ARTMENT OF TRANSPORTATION

COAST GUARD

COAST GUARD

ORGANIZATION MANUAL

CG-229

DEPARTMENT OF TRANSPORTATION
UNITED STATES COAST GUARD

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

7 JAN 1970

HEADQUARTERS ORGANIZATION MANUAL
CG-229-1

AMENDMENT NO. 1

1. Purpose. This amendment is a complement to Headquarters Organization Manual, 229-1, the initial issue of which was promulgated by letter dated 9 May 1967. It contains only material which was not a part of the original issue, and such material is marked by a star (★) to facilitate its identity.

2. Action.

a. Make changes as indicated below:

Remove and destroy the following pages:	Insert the following new pages:
Letter of Promulgation (reverse Record of Amendments)	Letter of Promulgation (reverse blank)
Pages iii thru xiii	New pages iii thru xv and pages 1 thru 10

b. Add the following sections, in the order named:

	Pages
PART I, THE COMMANDANT	1-0 thru 1-42
PART II, THE CHIEF OF STAFF	2-0 thru 2-53
PART V, OFFICE OF MERCHANT MARINE SAFETY	5-0 thru 5-42

c. Make the following pen and ink changes in Letter of Promulgation:

(1) Delete paragraph 2.
(2) Change paragraph 4 to read "Changes to this manual will be published in consecutively numbered amendments."
(3) Renumber remaining paragraphs as 1, 2 and 3, respectively.

d. Make notation of change on Record of Amendments, page v.

3. Summary of Changes.

a. A procedure for amending the organizational and functional structure of Headquarters and field units under cognizant HQ offices has been added.

b. An Introduction to Headquarters Organization has been added to include:

(1) General Description of Coast Guard Headquarters Organization and Missions.

(2) Coast Guard Headquarters Organization Charts.

(3) General Functional Statements.

(4) Statement of General Responsibility.

c. Functional statements for the following sections have been added:

(1) Part I, Office of the Commandant

(2) Part II, Chief of Staff

(3) Part V, Office of Merchant Marine Safety

d. The following offices, established since CG-229-1 was originally published, have been added under Part I, the Commandant:

(1) The Office of Public & International Affairs (A)
(2) Office of Civil Rights (H)
(3) Inspector General (IG)

4. This amendment presents material for the further development of HQ Organization Manual as provided in letter of promulgation dated 9 May 1967. Charts and functional statements for remaining Offices will be included as they are developed.

T. R. SARGENT
Chief of Staff

Encl: (1) New pages for CG-229-1

Distribution:

To Chiefs of all Offices, Divisions, and Branches

NOTICE

THE SUPPLY OF THE ORIGINAL ISSUE OF HEADQUARTERS ORGANIZATION MANUAL CG-229-1, DATED 9 MAY 1967, HAS BEEN DEPLETED AND WILL NOT BE REPRINTED IN ITS PRESENT FORM. EVERY SECTION OF THE ORIGINAL PUBLICATION IS BEING REVISED AND WILL BE REISSUED IN STAGES, SO THAT WHEN COMPLETED, ALL HOLDERS OF THIS AMENDMENT WILL HOLD A COMPLETE, CURRENT COPY OF THE TOTAL PUBLICATION.

DEPARTMENT OF TRANSPORTATION
UNITED STATES COAST GUARD

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

9 May 1967

LETTER OF PROMULGATION
CG-229-1

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

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

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

4. Amendments. Suggested alterations to the organizational and functional structure as prescribed herein shall be submitted to the Administrative Management Division for approval. Changes to this manual will be published in consecutively numbered amendments.

P E Trimble

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

PREFACE

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

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

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

METHOD OF AMENDING

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

RECORD OF AMENDMENTS

AMENDMENT NO.	DATED	DATE ENTERED	ENTERED BY
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
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13			
14			

★ PROCEDURE FOR AMENDING ORGANIZATIONAL AND FUNCTIONAL STRUCTURE

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

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

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

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

* * * * * *

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HEADQUARTERS ORGANIZATION

★ INTRODUCTION TO HEADQUARTERS ORGANIZATION

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

★ B. COAST GUARD HEADQUARTERS ORGANIZATION CHARTS

	CHART
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The Commandant (To Be Added)	1-A
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Civilian Equal Opportunity Division	1-A3
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Title VI and Contract Compliance Division	1-A5
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* Shown as Chart 2A in CG-229, and as Chart IV-B-1 in Department of Transportation Manual.

OFFICE	CHART
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PART XI

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

PART XII

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

★ C. GENERAL FUNCTIONAL STATEMENTS

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

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

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

★ D. STATEMENT OF GENERAL RESPONSIBILITY

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

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

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

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

4. Assisting other component chiefs as required.

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

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

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

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

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

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

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

PART I

★ THE COMMANDANT (C)

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

★ASSISTANT COMMANDANT (CA)

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

★ SPECIAL ASSISTANT TO THE COMMANDANT

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

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

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

★ CHIEF HEARING EXAMINER (CE)

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

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

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

3. Indoctrinate the field Hearing Examiners.

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

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

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

★ Science Advisor to Commandant

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

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

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

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

★ MERCHANT MARINE COUNCIL (CMC)

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

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

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

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

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

★ THE EXECUTIVE SECRETARY, MERCHANT MARINE COUNCIL (CMC)

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

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

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

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

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

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

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

* * * * * *

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

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

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

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

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

* * * * * *

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

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

★ OFFICE OF CIVIL RIGHTS (H)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

★ HEADQUARTERS CIVIL RIGHTS STAFF (HC)

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

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

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

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

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

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

★ CIVILIAN EQUAL OPPORTUNITY DIVISION (HCE)

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

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

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

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

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

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

★ MILITARY EQUAL OPPORTUNITY DIVISION (HME)

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

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

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

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

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

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

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

★ TITLE VI & CONTRACT COMPLIANCE DIVISION (HTC)

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

Contract Compliance (Executive Order 11246)

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

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

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

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

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

6. Prepare contract compliance reports required by DOT directives.

Title VI Compliance (Civil Rights Act of 1964)

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

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

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

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

★OFFICE OF PUBLIC AND INTERNATIONAL AFFAIRS (A)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

★ ADMINISTRATIVE ASSISTANT

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

1. Perform the duties of Directives Control Point.

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

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

4. Initiate correspondence on personnel actions.

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

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

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

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

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

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

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

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

★ STAFF ASSISTANT (General)

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

1. Perform the duties of Classified Material Control Officer.

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

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

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

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

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

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

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

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

10. Perform other staff duties as directed.

★ PUBLIC INFORMATION DIVISION (API)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

a. Commemorating Holidays and anniversaries.

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

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

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

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

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

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

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

★ SPECIAL ASSISTANT FOR NAVY LEAGUE MATTERS

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

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

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

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

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

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

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

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

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

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

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

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

★ MOTION PICTURE/TV BRANCH (API-1)

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

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

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

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

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

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

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

★ MEDIA RELATIONS BRANCH (API-2)

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

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

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

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

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

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

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

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

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

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

10. Maintain officer biography and portrait files.

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

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

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

★ COMMUNITY RELATIONS BRANCH (API-3)

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

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

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

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

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

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

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

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

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

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

★ LEGISLATIVE AFFAIRS DIVISION (ALA)

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

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

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

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

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

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

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

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

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

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

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

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

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

★ SENATE LIAISON BRANCH (ALA-1)

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

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

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

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

★ HOUSE OF REPRESENTATIVES LIAISON BRANCH (ALA-2)

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

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

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

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

★ LEGISLATIVE REFERENCE LIBRARY SERVICE BRANCH (ALA-3)

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

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

2. Provide index and reference service.

★ INTERNATIONAL AFFAIRS DIVISION (AIA)

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

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

2. Have primary responsibility for coordination between the various governmental and industry groups to develop and prepare proper United States positions relative to technical safety of life at sea and other matters, and for the instruction of United States delegations to international conferences.

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

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

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

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

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

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

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

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

★ INTERNATIONAL MARITIME SAFETY BRANCH (AIA-1)

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

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

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

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

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

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

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

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

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

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

★ INTERNATIONAL AFFAIRS COORDINATING BRANCH (AIA-2)

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

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

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

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

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

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

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

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

★ PORTS AND WATERWAYS LIAISON DIVISION (AWL)

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

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

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

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

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

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

★ RESEARCH/STATISTICAL ANALYSIS BRANCH (AWL-1)

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

1. Review Water Resources Reports/Surveys and studies.

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

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

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

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

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

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

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

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

★ OCEAN PORTS BRANCH (AWL-3)

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

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

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

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

★ TELECOMMUNICATIONS LIAISON DIVISION (ATL)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

★ FREQUENCY MANAGEMENT BRANCH (ATL-1)

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

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

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

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

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

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

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

TECHNICAL BRANCH (ATL-2)

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

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

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

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

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

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

6. Supervise maintenance of the Division technical files.

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

★ INSPECTOR GENERAL (IG)

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

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

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

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

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

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

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

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

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

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

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

★ SAFETY STAFF (IGS)

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

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

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

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

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

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

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

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

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

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

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

PART II

★ CHIEF OF STAFF (CCS)

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

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

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

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

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

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

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

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

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

9. Act as Commanding Officer of Headquarters.

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

★ LIAISON OFFICER - CHIEF OF NAVAL OPERATIONS

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

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

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

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

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

   d. Monitors and reports on developments and activities.

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

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

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

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

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

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

★ ASSISTANT CHIEF OF STAFF FOR OCEAN SCIENCES

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

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

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

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

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

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

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

★ MANAGEMENT ANALYSIS DIVISION (CMA)

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

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

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

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

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

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

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

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

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

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

10. Administer the military and civilian Incentive Awards Programs.

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

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

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

14. Edit and publish the Commandant's Bulletin.

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

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

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

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

★ POSITION ANALYSIS AND CLASSIFICATION BRANCH (CMA-1)

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

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

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

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

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

5. Take appropriate action on positive classification appeals.

★ MANAGEMENT AND ORGANIZATION BRANCH (CMA-2)

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

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

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

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

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

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

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

MANPOWER UTILIZATION BRANCH

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

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

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

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

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

★ MANAGEMENT SERVICES BRANCH (CMA-4)

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

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

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

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

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

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

6. Edit and publish the Commandant's Bulletin.

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

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

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

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

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

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

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

14. Administer the Correspondence Management Program.

★ PROGRAMS DIVISION (CPA)

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

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

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

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

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

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

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

7. Be Program Manager for the General Administration Program.

★ PROGRAMS REVIEW BRANCH

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

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

2. Prescribe the requirements for, and coordinate the development and final submission of, all annual program memoranda, including the Program and Financial Plans.

3. Coordinate the development of all program resource change proposals and their respective priorities at the various stages of the budget process. Perform such analysis as required to insure adoption of best alternatives within the framework of approved long-range planning.

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

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

PERSONNEL ALLOWANCES BRANCH

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

1. Allocate or reallocate military and civilian personnel allowances for all Coast Guard units in accordance with statutory requirements, established ceilings, fiscal limitations, approved program changes, and staffing criteria developed by the Management Analysis Division. Maintain associated record keeping system.

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

3. Coordinate the review of changing manpower requirements with the Management Analysis Division and recommend areas where new or revised staffing criteria should be developed.

4. Review manpower requirements submitted in Resource Change Proposals for consonance with approved programs, to detect deviations from approved staffing criteria, determine impact of changes upon total manpower structure, and consider capability of the Office of Personnel to provide skills. Perform staff work for, and recommend action on requests for changes to established personnel on billet/position developments.

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

★ BUDGET DIVISION (CBU)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

★ BUDGET BRANCH (CBU-1)

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

1. Supervise and direct the functions of the two sections and otherwise manage personnel and related resources of the branch.

2. Serve as principal technical advisor to division chief in matters of budget formulation and execution, including development of phased time schedules for accomplishment.

3. Prepare or review budget schedules and justification material and related correspondence.

4. Carry out division's responsibility for budget execution, including periodic review of accomplishments.

5. Review, adapt, and modify external instructions on budget preparation and reporting and promulgate necessary internal instructions to implement them; initiate or review all Coast Guard directives relating to budgetary functions.

6. Maintain liaison with departmental and Bureau of the Budget examiners and represent Coast Guard in meetings with other agencies relative to functions for which designated as Coast Guard representative.

★ OPERATING FUNDS SECTION

Under the direction and supervision of the Chief, Budget Branch, the Chief, Operating Funds Section shall:

1. Formulate, present, and execute budget programs for "Operating Expenses" (including Reserve Training) as follows:

a. Develop budget estimates which properly reflect financial requirements for approved Coast Guard programs.

b. Prepare schedules, tabulations, and reports for use in budget presentation.

c. Prepare detailed instructions to Districts, Headquarters Units, and offices and divisions at Headquarters relating to budget estimates.

d. Prepare annual financial plans, annual allotments, and apportionment schedule.

e. Receive requests from field units for changes in allotment levels and forward to appropriate division with comments.

f. Reply to requests for funds by preparing correspondence or processing allotment modification as appropriate.

g. Initiate or review changes to the financial plans to meet funding requirements resulting from adjustments in programs.

h. Prepare budgetary reports required by the Congress, Bureau of the budget, and Department of Transportation and prepare such other reports required for internal administrative use.

i. Prepare applicable portion of Headquarters Notices or Instructions detailing estimates by program and subhead for the several budgetary cycles.

★ GENERAL FUNDS SECTION

Under the direction and supervision of the Chief, Budget Branch, the Chief, General Funds Section shall:

1. Formulate, present, and execute budget programs for "Acquisition, Construction, and Improvements,: "Retired Pay," "Supply Fund," YARD Fund," and "Gift Fund," as follows:

a. Develop budget estimates which properly reflect financial requirements for approved Coast Guard programs.

b. Prepare schedules, tabulations, and reports for use in budget presentation.

c. Prepare detailed instructions to Districts, Headquarters Units, and offices and divisions at Headquarters relating to budget estimates.

d. Prepare annual financial plans, annual allotments, and apportionment schedule.

e. Receive requests from field units for changes in allotment levels and forward to appropriate division with comments.

f. Reply to requests for funds preparing correspondence or processing allotment modification as appropriate.

g. Initiate or review changes to the financial plans to meet funding requirements resulting from adjustments in programs.

h. Prepare budgetary reports required by the Congress, Bureau of the Budget, and Department of Transporation and prepare such other reports required for internal administrative use.

i. Prepare applicable portion of Headquarters Notices of Instructions detailing estimates by program and subhead for the several budgetary cycles,

2. Prepare instructions for estimating and reporting international transactions, payroll, and employment.

3. Co-ordinate and prepare Notices and Instructions relating to budgetary functions.

4. Prepare schedules on Coast Guard public works programs, including budgetary programs, reports on progress, and inventory of projects.

