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DEPARTMENT OF TRANSPORTATION
UNITED STATES COAST GUARD

MAILING ADDRESS:
U.S. COAST GUARD (G-CMA)
WASHINGTON, D.C. 20590
PHONE: 202-426-2372

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COMMANDANT NOTICE 5400 CANCELLED: 30 MAY 1979

Subj: CH-10 to Coast Guard Organization Manual, CG-229

1. PURPOSE. This Notice effects subject manual change.

2. DISCUSSION. This change includes the following significant organizational/ functional changes for Headquarters (Part II).

a. Deletion of the Title VI and Contract Compliance Division (G-HTC), following the transfer of these functions and associated personnel resources to the Department of Labor.

b. Deletion of the Special Assistant for Water Transportation Policy (G-CCS-2) and addition of the Governmental Affairs Division (G-AGA) to the Office of Public and International Affairs (G-A) which absorbed the former G-CCS-2 functions and associated personnel resources. Designation of G-A as the Coast Guard focal point for consumer affairs.

c. Internal realignment of the Cargo and Hazardous Materials Division (G-MHM) and the Merchant Vessel Personnel Division (G-MVP).

d. Establishment of a NAFA Personnel Branch in the Civilian Personnel Division (G-PC).

3. ACTION.

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II-9 and II-10	II-9 and II-10

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J P Stewart

J. P. STEWART
Chief of Staff

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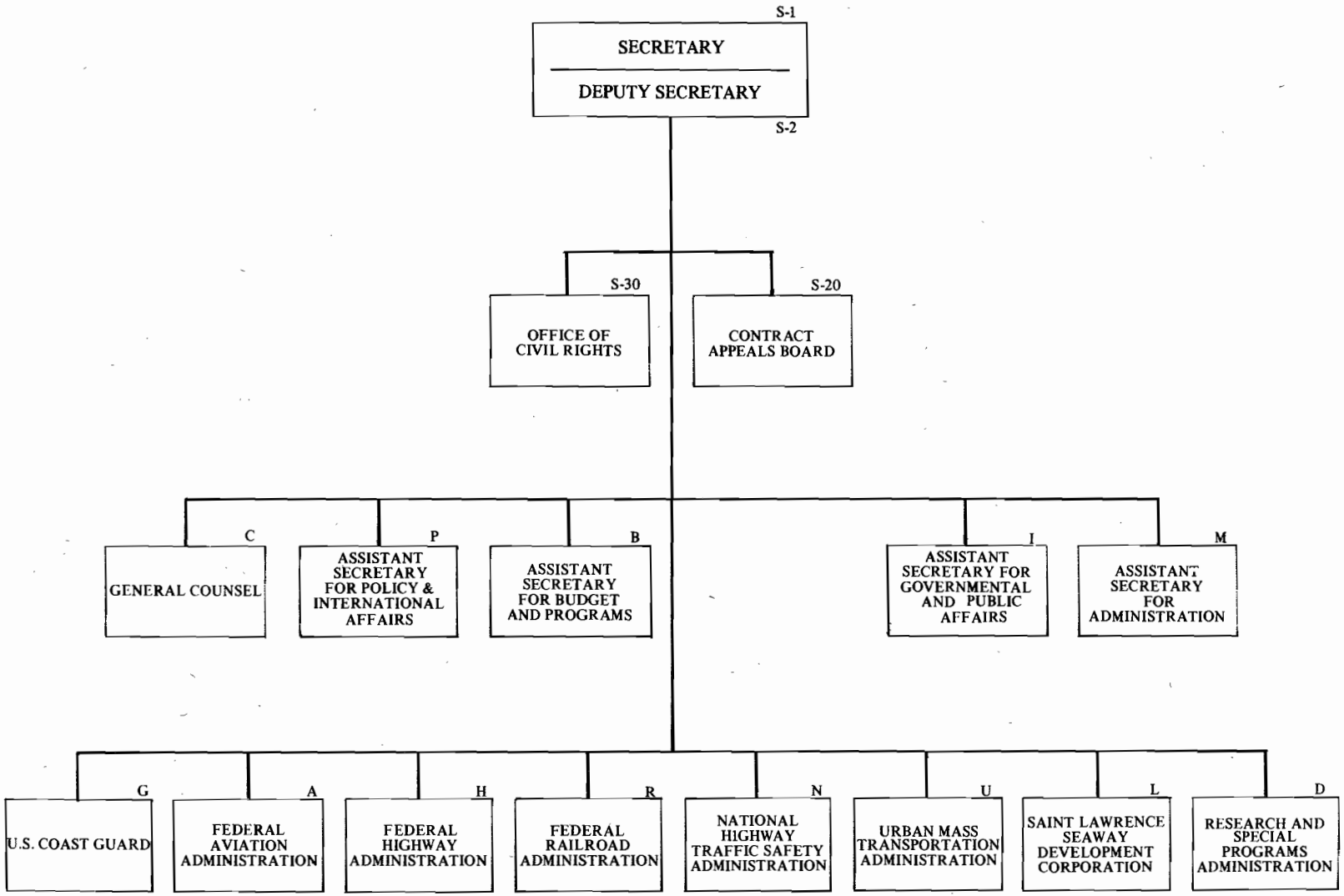
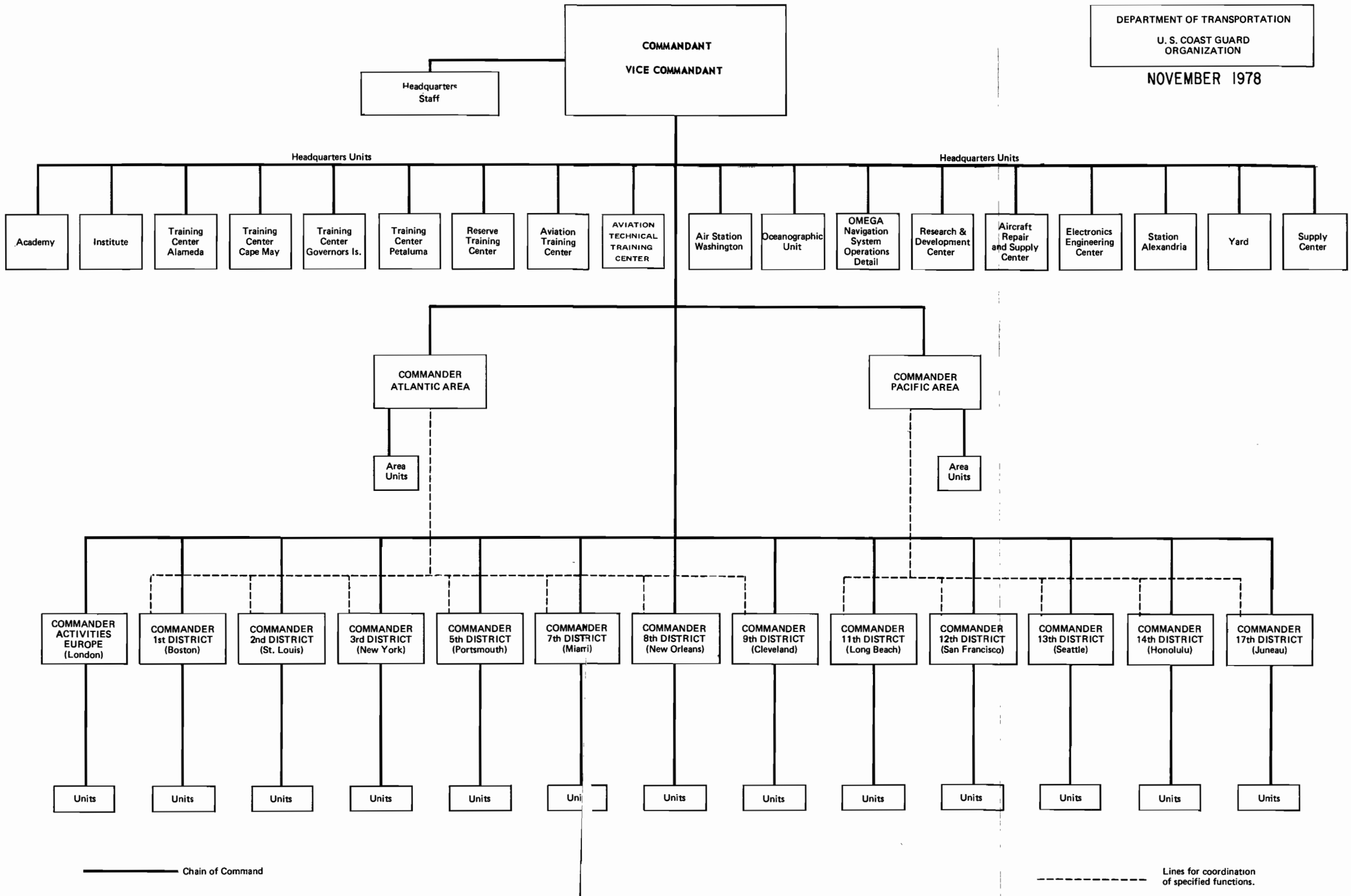


DEPARTMENT OF TRANSPORTATION

U. S. COAST GUARD ORGANIZATION

NOVEMBER 1978



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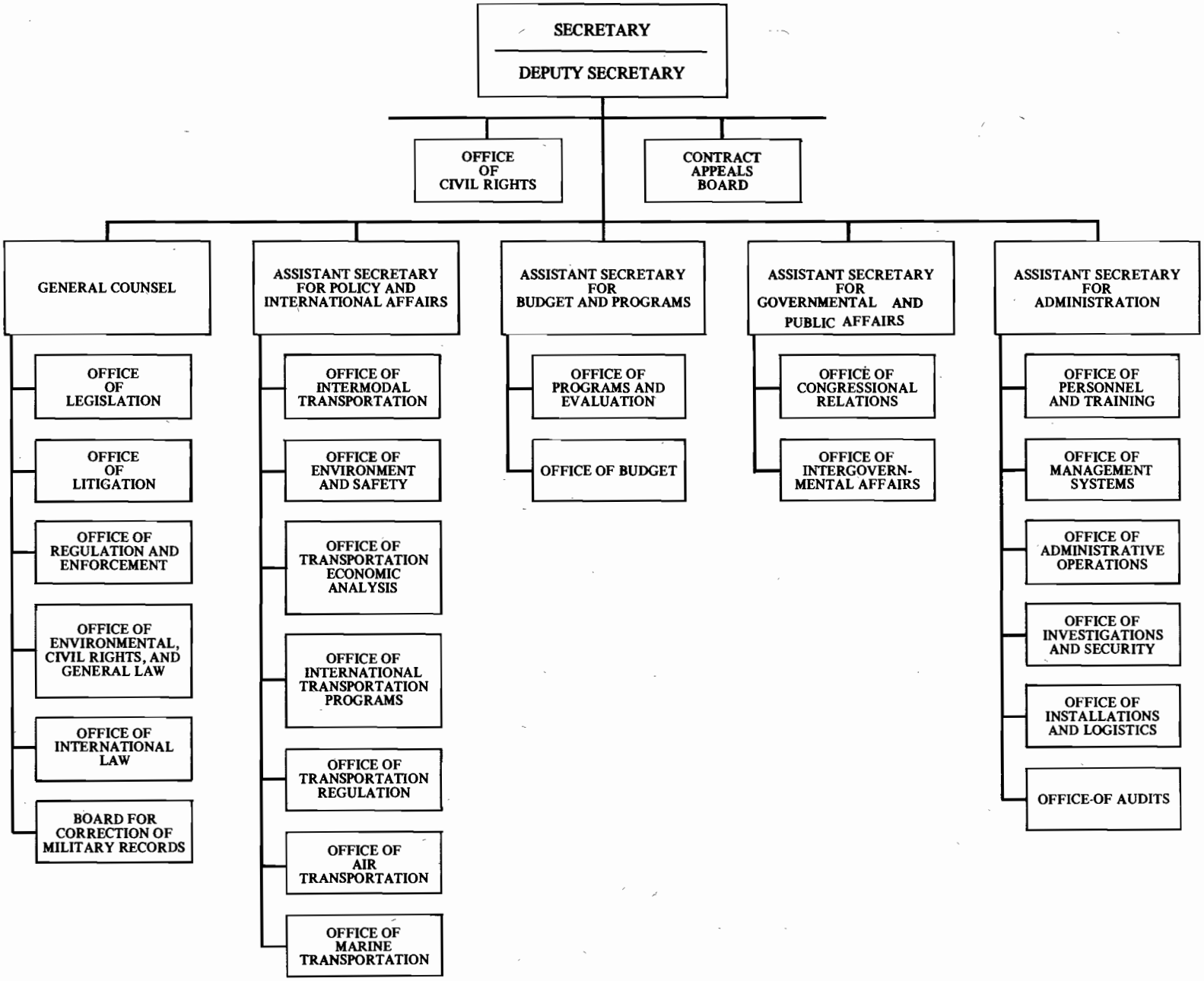

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HEADQUARTERS ORGANIZATION
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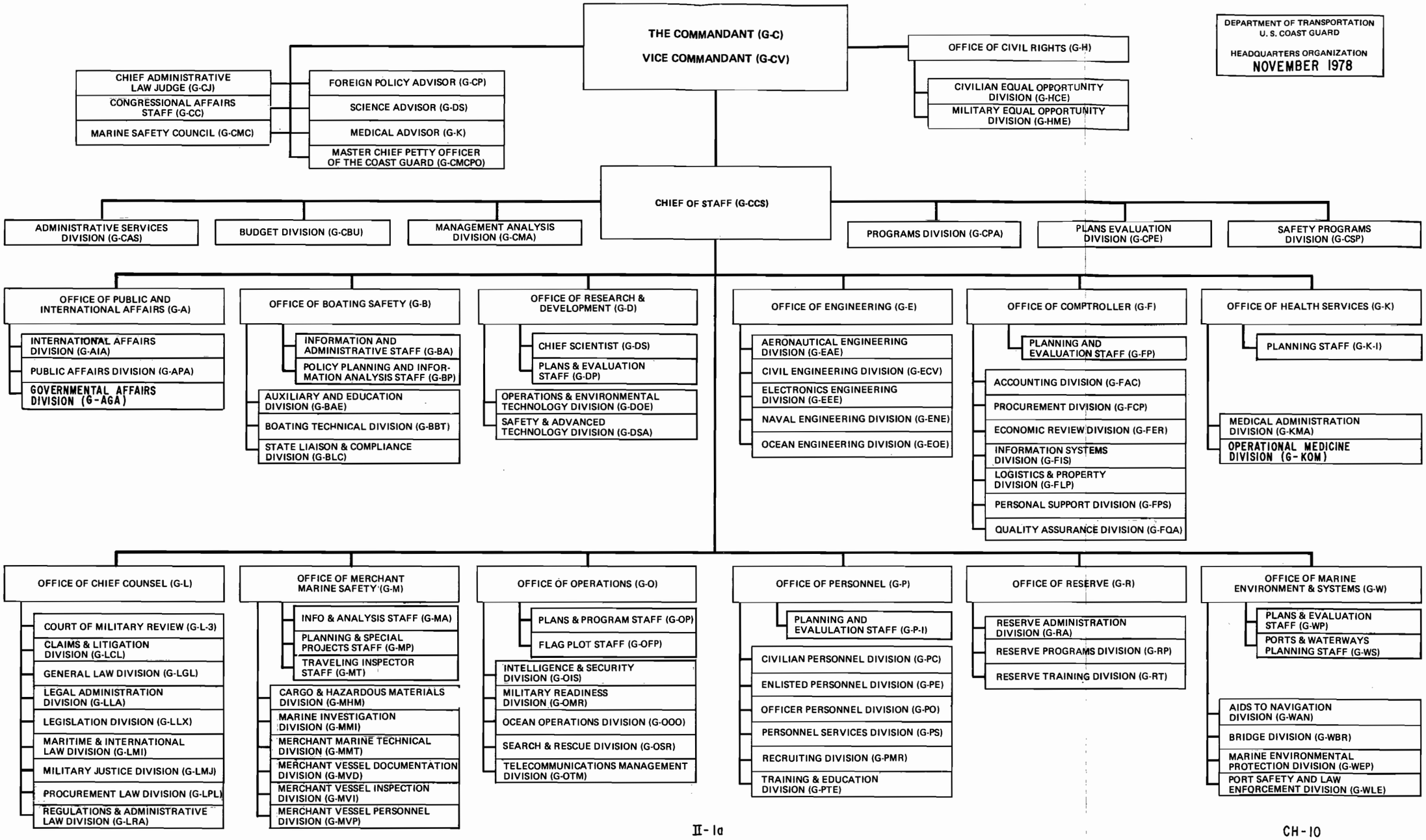


MARINE SAFETY COUNCIL
(G-CMC)

1. **Mission.** The Marine Safety Council generally manages and monitors the Coast Guard's program for the development and implementation of regulations affecting the public. The Council is composed of seven members – the Chief Counsel as permanent chairman, and the Chiefs, Offices of Merchant Marine Safety, Operations, Engineering, Boating Safety, Marine Environment and Systems, and Public and International Affairs.

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

   a. Be the focal point of the Coast Guard public regulatory system.

   b. Be the final recommending authority, advising cognizant Program Directors as to the acceptability of implementing regulations prior to their submission to the Commandant for approval.

   c. Conduct public hearings when required by law, or when significant interest and reaction on the part of the general public, private industry, organized groups, the Congress, the news media or others can be expected.

EXECUTIVE SECRETARY

1. **Mission.** The permanent Chairman of the Marine Safety Council, the Chief Counsel, is the principal officer responsible for the Coast Guard public regulatory system. Under his direction, his staff director, the Executive Secretary to the Marine Safety Council, shall generally administer the program as summarized below.

2. **Functions.** The Executive Secretary of the Marine Safety Council shall:

   a. Develop and issue guidelines and controlling directives, and assist program directors regarding regulatory development.

   b. Serve as control point for regulatory processing from inception to issuance in final form.

   c. Review all Coast Guard public regulations and coordinate necessary revisions of content with the originating office prior to advance public notification in the Federal Register.

   d. In consultation with cognizant office chiefs, coordinate the various external regulatory advisory committees.

   e. Indicate to the Chairman or the Council the need for a public hearing when necessary or desirable, and recommend the size and composition of the hearing body after consultation with cognizant Office Chiefs.

   f. When necessary or desirable place regulatory matters before the Marine Safety Council for their action.

   g. Make recommendations to the Chairman or the Council regarding proposed regulations submitted for final clearance.

CHIEF ADMINISTRATIVE LAW JUDGE
(G-CJ)

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

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

   a. Act as advisor and special assistant to the Commandant in all matters involving or affecting hearing procedures conducted pursuant to R.S. 4450 as amended, (46 USC 239), and the Administrative Procedure Act, as amended (5 USC, Sec. 1001-1011), and public regulations promulgated thereunder (46 CFR 1.10c and 1.15(a)).

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

   c. Indoctrinate the field Administrative Law Judges.

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

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

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

   g. Upon request, hold hearings on civilian employee appeals and grievances at the Coast Guard Headquarters level and advise the Commandant as to appropriate action.

OFFICE OF CIVIL RIGHTS
(G-H)

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

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

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

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

      (1) Equal opportunity in internal Coast Guard employment practices (consistent with Executive Order 11478; PL92-261; and Civil Service Commission regulations).

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

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

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

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

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

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

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

   f. Be the Support Director for the Civil Rights Support Program.

CIVILIAN EQUAL OPPORTUNITY DIVISION
(G-HCE)

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

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

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

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

d. Provide assistance, as required by the DOT Director of Equal Employment Opportunity, in the investigation of complaints of discrimination by employees of or applicants for employment in the Coast Guard.

e. Assist and advise Coast Guard managers and civilian members on Civil Rights matters.

f. Serve as central coordinating point for the recreational activities of the Coast Guard Youth Opportunity Campaign.

MILITARY EQUAL OPPORTUNITY DIVISION
(G-HME)

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

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

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

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

d. Provide assistance, as required by the DOT Director of Equal Employment Opportunity, in the investigation of complaints of discrimination filed by personnel or applicants for service in the military establishment of the U.S. Coast Guard, Regular and Reserve.

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

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

CHIEF OF STAFF
(G-CCS)

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

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

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

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

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

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

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

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

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

   h. Act as Commanding Officer of Headquarters.

   i. Be the Support Director for the General Administration Program and the Safety and Occupational Health Support Program.

   j. Act as the Designated Safety and Health Official of the Coast Guard.

HEADQUARTERS EQUAL EMPLOYMENT OPPORTUNITY OFFICER (G-CCS-1)

Under the direction of the Chief of Staff, the Headquarters Equal Employment Opportunity Officer shall:

a. Plan, implement, and evaluate a program to assure equal employment opportunity for all civilian personnel at Headquarters.

b. Manage the Equal Employment Opportunity Counseling Program at Headquarters, including:

(1) Recommending individuals for appointment as counselors.

(2) Arranging for necessary training for personnel appointed as counselors.

(3) Providing advice, guidance, and direction to counselors.

(4) Evaluating the effectiveness of the counseling program and making recommendations for improvement.

c. Review proposed changes in Headquarters policies and procedures to determine their impact on equal opportunity, and advise the Chief of Staff of any adverse effects of such changes.

d. Advise and consult with the Chief of Staff and key officials and supervisors at Headquarters concerning the full range of equal opportunity matters, with particular emphasis on furthering the equal opportunity effort by resolving or forestalling complaints of discrimination.

ADMINISTRATIVE SERVICES DIVISION
(G-CAS)

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

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

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

   b. Administer funds for logistic and administrative support of Coast Guard Headquarters.

   c. Administer civilian personnel matters for Headquarters, and Headquarters Units located in the Washington metropolitan area.

   d. Coordinate Headquarters maintenance, safety and internal security matters with OST.

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

   f. Administer the Housing Administration and Liaison Office for the Washington Metropolitan Area including the Headquarters leased housing program.

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

   h. Coordinate Headquarters mail services with OST.

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

   j. Administer the Headquarters Records Management Program.

   k. Act as Director, Headquarters Welfare District, Coast Guard Welfare.

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

   m. Administer the Headquarters blood donor program.

   n. Ensure that CG policy for telephone equipment (including facsimile machines) procurement and use is implemented at CGHQ. Coordinate with OST all telephone service requirements for Headquarters and all Washington area Coast Guard units.

HOUSING ADMINISTRATION, INFORMATION, AND LIAISON (HAIL) STAFF

Under the direction and supervision of the Chief, Administrative Services Division, the Staff Assistant for Housing Administration, Information, and Liaison shall:

a. Provide housing referral services for all military personnel permanently or temporarily assigned to Coast Guard units within the D. C. Metropolitan Area; administer the Leased Housing Program for the Washington Leasing area; conduct interim and scheduled inspections on all leased housing.

b. Provide information on available housing and make available to all military personnel specific data on suitable housing.

c. Maintain listings of non-discriminatory rental housing units and houses available for purchase, and a separate listing of housing facilities against which sanctions have been applied. Establish procedures to ensure that military personnel do not obtain unsanctioned housing.

d. Establish and maintain contact with apartment owners, realtors, and other sources to secure the maximum number of listings of properties suitable for occupancy within the community area.

e. Establish and maintain liaison with the other Armed Forces Housing Offices in the local area and extend full cooperation in the exchange of housing information. Maintain liaison with other Government agencies, e.g., VA and FHA, regarding the availability of housing assets to satisfy local housing needs.

f. Administer, monitor, and control all housing surveys conducted in the D. C. Metropolitan area.

g. Provide housing information to uniformed members of the Department of Defense and to transferring employees of the Department of Transportation regarding vacancies, desirable and undesirable locations, community support and other data as may be available.

MILITARY PERSONNEL ACTION BRANCH
(G-CAS-1)

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

a. Maintain a system of personnel accountability and record movements of all military personnel assigned to Headquarters.

b. Maintain and/or prepare personnel records, including Officer leave records, reports of personnel authorized and on board; enlisted service records; and personnel diaries.

c. Act as Assistant Education Officer, including making entries of all educational achievements in military personnel records; administering tests and examinations to military personnel enrolled in Coast Guard, USAFI and other correspondence courses. Provide guidance necessary to select proper courses and assistance in obtaining enrollment.

d. Administer the physical fitness program at Headquarters, including retaining custody of all physical fitness records of Headquarters military personnel.

e. Generally administer the service wide examination program for advancement of enlisted personnel assigned to Headquarters.

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

g. Prepare original and/or renew Government drivers permits to qualified military personnel.

h. Prepare for military personnel assigned to Headquarters certificates of clearance to handle classified documents; exchange information concerning clearances with other agencies.

SECURITY AND LOGISTICS BRANCH
(G-CAS-3)

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

a. Coordinate with OST for the internal security of Coast Guard spaces in the DOT Headquarters buildings.

b. Request procurement of, receive, store, maintain, and issue office equipment and furniture; coordinate and supervise the movement of existing office furniture and equipment; furnish labor details and shipping and receiving services; supervise the operations of the Headquarters motor pool.

c. Prepare and control the issuance of necessary Coast Guard military and civilian personnel identification cards; provide fingerprinting and laminating services; issue necessary name tags for Headquarters military and civilian personnel. Issue decals for Headquarters under the CG Vehicle Registration Program.

d. Provide liaison with OST parking management and provide general guidance and information to Coast Guard personnel for parking matters.

e. Coordinate with OST for mail dispatch and delivery and messenger mail services.

f. Plan, coordinate and direct the operations of the Headquarters Secret and Confidential Control Center and the registered and certified mail distribution control point. Conduct annual inventory of Secret material in Headquarters. Publish directives concerning handling of classified material in Headquarters.

HEADQUARTERS CIVILIAN PERSONNEL BRANCH
(G-CAS-5)

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

a. Plan, direct, and execute a complete civilian personnel management program for Headquarters and Headquarters Units located in the Washington Metropolitan area.

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

c. Represent Headquarters on all personnel matters including labor-management relations and participate in all personnel management activities.

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

RECORDS AND DIRECTORY BRANCH
(G-CAS-6)

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

a. Plan, and administer the Headquarters Records Management Program.

b. Ensure the Coast Guard Comprehensive Records Control Schedule is maintained current. Prepare and issue correspondence and instructions relative to the records disposal program for Headquarters.

c. Compile, edit, and publish the Register of Military Personnel in the Washington Area. Provide the Department of Transportation with information concerning Headquarters military and civilian personnel required for publication in the DOT Telephone Directory.

d. Operate a central information desk to answer telephone inquiries and to assist visitors.

e. Maintain a system of control over records loaned by the National Archives and the Federal Records Center.

BUDGET DIVISION
(G-CBU)

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

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

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

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

   c. Prepare operating stage financial plans, release targets and target modifications to Headquarters organizations and field units, and prepare requests for apportionment and reapportionment of funds including establishment and release of reserves.

   d. Coordinate and review the execution of all current year financial plans in each appropriation; act on requests from Headquarters fund managers and field units for modification(s).

   e. Conduct special studies/analyses of the execution of financial plans and recommend reprogramming necessary for effective funds utilization.

   f. Prepare budgetary reports as required by the Congress, the Office of Management & Budget and the Secretary of Transportation and as may be required for internal administrative use.

   g. Administer funds not specifically allocated to other components of organization, including chief of Staff contingency funds.

   h. Maintain the Manual of Budgetary Administration.

   i. Coordinate all preparations for annual budget hearings (authorization and appropriation) before OST, OMB and the Congress.

FORMULATION BRANCH
(G-CBU-1)

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

a. Translate policies and programs and priority lists into budget estimates for submission to OST; Office of Management and Budget; and to Congress.

b. Prepare multi-year and long range budget projections.

c. Advise the division chief in matters of budget formulation, including development of phased-time schedules for accomplishment.

d. Prepare the program budget distribution for all appropriations and maintain program cost trend charts.

e. Prepare resource change proposals for annualizations, all civilian pay adjustments, and cost-of-living increases.

f. Maintain segment of the Manual of Budgetary Administration related to budget formulation.

g. Conduct or coordinate the review of pending legislation to develop long range budget projections.

h. Prepare all supporting and amplifying data for OST and OMB stage budgets.

EXECUTION AND ANALYSIS BRANCH
(G-CBU-2)

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

a. Advise the division chief in matters related to budget execution, including the status of financial plans.

b. Prepare tentative and operating stage budget and modifications based upon final Congressional action on Coast Guard appropriations.

c. Coordinate the execution of budgets through direct liaison with allotment target, operating guide, and project administrators at Headquarters, and with administrative target units.

d. Prepare financial plans and apportionment schedules.

e. Consolidate planned obligation programs, evaluate execution of the financial plans, conduct variance analyses, initiate program modifications and/or prepare evaluation reports on the progress of the execution of each target/project as required.

f. Conduct analyses of all phases of budget execution.

g. Recommend reprogramming actions to division chief in order to meet unprogrammed requirements.

h. Administer OG-40, Chief of Staff Contingency Fund and other funds not specifically allocated to other components of organization.

i. Maintain segment of Manual of Budgetary Administration related to budget execution.

j. Coordinate reimbursable programs.

k. Coordinate preparations for annual appropriations and authorizations hearings before the Congress.

MANAGEMENT ANALYSIS DIVISION
(G-CMA)

1. **Mission.** To provide a wide range of administrative and management advisory services and assistance for the Headquarters and field organization.

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

   a. Act as Headquarters focal point for the Coast Guard Inspection System.

   b. Conduct special staff studies and comprehensive management surveys embracing any organizational component of the Coast Guard.

   c. Develop, promulgate and monitor implementation of Coast Guard organizational policy, principles and patterns and delegations of authority.

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

   e. Administer the Coast Guard Directives Management System and Printing and Duplicating System.

   f. Develop Service-wide Filing Systems.

   g. Administer the Coast Guard Records Management, Forms Management, Reports Management and Correspondence Management Programs.

   h. Administer the Privacy Act of 1974 and act as Privacy Act Officer of the Service.

   i. Administer the military and civilian Beneficial Suggestion Program.

   j. Administer mail and postal matters.

   k. Implement Service-wide policy relative to interservice support agreements, Federal Executive Boards, DOT Field Coordinating Groups and Federal Executive Associations.

   l. Act as Headquarters focal point relative to externally conducted audits of Coast Guard activities.

INSPECTION LIAISON OFFICER
(G-CMA-1)

Under the general direction and supervision of the Chief, Management Analysis Division, the Inspection Liaison Officer shall:

a. Develop general inspection policies for the Commandant for the area-administered inspection system to ensure that the Commandant is advised of achievements, problems and state of readiness of field commands.

b. Serve as coordinator and liaison between area inspection officers and cognizant HQ program officials on inspection matters.

c. Arrange for HQ representation on area-directed inspections of district offices and HQ units, as requested by area commanders.

d. Monitor development and maintenance of service-wide standard inspection check lists.

e. Receive inspection reports from area commanders requiring action by Headquarters. Coordinate review and analysis of such reports and follow up to assure appropriate evaluation and action as necessary by cognizant program officials.

f. Based on liaison with the areas, inspection results as provided in area reports and summaries, and contact with HQ program officials, evaluate the general effectiveness of the Coast Guard inspection system within the policies and parameters established by the Commandant. Advise superiors as to progress and the need for changes.

MANAGEMENT AND ORGANIZATION BRANCH
(G-CMA-2)

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

a. Conduct and/or coordinate management studies involving Headquarters and the field. This includes review, analysis, and improvement of organization, command relationships, delegations of authority and general administrative management practices.

b. Evaluate planning proposals in terms of organizational implications and impact.

c. Review legislative proposals as they relate to Coast Guard organization and functions.

d. Develop Coast Guard position with respect to management proposals and inquiries (organizational changes and delegations of authority) from the Office of the Secretary of Transportation and other federal agencies.

e. Conduct reviews of management functions in Coast Guard districts and Headquarters units.

f. Provide consultant services to Coast Guard officials and their staffs on a variety of general management matters.

g. Develop directives which prescribe organizational policy, principles and patterns, and delegations of authority policy.

DIRECTIVES, PUBLICATIONS, AND PRINTING BRANCH
(G-CMA-3)

Under the direction and supervision of the Chief, Management Analysis Division, the Chief, Directives, Publications and Printing Branch shall:

a. Develop and administer the Coast Guard directives management system.

b. Develop and administer the service-wide printing and duplicating program.

c. Handle printing and distribution matters for CG Headquarters.

PLANS BRANCH
(G-CPE-1)

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

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

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

(2) Identify and define interface areas with other Government agencies.

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

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

(5) Review and coordinate Headquarters action on Planning Proposals and Development Plans.

SYSTEMS BRANCH
(G-CPE-2)

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

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

(1) Evaluate, monitor and project present and future deficiencies and strengths in Coast Guard resource utilization.

(2) Develop and apply economic analyses, mathematical models, simulation techniques, operations research and other scientific methods to facilitate the coordination and implementation of all long range plan and programs.

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

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

PROGRAMS DIVISION
(G-CPA)

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

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

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

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

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

   d. Regularly review the program structure of the Coast Guard looking toward (1) adjustments to facilitate management and analysis, and (2) clarification of objectives, output measures, and policies.

   e. Establish and maintain military and civilian personnel allowances for all Coast Guard units in accordance with statutory requirements, established ceilings, fiscal limitations, and approved staffing criteria. Prepare plans at various stages of the annual budgetary process, showing the number of military and civilian personnel required to staff approved operating units of the Coast Guard.

   f. In conjunction with Chief, Plans Evaluation Division, maintain the Planning and Programming Manual.

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

SAFETY PROGRAMS DIVISION
(G-CSP)

1. **Mission.** To provide guidance and direction to those organizations and officers who are responsible for maintaining places and conditions of employment or service for Coast Guard personnel in a safe and occupationally healthful condition.

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

   a. Review occupational safety and health guidelines and requirements and evaluate the applicability, suitability, and feasibility of CG adoption, including cost/benefit analyses and related impact on field units. Develop, recommend, and promulgate occupational safety and health policies and standards in consultation with responsible program managers.

   b. Provide for the conduct of evaluations, surveys, and inspections to identify any unsafe and/or occupationally unhealthful places or conditions of employment which might exist within the Coast Guard. When actual or potential hazards are found, consult with and assist those offices which are responsible for correcting such conditions.

   c. Act as the Support Manager for the Safety and Occupational Health Program.

   d. Serve as Chairman of the Coast Guard Safety and Occupational Health Committee.

FLIGHT SAFETY PROGRAM STAFF
(G-CSP-1)

Under the general direction and supervision of the Chief, Safety Programs Division, the Chief, Flight Safety Program Staff, shall:

a. Establish and monitor a Coast Guard-wide Aviation Safety Program.

b. Review aviation safety requirements and guidelines; evaluate their applicability, suitability, and feasibility for Coast Guard adoption, including cost/benefit analyses and related impact on field units.

c. Develop, recommend, and promulgate policies, procedures and standards in consultation with responsible program managers.

d. When actual or potential conditions are found that would adversely affect aviation safety, advise and assist the responsible organization to correct the condition.

GENERAL SAFETY PROGRAM STAFF
(G-CSP-2)

Under the general direction and supervision of the Chief, Safety Programs Division, the Chief, General Safety Program Staff, shall:

a. Establish and monitor a Coast Guard-wide General Safety Program, encompassing industrial and shore facility safety.

b. Review industrial and shore facility safety requirements and guidelines, evaluate their applicability, suitability, and feasibility for Coast Guard adoption, including cost/benefit analyses and related impact on field units.

c. Develop, recommend, promulgate, and monitor policies and standards for industrial and shore facility safety, in consultation with responsible program managers.

d. Recommend policies and procedures to protect the public from being hazarded by Coast Guard activities.

e. Monitor contractor compliance with safety and occupational health specifications of Coast Guard contracts.

f. When actual or potential conditions are found that would adversely affect industrial/shore facility safety, advise and assist the responsible organization to correct the condition.

SURFACE VESSEL SAFETY STAFF
(G-CSP-3)

Under the general direction and supervision of the Chief, Safety Programs Division, the Chief, Surface Vessel Safety Staff, shall:

a. Establish and monitor a Coast Guard-wide Surface Vessel Safety Program.

b. Review surface vessel safety requirements and guidelines, evaluate their applicability, suitability, and feasibility for Coast Guard adoption, including cost/benefit analyses and related impact on field units.

c. Develop, recommend, and promulgate policies, procedures and standards required to ensure surface vessel safety, in consultation with responsible program managers.

d. Develop programs designed to minimize manpower resource losses associated with off-duty activities.

e. When actual or potential conditions are found that would adversely affect surface vessel safety, advise and assist the responsible organization to correct the condition.

INDUSTRIAL HYGIENE STAFF
(G-CSP-4)

Under the general direction and supervision of the Chief, Safety Programs Division, the Industrial Hygiene Staff shall:

a. Develop, recommend, and promulgate occupational health standards, policies, and procedures, relating to health hazardous conditions associated with the work environment and work operations, in consultation with appropriate program managers.

b. Respond to specific requests for and conduct random evaluations and studies of Coast Guard work environments and systems to identify health hazardous operations and environments.

c. When actual or potential conditions are found that would adversely affect occupational health, advise and assist the responsible organization to correct the condition.

OFFICE OF PUBLIC AND INTERNATIONAL AFFAIRS
(G-A)

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

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

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

   b. Determine the need for and oversee the development and implementation of comprehensive public and international relations programs.

   c. Coordinate Coast Guard public and international relations with Departmental policy.

   d. Coordinate the international Coast Guard programs administered by Program Managers and ensure their consistency with Coast Guard and Departmental policy.

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

   f. Coordinate the Coast Guard effort to afford the public freedom of access to appropriate government materials and to respond to "consumer" queries. Be the Consumer Affairs Officer for the Coast Guard. Carry out the Coast Guard's requirements relative to the Freedom of Information Act.

   g. Direct the Coast Guard Committee Management system and coordinate service participation in intergovernmental and non-governmental forums concerned with safety and marine transportation.

   h. Keep cognizant Headquarters elements apprised of marine related matters under consideration by various governmental and non-governmental organizations.

   i. Be responsible for Coast Guard involvement in Federal Domestic Assistance Program.

   j. Coordinate input for speeches given by the Commandant and Vice Commandant at public appearances.

   k. Be the Support Director for the Public and International Affairs Support Program.

INTERNATIONAL AFFAIRS DIVISION
(G-AIA)

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

a. Coordinate the international affairs of the Coast Guard with the Office of the Secretary of Transportation, the Department of State and/or other appropriate departments. Assure consistency with current U.S. foreign policy.

