Coast Guard aircraft; conducts frequency monitoring and enforces radio circuit discipline under the direction of the Commandant.

MATERIAL BRANCH
Provides maintenance and repair service for all WSP communication and IC systems. Maintains REC Surface Defense equipment.

OPERATIONS BRANCH
Operates radio and landline circuits in the following programs: Atlantic OBY 3/3 Monitoring AWPX Point-to-point Air-ground Special

CEREMONIAL DIVISION
Carries out Coast Guard ceremonial functions

DEPARTMENT OF TRANSPORTATION
U. S. COAST GUARD
RESERVE TRAINING CENTER
YORKTOWN

REVIEW BOARD
Recommend action on students attending various schools with respect to deficiencies in academics, conduct and adaptability.

COMMANDING OFFICER
Responsible for operation and administration of the Reserve Training Center.
Is the District Director of the Coast Guard Reserve, Yorktown District.

PUBLIC INFORMATION OFFICER
Assist Commanding Officer in conducting the Public Information Program of the Reserve Training Center.

GO WELFARE REPRESENTATIVE
Responsible directly to Commanding Officer for administration of Welfare Fund.

MESS COMMITTEE
Responsible directly to Commanding Officer for supervision and administration of the Mess and Messant Officer Mess, Mess, Mess and related activities.

SAFETY BOARD
Administer Center Safety Program.

HOUSING BOARD
Recommend policies and program for Public and Rental Housing.

EXECUTIVE OFFICER
Coordinates and supervises the implementation of the policies and plans of the Commanding Officer.
Approves the plans and procedures of the divisions and other staff functions.
Assists the Commanding Officer in the administration of the Reserve Training Center.
Is Chairman of Officer Candidate Review Board and Housing Board.

EXCHANGE OFFICER
Responsible directly to Commanding Officer for supervision and administration of the Exchange Program of the Reserve Training Center and related activities.
Administer Morale Fund.

PERSONNEL ASSISTANT
Supervise and administer all military and civilian personnel policies.

LEGAL ASSISTANCE OFFICER
Provide legal assistance to military personnel.

MORALE AND RECREATION ASSISTANT
Carry out established morale, recreation and physical Education Programs.

EDUCATION OFFICER
Administer and supervise the Education Program for all military personnel.

TRAINING DIVISION
Plans, organizes and administers the operation of, and controls all training activities to most effectively fulfill the missions of the several schools and courses.
Subhead administrator for allotted funds.

COMPTROLLER DIVISION
Supervises, directs and has responsibility for all logistic functions relating to fiscal, supply, accounting matters and messes.
Prepares budget estimates.
Performs duties of Property Officer.

OPERATIONS DIVISION
Responsible for administration and supervision of vessels and boats assigned, physical security of Reserve Training Center, 3...
Subhead administrator for allotted funds.

MEDICAL DIVISION
Plans and administers all matters pertaining to the health of the assigned personnel and their dependents.
Initiates and maintains current, all medical records, examinations, inventories, reports, boards and correspondence.
Collects, prepares and disseminates information concerning medical regulations.

RESERVE TRAINING BRANCH
Conducts training programs for officers and enlisted personnel of the Coast Guard Reserve assigned for active duty training.
Establishes, conducts and supervises such resident schools as the Commandant (R) may direct to carry out the above.

PUBLIC WORKS DIVISION
Plans and administers the program for design, construction, maintenance and repair of all buildings, grounds, vehicles, structures and utility systems.
Subhead administrator for allotted funds.
Administers Public and Rental Housing Program.

DESIGN AND ENGINEERING BRANCH
Designs, constructs and alters buildings, structures, roads, grounds and utilities.
Provides technical control of assigned commercial contract work.
Designs and prepares estimates for advance planning projects and improvements.
Maintains real property records.

UTILITIES AND SUPPLY BRANCH
Operates and maintains Machine, Electric, Electronics Shops and Garage. Services and repairs installed mechanical, electrical and electronics equipment utility systems and vehicles on center.
Operates and maintains heating, water and sewage plants and service systems.
Performs duties as Vehicle Transportation Officer.

STRUCTURES, ROADS AND GROUNDS BRANCH
Operates and maintains Carpenter Shop, Roads and Grounds Shop. Maintains and repairs structures, grounds, roads and walk areas.
Provides janitorial services and road/grounds labor force.

HOUSING AND CLERICAL BRANCH
Prepares and maintains necessary records required for administration of Rental and Public Housing.
Provides office services and office administration of Division records and paperwork management.

OFFICER CANDIDATE/GENERAL SERVICE SCHOOLS BRANCH
Trains officer candidates in the basic elements necessary to serve as commissioned officers.
Trains direct commissioned officers, warrant officers and assigned allied officers in subjects established by the approved curriculum.

MECHANICAL MARINE SAFETY SCHOOL BRANCH
Trains officers in the basic elements necessary for assignment to duty in Merchant Marine Safety Functions.
Maintains and updates CG345 series.

CLERICAL AND RECORDS BRANCH
Prepares and issues all schedules, division directives series and correspondence.
Maintains division files, student records and rosters.

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