★ COST ANALYSIS BRANCH (CBU-2)

Under the direction and supervision of the Chief, Budget Division, the Chief, Cost Analysis Branch shall:

1. Supervise and direct the functions of two sections and manage personnel and related resources of the branch.

2. Develop cost analysis principles, policies, and procedures.

3. Provide advice and service to field and Headquarters activities to assure uniform cost reporting and maximum utilization of cost data as a tool of management. Coordinate reporting procedure with Comptroller.

4. Establish guidelines for the preparation of ADP procedures relating to accumulation and consolidation of cost data, furnished by the field and Headquarters Units, into prescribed formats, and integration of selected statistical data to produce program costs.

5. Established guidelines, review and modify ADP procedures as required for the statistical analysis of cost related to the planning, programming, and budgeting system.

6. Direct special analytical cost studies of programs, with particular reference to comparing alternative package costs, including variation in investment, operating costs, or economic life. Present data in format suitable for use at decision-making level.

7. Establish and direct a continuous analysis of cost data received from field and Headquarters Units, and provide periodic and special reports for management.

8. Exercise Administrative control over the Budget Analyst responsible for military pay and allowances.

★ ANALYTIC SECTION

Under the direction and supervision of the Chief, Cost Analysis Branch, the Chief, Analytic Section Shall:

1. Conduct periodic review and revision of the Coast Guards' collection and PPBS cost distribution system, including its integration with other management information systems.

2. Prepare analytic studies on cost data programs required by program element coordinators.

3. Develop cost standards as a guide for the management, control and analysis of overall operations.

4. Explore the use of modern financial management techniques and their applicability to Coast Guard programs.

5. Develop systems related to PPBS for utilization in both automated and manual management information systems.

6. Assist in the development of cost programming and managerial techniques necessary to control capital replacement and expansion programs.

7. Provide Cost Analysis Data necessary for evaluation of Coast Guard programs with alternative mixes of capital investment and recurring costs.

8. Interpret collected cost data and develop formats for meaningful reports to top management covering both significant trends and performance evaluation.

9. Develop analyses of the economic impact of civilian versus military manning standards for carrying out existing or future programs.

10. Develop, design and prepare graphic and other visual aids used in budget documents and in presentations by the Budget and Cost Analysis Division and by other offices as required.

★ COST ACCOUNTING SECTION

Under the direction and supervision of the Chief, Cost Analysis Branch the Chief, Cost Accounting Section shall:

1. Review the adequacy of existing cost data and recommend changes to the cost collection system as necessary.

2. Prepare, classify and consolidate financial data for use by program coordinators and other managers.

3. Prepare periodic financial reports keyed to the needs of top and middle management.

4. Prepare interim and annual reports, statements and cost studies.

5. Perform special cost studies in order to identify and isolate problem areas.

6. Review, reconcile and summarize total appropriation expenditures by budget activity, component and object code and prepare in suitable format for inclusion in budget documents.

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

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

★ PLANS EVALUATION DIVISION (CPE)

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

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

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

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

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

★ PLANS BRANCH

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

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

a. Assist in the promotion, evaluation, and development of new program initiatives, and of new and more effective means of conducting existing programs.

b. Identify and define interface areas with other Government agencies.

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

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

★ SYSTEMS BRANCH

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

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

a. Develop and maintain a complete capacity for evaluating, monitoring and projecting present and future deficiencies and strengths in Coast Guard resource utilization.

b. Develop and apply economic analyses, mathematical models, simulation techniques, operations research and other scientific methods in order to facilitate the coordination and implementation of all long range plans and programs.

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

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

★ ADMINISTRATIVE SERVICES DIVISION (CAS)

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

1. Generally administer matters relating to all military personnel assigned to Headquarters and maintain a system of personnel accountability, recording movements of all military personnel to and from Headquarters on duty or on leave of all types.

2. Act as Commanding Officer of enlisted personnel, maintaining an adequate level of morale and discipline.

3. Generally administer the Service-wide examination program for advancement of enlisted personnel assigned to Headquarters; effect the separation, extension of enlistment and reenlistment of all military personnel assigned to Headquarters; prepare certificates of clearance to handle classified matter for all military personnel assigned to Headquarters; verify the security clearance held by civilian employees of agencies visting Headquarters; prepare original and/or renew government drivers permits to qualified military personnel.

4. Exercise general cognizance over travel of all military and civilian personnel at Headquarters; cause compliance with personnel allowances established for the several components of organization at Headquarters; maintain required personnel records; and compile, edit, and distribute directories of Headquarters personnel.

5. Act as Education Officer and Housing Officer for all Headquarters military personnel; perform the functions of the Director of Coast Guard Welfare, Headquarters District; and administer the Blood Donor Program for Headquarters.

6. Administer civilian personnel operations for Headquarters, consisting of: (a) a civilian personnel staffing program to provide the best qualified person for each vacant position; (b) a responsive position classification program; (c) an employee-management relations program to guide management in the utilization of employees and in the handling of disciplinary and adverse actions, and the administration of employee benefits and services such as health insurance, life insurance and retirement guidance; (d) a training and development program; and (e) maintenance of civilian personnel records.

7. Be responsible for the safety and internal security of Headquarters building and the handling and safeguarding of classified material; serve as fire marshal and as custodian of property in specific locations; and supervise Headquarters Disaster Control Organization.

8. Be generally responsible for the operation and upkeep of the Coast Guard Headquarters building, including the allocation of space; supervise the movement of furniture and equipment and serve as contact representative for minor elevator, plumbing, and electrical repairs; and assist the Chief of Staff in regulating working conditions.

9. Plan, coordinate, direct, and control a mail and messenger service to receive, process, and route all incoming and outgoing mail; maintain mailing lists and distribute publications and directives in accordance with established plans. Mail or handle all classified material being sent from Headquarters; and receive and distribute to cognizant Office/Division Classified Material Control Officer (CMCO) all classified material originating outside of Headquarters with certain exceptions.

10. Be responsible for: (a) the Headquarters Records Management Program, including the development of Records Schedules for retention, transfer, and disposal of records; and (b) the Headquarters system of directives, publishing an Index of effective Headquarters instructions annually and assigning consecutive numbers and dates of both Instructions and Notices.

11. Request procurement of, receive, store, maintain, and issue office equipment and furniture; install and maintain inter-communications systems; furnish labor details and shipping services; operate a disintegrater for destruction of classified material; dispatch and operate official government vehicles; prepare and control the issuance of necessary Coast Guard and DOD identification and emergency instruction cards, civilian identification cards and provide fingerprinting service; issue car pool parking permits and exercise control over the allocation of parking spaces at Headquarters.

12. Develop and administer the printing and duplicating program for Headquarters, including: (a) a liaison with the Department of Transportation on printing matters; (b) preparation, publication and maintenance of Headquarters printing regulations; (c) providing technical assistance to field units and to Offices and Divisions at Headquarters on matters involving printing and printing equipment; (d) providing editorial layout and printing format services for Headquarters staff components; (e) preparation of preliminary budget estimates for printing items and control of field printing funds.

13. Direct a program and develop plans and procedures for the transportation of personnel, material and household goods for the CG, and provide like services at HQ.

14. Administer the Headquarters Document Inspection Facility.

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

★ ADMINISTRATIVE ASSISTANT

Under the direction and supervision of the Chief, Administrative Services Division, the Administrative Assistant shall:

1. Maintain account of office space assignments and insure maximum utilization of existing space.

2. Be responsible for promotion of economy in communications; make recommendations on requests for telephone service charges.

3. Monitor use of copying equipment, and recommend additions, deletions, or relocation.

4. Oversee operation of mail distribution, printing and distribution of publications.

5. Represent Chief, Administrative Services Division in matters concerning equal opportunity.

6. Conduct bi-annual inventory of classified material.

7. Coordinate arrangements for Coast Guard military personnel participation in ceremonies.

8. Direct Headquarters Blood Donor program.

★ SECURITY AND LOGISTICS BRANCH

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

1. Maintain physical and internal security of Headquarters building.

2. Prepare necessary Coast Guard and Department of Defense Identification and Emergency Instruction Cards:

   a. Provides laminating and fingerprinting services.

3. Provide equipment necessary for safeguarding classified material.

4. Supervise movement and re-arrangement of furniture and equipment, and maintain related property records.

5. Control the allocation of parking spaces at Headquarters by:

   a. Maintaining a master list of car pools and occupants thereof.

   b. Issuing car pool parking permits to eligible members.

6. Serve as contact representative for minor elevator, plumbing and electrical repairs.

7. Serve as Fire Marshal for Headquarters.

8. Serve as Custodian of property located in Vault IV and Room 1109.

9. Direct and supervise the Chief, Building Services and Stores Section.

★ BUILDING SERVICES AND STORES SECTION

Under the direction and supervision of the Chief, Security and Logistics Branch, the Chief, Building Services and Stores Section shall:

1. Request procurement of, receive, store, maintain, and issue office equipment and furniture.

2. Install and maintain inter-communications systems.

3. Furnish labor details and shipping services.

4. Operate disintegrater for destruction of Classified Material.

5. Dispatch and operate official government vehicles.

6. Perform such other service functions as required.

★ MILITARY PERSONNEL ACTION BRANCH

Under the direction and supervision of the Chief, Administrative Services Division, the Chief, Personnel Action Branch shall:

1. Maintain a system of personnel accountability and record movements of all military personnel assigned to and/or visiting Headquarters.

2. Maintain and/or prepare personnel records, including:

a. Officer leave records and Security Status Jackets.

b. Reports of personnel authorized and on board, both military and civilian.

c. Enlisted service records.

d. Officer and enlisted personnel diaries.

3. Maintain general correspondence and directives files.

4. Be responsible for the Headquarters system of directives to the extent of:

a. Publishing an Index of effective Headquarters Instructions annually.

b. Assigning consecutive numbers to Instructions, and date both Instructions and Notices.

5. Act as Assistant Education Officer, which includes:

a. Initiating entries of all educational achievements in the records of assigned military personnel.

b. Administering tests and examinations to military personnel enrolled in Coast Guard, USAFI and other correspondence courses.

c. Providing guidance necessary to select proper courses and assistance in obtaining enrollment.

d. Insuring that correspondence courses and test materials are returned promptly to the cognizant institute.

6. Administer the Physical Fitness Program at Headquarters to the extent:

a. Periodically evaluating the physical fitness of military personnel assigned to this division, and recoding the results of these evaluations on the prescribed form.

b. Retaining custody of all physical fitness records of Headquarters military personnel.

7. Generally administer the service-wide examination program for advancement of enlisted personnel assigned to Headquarters by:

a. Determining eligibility to participate in service-wide examinations, and notifying each member accordingly.

b. Ordering the appropriate examinations from the cognizant supply source, retaining custody thereof until delivered to the Senior Member of duly appointed examining boards.

8. Have custody over property located in Rooms 1000, 1000A, 1000B, 1124, 1126, 1201, 2313, and Phase I Medical Units (MMPNC).

9. Effect the separation, extension of enlistment and reenlistment of all military personnel assigned to Headquarters as may be required.

10. Prepare certificates of clearance to handle classified matter as may be required for all military personnel assigned to Headquarters.

11. Perform the following additional functions:

a. Advise other military and non-military agencies of the degree of security clearance held by military and civilian personnel assigned to Headquarters as necessary.

b. Verify the security clearance held by civilian employees of other agencies visiting Headquarters as may be required.

c. Prepare original and/or renew Government Drivers Permits to qualified military personnel.

d. Prepare official correspondence, endorsements, and directives as may be required.

★ RECORDS AND DIRECTORY BRANCH

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

1. Develop and maintain a schedule for retention, transfer and disposal of records at Headquarters, which entails:

a. Reviewing and analyzing Coast Guard Comprehensive Records Control Schedule #1, and initiating amendments and changes thereto as necessary.

b. Surveying Headquarters' records periodically, applying appropriate disposal instructions; and advising and assisting in the transfer of records to records centers.

c. Initiating correspondence to offices and divisions relative to operations of the disposal program. Preparation of reports on record holdings, disposal, and such other reports as required by management.

d. Maintaining a system of control over records loaned by National Archives and Federal Records Center.

2. Compile, edit, and distribute directories of Coast Guard personnel assigned to the Washington Area, which includes:

a. Securing and forwarding to the Department of Transportation civilian and military locator and revised organizational information for publication in the Department of Transportation Telephone Directory, as required.

b. Securing and assembling locator information from military personnel for keeping up to date the Register of Military Personnel in the Washington Area, CG-141.

c. Operating a central information desk to handle incoming telephone inquiries and to assist visitors.

★ MAIL AND MESSENGER BRANCH

Under the direction and supervision of the Chief, Administrative Services Division, the Chief, Mail and Messenger Branch shall:

1. Plan, coordinate, direct and control mail and messenger functions which include:

a. Receiving, processing, and routing of incoming mail.

b. Mailing of publications and directives in accordance with distribution plans.

c. Receiving and processing outgoing mail.

d. Maintaining mailing lists and preparing necessary envelopes.

e. Directing the messenger service.

f. Logging remittance checks directed to the Collection Clerk.

g. Maintains locator information on Headquarters personnel.

2. Direct and supervise the Headquarters' Classified Material Control Section.

★ CLASSIFIED MATERIAL CONTROL SECTION

Under the direction and supervision of the Chief, Mail and Messenger Branch, the Chief, Classified Material Control Section shall perform the following functions:

1. Receive all classified material originating outside of Headquarters with the exception of TOP SECRET, COSMIC, NATO, SEATO, CENTO, CRYPTO, Restricted Data and Intelligence Data; disseminate this material to the cognizant Office/Division Classified Material Control Officer (CMCO) and maintain a comprehensive log to record these transactions.

2. Mail or handle all classified material being sent from Headquarters and maintain appropriate associated records.

3. Provide each Office/Division CMCO with an inventory run-off on prescribed inventory dates for the purpose of keeping the respective office apprised of classified material for which it is held accountable.