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

c. Keep cognizant components of Coast Guard Headquarters apprised of matters under consideration by various international organizations.

d. Monitor and coordinate participation in foreign meetings and advise the Commandant and own Support Director on representation at international conferences.

e. Have primary responsibility for coordination between the various governmental and industry groups to develop and prepare United States positions relative to safety of life at sea and marine environmental protection matters, and for the instruction of United States delegations to international conferences. Act as Secretariat for U.S. participation in Intergovernmental Maritime Consultative Organization (IMCO).

f. Prepare and coordinate agreements between the Coast Guard and agencies of other governments.

g. Keep appropriate Coast Guard personnel advised of the status of international conventions and agreements to which the United States is committed as well as other Coast Guard involvement in international affairs.

h. Plan and coordinate visits of foreign personnel to Coast Guard Headquarters and field units.

i. Coordinate training of foreign personnel at Coast Guard facilities and monitor all overseas training or survey projects involving Coast Guard personnel.

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

GOVERNMENTAL AFFAIRS DIVISION
(G-AGA)

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

a. Advise superiors on public policy issues which might involve the Coast Guard.

b. Serve as the primary contact and point of coordination for Coast Guard maritime policy information and initiatives.

c. Maintain liaison with interagency and non-government organizations and committees, and Federal and state agencies concerned with water transportation and ocean policy.

d. Monitor or conduct special studies and projects related to the Coast Guard in the broad areas of water transportation and ocean policy.

e. Represent the Coast Guard, as appropriate, in Federal Government efforts addressing existing and future water transportation and ocean policy matters.

PUBLIC AFFAIRS DIVISION
(G-APA)

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

a. Develop plans for and administer the public affairs program of the Coast Guard to promote public and internal knowledge and understanding of the activities and missions of the Service.

b. Conduct an active public information program.

c. Provide for an effective public affairs personnel training program.

d. Prepare, give clearance, and provide for the distribution of public information material such as pamphlets, booklets, magazine articles, radio and television materials.

e. Survey and analyze public opinion regarding the Service; advise as to the public relations implications of proposed programs or policies of the Coast Guard; initiate recommendations relative to improvement in Service activities.

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

g. 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 loan of Coast Guard memorabilia to qualified donees.

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

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

(1) Commemorating holidays and anniversaries.

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

(3) Notifying observance of death and funeral services of the civil officials in accordance with Coast Guard Regulations.

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

VISUAL SERVICES BRANCH
(G-APA-1)

Under the direction and supervision of the Chief, Public Affairs Division, the Chief, Visual Services Branch shall:

a. Manage a service-wide system for the production of audio visual programs. Monitor procurement of new audio visual equipment.

b. Arrange for production and distribution of public information, training, documentary or special purpose films of the Coast Guard. Assist and advise other Headquarters offices and field activities in authorized production.

c. Photograph, process, catalog and store original stock motion picture footage for the Coast Guard. Service requests for Coast Guard stock footage from within and without the Service.

d. Manage Headquarters still photo activities. Provide still camera and audio-visual equipment at Coast Guard Headquarters. Provide still photograph service for the Office of the Commandant.

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

EDITORIAL SERVICES BRANCH
(G-APA-2)

Under the direction and supervision of the Chief, Public Affairs Division, the Chief, Editorial Services Branch shall:

a. Serve as the primary point of contact between Coast Guard Headquarters and the news media.

b. Prepare and coordinate news releases with the Office of the Secretary of Transportation.

c. Develop and distribute audiovisual materials to the news media on a nationwide basis.

d. Coordinate major press conferences, interviews of senior Coast Guard officials and arrangements for the embarkation of media representatives aboard Coast Guard units when appropriate.

e. Conduct the National Spot News program.

f. Provide media relations guidance to field units. Coordinate the Coast Guard public affairs program with field units.

g. Develop plans for promoting internal knowledge and understanding of the activities and missions of the Service. Edit Commandant's Bulletin.

h. Review speeches, articles, books and advertising copy for conformance with Coast Guard and Departmental policy.

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

j. Serve as liaison with the Fleet Home Town News Center.

k. Provide creative writing and editorial services for use in the production of public information pamphlets and brochures.

l. Conduct minority information program for the Coast Guard.

COMMUNITY RELATIONS BRANCH
(G-APA-3)

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

a. Serve as primary point of contact between Coast Guard Headquarters and the general public, answering routine oral and written inquiries from the public relative to the Coast Guard.

b. Serve as project manager for all public affairs functions requiring Coast Guard participation in the Washington, D.C. metropolitan area.

c. Review requests for construction or procurement for any Coast Guard Exhibit; administer the operations of the Coast Guard Exhibit Center; control and direct the scheduling of appearances for exhibits, art work, models and artifacts.

d. Coordinate and direct the activities of the Coast Guard Band when appearing in other than the New London area. Coordinate the scheduling of the Coast Guard Ceremonial Honor Guard and Precision Drill Team outside the Washington metropolitan area.

e. Coordinate arrangements for launching and commissioning of major ships, and other important ceremonies as directed. Coordinate all parade and ceremonial representation, dedications, presentations, and ship visits in the Washington, D.C. area. Coordinate responses to recommendations concerning the naming of Coast Guard shore units and ships.

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

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

h. Coordinate and direct public orientation visits to Coast Guard units as requested.

i. Act as the special assistant for Navy League matters and provide liaison with respect to Coast Guard policies and programs.

j. Maintain liaison with Service oriented Veterans organizations, youth groups, civic groups, business organizations, etc.

k. Administer Coast Guard speakers' bureau for the Washington, D.C. area and foster the creation of speakers' bureaus in the field.

l. Maintain a centralized listing of Coast Guard artwork models and historical artifacts.

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

OFFICE OF ENGINEERING
(G-E)

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

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

   a. Assure the effectiveness of the Engineering Support Program, including the design and execution of alterations, modifications, repairs, maintenance and outfitting of vessels, boats, aircraft, vehicles, aids to navigation, shore facilities, machinery, electronics equipment, and utilities; and assure the adequacy of engineering test and evaluation activities associated with those functions.

   b. Direct, supervise and coordinate the design, development, construction, test, evaluation, and operational deployment and demonstration (as applicable), of ships, boats and shore facilities having a conventional design and having a high probability of usefulness in the operational structure.

   c. Participate as requested in the test, evaluation, and operational deployment and demonstration of research and development projects.

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

   e. Collaborate with the Chief of Staff and the chiefs of offices generally in matters relating to the overall engineering activities of the Service.

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

   g. Prescribe the engineering reports to be submitted by field units and advise the Comptroller as to types and forms of engineering data to be prepared for data processing; review and analyze such reports and data, and initiate or issue appropriate directives to field units to insure uniformly high standards of engineering efficiency, effectiveness, and economy.

   h. Periodically review the administration of district engineering divisions and initiate recommendations to the district commander to effect improvements in the organization and methods of administration of those divisions; keep informed through field inspections, or otherwise, as to the status, effectiveness, and efficiency of engineering activities generally.

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

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

k. Establish and maintain close liaison with the Navy, Army, Air Force, Maritime Administration, General Services Administration, Department of Commerce (National Oceanic and Atmospheric Administration), Environmental Protection Agency and other public and private agencies in connection with Coast Guard engineering matters.

l. Be the Support Director for the Engineering Support Program.

m. Exercise technical control over the Yard, the Aircraft Repair and Supply Center, the Electronics Engineering Center, Station Alexandria and Resident Inspector Offices.

n. Administer the Service-wide motor vehicle management program.

CIVIL ENGINEERING DIVISION
(G-ECV)

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

a. Be responsible for planning, designing, constructing, altering, maintaining, and repairing all Coast Guard shore facilities.

b. Prepare civil engineering cost and budget estimates and economic analyses for shore facilities, recommending apportionment of budgeted civil engineering funds for shore facilities to districts and Headquarters units, and administer all funds allocated to the Civil Engineering Division.

c. Design selected special civil engineering projects for districts and Headquarters units, including complete preparation of plans and specifications.

d. Issue instructions, directions, standards, and similar information for administrative and technical guidance of the civil engineering program within the Coast Guard.

e. Manage all engineering aspects of the Truman-Hobbs Obstructive Bridges Act.

f. Perform technical inspections of Coast Guard shore facilities and construction.

g. Perform civil engineering management inspections of district offices and Headquarters units.

h. Assist the Procurement Division in negotiating certain shore facility construction and architect-engineer contracts and be responsible for technical administration of such contracts.

i. Coordinate planning for Support Centers, providing budgetary input, management overview, and coordination of programs and missions involved.

j. Maintain and update the Shore Facilities Plan.

k. Administer project material in Inventory Control Points (G-ECV), and review inventory (excess property) reports and boards of survey.

l. Develop policy for establishment of motor vehicle allowances Service-wide, and the maintenance, repair and upkeep of the vehicle fleet operated by the Service.

BRIDGE ALTERATION BRANCH
(G-ECV-1)

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

a. Develop technical support for economic analyses to determine bridge clearance requirements over navigable waters of the United States.

b. Develop technical support for the processing of obstructive bridge complaints and recommend the alteration of bridges and causeways which are considered to be unreasonably obstructive to the free navigation of navigable waters of the United States.

c.. Review plans and specifications for alteration of obstructive bridges to assure that such altered bridges will provide adequate clearance for the reasonable needs of navigation and an adequate facility for the anticipated rail or highway traffic at a minimum cost to all parties concerned.

d. Develop the engineering cost estimate used in preparing appropriation requests to finance the Government share of obstructive bridge projects.

e. Develop technical portions of agreements for relocation of obstructive bridges, as provided under Section 13 of the Truman-Hobbs Act.

CONSTRUCTION AND ENGINEERING BRANCH
(G-ECV-2)

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

a. Develop design and construction standards and review all proposed construction and maintenance projects for shore facilities including buildings, structures, utilities, fire protection, family housing, tall towers, and support facilities for electronic type stations at various stages of development. The reviews are made to determine compliance with operational requirements, applicable standards, good construction practices and civil engineering policies; technical and economic feasibility; and accuracy of cost estimates.

b. Review unit development plans, planning proposals, and AC&I Project proposals, reports, and structalts and prepare or revise cost estimates for AC&I projects for use in budget requests.

c. Maintain surveillance over projects under construction in order to resolve problems and complaints that arise over design and construction methods, to assure orderly and continuous progress of construction, and to resolve technical and financial problems caused by unforeseeable conditions and events.

d. Review claims of construction contractors arising from labor problems, government caused delays, and disputed interpretation of plans and specifications.

e. Advise Coast Guard design architects and engineers on construction and material problems.

f. Participate in the establishment of priorities for new construction and maintenance projects to support special and regular budgetary requests to Congress.

g. Maintain liaison with field offices, contractors, material manufacturers, and with engineers of other government agencies to resolve construction problems that arise on construction projects, to exchange technical information concerning construction methods and materials, and to keep informed on the latest developments in the construction and engineering fields.

h. Develop and maintain the Coast Guard Civil Engineering Manuals.

i. Develop standards and implement programs for pollution abatement and control facilities, energy substitution and conservation, and value engineering.

j. Conduct special engineering studies, testing and analyses, leading to the development of new and revised design, construction, and maintenance criteria, and conducting advanced engineering as appropriate.

k. Develop computer programs for civil engineering projects.

l. Review inventory (excess property) reports, property acquisition, and Boards of Survey documents.

m. Develop procurement specifications for antennas, generators and other Loran hardware items and perform associated contract administration.

ELECTRONICS ENGINEERING DIVISION
(G-EEE)

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

a. Prepare or review plans, designs, and specifications for the manufacture, installation, repair, maintenance, and alteration of Coast Guard electronic devices, including radio, telephone, telegraph, teletype, radar, electronic IC, underwater sound and electronic aids to navigation systems.

b. Participate with Procurement in the negotiation of contracts for the design, manufacture, installation, repair, maintenance, alteration and rental of electronic equipment. Determine acceptance terms and conditions regarding dates of delivery, plans, specifications and characteristics of the items to be procured.

c. Monitor contract performance when inspections, tests and technical judgments are necessary to assure compliance.

d. Determine Appropriation Purchase Account (APA) material to be controlled, storage requirements, and stock levels. Initiate procurement action and provide required funds to maintain stock levels, release excess or obsolete items, and initiate action to effect issues to Coast Guard units.

e. Furnish information to program managers on the progress, scheduling, and material requirements for construction, installation, repair, maintenance, alteration and rental of electronic equipments.

f. Prepare and review allowance lists, inventory reports, and boards of survey involving electronics engineering matters.

g. Initiate requests for and monitor progress of electronic research and development projects.

h. Coordinate the use of the Electronics Engineering Center and Station Alexandria to test and evaluate electronic equipment and to develop improved electronic equipment/facilities in-house, when advantageous for the Service.

COMMUNICATIONS BRANCH
(G-EEE-1)

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

a. Administer the Division's responsibilities for electronic equipment in vessels and at shore stations (except aircraft equipment, shore based aids to navigation electronics equipments and test equipment) as described below.

b. Provide for the design, technical evaluation, procurement, installation, and technical coordination of communications, radar, sonar, navigation, shipboard data processing, Coast Guard owned telephones, teletype, interior communications, secure communications and associated electronic equipment.

c. Review existing and planned electronic systems and installations for optimum systems integration.

d. Prepare specifications and provide technical coordination for the procurement of new equipment and systems.

e. Coordinate on new vessel design and construction.

NAVIGATION BRANCH
(G-EEE-2)

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

a. Supervise the design, procurement on lease, and installation of shore-based aids to navigation electronic equipment (except Loran-C).

b. Review existing Electronic Navigational Systems and plan future installations to achieve optimum long, medium, and short range integrated systems.

c. Develop specifications for new equipment to satisfy operational requirements.

d. Provide technical coordination in the development of vessel traffic services (VTS) designs. Provide technical evaluation and instructions for VTS equipment installation, modification and maintenance.

ADMINISTRATIVE SERVICES BRANCH
(G-EEE-3)

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

a. Provide administrative and logistics support for the Division.

b. Operate the Division mail and files system; control classified material in the Division; maintain the Division Technical Library.

c. Coordinate civilian personnel administration for the Division; maintain personnel records; arrange for training.

d. Provide drafting and illustrating services for the Division, including the maintenance of drawing files, film files and display material.

e. Act as subject matter expert in the administration of the Post Graduate (PG) and Advanced Electronic Technology (AET) training programs; and for the ET, ETN and TT ratings.

f. Provide management information services on electronics specialty personnel throughout the Coast Guard.

g. Monitor and coordinate all electronics engineering projects assigned to the EECEN, Station Alexandria and the Supply Center.

h. Coordinate the preparation of Electronic Repair Parts Allowance Lists (ERPAL) for all new construction.

i. Prepare specifications and provide technical coordination for the procurement of special electronic test equipment.

j. Review electronic equipment specifications and other documentation for inclusion of safety and logistics support requirements.

k. Coordinate the utilization and disposal of excess electronic material.

SYSTEMS DEVELOPMENT BRANCH (G-EEE-4)

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

a. Direct engineering systems development, including principles of operation, facilities design, equipment procurement and systems applications of LORAN-C and other designated radio navigation systems.

b. Provide for the design, specification and procurement of the equipment necessary to operate and evaluate these systems.

c. Develop, supervise, and conduct performance evaluations of these systems, as necessary, including providing field engineering services, where needed.

d. Provide technical assistance to the program manager to develop operational doctrine for LORAN-C and other designated radio navigation systems.

e. Maintain liaison with government and civilian agencies to ensure responsiveness to their navigational needs, including ancillary uses of radio navigation systems.

PLANNING AND ANALYSIS BRANCH (G-EEE-5)

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

a. Review development plans, planning proposals, AC&I Project proposals and reports, and ElectronAlts; prepare or revise cost estimates.

b. Manage the division planning, programming and budgeting function, including control of all RCP's and coordination of the OG42 Planned Obligation Program.

c. Administer management information and reporting systems for the Division. Develop computer programs for electronics engineering projects.

d. Coordinate all division liaison functions with the Navy including the development and maintenance of current Ship Type Electronics Plan (STEP).

e. Establish civilian and military staffing policies for the electronics support program. Recommend personnel reprogramming.

f. Administer Acquisition, Construction and Improvement, and Operating Expense funds, allotting them to districts and Headquarters units; maintain a financial records system.

g. Supervise the preparation of Requests for Quotation and Requests for Procurement.

h. Develop and maintain acquisition support plans (ASP) and PERT or CPM.

i. Develop and administer Navy support funding requirements.

MAINTENANCE BRANCH
(G-EEE-6)

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

a. Manage the Coast Guard electronic equipment maintenance system; determine maintenance philosophies, concepts and plans for electronic equipment except for aircraft electronics, fire control systems and ship's engineering control systems.

b. Manage the program for centralized maintenance of modular constructed electronics equipment.

c. Manage the Electronics Installation, Change and Maintenance (EICAM) System.

d. Review and analyze reliability, maintainability, and supportability data reported.

e. Establish procedures to monitor, coordinate and control maintenance functions assigned to Station Alexandria and EECEN.

f. Determine requirements for test equipment and coordinate servicewide procurements. Establish servicewide test equipment calibration standards.

ACCOUNTING SYSTEMS, POLICY AND PROCEDURES BRANCH (G-FAC-1)

Under the direction and supervision of the Chief, Accounting Division, the Chief, Accounting Systems, Policy and Procedures Branch shall:

a. Develop and review accounting principles, standards and procedures pertinent to fiscal and accounting operations.

b. Provide guidance Service-wide on accounting theory, innovations in accounting and controls, and advice on systems and methods.

c. Assist in development of Coast Guard financial management policy.

d. Review proposed legislation, and changes in OMB and OST requirements concerning fiscal and accounting operations.

e. Develop and install accounting systems and subsystems for Coast Guard Headquarters and district offices.

f. Analyze user needs and develop new techniques for capturing input transactions and promoting useable reports.

g. Coordinate required division in-house training efforts, including college co-op program.

REVIEW AND RECONCILIATION BRANCH
(G-FAC-2)

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

a. Perform review and reconciliation of accounting records and supporting documents for general ledger control accounts maintained at Coast Guard Headquarters. Journalize appropriate corrective entries to the expenditure accounts.

b. Verify that all master files are in agreement.

c. Prepare Reconciliation Statements for Headquarters.

d. Perform check-off verification and review of prescribed reconciliations and follow-up assignments for areas under the control of the Accounting Division.

e. Review all field reports for propriety and conformance to accounting standards.

f. Reconcile reciprocal accounts for all Coast Guard accounting offices.

g. Reconcile servicewide Coast Guard cash balances against the balances reported by Treasury Department.

h. Review and validate monthly general ledger trial balances of Headquarters accounts.

i. Reconcile balances of personal property accounts of all Coast Guard accounting offices with asset reports from other Coast Guard systems.

j. Reconcile balances of real property accounts of all Coast Guard accounting offices with annual GSA real property reports.

k. Prepare input for computerized preparation of service-wide allotment status reports and general ledger trial balances for designated accounting offices.

l. Assist in resolving problems in automatic data processing of district accounting input.

GENERAL ACCOUNTING BRANCH
(G-FAC-3)

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

a. Maintain input-output control over all accounting documents lotted for processing by the Transportation Computer Center (TCC). Verify and reconcile output received from TCC.

b. Prevalidate all obligation documents.

c. Maintain appropriate formal controls over the appropriation-apportionments of the Coast Guard appropriations, the allotment-expenditures, receipts, repayments and disbursements.

d. Maintain liaison with the TCC for all data input and production output.

e. Control all SYCOR generated computer input including preparation of magnetic tapes for computer processing.

f. Prepare reimbursable billings to Coast Guard units, other Government agencies, and commercial organizations for goods and services furnished by the Coast Guard on a reimbursable basis.

g. Monitor booked accounts receivable – both refunds and reimbursements.

h. Receive and deposit all moneys collected at Coast Guard Headquarters for deposit in the U.S. Treasury.

i. Maintain accounting control over advance payments to the Yard.

j. Accomplish formal off-site accounting for designated Coast Guard units including Training Center Cape May, Reserve Training Center, Station Alexandria, Electronics Engineering Center, Air Station Washington, Omega Navigation System Operations Detail, Activities Europe, Oceanographic Unit.

k. Maintain accounting controls for Supply Fund clothing and commissary inventories at off-site units.

l. Review, reconcile, and follow-up for clearance in Headquarters clearing accounts for undistributed voucher payments and inventory transfer clearing account.

m. Maintain accounting control over cross-disbursement payments made by disbursing officers of other Military Services.

CONSOLIDATION, REPORTS AND ANALYSIS BRANCH (G-FAC-4)

Under the direction and supervision of the Chief, Accounting Division, the Chief, Consolidations, Reports and Analysis Branch shall:

a. Develop Service-wide financial statements which reflect the status of:

(1) Appropriations for current year and unexpended balances of prior year appropriations, including Operating Guide (O.G.) financial reports to fund administrators.

(2) AC&I Project allocations and allotments.

(3) Coast Guard Supply Fund.

(4) Pollution Fund.

(5) Gift Fund.

(6) Retired Pay.

(7) Allotted funds for O.G. 01 Military Pay and Allowance, O.G. 08 Salaried Civilian Personnel, O.G. 20 Headquarters Directed Travel, and O.G. 56 Headquarters Directed Travel of Personnel for Training.

b. Develop periodic financial statements and special management reports including consolidated commissary report, report of net obligations and outlays, reports of outlays and proprietary receipts, balance of payments (gold-flow) reports, military Federal Income and FICA tax reports, expenditures incurred for presidential protection, Service-wide report of unpaid obligations for certification by Chief, Accounting Division, service-wide financial statement for Annual Report to Secretary of Transportation, geographic distribution of civilian payrolls, Appropriation Status Reports for presentation to OST and OMB, and Statement of Financial Condition.

c. Analyze trends in obligation of appropriated funds.

d. Analyze accounting data from all Coast Guard accounting offices.

e. Develop service-wide consolidated General Ledger to produce annual Statement of Financial Condition for the Coast Guard.

ACCOUNTS PAYABLE AND CONTROL BRANCH
(G-FAC-5)

Under the direction and supervision of the Chief, Accounting Division, the Chief, Accounts Payable and Control Branch shall:

a. Maintain accounting controls over undelivered orders and accrued liabilities, conduct reviews of document files and insure agreement with general ledger control accounts.

b. Examine, audit, schedule, and certify for payment travel vouchers, advance payments and billings from commercial sources, carriers, and other Government agencies.

c. Prepare accrued expenditure documents for unbilled receiving reports, as required. Prepare data input documents to record expenditures and disbursement in automated files.

d. Prepare Schedule of Administrative Commitments, as required.

e. Review and evaluate all supporting documents for undelivered orders and accrued liability general ledger control accounts at close of fiscal year.

f. Provide advice to field offices regarding commercial voucher examination problems, certifying the more difficult claims when appropriate or initiate, referral to the Comptroller General, as required.

g. Maintain memorandum record and control over the Coast Guard payments for the Secretary of Transportation's Representational Fund.

h. Prepare periodic schedule of Service-wide administrative reservations reported by Coast Guard accounting offices.

i. Assist in development of the annual Service-wide consolidated general ledger.

OFFICE OF HEALTH SERVICES
(G-K)

1. **Mission.** To develop and implement the overall health services program of the Coast Guard.

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

   a. Act as Medical Advisor to the Commandant for: interdepartmental and interservice agreements for health care of Coast Guard personnel and their dependents, legislative matters affecting the health services program, and important developments in other federal agencies which affect the health services program.

   b. Serve as advisor to the Secretary in developing and implementing national defense emergency medical, health, and sanitation policies and plans of the Department of Transportation.

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

   d. Plan, develop, and administer an occupational medicine program.

   e. Direct the administration of funds in those appropriations or Operating Guides under the control of the Chief, Office of Health Services, including preparing budget estimates and allotment recommendations to Chief of Staff.

   f. Advise responsible offices relative to the establishment of physical standards for military duty, and special operational programs.

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

   h. Maintain liaison with the U.S. Public Health Service and the medical departments of the Department of Defense and other federal agencies.

   i. Establish, promulgate, and monitor policies and procedures for a service-wide physical disability evaluation system. Review all personnel separations based on medical considerations.

   j. Contract for medical services for personnel of the Coast Guard, in accordance with the Memorandum of Understanding with the Public Health Service.

   k. Provide consultation and advice to the Safety Programs Division to aid the development of policies, procedures, and standards for the Coast Guard occupational health program.

   l. Provide medical services to Nassif and Transpoint Building personnel.

PLANNING AND EVALUATION STAFF
(G-K-1)

Under the general direction and supervision of the Chief, Office of Health Services, the Planning and Evaluation Staff shall:

a. Perform duties relative to the recruiting of the PHS officers and provide liaison with the Public Health Service for personnel administration.

b. Recommend and promulgate duty assignments of health services personnel resources.

c. Initiate training requirements for officer personnel assigned to the Coast Guard Health Services Program.

d. Advise Chief, Office of Health Services in matters related to planning and administration of the Coast Guard Pharmacy Program.

e. Analyze medical requirements at Coast Guard units and make proposals for acquisition, equipping, and staffing of appropriate Coast Guard health care facilities.

f. Maintain liaison with Department of Defense health care staffs and other outside groups with respect to planning and evaluation of health care delivery systems.

g. Assist in the development of the Long-Range View, Program Standards, Plan Summaries, Determinations, and Resource Change Proposals for the Office of Health Services.

h. Monitor the progression of the Health Services portion of future year budgets for both Operating Expenses and Acquisition, Construction, and Improvement.

i. Assist in the development of staffing standards.

j. Conduct analysis of health care operations at both local facilities and service-wide.

k. Visit and inspect Coast Guard health care delivery units in the field, providing advice and assistance in staff utilizations, budgeting, and planning.

MEDICAL ADMINISTRATION DIVISION
(G-KMA)

Under the general direction and supervision of the Chief, Office of Health Services, the Chief, Medical Administration Division shall:

a. Direct the administrative, budgetary, financial, supply and management aspects of the Medical Program.

b. Coordinate the area inspection program interface with the Office of Health Services.

c. Provide medical records liaison with Federal Records Center, review and extract medical records as required in accordance with the Privacy Act and the Freedom of Information Act.

d. Maintain liaison with the Office of Civilian Health and Medical Program of the Uniformed Services (OCHAMPUS) and the medical departments of the Armed Forces and Public Health Service, and administer the CHAMPUS Program for the Coast Guard.

e. Supervise the contracting of medical services for personnel of the Coast Guard.

f. Administer the reimbursable programs that are under the cognizance of the Office of Health Services.

g. Provide statistical services for the Office of Health Services.

h. Coordinate the medical supply system and provide inputs to the Supply Logistics Division, Office of the Comptroller on required finance and supply directives, and initiate changes in the medical allowance list.

i. Initiate training requirements for enlisted personnel assigned to the Coast Guard Health Services Program.

j. Carry out financial accounting for the Office of Health Services, administer Operating Guides 57 and 30.09.

k. Investigate and provide data to Congressional Liaison Officer on matters concerning health care delivery.

FINANCIAL MANAGEMENT BRANCH
(G-KMA-1)

Under the direction and supervision of the Chief, Medical Administration Division, the Chief, Financial Management Branch shall:

a. Process all voucher claims for medical and/or dental treatment at civilian facilities in CONUS and routine treatment outside contiguous United States and Federal facilities other than Public Health Services.

b. Assign forms clearance officer for USPHS forms system involving USCG units.

c. Manage Operating Guide 57 and 30.09 as directed.

d. Maintain liaison with the Central Payroll Office of DHEW concerning pay and allowances of PHS officers detailed to Coast Guard.

e. Coordinate service-wide contracting for medical services to Coast Guard personnel.

f. Verify billings from U.S. Public Health Service for reimbursable accounts.

PATIENT AFFAIRS BRANCH
(G-KMA-2)

Under the direction and supervision of the Chief, Medical Administration Division, the Chief, Patient Affairs Branch shall:

a. Prepare and draft responses to Congressional inquiries.

b. Maintain liaison with OCHAMPUS and provide administrative guidance to field units on CHAMPUS.

c. Review proposed OCHAMPUS publications.

d. Process requests for medical records.

e. Solicit, investigate, and respond to inquiries from patients on health care.

f. Coordinate Patient Affairs activities with other federal agencies.

g. Collaborate on Medical Manual changes.

h. Serve as Subject Matter Expert for the Hospital Corpsman and Dental Technician Schools.

OPERATIONAL MEDICINE DIVISION
(G-KOM)

Under the direction and supervision of the Chief, Office of Health Services, the Chief, Operational Medicine Division shall:

a. Assist in the development of the Medical Program for the Coast Guard.

b. Assist in the development of and administer the dental program for the Coast Guard.

c. Inspect floating and shore units to ascertain compliance with health standards.

d. Insure quality of care control for the Coast Guard Health Care Delivery System.

e. Provide guidance to appropriate offices in the establishment of physical standards for Coast Guard military duty.

f. Review all physical examinations, recommend administrative actions related to physical examinations to the Chief, Office of Health Services, and make medical recommendations concerning aviation personnel.

g. Coordinate with the Department of Defense on health care matters.

h. Advise the Chief, Office of Health Services on NBC welfare and radiological health, and serve as a member of Coast Guard and interagency boards when required.

i. Administer the environmental health program, involving water supply, air and water pollution control, pest control, and solid waste disposal, and develop industrial health policies and standards for the Coast Guard.

j. Provide support to Headquarters health units as required.

SPECIAL MEDICAL OPERATIONS BRANCH
(G-KOM-1)

Under the general direction and supervision of the Chief, Operational Medicine Division, the Chief, Special Medical Operations Branch shall:

a. Develop the specialized aspects of the Medical Program in the field of Aviation, Diving, Cold Weather Medicine, and Underwater Medicine, the medical aspects of SAR and survival equipment development and use.

b. Provide professional guidance to the Chief, Office of Health Services in establishing specialized physical standards in the fields listed above.

c. Advise the Search & Rescue Division, Office of Operations, on medically related matters.

d. Review all physicals and make medical recommendations concerning personnel.

e. Initiate and direct program to insure the availability of qualified Emergency Medical Technicians throughout the Coast Guard.

f. Conduct flight physicals for Headquarters personnel.

g. Review and approve all requests for non-standard corrective lenses.

ENVIRONMENTAL HEALTH BRANCH
(G-KOM-2)

Under the general direction and supervision of the Chief, Operational Medicine Division, the Chief, Environmental Health Branch shall:

a. Recommend the development of environmental health standards and advise Safety Programs Division in development of occupational health policies and standards for the Coast Guard.

b. Provide advisory services in NBC warfare and radiological health and serve as a member of Coast Guard boards when required.

c. Provide Sanitary Engineering advice on matters relating to water supply, air and water pollution control, pest control, and solid waste disposal.

d. Inspect floating and shore units to ascertain compliance with environmental health standards, and direct reports to the appropriate district commander, or commanding officer, Headquarters unit.

e. Supervise the activities of the several Regional Sanitary Engineer Officers.

CLINICAL OPERATIONS BRANCH
(G-KOM-3)

Under the general direction and supervision of the Chief, Operational Medicine Division, the Chief, Clinical Operations Branch shall:

a. Operate Coast Guard Headquarters Military Health Unit.

b. Operate DOT Civilian Health Unit NASSIF Building.

c. Operate DOT Civilian Health Unit TRANSPOINT Building.

d. Operate Coast Guard Headquarters Exercise Facility.

e. Provide CHAMPUS advisory services for Coast Guard Headquarters personnel.

INFORMATION AND ANALYSIS STAFF
(G-MA)

Under the direction and supervision of the Chief, Office of Merchant Marine Safety, the Chief, Information and Analysis Staff shall:

a. Maintain and administer a program for the analysis of marine casualties and accidents involving commercial vessels to include:

(1) Process all casualty and accident reports, investigations and records to insure the completeness of data entries.

(2) Perform the extraction of accident and casualty data from all reports and the preparation of such data for entry into automated storage systems.

(3) Provide casualty statistics to other Coast Guard Divisions and Staff Components, other government agencies, special committees and industry associations for information to improve or more properly effectuate sound standards of safety.

(4) Perform statistical analysis and special studies of automated casualty records for use in the development, improvement enforcement of commercial vessel safety standards.

b. Prepare and submit information of broad interest to the marine industry concerning:

(1) Various casualty and accident statistics.

(2) Various statistics related to clientele growth and decline.

c. Develop, maintain, service, and administer a program for implementation of an integrated management information system for the Commercial Vessel Safety Program including:

(1) The identification of data required for program management.

(2) Insuring the elimination of unnecessary duplication of data reporting.

(3) The development of responsive reports relating to the management of automated data and information.

(4) The integration of automated filing systems necessary for program support.

(5) Assist in the development of field reporting procedures and documents.

d. Establish liaison with other government agencies and private associations for the purpose of information exchange.

e. Serve as the primary control point for the further development of automated data processing within the Office of Merchant Marine Safety.

CARGO AND HAZARDOUS MATERIALS DIVISION
(G-MHM)

Under the general direction and supervision of the Chief, Office of Merchant Marine Safety, the Chief, Cargo and Hazardous Materials Division shall:

a. Initiate or review, for submission to the Marine Safety Council, regulations relating to hazardous cargo containment and handling aspects of merchant marine safety, environmental protection, and cargo certification for Customs seal.

b. 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. Develop and maintain rules and regulations pertaining to the transportation by water of radioactive materials.

c. 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.

d. Identify the need for, initiate and monitor research and development projects relating to hazardous material safety.

e. Administer and coordinate a program of foreign vessel inspection, for vessels carrying bulk hazardous cargoes.

f. Prepare publications on hazardous cargo safety, environmental protection, and cargo containers for guidance and education of Coast Guard and marine industry personnel.

g. Act on technical questions concerning cargo safety referred to Headquarters in connection with inspections of new construction, repairs, and vessels in service.

h. Review reports of marine casualties; make recommendations as to action to be taken in specific cases and analyze casualty records for cargo safety experience.

i. 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; and sponsorship of national and international technical symposia.

j. 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.

k. Represent the Coast Guard on the Hazardous Materials Regulation Board and maintain direct liaison with the Office of Hazardous Materials Operations, Materials Transportation Bureau, in order to develop shippers' requirements which can be used by all modes in domestic transportation. Coordinate dangerous cargo regulations issued by the Coast Guard with other Federal agencies.

l. Administer a container certification program involving designation of certifying authorities for customs acceptance, approval of fee schedules, maintenance of records, reviews and recommendations for legislation and regulations, and participation in national and international conferences.

m. Review regulations, international standards and proposals relating to protection of the environment in water transportation of hazardous materials and vessels and waterfront facilities from the standpoint of environmental pollution hazards; develop new regulations and standards as necessary.

n. Make studies of the behavior and effects of pollutants released to the environment under normal and accident conditions. Predict trends in hazardous materials transportation and evaluate in terms of future environmental hazards.

o. Provide technical support to other Divisions and to delegates to intergovernmental activities (e.g., Intergovernmental Maritime Consultative Organization, United Nations).

TECHNICAL ADVISORY STAFF
(G-MHM)

Under the direction and supervision of the Chief, Cargo and Hazardous Materials Division, the Senior Technical Advisor shall:

a. Serve as expert in-house advisor 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 relating to problems in the shipment and handling of hazardous cargoes.

b. Initiate and technically manage research and development projects relating to hazardous material safety.

c. 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.

d. Manage and coordinate work of the Chemical Transportation Industry Advisory Committee to (1) formulate new hazardous materials regulations and (2) provide industry technical support for U.S. representatives to the Intergovernmental Maritime Consultative Organization.

e. Provide technical guidance in the development of publications on hazardous cargo safety.

f. Represent the Coast Guard in meetings of national and international industry and government groups and technical and professional organizations.

g. Review and make recommendations concerning proposed legislation relating to hazardous material safety.

h. Represent the Coast Guard in departmental and interdepartmental groups concerned with the Department's hazardous materials function.

i. Provide technical support to United States delegates to intergovernmental organizations (e.g., Intergovernmental Maritime Consultative Organization, United Nations, etc.).

j. Technically evaluate casualty reports and investigations.

CHEMICAL ENGINEERING BRANCH
(G-MHM-1)

Under the direction and supervision of the Chief, Cargo and Hazardous Materials Division, the Chief, Chemical Engineering Branch shall:

a. Supervise and coordinate the activities of the IMCO Support, Bulk Cargo Regulations, and Foreign Vessel Sections within the Chemical Engineering Branch.

b. Assist in the drafting of regulations pertaining to the transportation in bulk of dangerous cargoes.

c. Insure maximum possible uniformity of the bulk dangerous cargo regulations with those proposed by IMCO.

d. Review special safety equipment peculiar to chemical carriage and recommend requirement of special safety features for vessels transporting certain bulk chemicals.

e. Assist in the administration of the foreign vessel Letter of Compliance program, coordinate with Merchant Marine Technical Division the review of foreign vessels, conduct inspections of foreign vessels and prepare Letters of Compliance to foreign vessels found satisfactory after plan review and inspection.

f. Provide technical assistance relating to the prevention of water pollution from tank vessels and terminals and concerning the safe transportation, transfer and storage of bulk dangerous cargoes.

g. Represent the Division at joint Coast Guard – industry meetings as directed. Participate in technical societies and committees.

h. Provide assistance to U.S. delegation to IMCO's Subcommittee on Bulk Chemicals and to IMCO's Marine Environmental Protection Committee.

i. Assist in representing the Coast Guard and the Division on CTIAC Task Groups.

j. Assist in reviewing Research and Development studies related to the carriage of bulk liquid cargoes.

k. Assist in the review of Marine Boards when vessel design or equipment is involved.

l. Prepare environmental and inflation impact statements for new regulations.

CARGO SYSTEMS BRANCH (G-MHM-2)

Under the Chief, Cargo and Hazardous Materials Division, the Chief, Cargo Systems Branch shall:

a. Develop regulations governing the carriage of dry bulk hazardous cargoes and the use of materials as ships' stores items; and the shipment of packaged hazardous materials via the water mode.

b. Issue Coast Guard Special Permits permitting exemptions from the regulations governing the shipment of dry bulk hazardous materials.

c. Evaluate requests for certification of hazardous materials as items of ships' stores and issue appropriate certification.

d. Review Department of Transportation exemptions allowing deviation from the regulations governing shipment of packaged hazardous materials via the water mode.

e. Maintain direct liaison with the Office of Hazardous Materials Operations, Materials Transportation Bureau in order to assist in the development of shipper's requirements applicable to all modes of transport.

f. Ensure uniformity between the Department of Transportation regulations governing shipment of hazardous materials and the recommendations of the IMCO Subcommittee on the Carriage of Dangerous Goods and the United Nations Committee of Experts on the Transport of Dangerous Goods.

g. Prepare technical papers for submission to IMCO or the United Nations and provide support to the United States Representative to these committees.

h. Analyze hazardous materials incident reports to determine the effectiveness and adequacy of existing regulations.

i. Administer the Coast Guard responsibilities for the international convention on multi-modal cargo containers.

HAZARD EVALUATION BRANCH
(G-MHM-3)

Under the Chief, Cargo and Hazardous Materials Division, the Chief, Hazard Evaluation Branch shall:

a. Conduct the hazard analysis of chemicals prior to the authorization for shipment.

b. Evaluate the use and production of chemicals and chemical intermediates to predict trends in chemical shipments.

c. Identify the need for and initiate research aimed at assigning toxicity, fire and reactivity hazards to chemicals being or likely to be carried by water.

d. Review characteristics of chemicals proposed for water-borne bulk carriage to determine which chemicals may be safely transported by water.

e. Recommend limits on the severity of a hazard that a chemical may possess and still be authorized for carriage in bulk.

f. Review and interpret toxicological data from controlled animal studies or accidental human exposure.

g. Study the behavior and effects of pollutants released in the environment under normal and accidental conditions.

h. Assess and use standards developed by other government agencies such as the Environmental Protection Agency for augmentation into Coast Guard regulations related to chemical hazards.

i. Ensure that the occupational safety and health standards prescribed by the Occupational Safety and Health Administration are the minimum safety and health requirements for Coast Guard personnel involved in Port Safety, Pollution Prevention, and Commercial Vessel Safety Programs.

j. Ensure that the maritime industry personnel over which the Coast Guard exercises regulatory authority are adequately protected by Safety and Health standards.

k. Coordinate with other Divisions within the Office of Merchant Marine Safety on drafting of safety and health standards for the maritime industry.

l. Coordinate with the maritime industry to establish training programming for persons involved in the transport and handling of dangerous cargoes.

m. Provide technical support for various Coast Guard Marine Boards of Investigation in areas of fire and explosion.

LICENSING AND EVALUATION BRANCH
(G-MVP-2)

Under the direction and supervision of the Chief, Merchant Vessel Personnel Division, the Chief, Licensing and Evaluation Branch shall:

a. Regulate and supervise the licensing of merchant marine personnel and issuance of certificates of registry to merchant marine staff officers.

b. Review and evaluate applications relative to the issuance, exchange, cancellation or withholding of officers', seamen's and operators' licenses or documents.

c. Initiate character check of applicants for original license or certificates of registry by processing applicant's fingerprints.

d. Maintain central files and statistical records of licenses issued by the field Marine Safety Offices and prepare reports concerning such issuance.

e. Maintain liaison with other government agencies, steamship companies, maritime academies, seamen's unions and other schools pertaining to the training, licensing and certificating of merchant marine personnel.

f. Interpret the rules and regulations for the licensing and certificating of merchant marine personnel and provide such interpretations to the field Marine Safety Offices.

g. Consider, initiate, coordinate and submit proposals for changes to Title 46 CFR 10, 11, 12 and 187 as may be required; review and update, as necessary, the contents of publications concerning rules and regulations for the licensing and certificating of merchant marine personnel.

h. In conjunction with other components of the Division, review, analyze and make recommendations concerning the curriculum, facilities and staff of the various schools for training merchant marine personnel.

i. In conjunction with other components of the Division, prepare special examinations for novel vessels, i. e. column stabilized drill vessels, mineral and oil industry vessels, sail vessels, etc.

j. Review, evaluate and prepare correspondence relating to the approval of maritime training courses of instruction.

k. Prepare replies to congressional inquiries and inquiies from the public pertaining to the licensing and certificating of merchant marine personnel.

l. Serve as a member of the Administrative Clemency Board.

m. Serve as a member of the Permanent Examining Board.

MERCHANT VESSEL PERSONNEL QUALIFICATIONS BRANCH
(G-MVP-3)

Under the direction and supervision of the Chief, Merchant Vessel Personnel Division, the Merchant Vessel Personnel Qualifications Branch shall:

a. Recommend actions identified as required for effective and efficient merchant vessels personnel qualification services within the statutory responsibility of the Secretary of Transportation and Commandant of the U. S. Coast Guard.

b. Develop regulations, rules and proposals regarding merchant vessel personnel qualification matters.

c. Evaluate on a continuing basis, rules and regulations relative to merchant vessel personnel training and qualifications.

d. Update current license examinations in conjunction with the Institute.

e. Provide budgetary input related to personnel qualifications and training.

f. Initiate recommendations for maintaining an effective management information system concerning merchant vessel personnel qualifications.

g. Provide guidance and input for U.S. Government positions involving international conferences and meetings.

h. Perform liaison with the OST staff, Department of State, MARAD, NFPCA, IMCO, STW and various other organizations.

i. Coordinate study efforts to evaluate the human element in the merchant marine concerning critical skills, technological advancements and greater operational responsibilities relative to today's seagoing personnel.

j. Coordinate with responsible members of industry, both management and labor, concerning the development of policy, regulations or legislation in the field of merchant vessel personnel qualifications.

GREAT LAKES PILOTAGE BRANCH
(G-MVP-4)

Under the direction and supervision of the Chief, Merchant Vessel Personnel Division, the Great Lakes Pilotage Branch shall:

a. Review and evaluate on a continuing basis Great Lakes Pilotage pool financial and operational reports required by the Commandant as they relate to fair and equitable rates for efficient and effective performance of pilotage services on the Great Lakes.

b. Review current and recent financial data and determine whether the existing rates for pilotage services on the Great Lakes are fair and equitable consistent with the public interest. Develop and recommend adjustments to these rates, with due regard for reasonable cost and the expense of providing and maintaining the facilities and arrangements for the efficient performance of pilotage services.

c. Coordinate with the Director, Great Lakes Pilotage staff, pilotage matters impacting on Great Lakes Pilotage agreements and arrangements entered into between the U. S. Department of Transportation and the Ministry of Transport, Canada.

d. Coordinate matters of concern identified by the Director, Great Lakes Pilotage staff that are of interest to the Commandant or Secretary of Transportation.

e. Recommend actions identified as required for effective and efficient Great Lakes Pilotage services within the statutory responsibility of the Secretary of Transportation.

f. Coordinate with the appropriate staff in the Office of the Secretary preliminary considerations regarding concerns for equitable participation of United States registered pilots with Canadian registered pilots in the pilotage of vessels to which the Great Lakes Pilotage Act of 1960 applies.

g. Coordinate with the appropriate staff in the Office of the Secretary the development and review of arrangements for equitable participation by U. S. registered pilots with Canadian registered pilots in the pilotage services required by both countries for vessels navigating the Great Lakes.

h. Draft and coordinate between the Office of Merchant Marine Safety; the Commander, Ninth Coast Guard District; the Chief Counsel, USCG; The Marine Safety Council; and the Office of the Secretary, as appropriate, changes or revisions to regulations, rules, and proposals regarding Great Lakes Pilotage matters.

i. Provide an area of expertise regarding general pilotage economics and administrative operations for the Office of Merchant Marine Safety.

j. Provide guidance and input for Coast Guard positions involving international conferences and meetings concerning Great Lakes Pilotage matters.

k. Periodically review and initiate recommendations for maintaining an effective management information system concerning Great Lakes Pilotage.

l. Perform liaison with the Office of the Secretary, Department of State, American Pilots' Association, users of Great Lakes pilotage services, other providers of pilotage service, and Canadian Government counterparts those matters related to Great Lakes Pilotage.

MERCHANT VESSEL MANNING BRANCH
(G-MVP-5)

Under the direction and supervision of the Chief, Merchant Vessel Personnel Division, the Merchant Vessel Manning Branch shall:

a. Evaluate manning scales assigned to new and existing vessels to insure uniformity in the Marine Industry.

b. Evaluate all proposals for manning of new vessels or changes in manning levels of existing vessels that are based on any degree of automation and coordinate policy and considerations so that manning concerns are administered in a standard fashion nationwide.

c. Coordinate with responsible members of industry, both management and labor, concerning the development of new policy, regulations or legislation.

d. Provide guidance and input for Coast Guard positions on manning matters involving international conferences and meetings.

MARINE INVESTIGATION DIVISION
(G-MMI)

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

a. Develop, maintain and administer an integrated investigatory and accident evaluation system for the Commercial Vessel Safety Program including:

(1) Collection, review, classification, evaluation and storage of raw data relating to marine casualties and accidents which can be processed into useful information for use in the Commercial Vessel Safety Program by the Information and Analysis Staff (G-MA).

(2) The orderly and timely transmittal of information, through periodic and/or special reports, to appropriate users within the Commercial Vessel Safety Program. Included in these reports would be conclusions and/or recommendations for action as appropriate.

(3) Training and administrative supervision of personnel engaged in marine investigatory functions, emphasizing liaison with all divisions within the Office of Merchant Marine Safety and other users.

(4) Evaluation of information relating to vessel casualties, marine accidents and trends in marine safety for the purpose of measuring the effectiveness of the Commercial Vessel Safety Program, to satisfy the needs of other authorized users, and to initiate meaningful analyses, studies, recommendations and proposals which would improve the level of safety on commercial vessels.

(5) Identification and preparation of program management data, which would be serviced by the Information and Analysis Staff (G-MA).

(6) Analysis and administrative supervision of all matters pertaining to remedial actions for commercial vessel personnel under the Suspension and Revocation proceedings.

(7) Direct the Coast Guard's Merchant Seamen Screening Program, including the recommendation for appropriate changes in personnel character standards.

(8) Supervise a coordinated effort in determining the causal factors in marine accidents, and in near-miss situations, to provide substantive input to the Chief, Merchant Vessel Personnel Division with respect to the man-machine interface.

b. Administer the Merchant Seamen Administrative Clemency Program to ensure that the best interests of justice are served concurrently with the achievement of the remedial action objective of the program.

c. Coordinate intra Merchant Marine Safety Office and inter Coast Guard Office input regarding casualty investigations/Marine Boards of Investigation; integrate this input into a formal Commandant's Action consistent with Coast Guard policy.

d. Provide primary liaison and coordinate intra Merchant Marine Safety Office and inter Coast Guard Offices response to National Transportation Safety Board recommendations; integrate responses into formal Coast Guard position regarding any recommended action.

e. Serve as the primary source of input relative to the occurrence of marine casualties and accidents in the development of a risk management system.

f. Pursue an active liaison with appropriate components of the Offices of Boating Safety, Operations and Marine Environment and Systems relative to the evaluation of marine casualties and accidents and their relationship with traffic management systems, aids to navigation, search and rescue operations, and recreational boating experiences.

g. Provide primary liaison with the elements of the marine insurance industry including the American Institute of Marine Underwriters, the Hull Insurance Syndicate, United States Salvage Association, Lloyds, the Cargo Reinsurance Association, and various protection and indemnity (P&I) associations and clubs.

h. Pursue continuing liaison with investigatory and safety evaluation elements of the National Transportation Safety Board and other governmental agencies, industry and research organizations.

i. Monitor the assessment of penalties for violations of the navigation laws to ensure that enforcement action is uniform and is in accordance with current Coast Guard policy.

j. Require appropriation storage and disposition of casualty and personnel action reports and records to be in accordance with current Coast Guard directives, and consistent with existing law and regulations regarding disclosure and privacy of information.

CASUALTY REVIEW BRANCH
(G-MMI-1)

Under the direction and supervision of the Chief, Marine Investigation Division, the Chief, Casualty Review Branch shall:

a. Maintain and administer a program for the investigation and review of marine casualties involving commercial vessels to include:

(1) Developing directives and instructions for guidance of field personnel engaged in investigations.

(2) Reviewing all casualty investigations, reports and records.

(3) Maintaining custody of all casualty investigation reports and records.

(4) Providing casualty records and information derived from same to other Coast Guard divisions, other government agencies, special committees and industry associations for information to improve or more properly effectuate sound standards of safety.

b. Maintain a current status of all Marine Boards of Investigation and action on the reports of same and prepare status reports so that the Chief, Office of Merchant Marine Safety, will be kept advised.

c. Refer reports of Marine Boards of Investigation to other divisions for information and comment.

d. Prepare the Coast Guard's official position with respect to all reports of Marine Boards of Investigation and all casualties involving death.

e. Maintain lisiaon with the National Transportation Safety Board with respect to the status of cases pending Board action.

f. Provide membership to the Maritime Administration Awards Committee.

PERSONNEL ACTION BRANCH
(G-MMI-2)

Under the direction and supervision of the Chief, Marine Investigation Division, the Chief, Personnel Action Branch shall:

a. Maintain and administer a program for taking remedial action against documents and licenses held by merchant seamen and other commercial vessel personnel to include:

(1) Developing directives and instructions for guidance of field personnel.

(2) Reviewing all Decisions and Orders of Administrative Law Judges as a means of monitoring the effectiveness of the Coast Guard investigating officer training and related matters. Record the pertinent information for the seaman's record.

(3) Reviewing for completeness reports received from the various marine inspection offices involving merchant seamen where action is indicated aginst their licenses and/or documents, and the forwarding of such cases to the cognizant Commanding Officer of the field unit, for appropriate action.

(4) Maintaining disciplinary records of merchant seamen for use by field personnel.

(5) Maintaining and publishing to the field offices a "Man Wanted List" containing the names of seamen currently sailing and who are wanted for R.S. 4450 action.

(6) Maintaining and publishing to the field offices a "Seamen Locator List" containing the names of seamen wanted for service of Decisions and Orders issued by Administrative Law Judges and/or for surrender of merchant mariners documents.

(7) Review R.S. 4450 appeals for completeness and prepare for forwarding to Chief, Administrative Law Judge and the Maritime and International Law Division for Commandant's action.

b. Be responsible for the screening of applicants for licenses to determine if the applicants' habits of life and character are such as to warrant the belief that he can be entrusted with the duties and station for which he made application.

c. Be responsible for the screening of applicants for merchant mariners' documents relative to narcotic drug violations in accordance with 46 USC 239b.

d. Serve as a member of the Security Evaluation Board and prepare summaries of information to be considered by the Board on the individual applicant pursuant to E.O. 10173.

e. Review applications for merchant mariners' documents and/or licenses under the administrative clemency procedures. Collect and assemble applications and associated documents for review by the Coast Guard Clemency Board. Also, serve as a member of each Board and prepare a summary of the Board's findings.

f. Serve as the Classified Material Control Officer for the Division.

MARINE SAFETY EVALUATION BRANCH
(G-MMI-3)

Under the direction and supervision of the Chief, Marine Investigation Division, the Chief, Marine Safety Evaluation Branch shall:

a. Maintain and administer a program for the evaluation of causal factors related to marine casualties and accidents involving commercial vessels to include:

(1) The submittal of all casualty and accident reports for the extraction of data to the Information and Analysis Staff.

(2) Initiate statistical analyses and special studies of marine accident reports and records for use in the development, improvement and enforcement of commercial vessel safety standards.

(3) Insure the elimination of unnecessary duplication of casualty and personnel data reporting.

(4) Assist in the development of field reporting procedures and documents.

(5) Prepare recommendations based upon completed analyses and special studies which would take the form of legislative proposals, regulations amendments, and/or policy changes which would improve the level of safety on commercial vessels.

(6) Maintain a continuing review and follow-up of accidents, and near-misses, to more properly evaluate the relationship of commercial vessel personnel in the man-machine interface; initiate recommendations as appropriate.

(7) Review and coordinate the casualty investigation aspects of R.S. 4450 with the personnel negligence aspects of R.S. 4450.

b. Prepare and submit information of broad interest to other Headquarters Divisions, other government agencies and the marine industry concerning:

(1) Trends of marine casualties and accidents.

(2) Results of special studies and casualty analysis.

(3) Articles specifically emphasizing lessons to be learned from casualty trends and statistics.

c. Maintain and administer a program for the aggressive pursuit of the liaison responsibilities assigned to the Marine Investigation Division in the areas of marine insurance, other Coast Guard Offices, and other agencies' investigatory and safety evaluation elements.

d. Maintain and administer a program related to the occurrences of marine casualties and accidents in the development of a risk-management system.

e. Review recommendations of the National Transportation Safety Board (NTSB) to the Coast Guard in their action of Marine Boards of Investigation and in their special studies. Refer same to the appropriate divisions; prepare the Coast Guard's official response.

f. Monitor status of actions responding to recommendations of Marine Boards of Investigation and the NTSB.

INTELLIGENCE AND SECURITY DIVISION
(G-OIS)

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

a. Establish and maintain liaison with other military services; Federal, state and local officials; intergovernmental committees and organizations; and other officials as appropriate, on all matters pertaining to intelligence, investigative and security matters coming under cognizance of the Coast Guard.

b. Establish procedures for and administer an investigative service for the Coast Guard excluding investigations conducted by the Office of Personnel Management (former Civil Service Commission) on certain civilian employees of the Coast Guard or investigation responsibility specifically vested in the Offices of Merchant Marine Safety or Marine Environment and Systems.

c. Develop plans, policy and procedures for implementation of the security support program throughout the Coast Guard, and for the collection and dissemination of operational intelligence required for the proper conduct of Coast Guard operations.

d. Insure that all internal security investigations conducted within the program are adequate, complete and appropriate.

INVESTIGATIONS BRANCH
(G-OIS-1)

Under the direction and supervision of the Chief, Intelligence and Security Division, the Chief, Investigations Branch shall:

a. Develop plans, procedures and prescribe policy directives for Coast Guard Intelligence investigations, including the contents of the Investigations Manual.

b. Review and evaluate, for completeness and accuracy, all investigations conducted by Coast Guard Intelligence, and maintain quality control for same.

c. Determine internal dissemination at Headquarters of investigative reports received which are of official interest to other staff components on a "need to know" basis.

d. Periodically conduct on site inspections and evaluations of district investigative offices, and make other evaluations as necessary.

e. Administer the National Agency Check Program.

f. Conduct background investigations as required by current directives.

g. Administer the personnel security phase of the Port Security Program.

h. When so directed, conduct highly sensitive and complex investigations of interest to the Commandant, Secretary of Transportation and members of Congress.

i. Develop criteria for, supervise, direct and administer all phases of training needs or requirements pertaining to investigative personnel in the Service.

j. Make recommendations relative to the selection, training, and assignment of all special agents.

k. Coordinate the activities of the Washington Field Office.

SECURITY BRANCH
(G-OIS-2)

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

a. Establish policies and procedures relative to the security of classified material maintained by the Coast Guard.

b. Establish plans and policies for the physical security of Coast Guard installations and facilities.

c. Supervise and coordinate the technical surveillance countermeasure program throughout the Coast Guard.

d. Advise and assist in the preparation of plans relative to the security (physical and technical) of new Coast Guard installations.

e. Develop and supervise a Coast Guard-wide security education, orientation, and training program.

f. Establish, in conjunction with other Headquarters offices, security programs for ADP installations.

g. Develop criteria for, supervise, direct and recruit security managers assigned to all districts, areas and Headquarters units.

h. Be the point of contact, and final authority on matters pertaining to classification management.

i. Conduct surveys and inspections of Coast Guard units and facilities to insure compliance with existing security regulations.

j. Develop and promulgate instructions and regulations pertaining to security of Coast Guard resources.

k. Administer the Armed Forces Censorship Program.

l. Administer the Industrial Security Program.

m. Evaluate all Coast Guard investigations pertaining to loss or compromise of classified material.

n. Maintain a capability for technical investigative support of Coast Guard Intelligence field components.

OPERATIONAL INTELLIGENCE BRANCH
(G-OIS-3)

Under the direction and supervision of the Chief, Intelligence and Security Division, the Chief, Operational Intelligence Branch shall:

a. Administer all phases of the Coast Guard's positive intelligence collection program.

b. Evaluate and disseminate intelligence information collected and received from units and personnel within the Coast Guard.

c. Evaluate intelligence information received from other agencies; disseminate this information to appropriate units and personnel within the Coast Guard.

d. Administer the operational intelligence phase of the Port Security Program.

e. Maintain liaison with the Central Intelligence Agency, Defense Intelligence Agency, and all other agencies in the intelligence community for the purpose of exchanging intelligence information and providing intelligence support for all Coast Guard programs and mission areas.

f. Review new legislation and issuances of higher authority bearing on the operational intelligence field; recommend appropriate courses of action, and/or submit drafts of required implementing directives.

g. Establish lists of intelligence publications and directives that are required to be held by various Coast Guard operational units; continually evaluate new publications for possible use and benefit to the Coast Guard.

h. Maintain an intelligence library for Headquarters in support of all mission areas.

i. Provide a Special Security Officer and an Alternate Special Security Officer responsible for the administration of the special intelligence program.

j. Administer all phases of the Coast Guard's intelligence functions in the maritime law enforcement area.

k. Assist in providing policy guidance for operational intelligence (or external law enforcement) investigations.

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

Under the direction and supervision of the Chief, Intelligence and Security Division, the Chief, Records Budget, and Data Collection Branch shall:

a. Maintain control card index and the Coast Guard central repository of investigative dossiers for Coast Guard military personnel, merchant mariner applicants, port security card applicants, and others as directed by the Commandant.

b. Develop, collect, compile and analyze investigative statistical data and information for the Division.

c. Develop, collect and maintain appropriate budget data for the Division.

d. Function as the principal contact point and coordinator for all Freedom of Information and Privacy Act matters for the Office of Operations.

e. Develop and implement Service-wide policy concerning security, issue and control procedures pertaining to Armed Forces Identification Cards, Uniformed Service Identification and Privilege Cards, DOT/USCG Identification Cards and the Maritime Law Enforcement Credential.

f. Administer Service-wide Intelligence and Security Forms Control Program.

g. Function as Postal Distribution Control for the Division.

MARINE SCIENCE ACTIVITIES BRANCH
(G-OOO-1)

Under the direction and supervision of the Chief, Ocean Operations Division, the Chief, Marine Science Activities Branch shall:

a. Prepare Planning, Programming and Budgeting documents for the Maine Science Activities Program.

b. Recommend plans, policies, agreements and procedures for assigned missions.

c. Prepare planning criteria and operational requirements for manning, equipping and deploying units engaged in marine science activities.

d. Prepare operational procedures and training requirements for units involved in marine science activities.

e. Coordinate plans and procedures for multi-mission Coast Guard units engaged in marine science activities.

f. Prepare mission operating schedule requirements in keeping with the overall Coast Guard requirements.

g. Initiate and monitor progress of research and development projects for marine science activities.

h. Maintain relations with the public concerning Coast Guard marine science activities.

i. Coordinate support of the NOAA Data Buoy Office (NDBO).

ICEBREAKING OPERATIONS BRANCH
(G-OOO-2)

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

a. Administer the Coast Guard Ice Operations Program and maintain general cognizance over related operations.

b. Prepare Planning, Programming and Budgeting documents for the Ice Operations Programs.

c. Recommend plans, policies, agreements and procedures for assigned missions.

d. Prepare planning criteria and operational requirements for manning, equipping, and deploying units engaged in domestic and polar ice operations.

e. Prepare operational procedures and training requirements for units involved in ice operations.

f. Initiate and monitor progress in research and development projects for ice operations activities.

g. Coordinate plans and procedures for those Coast Guard units engaged in multimission operations.

h. Prepare ice operations schedule requirements in keeping with the overall Coast Guard requirements.

i. Establish and maintain effective liaison with other governments, international bodies, federal and other agencies, and private institutions as relates to ice operations.

j. Maintain proper relations with the public concerning icebreaking operations.

GENERAL LAW ENFORCEMENT BRANCH
(G-OOO-3)

Under the direction of the Chief, Ocean Operations Division, the Chief, General Law Enforcement Branch shall:

a. Administer the general law enforcement element of the Enforcement of Laws and Treaties (ELT) Program and maintain cognizance over related operations. This involves enforcement within the territorial waters, contiguous zone, and special interest areas of the high seas, all Federal laws and international agreements except those related to fisheries, pollution, traffic control and port and vessel safety.

b. Recommend plans, policies, agreements and procedures for the general law enforcement elements of ELT.

c. Prepare planning criteria and operational requirements for manning, equipping and deploying facilities engaged in general law enforcement operations.

d. Develop training requirements for operational units and personnel involved in the ELT program.

FISHERIES LAW ENFORCEMENT BRANCH
(G-OOO-4)

Under the direction of the Chief, Ocean Operations Division, the Chief, Fisheries Law Enforcement Branch shall:

a. Administer the fisheries enforcement element of the Enforcement of Laws and Treaties (ELT) Program and maintain cognizance over related operations. This involves fisheries enforcement within the territorial waters, contiguous zone, fishery conservation zone, and other special interest areas on the high seas.

b. Recommend plans, policies, agreements and procedures for fisheries enforcement.

c. Prepare planning criteria and operational requirements for manning, equipping and deploying facilities engaged in at-sea fisheries enforcement operations.

d. Initiate and review, ELT research and development projects.

e. Coordinate plans and operational procedures for those Coast Guard units engaged in multimission operations involving both fisheries enforcement and other operational programs.

f. Serve as the principal staff assistant to Headquarters Planning Coordinator for high endurance cutters.

SEARCH AND RESCUE DIVISION
(G-OSR)

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

a. Administer the Coast Guard responsibilities for search and rescue.

b. Be the Program Manager for the Search and Rescue Program.

c. Establish operational performance standards, procedures and training requirements for Coast Guard units and personnel engaged in the Search and Rescue Program.

d. Coordinate plans and procedures for multifunctional Coast Guard units with other program/support managers.

e. Establish and maintain liaison with other Governments, international bodies, other U.S. Services, Government agencies, and private institutions with respect to search and rescue.

f. Provide technical guidance to Air Station, Washington.

g. Initiate research and development projects to meet the new operational requirements of the Search and Rescue Program.

OFFICE OF PERSONNEL
(G-P)

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

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

   a. Generally manage and direct the functions assigned to the Office of Personnel, encompassing procurement, training, assignment and separation of military and civilian personnel.

   b. Direct the administration of funds in those appropriations or operating guides under the control of the Office of Personnel.

   c. Exercise technical control over the Academy, the Institute, and the following Training Centers: Alameda, Cape May, Governor's Island and Petaluma; and the Aviation Technical Training Center.

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

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

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

   g. Be the Support Director for the Personnel Support Program and the Retired Pay Program.

   h. Administer the Retired Serviceman's Survivor Benefit Plan.

PLANNING AND EVALUATION STAFF
(G-P-1)

Under the direction of the Chief, Office of Personnel, the Chief, Planning and Evaluation Staff shall:

a. Direct and coordinate the planning, programing and budgeting system of the Office of Personnel.

b. Provide general direction for psychological research activities in support of the Coast Guard personnel program.

c. Oversee the development of the personnel management information system.

PLANNING, PROGRAMMING AND BUDGETING BRANCH
(G-P-1/1)

Under the direction and supervision of the Chief, Planning and Evaluation Staff, the Chief, Planning, Programming and Budgeting Branch shall:

a. Provide policy support to the Office of Personnel in areas involving more than one division.

b. Formulate and maintain the Military Employment Capability Plan (MECP) as required by Manual of Budgetary Administration.

c. Coordinate and review all Resource Change Proposal submissions from the Office of Personnel and monitor their progress through the budget cycle.

d. Monitor the administration operating guide 20 and 30 funds for the Office of Personnel.

e. Provide mid- and long-range term planning for the Office of Personnel.

PSYCHOLOGICAL RESEARCH BRANCH
(G-P-1/2)

Under the direction and supervision of the Chief, Planning and Evaluation Staff, the Chief, Psychological Research Branch shall:

a. Develop and utilize mathematical (psychological and manpower) computer simulation models and forecasting models and procedures.

b. Conduct job-task analysis.

c. Develop and validate selection/classification/assignment/promotion instruments and procedures.

d. Conduct training research, operation/systems research and attitude and survey research.

e. Develop and improve performance evaluation procedures.

f. Provide psychological (and statistical) advisory and consultant services throughout the Coast Guard.

g. Review personnel research and development output from both government and industry for possible application in the Coast Guard and maintain professional liaison.

h. Manage or assist in the management of contract personnel research.

i. Develop and maintain a variety of statistical programs in support of personnel information requirements throughout the Coast Guard.

j. Provide assistance to the Office of Personnel in the analysis and evaluation of personnel information.

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

Under the direction and supervision of the Chief, Planning and Evaluation Staff, the Chief, Management Information Branch shall:

a. Coordinate the development of all personnel management information systems. Serve as liaison between users in the Office of Personnel and Information Systems Division.

b. Serve as liaison with other offices developing interfacing management information systems to reduce redundancy of data collection.

c. Control all input data to PMIS (JUMPS) and associated files. Resolve all exceptions and assist field units in submitting data.

d. Prepare amendments to the Personnel Management Information System Manual.

e. Assist analysts or other users in obtaining data from PMIS (JUMPS) and associated files.

CIVILIAN PERSONNEL DIVISION
(G-PC)

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

a. Develop Coast Guard policy and procedures for and implement a Civilian Personnel Management Program keyed to organizational needs within the framework of law or executive policy and the rules and regulations of the Office of Personnel Management (OPM) and the Department of Transportation, encompassing the following:

(1) Conditions of civilian employment in the organization.

(2) Recruiting to provide the best qualified person available for each civilian position.

(3) Evaluation of performance of employees and the use of such evaluations as a basis for recognizing outstanding performances and for initiating corrective or improvement actions if indicated.

(4) A civilian employee training and development program.

(5) An employee relations and services program, including establishing procedures for disciplinary and adverse actions, grievances and appeals; and implementing employee services programs such as health, insurance, and retirement programs.

(6) Providing for recognition of employees through special honor and service awards, incentive awards, or other appropriate means.

(7) A system of personnel record and provision of reports and analyses for the use of Coast Guard management, OST, and the OPM. Service Commission.

(8) Conducting comprehensive evaluations of the civilian personnel management program.

(9) A labor relations program.

(10) Providing for accurate grade assignment to classified and wage grade positions.

b. Administer the Lighthouse Service Retirement Act and make recommendations to the OPM relating to retirement cases under the OPM retirement system.

c. Develop and implement a personnel management system for Coast Guard Non-appropriated fund activities (NAFA) employees.

PROGRAMS AND EVALUATION BRANCH
(G-PC-1)

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

a. Provide program direction and leadership in employee recruitment, promotion, discipline, retention and utilization.

b. Exercise responsibility for planning, scheduling and conducting personnel management surveys of district offices and Headquarters units. Submit to commanding officers reports of findings together with recommendations for appropriate changes in policies, procedures and programs.

c. Develop and recommend civilian personnel program fiscal year goals and objectives.

d. Exercise responsibility for the design, development and maintenance of an automated system. Develop and analyze statistical data on civilian personnel.

e. Maintain necessary personnel records, provide reports and analyses for the use of Coast Guard management, OST and the Office of Personnel Management.

NAFA PERSONNEL BRANCH
(G-PC-2)

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

a. Provide program direction and leadership in the formulation and maintenance of a personnel system for employees of Nonappropriated Fund Activities (NAFA) operated by the Coast Guard.

b. Develop recommended NAFA personnel policies and procedures.

c. Establish a uniform personnel record system which will provide reliable information on each NAFA employee's qualification, employment history, and status.

TRAINING AND LABOR-MANAGEMENT RELATIONS BRANCH
(G-PC-3)

Under the direction and supervision of the Chief, Civilian Personnel Division, the Chief, Training and Labor-Management Relations Branch shall:

a. Provide advice and guidance in training of employees and in labor-management relations including the interpretation of all applicable laws, rules, regulations and instructions.

b. Exercise responsibility for the overall administration of various programs concerning civilian career management, including the Coast Guard-wide central referral system, long term training and executive development.

c. Develop recommended training and labor-relations policies and procedures.

d. Review and recommend approval of annual civilian training plans prepared by districts and Headquarters units.

e. Establish criteria and monitor the design, development, production and distribution of Coast Guard-wide civilian training materials and training aids.

f. Administer funds for training activities and assist in the preparation of preliminary budget estimates for civilian training and in recommending allocations of available funds to district offices and Headquarters units.

g. Plan information and training programs to promote Coast Guard objectives in labor-management relations.

h. Review negotiated agreements before they become effective to determine compliance with applicable law and DOT policy, and to assure consistency of approach and uniformity in interpretation of regulations or negotiated agreements.

i. Advise on and, when necessary, participate in the negotiation of labor agreements and the resolution of bargaining impasses.

POSITION AND PAY MANAGEMENT BRANCH (G-PC-4)

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

a. Develop policies, procedures and techniques for, and administer the Federal Wage System for the classification of trades, crafts, and labor positions; and the General Schedule plan for the classification of professional, technical, administrative, and clerical positions.

b. Evaluate Service-wide the effectiveness of position management, classification, and compensation programs.

c. Advise and assist all organizational elements concerning staffing patterns and career ladders; job design; classification implications pertaining to reorganizations; establishment of new positions; evaluations of positions; and allowances and pay differentials.

d. Act on classification appeals.

e. Manage the position management program for the Coast Guard.

f. Establish and promulgate pay schedules governing changes in compensation for administrative pay plan personnel.

PERSONNEL SERVICES DIVISION
(G-PS)

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

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

(1) Dependents schooling overseas.

(2) Servicewide recreation activities.

(3) Recreation funds.

(4) Dissemination of informtion and answering queries on civil readjustment, veterans benefits, and Retired Serviceman's Family Protection Plan.

(5) Administration of the PS Account of the Headquarters Trust Fund.

(6) Providing membership on the joint board for Retired Serviceman's Family Protection Plan.

(7) Administration of the Absentee Voting Program.

(8) Disseminating information of Federal fund raising programs.

(9) Morale Funds.

(10) Developing and implementing instructions for application, insurance, verification and validation for Armed Forces and Uniformed Services Identification and priviledge cards.

b. Administer the Coast Guard Family Housing and Leasing Program.

c. Administer the Coast Guard Bachelor Housing Program.

d. Administer the Decedent Affairs Program within the Coast Guard.

e. Adjudiciate and process claims of military personnel submitted under the Military Personnel and Civilian Employees Claims Act of 1964.

f. Administer the following functions related to military discipline and other matters:

(1) Reviewing and taking appropriate action on complaints received relative to indebtedness, nonsupport of dependents and paternity.

(2) Reviewing and processing applications for appointment of trustees for retired members found mentally incompetent.

(3) Reviewing and processing applications for remission of indebtedness under 14 USC 461 and 50 APP USC 2211.

(4) Reviewing all courts-marital referred to the Division for consideration of sentences and for morale implications.

(5) Reviewing Boards of Investigation that are referred for consideration of the appropriateness of disciplinary action.

(6) Reviewing and preparing action of Final Reviewing Authority on all Administrative Discharge Boards.

(7) Reviewing requests of imprisoned personnel for restoration to duty.

(8) Preparation of letters of caution, admonition and reprimand which are signed by the Commandant.

(9) Waiver of claims for erroneous payments of pay and allowances to military members in accordance with Public Law 92-453.

g. Administer the program for Coast Guard decorations and awards. Provide administrative support and maintain records for the Coast Guard Board of Awards.

h. Administer the Military and Civilian Personnel Security Programs.

i. Administer the Drug and Alcohol Control Program.

j. Administer the Retired Affairs Program.

DECEDENT AFFAIRS AND CLAIMS BRANCH
(G-PS-1)

Under the direction and supervision of the Chief, Personnel Services Division, the Chief, Decedent Affairs and Claims Branch shall:

a. Review initial reports of all personnel casualties. Initiate action to insure prompt notification of next of kin.

b. Maintain liaison with the Department of the Army, Office of Support Services, Memorial Branch, and certify eligibility for burial in national cemeteries of deceased active duty Coast Guard personnel.

c. Approve and distribute, as appropriate, "Report of Casualty", Form DD-1300.

d. Receive and review claims for the loss of personal property under the provisions of the Military Personnel and Civilian Employees Claims Act of 1964, as amended, (P.L. 88-558). Coordinate preparation of the claim for final adjudication.

e. Receive and review claims submitted by next of kin for accrued pay and allowances or retired pay due, death gratuity, funeral expenses, etc., and coordinate examination and settlement.

f. Develop procedures to evaluate the effectiveness and impact of programs administered and services provided to the field.

DISCIPLINE BRANCH
(G-PS-2)

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

a. Review all investigative boards and reports where it appears that in the performance of duty by military or civilian personnel there may have been inefficiency, neglect, or dereliction.

b. Perform the following functions with respect to court-martial records:

(1) Review all courts referred as to severity and appropriateness of sentences.

(2) Analyze court records concerning morale implications and impact on current policies and concepts of discipline and justice.

(3) Review requests of imprisoned personnel for restoration to duty and/or residual clemency.

c. Review and reply to complaints of indebtedness, nonsupport of dependents, and paternity.

d. Process applications for the trusteeship of retired members who have been found to be mentally incompetent.

e. Initiate action on requests for remission of indebtedness and waiver of claims against the U.S. Government.

f. Prepare letters of censure addressed to officer personnel by the Commandant.

g. Develop procedures to evaluate the effectiveness and impact of programs administered and services provided to the field.

SPECIAL SERVICES BRANCH
(G-PS-4)

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

a. Provide service-wide policy guidance, and technical and administrative direction of the Coast Guard Special Services Program.

b. Coordinates with the Department of Navy matters pertaining to international sports competition, and other special services activities.

c. Prepare budget allocations for District Offices and Headquarters Units administering special services funds. Coordinate administration of the Personnel Services Account as a subaccount under the Coast Guard Trust Fund.

d. Administer service-wide program for the establishment and management of Coast Guard Morale Funds.

e. Administer program for dependents' schooling overseas, including the Operating Guide.

f. Collect, coordinate and control the dissemination of civil readjustment information to the field.

g. Search records for service and pay data required to answer Social Security inquiries on active and retired personnel.

h. Furnish service data on active and former Coast Guard personnel to Selective Service, State Bonus and State Unemployment Offices as requested by those agencies.

i. Administer Coast Guard's Voting Assistance Program.

MEDALS AND AWARDS BRANCH
(G-PS-5)

Under the direction and supervision of the Chief, Personnel Services Division, the Medals and Awards Branch shall:

a. Provide administrative support for the Board of Awards.

b. Prepare citations for award of the major decorations and letters of commendation for the Commandant and the Secretary.

c. Maintain liaison with other military services of the Armed Forces on related interpretation and application of regulations on awards.

d. Initiate instructions concerning new awards and decorations and criteria for award.

e. Maintain a chronological record and the Lifesaving Record Book for National Archives of the recipients of the Gold and Silver Lifesaving awards.

f. Make determination as to eligibility of personnel for Campaign medals and ribbons.

g. Develop procedures to evaluate the effectiveness and impact of programs administered and services provided to the field.