4. Maintain a master deck of EAM cards from which inventory run-off may be obtained.

★ PUBLICATIONS AND PRINTING BRANCH

Under the direction and supervision of the Chief, Administrative Services Division, the Chief, Publications and Printing Branch shall:

1. Develop and administer the service-wide printing and duplicating program, which includes:

a. Preparation of the printing budget.

b. Administering printing funds.

c. Providing liaison with the Department of Transportation on printing matters.

d. Providing technical assistance to field units and to offices and divisions at Headquarters on matters involving printing and printing equipment.

e. Preparing, publishing, and maintaining the Headquarters printing Regulations.

f. Reviewing and signing of all printing requisitions.

g. Preparing specifications and requisitions for material to be printed outside Headquarters.

h. Providing liaison with the Government Printing Office and commercial printers.

i. Maintaining files of directives and publications developed by the branch.

j. Computing costs and determining the low bidder on E.A.M. cards and marginally punched paper.

2. Review and evaluate requests for procurement of supplies, etc., to meet administrative and operational needs of Headquarters components.

3. Direct and supervise the Chiefs of the Printing Section and the Distribution and Storage Section.

★ PRINTING SECTION

Under the direction and supervision of the Chief, Publications and Printing Branch, the Chief, Printing Section shall provide printing and binding services to Headquarters.

★ DISTRIBUTION AND STORAGE SECTION

Under the direction and supervision of the Chief, Publications and Printing Branch, the Chief, Distribution and Storage Section shall perform the following functions:

1. Prepare requisitions for publications, directives, and forms of other agencies.

2. Prepare necessary distribution cards for mail room.

3. Compile and mail material as requested by the field; by other government agencies; and by the general public.

4. Prepare, publish, and maintain the Standard Distribution List, CG-131.

5. Receive requisitions and issue material as requested from the Headquarters Stationery Locker.

6. Order necessary stocks for the Stationery Locker.

7. Maintain stock control records for the Stationery Locker and for Headquarters stock of publications.

8. Maintain running inventory of publications in Consigned Stock at the Government Printing Office and Maintain a card file for Headquarters use.

9. Order publications shipped from Consigned Stock as required.

10. Make annual physical check of material in Consigned Stock at GPO to confirm the running inventory.

★ HEADQUARTERS CIVILIAN PERSONNEL BRANCH

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

1. Plan, direct and execute a civilian personnel program for the Headquarters and Headquarters units, as assigned, including such program elements as position and pay management, recruitment, employee utilization, counseling, preparation and maintenance of records, preparation of reports, and the execution of civilian personnel actions.

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

3. Maintain liaison with personnel officials of Coast Guard, Department of Transportation, Civil Service Commission and other activities, on matters pertaining to civilian personnel administration.

★ STAFFING AND EMPLOYEE RELATIONS SECTION

Under the direction and supervision of the Chief, Headquarters Civilian Personnel Branch, the Chief, Staffing and Employee Relations Section shall:

1. Conduct civilian personnel recruitment and in-service promotion and placement activities.

2. Conduct basic orientation for new employees and insure appropriate on-the-job orientation by supervisors.

3. Counsel and assist employees on personal and job-related matters, including grievances, appeals, planning personal finances, health insurance, life insurance, retirement, planning further education and development, etc.

4. Provide advice to various levels of management on legal and regulatory requirements and restrictions, merit provisions of Federal employment, and other matters affecting civilian personnel administration.

5. Provide advice and assistance to supervisors in carrying out their personnel management responsibilities, including (a) selecting employees, (b) utilization of skills, (c) evaluating performance, (d) using incentive awards, (e) maintaining communications, (f) administering discipline, and (g) administering leave.

★ POSITION AND PAY MANAGEMENT SECTION

Under the direction and supervision of the Chief, Headquarters Civilian Personnel Branch, the Chief, Position and Pay Management Section shall:

1. Conduct a responsive position management program which includes the review, analysis and evaluation of positions in their organizational contexts in terms of supervisory structure, orderly career ladders, military civilian "mix," etc., as well as the accurate classification of positions to occupational series and grades in accordance with applicable criteria.

2. Conduct or supervise special studies and surveys relating to grade structure, alignment and control, and new occupational areas.

3. Make position inquiries collecting data on duties, responsibilities, controls and working conditions of individual positions.

4. Make preliminary studies of procedural and regulatory issues, technical manuals, organization charts, other job descriptions to obtain facts and verify information obtained.

5. Advise and assist operating officials concerning the impact of various duty and responsibility assignments among positions in an organizational unit and the possible effect of such assignments on grade levels.

6. Explain classification actions taken in specific cases, and suggest appropriate steps to be taken in complying with classification changes, modifications, etc.

7. Maintain the organizational and master files of jobs, job number control, and other position classification records.

★ REPORTS AND PERSONNEL PROCESSING SECTION

Under the direction and supervision of the Chief, Headquarters Civilian Personnel Branch, the Chief, Reports and Personnel Processing Section shall:

1. Supervise the processing of all civilian personnel actions assuring that actions are complete, accurate and in compliance with applicable rules, regulations, policies and procedures.

2. Implement and maintain the input system to establish and update employee records contained in the Civilian Personnel Automated Record Keeping and Reporting System.

3. Maintain official personnel folders, employee record cards and other official records.

4. Prepare statistical reports including the monthly Civilian Personnel Strength Summary, the monthly Status of Vacancies report, the weekly Civilian Employment Ceiling Report, the Monthly Report of Federal Participation in Economic and Educational Opportunity Programs, and various other reports, as required.

★ DATA SYSTEMS DIVISION (CDS)

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

1. Administer the planning, development and operation of information systems which involve the collection, processing and storage of data and the dissemination of information required for operation and management of Coast Guard functions and missions.

2. Coordinate and control the acquisition, installation and utilization of data processing equipment and resources at Coast Guard Headquarters and at field activities.

★ PLANNING BRANCH

Under the direction and supervision of the Chief, Data Systems Division, the Chief, Planning Branch shall:

1. Analyze feasibility of proposed data systems and improvements to existing systems; develop general data system concepts, designs and specifications.

2. Develop and maintain policies, procedures and standards governing the planning, development and operation of data systems.

3. Provide intra-division administrative services.

★ SYSTEM PLANNING SECTION

Under the direction and supervision of the Chief, Planning Branch, the Chief, Systems Planning Section shall:

1. Develop and maintain long range plans for orderly development of a Coast Guard wide management information system consisting of a series of inter-related systems utilizing common data bases.

2. Initiate and participate in studies of information requirements to define problems and develop solutions; determine the feasibility of ADP techniques, including cost/benefit analyses; prepare feasibility study reports recommending subsequent actions.

3. Develop general data system designs by application of management science techniques, including but not limited to, operations research, simulation, statistical analysis and computer system analysis; prepare general system specifications for new or significantly revised applications to provide the basis for detailed design work to be done by the Development Branch.

4. Periodically review ADP systems and resources to assure that systems in operation are essential, adequately fulfill current requirements and are consistent with long range plans and that resources are adequate but not in excess of requirements; initiate actions required to maintain optimum effectiveness of the management information system.

5. Maintain liaison with Department officials concerned with ADP management, with various agencies concerned with ADP matters such as Bureau of the Budget, General Services Administration, National Bureau of Standards, etc., with counterparts in other departments and agencies and with technical and management personnel in the ADP community including equipment vendors and computer software development companies; keep abreast of changing hardware and software technology, evaluate new equipment and techniques, and initiate action to adopt improved methods.

6. Prepare and/or participate in the preparation of RCP's and RFP's for acquisition of ADP hardware, software or services; coordinate the sharing of Coast Guard equipment with other agencies, where feasible, and the use by Coast Guard of ADP facilities of other agencies.

7. Provide technical advisory and consultative services and assistance to Headquarters offices and divisions, to field units and to other branches of the division in the development and operation of information systems.

★ STANDARDS SECTION

Under the direction and supervision of the Chief, Planning Branch, the Chief, Standards Section shall:

1. Publish and update the Coast Guard Data Systems Manual which outlines procedures for initiation of requests for data processing services; procedures for studies preceding acquisition of ADP equipment, software or services; procedures for recording and reporting ADP resource utilization data; standards for planning and development of ADP applications; and standards for operation of data system installations.

2. Review proposals for acquisition of ADP resources for conformity to prescribed procedures and standards; coordinate studies involving multiple organizational components; recommend action to be taken on requests for resource acquisition.

3. Review ADP utilization records and reports; identify potential problem areas and initiate appropriate action.

4. Collect required data and prepare recurring or special ADP management reports required by DOT, GSA, BOB, etc.

5. Audit documentation and operating practices of data processing installations to assure adherence to prescribed procedures and standards.

6. Prescribe procedures for the compilation of data required for the Commandant's Data Book; schedule and coordinate compilation of data by other HQ divisions; assemble and distribute completed books.

7. Participate in division personnel management functions by preparing position descriptions and task statements; developing performance standards; developing training requirements and schedules; recruiting to fill vacancies; preparing requests for personnel action; and maintaining personnel file.

8. Maintain files of technical reference material used throughout the division including text books, equipment reference manuals, technical periodicals, documentation of completed ADP studies, etc.; develop and administer procedures for controlling the issuance of these materials and for procurement of additional reference material as required.

★ DEVELOPMENT BRANCH

Under the direction and supervision of the Chief, Data Systems Division, the Chief, Development Branch shall:

1. Develop and maintain systems software required for effective utilization of Coast Guard ADP installations.

2. Develop detailed system designs and computer program specifications for ADP applications.

3. Develop computer programs, source data reporting and conversion procedures, clerical procedures and operating instructions for ADP applications.

★ PERSONNEL AND FINANCE SECTION

Under the direction and supervision of the Chief, Development Branch, the Chief, Personnel and Finance Section shall:

1. Perform the following functions for systems pertaining to military pay and personnel administration for active duty, reserve and retired personnel; civilian personnel administration; personnel allowances and complements; reserve mobilization; financial accounting; and budgetary information:

a. Analyze general system designs for new and revised applications and develop detailed system designs and program specifications (includes development of system flow charts, input and output forms and formats, data file and record layouts, input data edit criteria and error correction routines, decision logic tables, computation techniques, accuracy controls, etc.); prepare system design and program specification documentation.

b. Develop computer programs (includes block diagrams and/or detailed decision logic tables, code structures and code lists, key punch procedures, OCR conversion programs, writing and coding of computer instructions, preparation of test data, analysis of test run results and making necessary corrections, preparation of operating instructions for the central computer and/or remote terminals, etc.); prepare program documentation.

c. Develop clerical procedures governing input data preparation and control, output control, error resolution and inter-division work flow.

d. Prepare or participate in preparation of directives governing the preparation and submission of source documents.

e. Develop modifications of detailed system designs, programs and clerical procedures, as required, to overcome operational problems or to provide for changes in or additions to data requirements; update related documentation.

f. Maintain files of system and program documentation.

★ MISSION-SUPPORT SECTION

Under the direction and supervision of the Chief, Development Branch, the Mission Support Section shall:

1. Perform the following functions for systems involving operational, engineering, logistics or merchant marine data and for all other applications not specifically assigned to the Personnel and Finance Section:

a. Analyze general system designs for new and revised applications and develop detailed system designs and program specifications (includes development of system flow charts, input and output forms and formats, data file and record layouts, input data edit criteria and error correction routines, decision logic tables, computation techniques, accuracy controls, etc.); prepares system design and program specification documentation.

b. Develop computer programs (includes block diagrams and/or detailed decision logic tables, code structures and code lists, key punch procedures, OCR conversion programs, writing and coding of computer instructions, preparation of test data, analysis of test run results and making necessary corrections, preparation of operating instructions for the central computer and/or remote terminals, etc.); prepare program documentation.

c. Develop clerical procedures governing input data preparation and control, output control, error resolution and inter-division work flow.

d. Prepare or participate in preparation of directives governing the preparation and submission of source documents.

e. Develop modifications of detailed system designs, programs and clerical procedures as required to overcome operational problems or to provide for changes in or additions to data requirements; update related documentation.

f. Maintain files of system and program documentation.

★ SYSTEMS SOFTWARE SECTION

Under the direction and supervision of the Chief, Development Branch, the Chief, Systems Software Section shall:

1. Modify and maintain system software furnished by ADP equipment vendors to assure that vendor-supplied operating systems, compilers, utility programs, etc., will interact with Coast Guard application programs in a manner which will provide optimum efficiency and effectiveness.

2. Develop and maintain programs for communications between central computer and remote terminals; assign terminal identification codes, user identification codes, etc., and develop techniques to assure that access to data is limited to authorized users.

3. Develop and maintain Coast Guard utility programs for processing requirements which are common to two or more application areas but are not adequately fulfilled by vendor-supplied software.

4. Develop and maintain, within the central computer system, a machine-readable library of systems software, application programs, program modules, macro routines, etc.

5. Publish, for guidance of applications programmers at Headquarters and at field units, technical information such as instructions governing the use of system software and program libraries, information pertaining to the allocation or reservation of areas of core storage or immediate access storage, clarification or amplification of vendor-supplied technical manuals, etc.; furnish technical assistance to application programmers on software problems.

6. Maintain liaison with technical staff of ADP equipment vendors and with counterparts in other ADP installations to facilitate exchange of technical information.

7. Coordinate with field units and remote terminal operators to identify and resolve program, communications or terminal operation problems.

★ OPERATIONS BRANCH

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

1. Operate the central computer equipment and provide supporting production services.

★ DATA PREPARATION SECTION

Under the direction and supervision of the Chief, Operations Branch, the Chief, Data Preparation Section shall:

1. Control receipt of input data source documents.

2. Coordinate scheduling of input data preparation with the production schedule of the Computer Operations Section.

3. Screen and batch source documents to be processed through OCR equipment; analyze and correct, or initiate correction action on source documents rejected by OCR process.

4. Edit and code source documents containing input data to be key punched.

5. Operate key punch equipment; maintain equipment utilization records.

6. Analyze data which fails to meet edit criteria of input edit runs or periodic audit runs; initiate corrective action; correspond with sources of data to correct records and/or to identify and eliminate causes of errors; maintain controls to assure timely resolution of errors.

7. Assemble and distribute data processing output.

8. Coordinate and control release and return of work to be performed by commercial contractors or by other agencies such as contract key punching, magnetic tape to microfilm conversion, Linotron printing, etc.

9. Maintain files of selected output reports required to facilitate exception processing, for use in audits or for historical files.

★ COMPUTER OPERATIONS SECTION

Under the direction and supervision of the Chief, Operations Branch, the Chief, Computer Operations Section shall:

1. Schedule and control all centralized ADP processing to assure timely completion of required output and achieve optimum equipment utilization.

2. Operate the central computer installation.

3. Maintain equipment utilization records and records of equipment malfunctions; certify vendor invoices covering equipment rentals and maintenance charges.

4. Maintain liaison with equipment maintenance personnel and building maintenance personnel to assure that ADP equipment, air conditioning, power supply, etc., are maintained at a proper level.