PERSONNEL SECURITY BRANCH
(G-PS-6)

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

a. Review and process personnel loyalty and security risk cases.

b. Screen applications for enlistment and appointment, and screen records and reports for loyalty or security risk information.

c. Coordinate personnel security matters with personnel in Intelligence Staff, OST, and other agencies.

d. Develop and maintain instructions for security clearance procedures.

e. Maintain records of loyalty or security risk information.

f. Prepare Certificate of Clearance, CG-3625, for district commanders and commanding officers of Headquarters units requiring signature of Commandant, or Chief, Office of Personnel.

g. Evaluate all investigations for security clearances.

h. Keep appropriate persons and boards advised of known or suspected security risks.

i. Develop procedures to evaluate the effectiveness and impact of programs administered and services provided to the field.

HOUSING BRANCH
(G-PS-7)

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

a. Develop, supervise, and administer the housing program.

b. Develop and determine policies and procedures to provide guidance, direction, and coordination within the Coast Guard toward programming for acquisition, management, utilization, and disposition of housing and associated property.

c. Develop procedures to evaluate the effectiveness and impact of programs administered and services provided to the field.

d. Develop the Annual Family Housing Leasing Program authorization. Monitor program-wide costs and ensure statutory monetary limitation is not exceeded.

e. Develop and maintain a Coast Guard Housing Manual.

f. Conduct Service-wide housing surveys, analyze the resultant data, and correlate this data to the long-range program.

g. Ensure maximum utilization of housing facilities available to the Coast Guard.

h. Maintain liaison with Government agencies, public authorities, and private interests associated with overall housing programs.

i. Identify and justify housing requirements based upon needs other than "operational requirement."

j. Coordinate policy matters on Government furnishings for public quarters owned by or under the control of the Coast Guard.

ADVANCED TRAINING AND EDUCATION BRANCH
(G-PTE-1)

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

a. Manage the postgraduate and advanced training programs.

b. Coordinate the activities of officer and enlisted resident school programs in excess of 20 weeks (other than class "A" schools).

c. Process applications for education in postgraduate and secondary schools. Process applications for flight training. Establish selection boards for either.

d. Keep apprised of progress, course requirements and admission standards at those institutions at which Coast Guard personnel are enrolled.

e. Consult with Program Managers concerning the various curricula and insure that the objectives of the postgraduate and specialized training programs meet their needs.

f. Provide initial review point for matters involving cadet affairs at the Academy. Coordinate the annual visit of the Congressional Board of Visitors to the Academy.

g. Administer Coast Guard Headquarters off-duty tuition assistance program, including approving requested exceptions to that program.

FUNCTIONAL TRAINING BRANCH
(G-PTE-2)

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

a. Provide for planning and programming in support of the Coast Guard functional training program (generally courses less than 20 weeks duration and all Class "A" schools).

b. Obtain and control required quotas for officer and enlisted short term courses from DOD commands, CG training centers and commercial training facilities.

c. Consult with the International Affairs Division and appropriate Federal agencies in establishing requirements for the training of foreign nationals in Coast Guard schools.

INSTRUCTIONAL SYSTEMS DEVELOPMENT BRANCH
(G-PTE-3)

Under the direction and supervision of the Chief, Training and Education Division, the Chief, Instructional Systems Development Branch, shall:

a. Review new training proposals.

b. Coordinate the review of existing curricula.

c. Maintain liaison with subject matter experts concerning inputs to new and revised curricula.

d. Administer the General Military Training and Educational Enrichment Programs.

e. Monitor progress of recruits and students attending Class "A" courses.

PART III

ORGANIZATION OF AREA OFFICES

1. SUMMARY OF AREA OFFICE ORGANIZATION

A. The **Area Commander (A or P)** under the direction of the Commandant, has responsibility for planning, coordinating and directing the interdistrict aspects of operations; and administration and direction of permanently assigned Area operating level units.

B. The **Deputy Area Commander (Ad or Pd)** has responsibility for advising and assisting the Area Commander in the general administration of Area activities; and acting as Area Commander in his absence. He directs and supervises the following staff components:

(1) The **Chief, Inspection Division (Ai or Pi)** has responsibility for planning, directing and controlling the Area-wide inspection program as authorized by the Commandant and specified by the Area Commander.

(2) The **Chief, Operations Division (Ao or Po)** has responsibility for planning, coordinating and controlling interdistrict law enforcement and search and rescue operational matters; coordinating assigned marine science and ice operations within the area.

(3) The **Chief, Telecommunications Management Division (At or PT)** has responsibility for planning, coordinating and supervising the overall interdistrict system control aspects of communications and Loran-C operations within the Area; and, (Pt only), administering the automated Mutual-Assistance Vessel Rescue (AMVER) system within the Area.

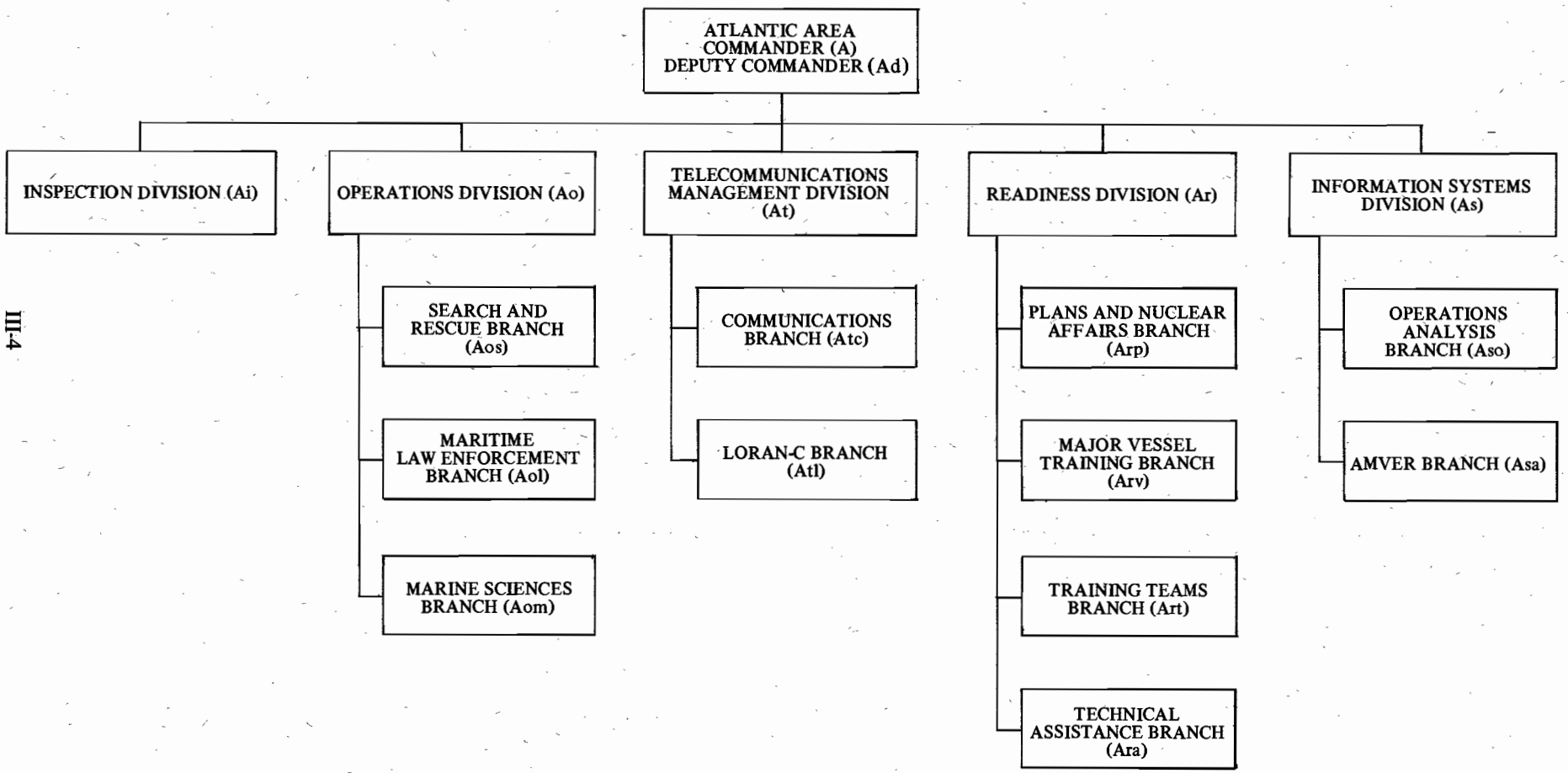
(4) The **Chief, Readiness Division (Ar or Pr)** has responsibility for administering a training program to enhance the operational efficiency of forces within the Area, and development of plans in support of the emergency and wartime functions and tasks of the Area Commander.

(5) The **Chief, Information Systems Division (As only)** has responsibility for the administration and operation of the AMVER System in the Area.

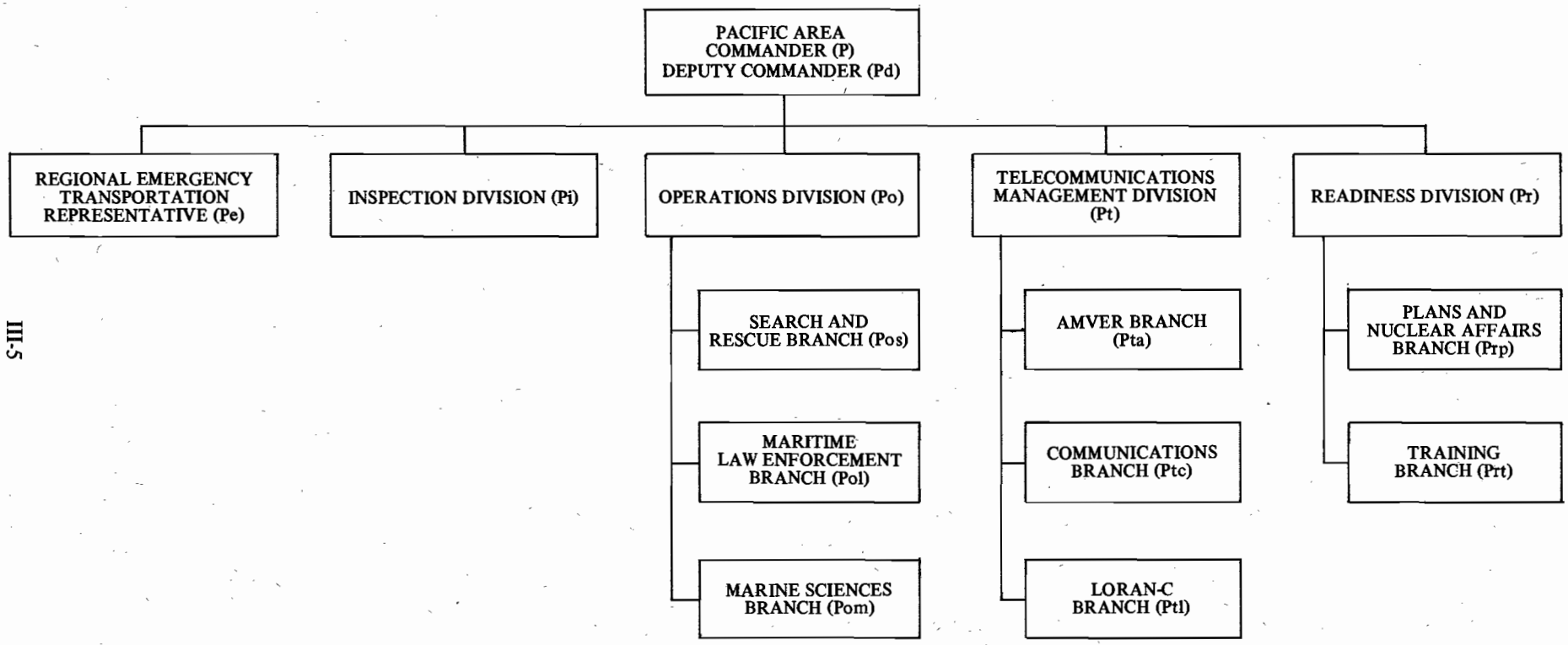
2. RELATIONSHIP OF AREA AND DISTRICT COMMANDERS

A. The district commander is the direct representative of the Commandant and has full authority and responsibility for assigned functions within his district. The area commander on the other hand is responsible for planning and exercising control of individual operations and missions which involve more than one district, or for an operation involving a single district which requires augmented forces due to magnitude or urgency.

DEPARTMENT OF TRANSPORTATION
U.S. COAST GUARD
ATLANTIC AREA OFFICE ORGANIZATION
NOVEMBER 1978



DEPARTMENT OF TRANSPORTATION
U.S. COAST GUARD
PACIFIC AREA OFFICE ORGANIZATION
NOVEMBER 1978



THE AREA COMMANDER
(A or P)

The Area Commander, under the general direction of the Commandant, shall:

1. Plan, coordinate and direct the interdistrict aspects of operations; and coordinate the interdistrict utilization of operational resources. This shall include, but not be limited to:

   a. Search and Rescue
   b. Enforcement of Laws and Treaties
   *c. International Ice Patrol
   d. Polar Icebreaking
   e. Marine Science Activities
   f. Military Preparedness
   g. Mobilization
   h. Communications Services
   i. Loran - C
   j. Operational Evaluation

2. Control operational matters which, because of involvement or extent, are, in his opinion, most effectively coordinated at the Area level. This will usually include but not be limited to:

   a. Search and Rescue
   b. Enforcement of Laws and Treaties
   *c. International Ice Patrol
   d. Major Icebreaking in ocean areas
   e. Military Preparedness

3. Administer and direct activities of operating level area units under his immediate command on a permanent basis; and provide for logistic support of assigned area units by the District in which located. Area units currently include the following types:

   a. Strike Team
   b. Training Team
   c. Radar Installation Team

4. Plan, direct and control an Area-wide Inspection Program.

5. Administer the AMVER system.

6. Establish and maintain liaison with the maritime industry, commercial aviation, other armed forces, and others having an interest in Coast Guard activities.

*(A) only

DEPUTY AREA COMMANDER
(both areas)

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

1. Assist the Area Commander in the general administration and direction of Area activities.

2. Supervise and coordinate the activities of the various chiefs of divisions and advise these officers generally relative to the policies and programs of the Area Commander.

3. Supervise the preparation and execution of operating plans and programs for carrying out the functions of the Service in the Area.

4. Analyze and review proposals and problems for the Area Commander; prepare and issue orders, instructions, and directives affecting the conduct of Area affairs; interpret rules, regulations and other directives for area personnel as may be necessary; review such incoming and outgoing correspondence as may be specified by the Area Commander.

5. Act as Area Commander under authority and as provided for in Article 5-2-3, Coast Guard Regulations (CG-300).

OPERATIONS DIVISION
(Ao) (Po)

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

1. Plan, coordinate and supervise all non-exercise Area operational matters including current and future operations.

2. Coordinate and control operational matters requiring a high degree of cooperation between districts or the employment of units assigned to two or more districts with the Area.

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

4. Maintain liaison with government and civilian agencies in support of the above responsibilities.

5. Supervise the preparation and maintenance of current Operations Plans.

SEARCH AND RESCUE BRANCH
(Aos) (Pos)

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

1. Coordinate and supervise Area Search and Rescue facilities to provide for effective search and rescue.

2. Supervise the joint Area/District Operations Center for area matters. (See District Operations Center functional statement.)

3. Represent the Regional SAR Coordinator in the detailed execution of his duties.

4. Coordinate scheduling of all cutters engaged in area controlled operations.

5. Maintain SAR Annex of Area Operation Plan.

6. Review and maintain current SAR agreements.

7. Coordinate use of long-range aircraft.

8. Review, edit, and correct all assistance reports submitted with Area case numbers.

MARITIME LAW ENFORCEMENT BRANCH
(Aol) (Pol)

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

1. Plan, coordinate, and establish operational guidlines concerning Enforcement of Laws and Treaties (ELT) activities under the control of the Area Commander.

2. Prepare and maintain maritime law enforcement doctrines applicable to ELT activities within the Area, including the related Annex to the Area Operation Plan and associated Area Operation Orders.

3. Control operational matters involving offshore enforcement of laws and treaties which, in the opinion of the Area Commander, are beyond the jurisdiction of any District Commander (when operational control has not been delegated) or, because of involvement or extent, are most effectively coordinated at the Area level.

4. Establish and maintain effective liaison with other government agencies and civil organizations whose activities interface with or have an impact on ELT activities under the control of the Area Commander.

5. Furnish data in support of litigation stemming from Area ELT activities.

6. Represent the Area Commander, when appropriate, at meetings of local law enforcement organizations and of the Regional Fishery Management Council(s) to which the Area Commander has been designated as the Coast Guard nonvoting member.

7. Operate and maintain a fixed fishing gear reporting system, as necessary.

8. Prepare and disseminate appropriate public notices and information bulletins concerning ELT program matters (e.g., Notice to Fishermen, fixed gear area broadcasts).

MARINE SCIENCES BRANCH
(Aom) (Pom)

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

1. Coordinate the overall oceanographic activities of units within the Area.

2. Coordinate the participation in other scientific projects by units within the Area.

3. Provide oceanographic technical advice and assistance to vessels equipped with Coast Guard owned oceanographic gear.

4. Exercise operational control over polar icebreaker operations, when such control is not assigned to another command (i.e., CTF-43).

5. Coordinate Coast Guard operational support of federal ocean data buoys.

*6. Exercise cognizance over, coordinate, and direct International Ice Patrol.

*7. Study ice and current conditions in the North Atlantic Ocean. Plan and direct the Ice Patrol Scientific Program in coordination with other Coast Guard components with marine science responsibilities.

8. Study means for improving methods and facilities for the collection and dissemination of ice information.

*(Aom) only.

9. Coordinate the overall marine environmental protection activities under Area cognizance.

10. Exercise cognizance over, supervise, coordinate, plan and direct the activities of the Area Strike Teams including training, preparedness and development of specialized pollution removal equipment and techniques.

11. Coordinate response to pollution incidents to insure full compliance with the National Contingency Plan.

12. Plan for response to pollution incidents including the deployment of specialized equipment and use of effective removal techniques and methodology, with full participation in Regional Contingency Plan development.

13. Train Coast Guard personnel and, as requested, personnel of other agencies to prepare them to engage effectively in pollution response activities.

14. Establish and maintain liaison with government, industry and public authorities to facilitate effective response.

15. Maintain the Marine Science Annex of the Area Operation Plan.

TELECOMMUNICATIONS MANAGEMENT DIVISION
(At) (Pt)

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

1. Plan, coordinate and supervise the overall inter-district system control aspects of communications and Loran–C operations within the Area.

*2. Administer the AMVER system within the Area.

3. Maintain liaison with Government and civilian agencies and international authorities in support of the above responsibilities.

4. Be responsible for the maintenance of the Telecommunication and Movement Annexes of the Area Operation Plan.

AUTOMATED MUTUAL ASSISTANCE VESSEL RESCUE (AMVER) BRANCH
(Pta)

Under the direction and supervision of the Chief, Telecommunications Management Division, the Chief, Automated Mutual Assistance Vessel Rescue Branch shall:

1. Provide effective liaison with the AMVER Center in New York.

2. Administer the AMVER System in the Pacific Area, including technical and operational coordination with governments within the physical boundaries of Coast Guard Pacific Area.

3. Provide Commander Atlantic Area with material for the AMVER Bulletin and advice on changes to AMVER instructions.

4. Conduct AMVER publicity and public relations programs as appropriate.

5. Promote the long-range goals of the AMVER program.

*(At) only.

COMMUNICATIONS BRANCH
(Atc) (Ptc)

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

1. Coordinate and supervise overall Coast Guard communications within the Area to provide reliable, secure and rapid communications necessary to meet mission requirements.

2. Exercise systems control over the Area Communications System including Communication Stations and Radio Stations supporting Area missions, interdistrict landlines, and Transportable Communication Centrals (TCC).

3. Maintain liaison with appropriate government and industry representatives in order to develop and improve Coast Guard communication services to the public.

4. Prepare communication studies of major SAR incidents as appropriate in order to assess and improve Coast Guard capabilities and techniques.

5. Advise and assist District Communication Officers in resolving District and interdistrict communications problems.

6. Make recommendations to the Commandant concerning redistribution of communication resources within the Area in order to insure maximum effective utilization of existing resources.

7. Prepare and submit to the Commandant for approval areawide long-range communication plans which will form the basis for budget requests in the Command and Control Program.

8. Exercise a coordination role with regard to Marine Information Broadcasts, MEDICO processing, and communications supporting district missions which require liaison to prevent interference or insure a uniform quality of service.

9. Conduct the communications inspection program of District Offices, Headquarters units (and ACTEUR by LANTAREA) and communications stations within the Area.

10. Supervise and direct the activities of the Area Staff Classified Material Control Officer.

11. Maintain the Communications and Movement Annexes of the Area Operation Plan.

LORAN-C BRANCH
(Atl) (Ptl)

Under the direction and supervision of the Chief, Telecommunications Management Division, the Chief, Loran-C Branch shall:

1. Coordinate the interdistrict and international aspects of Loran-C systems operations and technical support.

COMMAND ENLISTED ADVISOR
(dea)

Under the direction and supervision of the District Commander and the Chief of Staff, the Command Enlisted Advisor shall:

a. Assist and advise the district commander/Chief of Staff in matters pertinent to the morale and general well-being of enlisted personnel and their dependents.

b. Remain informed concerning current personnel policies including pay and allowances, morale, welfare, housing and incentive programs and serve as a source of information about them to individual Coast Guardsmen.

c. Communicate periodically with the Master Chief Petty Officer of the Coast Guard to provide input data and exchange ideas regarding all enlisted members.

d. Provide articles of interest to enlisted members by district bulletins or newsletters addressing current enlisted programs, opportunities and policies.

e. Upon invitation, act as the enlisted representative of the district commander/Chief of Staff in community and civic functions, and accompany the district commander/Chief of Staff to official functions, inspections and ceremonies in which enlisted members are participating.

f. District advisors should frequently visit units within their districts and meet informally with enlisted men to exchange ideas and disseminate information which affects the enlisted community.

g. Assist in ensuring that lines of communication, both written and oral, are available to all enlisted personnel of the command.

h. Provide the district commander/Chief of Staff with an evaluation of the impact on enlisted personnel of proposed policy changes.

i. Assist in the reception of official enlisted visitors to the command.

j. Through all of his functions attempt to increase the desirability of a Coast Guard career.

**The majority of the day to day functions will be accomplished at the Chief of Staff level, however the Command Enlisted Advisor is authorized direct contact with the District Commander as the situation may warrant.

PLANNING OFFICER
(dpl)

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

1. Review, coordinate and assist in the development of district input to the Coast Guard Planning, Programming, and Budgeting System, including:

   a. Planning factors and criteria.

   b. Long range objectives, plans and programs.

   c. Planning proposals and development plans.

   d. AC&I Project Proposals and Environmental Impact Statements.

   e. Resource utilization.

2. Review, coordinate and participate in development of district relationships with Federal agencies, State and local Governments and private organizations relative to mutual interest in other party's plans or programs, including; but not limited to:

   a. Advancement of the Coast Guard's interest through evaluation of State plans and participation in implementation of State programs for coastal zone management.

   b. Advancement of the Department's interest in waterway, port, harbor and other water resource project and planning activities.

3. Review, coordinate and participate in studies and analyses which affect the management of the district.

4. Initiate, coordinate and process environmental impact statements for all district generated projects and permits except for Bridge Administration matters. Coordinate and prepare endorsements on Environmental Impact Statements prepared by other agencies.

ENGINEERING DIVISION
(e)

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

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

2. Perform required district aeronautical engineering functions; through the commanding officers of air stations maintain cognizance of the repair, maintenance, outfitting and alterations of aircraft, engines and related equipment; and assure an effective aviation maintenance engineering program in the district.

3. Direct the program for periodic inspection of the material condition of district units. Keep fully informed of the requirements of the district for engineering personnel, facilities, and equipment by means of field inspections, records and reports.

4. Obtain from other staff officers such information on their plans and requirements as may be relevant in developing district engineering programs.

5. Supervise the planning and execution of work programs for carrying out the engineering activities in the district and the preparation of cost estimates and justifications supporting request for funds or expenditures.

6. Administer funds allocated to the Engineering Division as prescribed in current directives. Furnish appropriate preliminary budget estimates and fund allocations or suballotments to the Comptroller.

7. Review all requisitions, contracts, requests for work authorizations, etc., which are chargeable to funds for engineering work and which are submitted to Headquarters for approval. When necessary, review and approve or disapprove other requisitions for engineering supplies and equipment submitted by individual units to the district office.

8. Manage the district motor vehicle program.

9. Coordinate district staff level planning for any district Support Centers, insure the adequacy of shore plant and Support Center personnel, and represent Support Center interests on the District Budget Review Board.

CIVIL ENGINEERING BRANCH
(ecv)

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

1. Be responsible for design, construction, installation, repair, maintenance, outfitting, and alteration of shore structures and related equipment, and for the repair, maintenance and approved alteration of buoys except for their installation and maintenance on station. Be responsible for the maintenance, repair and upkeep of Coast Guard owned vehicles.

2. Plan and execute civil engineering projects.

3. When necessary, review requisitions and other requests chargeable to funds for civil engineering work, supplies and equipment; secure labor; prepare specifications for the structures, technical equipment and supplies; request the Chief, Procurement Branch to make purchases.

4. Prepare preliminary budget estimates, make recommendations as to fund allocations or suballotments, and administer funds allocated to the Branch, as prescribed in current directives; promptly furnish the Chief, Comptroller Division with detailed information of all actions which will result in expenditures, suballotments, transfers between units, etc., of such funds.

5. Issue work orders as necessary to industrial facilities in the district, and inspect civil engineering work as required.

6. Inspect buildings, wharves, and other shore structures proposed for lease, acquisition or condemnation; determine and make reports as required on values, necessary repairs, or alterations.

7. Maintain detailed records of the physical characteristics of all shore structures, land, equipment, and public utilities in the district and prepare data for required reports of real property for submission to the Commandant.

8. Provide for allowance list modifications and the maintenance, repair and upkeep of the motor vehicle fleet operated by the district.

MARINE SAFETY DIVISION
(m)

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

1. Administer an integrated, multi-program system, encompassing Commercial Vessel Safety, Port Safety and Security, and Maritime Environmental Protection, in accordance with policies issued by cognizant program directors. These program responsibilities include:

COMMERCIAL VESSEL SAFETY

a. Enforcement of the navigation and vessel inspection laws

b. Vessel inspection

c. Licensing and certificating merchant seamen

d. Shipment and discharge of seamen

e. Administering load line regulations

f. Processing violations of applicable marine safety laws and regulations

g. Investigations pursuant to R.S. 4450, as amended

h. Review of vessel and vessel equipment plans

i. Admeasurement of vessels

j. Documentation of vessels

PORT SAFETY AND SECURITY

a. Monitoring explosive or other dangerous cargo loading operations

b. Maintenance of safety and security in designated port areas

c. Inspecting and boarding vessels

d. Patrolling ports and harbors and inspection of waterfronts

e. Monitoring movement of vessels carrying hazardous cargoes on U. S. navigable waters

f. Management of vessel traffic services

g. Investigation of damage or destruction of structures, causing—or having the potential for—adverse effect on marine environmental quality.

h. Administering the enforcement of applicable laws and regulations

i. Administering the Special Interest Vessel program

MARINE ENVIRONMENTAL PROTECTION

a. Plan, develop, implement and monitor the district marine environmental protection program to prevent and detect pollution in the marine environment

b. Plan, develop and implement the district program for pollution response in accordance with the National, and Regional Contingency Plans

c. Review district marine environmental protection activity contrasted to program performance standards

d. Review pollution reports and administer the district enforcement and investigation program regarding spills of oil and hazardous polluting substances

e. Administer district inspection program to insure vessel and facility compliance with pollution regulations

2. Develop a general program for the district looking toward a correct and uniform interpretation of the laws, rules, regulations, and other directives by all personnel assigned to such activities.

3. Establish and maintain liaison and necessary working relationships with cognizant representatives of federal, state and local agencies, shipping interests, labor and other maritime groups on matters involving commercial vessel safety, port safety and security and marine environmental protection with the aim of improving coordination and responsiveness in these program areas throughout the district, as well as initiating recommendations for the formal revision of rules and regulations governing the multi-program area when the necessity for change or revision becomes evident.

4. Advise the district commander on appeals resulting from actions taken by field units.

5. Conduct periodic inspections of field units, conferring with the commanding officers and monitoring their activities. When necessary, instruct unit personnel in the proper performance of their duties with particular emphasis on effecting uniform interpretation and application of rules, regulations and directives.

6. Monitor district commercial vessel safety, port safety and security, and marine environmental protection functions to develop budgetary requirements.

7. Coordinate facility support requirements with Chief, Operations Division.

8. Visit, when considered expedient, merchant vessels or port facilities to ascertain that laws and regulations have been observed and complied with by the field units as well as the masters, seamen and owners.

9. Develop, for budgetary submission, district resource needs for the commercial vessel safety, port safety and security, and marine environmental protection programs.

MARINE ENVIRONMENTAL PROTECTION BRANCH
(mep)

Under the direction and supervision of the Chief, Marine Safety Division, the Chief, Marine Environmental Protection Branch, shall:

1. Administer and supervise the Marine Environmental Protection Program, and insure uniform and correct application of the marine environmental laws and regulations.

2. Process and review funding and resource requirements and planning proposals for district units performing marine environmental protection functions.

3. Administer and supervise the keeping of records (case files) of all reported spills.

4. Administer and process reported violations of the marine environmental laws and regulations. Prepare recommendations for disposition of civil and criminal violations to the Chief, Marine Safety Division. Keep records of all fines imposed and collected.

5. Process and prepare responses to all appeals to the district commander from decisions of the Chief, Marine Safety Division. If further appeal is made to the Commandant, prepare suitable recommendations and provide all information necessary for a final decision.

6. Prepare daily reports of minor spills and POLREPS of moderate and major spills for transmission to the Commandant (G-WEP) in accordance with contingency plans and current instructions.

7. Closely monitor the effect and effectiveness of the National, Regional, and Sub-regional Contingency Plans. Maintain close liaison with signatories of the National Plan to recommend effective changes as the need arises.

8. Maintain a continuing and updated technical library of pertinent pollution control technical documents.

9. As directed by the district commander, assume the duties as on-scene coordinator when a major spill or declared pollution incident occurs.

10. Coordinate the environmental protection activities of the various district units.

11. Monitor the unit training of personnel performing environmental protection activities.

12. Maintain a continuing and effective liaison with federal agencies (especially Environmental Protection Agency), state agencies, and maritime organizations and industries involved in maritime environmental protection.

13. Review data and information from field units that contribute to management information systems at district and Headquarters levels.

MERCHANT MARINE TECHNICAL BRANCH
(mmt)

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

NOTE: Merchant Marine Technical Branches have been established as follows:

1. Third Coast Guard District to handle plan approvals within the geographic area encompassed by the First and Third Coast Guard Districts.

2. Fifth Coast Guard District to handle plan approvals within the geographic area encompassed by the Fifth Coast Guard District.

3. Eighth Coast Guard District to handle plan approvals within the geographic area encompassed by the Second, Seventh, and Eighth Coast Guard Districts.

4. Ninth Coast Guard District to handle plan approvals within the geographic area encompassed by the Ninth Coast Guard District.

5. Twelfth Coast Guard District to handle plan approvals within the geographic area encompassed by the Eleventh, Twelfth, Thirteenth, Fourteenth, and Seventeenth Coast Guard Districts.

OPERATIONS DIVISION
(o)

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

1. In accordance with policies issued by cognizant program directors, plan, develop, implement and direct the following operational and support activities carried out by district units:

   a. Search and Rescue

   b. Domestic Icebreaking

   c. Short Range Aids to Navigation

   d. Radio Aids to Navigation (Loran and Omega)

   e. Bridge Administration

   f. Enforcement of Maritime Laws and Treaties

   g. Marine Science Activities

   h. Military Operations

   i. Military Preparedness

   j. Command and Control-Communications (Support element)

   k. Investigations and intelligence

2. Monitor district units to determine adequacy of resources and ascertain effective execution of programs.

3. Assist the District Inspection Staff in the inspection of district units as required. Initiate remedial action on findings which bear upon Operations Division programs.

4. Carry out program budgeting and manage funds allocated to the Operations Division.

5. Coordinate availability of multi-mission facilities to meet program requirements of other district division chiefs.

6. Administer the district weather reporting and aerological services.

7. Direct the activities of the District Operations Center. This function shall include liaision with and, as required, coordination of civil and military facilities used in Search and Rescue, and other emergency operations.

8. Administer the District's supporting program for the Automated Mutual-Assistance Vessel System (AMVER) and, where appropriate, designate an officer to supervise the program.

INTELLIGENCE AND LAW ENFORCEMENT BRANCH
(oil)

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

1. Supervise or conduct appropriate investigations pertaining to law enforcement matters, as set forth in the Coast Guard Investigations Manual (exclusive of those matters specifically vested in other district components) and maintain close relationship with the district legal staff on matters of general investigative and law enforcement legal processes.

2. Supervise or conduct all categories of investigations pertaining to internal security and security violation matters, as requested or directed, and as established by the Coast Guard Investigations Manual.

3. Provide survey services as requested or directed pertaining to determination of the countermeasures necessary to protect a command, installation, or site from penetration through physical means, not including technical (electronic) surveillance, and provide recommendations for improvement in countermeasures where indicated.

4. Supervise and coordinate those activities required to:

   a. Protect and preserve the natural resources and national interests within the territorial waters, fishery conservation zone; treaty and international agreement areas, and special interest areas; and

   b. Enforce other federal statutes and international agreements in the navigable waters of the United States contiguous zones, and on the high seas except those statutes, treaties and other international agreements related to commercial vessel safety, boating safety, port safety and security, and maritime environmental protection.

5. Supervise or conduct all categories of personnel security investigations which may be ordered or required.

6. Provide investigative service to commanding officers on matters requiring special investigative attention or when it appears to be in the best interest of the Coast Guard for Coast Guard intelligence to conduct an investigation.

7. Plan and conduct investigative surveys when so directed by the Commandant in connection with violations of public trust, contractural procurement, or disposal fraud matters.

8. Maintain liaison with, and render appropriate assistance to, other federal agencies on matters pertaining to investigations, law enforcement, counterintelligence and intelligence. Disseminate to proper Coast Guard authority information furnished by other agencies, and furnish other agencies information derived from Coast Guard sources when necessary.

9. Analyze, evaluate, and disseminate information of criminal, counterintelligence or internal security significance. Collect and disseminate information pertinent to the security of Coast Guard installations, when information of this nature is generated on or in the vicinity of Coast Guard installations.

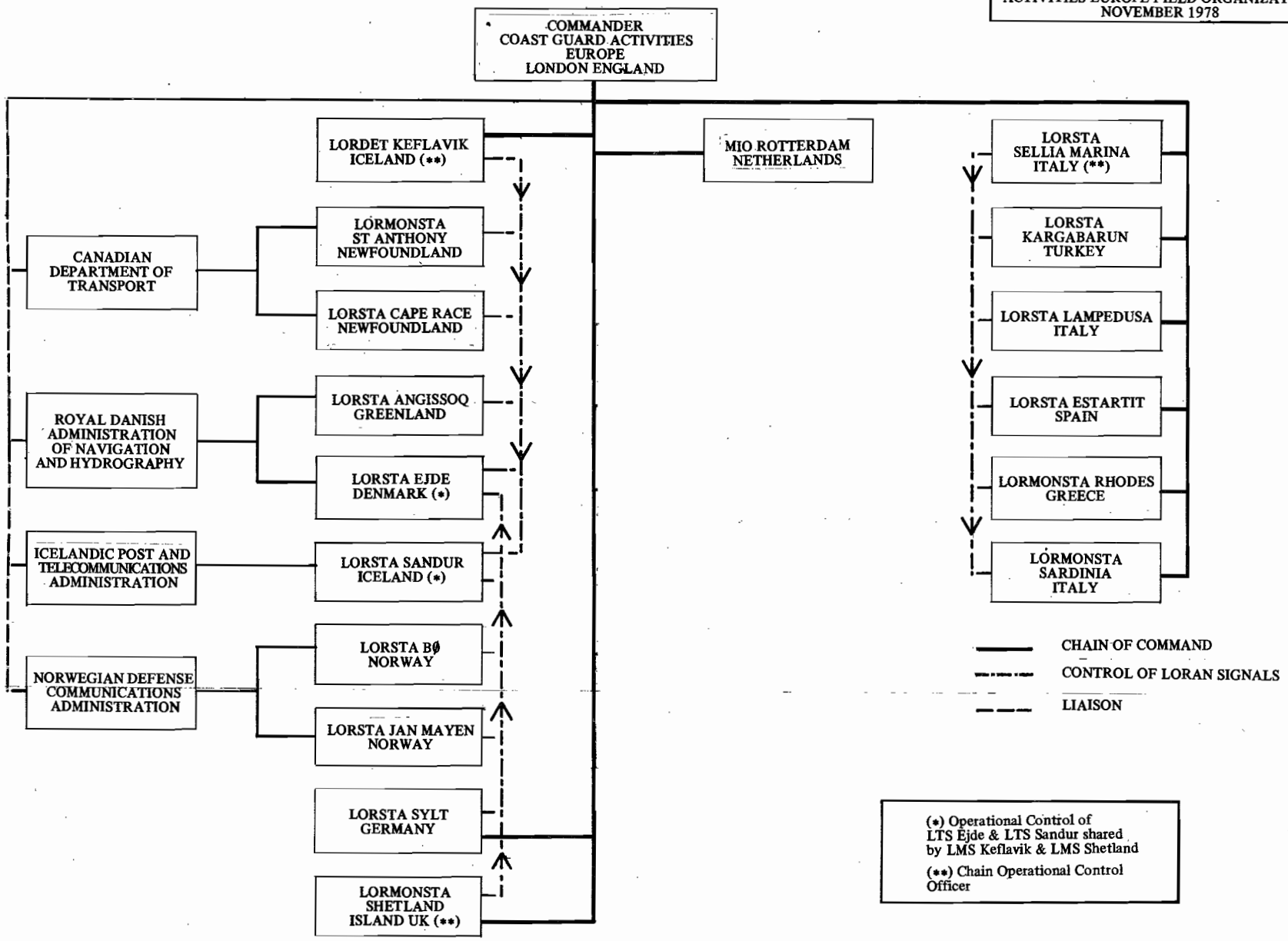
10. Monitor investigations by other federal, state, or local law enforcement agencies when of interest to the Coast Guard. Inform Coast Guard commands of the results of other agency investigations, including the action taken.

11. Keep appropriate commanders advised of the results of investigative activity so that they may take appropriate action.

12. Provide the central point of contract between Coast Guard districts and federal, state or local investigative and security agencies on matters related to the functions set forth above.

13. Follow up on the apprehension of deserters and assist in locating absentees as requested by Coast Guard district officers and units.

DEPARTMENT OF TRANSPORTATION
U.S. COAST GUARD
ACTIVITIES EUROPE FIELD ORGANIZATION
NOVEMBER 1978



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DEPARTMENT OF TRANSPORTATION
UNITED STATES COAST GUARD

MAILING ADDRESS:
U.S. COAST GUARD G-CMA/83
WASHINGTON, D.C. 20590
PHONE: (202) 426-2372

COAST GUARD ORGANIZATION MANUAL
CG-229

20 APR 1978

AMENDMENT NO. 9

1. Purpose. This Amendment includes the following significant changes to this Manual:

a. Headquarters (Part II). Incorporates the functional responsibility assigned to the Office of Merchant Marine Safety for the Outer Continental Shelf Project.

b. Area Office (Part III). Updates the summary of the Area Office organization and the specific functional responsibilities assigned to the Area Commander to incorporate responsibility for the interdistrict system control aspects of Loran-C and to delete the Ocean Weather Station "Hotel" program.

c. District Office (Part IV). Incorporates the Operations Center (which functions as a first response point for operational incidents occurring within the district in any program/mission area and includes the Rescue Coordination Center) as an element under the Search and Rescue Branch of the Operations Division.

2. Action.

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J. S. GRACEY
Chief of Staff

Dist: (SDL No. 107)

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OFFICE OF MERCHANT MARINE SAFETY
(G-M)

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

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

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

   b. 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.

   c. Prescribe the marine safety reports to be submitted by field units. Review and analyze such reports. Initiate or issue appropriate directives to field units to insure uniformly high standards of efficiency, effectiveness and economy in marine safety matters.

   d. Participate with the Chief, Office of Marine Environment and Systems in periodic reviews of the administration of district Marine Safety Divisions and initiate recommendations to the district commander to effect improvements in the organization and methods of administration of those divisions. Keep informed, through field inspections or otherwise, as to the status, effectiveness, and efficiency of marine safety activities generally.

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

   f. Administer funds in those appropriations or operating guides 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.

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

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

   i. Act as Chairman of the Ship Structure Committee.

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

   k. Administer the Underwater Safety Project and the Outer Continental Shelf Project.

l. Select, arrange for printing, and distribute significant technical papers obtained while representing the Coast Guard at Intergovernmental Maritime Consultative Organization meetings.

m. Administer the Great Lakes Pilotage Act of 1960. With respect to this act, develop policy guidance, conduct reviews, and develop coordinated positions on issues involving international arrangements with Canada, special interest groups and the Congress.

n. Initiate, coordinate and assure the development of regulations necessary for timely implementation of new laws or Executive Orders associated with assigned programs. Monitor the adequacy of existing regulations, and update as needed to conform with legislative revisions or changed conditions.

ADMINISTRATIVE BRANCH
(G-MP-2)

Under the direction and supervision of the Chief, Planning and Special Projects Staff, the Chief, Administrative Branch shall:

a. Coordinate and respond to all inquiries, requests, and directives which require the action of the Chief, Office of Merchant Marine Safety on behalf of the divisions and staff components under his direction.

b. Coordinate and develop appropriate responses to all requests for legislative proposal comments requested of the Chief, Office of Merchant Marine Safety. Maintain a suitable record of such response.

c. Coordinate and maintain an effective policy communications system for the Office of Merchant Marine Safety, including the Merchant Marine Safety Manual, Commandant's Notices and Instructions, and Navigation Vessel Inspection Circulars.

d. Administer the cilivian clothing allowance for enlisted personnel assigned to CVS field billets.

e. Administer and coordinate the Merchant Marine Industry Training assigned to CVS field billets.

f. Administer and assist in the development of federal regulations relating to the CVS Program, maintaining liaison with the Marine Safety Council staff, and assist in the training of regulation writers for the various divisions.

g. Monitor and recommend appropriate changes to the floor space allocations within the Office of Merchant Marine Safety.

h. Provide generalized presentations and lectures relating to the role of the CVS Program as requested.

i. Administer an awards and personnel recognition program for the Office of Merchant Marine Safety.

j. Coordinate the Office of Merchant Marine Safety efforts relative to Savings Bond, Combined Federal Campaign, CG Welfare, and other similar drives.

k. Analyze on a continuing basis the organization and management practices of the Office of Merchant Marine Safety and initiate necessary improvements.

l. Coordinate the various studies in support of the CVS Program arising from the Research and Development plan, and special studies funded with OE funds.

SPECIAL PROJECTS BRANCH
(G-MP-3)

Under the direction and supervision of the Chief, Planning and Special Projects Staff, who shall serve as projects director, the scope of the Special Projects Branch shall encompass the activities of the following:

a. The project manager of the Underwater Safety Project who shall:

(1) Coordinate development of all Coast Guard policy in the area of underwater safety.

(2) Supervise the development of a Coast Guard underwater search and rescue response.

(3) Plan for the regulation of underwater vessels.

(4) Administer the Coast Guard Diving Program.

b. The project manager of the Marine Safety Manual Project who shall:

(1) Coordinate all inter and intra-office input to the Marine Safety Manual.

(2) Supervise the development and implementation of the manual format, contents, index, and update/correction procedures.

c. The project manager of the Outer Continental Shelf Safety Project who shall:

(1) Coordinate development of all Coast Guard policy in the area of Outer Continental Shelf Safety.

(2) Administer the Outer Continental Shelf Safety Program.

(3) Initiate or review proposed regulations and standards, both national and international, relating to mobile offshore drilling units and other special purpose industrial vessels, and fixed offshore structures and artificial islands.

DIRECTIVES, PUBLICATIONS AND RECORDS BRANCH (G-MP-4)

Under the direction and supervision of the Chief, Planning and Special Projects Staff, the Chief, Directives, Publications and Records Branch shall:

a. Develop, implement and manage a records system for the CVS Program including monitoring the Merchant Marine Safety Records Management Program for the Service and provide advisory service when requested.

b. Monitor the Records Disposal Schedules affecting both Headquarters staff elements of the Office of Merchant Marine Safety and all Coast Guard District Marine Safety Divisions, Marine Inspection Offices, Admeasurement and Documentation Offices.

c. Be the control point for clearance of Commandant Instructions and Notices, Navigation and Vessel Inspection Circulars, and Merchant Marine Technical Notes originated by elements of the Office of Merchant Marine Safety.

d. Coordinate merchant marine safety items for issuances and as background for meetings.

e. Serve as control point for all Office of Merchant Marine Safety Printing and Binding Requests, and maintain running account of costs involved for technical publications, vessel documentation requests and other general requests.

f. Coordinate all civilian training for the Office of Merchant Marine Safety.

g. Serve as word processing equipment coordinator for all of Merchant Marine Safety.

h. Serve as incentive awards coordinator for the Office of Merchant Marine Safety.

i. Receive and act on mailing list requests for List CG-12 (NVC's) and List CG-40 (CIT's).

j. Serve as management control for Office of Merchant Marine Safety Forms and Reports.

k. Coordinate the collection of selected workload data from reports and other records for referral to the Programs Branch (G-MP-1).

RECORDS BRANCH
(G-PE-3)

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

a. Maintain the official records of the enlisted personnel of the regular Coast Guard and Reserve members on extended active duty which include:

(1) Official Personnel Jacket File (a record for each enlisted member on active duty and those completely separated less than six months).

(2) Alphabetical Service Number and Social Security Number Index Files.

(3) File on deserters.

b. Reconstruct lost service records, prepare and issue discharge certificates for lost or destroyed certificates and those changed by Board action.

c. Prepare and issue certifications of Coast Guard service for use of the courts in accordance with the provisions of Section 601 of the Soldiers' and Sailors' Civil Relief Act of 1940, as amended (50 U. S. Code App. 581).

d. Act as principal liaison representative for the Coast Guard in handling all (Officer, Reserve and Enlisted) Veterans Administration cases.

e. Act as principal liaison representative with the Military Personnel Record Center (MPRC) St. Louis, Missouri.

f. Verify applications and issue Identification Cards (DD Form 2CG) to regular retired enlisted members.

g. Prepare transcripts of sea service for use in connection with applications of Coast Guard enlisted members for Merchant Marine Licenses.

h. Prepare Statements of Creditable Service for pay purposes, physical evaluation boards, severance pay and retirements. Establish and adjust pay base date (PBD).

i. Upon request, provide information on a wide variety of personal and official matters concerning Coast Guard enlisted personnel to members of Congress, other Government agencies, and to private agencies, where no restrictions on releasing such information exist.

j. Furnish certified copies of "Report of Separation from Active Duty" and process corrections, as required.

PROGRAMS BRANCH
(G-PE-4)

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

a. Develop and furnish to offices and divisions at Headquarters, and to other individuals as may be appropriate, information and statistics on enlisted personnel which includes the preparation of reports concerning estimates of military strength for ensuing three month period; personnel onboard vs authorized operating allowance comparative status reports; military employment capability plans; enlisted personnel retirement schedules for ensuing five year period; and monthly statistics on expirations of enlistments and reenlistments which encompass preceding twelve month period.

b. Determine monthly service needs for advancement of enlisted personnel, and develop cut-offs for eligibility lists resulting from servicewide competition for advancement.

c. Determine regular recruit and Class "A" school training requirements through evaluation of actual and projected attritions and accessions.

d. Review applications submitted by prior service personnel for enlistment in the Coast Guard and make recommendations concerning approval of such applications.

e. Administer funds allocated for the conduct of enlisted incentive pay programs (proficiency pay and variable reenlistment bonuses) and conduct periodic reviews of existing programs to ensure that funds are expended in full compliance with the laws governing programs of this nature.

f. Review proposed Coast Guard directives and publications which effect program changes involving active duty enlisted personnel, and review directives of other Armed Services which may be applicable or which may be of general interest to Coast Guard enlisted programs.

SPECIAL SERVICES BRANCH
(G-PS-4)

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

a. Provide service-wide policy guidance, and technical and administrative direction of the Coast Guard Special Services Program.

b. Coordinates with the Bureau of Personnel, Department of Navy, matters pertaining to international sports competition, and other special services activities.

c. Prepare budget allocations for District Offices and Headquarters Units administering special services funds. Coordinate administration of the Personnel Services Account as a subaccount under the Coast Guard Trust Fund.

d. Administer service-wide program for the establishment and management of Coast Guard Morale Funds.

e. Administer program for dependents' schooling overseas, including the Operating Guide.

f. Collect, coordinate and control the dissemination of civil readjustment information to the field.

g. Search records for service and pay data required to answer Social Security inquiries on active and retired personnel.

h. Furnish service data on active and former Coast Guard personnel to Selective Service, State Bonus and State Unemployment Offices as requested by those agencies.

i. Administer Coast Guard's Voting Assistance Program.

MEDALS AND AWARDS BRANCH
(G-PS-5)

Under the direction and supervision of the Chief, Personnel Services Division, the Medals and Awards Branch shall:

a. Provide administrative support for the Board of Awards.

b. Prepare citations for award of the major decorations and letters of commendation for the Commandant and the Secretary.

c. Maintain liaison with other military services of the Armed Forces on related interpretation and application of regulations on awards.

d. Initiate instructions containing information concerning new awards and decorations and criteria for award.

e. Maintain a chronological record and the Lifesaving Record Book for National Archives of the recipients of the Gold and Silver Lifesaving awards.

f. Make determination as to eligibility of personnel for Campaign medals and ribbons.

g. Authorize wearing of Gold Rating Badges and Service Stripes by enlisted personnel.

h. Develop procedures to evaluate the effectiveness and impact of programs administered and services provided to the field.

PERSONNEL SECURITY BRANCH
(G-PS-6)

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

a. Review and process personnel loyalty and security risk cases.

b. Screen applications for enlistment and appointment, and screen records and reports for loyalty or security risk information.

c. Coordinate personnel security matters with personnel in Intelligence Staff, OST, and other agencies.

d. Develop and maintain instructions for security clearance procedures.

e. Maintain records of loyalty or security risk information.

f. Prepare Certificate of Clearance, CG-3625, for district commanders and commanding officers of Headquarters units requiring signature of Commandant, or Chief, Office of Personnel.

g. Evaluate all investigations for security clearances.

h. Keep appropriate persons and boards advised of known or suspected security risks.

i. Develop procedures to evaluate the effectiveness and impact of programs administered and services provided to the field.

HOUSING BRANCH
(G-PS-7)

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

a. Develop, supervise, and administer the housing program.

b. Develop and determine policies and procedures to provide guidance, direction, and coordination within the Coast Guard toward programming for acquisition, management, utilization, and disposition of housing and associated property.

c. Develop procedures to evaluate the effectiveness and impact of programs administered and services provided to the field.

d. Develop the Annual Family Housing Leasing Program authorization. Monitor program-wide costs and ensure statutory monetary limitation is not exceeded.

e. Develop and maintain a Coast Guard Housing Manual.

f. Conduct Service-wide housing surveys, analyze the resultant data, and correlate this data to the long-range program.

g. Ensure maximum utilization of housing facilities available to the Coast Guard.

h. Maintain liaison with Government agencies, public authorities, and private interests associated with overall housing programs.

i. Identify and justify housing requirements based upon needs other than "operational requirement."

j. Coordinate policy matters on Government furnishings for public quarters owned by or under the control of the Coast Guard.

RETIRED AFFAIRS BRANCH
(G-PS-8)

Under the direction and supervision of the Chief, Personnel Services Division, the Chief, Retired Affairs Branch shall:

a. Administer the Coast Guard programs for Survivor Benefit Plan, the Retired Serviceman's Family Protection Plan, and civil readjustment. Maintain liaison with other Armed Services and the Veterans Administration in regard to retired affairs activities.

b. Edit and publish a Retired Newsletter on a quarterly basis.

c. Determine entitlement of dependents of retired and deceased personnel for Uniformed Services Identification and Privilege Cards.

d. Answer inquiries regarding entitlement to rights, benefits, privileges, etc. from retired personnel and their surviving dependents.

e. Disseminate information to the field regarding retirement programs and benefits.

f. Develop procedures to evaluate the effectiveness and impact of programs administered and services provided to the field.

DRUG AND ALCOHOL PROGRAMS BRANCH
(G-PS-9)

Under the direction and supervision of the Chief, Personnel Services Division, the Chief, Drug and Alcohol Programs Branch shall:

a. Recommend policy for, coordinate and monitor drug and alcohol abuse prevention, education, identification, treatment and rehabilitation programs.

b. Communicate and interpret policy and program decisions to the field.

c. Evaluate recommendations for inpatient drug or alcohol rehabilitation and coordinate assignment to appropriate rehabilitation center, when indicated.

d. Review new training aids for suitability and applicability to current programs.

e. Select, purchase, and distribute drug and alcohol education films, publications, periodicals, and other materials for use in prevention programs.

f. Finance and monitor the urinalysis program for recruit training centers.

g. Advise and assist in selection of and provide training and orientation for Drug Education Specialists and alcohol counselors.

h. Coordinate a network of Collateral Duty Alcohol Counselors (CODAC) at individual units throughout the Coast Guard.

i. Maintain records and statistics on exemptions granted, individuals in treatment and rehabilitation, and other abuse statistics.

j. Maintain a system for monitoring the effectiveness of Coast Guard drug and alcohol rehabilitation programs.

k. Monitor all civil arrest reports for purpose of developing an "early warning" system to pinpoint possible alcohol or drug problems.

l. Review all pre-enlistment files of applicants having a history of drug involvement, making recommendations with regard to grants of waiver for enlistment.

m. Review all recommendations for discharge involving drugs or alcohol, making appropriate comments and recommendations.

n. Maintain liaison with the Office of Information for the Armed Forces and keep appropriate program managers in Headquarters informed of current training aids relevant to their areas of interest.

o. Conduct drug and alcohol education program for CGHQ and local units.

TRAINING AND EDUCATION DIVISION
(G-PTE)

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

a. Supervise and coordinate the education and training activities of the Coast Guard with regard to military personnel, including the initiation, planning, administration and review of training programs, except operational and on-the-job training.

b. Act as Headquarters planning coordinator for Coast Guard training centers dedicated to the support of training for active service missions. Arrange for the assignment of trainees at these establishments.

c. Develop recommendations concerning cadet education and training at the Academy.

d. Maintain Headquarters liaison with DOD training facilities where Coast Guard personnel are trained and all other sources of training. Approve all curricula of Coast Guard schools, including the Academy.

e. Plan for the training of all foreign nationals in Coast Guard schools.

f. Prepare planning proposals and budget documents for all training resources and programs except civilian peculiar and operational and on-the-job training. Administer OG 56 funds.

ADVANCED TRAINING AND EDUCATION BRANCH
(G-PTE-1)

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

a. Manage the postgraduate and advanced training programs.

b. Coordinate the activities of officer and enlisted resident school programs in excess of 20 weeks (other than class "A" schools).

c. Process applications for education in postgraduate and secondary schools. Process applications for flight training. Establish selection boards for either.

d. Keep apprised of progress, course requirements and admission standards at those institutions at which Coast Guard personnel are enrolled.

e. Consult with Program Managers concerning the various curricula and insure that the objectives of the postgraduate and specialized training programs meet their needs.

f. Provide initial review point for matters involving cadet affairs at the Academy. Coordinate the annual visit of the Congressional Board of Visitors to the Academy.

g. Administer Coast Guard Headquarters off-duty tuition assistance program, including approving requested exceptions to that program.

FUNCTIONAL TRAINING BRANCH
(G-PTE-2)

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

a. Provide for planning and programming in support of the Coast Guard functional training program (generally courses less than 20 weeks duration and all Class "A" schools).

b. Obtain and control required quotas for officer and enlisted short term courses from DOD commands, CG training centers and commercial training facilities.

c. Consult with the International Affairs Division and appropriate Federal agencies in establishing requirements for the training of foreign nationals in Coast Guard schools.

PROGRAM REVIEW AND ANALYSIS BRANCH
(G-PTE-3)

Under the direction and supervision of the Chief, Training and Education Division, the Chief, Program Review and Analysis Branch, shall:

a. Coordinate CY+2 and beyond planning activities of the other branches in the division.

b. Provide for assignment of Coast Guard instructor/support billets at DOD training activities.

c. Provide for planning and programming in support of the resident training and correspondence course programs.

d. Develop management criteria and standards for training, including personnel costs, determination of planning factors, etc.

e. Coordinate review of existing curricula; consult with subject matter experts concerning new and revised curricula.

f. Administer the General Military Training and Educational Enrichment programs.

PART III

ORGANIZATION OF AREA OFFICES

1. SUMMARY OF AREA OFFICE ORGANIZATION

A. The **Area Commander (A or P)** under the direction of the Commandant, has responsibility for planning, coordinating and directing the interdistrict aspects of operations; and administration and direction of permanently assigned Area operating level units.

B. The **Deputy Area Commander (Ad or Pd)** has responsibility for advising and assisting the Area Commander in the general administration of Area activities; and acting as Area Commander in his absence. He directs and supervises the following staff components:

(1) The **Chief, Inspection Division (Ai or Pi)** has responsibility for planning, directing and controlling the Area-wide inspection program as authorized by the Commandant and specified by the Area Commander.

(2) The **Chief, Operations Division (Ao or Po)** has responsibility for planning, coordinating and controlling interdistrict law enforcement and search and rescue operational matters; coordinating assigned marine science and ice operations within the area.

(3) The **Chief, Telecommunications Management Division (Atm or Ptm)** has responsibility for planning, coordinating and supervising the overall interdistrict system control aspects of communications and Loran-C operations within the Area; and, (Ptm only), administering the automated Mutual-Assistance Vessel Rescue (AMVER) system within the Area.

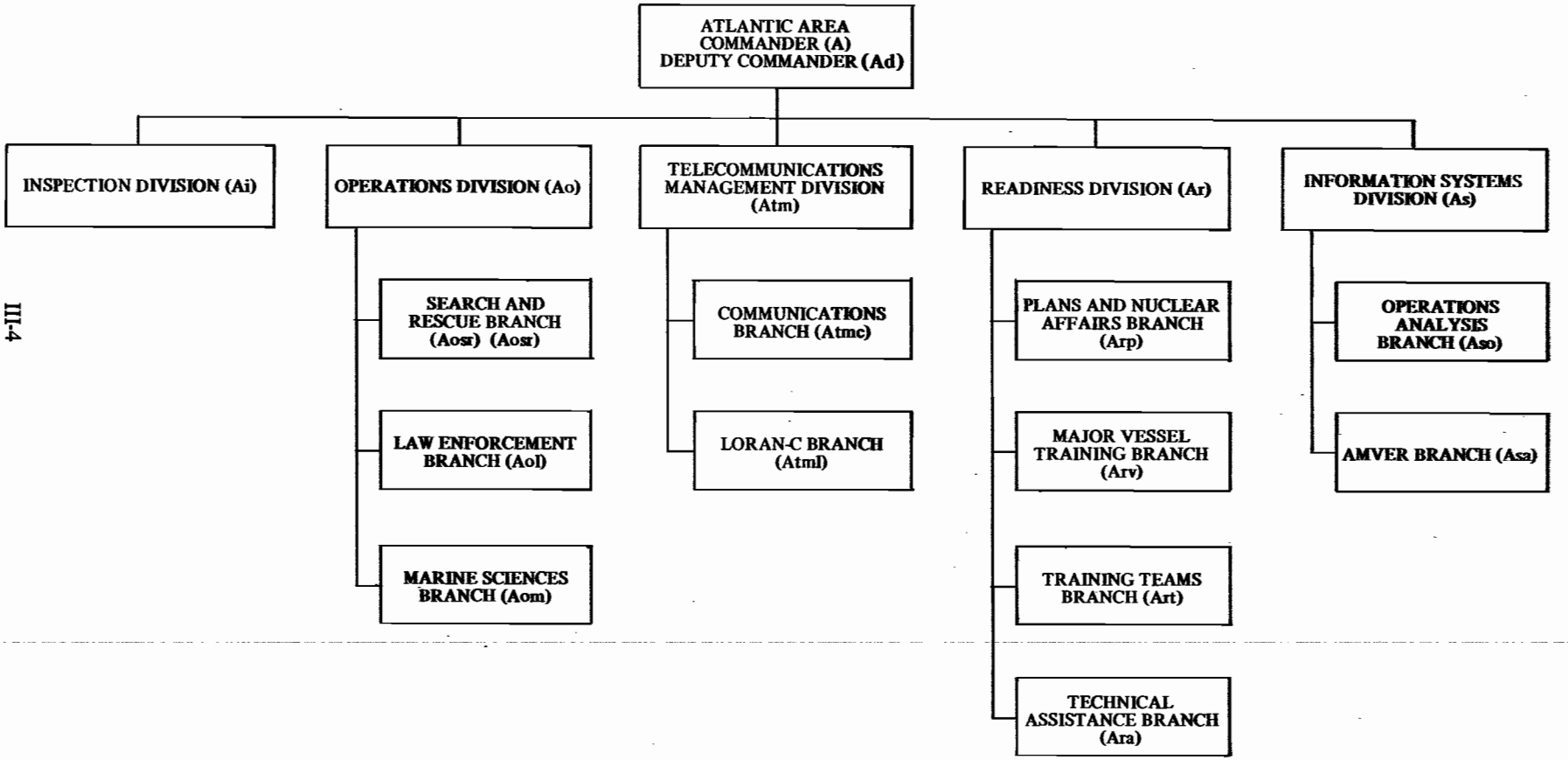
(4) The **Chief, Readiness Division (Ar or Pr)** has responsibility for administering a training program to enhance the operational efficiency of forces within the Area, and development of plans in support of the emergency and wartime functions and tasks of the Area Commander.

(5) The **Chief, Information Systems Division (As only)** has responsibility for the administration and operation of the AMVER System in the Area.

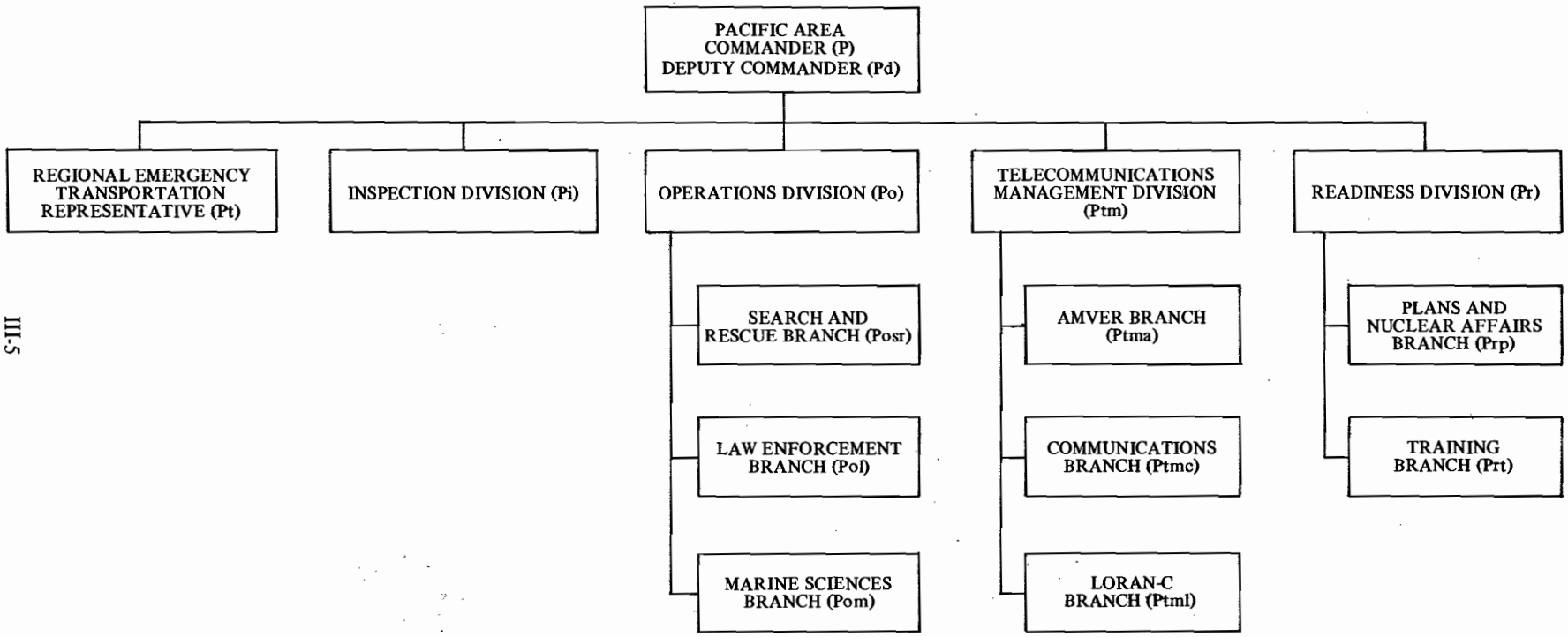
2. RELATIONSHIP OF AREA AND DISTRICT COMMANDERS

A. The district commander is the direct representative of the Commandant and has full authority and responsibility for assigned functions within his district. The area commander on the other hand is responsible for planning and exercising control of individual operations and missions which involve more than one district, or for an operation involving a single district which requires augmented forces due to magnitude or urgency.

DEPARTMENT OF TRANSPORTATION
U.S. COAST GUARD
ATLANTIC AREA OFFICE ORGANIZATION
JULY 1977



DEPARTMENT OF TRANSPORTATION
U.S. COAST GUARD
PACIFIC AREA OFFICE ORGANIZATION
JULY 1977



THE AREA COMMANDER
(A or P)

The Area Commander, under the general direction of the Commandant, shall:

1. Plan, coordinate and direct the interdistrict aspects of operations; and coordinate the interdistrict utilization of operational resources. This shall include, but not be limited to:

   a. Search and Rescue
   b. Enforcement of Laws and Treaties
   *c. International Ice Patrol
   d. Polar Icebreaking
   e. Marine Science Activities
   f. Military Preparedness
   g. Mobilization
   h. Communications Services
   i. Loran - C
   j. Operational Evaluation

2. Control operational matters which, because of involvement or extent, are, in his opinion, most effectively coordinated at the Area level. This will usually include but not be limited to:

   a. Search and Rescue
   b. Enforcement of Laws and Treaties
   *c. International Ice Patrol
   d. Major Icebreaking in ocean areas
   e. Military Preparedness

3. Administer and direct activities of operating level area units under his immediate command on a permanent basis; and provide for logistic support of assigned area units by the District in which located. Area units currently include the following types:

   a. Strike Team
   b. Training Team
   c. Radar Installation Team

4. Plan, direct and control an Area-wide Inspection Program.

5. Administer the AMVER system.

6. Establish and maintain liaison with the maritime industry, commercial aviation, other armed forces, and others having an interest in Coast Guard activities.

*(A) only

DEPUTY AREA COMMANDER
(both areas)

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

1. Assist the Area Commander in the general administration and direction of Area activities.

2. Supervise and coordinate the activities of the various chiefs of divisions and advise these officers generally relative to the policies and programs of the Area Commander.

3. Supervise the preparation and execution of operating plans and programs for carrying out the functions of the Service in the Area.

4. Analyze and review proposals and problems for the Area Commander; prepare and issue orders, instructions, and directives affecting the conduct of Area affairs; interpret rules, regulations and other directives for area personnel as may be necessary; review such incoming and outgoing correspondence as may be specified by the Area Commander.

5. Act as Area Commander under authority and as provided for in Article 5-2-3, Coast Guard Regulations (CG-300).

OPERATIONS DIVISION
(Ao) (Po)

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

1. Plan, coordinate and supervise all non-exercise Area operational matters including current and future operations.

2. Coordinate and control operational matters requiring a high degree of cooperation between districts or the employment of units assigned to two or more districts with the Area.

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

4. Maintain liaison with government and civilian agencies in support of the above responsibilities.

5. Supervise the preparation and maintenance of current Operations Plans.

SEARCH AND RESCUE BRANCH
(Aosr) (Posr)

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

1. Coordinate and supervise Area Search and Rescue facilities to provide for effective search and rescue.

2. Supervise the joint Area/District Operations Center for area matters. (See District Operations Center functional statement.)

3. Represent the Regional SAR Coordinator in the detailed execution of his duties.

4. Coordinate scheduling of WHECs for all missions.

5. Maintain SAR Annex of Area Operation Plan.

6. Review and maintain current SAR agreements.

7. Coordinate use of long-range aircraft.

8. Review, edit, and correct all assistance reports submitted with Area case numbers.

MARINE ENVIRONMENTAL PROTECTION

a. Plan, develop, implement and monitor the district marine environmental protection program to prevent and detect pollution in the marine environment

MERCHANT MARINE TECHNICAL BRANCH
(mmt)

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

NOTE: Merchant Marine Technical Branches have been established as follows:

1. Third Coast Guard District to handle plan approvals within the geographic area encompassed by the First and Third Coast Guard Districts.

2. Fifth Coast Guard District to handle plan approvals within the geographic area encompassed by the Fifth Coast Guard District.

3. Eighth Coast Guard District to handle plan approvals within the geographic area encompassed by the Second, Seventh, and Eighth Coast Guard Districts.

4. Ninth Coast Guard District to handle plan approvals within the geographic area encompassed by the Ninth Coast Guard District.

5. Twelfth Coast Guard District to handle plan approvals within the geographic area encompassed by the Eleventh, Twelfth, Thirteenth, Fourteenth, and Seventeenth Coast Guard Districts.

READINESS BRANCH
(or)

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

1. Be responsible for the operational readiness of all units in the district.

2. Administer the program for maintaining and improving operational readiness so as to ensure the maximum effectiveness of all units in the district. Adhere to such technical guidance as shall be furnished by the area staff in line with established Commandant's policies.

3. Ensure thorough understanding of current operational doctrine and compliance with established operating standards by all units in the district through a program of frequent inspections and/or visits which shall be closely coordinated with all district staff elements, especially inspection staffs.

4. Provide for utilization of all training facilities available, including those of the Navy and other services; and make necessary scheduling and other arrangements. Periodically observe units during actual training operations in order to have current knowledge of relative readiness of the various units for required operational tasks.

5. Be cognizant of current operational problems in order to initiate recommendations for changes in procedures, equipment, allowances, or training. Plan for operational testing and evaluation of equipment and techniques designed to improve operating efficiency of units as directed.

6. Establish district requirements and provide for procurement, distribution, and utilization of ordnance, small arms, and NBC warfare equipment and associated material.

7. Develop, in conjunction with cognizant staff members, and keep current district readiness and operations plans as required in support of Coast Guard and Navy Plans. Disseminate readiness planning information to district units and require preparation of supporting plans when necessary.

8. Recommend revisions when necessary and initiate other appropriate actions with respect to joint defense plans, emergency operating plans, mutual agreements and other similar plans and documents which concern employment of district forces.

9. Maintain a file of all readiness plans, logistic plans, joint defense plans, emergency operating plans, mutual agreements, operational training publications, and other similar plans and documents concerning the operational readiness and employment of district forces for contingency, national emergency or general war operations.

10. Maintain liaison with appropriate planning groups of the Navy, and other government agencies, civil and military, concerned in Coast Guard readiness planning.

SEARCH AND RESCUE BRANCH
(osr)

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

1. Administer the program for the operation of floating units, aeronautical units and shore units (except those under the cognizance of the Aids to Navigation Branch), and supervise their activities.

2. Initiate or review proposals for the reduction, expansion, and modification of district operating facilities; be cognizant of operational requirements of the several areas comprising the district with a view to recommending changes in assigned facilities; and insure, insofar as practicable, adequate distribution of operating facilities to effect maximum coverage commensurate with available personnel and facilities.

3. Develop and maintain the subregional or sector SAR plan for which the district is responsible, and conduct the liaison necessary for its proper functioning.

4. Exercise general supervision over the operation of small boats and vehicles assigned to district units and direct supervision over those assigned to the district office.

5. Provide aerological services when specified.

6. Prepare preliminary budget estimates, make recommendations as to fund allocations or suballotments, and administer funds allocated to the Branch, as prescribed in current directives.

7. Supervise the activities of the Operations Center, coordinating with other district office program/mission elements, as required.

OPERATIONS CENTER
(opc)

Under the general direction and supervision of the Chief, Search and Rescue Branch, the Senior Controller, Operations Center, shall:

1. Act as a first response point for operational incidents occurring within the District.

2. Coordinate the use of operational resources for incidents requiring District action.

3. Maintain working level liaison with other civilian and military agencies and coordinate mutual support for activities of common concern.

Notes: The Operations Centers of the 3rd and 12th Districts also serve the Atlantic and Pacific Areas, respectively.

The Rescue Coordination Center (RCC) is a part of the Operations Center. The Term "Rescue Coordination Center" or "RCC" will continue to be used for search and rescue matters, both national and international, in conformance with the National SAR Manual and International Civil Aviation Organization (ICAO) SAR plans.

G-CMA Reference Copy

DEPARTMENT OF TRANSPORTATION
UNITED STATES COAST GUARD

MAILING ADDRESS:
U.S. COAST GUARD (G-CMA/83)
WASHINGTON, D.C. 20590
PHONE: FTS: 426-2372

6 OCT 1977

COAST GUARD ORGANIZATION MANUAL
CG-229

AMENDMENT NO. 8

1. Purpose. This amendment publishes a change to the Coast Guard Organization Manual.

2. Action.

Remove Pages	Insert Pages
i thru ix	i thru ix
II-21 thru II-24	II-21 thru II-24
II-45 thru II-48	II-45 thru II-48
II-51 thru II-54	II-51 thru II-54
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J. S. GRACEY
Chief of Staff

Dist: (SDL No. 106)

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CHIEF OF STAFF
(G-CCS)

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

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

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

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

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

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

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

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

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

   h. Act as Commanding Officer of Headquarters.

   i. Be the Support Director for the General Administration Program and the Safety Support Program.

HEADQUARTERS EQUAL EMPLOYMENT OPPORTUNITY OFFICER
(G-CCS-1)

Under the direction of the Chief of Staff, the Headquarters Equal Employment Opportunity Officer shall:

a. Plan, implement, and evaluate a program to assure equal employment opportunity for all civilian personnel at Headquarters.

b. Manage the Equal Employment Opportunity Counseling Program at Headquarters, including:

(1) Recommending individuals for appointment as counselors.

(2) Arranging for necessary training for personnel appointed as counselors.

(3) Providing advice, guidance, and direction to counselors.

(4) Evaluating the effectiveness of the counseling program and making recommendations for improvement.

c. Review proposed changes in Headquarters policies and procedures to determine their impact on equal opportunity, and advise the Chief of Staff of any adverse effects of such changes.

d. Advise and consult with the Chief of Staff and key officials and supervisors at Headquarters concerning the full range of equal opportunity matters, with particular emphasis on furthering the equal opportunity effort by resolving or forestalling complaints of discrimination.

SPECIAL ASSISTANT FOR WATER TRANSPORTATION POLICY (G-CCS-2)

Under the direction of the Chief of Staff, the Special Assistant for Water Transportation Policy shall:

a. Maintain liaison, as appropriate, with interagency committees, interdepartmental and intergovernmental committees, and marine components of other agencies in the area of transportation and ocean policy.

b. Serve as a focal point within the Coast Guard for information on the Coast Guard's role in development of a National Ocean Policy.

c. Monitor, supervise, or conduct special studies and projects related to the broad areas of ocean and water transportation policy.

d. Advise the Chief of Staff on the Coast Guard's role in the Federal Government's efforts in dealing with existing and future water transportation and ocean policy matters.

ADMINISTRATIVE SERVICES DIVISION
(G-CAS)

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

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

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

   b. Administer funds for operational and administrative support of Coast Guard Headquarters.

   c. Administer civilian personnel matters for Headquarters, and Headquarters Units located in the Washington metropolitan area.

   d. Coordinate Headquarters maintenance, safety and internal security matters with OST.