★ Library Section

Under the direction and supervision of the Chief, Operations Branch, the Chief, Library Section shall:

1. Maintain magnetic tape, disk pack and punched card files of application data, application programs and system software programs; maintain library control records of all files.

2. Coordinate and control the distribution to depositories of magnetic tapes containing back-up data files and programs.

3. Maintain documentation files containing reference manuals and operating instructions used in other sections of the Operations Branch.

4. Assist the Computer Operations Section by assembly, in advance of the operating schedule, of data files, programs, operating instructions and supplies required for specific jobs.

5. Maintain inventory records of paper, punched cards and other ADP supplies used in the branch; control receipt and issuance of supplies; initiate procurement action when reorder points are reached.

PART V

★ OFFICE OF MERCHANT MARINE SAFETY (M)

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

1. Direct, supervise, and coordinate the activities of the Chiefs of 5 Divisions, namely, Merchant Marine Technical, Merchant Vessel Inspection, Merchant Vessel Personnel, Merchant Vessel Documentation, and Hazardous Materials, in connection with their assigned functions; assure the efficient performance of duty by those officers; and have ultimate responsibility for the enforcement of the navigation and vessel inspection laws, and laws governing safety on structures subject to the provisions of the Outer Continental Shelf Lands Act.

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

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

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

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

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

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

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

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

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

11. Act as Chairman of the Merchant Marine Council.

12. Exercise technical control over the Merchant Marine Details.

13. Direct and supervise activities of the Planning and Special Projects Staff and the Traveling Inspector Staff.

14. Be program director for **Commercial Vessel Safety.** (The Deputy Chief is the program manager.)

★ TRAVELING INSPECTOR STAFF (M-1)

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

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

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

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

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

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

★ PLANNING AND SPECIAL PROJECTS STAFF (M-2)

Under the direction and supervision of the Chief, Office of Merchant Marine Safety, the Chief, Planning and Special Projects Staff shall:

1. Prepare and assist in the preparation of technical papers in support of U. S. positions in connection with Coast Guard participation in deliberations of the International Maritime Consultative Organization and other international activities.

2. Undertake and assist in the planning, development, and conduct of technical, personnel, and management studies in support of the Merchant Marine Safety mission.

3. Coordinate the preparation of program data and other documents required under the Planning, Programming and Budgeting System.

4. Supervise the activities of the Underwater Safety Project.

★ RECORDS MANAGEMENT STAFF (M-3)

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

1. Develop and implement records systems based on existing and projected needs of the Merchant Marine Safety Program.

2. Monitor the Merchant Marine Safety Records Management Program for the Service and provide advisory service when requested.

3. Maintain the Merchant Marine Safety Standard Subject Classification Numbers Supplement in the areas of maritime safety and law enforcement, ship design and ships material, and general material to be used by Headquarters staff elements of the Office of Merchant Marine Safety, all Coast Guard District (m) Offices and Coast Guard Marine Inspection Offices.

★ MERCHANT MARINE TECHNICAL DIVISION (MMT)

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

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

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

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

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

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

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

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

8. Review reports of marine casualties referred by the Merchant Vessel Inspection Division; recommend action to be taken in specific cases; and analyze the experience reflected in the reports taken collectively.

9. Review and comment upon applications for waivers of the navigation and vessel inspection laws referred by the Merchant Vessel Inspection Division, analyze those which have been granted in the field, and recommend general waivers of technical requirements.

10. Provide technical assistance in the development of national position papers on technical matters affecting maritime safety and represent the United States in discussion of such matters at the international level through the Intergovernmental Maritime Consultative Organization (IMCO).

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

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

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

14. Provide technical support to the Office of Boating Safety for the development and administration of recreational boating safety standards.

★ TECHNICAL STAFF (MMT)

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

1. Join with the Division Chief in advising the Chief of the Office of Merchant Marine Safety in matters importantly affecting administration of merchant marine safety requirements.

2. Advise with respect to any aspect of vessel design, construction and materials. Participate and keep abreast of engineering and scientific developments so as to anticipate and assess vessel safety problems which may be affected or created thereby.

3. Initiate and review new or amended regulations.

4. Review and make recommendation concerning proposed legislation which may affect merchant marine safety.

5. Serve as Coast Guard representative in consultations which may involve both technical and policy decisions with other U. S. Government agencies, industrial and scientific establishments and foreign authorities.

6. Develop and promulgate internal procedures, methods and policies governing operation of the Division and of the Office of Merchant Marine Safety.

7. Analyze marine casualties for cause and prevention of future incidents.

8. Perform necessary research in the development of new criteria for vessel strength and operation.

★ ADMINISTRATIVE STAFF (MMT)

Under the direction and supervision of the Chief, Merchant Marine Technical Division, the Administrative Officer shall:

1. Conduct studies to determine and maintain the proper organizational alignment of components within the Division and those of the Merchant Marine Technical Field Offices, necessary to accomplish their mission.

2. Examine existing staffing and office procedures and coordinate administrative functions within the Division to improve efficiency and avoid duplication of efforts; act as coordinator between the Division and other activities of the Office of Merchant Marine Safety for personnel training and certain civilian personnel matters.

3. Manage and supervise the Division control point for mail and distribution; the Division repository for classified material, and a reception office for visitors.

4. Collect data and submit reports, as required, for the Coast Guard, Department of Transportation, and Executive Branch of the Government; prepare agenda for Division-level conferences.

5. Edit the Navigation and Vessel Inspection Circular (NVIC); prepare Headquarters Instructions and Notices; maintain official record copy of directives.

6. Coordinate the preparation of the annual multi-year Planning-Programming-Budgeting procedures for the Division.

7. Maintain a current safety equipment and material approvals system, and a published listing (Equipment Lists (CG-190)) of such approvals by coordinating with Equipment, Electrical Engineering, Marine Engineering and Hull Scientific Branches.

★ADMEASUREMENT BRANCH

Under the direction and supervision of the Chief, Merchant Marine Technical Division, the Chief, Admeasurement Branch shall:

1. Administer and interpret U. S. tonnage measurement laws, admeasure U. S. vessels, and issue U. S. tonnage certificates.

2. Admeasure U. S. vessels under Suez Canal rules of United Arab Republic, and issue tonnage certificates.

3. Admeasure U. S. vessels under Panama Canal Rules, and issue tonnage certificates.

4. Interpret and compare tonnage measurement rules of other countries with those of U. S. as basis for official acceptance by U. S.

5. Conduct technical studies and tests to modernize tonnage measurement technique.

★ ELECTRICAL ENGINEERING BRANCH

Under the direction and supervision of the Chief, Merchant Marine Technical Division, the Chief, Electrical Engineering Branch shall:

1. Review plans and specifications for vessel electrical equipment and installations including power, lighting and interior communications, with emphasis placed on reliability, prevention of fires, prevention of electrical shock, and effectiveness of communications systems and other electrical features.

2. Maintain a uniform policy relative to the approval of vessel electrical equipment and installation matters in Merchant Marine Technical Field Offices.

3. Develop standards and specifications relating to merchant vessels in accordance with industry trends.

4. Initiate and/or review electrical proposed regulations, standards and specifications concerning vessel electrical equipment and installations.

5. Formulate regulations and instructions for the guidance of naval architects, marine engineers, shipbuilders and marine equipment suppliers, detailing the minimum safety standards for vessels and equipment.

6. Participate in technical societies and committees and accept, where possible, industry standards; maintain close liaison with other agencies and agencies such as the American Bureau of Shipping and the National Cargo Bureau.

7. Study industry trends and review casualty data to permit a continuing re-evaluation of the marine safety standards.

8. Perform the necessary research to keep abreast of technical developments to permit acceptance of new methods of fabrication and items of equipment which provide an equivalent degree of safety.

9. Maintain a continuing training program of personnel assigned.

★ HULL ARRANGEMENTS BRANCH

Under the direction and supervision of the Chief, Merchant Marine Technical Division, the Chief, Hull Arrangements Branch shall:

1. Establish standards, initiate regulations, and/or review proposed regulations, plans, and specifications for vessel structure, arrangement, outfitting, and equipment.

2. Maintain a uniform policy relative to the approval of vessel structure, arrangement, outfitting, and equipment in Merchant Marine Technical Field Offices.

3. Develop standards and specifications relating to merchant vessels in accordance with industry trends and accept, where possible, industry standards.

4. Formulate regulations and instructions for the guidance of naval architects, marine engineers, shipbuilders, and equipment suppliers detailing the minimum safety standards for said vessels and equipment.

5. Participate in technical societies and committees; maintain liaison with other government agencies and agencies such as the American Bureau of Shipping and the National Cargo Bureau; study industry trends and review casualty data to permit continuing reevaluation of marine safety standards.

6. Perform the necessary research to keep abreast of technical developments to permit acceptance of new methods of fabrication and items of equipment which provide an equivalent degree of safety.

7. Maintain a continuing training program of personnel assigned.

★ HULL SCIENTIFIC BRANCH

Under the direction and supervision of the Chief, Merchant Marine Technical Division, the Chief, Hull Scientific Branch shall:

1. Review plans, specifications and technical data for vessel subdivision and stability.

2. Supervise the conduct of stability tests and prepare stability letters.

3. Maintain a uniform policy in the Merchant Marine Technical Field Offices relative to vessel subdivision and stability.

4. Review load line data; maintain load line records; establish and interpret policy on load line matters.

5. Review structural failures and advise on corrective measures to prevent such failures; maintain structural casualty records.

6. Initiate and/or review proposed regulations, standards and specifications concerning subdivision, stability and load lines.

7. Conduct or assist in the conduct of special studies towards the development of national position papers on technical matters effecting maritime safety which relate to subdivision, stability and load line.

8. Formulate regulations and instructions for the guidance of naval architects, marine engineers, shipbuilders and equipment suppliers detailing the minimum safety standards for vessels and equipment.

9. Participate in technical societies and committees and accept, where possible, industry standards; maintain close liaison with other government agencies and agencies such as the American Bureau of Shipping and the National Cargo Bureau; study industry trends and review casualty data to permit continuing re-evaluation of the Marine safety standards.

10. Perform the necessary research to keep abreast of technical developments to permit acceptance of new methods of fabrication and items of equipment which provide an equivalent degree of safety.

11. Maintain a continuing training program of personnel assigned.

★ MARINE ENGINEERING BRANCH (MMT)

Under the direction and supervision of the Chief, Merchant Marine Technical Division, the Chief, Marine Engineering Branch shall:

1. Review plans and specifications for vessel machinery, piping and mechanical equipment including boilers, pressure vessels, marine nuclear power plants, piping system components and other related correspondence.

2. Maintain a uniform policy relative to the approval of vessel machinery, piping, and mechanical equipment in merchant marine technical field offices.

3. Maintain applicable regulations covering marine engineering systems and components on merchant vessels, studying and considering casualty data, new technological developments, and industry trends in the initiation of necessary changes, or in the drafting of proposed regulations.

4. Formulate regulations and instructions for the guidance of naval architects, marine engineers, shipbuilders, and marine equipment suppliers, detailing the minimum safety standards for said vessels and equipment.

5. Participate in technical societies and committees and accept, where possible, industry standards; maintain close liaison with government agencies and agencies such as the American Bureau of Shipping and the National Cargo Bureau.

6. Perform the necessary research to keep abreast of technical developments to permit acceptance of new methods of fabrication and items of equipment which provide an equivalent degree of safety.

7. Maintain a continuing training program of personnel assigned.

★ SAFETY EQUIPMENT BRANCH

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

1. Review plans and specifications for lifesaving and fire protection equipment and materials, including, but not limited to lifeboats, life rafts, ring buoys, davits, breathing apparatus, pyrotechnic distress signals, fire extinguishing systems, and incombustible materials.

2. Prescribe, conduct, and review necessary tests of such equipment and materials.

3. Maintain a uniform policy relative to the approval of vessel lifesaving and fire protection equipment and material in Merchant Marine Technical Field Offices.

4. Initiate and/or review proposed regulations, standards, and specifications for lifesaving and fire protection equipment.

5. Formulate regulations and instructions for the guidance of naval architects, marine engineers, shipbuilders, and equipment suppliers, detailing the minimum safety standards for vessels and equipment.

6. Maintain close liaison with other Government agencies and agencies such as the American Bureau of Shipping and the National Cargo Bureau; participate in technical societies and committees; study industry trends and review casualty data to permit continuing reevaluation of marine safety standards, and accept, where possible, industry standards.

7. Perform the necessary research to keep abreast of technical developments to permit acceptance of new methods of fabrication and items of equipment which provide an equivalent degree of safety.

8. Maintain a continuing training program of personnel assigned.

★ MERCHANT VESSEL INSPECTION DIVISION (MVI)

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

1. Develop and administer the program and supervise the interpretation of laws, regulations, and instructions for the improvement and enforcement of merchant marine materiel and operational standards, including:

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

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

c. The review of certificates of inspection to assure uniformity and adequacy of manning and compliance with applicable inspection laws and regulations.

d. The preparation of safety certificates and exemption certificates in accordance with the currently effective International Convention for Safety of Life at Sea.

e. The development and enforcement of rules of the road for the prevention of collisions.

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

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

h. The factory inspection of equipment approved by the Coast Guard for use of merchant vessels.

i. The investigation and review of commercial vessel marine casualties for analyses of accidents and compilation of statistics.

2. Initiate or review the following for submission to the Merchant Marine Council:

a. Regulations relating to the materiel aspects of merchant marine safety.

b. Regulations concerning Rules of the Road and related matters.

c. Articles based on casualty reports for publication in "Proceedings of the Merchant Marine Council".

d. Legislative, regulatory, and instruction changes to improve safety standards based on statistical analysis of marine casualties.

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

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

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

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

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

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

7. Maintain statistical data and summary information pertaining to unsafe practices and conditions observed on merchant vessels.

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

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

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

11. Prepare preliminary budget estimates and make recommendations as to fund allocations.

12. Participate in the development of new legislation, proclamations, executive orders, regulations and other directives having the force and effect of law as relating to Merchant Vessel Inspection and Manning.

13. Participate in international conferences and meetings in the interest of advancing vessel inspection and manning standards and in the advancement of anti-collision concepts.

★ VESSEL INSPECTION AND MANNING STANDARDS BRANCH

Under the direction and supervision of the Chief, Merchant Vessel Inspection Division, the Chief, Vessel Inspection and Manning Standards Branch shall:

1. Exercise cognizance over matters related to vessel inspection and manning laws and regulations which include:

a. Developing regulations to carry out the intent of inspection and manning laws.

b. Maintaining vessel inspection files.

c. Reviewing certificates of inspection for adequacy of manning and compliance with applicable laws and regulations.

d. Reviewing and or determining special inspection and manning standards for specific vessels with unusual requirements.

2. Perform the following administrative duties:

a. Initiate action and replies on the recommendations of local marine inspection officers.

b. Make decisions on appeals relative to inspection and manning standards.

c. Prepare safety certificates and exemption certificates as required based on data submitted.

d. Prepare replies to inquiries concerning vessel inspection and manning standards.

3. Supervise management procedures with respect to the following:

a. Correspondence concerning administrative and operational functions of vessel inspection and manning standards.

b. Maintaining contact with other field units.

c. Preparing instructions or changes to instructions to provide for uniform procedures in applying inspection and manning laws and regulations.

4. Provide services in the following areas:

a. Maintaining "List of Inspected Tank Vessels".

b. Disseminating information pertaining to unsafe practices and conditions on board merchant vessels.

c. Disseminating information pertaining to the types of inspections conducted by field officers.

d. Establishing and maintaining contact with the public and other Federal agencies on cognizant matters.

★ RULES OF THE ROAD BRANCH

Under the direction and supervision of the Chief, Merchant Vessel Inspection Division, the Chief, Rules of the Road Branch shall:

1. Administer the program for the development of Rules of the Road and related matters for the prevention of collisions by:

a. Reviewing existing statutory and regulatory Rules of the Road.

b. Making recommendations for changes to statutory and regulatory Rules of the Road.

c. Serving as member of the Rules of the Road Subcommittee of the Merchant Marine Council.

d. Serving as Secretary of the Rules of the Road Coordinating Panel.

e. Maintaining liaison with other branches and government agencies.

f. Reviewing casualty records which involve Rules of the Road.

g. Preparing recommendations for additional systems for the prevention of collisions including, but not limited to, bridge-to-bridge radiotelephone and separate sea lanes.

2. Provide services in the following areas:

a. Preparation of replies to inquiries concerning Rules of the Road.

b. Dissemination of information concerning new proposals to the Rules of the Road and related matters.

c. Assistance to other departments and units in Rules of the Road matters.

3. Assist the Casualty Review Branch and Legal Division as necessary in the review of casualty records and penalty appeal cases involving collisions between vessels.

★ CASUALTY REVIEW BRANCH

Under the direction and supervision of the Chief, Merchant Vessel Inspection Division, the Chief, Casualty Review Branch shall:

1. Maintain and administer a program for the investigation and review of marine casualties involving commercial vessels to include:

a. Developing directives and instructions for guidance of field personnel engaged in investigations.

b. Reviewing all casualty investigations, reports and records.

c. Maintaining custody of all casualty investigation reports and records.

d. Providing casualty records and data to other Coast Guard Divisions, other government agencies, special committees and industry associations for information to improve or more properly effectuate sound standards of safety.

2. Administer a program of casualty analysis, statistical recording and special studies for use in the development, improvement and enforcement of materiel and operational standards.

3. Prepare the Coast Guard's official position with respect to all Marine Boards of Investigation and Casualties involving death.

4. Prepare and submit information of broad interest to the marine industry concerning:

a. Various casualty statistics

b. Results of special studies and casualty analysis

c. Articles specifically emphasizing lessons to be learned from casualties.

★ PROJECTS AND TRAINING BRANCH

Under the direction and supervision of the Chief, Merchant Vessel Inspection Division, the Chief, Projects and Training Branch shall:

1. Perform studies and research necessary to maintain current knowledge of needs and requirements in the field of vessel inspection and manning coincident with new and changing developments in design and construction of vessels and equipment.

a. Based on experience gained develop rules, regulations, and instructions relating to the inspection and manning of new vessel types.

b. Maintain close association with segments of the marine industry and governmental agencies concerned with and active in the development of new concepts.

2. Administer and supervise a training program for the field inspection personnel.

a. Seek out and determine the training needs of the marine inspection offices.

b. Make arrangements for short intensive courses and seminars with educational institutes, industry and other government agencies for the updating of inspectors' knowledge in areas of need and new technology.

c. Keep the field advised as to educational and training opportunities that are available.

d. Maintain a continuing review of the Merchant Marine Safety School at Yorktown, Virginia to determine that the training curriculum is updated and to insure that the expertise of the instructors is maintained current with new and changing developments.

e. Cooperate with other Divisions in the Office of Merchant Marine Safety in the training of their personnel.

f. Maintain liaison with the Personnel Training Branch of the Office of Personnel.

g. Prepare an annual training requirement schedule for the Office of Merchant Marine Safety as may be required by the Office of Personnel.

3. Make field consultations and attend conferences as necessary, in conjunction with project studies and evaluate training facilities to determine the training needs of the marine inspection offices.

★ MERCHANT VESSEL PERSONNEL DIVISION (MVP)

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

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

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

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

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

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

6. Receive copies of shipping articles, or forms used in lieu thereof, together with copies of certificates of discharge and records of entry issued to the crew and check for compliance with manning and citizenship requirements.

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

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

9. Review hearing records for accuracy and completeness wherein an appeal has been taken to the Commandant; rule on timeliness of appeals, issue temporary licenses and documents where appropriate, and receive briefs submitted by appellants. Summarize record and forward case to the Chief Hearing Examiner and Chief Counsel when ready for review and preparation of the final action in the matter.

10. Review and initiate action on appeals to the Commandant from decisions or actions of any Officer in Charge, Marine Inspection or District Commander, which are made regarding any matters under the cognizance of the division.

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

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

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

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

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

★ SEAMEN DOCUMENTATION AND RECORDS BRANCH (MVP-1)

Under the direction and supervision of the Chief, Merchant Vessel Personnel Division, the Chief, Seamen Documentation and Records Branch shall:

1. Receive copies of shipping articles, or forms used in lieu thereof, together with copies of certificates of discharge and records of entry issued to the crew and check for compliance with manning and citzenship requirements.

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

3. Provide instruction and guidance to officers in charge, marine inspection, covering certification, shipment and discharge of merchant vessel personnel. Provide information to the Department of State concerning merchant vessel personnel procedures abroad. Prepare responses to related inquiries from Congress, interested organizations, merchant seamen and the general public. Prepare memoranda, instructions and proposed regulation changes to implement changes in laws and procedures relating to certification, shipment and discharge of merchant vessel personnel.

4. Supervise the Duplicate Document, Jacket and Vessel Files Sections.

★ DUPLICATE DOCUMENT SECTION

Under the direction and supervision of the Chief, Seamen Documentation and Records Branch, the Chief, Duplicate Document Section shall:

1. Administer the laws, rules and regulations governing issuance of duplicate seamen's documents.

2. Process the applications, prepare the duplicate documents and initiate correspondence concerned therewith.

★ JACKET SECTION

Under the direction and supervision of the Chief, Seamen Documentation and Records Branch, the Chief, Jacket Section shall:

1. Administer the laws, rules, and regulations governing the issuance of original and supplemental issuance of seamen's documents.

2. Keep account of field operations and maintain the central records on seamen, licensed officers, and deceased seamen.

3. Safeguard these records and prepare correspondence in their regard.

★ VESSEL FILES SECTION

Under the direction and supervision of the Chief, Seamen Documentation and Records Branch, the Chief, Vessel Files Section shall:

1. Administer the laws, rules, and regulations governing the shipment and discharge of merchant seamen.

2. Maintain all central records of shipment and discharge and the correspondence pertaining thereto.

3. Maintain and administer "locator" file of seamen.

★ LICENSING AND EVALUATION BRANCH (MVP-2)

Under the direction and supervision of the Chief, Merchant Vessel Personnel Division, the Chief, Licensing and Evaluation Branch shall:

1. Regulate and supervise the licensing and documentation of merchant marine personnel.

2. Review and evaluate applications relative to the issuance, exchange, cancellation or withholding of officers', seamen's and motorboat operators' licenses or documents.

3. Maintain central files and statistical records of licenses issued by field marine inspection offices.

4. Maintain liaison with other government agencies, steamship companies, maritime academies, and seamen's unions on matters pertaining to the licensing and certificating of merchant vessel personnel.

5. Interpret the rules and regulations for the licensing and certificating of merchant marine personnel and provide such interpretations to all field marine inspection offices.

6. Consider, initiate, coordinate and submit proposals for changes to Title 46 CFR 10, 11, 12, and 187 as may be required; review and update, as necessary, the contents of publications concerning rules and regulations for the licensing and certificating of merchant marine personnel.

7. Prepare replies to congressional inquiries and inquiries from the public pertaining to the licensing and certificating of merchant marine personnel.

8. In conjunction with the Seamen Occupational Standards and Analysis Branch, review, analyze and make recommendations concerning the curriculum, facilities and staff of various schools for merchant marine personnel; as necessary, assist field marine inspection offices in the preparation and administering of license examinations to graduates of the Merchant Marine Academy and state maritime schools.

9. Maintain records of all grades of licenses issued by the field marine inspection offices, and prepare a monthly statistical report of licenses issued.

10. Serve as a member of the Administrative Clemency Board.

★ DISCIPLINARY AND SECURITY BRANCH (MVP-3)

Under the direction and supervision of the Chief, Merchant Vessel Personnel Division, the Chief, Disciplinary and Security Branch shall:

1. Supervise and coordinate the activities of the Security, Suitability, Disciplinary Administration, Appeals, and Administrative Clemency Sections.

a. Maintain an awareness of the developments and trends in subversive doctrines and activities. Keep abreast of the identity and character of organizations and publications designated by the Attorney General as being inimical to the security of the United States.

b. Maintain familiarity with actions of the Subversives Activities Control Board and decisions of the Courts with respect to subversive activities, with particular emphasis on those decisions affecting Coast Guard regulations and practices in this field.

c. Maintain liaison with L and OI on the Port Security Card and Merchant Mariner Document Security Program.

d. Review intelligence dossiers made available on all applicants for Specially Validated Merchant Mariner's Documents or when additional information is provided concerning a holder of a SVUSMMD. (If the dossier contains derogatory security information, the case is referred to the Evaluation Committee as per HQINST 5954. 1A. If the information is evaluated as non-derogatory, the case is cleared by the Branch Chief.)

e. Process and refer for Local Security Board Hearing, if warranted, those cases where the Commandant is not satisfied as to the security status of the holder or applicant for a SVUSMMD.

f. Initiate, review and coordinate proposals as necessary to change the pertinent regulations, directives, and the handling/disposal of records, for the sections of this Branch.

g. Provide guidance or decision in Disciplinary Administration cases under 46 CFR 137 where an interpretation of the regulations is required or where the interpretation of an existing policy question arises.

h. Review other Disciplinary Administration cases in order to keep current with developments or trends in the process.

★ SEAMEN OCCUPATIONAL STANDARDS AND ANALYSIS BRANCH (MVP-4)

Under the direction and supervision of the Chief, Merchant Vessel Personnel Division, the Seamen Occupational Standards and Analysis Branch shall:

1. Develop examination questions for the various grades of licenses and endorsements on documents issued to merchant marine personnel.

2. Exercise control over examination and testing procedures to assure reasonable uniformity in their administration.

3. Review and update the contents of the following publications:

a. Specimen Examinations for Merchant Marine Deck Officers (CG-101).

b. A Manual for the Safe Handling of Inflammable and Combustible Liquids (CG-174)

c. Manual for Lifeboatmen, Able Seamen, and Qualified Members of Engine Department (CG-175).

d. Specimen Examinations for Merchant Marine Engineer Licenses (CG-182).

e. Specimen Examination Questions for License as Master, Mate and Pilot of Central Western Rivers Vessels (CG-220).

4. Review and evaluate examination questions to determine effectiveness of testing methods and procedures. Insure reasonable uniformity in testing and examination procedures.

5. Review work requirements for merchant marine personnel, including a job analysis to be used in formulating professional standards.

6. Develop, revise and evaluate examination booklets, training aids and study guides for merchant marine personnel.

7. Collaborate with Licensing and Evaluation Branch in reviewing examinations, testing facilities and methods employed by the various maritime schools training both licensed and unlicensed merchant marine personnel.

8. Analyze and review testing standards for vocational qualifications along lines established by leading professional testing services and standards developed by the American Psychological Association.

9. Special projects. Conduct studies, obtain background information and prepare answer to special problems and questions or questions relating to the examination and testing procedures as it affects this

division. Prepare position papers on IMCO subjects as necessary. Revise and update regulations and write instructions to the field on related matters pertaining to merchant marine personnel.

11. Maintain files and index information pertaining to examination and testing questions and related matters.

★ HAZARDOUS MATERIALS DIVISION (MHM)

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

1. Initiate or review, for submission to the Merchant Marine Council, regulations relating to hazardous cargo containment and handling aspects of merchant marine safety.

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

3. Initiate and coordinate research and development projects relating to hazardous material safety (e.g., cargo hazard evaluation, oil and chemical pollution, mixed temperature cargoes, cargo vapor control, etc.).

4. Draft rules and regulations for the transportation, handling, loading, discharging, stowage, storage, and use of explosives or other dangerous cargoes as required by the Dangerous Cargo Act, 46 USC 170 as amended, and coordinate issuance with the Merchant Marine Council. Develop and maintain rules and regulations pertaining to the transportation by water of radioactive materials.

5. Administer and coordinate a program of foreign vessel inspection, including issuance of letters of compliance, for vessels carrying bulk hazardous cargoes which create potential unusual risks to life and property by virtue of the cargoes carried or the design for cargo containment or handling.

6. Prepare publications on bulk hazardous cargo properties and safety procedures for guidance and education of Coast Guard and marine industry personnel.

7. Consider and initiate action on technical questions concerning cargo safety which are referred to Headquarters in connection with inspections of new construction, repairs, and vessels in service.

8. Review such reports of marine casualties as are referred by the Merchant Vessel Inspection Division and Law Enforcement Division; make recommendations to those Divisions as to action to be taken in specific cases and analyze casualty records of those Divisions for cargo safety experience.

9. Promote safety in water transportation of hazardous materials at local, national, and international levels by presentation of papers at meetings, staff membership in professional societies, participation in technical work of the Intergovernmental Maritime Consultative Organization (IMCO) and United Nations; sponsorship of national and international technical symposia, etc.

10. Direct the activities of the NAS-USCG Advisory Committee on Hazardous Materials and act as liaison with the National Research Council Advisory Center on Toxicology.

11. Maintain direct liaison with the Office of Hazardous Materials, Department of Transportation, in order to develop shippers' requirements which can be used by all modes in domestic transportation. Insure maximum uniformity of all dangerous cargo regulations issued by the Coast Guard with the requirements of other Federal agencies.