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

   f. Administer the Housing Administration and Liaison Office for the Washington Metropolitan Area including the Headquarters leased housing program.

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

   h. Coordinate Headquarters mail services with OST.

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

   j. Administer the Headquarters Records Management Program.

   k. Act as Director, Headquarters Welfare District, Coast Guard Welfare.

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

   m. Administer the Headquarters blood donor program.

   n. Ensure that CG policy for telephone equipment (including facsimile machines) procurement and use is implemented at CGHQ. Coordinate with OST all telephone service requirements for Headquarters and all Washington area Coast Guard units.

PUBLIC AFFAIRS DIVISION
(G-APA)

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

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

b. Conduct public information activities, 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.

c. Coordinate the public affairs 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.

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

e. Prepare, give clearance, cause the distribution of public information material such as pamphlets, booklets, magazine articles, radio and television materials; review for clearance material received in accordance with existing directives.

f. 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 opionion.

g. 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.

h. Provide coordination and policy direction for the Coast Guard Exhibit Center, Silver Spring, Md. and the Fleet Home Town News Center Coast Guard Detail.

i. 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.

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

k. 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.

l. 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.

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

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

(1) Commemorating holidays and anniversaries.

(2) Directing participation and cooperation in ceremonines of other Federal agencies and celebrations established by Presidential Proclamation.

(3) Notifying observance of death and funeral services of the civil officials referred to in Article 14-10-1, Coast Guard Regulations.

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

p. Provide editorial and photographic services for Headquarters staff components as requested.

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

r. Provide liaison, guidance, support and coordination to the Navy League, other service oriented groups, and civic organizations with respect to Coast Guard policies and programs.

s. Serve as the control point to review public relations activities and as point of contact with DOT Review Board.

t. Serve as a focal point for response to or reference of communications from the general public concerning Coast Guard activities.

u. Establish and manage a system to ensure optimum standardization in the selection and use of audio-visual equipment within the Coast Guard.

AUDIO VISUAL BRANCH
(G-APA-1)

Under the direction and supervision of the Chief, Public Affairs Division, the Chief, Audio Visual Branch shall:

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

b. Produce and distribute public information, training, documentary or special purpose films of the Coast Guard. Assist and advise other Headquarters offices and field activities in authorized productions as necessary.

c. Develop policies and procedures to ensure optimum standardization in the selection and use of equipment to fill Coast Guard audio-visual requirements.

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

e. Operate and direct the Headquarters still photo activities. Provide still camera equipment, motion picture projection equipment, and audio-visual equipment at Coast Guard Headquarters. Provide still photograph service for the Office of the Commandant.

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

MEDIA RELATIONS BRANCH
(G-APA-2)

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

a. Prepare and issue news releases (including photo releases prepared by Audio-Visual Branch) to all news media.

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

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

d. 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.

e. 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 basis.

f. Support 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.

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

h. Upon request, arrange travel of media representatives and make arrangements for special events of interest to the media.

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

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

COMMUNITY RELATIONS BRANCH
(G-APA-3)

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

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

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

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

d. Coordinate and direct the activities of the Coast Guard Band when appearing in other than the New London area. Coordinate the scheduling of the Coast Guard Ceremonial Honor Guard and Precision Drill Team outside the immediate Washington area.

e. Coordinate all launchings and commissionings 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.

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

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

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

i. Act as the special assistant for Navy League matters and coordinate and maintain liaison with the Navy League.

j. Maintain liaison with Service oriented Veterans organizations, youth groups, civic groups, business organizations, etc.

POLICY PLANNING AND INFORMATION ANALYSIS STAFF
(G-BP)

Under the general direction and supervision of the Chief, Office of Boating Safety, the Chief, Policy Planning and Information Analysis Staff shall:

a. Develop the long-range Office plans and coordinate the development of the required planning, programming and budgetary system documentation.

b. Design and operate the system to measure and evaluate mission performance.

c. Recommend priorities to meet established goals and provide a basis for distribution of resources.

d. Recommend legislative changes based upon program review and evaluation.

e. Determine the priorities of research and development effort necessary to attain the basic program objectives.

f. Coordinate and prepare policy directives affecting the overall operation of the program.

g. In cooperation with other Office elements, assist in the identification of all objectives which require a planning overview with other Federal agencies and external modes.

h. Make recommendations concerning organizational structures to facilitate mission accomplishments.

i. Provide policy guidance for utilization of reservists Coast Guard-wide to accomplish the boating safety mission.

j. Assist the divisions in measurement of economic impact of proposed regulations.

k. Assure assignment of study managers, evaluate and monitor studies.

l. Identify various external resources in the public and private sector which can contribute effectively to the Boating Safety program.

m. Develop and maintain a management information system and a management information center for the Office.

n. Publish accident statistics as required by law and regulations.

o. Administer the program for assignment of hull identification numbers to boats.

p. Administer the program of financial assistance to national nonprofit public service organizations.

PROGRAM DEVELOPMENT AND ANALYSIS BRANCH
(G-BP-1)

Under the direction and supervision of the Chief, Policy Planning and Information Analysis Staff, the Chief, Program Development and Analysis Branch shall:

a. Develop and recommend program priorities in accordance with program objectives.

b. Develop the required planning, programming and budgetary documentation including the Long Range View, Plan Summaries and Determinations.

c. Review and evaluate resource change proposals for plan substantiation and technical accuracy; coordinate submission, and monitor their progress through the budgetary stages.

d. Review, coordinate and recommend action on district planning proposals and other district budgetary/personnel requests.

e. Develop, maintain and monitor an integrated financial plan and recommend operating guide allotments; administer operating guide 30 funds not specifically allotted to other office elements.

f. Serve as principal technical advisor in matters of budget formulation and execution. Provide staff input for CCS, OST, OMB and Congressional program/budget hearings.

g. Analyze accident data to determine the basic cause of all accidents; perform analytical studies requested in support of line divisions; and publish accident statistics as required by applicable laws and regulations.

h. Design and implement an evaluative system which will relate in-house measures of efficiency to external measures of effectiveness, by relating resource mix to resource disposition.

i. Recommend approval of study requests, assure assignment of cognizant study managers, monitor progress and evaluate results of studies.

j. Coordinate office personnel policy regarding ceilings, personnel allowances, use of Reservists, and related issues.

k. Coordinate with the Office of Research and Development, and other support managers to assure that program plans incorporate the required support. Generate required tentative safety requirements and provide project officers for all R&D work through the problem identification report.

l. Receive, document and respond to requests for grant funds from national, nonprofit, public service organizations; in coordination with other office elements, identify and process acceptable projects within funding limitations.

MANAGEMENT INFORMATION SERVICE BRANCH
(G-BP-2)

Under the direction and supervision of Chief, Policy Planning and Information Analysis Staff, the Chief, Management Information Service Branch shall:

a. Develop, implement, operate and maintain a management information system designed to meet the requirements of the Office elements.

b. Coordinate requests for ADP services between the Office of Boating Safety and the Information Systems Division (G-FIS) and any other divisions maintaining data bases.

c. Furnish ADP services as required by the Office elements.

d. Administer the program for assignment of manufacturer ID codes in compliance with applicable laws.

e. Develop and operate a management information center to assist in effective decision making regarding employment of resources.

INFORMATION AND ADMINISTRATIVE STAFF
(G-BA)

Under the direction of the Chief, Office of Boating Safety, the Chief, Information and Administrative Staff shall:

a. Serve as the Executive Director, National Boating Safety Advisory Council.

b. Coordinate the plans and activities of the National Boating Safety Advisory Council and the committee/panels of the Council, including the preparation of the agenda for meetings.

c. Prepare recommendations and resolutions which reflect the determination of the National Boating Safety Advisory Council on substantive issues.

d. Recommend to the Commandant, new members of the Council in accordance with the provisions of the Federal Boating Safety Act of 1971.

e. Provide general administrative support of the Office.

f. Administer a boating information program which utilizes national mass media.

g. Oversee the preparation of regulations within the Office and coordinate such regulations with other designated and interested Coast Guard elements.

REGULATIONS/NBSAC COORDINATORS
(G-BA-1)

Under the direction and supervision of the Chief, Boating Information and Administrative Staff, Regulations/NBSAC Coordinators shall:

a. Monitor and provide guidance in the preparation of regulations within the Office; coordinate regulations with other designated and interested Coast Guard elements.

b. Coordinate the preparation of the documentation which indicates compliance with Section 6 of Public Law 92-75.

c. Coordinate internal review of such documentation and subsequent submission to the National Boating Safety Advisory Council.

d. Provide legal consultation to the Chief, Office of Boating Safety.

e. Assist the Executive Director of the NBSAC in the development and implementation of plans, schedules and arrangements for the activities of the Council and other ancillary or advisory committees and/or panels as directed.

f. Perform functions as directed in connection with the Committee Management Program.

g. Develop, implement, and maintain effective administrative controls and records systems to support the activities of advisory groups including the preparation of minutes.

h. Assist in the preparation of recommendations and resolutions which reflect the determination of the Council on substantive issues.

i. Collect and arrange all applications for NBSAC membership. Insure that proper records are kept to defend selection process.

BOATING INFORMATION BRANCH
(G-BA-2)

Under the direction and supervision of the Chief, Boating Information and Administrative Staff, the Chief, Boating Information Branch shall:

a. Coordinate boating safety information policy with the Office of Public and International Affairs, as well as with the Offices of Personnel and Reserve.

b. Develop, coordinate and administer a boating information program directed toward mass media consumption to assist the Office in the accomplishment of objectives.

c. Under the intent of PL 92-75, develop, coordinate and implement all boating safety promotional campaigns on a national and regional level.

d. Provide advice and assistance to the several States and jurisdictions in implementing mass media boating safety campaigns.

e. Provide information and promotional assistance to the districts and screen the districts for boating safety promotional material which is of national value.

f. Develop boating safety publications and coordinate national distribution.

g. Develop and maintain distribution lists for boating safety information materials.

h. Develop, coordinate and produce information briefings and speeches for the Office.

i. Provide advice to the Office on public information communications and production techniques; maintain an in-house audio-visual capability.

j. Coordinate all information and production pertaining to U. S. Coast Guard participation in the National Safe Boating Committee.

k. Effect liaison with private and public, domestic and international, public affairs agents to draw upon available resources for the national promotion of boating safety.

BOATING ADMINISTRATIVE BRANCH
(G-BA-3)

Under the direction of the Chief, Information and Administrative Staff, the Chief, Boating Administrative Branch shall:

a. Be responsible for general office management including publication of general office notices and instructions.

b. Maintain centralized office files of required directives, publications and forms; maintain classified material control; coordinate central files with those records maintained by other office elements.

c. Maintain master mailing lists, i.e., district personnel, VIP lists and biographies, directories and status board detailing duties and special projects assigned to office components; perform routing of all mail received.

d. Coordinate logistical needs with the DOT building services units.

e. Monitor and coordinate formal response to Congressional inquiries and other priority correspondence.

f. Develop and maintain a file reviewing room to house the information which must be made available to the public under the Freedom of Information Act, as amended and incorporated in Title 49 CFR 7.

g. Review all internal and external directives, instructions and publications for relevancy and conformity with program needs and current OMB, GSA, OST and other governmental directives.

STATE LIAISON AND COMPLIANCE DIVISION
(G-BLC)

Under the general direction and supervision of the Chief, Office of Boating Safety, the Chief, State Liaison and Compliance Division, shall:

a. Develop and administer a program to promote uniformity, comity and reciprocity in boating laws among the several States.

b. Provide liaison with State Boating Law Administrators, working through the District boating safety organizations.

c. Monitor and coordinate agreements between the Coast Guard Districts and the States to insure the maximum cooperation between the Federal government and the States.

d. Initiate and monitor regulations that relate to boat operator requirements, and assist the Boating Technical Division in preparing standards for operator required equipment.

e. Supervise the boating safety Federal financial assistance grants to the States.

f. Develop and promote uniform requirements for numbering and casualty reporting systems, and coordinate boating accident investigative procedures and reports.

g. Plan and administer comprehensive training programs for Federal, State and local boating law enforcement officials.

h. Administer the Coast Guard boat operator compliance program, including in particular the activities of the Boating Safety Teams.

i. Assist in developing and operating a system to measure the effectiveness of nationwide boating law enforcement efforts.

j. Develop and monitor research and development projects associated with operator compliance and boating accident investigations.

k. Develop enforcement and environmental quality policies for Coast Guard operating personnel involved with the enforcement of Federal boating regulations.

STATE AFFAIRS BRANCH
(G-BLC-1)

Under the direction and supervision of the Chief, State Liaison and Compliance Division, the Chief, State Affairs Branch shall:

a. Maintain liaison with State Boating Law Administrators, working through the District boating safety organizations.

b. Develop policy to encourage greater uniformity in boating laws; reciprocity and comity among the several jurisdictions; and cooperation and assistance between the Federal Government and the States in developing, administering and enforcing Federal and State boating laws.

c. Promote the development of formal cooperative agreements between the States and the Coast Guard relative to boating law enforcement, accident investigations and search and rescue.

d. Initiate and monitor Federal regulations which relate to boat numbering and casualty reporting.

e. Coordinate the review of State boating laws and initiate action to resolve conflicts between State and Federal laws and regulations.

f. Process the boating safety Federal financial assistance grants to the States.

g. Coordinate the evaluation of State boating programs by District boating safety organizations.

PROCUREMENT DIVISION
(G-FCP)

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

a. Plan and administer the Coast Guard procurement program in conformity with applicable regulations.

b. Serve as Chief Contracting Officer of the Coast Guard.

c. Direct the activities of the Cost/Price Analysis Staff; the Administrative and Review Branch; and the Research and Development Contract Branch, Electronics Engineering Contract Branch, and the Engineering Facilities Contract Branch.

d. Serve as chairman of Sole Source Review Board and Award Review Board.

e. Serve as Minority Enterprise Representative for the Coast Guard.

COST/PRICE ANALYSIS STAFF
(G-FCP)

Under the supervision and direction of the Chief, Procurement Division the Chief, Cost/Price Analysis Staff shall:

a. Establish policy and procedures to insure adequate pricing effort on all Headquarters procurements.

b. Perform financial analysis, price and cost analysis for all major Headquarters procurements in connection with awards, leases, claims, price adjustments, terminations, price re-determinations, escalation, change orders, services contracts, maintenance contracts, etc.

c. Participate in the actual conduct of contract negotiations involving major dollar value procurements.

d. Coordinate contract audit matters for audits conducted by OST and DCAS.

e. Initiate policy for field application and submit to higher authority for review and action.

ADMINISTRATIVE AND REVIEW BRANCH
(G-FCP-1)

Under the general supervision and direction of the Chief, Procurement Division, the Chief, Administrative and Review Branch shall:

a. Review and analyze the performance of CG procurement activities to assure efficiency and compliance with regulations and directives. Develop budgetary and planning documents and conduct studies in the procurement area.

b. Coordinate Coast Guard programs of small business participation, labor surplus area procurement, Buy-American Act compliance, equal employment opportunity compliance, Defense priority allocation, and allotment system and similar programs associated with procurement.

c. Coordinate Headquarters action on field procurement matters such as bid mistakes, protests, and determinations and findings.

d. Maintain current bidders lists. Act as bid opening officer on all Headquarters procurements. Maintain standard contract clause packages for the three contract branches. Serve as central receiving office for unsolicted contract proposals. Maintain a central qualified products list.

e. Assist Division Chief in organization and management of the Division. Coordinate Division training program and personnel actions.

RESEARCH AND DEVELOPMENT CONTRACT BRANCH
(G-FCP-2)

ENGINEERING FACILITIES CONTRACT BRANCH
(G-FCP-3)

ELECTRONICS ENGINEERING CONTRACT BRANCH
(G-FCP-4)

Under the supervision and direction of the Chief, Procurement Division, the Chief of each of the above branches shall:

a. Act as procuring and Administrative Contracting Officer for assigned area of responsibility and other contracts as assigned.

b. Prepare solicitations (Invitations to Bid or Requests for Proposals).

c. Maintain for public examination copies of bids received/copies of all Invitations for Bids issued, but not opened; and a file of bid/abstracts by Invitation number.

d. Formulate, award, administer and terminate contracts resulting from Headquarters procurement requirements.

e. Maintain liaison with other Headquarters elements to insure timely initiation and planning for future procurement programs, both funded and unfunded, with particular emphasis on selection of the type and method of procurement.

f. Act as alternate Bid Opening Officer.

g. (Engineering Facilities Contract Branch only). Serve as Chief Procuring and Administrative Contracting Officer for all "Term Contracts" and leases.

OPERATIONAL READINESS TRAINING BRANCH
(G-OMR-3)

Under the supervision of the Chief, Military Readiness Division, the Chief, Operational Readiness Training Branch shall:

a. Administer a program designed to ensure the currency and adequacy of functional and operational team training, other than individual and aviation training, throughout the service.

b. Evaluate the training programs for ships training detachments, activation detachments, and other Coast Guard facilities used for team or unit training, other than avaiation training.

c. Evaluate curricula from existing organized training programs of other agencies, particularly those of the Navy, to facilitate Coast Guard use.

d. Evaluate the development and revision of cutter formal school training standards as well as standard unit organizational and training publications.

e. Prepare Resource Change Proposals for Coast Guard training resources to eliminate voids in team and unit training, other than aviation training.

f. Supervise any established precommissioning programs for new construction or reactivated cutters.

g. Prepare annual summary of training accomplishments and relate to readiness posture of the Coast Guard where statistics permit.

OCEAN OPERATIONS DIVISION
(G-OOO)

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

a. Review and initiate implementation of program policy for the ocean operations program elements.

b. Administer and coordinate Coast Guard responsibilities in the International Ice Patrol.

c. Be the Program Manager for the Ice Operations, Enforcement of Laws and Treaties and Marine Science Activities Programs, including Coast Guard support of the NOAA Data Buoy Office.

d. Develop plans, policies, agreements, procedures and controlling directives for the implementation and conduct of aforementioned programs at the district and operating unit level.

e. Develop planning criteria and operational requirements for manning, equipping, and deploying facilities engaged in assigned missions.

f. Establish operational procedures and training requirements for Coast Guard units and personnel engaged in assigned missions. Prepare and maintain manuals and directives.

g. Initiate and review research and development projects to meet the operational requirements of assigned missions.

h. Coordinate plans and procedures for multimission Coast Guard units with other mission divisions.

i. Maintain effective liaison with other governments, international bodies, federal and other agencies, and private institutions with respect to assigned missions. Represent the Coast Guard at the working group level for interagency groups coordinating assigned missions.

j. Review professional literature concerning assigned missions and distribute appropriate material to the field.

MARITIME LAWS AND TREATIES BRANCH
(G-OOO-4)

Under the direction and supervision of the Chief, Ocean Operations Division, the Chief, Maritime Laws and Treaties Branch shall:

a. Develop and administer the Coast Guard program to enforce within the territorial waters, contiguous zone, and special interest areas of the high seas, Federal laws and international agreements except for those related to pollution, traffic control, and port and vessel safety. This includes minimizing fishing gear loss and damage resulting from conflicts based on the simultaneous use of desirable fishing areas by fisherman using mobile fishing gear and others using fixed equipment; and providing operational assistance, enforcement advice, and information on offshore activities to other agencies and entities concerned with protecting and preserving ocean resources and national interests.

b. Develop and submit budget needs for the Enforcement of Laws and Treaties program.

c. Collect and analyze data to determine the needs and effectiveness of the program.

d. Establish training needs for Coast Guard personnel and units engaged in offshore law enforcement.

e. Maintain liaison with other federal agencies which have an interest in the protection of ocean resources and offshore law enforcement.

f. Be the principal staff officer for planning and other actions involving high endurance cutters, including:

(1) Prepararing and recommending operational policy, planning criteria and operational re-requirements for manning, equipping and deployment.

(2) Reviewing operational and personnel training procedures.

(3) Coordinating plans, policies and procedures of these cutters which are engaged in mission activities under sponsorship of other program managers.

(4) Maintaining supervision over scheduling and employment plans.

(5) Reviewing and recommending disposition of investigations and other special incident reports of matters occurring aboard these cutters.

(6) Preparing and reviewing Planning, Programming and Budgeting documents.

SEARCH AND RESCUE DIVISION
(G-OSR)

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

a. Administer the Coast Guard responsibilities for search and rescue.

b. Be the Program Manager for the Search and Rescue Program.

c. Establish operational performance standards, procedures and training requirements for Coast Guard units and personnel engaged in the Search and Rescue Program.

d. Coordinate plans and procedures for multifunctional Coast Guard units with other program/support managers.

e. Establish and maintain liaison with other Governments, international bodies, other U.S. Services, Government agencies, and private institutions with respect to search and rescue.

f. Provide technical guidance to Air Station, Washington.

g. Initiate research and development projects to meet the new operational requirements of the Search and Rescue Program.

SURFACE FACILITIES BRANCH
(G-OSR-1)

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

a. Formulate and administer plans, programs, and procedures designed to insure coordination, uniformity and effectiveness of operations of stations and cutters engaged in Search and Rescue (SAR).

b. Prepare inputs to the PPB System for those units under branch cognizance. Coordinate inputs for recommended changes to the Shore Facilities Plan, Cutter Plan and OPFAC.

c. Evaluate and make recommendations concerning the operational characteristics of surface SAR units, and associated SAR equipment.

d. Coordinate and supervise the assignment by district and numbering of all Coast Guard boats and the numbering and naming of all Coast Guard SAR cutters.

e. Manage the replacement program for all Coast Guard boats. Administer all Coast Guard boats except those administered by the Reserve Training Program.

f. Establish and maintain operational performance standards and analyze performance of surface SAR units. Establish and maintain manning, training, and facility requirements for SAR stations and SAR cutters.

g. Coordinate division action on Planning Proposals, Unit Development Plans and Acquisition, Construction and Improvement Project Proposals which pertain to or have impact upon surface SAR units or resources.

h. Coordinate that part of the real property program related to the utilization of real property for surface SAR support; justify and establish SAR operational requirements for real property acquisition. Review surveys, leases and agreements involving property used by surface SAR facilities.

i. Coordinate surface SAR facilities and unit plans and procedures with those for other Coast Guard programs.

j. Recommend permanent stations and duty assignments for SAR cutters.

k. Maintain current and permanent historical records for all surface SAR units.

AVIATION BRANCH
(G-OSR-2)

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

a. Formulate and administer plans, programs and procedures designed to insure coordination, uniformity and effectiveness of aviation in support of all Coast Guard missions.

b. Develop planning criteria and operational requirements and characteristics for aviation including: Aircraft, personnel, equipment and support facilities.

c. Coordinate as necessary the development and maintenance of manning, training and facility standards for aviation.

d. Establish and maintain operational performance standards and monitor performance of aviation forces.

e. Develop and maintain the long range facility programs for aviation.

f. Develop, analyze and prepare information requirements needed for:

(1) Effective management of aviation.

(2) Preparation of budget documents and;

(3) Inclusion in Coast Guard publications.

g. Prepare budget documents needed in support of aviation programs.

h. Schedule Headquarters directed administrative flights.

i. Supervise flight program for aviators assigned to the Washington area.

j. Provide technical assistance to Air Station, Washington.

k. Serve as a member of the Aircraft Configuration Control Board (ACCB), and the Commandant's Aviation Safety Board.

INFORMATION SYSTEMS STAFF
(G-OSR-3)

Under the direction and supervision of the Chief, Search and Rescue Division, the Chief, Information Systems Staff shall:

a. Develop, operate, and supervise information reporting systems for the management of the SAR system.

b. Provide SAR data support services to Headquarters program managers, as well as to district planning officers.

c. Compile and publish service-wide SAR statistics.

d. Develop and operate the search and rescue simulation model (SARSIM).

e. Conduct SAR data system analysis and special studies as directed.

LIAISON STAFF
(G-OSR-4)

Under the direction and supervision of the Chief, Search and Rescue Division, the Liaison Staff shall:

a. Establish and maintain effective liaison with other governments, international bodies, other US Services, government agencies, and private institutions with respect to search and rescue (SAR) matters.

b. Study and analyze existing SAR agreements and national policies and make recommendations for improvements or changes as necessary.

c. Provide members for all national and international bodies considering SAR matters.

d. Develop or prepare drafts of Coast Guard positions on all national and international matters relating to SAR.

e. Exercise cognizance of the boundaries of SAR responsibilities and national and international SAR agreements.

f. Develop and maintain a library concerning SAR agreements, treaties, publications and procedures, and documents concerning related emergency systems.

g. Provide administrative support for national SAR matters.

h. Develop, revise, and update all Coast Guard SAR publications.

i. Exercise cognizance over and develop plans, policies, and procedures in support of the Automated Mutual-Assistance Vessel Rescue System (AMVER).

j. Prepare for dissemination within and outside Coast Guard of SAR items of an informative or educational nature.

k. Coordinate all matters concerning the International Civil Aviation Organization (ICAO) within Coast Guard Headquarters. Assist operational and technical divisions, as necessary, with format and procedures used by ICAO and the Interagency Group on International Aviation (IGIA). Maintain a central library of ICAO publications and central files of IGIA papers of interest to the Coast Guard.

l. Monitor operation of the SAR School.

m. Develop improved operational SAR procedures and provide for standardization of new procedures. Coordinate with national and international bodies to insure the highest possible degree of standardization.

n. Develop and supervise a SAR operational analysis program of actual cases and operational development projects. Publish significant findings and incorporate into standard procedures.

o. Prepare, edit, and publish a SAR magazine for dissemination to all interested agencies.

p. Initiate and monitor research and development projects to meet the requirements of the search and rescue mission.

q. Catalogue and prepare standards for Rescue and Survival Equipment of a portable nature for Coast Guard use. Develop and maintain expertise in similar equipment used by military and civilian operators to provide advice when needed and to keep SAR activities informed about what emergency equipment they may expect to find when assisting military or civilian craft. Develop plans for appropriate displays of such equipment.

r. Exercise cognizance over developmental programs for computer applications to SAR operations.

s. Coordinate SAR training for all Coast Guard SAR facilities. Review and take action on reported training deficiencies.

t. Maintain cognizance over manning procedures and standardization requirements for Coast Guard Rescue Coordination Centers.

TELECOMMUNICATION MANAGEMENT DIVISION
(G-OTM)

Under the direction and supervision of the Chief, Office of Operatons, the Chief, Telecommunication Management Division shall:

a. Administer the operation, planning, frequency utilization and security of the Coast Guard Communication System (including facsimile machines).

b. Formulate policies and procedures necessary to assure coordination, uniformity, and efficiency of the Coast Guard Communication System (including facsimile machines). Coordinate with the Assistant Chief of Naval Operations (Commander, Naval Telecommunications Command and Commander, Naval Security Group Command) in matters relating to communication readiness and security.

c. Coordinate the development of operational requirements, establish the operational characteristics of equipment to meet the requirements, and determine the priorities for procurement and installation of communications and electronic equipment for all Headquarters Program Managers. Prepare the annual Communications/Electronics Program Obligation Plan for OG-42 for all Headquarters Program Managers having a requirement for communications and/or electronics equipment.

d. Initiate and/or coordinate recommendations relating to the establishment or modification of Coast Guard telecommunication services, facilities, and equipment. Initiate improvements in the commercially-furnished telephone system within Coast Guard.

e. Provide radio frequency management support to:

(1) the Coast Guard,

(2) other surface-mode operating administration of the Department of Transportation, as directed by the Secretary, and

(3) other Federal Government agencies under appropriate agreements, by express designation and with the approval of the Office Chief and the Commandant.

f. Determine and prepare operational justification for present and future budgetary requirements of the Coast Guard Communication System and administer the allotment of funds for communication services.

g. Establish operational requirements for frequency spectrum space to serve the Coast Guard Communication System. Coordinate the radio frequency monitoring program for the Coast Guard.

h. Administer the communication security program of the Coast Guard. Administer the Communications Security Material and COMTAC Publications Systems of the Coast Guard.

i. Provide Communication Support to other Federal Agencies where feasible in accordance with the National Communications System policy of non-duplication of common user facilities and additionally where dictated by a common mission interest.

j. Operate the Headquarters Telecommunication Center, Cryptographic Center, and Officer Courier Services. Maintain the Headquarters CMS allowance, COMTAC Publications Library, COSMIC sub-registry, and TOP SECRET, NATO, CENTO and SEATO control center.

k. Maintain close liaison with the OST Communications Management Branch and with other Government and non-Government communications agencies and representatives to assure effective concurrent planning and preserve the operational integrity of the Coast Guard Communication System. This includes active participation in the work of the International Radio Consultative Committee (CCIR) and the International Maritime Radio Committee (CIRM).

l. Serve as the Coast Guard's principal representative (and member of the Executive Committee) of the Radio Technical Commission for Marine Services (RTCM) and the Radio Technical Commission for Aeronautics (RTCA). Serve as Chairman of, and provide the Secretariat for the U.S. SOLAS Subcommittee Working Group on Radio Communications, and for the Government Maritime Communications Working Group (MARCOM). Coordinate the participation of other interested Coast Guard representatives in the work of these organizations.

OPERATIONAL SYSTEMS BRANCH
(G-OTM-1)

Under the direction and supervision of the Chief, Telecommunications Management Division, the Chief, Operational Systems Branch shall:

a. Coordinate operational requirements for procurement and installation of communication and electronic equipment to meet the needs of Headquarters Program Managers.

b. Determine Coast Guard operational requirements for radio, landlines, and visual signalling equipment.

c. Determine operational characteristics for Coast Guard communication equipment and all aircraft electronic equipments.

d. Initiate and/or review recommendations for establishment or modification of communication facilities and equipment.

e. Coordinate operation, administration, and inspection of Coast Guard ship, shore, and aeronautical communications for other than CMS matters.

f. Supervise operations of the Coast Guard Distress, Safety, SAR and Command and Control Communication organization.

g. Coordinate communication support for the AMVER program.

h. Manage the Coast Guard leased interconnect system and establish communication requirements for Coast Guard owned interconnect facilities and services.

i. Maintain liaison with other government agencies and common carriers on matters dealing with landlines and operational communications.

j. Supervise the operation of the Headquarters Telecommunications Center.

k. Supervise the operational assignment and utilization of frequencies for the Coast Guard.

l. Coordinate to obtain all frequency assignments and frequency utilization information required by the Coast Guard Communication System.

m. Maintain and correct the Coast Guard Communications Manual (CG-233) and other associated communications publications to insure that they are responsive to the communication requirements of operational units.

n. Provide radio frequency propagation predictions as required.

PLANNING AND FISCAL BRANCH
(G-OTM-2)

Under the direction and supervision of the Chief, Telecommunications Management Division, the Chief, Planning and Fiscal Branch shall:

a. Coordinate the planning, programming and budgeting (PPB) responsibilities of the Support Manager for General Administration (Communication Services).

b. Supervise the allotment and expenditure of operating Guide 30 (OTM) funds for communication services including leasing of landlines.

c. Coordinate all communications personnel programs, including resource allocation and special training.

d. Prepare and coordinate the annual Communication/Electronics Program Obligation Plan for OG 42.

e. Coordinate mobilization requirements for the Coast Guard's Communication System including personnel, services and facilities.

f. Coordinate the communications programs for cost reduction/management improvement and beneficial suggestions.

g. Maintain liaison with the Naval Telecommunications Command and the Chief of Naval Operations (Communications Plans and Policies) to insure compatibility of the Coast Guard and Navy communications plans and policies.

h. Monitor Coast Guard utilization of the commercially-furnished telephone system and recommend administrative improvements to further its economy and effectiveness.

SYSTEMS DEVELOPMENT AND TECHNOLOGY BRANCH
(G-OTM-3)

Under the direction and supervision of the Chief, Telecommunications Management Division, the Chief, Systems Development and Technology Branch shall:

a. Conduct studies and initiate planning of advanced technology programs applicable to the Coast Guard Communication System.

b. Maintain the Telecommunications Management Division's Technical Publications Library including ITU, CCIR, CCITT, CIRM, RTCM, FCC, Coast Guard, DOD, NTIS publications, documents and reports.

c. Maintain liaison with appropriate components of the Office of Engineering and the Office of Research and Development for special technology projects.

d. Provide technical assistance for Electromagnetic Compatibility Analyses.

e. Provide principal representation for the Division on RTCM special committees as directed by Chief, Telecommunications Management Division.

f. Serve as technical assistant to the Chief, Telecommunications Management Division on matters relating to the Intergovernmental Maritime Consultative Organization's Sub-committee on Radiocommunications and Panel of Experts on Maritime Satellites. Act as recording secretary, provide clerical assistance and filing space for IMCO documents.

g. Provide technical assistance on matters relating to the work of the Interdepartmental Radio Advisory Committee.

h. Maintain expertise and provide technical advice on International Radio Regulations, FCC Rules and OTP Regulations and Procedures.

TELECOMMUNICATIONS SECURITY BRANCH
(G-OTM-4)

Under the direction and supervision of the Chief, Telecommunications Management Division, the Chief, Telecommunications Security Branch Shall:

a. Coordinate the Coast Guard communication security program including the development of communication security requirements and plans.

b. Maintain liaison with Commander, Naval Security Group, in support of the Coast Guard Communications Security Material and cryptologic equipment requirements and with the communication security activities of DOT, DOD agencies, NSA and other agencies as required.

c. Coordinate the allowances, procurement and distribution of CMS material and COMTAC publications within in the Coast Guard and maintain the CMS account and COMTAC library for the Commandant including officer courier services as may be required.

d. Act as Communications Security Officer for Coast Guard Headquarters and maintain the Coast Guard COSMIC Sub-Registry and Control Center for TOP SECRET, NATO, SEATO and CENTO material.

e. Review communication security violations and investigative reports and coordinate action required.

f. Provide for classified material control within the Telecommunications Management Division.

MANAGEMENT INFORMATION SYSTEMS BRANCH
(G-RA-1)

Under the direction and supervision of the Chief, Reserve Administration Division, the Chief, Management Information Systems Branch, shall:

a. Coordinate the participation of the Office of Reserve in the development of all personnel management information systems.

b. Maintain the Reserve Personnel Management Information Systems. (RPMIS). Control all input data to RPMIS (JUMPS) and associated files. Train and assist users in submitting and obtaining data from RPMIS and associated files.

c. Coordinate modification of the Reserve Master Personnel File system, as required.

d. Prepare letters to reservists who have completed eligibility for retirement.

e. Review all applications for retired identification cards.

f. Credit pay and retirement points. Issue corrected retirement point statements and full computation statements. Distribute all annual point count statements.

RECORDS CONTROL BRANCH
(G-RA-2)

Under the direction and supervision of the Chief, Reserve Administration Division, the Chief, Records Control Branch shall:

a. Maintain all service records of Reservists serving on inactive duty.

b. Coordinate and maintain a records disposal program for the Reserve Administration Division.

c. Prepare certain indispensable operating records for shipment to relocation centers.

d. Prepare certain service records for shipment to military Personnel Records Center.

e. Furnish information and selected statistics on officer and enlisted personnel as required by official and private inquiries in accordance with regulations.

f. Prepare correspondence relating to the functions of the Branch.

g. Review all service records for completeness and accuracy.

h. Review Reserve officer fitness reports.

i. Act as service record liaison officer for Office of Reserve.

j. Coordinate mail for Reserve Administration Division.

STATUS/REVIEW BRANCH
(G-RA-3)

Under the direction and supervision of the Chief, Reserve Administration Division, the Chief, Status/Review Branch shall:

a. Prepare congressional correspondence relating to Reserve personnel.

b. Review, interpret, seek appropriate opinions, and prepare directives about laws, Executive Orders, and decisions of Federal agencies affecting the Coast Guard Reserve.

c. Review all board action concerning members of the Coast Guard Reserve.

d. Administer programs involving appointments, promotions and continuation of all officers in the Coast Guard Reserve on inactive duty.

e. Prepare correspondence about the calling to active duty of enlisted Reservists whose participation in the Inactive Duty Program has been certified as unsatisfactory.

f. Review all medical examinations of Reservists serving on active duty and follow up claims resulting from injury or disease incurred. Monitor status of Reservists under a Notice of Eligibility for Disability Benefits.

g. Administer the Survivor Benefit Plan for the Coast Guard Reserve.

h. Certify those Reservists eligible for the Armed Forces Reserve Medal who are not so certified by the district commanders.

i. Maintain Headquarters liaison for matters pertaining to officer uniform maintenance allowances.

j. Act as classified material control officer, supply officer, and civilian personnel liaison officer for the Division.

RESERVE PROGRAMS DIVISION
(G-RP)

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

a. As Office of Reserve program element coordinator, develop goals and objectives, and coordinate the input and output of the PPB System for the Reserve Program.

b. Initiate special studies and develop long-range plans to meet the Reserve personnel mobilization needs.

c. Prepare Program Proposals and Resource Change Proposals in consonance with long-range plans.

d. Submit budget estimates based on the Program Proposal and personnel and other statistics maintained by the division.

e. Prepare the Operating Stage of the Budget, the Financial Plan, and administer and control the allotted funds.

f. Establish numeric requirements and qualifications criteria for Reserve personnel procurement. Coordinate Reserve personnel procurement with the Recruiting Division of the Office of Personnel.

g. Formulate and administer organizational and attendance standards for Reserve units and members.

h. Administer the Reserve mobilization assignment system.

i. Maintain, through the Chief, Office of Reserve, liaison with: the Department of Defense, other Reserve components, the Selective Service System, and other government and civilian organizations as required.