12. Furnish technical information and interpretations of the Dangerous Cargo Regulations to Law Enforcement Division and COTPs when requested.

★ TECHNICAL ADVISOR

Under the direction and supervision of the Chief, Hazardous Materials Division, the Technical Adviser shall:

1. Serve as expert adviser to the Division Chief, Office Chief and other Divisions in the field of hazardous cargo safety and submersible environmental control; participate in and keep abreast of engineering and scientific developments so as to anticipate and assess safety problems relating to the shipment and handling of hazardous cargoes.

2. Initiate and coordinate research and development projects relating to hazardous material safety (e.g., cargo hazard evaluation, oil and chemical pollution, mixed temperature cargoes, cargo vapor control, etc.).

3. Direct the activities of the NAS-USCG Advisory Committee on Hazardous Materials and act as liaison with the National Research Council Advisory Center on Toxicology.

4. Manage and coordinate all Division special projects (e.g., development of comprehensive new regulations for bulk chemical transportation).

5. Provide technical guidance in the development of publications on hazardous cargo safety.

6. Represent the Coast Guard in meetings of industry and government groups and technical and professional organizations.

7. Review and make recommendations concerning proposed legislation relating to hazardous material safety.

8. Provide general technical direction and coordination of the technical personnel in the Division.

★ CHEMICAL ENGINEERING BRANCH

Under the direction and supervision of the Chief, Hazardous Materials Division, the Chief, Chemical Engineering Branch shall:

1. Review proposals by industry to transport certain chemical cargoes in bulk aboard ships and barges: evaluate the specific hazards presented by each and the compatibility of the proposed cargoes.

2. Recommend requirement of special safety features and equipment for vessels transporting certain bulk chemicals.

3. Identify the need for and initiate research aimed at assigning toxicity, fire and reactivity hazards to chemicals being carried in bulk by water or likely to be so carried in the near future.

4. Develop standards and specifications for industry trends relating to merchant vessels.

5. Initiate and review related proposed regulations, standards and specifications.

6. Review characteristics of chemicals proposed for water-borne bulk carriage to determine which chemicals may be safely transported by water.

7. Prepare for publication lists, charts, tables, etc., listing bulk chemicals adjudged acceptable for water-borne transportation, detailing characteristics, peculiarities of, and precautions necessary for the safe handling and carriage of these commodities.

8. Review special safety equipment peculiar to chemical carriage.

9. Advise Merchant Marine Technical Division on plan approval when chemical characteristics are involved.

10. Formulate regulations and instructions for the guidance of naval architects, marine engineers, ship builders, equipment suppliers detailing the minimum safety standards for said vessels and equipment.

11. Participate in technical societies and committees and accept where possible, industry standards; maintain close liaison with agencies such as the American Bureau of Shipping and the National Cargo Bureau, as well as other government agencies; study industry trends and review casualty data to permit continuing reevaluation of the marine safety standards; and perform the necessary research to keep abreast of technical developments to permit acceptance of new methods of fabrication and items of equipment which provide an equivalent degree of safety.

12. Coordinate with Merchant Marine Technical Division the review of foreign vessels which will handle potentially hazardous materials in U. S. ports.

13. Conduct inspections of foreign vessels handling potentially hazardous materials in U. S. ports, as necessary, to assure compliance with applicable regulations.

14. Issue Letters of Compliance to foreign vessels found satisfactory after plan review and inspection.

15. Maintain a continuing training program of personnel assigned.

★ PACKAGE ENGINEERING BRANCH

Under the direction and supervision of the Chief, Hazardous Materials Division, the Chief, Package Engineering Branch shall:

1. Coordinate and give immediate direction to the program for the transportation, handling, loading, discharging, stowage, storage and use of explosives or other dangerous cargoes as required by 46 CFR 170 as amended; draft rules and regulations relating thereto in 46 CFR 146-149 and coordinate issuance with the Merchant Marine Council; develop and maintain rules and regulations pertaining to the transportation by water of radioactive materials.

2. Coordinate the rules and regulations in 46 CFR 98.35, 46 CFR 30-40 and 46 CFR 146 pertaining to the use of portable tanks for transportation of dangerous cargoes.

3. Issue special permits granting deviations from container requirements of the Dangerous Cargo Regulations for emergency or experimental shipments; grant approval of equivalent or alternative procedures that are determined to be at least as effective as those prescribed by the regulations.

4. Certify dangerous articles of ships' stores and supplies for use on merchant vessels.

5. Insure maximum uniformity of all dangerous cargo regulations issued by the Coast Guard with the requirements of other Federal agencies.

6. Collect and analyze casualty statistics involving the transport of dangerous cargoes in packages.

7. Maintain direct liaison with the Office of Hazardous Materials, Department of Transportation, in order to develop shippers' requirements which can be used by all modes in domestic transportation.

8. Serve on the IMCO Subcommittee on Transport of Dangerous Goods to develop a Dangerous Goods Code that may be used by all maritime nations as a basis for implementing Chapter VII of SOLAS 1960; participate in the work of the United Nations Committee on Transport of Dangerous Goods to develop packing standards and performance tests that may be used to upgrade the quality of packing moving in international commerce.

9. Furnish technical information and interpretations of the Dangerous Cargo Regulations to Law Enforcement Division and COTPs when requested.

★ MERCHANT VESSEL DOCUMENTATION DIVISION (MVD)

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

1. Give central direction to the administration of matters under the cognizance of the Division to ensure uniformity in application of statutes, rules, and regulations.

2. Plan and administer a system for the documentation of United States vessels, as follows:

a. Initiate or review rules and regulations for referral to the Merchant Marine Council and develop standards and procedures under which the documentation of vessels is regulated; follow up on administrative practices relative to such documentation.

b. Provide for the recordation of bills of sale and conveyance, preferred mortgages and related instruments, ordinary mortgages, releases, satisfactions, assignments, hypothecations, abstracts of title presented for recording, and similar instruments concerning vessel transactions; and ensure the availability of such records for public inspection.

c. Maintain certain other records showing the particulars of every vessel documented as a vessel of the United States, and provide statistics and other information necessary to answer appropriate inquiries.

d. Assign official numbers and signal letters to vessels, and approve the registration of house flags and funnel marks for such vessels.

3. Compile, edit, and issue the publications "Merchant Vessels of the United States" and "Merchant Marine Statistics"; and prepare and issue monthly supplements to the former.

4. Review decisions made by any officer in charge of marine inspections or any district commander on matters under the cognizance of the Division, which have been appealed to the Commandant, and initiate proper action.

5. Conduct studies and/or review and comment upon studies made by others relating to the revision of existing laws, regulations, practices, and procedures concerning matters under the cognizance of the Division.

6. Initiate and/or review and comment upon legislation regarding matters under the cognizance of the Division in cooperation with the Office of Chief Counsel and prepare supporting data and memoranda.

7. Maintain adequate liaison with other Divisions at Headquarters, other Government agencies, admiralty attorneys, shipowners and operators, naval architects, representatives of maritime labor, municipal and industrial associations, and research organizations relative to pertinent legal, administrative, technical, and policy questions.

8. Participate as Coast Guard and Departmental representative on special research, management, and coordinating committees concerned with the administration of pertinent laws.

9. Grant yacht commissions and regulate the use of documented yachts.

★ RECORDS AND PUBLICATIONS BRANCH

Under the direction and supervision of the Chief, Merchant Vessel Documentation Division, the Chief, Records and Publication Branch shall:

1. Maintain records showing the particulars of every vessel documented as a vessel of the United States.

2. Provide statistics and other information necessary to answer appropriate inquiries.

3. Compile, edit, and issue the publications "Merchant Vessels of the United States," the monthly supplements thereto, and "Merchant Marine Statistics."

4. Assign official numbers and signal letters to vessels.

5. Examine and verify vessel documents issued by documentation officers throughout the United States.

6. Grant yacht commissions.

★ REGULATIONS AND RULINGS BRANCH

Under the direction and supervision of the Chief, Merchant Vessel Documentation Division, the Chief, Regulations and Rulings Branch shall:

1. Initiate or review rules and regulations and develop standards and procedures under which the documentation of vessels is regulated, and follow up on administrative practices relative to such documentation.

2. Conduct studies and/or review and comment upon reports of studies conducted by others relating to legislation, regulations, practices and procedures.

3. Advise and instruct personnel in correct and appropriate interpretation of the laws governing documentation of vessels and related matters to promote uniformity and efficiency in the administration of those laws.

4. Provide for the recordation of bills of sale and conveyances, preferred mortgages and related instruments, ordinary mortgages, releases, satisfactions, assignments, hypothecations, abstracts of title presented for recording, similar instruments concerning vessel transactions; and ensure the availability of such records for public inspection.

5. Regulate the documentation of yachts.

6. Approve the registration of house flags and funnel marks for vessels.

★ BUDGET BRANCH (CBU-1)

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

1. Supervise and direct the functions of the two sections and otherwise manage personnel and related resources of the branch.

2. Serve as principal technical advisor to division chief in matters of budget formulation and execution, including development of phased time schedules for accomplishment.

3. Prepare or review budget schedules and justification material and related correspondence.

4. Carry out division's responsibility for budget execution, including periodic review of accomplishments.

5. Review, adapt, and modify external instructions on budget preparation and reporting and promulgate necessary internal instructions to implement them; initiate or review all Coast Guard directives relating to budgetary functions.

6. Maintain liaison with departmental and Bureau of the Budget examiners and represent Coast Guard in meetings with other agencies relative to functions for which designated as Coast Guard representative.

★ OPERATING FUNDS SECTION

Under the direction and supervision of the Chief, Budget Branch, the Chief, Operating Funds Section shall:

1. Formulate, present, and execute budget programs for "Operating Expenses" (including Reserve Training) as follows:

a. Develop budget estimates which properly reflect financial requirements for approved Coast Guard programs.

b. Prepare schedules, tabulations, and reports for use in budget presentation.

c. Prepare detailed instructions to Districts, Headquarters Units, and offices and divisions at Headquarters relating to budget estimates.

d. Prepare annual financial plans, annual allotments, and apportionment schedule.

e. Receive requests from field units for changes in allotment levels and forward to appropriate division with comments.

f. Reply to requests for funds by preparing correspondence or processing allotment modification as appropriate.

g. Initiate or review changes to the financial plans to meet funding requirements resulting from adjustments in programs.

h. Prepare budgetary reports required by the Congress, Bureau of the budget, and Department of Transportation and prepare such other reports required for internal administrative use.

i. Prepare applicable portion of Headquarters Notices or Instructions detailing estimates by program and subhead for the several budgetary cycles.

★ GENERAL FUNDS SECTION

Under the direction and supervision of the Chief, Budget Branch, the Chief, General Funds Section shall:

1. Formulate, present, and execute budget programs for "Acquisition, Construction, and Improvements,: "Retired Pay," "Supply Fund," YARD Fund," and "Gift Fund," as follows:

a. Develop budget estimates which properly reflect financial requirements for approved Coast Guard programs.

b. Prepare schedules, tabulations, and reports for use in budget presentation.

c. Prepare detailed instructions to Districts, Headquarters Units, and offices and divisions at Headquarters relating to budget estimates.

d. Prepare annual financial plans, annual allotments, and apportionment schedule.

e. Receive requests from field units for changes in allotment levels and forward to appropriate division with comments.

f. Reply to requests for funds preparing correspondence or processing allotment modification as appropriate.

g. Initiate or review changes to the financial plans to meet funding requirements resulting from adjustments in programs.

h. Prepare budgetary reports required by the Congress, Bureau of the Budget, and Department of Transporation and prepare such other reports required for internal administrative use.

i. Prepare applicable portion of Headquarters Notices of Instructions detailing estimates by program and subhead for the several budgetary cycles,

2. Prepare instructions for estimating and reporting international transactions, payroll, and employment.

3. Co-ordinate and prepare Notices and Instructions relating to budgetary functions.

4. Prepare schedules on Coast Guard public works programs, including budgetary programs, reports on progress, and inventory of projects.

★ COST ANALYSIS BRANCH (CBU-2)

Under the direction and supervision of the Chief, Budget Division, the Chief, Cost Analysis Branch shall:

1. Supervise and direct the functions of two sections and manage personnel and related resources of the branch.

2. Develop cost analysis principles, policies, and procedures.

3. Provide advice and service to field and Headquarters activities to assure uniform cost reporting and maximum utilization of cost data as a tool of management. Coordinate reporting procedure with Comptroller.

4. Establish guidelines for the preparation of ADP procedures relating to accumulation and consolidation of cost data, furnished by the field and Headquarters Units, into prescribed formats, and integration of selected statistical data to produce program costs.

5. Established guidelines, review and modify ADP procedures as required for the statistical analysis of cost related to the planning, programming, and budgeting system.

6. Direct special analytical cost studies of programs, with particular reference to comparing alternative package costs, including variation in investment, operating costs, or economic life. Present data in format suitable for use at decision-making level.

7. Establish and direct a continuous analysis of cost data received from field and Headquarters Units, and provide periodic and special reports for management.

8. Exercise Administrative control over the Budget Analyst responsible for military pay and allowances.

★ CHIEF OF STAFF (CCS)

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

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

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

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

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

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

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

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

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

9. Act as Commanding Officer of Headquarters.

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

★ LIAISON OFFICER - CHIEF OF NAVAL OPERATIONS

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

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

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

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

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

   d. Monitors and reports on developments and activities.

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

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

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

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

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

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

10. Administer the military and civilian Incentive Awards Programs.

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

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

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

14. Edit and publish the Commandant's Bulletin.

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

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

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

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

★ MANAGEMENT ANALYSIS DIVISION (CMA)

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

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

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

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

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

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

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

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

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

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

MANPOWER UTILIZATION BRANCH

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

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

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

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

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

★ MANAGEMENT SERVICES BRANCH (CMA-4)

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

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

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

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

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

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

6. Edit and publish the Commandant's Bulletin.

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

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

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

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

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

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

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

14. Administer the Correspondence Management Program.

★ PROGRAMS DIVISION (CPA)

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

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

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

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

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

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

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

7. Be Program Manager for the General Administration Program.

★ PROGRAMS REVIEW BRANCH

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

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

2. Prescribe the requirements for, and coordinate the development and final submission of, all annual program memoranda, including the Program and Financial Plans.

3. Coordinate the development of all program resource change proposals and their respective priorities at the various stages of the budget process. Perform such analysis as required to insure adoption of best alternatives within the framework of approved long-range planning.