ORGANIZATION OF AREA OFFICES

a. **Summary of Functions.** The Area Commander serves as the intermediate echelon of command between the Commandant and intra-Area district commanders, with responsibilities for:

(1) continuing operational control over inter-district law enforcement patrols, polar icebreakers, long-range aircraft on inter-district missions, the area communications system, National Strike Force Teams, the AMVER system and marine science activities, and other units specifically assigned to area operational control;

(2) redeploying temporarily – and coordinating or controlling – personnel and facilities within the Area to meet emergent or contingent operational situations (involving any operational mission, but primarily search and rescue, law enforcement on the high seas, environmental protection);

(3) directing a comprehensive inspection program within Area boundaries (covering HQ units and district offices as well as district operational units); and

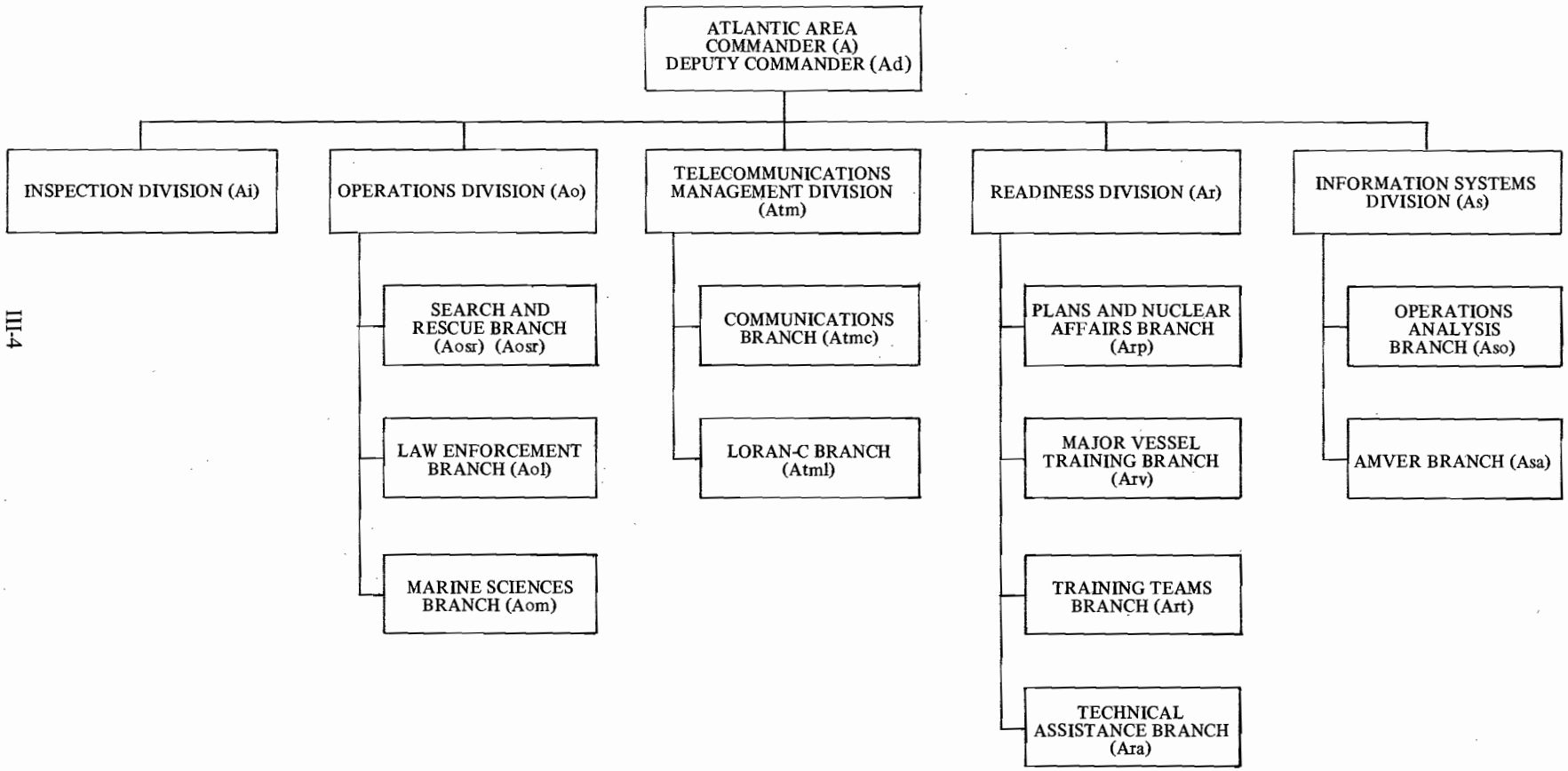
(4) providing support for the preceding functions in the form of planning, training, evaluation and improvement.

b. **Organization & Scope of Responsibility.** The Area Commander has substantial latitude and flexibility in judgment and decision in matters concerning the efficiency, readiness, and operational control of designated units for both peacetime operations, and operations as a part of the Navy in time of war or national emergency. The organization and functions of the two area commands shown on the pages that follow differ in some respects due to variations in workload and functions. There are two Coast Guard Areas, each under the command of an Area Commander. The Atlantic Area, with the office of the Commander, Atlantic Area located in New York, comprises the land, inland waters and ocean areas of the First, Second, Third, Fifth, Seventh, Eighth and Ninth Coast Guard Districts. The Pacific Area, with the office of the Commander, Pacific Area located in San Francisco, comprises the land, inland waters and ocean areas of the Eleventh, Twelfth, Thirteenth, Fourteenth and Seventeenth Coast Guard Districts. The Commander, Third Coast Guard District serves collaterally as Commander, Atlantic Area and the Commander, Twelfth Coast Guard District serves collaterally as Commander, Pacific Area.

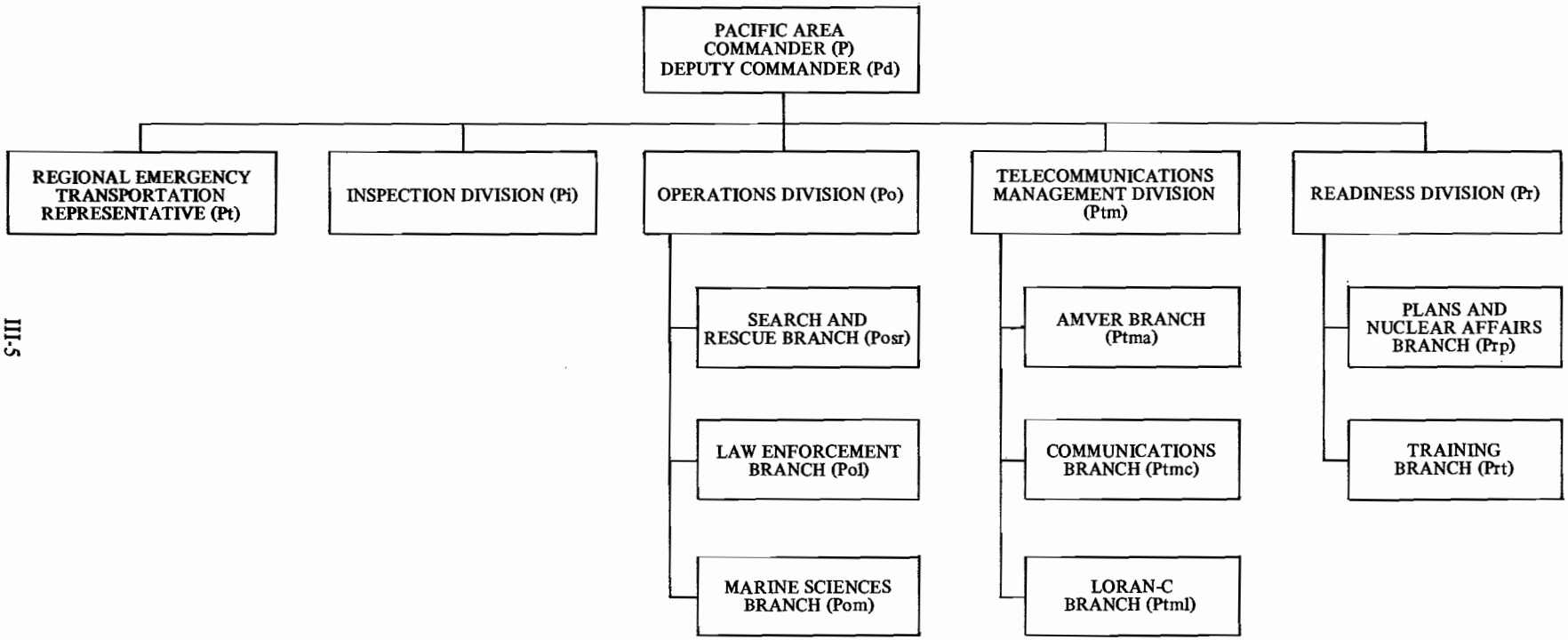
c. **Relationship of Area and District Commanders.** The district commander is the direct representative of the Commandant and has full authority and responsibility for assigned functions within his district. The area commander, on the other hand, is responsible for planning and exercising control of individual operations and missions which involve more than one district, or for an operation involving a single district which requires augmented forces due to magnitude or urgency. This concerns operational matters within the fields of search and rescue, pollution prevention and control, enforcement of laws and treaties, major oceanographic and icebreaking efforts, as well as readiness and mobilization planning and operational evaluation. The area commander also directs the inspection program within his area for the Commandant, including the conduct of inspections of district offices and Headquarters Units. The logistics support for units under the operational control of the Area shall normally be provided by the respective districts. However, the Area Commander ensures the provision of urgent or emergency logistics as required to support operational forces, utilizing whatever forces are available and required within his area of responsibility. His administrative efforts are devoted primarily to the furtherance of Coast Guard operational objectives and the evaluation and study of operational matters for the improvement of the Coast Guard. To this end he may require operational studies or recommendations from the individual districts concerning specific cases.

The Area Commander provides continuing operational coordination between the districts comprising the area, and is the direct representative of the Commandant in matters involving planning and liaison with appropriate heads of other services within the area.

DEPARTMENT OF TRANSPORTATION
U.S. COAST GUARD
ATLANTIC AREA OFFICE ORGANIZATION
JULY 1977



DEPARTMENT OF TRANSPORTATION
U.S. COAST GUARD
PACIFIC AREA OFFICE ORGANIZATION
JULY 1977



THE AREA COMMANDER
(both areas)

The Area Commander, as the agent and representative of the Commandant, is responsible for the administration and general direction of area units under his command. Under the general direction of the Commandant, the Area Commander shall:

1. Develop and maintain search and rescue plans for the Area, and establish a continuing and effective liaison with counterparts in other Services for the purpose of negotiating search and rescue agreements affecting districts within the Area or the Area as a whole. Keep the Commandant advised concerning search and rescue requirements within the Area and the most effective deployment and utilization of Coast Guard facilities for this purpose.

2. When it is determined that an assistance case is of such magnitude as to require participation by more than one district in an Area, coordinate and control overall operations, utilizing the facilities and personnel of any district he so designates within the jurisdiction. Such cases include major disasters at sea or on land (floods, fires, hurricanes, explosions, etc.), or distress cases occurring at or near district boundaries where responsibilities are not clearly defined and coordination is required to insure that the forces of either or both of the adjacent districts are employed in an effective and expeditious manner.

3. Schedule and direct training for units in the area (including joint exercises with the Navy), and maintain liaison with other military commands relative to operational training.

*4. <u>Direct the Ocean Station Hotel program in close coordination with District Commanders concerned, scheduling vessels for ocean station duty and directing their operations while engaged in such duty.</u>

5. Coordinate and/or control the Enforcement of Laws and Treaties Program.

*6. Exercise control of major icebreaker operations in the ocean areas. <u>The Commander, Coast Guard Atlantic Area also directs the International Ice Patrol.</u>

7. Develop and maintain current mobilization plans.

8. Establish and maintain liaison with the maritime industry, commercial aviation, and others concerned with Coast Guard activities.

9. Direct the Automated Mutual-assistance VEssel Rescue system (AMVER) in the Area.

10. Coordinate the marine sciences activities of Area Units.

11. Direct and supervise an Area-wide Inspection Program.

*Underlined portions apply to Atlantic Area only.

DEPUTY AREA COMMANDER
(both areas)

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

1. Assist the Area Commander in the general administration and direction of Area activities.

2. Supervise and coordinate the activities of the various chiefs of divisions and advise these officers generally relative to the policies and programs of the Area Commander.

3. Supervise the preparation and execution of operating plans and programs for carrying out the functions of the Service in the Area.

4. Analyze and review proposals and problems for the Area Commander; prepare and issue orders, instructions, and directives affecting the conduct of Area affairs; interpret rules, regulations and other directives for area personnel as may be necessary; review such incoming and outgoing correspondence as may be specified by the Area Commander.

5. Act as Area Commander under authority and as provided for in Article 5-2-3, Coast Guard Regulations (CG-300).

OPERATIONS DIVISION
(Ao) (Po)

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

1. Plan, coordinate and supervise all non-exercise Area operational matters including current and future operations.

2. Coordinate and control operational matters requiring a high degree of cooperation between districts or the employment of units assigned to two or more districts with the Area.

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

4. Maintain liaison with government and civilian agencies in support of the above responsibilities.

5. Supervise the preparation and maintenance of current Operations Plans.

SEARCH AND RESCUE BRANCH
(Aosr) (Posr)

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

1. Coordinate and supervise Area Search and Rescue facilities to provide for effective search and rescue.

2. Supervise the Joint-Area-District Rescue Coordination Center for Area matters.

3. Represent the Regional SAR Coordinator in the detailed execution of his duties.

4. Coordinate scheduling of WHECs for all missions.

5. Maintain SAR Annex of Area Operation Plan.

6. Review and maintain current SAR agreements.

7. Coordinate use of long-range aircraft.

8. Review, edit, and correct all assistance reports submitted with Area case numbers.

LAW ENFORCEMENT BRANCH
(Aol) (Pol)

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

1. Schedule cutters for offshore fisheries law enforcement patrols.

2. Control offshore fisheries law enforcement activities, when required.

3. Furnish data in support of litigation.

MARINE SCIENCES BRANCH
(Aom) (Pom)

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

1. Coordinate the overall oceanographic activities of units within the Area.

2. Coordinate the participation in other scientific projects by units within the Area.

3. Provide oceanographic technical advice and assistance to vessels equipped with Coast Guard owned oceanographic gear.

4. Exercise operational control over polar icebreaker operations, when such control is not assigned to another command (i.e., CTF-43).

5. Coordinate Coast Guard operational support of federal ocean data buoys.

*6. Exercise cognizance over, coordinate, and direct International Ice Patrol.

*7. Study ice and current conditions in the North Atlantic Ocean. Plan and direct the Ice Patrol Scientific Program in coordination with other Coast Guard components with marine science responsibilities.

8. Study means for improving methods and facilities for the collection and dissemination of ice information.

9. Coordinate the overall marine environmental protection activities under Area cognizance.

10. Exercise cognizance over, supervise, coordinate, plan and direct the activities of the Area Strike Teams including training, preparedness and development of specialized pollution removal equipment and techniques.

11. Coordinate response to pollution incidents to insure full compliance with the National Contingency Plan.

12. Plan for response to pollution incidents including the deployment of specialized equipment and use of effective removal techniques and methodology, with full participation in Regional Contingency Plan development.

13. Train Coast Guard personnel and, as requested, personnel of other agencies to prepare them to engage effectively in pollution response activities.

14. Establish and maintain liaison with government, industry and public authorities to facilitate effective response.

15. Maintain the Marine Science Annex of the Area Operation Plan.

*Underlined portion applies to Atlantic Area only.

TELECOMMUNICATIONS MANAGEMENT DIVISION
(Atm) (Ptm)

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

1. Plan, coordinate and supervise the overall inter-district system control aspects of communications and Loran–C operations within the Area.

2. Administer the AMVER system within the Area.

3. Maintain liaison with Government and civilian agencies and international authorities in support of the above responsibilities.

4. Be responsible for the maintenance of the Telecommunication and Movement Annexes of the Area Operation Plan.

AUTOMATED MUTUAL ASSISTANCE VESSEL RESCUE (AMVER) BRANCH
(Ptma)

Under the direction and supervision of the Chief, Telecommunications Management Division, the Chief, Automated Mutual Assistance Vessel Rescue Branch shall:

1. Provide effective liaison with the AMVER Center in New York.

2. Administer the AMVER System in the Pacific Area, including technical and operational coordination with governments within the physical boundaries of Coast Guard Pacific Area.

3. Provide Commander Atlantic Area with material for the AMVER Bulletin and advice on changes to AMVER instructions.

4. Conduct AMVER publicity and public relations programs as appropriate.

5. Promote the long-range goals of the AMVER program.

COMMUNICATIONS BRANCH
(Atmc) (Ptmc)

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

1. Coordinate and supervise overall Coast Guard communications within the Area to provide reliable, secure and rapid communications necessary to meet mission requirements.

2. Exercise systems control over the Area Communications System including Communication Stations and Radio Stations supporting Area missions, interdistrict landlines, and Transportable Communication Centrals (TCC).

3. Maintain liaison with appropriate government and industry representatives in order to develop and improve Coast Guard communication services to the public.

4. Prepare communication studies of major SAR incidents as appropriate in order to assess and improve Coast Guard capabilities and techniques.

5. Advise and assist District Communication Officers in resolving District and interdistrict communications problems.

6. Make recommendations to the Commandant concerning redistribution of communication resources within the Area in order to insure maximum effective utilization of existing resources.

7. Prepare and submit to the Commandant for approval areawide long-range communication plans which will form the basis for budget requests in the Command and Control Program.

8. Exercise a coordination role with regard to Marine Information Broadcasts, MEDICO processing, and communications supporting district missions which require liaison to prevent interference or insure a uniform quality of service.

9. Conduct the communications inspection program of District Offices, Headquarters units (and ACTEUR by LANTAREA) and communications stations within the Area.

10. Supervise and direct the activities of the Area Staff Classified Material Control Officer.

11. Maintain the Communications and Movement Annexes of the Area Operation Plan.

LORAN-C BRANCH
(Atml) (Ptml)

Under the direction and supervision of the Chief, Telecommunications Management Division, the Chief, Loran-C Branch shall:

1. Coordinate the interdistrict and international aspects of Loran-C systems operations and technical support.

READINESS DIVISION
(both areas)

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

1. Direct, supervise, and coordinate the activities of branch chiefs in connection with their assigned functions and assure the efficient performance of duty by these officers.

2. Be responsible for effecting a training program designed to enhance the operational efficiency and readiness of components and units within the Area.

3. Be responsible for the development of suitable plans in support of the emergency and wartime functions and tasks of the Area Commander. Insure familiarization with plans of commands within the Area by initiating and conducting periodic Area Readiness exercises, and by other appropriate means.

4. Keep informed of developments in nuclear affairs for potential effect on Area plans, policies and procedures.

5. Maintain liaison with military and civil agencies for coordination and cooperation in fields of mutual interest or concern.

6. Provide technical services to assist units in selected fields in maintaining optimum material condition of installed systems.

PLANS AND NUCLEAR AFFAIRS BRANCH
(both areas)

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

1. Develop, in conjunction with cognizant staff members, and keep current Area mobilization, mobilization logistics, disaster preparedness and other emergency plans as required in support of Coast Guard and appropriate Naval plans.

2. Maintain files of mobilization plans, joint defense plans, war plans, and other similar plans originated by other commands and documents concerning the employment of forces within the Area in time of war or emergency.

3. Recommend appropriate commands revisions as necessary and initiate other actions with respect to the maintenance and correctness of joint defense plans, war plans and similar emergency and contingency plans and documents which concern employment of forces within the Area.

4. Review for content and ensure that Coast Guard district mobilization logistics, disaster preparedness and other emergency plans are maintained current.

5. Advise staff and subordinate units concerning nuclear matters including training in preparation for nuclear incident.

6. Act as Disaster Control Officer.

TRAINING BRANCH
(Pacific Area only)

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

1. Provide for training of all cutters and selected shore stations by:

   a. Maintaining liaison with Navy Fleet Training Command and scheduling ships for refresher training.

   b. Directing the operation of Ship Training Detachments Three and Five.

   c. Scheduling high endurance cutters for participation in Navy exercises and for submarine services.

   d. Developing a Coast Guard multi-unit exercise program, including UNREP drills.

   e. Coordinating NBC training of Area units.

2. Develop and promulgate operational, training and material standards for ASW and ESM systems and personnel. Provide technical assistance to District staffs and appropriately equipped vessels.

3. Maintain liaison with Navy and other Coast Guard commands relating to ASW, ESM, and ordnance technical matters.

4. Review reports of training. Submit required training reports to the Commandant. Make recommendations concerning changes to COMPACAREA Training Programs to improve operational efficiency.

5. Maintain the Operational Readiness Annex (E) of the Area OPLAN.

PLANNING OFFICER
(dpl)

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

1. Review, coordinate and assist in the development of district input to the Coast Guard Planning, Programming, and Budgeting System, including:

   a. Planning factors and criteria.

   b. Long range objectives, plans and programs.

   c. Planning proposals and development plans.

   d. AC&I Project Proposals and Environmental Impact Statements.

   e. Resource utilization.

2. Review, coordinate and participate in development of district relationships with Federal agencies, State and local Governments and private organizations relative to mutual interest in other party's plans or programs, including; but not limited to:

   a. Advancement of the Coast Guard's interest through evaluation of State plans and participation in implementation of State programs for coastal zone management.

   b. Advancement of the Department's interest in waterway, port, harbor and other water resource project and planning activities.

3. Review, coordinate and participate in studies and analyses which affect the management of the district.

*DIRECTOR OF THE AUXILIARY
(dca)

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

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

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

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

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

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

6. Administer the Auxiliary Courtesy Motorboat Examination and Public Education Programs in the district.

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

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

*In districts not having a Boating Safety Division.

READINESS BRANCH
(or)

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

1. Be responsible for the operational readiness of all units in the district.

2. Administer the program for maintaining and improving operational readiness so as to ensure the maximum effectiveness of all units in the district. Adhere to such technical guidance as shall be furnished by the area staff in line with established Commandant's policies.

3. Ensure thorough understanding of current operational doctrine and compliance with established operating standards by all units in the district through a program of frequent inspections and/or visits which shall be closely coordinated with all district staff elements, especially inspection staffs.

4. Provide for utilization of all training facilities available, including those of the Navy and other services; and make necessary scheduling and other arrangements. Periodically observe units during actual training operations in order to have current knowledge of relative readiness of the various units for required operational tasks.

5. Be cognizant of current operational problems in order to initiate recommendations for changes in procedures, equipment, allowances, or training. Plan for operational testing and evaluation of equipment and techniques designed to improve operating efficiency of units as directed.

6. Establish district requirements and provide for procurement, distribution, and utilization of ordnance, small arms, and NBC warfare equipment and associated material.

7. Develop, in conjunction with cognizant staff members, and keep current district readiness and operations plans as required in support of Coast Guard and Navy Plans. Disseminate readiness planning information to district units and require preparation of supporting plans when necessary.

8. Recommend revisions when necessary and initiate other appropriate actions with respect to joint defense plans, emergency operating plans, mutual agreements and other similar plans and documents which concern employment of district forces.

9. Maintain a file of all readiness plans, logistic plans, joint defense plans, emergency operating plans, mutual agreements, operational training publications, and other similar plans and documents concerning the operational readiness and employment of district forces for contingency, national emergency or general war operations.

10. Maintain liaison with appropriate planning groups of the Navy, and other government agencies, civil and military, concerned in Coast Guard readiness planning.

SEARCH AND RESCUE BRANCH
(osr)

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

1. Administer the program for the operation of floating units, aeronautical units and shore units (except those under the cognizance of the Aids to Navigation Branch), and supervise their activities.

2. Initiate or review proposals for the reduction, expansion, and modification of district operating facilities; be cognizant of operational requirements of the several areas comprising the district with a view to recommending changes in assigned facilities; and insure, insofar as practicable, adequate distribution of operating facilities to effect maximum coverage commensurate with available personnel and facilities.

3. Act as senior controller of the District Operations Center (including the Rescue Coordination Center) and as liaison officer for search and rescue activities, assisting the Chief, Operations Division in the coordination of civil and military facilities for search and rescue operations, as directed by that officer.

4. Exercise general supervision over the operation of small boats and vehicles assigned to district units and direct supervision over those assigned to the district office.

5. Provide aerological services when specified.

6. Prepare preliminary budget estimates, make recommendations as to fund allocations or suballotments, and administer funds allocated to the Branch, as prescribed in current directives.

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DEPARTMENT OF TRANSPORTATION
UNITED STATES COAST GUARD

MAILING ADDRESS:
U.S. COAST GUARD (G-CMA/83)
WASHINGTON, D.C. 20590
PHONE: 202-426-2373

29 MAR 1977

COAST GUARD ORGANIZATION MANUAL

CG-229

AMENDMENT No. 7

1. Purpose. This amendment publishes a change to the Coast Guard Organization Manual.

2. Action.

Remove Pages	Insert Pages
i thru ix	i thru ix
I-3, thru I-5	I-3 thru I-5
II-1 thru II-5	II-1 thru II-5
II-23, II-24	II-23, II-24
II-30A thru II-34	II-30A thru II-34
II-39 thru II-42	II-39 thru II-41
II-91, II-92	II-91, II-92
II-97, II-98	II-96B thru II-98
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R. H. SOARBOROUGH
Chief of Staff

Dist: (SDL No. 104)

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c. When operating under the Navy Department, the Coast Guard has status as a Service. The Commandant, as the senior officer of the Service, reports to the Secretary of the Navy and the Chief of Naval Operations in a manner prescribed by the Navy in war-time directives.

5. PATTERN OF COAST GUARD ORGANIZATION

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

b. **The Area Commanders**, assisted by their staffs, provide direction, support and coordination of specified operational and support functions which involve the activities of more than one District.

c. **The District Commanders**, assisted by their staffs, provide regional direction, support and coordination for functions performed by subordinate units assigned.

d. **Activities, Section and Group Commanders**, assisted by their staffs, provide direction, support and coordination for functions performed by subordinate units assigned.

e. **Field Units** execute and support the missions, programs and functions assigned to the Coast Guard.

f. **Headquarters Units** provide support services for the Coast Guard as a whole, and are under the immediate direction of the Commandant, assisted by his Headquarters staff.

6. CHANGES TO COAST GUARD ORGANIZATION

a. **Headquarters Organization.** Prior approval is required for permanent or trial changes in the Headquarters organization, including establishment, abolishment or consolidation of organizational elements or transfer of function(s) from one organizational element to another.

b. **Field Organization.** Prior approval is required for permanent or trial changes in the field organization as specified in this manual. Field commands may publish their own organization manuals consistent with the guidance contained in this manual.

c. **Organizational Proposals.** Organizational change proposals shall be submitted to Commandant (G-CCS) and shall include, as a minimum, the following information:

(1) A brief description of the proposed change, justification therefor, anticipated benefits/problems, and expected impact on program costs and manpower requirements. The known or predictable impact of the proposed change on other parts of the Headquarters or field structure should also be indicated.

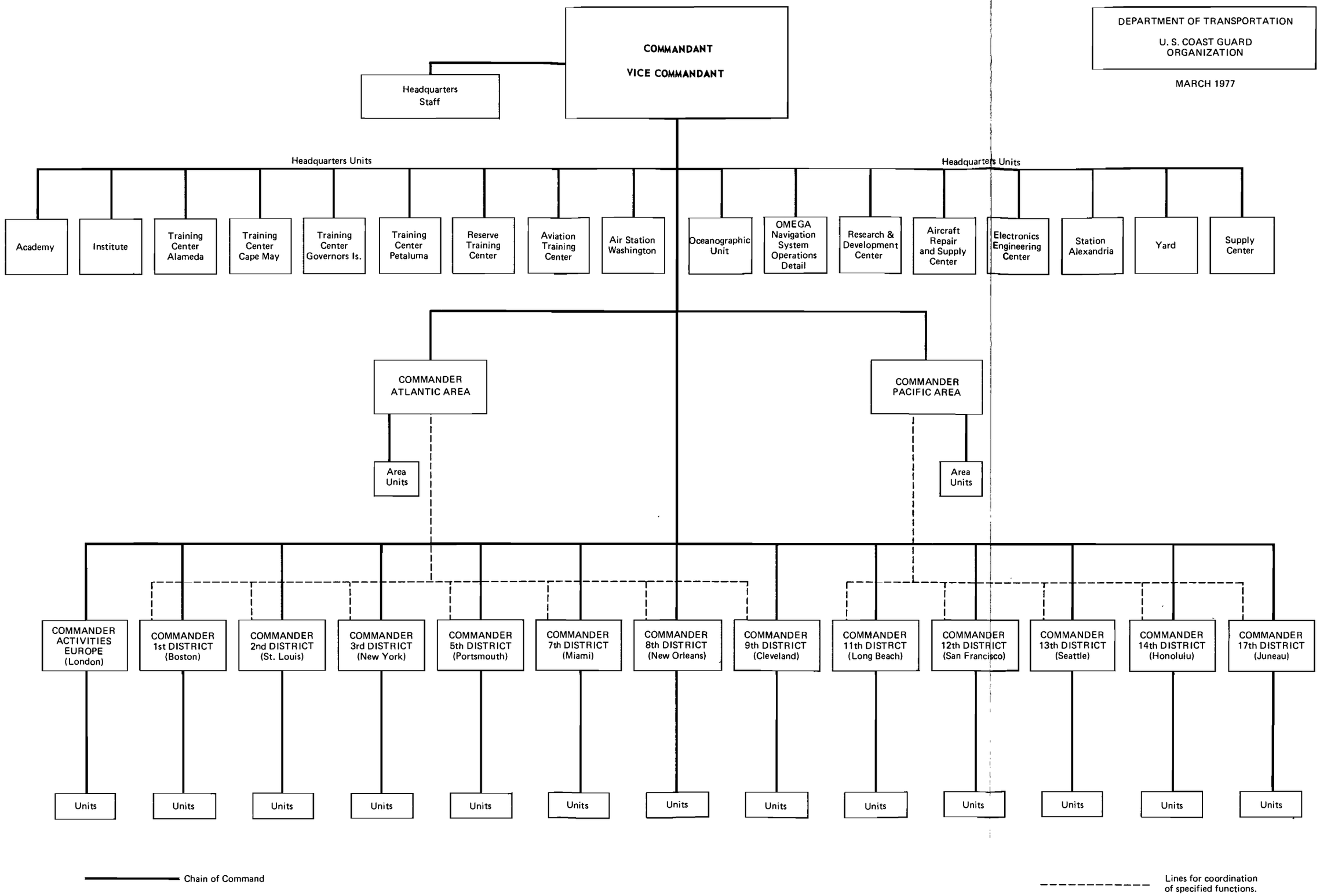
(2) A copy of the existing and proposed organization/staffing charts for each organizational element affected, showing authorized personnel both before and after the proposed change.

(3) Proposed functional statements for each organizational element affected.

(4) An analysis of the effect of the proposal on the Equal Employment Opportunity Program.

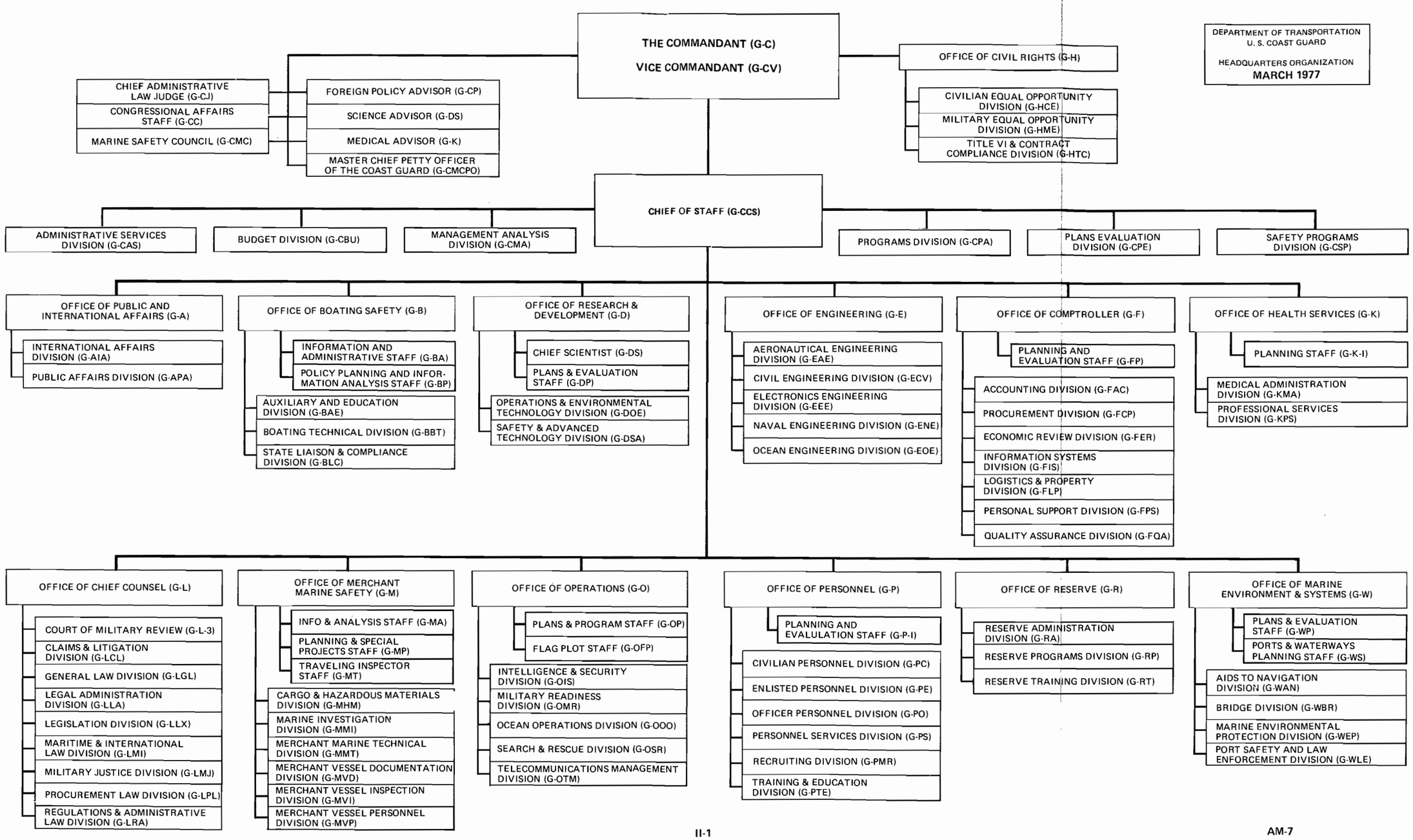
(5) The name of the individual to be contacted for further information.

d. **Consultation on Organizational Changes.** Officials contemplating permanent or trial organizational changes shall consult with Commandant (G-CMA) in the development and planning stages to assure proper coordination and application of organizational principles.


DEPARTMENT OF TRANSPORTATION
U. S. COAST GUARD ORGANIZATION
MARCH 1977
COMMANDANT
VICE COMMANDANT
Headquarters Staff
Headquarters Units
Academy
Institute
Training Center Alameda
Training Center Cape May
Training Center Governors Is.
Training Center Petaluma
Reserve Training Center
Aviation Training Center
Air Station Washington
Oceanographic Unit
OMEGA Navigation System Operations Detail
Research & Development Center
Aircraft Repair and Supply Center
Electronics Engineering Center
Station Alexandria
Yard
Supply Center
COMMANDER ATLANTIC AREA
COMMANDER PACIFIC AREA
Area Units
COMMANDER ACTIVITIES EUROPE (London)
COMMANDER 1st DISTRICT (Boston)
COMMANDER 2nd DISTRICT (St. Louis)
COMMANDER 3rd DISTRICT (New York)
COMMANDER 5th DISTRICT (Portsmouth)
COMMANDER 7th DISTRICT (Miami)
COMMANDER 8th DISTRICT (New Orleans)
COMMANDER 9th DISTRICT (Cleveland)
COMMANDER 11th DISTRCT (Long Beach)
COMMANDER 12th DISTRICT (San Francisco)
COMMANDER 13th DISTRICT (Seattle)
COMMANDER 14th DISTRICT (Honolulu)
COMMANDER 17th DISTRICT (Juneau)
Units
Chain of Command
Lines for coordination of specified functions.

DEPARTMENT OF TRANSPORTATION
U. S. COAST GUARD

HEADQUARTERS ORGANIZATION
MARCH 1977



PART II

ORGANIZATION OF HEADQUARTERS

1. **SUMMARY OF HEADQUARTERS ORGANIZATION.**

a. **The Commandant (G-C)**, as the senior officer of the Service, under the direction of the Secretary of Transportation, has responsibility for administering the Coast Guard in the execution of its assigned missions, programs and functions.

b. **The Vice Commandant (G-CV)** has responsibility for assisting the Commandant in the administration of the Coast Guard and to act as the Commandant in his absence. Staff components under the immediate direction of the Vice Commandant/Commandant are:

(1) **Special Staff Elements:**

Chief Administrative Law Judge (G-CJ)
Chief, Congressional Affairs Staff (G-CC)
Marine Safety Council (G-CMC)
Foreign Policy Advisor (G-CP)
Science Advisor (G-DS)
Medical Advisor (G-K)
Master Chief Petty Officer (G-CMCPO)

(2) **The Chief, Office of Civil Rights (G-H)** has staff responsibility for the full and affirmative implementation of civil rights and equal opportunity precepts throughout the Coast Guard.

c. **The Chief of Staff (G-CCS)** has responsibility for advising and assisting the Commandant and Vice Commandant in the overall administration of the Service including general direction of the following staff components:

(1) **Special Staff Elements:**

Chief, Administrative Services Division (G-CAS)
Chief, Budget Division (G-CBU)
Chief, Management Analysis Division (G-CMA)
Chief, Programs Division (G-CPA)
Chief, Plans Evaluation Division (G-CPE)
Chief, Safety Programs Division (G-CSP)

(2) **The Chief, Office of Public and International Affairs (G-A)** has staff responsibility for the program of central coordination of public and international Coast Guard affairs.

(3) **The Chief, Office of Boating Safety (G-B)** has staff responsibility for a program for boating safety involving the establishment of safety standards for recreational boats, assuring compliance with applicable Federal laws, rules and regulations, administration of Auxiliary operations, and administration of related training programs.

(4) **The Chief, Office of Research and Development (G-D)** has staff responsibility for a program of research, development, testing and evaluation for the Coast Guard aimed at improving or devising new techniques, methods and equipment applicable to the various support and operational areas of the Service.

(5) **The Chief, Office of Engineering (G-E)** has staff responsibility for the logistics of the Service that are of an engineering character including the design, construction, repair, maintenance, outfitting, and alteration of vessels, aircraft, aids to navigation, shore and marine structures, machinery, electronic equipment, utilities, and vehicles.

(6) **The Comptroller (G-F)** has staff responsibility for the logistics of the Service that involve the maintenance of accounts, the management of automated data systems, the disbursement of funds, the audit and examination of accounts, and the management of the supply system including the procurement, storage and distribution of equipment, supplies, and services.

(7) **The Chief, Office of Health Services (G-K)** has staff responsibility for the provision of a comprehensive health program for CG military personnel.