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

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

PERSONNEL ALLOWANCES BRANCH

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

1. Allocate or reallocate military and civilian personnel allowances for all Coast Guard units in accordance with statutory requirements, established ceilings, fiscal limitations, approved program changes, and staffing criteria developed by the Management Analysis Division. Maintain associated record keeping system.

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

3. Coordinate the review of changing manpower requirements with the Management Analysis Division and recommend areas where new or revised staffing criteria should be developed.

4. Review manpower requirements submitted in Resource Change Proposals for consonance with approved programs, to detect deviations from approved staffing criteria, determine impact of changes upon total manpower structure, and consider capability of the Office of Personnel to provide skills. Perform staff work for, and recommend action on requests for changes to established personnel on billet/position developments.

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

★ BUDGET DIVISION (CBU)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

★ ANALYTIC SECTION

Under the direction and supervision of the Chief, Cost Analysis Branch, the Chief, Analytic Section Shall:

1. Conduct periodic review and revision of the Coast Guards' collection and PPBS cost distribution system, including its integration with other management information systems.

2. Prepare analytic studies on cost data programs required by program element coordinators.

3. Develop cost standards as a guide for the management, control and analysis of overall operations.

4. Explore the use of modern financial management techniques and their applicability to Coast Guard programs.

5. Develop systems related to PPBS for utilization in both automated and manual management information systems.

6. Assist in the development of cost programming and managerial techniques necessary to control capital replacement and expansion programs.

7. Provide Cost Analysis Data necessary for evaluation of Coast Guard programs with alternative mixes of capital investment and recurring costs.

8. Interpret collected cost data and develop formats for meaningful reports to top management covering both significant trends and performance evaluation.

9. Develop analyses of the economic impact of civilian versus military manning standards for carrying out existing or future programs.

10. Develop, design and prepare graphic and other visual aids used in budget documents and in presentations by the Budget and Cost Analysis Division and by other offices as required.

★ COST ACCOUNTING SECTION

Under the direction and supervision of the Chief, Cost Analysis Branch the Chief, Cost Accounting Section shall:

1. Review the adequacy of existing cost data and recommend changes to the cost collection system as necessary.

2. Prepare, classify and consolidate financial data for use by program coordinators and other managers.

3. Prepare periodic financial reports keyed to the needs of top and middle management.

4. Prepare interim and annual reports, statements and cost studies.

5. Perform special cost studies in order to identify and isolate problem areas.

6. Review, reconcile and summarize total appropriation expenditures by budget activity, component and object code and prepare in suitable format for inclusion in budget documents.

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

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

★ PLANS EVALUATION DIVISION (CPE)

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

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

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

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

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

★ PLANS BRANCH

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

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

a. Assist in the promotion, evaluation, and development of new program initiatives, and of new and more effective means of conducting existing programs.

b. Identify and define interface areas with other Government agencies.

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

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

★ SYSTEMS BRANCH

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

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

a. Develop and maintain a complete capacity for evaluating, monitoring and projecting present and future deficiencies and strengths in Coast Guard resource utilization.

b. Develop and apply economic analyses, mathematical models, simulation techniques, operations research and other scientific methods in order to facilitate the coordination and implementation of all long range plans and programs.

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

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

★ ADMINISTRATIVE SERVICES DIVISION (CAS)

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

1. Generally administer matters relating to all military personnel assigned to Headquarters and maintain a system of personnel accountability, recording movements of all military personnel to and from Headquarters on duty or on leave of all types.

2. Act as Commanding Officer of enlisted personnel, maintaining an adequate level of morale and discipline.

3. Generally administer the Service-wide examination program for advancement of enlisted personnel assigned to Headquarters; effect the separation, extension of enlistment and reenlistment of all military personnel assigned to Headquarters; prepare certificates of clearance to handle classified matter for all military personnel assigned to Headquarters; verify the security clearance held by civilian employees of agencies visting Headquarters; prepare original and/or renew government drivers permits to qualified military personnel.

4. Exercise general cognizance over travel of all military and civilian personnel at Headquarters; cause compliance with personnel allowances established for the several components of organization at Headquarters; maintain required personnel records; and compile, edit, and distribute directories of Headquarters personnel.

5. Act as Education Officer and Housing Officer for all Headquarters military personnel; perform the functions of the Director of Coast Guard Welfare, Headquarters District; and administer the Blood Donor Program for Headquarters.

6. Administer civilian personnel operations for Headquarters, consisting of: (a) a civilian personnel staffing program to provide the best qualified person for each vacant position; (b) a responsive position classification program; (c) an employee-management relations program to guide management in the utilization of employees and in the handling of disciplinary and adverse actions, and the administration of employee benefits and services such as health insurance, life insurance and retirement guidance; (d) a training and development program; and (e) maintenance of civilian personnel records.

7. Be responsible for the safety and internal security of Headquarters building and the handling and safeguarding of classified material; serve as fire marshal and as custodian of property in specific locations; and supervise Headquarters Disaster Control Organization.

8. Be generally responsible for the operation and upkeep of the Coast Guard Headquarters building, including the allocation of space; supervise the movement of furniture and equipment and serve as contact representative for minor elevator, plumbing, and electrical repairs; and assist the Chief of Staff in regulating working conditions.

9. Plan, coordinate, direct, and control a mail and messenger service to receive, process, and route all incoming and outgoing mail; maintain mailing lists and distribute publications and directives in accordance with established plans. Mail or handle all classified material being sent from Headquarters; and receive and distribute to cognizant Office/Division Classified Material Control Officer (CMCO) all classified material originating outside of Headquarters with certain exceptions.

10. Be responsible for: (a) the Headquarters Records Management Program, including the development of Records Schedules for retention, transfer, and disposal of records; and (b) the Headquarters system of directives, publishing an Index of effective Headquarters instructions annually and assigning consecutive numbers and dates of both Instructions and Notices.

11. Request procurement of, receive, store, maintain, and issue office equipment and furniture; install and maintain inter-communications systems; furnish labor details and shipping services; operate a disintegrater for destruction of classified material; dispatch and operate official government vehicles; prepare and control the issuance of necessary Coast Guard and DOD identification and emergency instruction cards, civilian identification cards and provide fingerprinting service; issue car pool parking permits and exercise control over the allocation of parking spaces at Headquarters.

12. Develop and administer the printing and duplicating program for Headquarters, including: (a) a liaison with the Department of Transportation on printing matters; (b) preparation, publication and maintenance of Headquarters printing regulations; (c) providing technical assistance to field units and to Offices and Divisions at Headquarters on matters involving printing and printing equipment; (d) providing editorial layout and printing format services for Headquarters staff components; (e) preparation of preliminary budget estimates for printing items and control of field printing funds.

13. Direct a program and develop plans and procedures for the transportation of personnel, material and household goods for the CG, and provide like services at HQ.

14. Administer the Headquarters Document Inspection Facility.

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

★ ADMINISTRATIVE ASSISTANT

Under the direction and supervision of the Chief, Administrative Services Division, the Administrative Assistant shall:

1. Maintain account of office space assignments and insure maximum utilization of existing space.

2. Be responsible for promotion of economy in communications; make recommendations on requests for telephone service charges.

3. Monitor use of copying equipment, and recommend additions, deletions, or relocation.

4. Oversee operation of mail distribution, printing and distribution of publications.

5. Represent Chief, Administrative Services Division in matters concerning equal opportunity.

6. Conduct bi-annual inventory of classified material.

7. Coordinate arrangements for Coast Guard military personnel participation in ceremonies.

8. Direct Headquarters Blood Donor program.

★ SECURITY AND LOGISTICS BRANCH

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

1. Maintain physical and internal security of Headquarters building.

2. Prepare necessary Coast Guard and Department of Defense Identification and Emergency Instruction Cards:

   a. Provides laminating and fingerprinting services.

3. Provide equipment necessary for safeguarding classified material.

4. Supervise movement and re-arrangement of furniture and equipment, and maintain related property records.

5. Control the allocation of parking spaces at Headquarters by:

   a. Maintaining a master list of car pools and occupants thereof.

   b. Issuing car pool parking permits to eligible members.

6. Serve as contact representative for minor elevator, plumbing and electrical repairs.

7. Serve as Fire Marshal for Headquarters.

8. Serve as Custodian of property located in Vault IV and Room 1109.

9. Direct and supervise the Chief, Building Services and Stores Section.

★ BUILDING SERVICES AND STORES SECTION

Under the direction and supervision of the Chief, Security and Logistics Branch, the Chief, Building Services and Stores Section shall:

1. Request procurement of, receive, store, maintain, and issue office equipment and furniture.

2. Install and maintain inter-communications systems.

3. Furnish labor details and shipping services.

4. Operate disintegrater for destruction of Classified Material.

5. Dispatch and operate official government vehicles.

6. Perform such other service functions as required.

★ MILITARY PERSONNEL ACTION BRANCH

Under the direction and supervision of the Chief, Administrative Services Division, the Chief, Personnel Action Branch shall:

1. Maintain a system of personnel accountability and record movements of all military personnel assigned to and/or visiting Headquarters.

2. Maintain and/or prepare personnel records, including:

a. Officer leave records and Security Status Jackets.

b. Reports of personnel authorized and on board, both military and civilian.

c. Enlisted service records.

d. Officer and enlisted personnel diaries.

3. Maintain general correspondence and directives files.

4. Be responsible for the Headquarters system of directives to the extent of:

a. Publishing an Index of effective Headquarters Instructions annually.

b. Assigning consecutive numbers to Instructions, and date both Instructions and Notices.

5. Act as Assistant Education Officer, which includes:

a. Initiating entries of all educational achievements in the records of assigned military personnel.

b. Administering tests and examinations to military personnel enrolled in Coast Guard, USAFI and other correspondence courses.

c. Providing guidance necessary to select proper courses and assistance in obtaining enrollment.

d. Insuring that correspondence courses and test materials are returned promptly to the cognizant institute.

6. Administer the Physical Fitness Program at Headquarters to the extent:

a. Periodically evaluating the physical fitness of military personnel assigned to this division, and recoding the results of these evaluations on the prescribed form.

b. Retaining custody of all physical fitness records of Headquarters military personnel.

7. Generally administer the service-wide examination program for advancement of enlisted personnel assigned to Headquarters by:

a. Determining eligibility to participate in service-wide examinations, and notifying each member accordingly.

b. Ordering the appropriate examinations from the cognizant supply source, retaining custody thereof until delivered to the Senior Member of duly appointed examining boards.

8. Have custody over property located in Rooms 1000, 1000A, 1000B, 1124, 1126, 1201, 2313, and Phase I Medical Units (MMPNC).

9. Effect the separation, extension of enlistment and reenlistment of all military personnel assigned to Headquarters as may be required.

10. Prepare certificates of clearance to handle classified matter as may be required for all military personnel assigned to Headquarters.

11. Perform the following additional functions:

a. Advise other military and non-military agencies of the degree of security clearance held by military and civilian personnel assigned to Headquarters as necessary.

b. Verify the security clearance held by civilian employees of other agencies visiting Headquarters as may be required.

c. Prepare original and/or renew Government Drivers Permits to qualified military personnel.

d. Prepare official correspondence, endorsements, and directives as may be required.

★ RECORDS AND DIRECTORY BRANCH

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

1. Develop and maintain a schedule for retention, transfer and disposal of records at Headquarters, which entails:

a. Reviewing and analyzing Coast Guard Comprehensive Records Control Schedule #1, and initiating amendments and changes thereto as necessary.

b. Surveying Headquarters' records periodically, applying appropriate disposal instructions; and advising and assisting in the transfer of records to records centers.

c. Initiating correspondence to offices and divisions relative to operations of the disposal program. Preparation of reports on record holdings, disposal, and such other reports as required by management.

d. Maintaining a system of control over records loaned by National Archives and Federal Records Center.

2. Compile, edit, and distribute directories of Coast Guard personnel assigned to the Washington Area, which includes:

a. Securing and forwarding to the Department of Transportation civilian and military locator and revised organizational information for publication in the Department of Transportation Telephone Directory, as required.

b. Securing and assembling locator information from military personnel for keeping up to date the Register of Military Personnel in the Washington Area, CG-141.

c. Operating a central information desk to handle incoming telephone inquiries and to assist visitors.

★ MAIL AND MESSENGER BRANCH

Under the direction and supervision of the Chief, Administrative Services Division, the Chief, Mail and Messenger Branch shall:

1. Plan, coordinate, direct and control mail and messenger functions which include:

a. Receiving, processing, and routing of incoming mail.

b. Mailing of publications and directives in accordance with distribution plans.

c. Receiving and processing outgoing mail.

d. Maintaining mailing lists and preparing necessary envelopes.

e. Directing the messenger service.

f. Logging remittance checks directed to the Collection Clerk.

g. Maintains locator information on Headquarters personnel.

2. Direct and supervise the Headquarters' Classified Material Control Section.

★ CLASSIFIED MATERIAL CONTROL SECTION

Under the direction and supervision of the Chief, Mail and Messenger Branch, the Chief, Classified Material Control Section shall perform the following functions:

1. Receive all classified material originating outside of Headquarters with the exception of TOP SECRET, COSMIC, NATO, SEATO, CENTO, CRYPTO, Restricted Data and Intelligence Data; disseminate this material to the cognizant Office/Division Classified Material Control Officer (CMCO) and maintain a comprehensive log to record these transactions.

2. Mail or handle all classified material being sent from Headquarters and maintain appropriate associated records.

3. Provide each Office/Division CMCO with an inventory run-off on prescribed inventory dates for the purpose of keeping the respective office apprised of classified material for which it is held accountable.

4. Maintain a master deck of EAM cards from which inventory run-off may be obtained.

★ PUBLICATIONS AND PRINTING BRANCH

Under the direction and supervision of the Chief, Administrative Services Division, the Chief, Publications and Printing Branch shall:

1. Develop and administer the service-wide printing and duplicating program, which includes:

   a. Preparation of the printing budget.

   b. Administering printing funds.

   c. Providing liaison with the Department of Transportation on printing matters.

   d. Providing technical assistance to field units and to offices and divisions at Headquarters on matters involving printing and printing equipment.

   e. Preparing, publishing, and maintaining the Headquarters printing Regulations.

   f. Reviewing and signing of all printing requisitions.

   g. Preparing specifications and requisitions for material to be printed outside Headquarters.

   h. Providing liaison with the Government Printing Office and commercial printers.

   i. Maintaining files of directives and publications developed by the branch.

   j. Computing costs and determining the low bidder on E.A.M. cards and marginally punched paper.

2. Review and evaluate requests for procurement of supplies, etc., to meet administrative and operational needs of Headquarters components.

3. Direct and supervise the Chiefs of the Printing Section and the Distribution and Storage Section.

★ PRINTING SECTION

Under the direction and supervision of the Chief, Publications and Printing Branch, the Chief, Printing Section shall provide printing and binding services to Headquarters.

★ DISTRIBUTION AND STORAGE SECTION

Under the direction and supervision of the Chief, Publications and Printing Branch, the Chief, Distribution and Storage Section shall perform the following functions:

1. Prepare requisitions for publications, directives, and forms of other agencies.

2. Prepare necessary distribution cards for mail room.

3. Compile and mail material as requested by the field; by other government agencies; and by the general public.

4. Prepare, publish, and maintain the Standard Distribution List, CG-131.

5. Receive requisitions and issue material as requested from the Headquarters Stationery Locker.

6. Order necessary stocks for the Stationery Locker.

7. Maintain stock control records for the Stationery Locker and for Headquarters stock of publications.

8. Maintain running inventory of publications in Consigned Stock at the Government Printing Office and Maintain a card file for Headquarters use.

9. Order publications shipped from Consigned Stock as required.

10. Make annual physical check of material in Consigned Stock at GPO to confirm the running inventory.

★ HEADQUARTERS CIVILIAN PERSONNEL BRANCH

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

1. Plan, direct and execute a civilian personnel program for the Headquarters and Headquarters units, as assigned, including such program elements as position and pay management, recruitment, employee utilization, counseling, preparation and maintenance of records, preparation of reports, and the execution of civilian personnel actions.

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

3. Maintain liaison with personnel officials of Coast Guard, Department of Transportation, Civil Service Commission and other activities, on matters pertaining to civilian personnel administration.

★ STAFFING AND EMPLOYEE RELATIONS SECTION

Under the direction and supervision of the Chief, Headquarters Civilian Personnel Branch, the Chief, Staffing and Employee Relations Section shall:

1. Conduct civilian personnel recruitment and in-service promotion and placement activities.

2. Conduct basic orientation for new employees and insure appropriate on-the-job orientation by supervisors.

3. Counsel and assist employees on personal and job-related matters, including grievances, appeals, planning personal finances, health insurance, life insurance, retirement, planning further education and development, etc.

4. Provide advice to various levels of management on legal and regulatory requirements and restrictions, merit provisions of Federal employment, and other matters affecting civilian personnel administration.

5. Provide advice and assistance to supervisors in carrying out their personnel management responsibilities, including (a) selecting employees, (b) utilization of skills, (c) evaluating performance, (d) using incentive awards, (e) maintaining communications, (f) administering discipline, and (g) administering leave.

★ POSITION AND PAY MANAGEMENT SECTION

Under the direction and supervision of the Chief, Headquarters Civilian Personnel Branch, the Chief, Position and Pay Management Section shall:

1. Conduct a responsive position management program which includes the review, analysis and evaluation of positions in their organizational contexts in terms of supervisory structure, orderly career ladders, military civilian "mix," etc., as well as the accurate classification of positions to occupational series and grades in accordance with applicable criteria.

2. Conduct or supervise special studies and surveys relating to grade structure, alignment and control, and new occupational areas.

3. Make position inquiries collecting data on duties, responsibilities, controls and working conditions of individual positions.

4. Make preliminary studies of procedural and regulatory issues, technical manuals, organization charts, other job descriptions to obtain facts and verify information obtained.

5. Advise and assist operating officials concerning the impact of various duty and responsibility assignments among positions in an organizational unit and the possible effect of such assignments on grade levels.

6. Explain classification actions taken in specific cases, and suggest appropriate steps to be taken in complying with classification changes, modifications, etc.

7. Maintain the organizational and master files of jobs, job number control, and other position classification records.

★ REPORTS AND PERSONNEL PROCESSING SECTION

Under the direction and supervision of the Chief, Headquarters Civilian Personnel Branch, the Chief, Reports and Personnel Processing Section shall:

1. Supervise the processing of all civilian personnel actions assuring that actions are complete, accurate and in compliance with applicable rules, regulations, policies and procedures.

2. Implement and maintain the input system to establish and update employee records contained in the Civilian Personnel Automated Record Keeping and Reporting System.

3. Maintain official personnel folders, employee record cards and other official records.

4. Prepare statistical reports including the monthly Civilian Personnel Strength Summary, the monthly Status of Vacancies report, the weekly Civilian Employment Ceiling Report, the Monthly Report of Federal Participation in Economic and Educational Opportunity Programs, and various other reports, as required.

★ DATA SYSTEMS DIVISION (CDS)

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

1. Administer the planning, development and operation of information systems which involve the collection, processing and storage of data and the dissemination of information required for operation and management of Coast Guard functions and missions.

2. Coordinate and control the acquisition, installation and utilization of data processing equipment and resources at Coast Guard Headquarters and at field activities.

★ PLANNING BRANCH

Under the direction and supervision of the Chief, Data Systems Division, the Chief, Planning Branch shall:

1. Analyze feasibility of proposed data systems and improvements to existing systems; develop general data system concepts, designs and specifications.

2. Develop and maintain policies, procedures and standards governing the planning, development and operation of data systems.

3. Provide intra-division administrative services.

★ SYSTEM PLANNING SECTION

Under the direction and supervision of the Chief, Planning Branch, the Chief, Systems Planning Section shall:

1. Develop and maintain long range plans for orderly development of a Coast Guard wide management information system consisting of a series of inter-related systems utilizing common data bases.

2. Initiate and participate in studies of information requirements to define problems and develop solutions; determine the feasibility of ADP techniques, including cost/benefit analyses; prepare feasibility study reports recommending subsequent actions.

3. Develop general data system designs by application of management science techniques, including but not limited to, operations research, simulation, statistical analysis and computer system analysis; prepare general system specifications for new or significantly revised applications to provide the basis for detailed design work to be done by the Development Branch.

4. Periodically review ADP systems and resources to assure that systems in operation are essential, adequately fulfill current requirements and are consistent with long range plans and that resources are adequate but not in excess of requirements; initiate actions required to maintain optimum effectiveness of the management information system.

5. Maintain liaison with Department officials concerned with ADP management, with various agencies concerned with ADP matters such as Bureau of the Budget, General Services Administration, National Bureau of Standards, etc., with counterparts in other departments and agencies and with technical and management personnel in the ADP community including equipment vendors and computer software development companies; keep abreast of changing hardware and software technology, evaluate new equipment and techniques, and initiate action to adopt improved methods.

6. Prepare and/or participate in the preparation of RCP's and RFP's for acquisition of ADP hardware, software or services; coordinate the sharing of Coast Guard equipment with other agencies, where feasible, and the use by Coast Guard of ADP facilities of other agencies.

7. Provide technical advisory and consultative services and assistance to Headquarters offices and divisions, to field units and to other branches of the division in the development and operation of information systems.

★ STANDARDS SECTION

Under the direction and supervision of the Chief, Planning Branch, the Chief, Standards Section shall:

1. Publish and update the Coast Guard Data Systems Manual which outlines procedures for initiation of requests for data processing services; procedures for studies preceding acquisition of ADP equipment, software or services; procedures for recording and reporting ADP resource utilization data; standards for planning and development of ADP applications; and standards for operation of data system installations.

2. Review proposals for acquisition of ADP resources for conformity to prescribed procedures and standards; coordinate studies involving multiple organizational components; recommend action to be taken on requests for resource acquisition.

3. Review ADP utilization records and reports; identify potential problem areas and initiate appropriate action.

4. Collect required data and prepare recurring or special ADP management reports required by DOT, GSA, BOB, etc.

5. Audit documentation and operating practices of data processing installations to assure adherence to prescribed procedures and standards.

6. Prescribe procedures for the compilation of data required for the Commandant's Data Book; schedule and coordinate compilation of data by other HQ divisions; assemble and distribute completed books.

7. Participate in division personnel management functions by preparing position descriptions and task statements; developing performance standards; developing training requirements and schedules; recruiting to fill vacancies; preparing requests for personnel action; and maintaining personnel file.

8. Maintain files of technical reference material used throughout the division including text books, equipment reference manuals, technical periodicals, documentation of completed ADP studies, etc.; develop and administer procedures for controlling the issuance of these materials and for procurement of additional reference material as required.

★ DEVELOPMENT BRANCH

Under the direction and supervision of the Chief, Data Systems Division, the Chief, Development Branch shall:

1. Develop and maintain systems software required for effective utilization of Coast Guard ADP installations.

2. Develop detailed system designs and computer program specifications for ADP applications.

3. Develop computer programs, source data reporting and conversion procedures, clerical procedures and operating instructions for ADP applications.

★ PERSONNEL AND FINANCE SECTION

Under the direction and supervision of the Chief, Development Branch, the Chief, Personnel and Finance Section shall:

1. Perform the following functions for systems pertaining to military pay and personnel administration for active duty, reserve and retired personnel; civilian personnel administration; personnel allowances and complements; reserve mobilization; financial accounting; and budgetary information:

a. Analyze general system designs for new and revised applications and develop detailed system designs and program specifications (includes development of system flow charts, input and output forms and formats, data file and record layouts, input data edit criteria and error correction routines, decision logic tables, computation techniques, accuracy controls, etc.); prepare system design and program specification documentation.

b. Develop computer programs (includes block diagrams and/or detailed decision logic tables, code structures and code lists, key punch procedures, OCR conversion programs, writing and coding of computer instructions, preparation of test data, analysis of test run results and making necessary corrections, preparation of operating instructions for the central computer and/or remote terminals, etc.); prepare program documentation.

c. Develop clerical procedures governing input data preparation and control, output control, error resolution and inter-division work flow.

d. Prepare or participate in preparation of directives governing the preparation and submission of source documents.

e. Develop modifications of detailed system designs, programs and clerical procedures, as required, to overcome operational problems or to provide for changes in or additions to data requirements; update related documentation.

f. Maintain files of system and program documentation.

★ MISSION-SUPPORT SECTION

Under the direction and supervision of the Chief, Development Branch, the Mission Support Section shall:

1. Perform the following functions for systems involving operational, engineering, logistics or merchant marine data and for all other applications not specifically assigned to the Personnel and Finance Section:

a. Analyze general system designs for new and revised applications and develop detailed system designs and program specifications (includes development of system flow charts, input and output forms and formats, data file and record layouts, input data edit criteria and error correction routines, decision logic tables, computation techniques, accuracy controls, etc.); prepares system design and program specification documentation.

b. Develop computer programs (includes block diagrams and/or detailed decision logic tables, code structures and code lists, key punch procedures, OCR conversion programs, writing and coding of computer instructions, preparation of test data, analysis of test run results and making necessary corrections, preparation of operating instructions for the central computer and/or remote terminals, etc.); prepare program documentation.

c. Develop clerical procedures governing input data preparation and control, output control, error resolution and inter-division work flow.

d. Prepare or participate in preparation of directives governing the preparation and submission of source documents.

e. Develop modifications of detailed system designs, programs and clerical procedures as required to overcome operational problems or to provide for changes in or additions to data requirements; update related documentation.

f. Maintain files of system and program documentation.

★ SYSTEMS SOFTWARE SECTION

Under the direction and supervision of the Chief, Development Branch, the Chief, Systems Software Section shall:

1. Modify and maintain system software furnished by ADP equipment vendors to assure that vendor-supplied operating systems, compilers, utility programs, etc., will interact with Coast Guard application programs in a manner which will provide optimum efficiency and effectiveness.

2. Develop and maintain programs for communications between central computer and remote terminals; assign terminal identification codes, user identification codes, etc., and develop techniques to assure that access to data is limited to authorized users.

3. Develop and maintain Coast Guard utility programs for processing requirements which are common to two or more application areas but are not adequately fulfilled by vendor-supplied software.

4. Develop and maintain, within the central computer system, a machine-readable library of systems software, application programs, program modules, macro routines, etc.

5. Publish, for guidance of applications programmers at Headquarters and at field units, technical information such as instructions governing the use of system software and program libraries, information pertaining to the allocation or reservation of areas of core storage or immediate access storage, clarification or amplification of vendor-supplied technical manuals, etc.; furnish technical assistance to application programmers on software problems.

6. Maintain liaison with technical staff of ADP equipment vendors and with counterparts in other ADP installations to facilitate exchange of technical information.

7. Coordinate with field units and remote terminal operators to identify and resolve program, communications or terminal operation problems.

★ OPERATIONS BRANCH

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

1. Operate the central computer equipment and provide supporting production services.

★ DATA PREPARATION SECTION

Under the direction and supervision of the Chief, Operations Branch, the Chief, Data Preparation Section shall:

1. Control receipt of input data source documents.

2. Coordinate scheduling of input data preparation with the production schedule of the Computer Operations Section.

3. Screen and batch source documents to be processed through OCR equipment; analyze and correct, or initiate correction action on source documents rejected by OCR process.

4. Edit and code source documents containing input data to be key punched.

5. Operate key punch equipment; maintain equipment utilization records.

6. Analyze data which fails to meet edit criteria of input edit runs or periodic audit runs; initiate corrective action; correspond with sources of data to correct records and/or to identify and eliminate causes of errors; maintain controls to assure timely resolution of errors.

7. Assemble and distribute data processing output.

8. Coordinate and control release and return of work to be performed by commercial contractors or by other agencies such as contract key punching, magnetic tape to microfilm conversion, Linotron printing, etc.

9. Maintain files of selected output reports required to facilitate exception processing, for use in audits or for historical files.

★ COMPUTER OPERATIONS SECTION

Under the direction and supervision of the Chief, Operations Branch, the Chief, Computer Operations Section shall:

1. Schedule and control all centralized ADP processing to assure timely completion of required output and achieve optimum equipment utilization.

2. Operate the central computer installation.

3. Maintain equipment utilization records and records of equipment malfunctions; certify vendor invoices covering equipment rentals and maintenance charges.

4. Maintain liaison with equipment maintenance personnel and building maintenance personnel to assure that ADP equipment, air conditioning, power supply, etc., are maintained at a proper level.

★ Library Section

Under the direction and supervision of the Chief, Operations Branch, the Chief, Library Section shall:

1. Maintain magnetic tape, disk pack and punched card files of application data, application programs and system software programs; maintain library control records of all files.

2. Coordinate and control the distribution to depositories of magnetic tapes containing back-up data files and programs.

3. Maintain documentation files containing reference manuals and operating instructions used in other sections of the Operations Branch.

4. Assist the Computer Operations Section by assembly, in advance of the operating schedule, of data files, programs, operating instructions and supplies required for specific jobs.

5. Maintain inventory records of paper, punched cards and other ADP supplies used in the branch; control receipt and issuance of supplies; initiate procurement action when reorder points are reached.