(8) **The Chief Counsel (G-L)** has staff responsibility for providing a comprehensive program of legal services for the Coast Guard, aimed at assuring that the operations of the Service are legally consistent with the requirements of law and the rulings of higher authority.

(9) **The Chief, Office of Merchant Marine Safety (G-M)** has staff responsibility for the program of prevention of marine casualties, including the inspection of merchant vessels to insure compliance with established standards, approval of vessels plans and equipment, and the development and application of standards for merchant marine personnel.

(10) **The Chief, Office of Operations (G-O)** has staff responsibility for a program for providing search and rescue services; the enforcement of maritime law; maintaining a state of military readiness; the conduct of the marine sciences program; and furnishing domestic and polar icebreaking services.

(11) **The Chief, Office of Personnel (G-P)** has staff responsibility for the logistics of the Service that are of a personnel nature, including the procurement, training, assignment, and separation of active duty military and civilian personnel and the provision of morale services.

(12) **The Chief, Office of Reserve (G-R)** has staff responsibility for Reserve logistics of the Service that are of a personnel nature, including the training, assignment and separation of inactive Reserve personnel.

(13) **The Chief, Office of Marine Environment and Systems (G-W)** has staff responsibility for a coordinated Coast Guard environmental program, and for management of a comprehensive ports and waterways system, encompassing port safety and security, aids to navigation and other aspects of marine transportation, excluding vessel safety.

2. ASSIGNMENT OF FUNCTIONS AND RELATED DELEGATIONS OF AUTHORITY.

The functions assigned to the various components of organization in Headquarters are contained in this part (Part II). The assignment of functions to the chief of an organizational component bestows upon that individual the authority necessary to enable him to conduct such functions, subject to restrictions and controls imposed by superiors.

3. FUNCTIONS COMMON TO ALL ORGANIZATIONAL ELEMENTS.

Certain common functions are the responsibility of the heads of all organizational elements. To reduce duplication, these common functions are listed below:

a. Monitoring and evaluating internal management processes and taking steps to remedy problems associated with organizational and functional alignment, work procedures, manpower utilization, grade/rank structure and delegations of authority.

b. Indoctrinating, supervising, coordinating and disciplining subordinate personnel. (Discipline shall include all legitimate and constructive action which promotes morale and efficiency among employees.)

c. Coordinating assigned functions with the functions of other organizational elements.

d. Taking action on communications.

e. Maintaining adequate records.

f. Preparing and/or processing special and routine reports.

g. Developing directives and instructions.

h. Maintaining liaison with other Federal agencies and outside organizations.

i. Discharging responsibilities prescribed by Coast Guard Regulations and by other orders and directives issued by higher authority.

j. Carrying out studies, planning and evaluation and budget development relative to improvement of current operations and implementation of plans as approved by competent authority.

HEADQUARTERS EQUAL EMPLOYMENT OPPORTUNITY OFFICER (G-CCS-1)

Under the direction of the Chief of Staff, the Headquarters Equal Employment Opportunity Officer shall:

a. Plan, implement, and evaluate a program to assure equal employment opportunity for all civilian personnel at Headquarters.

b. Manage the Equal Employment Opportunity Counseling Program at Headquarters, including:

(1) Recommending individuals for appointment as counselors.

(2) Arranging for necessary training for personnel appointed as counselors.

(3) Providing advice, guidance, and direction to counselors.

(4) Evaluating the effectiveness of the counseling program and making recommendations for improvement.

c. Review proposed changes in Headquarters policies and procedures to determine their impact on equal opportunity, and advise the Chief of Staff of any adverse effects of such changes.

d. Advise and consult with the Chief of Staff and key officials and supervisors at Headquarters concerning the full range of equal opportunity matters, with particular emphasis on furthering the equal opportunity effort by resolving or forestalling complaints of discrimination.

ADMINISTRATIVE SERVICES DIVISION
(G-CAS)

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

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

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

   b. Administer funds for operational and administrative support of Coast Guard Headquarters.

   c. Administer civilian personnel matters for Headquarters, and Headquarters Units located in the Washington metropolitan area.

   d. Coordinate Headquarters maintenance, safety and internal security matters with OST.

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

   f. Administer the Housing Administration and Liaison Office for the Washington Metropolitan Area including the Headquarters leased housing program.

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

   h. Coordinate Headquarters mail services with OST.

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

   j. Administer the Headquarters Records Management Program.

   k. Act as Director, Headquarters Welfare District, Coast Guard Welfare.

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

   m. Administer the Headquarters blood donor program.

   n. Ensure that CG policy for telephone equipment (including facsimile machines) procurement and use is implemented at CGHQ. Coordinate with OST all telephone service requirements for Headquarters and all Washington area Coast Guard units.

EXECUTION AND ANALYSIS BRANCH
(G-CBU-2)

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

a. Advise the division chief in matters related to budget execution, including the status of financial plans, review and evaluation of accomplishments.

b. Prepare operating stage budget and modifications based upon final Congressional action on Coast Guard appropriations.

c. Coordinate the execution of budgets through direct liaison with allotment, operating guide, and project administrators at Headquarters, and with administrative allotment units.

d. Prepare financial plans and apportionment schedules.

e. Consolidate planned obligation programs, evaluate execution of the financial plans, conduct variance analyses, initiate program modifications and/or prepare evaluation reports on the progress of the execution of each allotment/project as required.

f. Conduct analyses of all phases of budget execution.

g. Recommend reprogramming actions to division chief in order to meet unprogrammed requirements.

h. Conduct or coordinate the review of pending legislation to determine long range budget projections.

i. Administer OG-40, Chief of Staff Contingency Fund and other funds not specifically allocated to other components of organization. Prepare non-pay resource change proposals, including non-pay COL RCPs.

j. Publish the Manual of Budgetary Administration.

MANAGEMENT ANALYSIS DIVISION
(G-CMA)

1. **Mission.** To provide a wide range of administrative and management advisory services and assistance for the Headquarters and field organization.

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

   a. Act as Headquarters focal point for the Coast Guard Inspection System.

   b. Conduct special staff studies and comprehensive management surveys embracing any organizational component of the Coast Guard.

   c. Develop, promulgate and monitor implementation of Coast Guard organizational policy, principles and patterns and delegations of authority.

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

   e. Administer the Coast Guard Directives Management System and Printing and Duplicating Program.

   f. Develop Service-wide Filing Systems.

   g. Administer the Coast Guard Records Management, Forms Management, Reports Management and Correspondence Management Programs.

   h. Administer the Privacy Act of 1974 and act as Privacy Act Officer of the Service.

   i. Administer the military and civilian Beneficial Suggestion Program.

   j. Administer mail and postal matters.

   k. Implement Service-wide policy relative to interservice support agreements, Federal Executive Boards, DOT Field Coordinating Groups and Federal Executive Associations.

   l. Act as Headquarters focal point relative to externally conducted audits of Coast Guard activities.

INSPECTION LIAISON OFFICER
(G-CMA-1)

Under the general direction and supervision of the Chief, Management Analysis Division, the Inspection Liaison Officer shall:

a. Develop general inspection policies for the Commandant as the basis for the area-administered inspection system.

b. Serve as coordinator and liaison between area inspection officers and cognizant HQ program officials on inspection matters.

c. Arrange for HQ representation on area-directed inspections of district offices and HQ units, as requested by area commanders.

d. Monitor development and maintenance of service-wide standard inspection check lists.

e. Receive inspection reports from area commanders requiring action by Headquarters. Coordinate review and analysis of such reports and follow up to assure appropriate evaluation and action as necessary by cognizant program officers.

f. Based on liaison with the areas, inspection results as provided in area reports and summaries, and contact with HQ program officials, evaluate the general effectiveness of the Coast Guard inspection system within the policies and parameters established by the Commandant. Advise superiors as to progress and the need for changes.

MANAGEMENT AND ORGANIZATION BRANCH
(G-CMA-2)

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

a. Conduct and/or coordinate management studies involving Headquarters and the field. This includes review, analysis, and improvement of organization, command relationships, delegations of authority and general administrative management practices.

b. Evaluate planning proposals in terms of organizational implications and impact.

c. Review legislative proposals as they relate to Coast Guard organization and functions.

d. Develop Coast Guard position with respect to management proposals and inquiries (organizational changes and delegations of authority) from the Office of the Secretary of Transportation and other federal agencies.

e. Conduct reviews of management functions in Coast Guard districts and Headquarters units.

f. Provide consultant services to Coast Guard officials and their staffs on a variety of general management matters.

g. Develop directives which prescribe organizational policy, principles and patterns, and delegations of authority policy.

DIRECTIVES, PUBLICATIONS, AND PRINTING BRANCH
(G-CMA-3)

Under the direction and supervision of the Chief, Management Analysis Division, the Chief, Directives, Publications and Printing Branch shall:

a. Develop and administer the Coast Guard directives management system.

b. Develop and administer the service-wide printing and duplicating program.

c. Handle printing and distribution matters for CG Headquarters.

PAPERWORK MANAGEMENT BRANCH
(G-CMA-4)

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

a. Develop service-wide Filing Systems and procedures and maintain the numerical subject classification system.

b. Develop and administer the Coast Guard Records Management Program, including establishment of systems and standards for effective service-wide control over creation, use, maintenance and disposal of records.

c. Develop and administer the Coast Guard Forms and Reports Management Programs.

d. Develop and administer the Coast Guard Correspondence Management Program, developing and establishing standards, procedures and techniques for improvement of correspondence practices.

e. Develop service-wide policy relative to use of word processing equipment.

f. Administer the Privacy Act of 1974.

MANAGEMENT SERVICES BRANCH
(G-CMA-5)

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

a. Develop and administer the Military and Civilian Suggestion Program.

b. Conduct research for and prepare periodic and special reports as required for submission to the Secretary of Transportation, the White House, Congressional bodies, and other Federal agencies. Included in this category are the Weekly Highlights and Action Book Reports for the Secretary and bi-weekly Secretarial Staff/Briefing Agenda items, Executive Retreats, etc.

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

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

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

f. Serve as the point of contact and coordinator for all evaluations and audits levied on the Coast Guard by external entities such as OST, GAO, OMB, GSA, etc.

PLANS EVALUATION DIVISION
(G-CPE)

1. **Mission.** To Initiate, review, coordinate, and evaluate Coast Guard long range plans.

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

   a. Coordinate program planning beyond the budget year plus one, encompassing:

      (1) Evaluation of programs and new initiatives.

      (2) Evaluation of long range objectives.

      (3) Evaluation of policies.

      (4) Evaluation of cost-effectiveness and cost-benefit measures.

   b. Develop and update the CG Long Range View annually.

   c. Develop Spring Preview annually, highlighting major issues for future budgets.

   d. Coordinate, monitor and evaluate Program Plans and Plan Summaries for consistency and completeness in support of CG objectives.

   e. Initiate, monitor and review the conduct of all major analytical efforts within the Coast Guard designed to examine new programs, major changes in emphasis of existing programs, or methods of accomplishing ongoing programs, including Program Standards.

   f. Coordinate the preparation, review, and updating of the major facility plans and the Headquarters review of Planning Proposals and Development Plans.

   g. Annually prepare statement and background for Legislative Oversight Hearings.

   h. Review AC & I Projects and Resource Change Proposals, as necessary for consistency with long-range plans.

   i. Monitor Program and Support planning beyond BY+1 and provide analytical assistance to Program and Support Managers, as needed.

   j. Maintain the Planning and Programming Manual in conjunction with the Chief, Programs Division.

   k. Make determinations concerning which services provided by the Coast Guard could/should be susceptible to the imposition of user charges.

SAFETY PROGRAMS DIVISION
(G-CSP)

1. **Mission.** To facilitate the accomplishment of the missions of the Coast Guard through conservation of manpower and material resources by the application of loss control management principles; and to provide guidance and direction to those organizations and officers who are responsible for maintaining places and conditions of employment or service for Coast Guard Personnel in a safe and hygienic condition as required by law.

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

   a. Establish and promulgate policies, procedures and standards for those programs required to implement an occupational safety and health program.

   b. Provide for the conduct of evaluations, surveys, and inspections to identify any unsafe and/or unhygienic places or conditions of employment which might exist within the Coast Guard, and consult with and assist those offices which are responsible for correcting such conditions.

   c. Serve as Chairman of the Coast Guard Safety and Occupational Health Committee.

FLIGHT SAFETY PROGRAM STAFF
(G-CSP-1)

Under the general direction and supervision of the Chief, Safety Programs Division, the Chief, Flight Safety Program Staff, shall:

a. Establish and direct a Coast Guard-wide Aviation Safety program to maximize mission accomplishment through accident-free flight operations.

b. Review, evaluate and recommend corrective action on aircraft mishap reports and other flight safety reports.

c. Develop and ensure implementation of all necessary policies, procedures and standards required to attain this goal.

GENERAL SAFETY PROGRAM STAFF
(G-CSP-2)

Under the general direction and supervision of the Chief, Safety Programs Division, the Chief, General Safety Program Staff, shall:

a. Establish and direct a Coast Guard-wide Industrial Safety Program.

b. Establish a program for the identification and application of proper safety standards, workplace inspection and evaluation, and employee training.

c. Develop and ensure implementation of all necessary policies, procedures, and practices to maintain optimum, accident-free Coast Guard industrial activities, and develop programs designed to protect Coast Guard manpower resources from the hazards associated with off-duty activities.

d. Establish and ensure the implementation of procedures to protect the public from being hazarded by Coast Guard activities and to ensure contractor compliance with safety and health specifications of Coast Guard contracts.

SURFACE VESSEL SAFETY STAFF
(G-CSP-3)

Under the general direction and supervision of the Chief, Safety Programs Division, the Chief, Surface Vessel Safety Staff, shall:

a. Establish and direct Coast Guard-wide Surface Vessel Safety Programs encompassing vessel/boat design and performance standards, operations procedures and practices, maintenance procedures, and personnel selection and training.

b. Develop and ensure implementation of all necessary policies, procedures and standards required to ensure optimum, accident free vessel and boat activities.

c. Develop programs designed to minimize manpower resource losses associated with off-duty activities.

INDUSTRIAL HYGIENE STAFF
(G-CSP-4)

Under the general direction and supervision of the Chief, Safety Programs Division, the Industrial Hygiene Staff shall:

a. Develop or recommend the development of such standards, policies, programs and procedures as are necessary to control and/or eliminate health hazardous conditions associated with the work environment and work operations, in accordance with the provisions of OSHA.

b. Conduct or direct evaluations and studies of Coast Guard work environments and systems to identify health hazardous operations and environments.

c. Advise appropriate Coast Guard organizational elements (i.e., Headquarters Offices/Divisions, field commands) when actual or potentially health hazardous conditions are found to exist in the Coast Guard work environment; where practical, assist the cognizant organization in the development of plans and procedures for abating such conditions.

OCEAN ENGINEERING DIVISION
(G-EOE)

Under the general direction and supervision of the Chief, Office of Engineering, the Chief, Ocean Engineering Division shall:

a. Prepare or review preliminary and detailed plans, designs and specifications for the construction, procurement, installation, repair, maintenance and alteration of Coast Guard marine science and pollution control support material, visual and audible short range aids to navigation, buoys and beacons structures.

b. Participate with the Procurement Division in the negotiation of contracts for the construction, installation, repair, maintenance, alteration and rental of marine science, maritime environmental protection and A/N equipment; and make final determinations as to acceptance terms and conditions included in such contracts insofar as dates of delivery, plans, specifications and characteristics of the items are concerned.

c. Transmit requests for procurement to the Procurement Division accompanied, when appropriate, by detailed plans and specifications.

d. Follow up on contract performance insofar as inspections, tests, and technical judgment are necessary to assure compliance, and assist in contract expediting as required.

e. Prepare or review maintenance instructions and similar information relating to marine science, pollution control and A/N equipment.

f. Furnish, when required, information in connection with the construction, installation, repair, maintenance, alteration and rental of marine science, pollution control and A/N equipment as to progress, scheduling and material requirements.

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

h. Prepare or review allowance lists, inventory reports, and boards of survey insofar as they involve ocean engineering matters.

i. Initiate requests for the Office of Research and Development to manage special studies, analyses and projects which involve bringing new ocean engineering concepts, systems, and hardware into the Coast Guard inventory, and work closely with that office in such developmental efforts.

j. Provide technical representatives for intergovernmental and international working groups.

MANAGEMENT BRANCH
(G-EOE-1)

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

a. Perform division PPB activities, including preparation of plans for the Ocean Engineering Support Sub-Program, RCP development and control and budget preparation and execution.

b. Administer operating Guide 46, allocated AC&I funds and division operating expense funds.

c. Administer information systems, reporting the status of division and allotment unit projects.

d. Coordinate division procurement activities.

e. Coordinate the supply and logistics policies for the division with respect to:

(1) Supply and Logistics Division (G-FLP)

(2) Electronics/General Supplies Inventory Control Point (E/GICP).

(3) Ships Parts Inventory Control Point (SICP).

ENVIRONMENTAL SYSTEMS BRANCH
(G-EOE-2)

Under the direction and supervision of the Chief, Ocean Engineering Division, the Chief, Environmental Systems Branch shall:

a. Provide engineering support including determination of the need of replacement or improvement, design, specification, technical administration of procurements and contracts, preparation of guidance and requirements, and monitoring of maintenance, spare equipment, spare parts, and technical personnel for:

(1) Oil spill sampling prevention, containment, and oil recovery equipment.

(2) Hazardous material pollution response equipment.

(3) Oceanographic sensors, sampling equipment and laboratory spaces.

b. Provide technical support to the Coast Guard Oceanographic Unit and Strike Teams.

SUPPORT EQUIPMENT BRANCH
(G-EOE-3)

Under the direction and supervision of the Chief, Ocean Engineering Division, the Chief, Support Equipment Branch shall:

a. Provide engineering support including determination of the need of replacement or improvement, design, specification, technical adminstration of procurements and contracts, preparation of guidance and requirements, and monitoring of maintenance, spare equipment, spare parts, and technical personnel for:

(1) Specific aids-to-navigation electronics equipment including sensors, remote control and monitor equipment, and telemetry links.

(2) Meteorological, oceanographic and maritime-environmental-protection electronic equipment and sensors.

(3) Aids-to-navigation power systems.

b. Provide standards for and coordinate all aspects of the lighthouse and Large Navigational Buoy (LNB) systems including:

(1) Reliability and servicing

(2) Technical manuals

r. Be the Support Director for the Financial Management, Personal, Supply and Automated Information Systems Support Program.

s. Establish cost standards as a guide for the management and control of overall operations and for use in the preparation and justification of budget estimates.

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

u. Coordinate cost analysis and control requirements of other offices.

v. Establish the level of user charges to be levied.

w. Administer Operating Guide 30 – Operating and Maintenance Cost.

PLANNING AND EVALUATION STAFF (G-FP)

Under the direction and supervision of the Comptroller, the Planning and Evaluation Staff shall:

a. Provide review and evaluation of matters relating to the Comptroller's management functions with particular emphasis on planning, including objectives, systems procedures required to reach the objectives, and assignment of functions.

b. Coordinate formulation of the Comptroller's budget, and monitor the expenditure of funds by the various components of the Office of the Comptroller.

c. Initiate and coordinate the development of the Comptroller portion of the Long Range View, Plan Summaries, Determinations and Resource Change Proposals and their respective priorities for Comptroller activities.

d. Review, coordinate, and prepare Comptroller input for Planning Proposals and related documents prepared by other offices.

e. Review accounting systems for conformance to the standards set by the General Accounting Office for the maintenance of budgetary and cost accounts, to insure proper fiscal reporting externally as well as internally and to insure appropriate relationships to program outputs.

f. Evaluate methodology developed by other office components for economic analysis to be applied both at Headquarters and in the field to insure program execution checks and display of accurate cost-benefit relationships.

g. Examine and evaluate organization, staffing and workload standards in effect in Comptroller offices both in Headquarters and in the field.

h. Research laws, Comptroller General Decisions, etc., received for applicability to the business of the Comptroller. Initiate directives, draft federal regulations and propose legislation.

i. Maintain external liaison as necessary concerning financial management, pay and logistics to insure a consistent and coordinated approach to Comptrollership activities, including audit liaison and coordination of the Coast Guard Inspection Program.

ACCOUNTING DIVISION
(G-FAC)

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

a. Maintain a decentralized system of fund, resource, cost, revenue and property accounts under general ledger control and accrual accounting principles, standards and procedures prescribed by the Comptroller to reflect the currency, accuracy and completeness of the fiscal activities of the Coast Guard.

b. Exercise general supervision over and give direction to accounting operations in district offices and Headquarters units by the review, reconciliation and appraisal of the accuracy and validity of financial accounting information reported by all Coast Guard field accounting offices.

c. Exercise direct supervision over the maintenance of formal detailed accounting records for fiscal accounting transactions of Headquarters and those Headquarters units under the official accounting control of the Headquarters Accounting Division, including the timely rendition of meaningful, accurate and complete financial management reports to allotment and program administrators.

d. Exercise direct supervision over the review, control, follow-up and reconciliation of documents in support of general ledger control account balances for undelivered orders, outstanding liabilities, accounts receivable, and advances including necessary action to obtain clearance of average items.

e. Exercise direct supervision over the reconciliation, consolidation, and preparation of service-wide financial reports to meet Coast Guard management requirements of departmental and other Governmental reviewing authorities.

f. Advise field accounting offices regarding examination problems, certifying the more difficult field claims as required.

g. Receive and examine, for legality and propriety, purchase orders, contracts and all other procurement documents, vendors invoices, and receiving reports for supplies and materials. Prepare authorizations and certify vouchers for travel and travel advances. Receive and handle transportation vouchers and commitment documents, and vouchers for other claims. Furnish accrual documents as required for recording in official accounting records. Prepare schedules and certify for payment.

h. Direct development and review of principles, standards, systems and accounting procedures and regulations for promulgation in Volume 1 and designated sections of Volume 2 and 4 of the Comptroller Manual, and other instructions as appropriate, pertinent to fiscal and accounting operations.

i. Maintain liaison with other departments (GAO, Navy, etc.) in fiscal and accounting matters.

j. Be responsible for the maintenance of assigned sections of The Comptroller Manual.

ACCOUNTING POLICY, PLANNING AND PROCEDURES STAFF (G-FAC-I)

Under the direction and supervision of the Chief, Accounting Division, the Chief, Policy, Planning and Procedures Staff shall:

a. Develop and review accounting principles, standards and procedures pertinent to fiscal and accounting operations.

b. Develop and implement accounting systems and subsystems for Coast Guard Headquarters and District Accounting Offices.

c. Develop and maintain operating procedures, accounting manuals and handbooks, accounting forms and provide training for new techniques for all Division operations.

d. Review proposed legislation, and changes in OMB and OST requirements concerning fiscal and accounting operations.

e. Provide guidance to Headquarters and field interested parties on accounting theory, innovations in accounting and controls, and advice on systems and methods.

f. Assist in development of Coast Guard financial management policy and develop plans to provide an effective and responsive financial accounting program.

g. Analyze user needs and initiate, study and develop plans and methods for new techniques in both capturing input transactions and promoting useable reports.

REVIEW AND RECONCILIATION BRANCH
(G-FAC-2)

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

a. Maintain a continuing and scheduled review and reconciliation of accounting records and supporting documents for general ledger control accounts maintained at Coast Guard Headquarters for validity, currency, accuracy and effective accounting control of Coast Guard resources and operating results, including the propriety and accuracy of expenditure classifications reported in Headquarters Operating Cost Reports. Journalize appropriate corrective entries to the Expenditure accounts. Prepare monthly general ledger journal vouchers for expenditure activity of Headquarters and Headquarters units after reconciliation with allotment accounts.

b. Maintain Reimbursable Revenue and Miscellaneous Revenue Registers for Headquarters and Headquarters units under Headquarters accounting control and journalize monthly activity to Headquarters general ledger control accounts.

c. Prepare Reconciliation Statements (CG-4519 thru CG-4525) for Headquarters which provide assurance that the journal entries affecting the balances of general ledger control accounts have been properly recorded.

d. Develop monthly schedules of unbilled reimbursements receivable reconciled with expenditure accounts under O.G. 80, Reimbursements, and journalize to Headquarters general ledger control accounts.

e. Prepare general ledger journal vouchers for recording in Headquarters accounts. Review and validate registers of transactions prepared by the Information Systems Division. Review and validate monthly general ledger trial balances of Headquarters accounts prior to release to Financial Reports Branch.

f. Reconcile balances of real property accounts of all Coast Guard accounting offices with annual GSA real property reports. Conduct correspondence on differences.

g. Maintain a continuing check-off verification and review of prescribed reconciliations and follow-up assignments for areas under the control of other branches of the Accounting Division, namely: accounts payable, accrued liabilities, undelivered orders, and inventories.

h. Prepare input for computerized preparation of service-wide allotment status reports and general ledger trial balances by the Information Systems Division for those accounting offices which do not provide card input in support of their general ledger trial balances and Allotment Status Reports.

GENERAL ACCOUNTING BRANCH
(G-FAC-3)

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

a. Maintain appropriate formal controls over the appropriation-apportionments of the Coast Guard appropriations, the allotment-expenditures, receipts, repayments and disbursements.

b. Maintain input-output control over all documents for processing by the Information Systems Division.

c. Accomplish formal off-site accounting for the following Headquarters units:

Coast Guard Training Center, Cape May, N.J.
Coast Guard Reserve Training Center,
Yorktown, Va., and
Coast Guard Activities, Europe.

d. Maintain accounting control over advance payments to the CG Yard.

e. Review, reconcile, and follow-up for clearance in Headquarters clearing accounts for undistributed voucher payments and inventory transfer clearing account.

f. Maintain accounting control over cross-disbursement payments made by other services' disbursing officers.

RESEARCH AND DEVELOPMENT CONTRACT BRANCH
(G-FCP-2)

Under the supervision and direction of the Chief, Procurement Division, the Chief, Research and Development Contract Branch shall:

a. Act as Procuring and Administrative Contracting Officer for all R & D type contracting and other assigned procurements.

b. Formulate, award, administer and terminate contracts resulting from Headquarters procurement requirements, except term contracts.

ELECTRONICS ENGINEERING CONTRACT BRANCH
(G-FCP-4)

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

a. Act as Procuring and Administrative Contracting Officer for the Electronics and other assigned procurements.

b. Formulate, award, administer and terminate contracts resulting from Headquarters procurement requirements, except term contracts.

ENGINEERING FACILITIES CONTRACT BRANCH
(G-FCP-5)

Under the supervision and direction of the Chief, Procurement Division, the Chief, Engineering Facilities Contract Branch shall:

a. Act as Procuring and Administrative Contracting Officer for Engineering Facilities and other assigned procurements.

b. Formulate, award, administer and terminate contracts resulting from Headquarters procurement requirements.

c. Serve as Procuring and Administrative Contracting Officer for all "Term Contracts" and leases.

OFFICE OF HEALTH SERVICES
(G-K)

1. Mission.

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

   b. To serve as advisor to the Secretary in developing and implementing the national defense emergency medical, health, and sanitation policies and plans of the Department of Transportation.

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

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

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

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

   d. Direct the administration of funds in those appropriations or Operating Guides under the control of the Chief, Office of Health Services, including furnishing total budget estimates and apportionment or allotment recommendations to the Chief of Staff for Coast Guard funded activities.

   e. Advise the Office of Personnel in the establishment of physical standards for Coast Guard military duty.

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

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

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

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

j. Review all personnel separations based on medical considerations.

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

l. Provide medical services to Nassif and Transpoint building personnel.

m. Provide consultation and medical approval to the Safety Programs Division in the implementation of Coast Guard occupational health policies and standards.

3. **Special Relationship.** The Chief, Office of Health Services acts as Medical Advisor to the Secretary for National defense emergency medical, health, and sanitation planning and implementing functions, except those involving civil aviation medicine.

MEDICAL ADMINISTRATION DIVISION
(G-KMA)

Under the general direction and supervision of the Chief, Office of Health Services, the Chief, Medical Administration Division shall:

a. Direct the administrative, budgetary, financial, supply and management aspects of the Medical Program.

b. Administer the program budgeting requirements for the Coast Guard Medical Program.

c. Prepare the budget submission for the Coast Guard Medical Program to be included in the Public Health Service budget.

d. Review and/or recommend action concerning medical facility plans and approve the design and equipping of such facilities.

e. Provide medical records service and review as required.

f. Maintain liaison with the Office of Civilian Health and Medical Program of the Uniformed Services (OCHAMPUS) and the medical departments of the Armed Forces and Public Health Service, and administer the OCHAMPUS Program for the Coast Guard.

g. Supervise the administration of the Central Physical Evaluation Board.

h. Administer Operating Guide 57 for the Chief Medical Officer, USCG.

i. Initiate training requirements for professional PHS personnel assigned to the Coast Guard Medical Program.

j. Coordinate administrative matters relative to procurement and delivery of professional services with the Chief, Professional Services Division, and recommend staffing assignments.

k. Supervise for the Chief, Office of Health Services the contracting of medical services for personnel of the Coast Guard.

l. Promulgate the Medical Manual in coordination with the Office of Personnel.

m. Provide statistical services for the Office of Health Services.

n. Coordinate the medical supply system and provide inputs to the Logistics and Property Division, Office of the Comptroller on required finance and supply directives, and initiate changes in the medical allowance list.

o. Carry out financial accounting for the Office of Health Services.

p. Compile and evaluate required management information related to the provision of medical services to the Coast Guard.

FINANCIAL MANAGEMENT BRANCH
(G-KMA-1)

Under the direction and supervision of the Chief, Medical Administration Division, the Chief, Financial Management Branch shall:

a. Prepare and draft required finance and supply directives in coordination with the Office of the Comptroller.

b. Collaborate on Medical Manual changes.

c. Coordinate the medical supply aspects of Coast Guard readiness programs.

d. Initiate changes to the medical allowance list.

e. Coordinate the medical supply system and provide inputs to the Logistics and Property Division, Office of the Comptroller.

f. Maintain liaison with the Bureau of Medicine and Surgery and FSMO-FLDBR-BUMED on medical supply changes, additions, and revisions.

g. Process all voucher claims for medical and/or dental treatment at civilian facilities in CONUS and routine treatment outside contingent United States and Federal facilities other than Public Health Service.

h. Provide administrative guidance to field units on medical publications and technical professional textbooks.

i. Assign forms clearance officer for USPHS forms system involving USCG units.

j. Prepare IOL plans for new acquisition; review and revise IOL lists.

k. Manage Operating Guide 57 as directed.

l. Prepare replies to correspondence relative to supply, finance, and medical-dental allowances.

m. Perform all financial accounting conducted in the Office of Health Services.

n. Assist in formulation of budget requests for Coast Guard line item in Public Health Service budget.

o. Coordinate as directed service-wide contracting for medical services to Coast Guard personnel.

DISABILITY SEPARATION BRANCH
(G-KMA-2)

Under the direction and supervision of the Chief, Medical Administration Division, the Chief, Disability Separation Branch shall:

a. Receive and account for all Medical Boards, Physical Evaluation Boards and such cases to be evaluated before the Physical Review Council and Physical Disability Appeal Board.

b. Schedule for board action cases to be evaluated by the various boards.

c. Prepare board findings, related documents, and correspondence for board members' signature.

d. Transmit boards to the appropriate commands for field action.

e. Provide statistical data related to Central Physical Evaluation Board and Physical Evaluation Board cases.

f. Prepare an annual report on Central Physical Evaluation Board operations.

g. Review the medical status of personnel and initiate appropriate administrative action when indicated.

PROFESSIONAL SERVICES DIVISION
(G-KPS)

Under the general direction and supervision of the Chief, Office of Health Services, the Chief, Professional Services Division shall:

a. Assist in the development of the Medical Program for the Coast Guard.

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

c. Serve as medical member of Central Physical Evaluation Board and various other boards as directed.

d. Review all physical examinations, recommend administrative actions related to physical examinations to the Chief, Office of Health Services, and make medical recommendations concerning aviation personnel.

e. Maintain liaison with the Navy Bureau of Medicine and Surgery on aviation medical matters.

f. Recommend assignment and/or training of PHS flight surgeons as required.

g. Advise the Chief, Medical Administration Division on Aviation Medical Facilities requirements.

h. Supervise medical clinic operations in the HQ building.

i. Assist in the development of, and administer, a Service dental program.

j. Direct an environmental sanitation program for the Coast Guard, ensuring that Coast Guard policies and standards are met in such areas as water supply, air and water pollution control, pest control, and solid waste disposal.

k. Provide consultation and medical approval to the Safety Programs Division in the implementation of Coast Guard occupational medicine policies and standards.

l. When conditions of employment or service have been identified as actually or potentially health hazardous, determine whether medical procedures are appropriate to alleviate such conditions and implement such procedures when required.

DENTAL SERVICES BRANCH
(G-KPS-1)

Under the general direction of the Chief, Professional Services Division, the Chief, Dental Services Branch shall:

a. Provide clinical dental services to the service.

b. Be responsible for procurement and deployment of dental staff.

c. Prepare specifications for mobile dental detachments.

d. Provide professional guidance to the Office of Personnel in establishing dental standards for the Coast Guard.

e. Review professional performance of dental officers and approve fitness reports on such officers.

f. Establish dental policy and procedures to be implemented in field activities.

g. Review, initiate, and recommend allowance and training of dental technicians.

ENVIRONMENTAL SANITATION BRANCH
(G-KPS-2)

Under the general direction and supervision of the Chief, Professional Services Division, the Chief, Environmental Sanitation Branch, shall:

a. Assist the Safety Programs Division in the development of environmental and occupational health policies and standards for the Coast Guard.

b. Provide advisory services to Coast Guard organizations working in the areas of NBC warfare and radiological health.

c. Advise Coast Guard field units on services related to water supply, air and water pollution control, pest control, and solid waste disposal.

d. Assist Coast Guard commands in implementing such measures as are necessary to correct and control conditions identified as health hazardous or potentially health hazardous.

e. Provide for and supervise the activities of the several Regional Sanitary Engineer Officers.

f. Maintain liaison with the Department of Defense and other governmental agencies concerning pest control and pesticides.

g. Inspect floating and shore units to ascertain compliance with environmental health standards, and direct reports to the appropriate district commander or Commanding Officer, Headquarters unit.

h. Provide instruction in environmental health at the Loran Officers School.

SPECIAL MEDICAL OPERATIONS BRANCH
(G-KPS-3)

Under the general direction and supervision of the Chief, Professional Services Division, the Chief, Special Medical Operations Branch shall:

a. Develop the specialized aspects of the Medical Program in the fields of Aviation, Diving, Cold Weather Medicine and underwater medicine, the medical aspects of SAR and survival procedures.

b. Provide professional guidance to the Chief, Office of Health Services in establishing specialized physical standards in the fields listed above.

c. Advise the Search & Rescue Division, Office of Operations on medically related aviation safety matters.

d. Serve as Medical Member of the various disability separation boards as assigned.

e. Review all flight physicals and make medical recommendations concerning aviation personnel; review all other physical examinations.

f. Maintain liaison with the Bureau of Medicine and Surgery, US Navy, on aviation medical matters.

g. Assist the Chief, Medical Administration Division, in such studies and projects as may be required.

h. Recommend administrative actions related to physical examinations to the Chief, Office of Health Services.

i. Assist in preparing the Medical Manual.

j. Conduct all flight physicals for Headquarters personnel.

k. Act as alternate supervisor for the Headquarters Medical Facility.

MEDICAL SERVICES BRANCH
(G-KPS-4)

Under the general direction and supervision of the Chief, Professional Services Division, the Chief, Medical Services Branch shall:

a. Provide professional guidance to the Chief, Office of Health Services in establishing general physical standards for Coast Guard service.

b. Serve as medical member of the various disability separation boards as assigned.

c. Assist the Chief, Medical Administration Division in such studies and projects as may be required to conduct the medical program of the Coast Guard.

d. Review all physical examinations.

e. Recommend administrative actions related to physical examinations to the Chief, Office of Health Services.

f. Assist in preparing the Medical Manual.

g. Perform duties relative to contacting and recruiting PHS physicians for the CG Medical Program.

h. Maintain liaison with the MOC's of the various PHS hospitals and OPC's regarding questions related to care of CG personnel in those facilities.

i. Develop and implement the particulars of the various industrial-medical and preventive-medical programs required within the Coast Guard.

PHARMACY BRANCH
(G-KPS-5)

Under the general direction and supervision of the Chief, Professional Services Division, the Chief, Pharmacy Branch shall:

a. Recommend procedures to assure the proper operation, security, and safeguards at all Coast Guard operated pharmacies.

LEGAL ADMINISTRATION DIVISION
(G-LLA)

Under the direction and supervision of the Chief Counsel, the Chief Legal Administration Division shall:

a. Administer the planning, programing, and budgeting system of the Office.

b. Develop and maintain the legal publications issued by the Office; procure legal and related publications and maintain the Office Library.

c. Administer the legal assistance program of the Guard; and provide legal assistance pursuant to current directives.

d. Assign military lawyers to represent individuals before Physical Evaluation Boards, Physical Disability Appeal Boards, and appropriate court martials.

e. Prepare briefs on behalf of the Government in appropriate Board for Correction of Military Records cases.

f. Coordinate training programs for military and civilian Coast Guard lawyers. Maintain liaison with Coast Guard officers attending law school.

g. Coordinate the military personnel program of the Office; supervise procurement of direct commissioned military attorneys and act as liaison with Office of Personnel concerning them.

h. Coordinate civilian personnel actions for the office.

i. Provide Classified Material Control, responsible for the protection and accountability for such material for the Office.

j. Provide video tape services for preparing transcripts of courts-martial, and for other uses.

k. Serve as liaison for Office participation in the inspection program.

COURT OF MILITARY REVIEW
(G-L-3)

The Court of Military Review, constituted under Article 66 UCMJ, is composed of the Chief Judge and four appellate judges (officers or civilians). In general, it reviews all courts-martial in which the sentence affects a flag officer or extends to death, dismissal of a commissioned officer or cadet, dishonorable discharge, bad conduct discharge, or confinement of one year or more. It must also review general courts-martial with lesser sentences if any part of the findings or sentence is found on examination in the Office of the General Counsel to be unsupported; or if the General Counsel so directs.

The Chief Judge performs the following functions:

a. Determines on which panel of the Court appellate judges will serve.

b. Presides at public hearings of the Court.

c. Notifies appellate counsel of hearings; sets cases for argument; receives briefs and motion papers; rules on applications for extension of time, with power to grant extension for such time and as often as appears just.

d. Participates in decisions of the Court; presides at closed session deliberations of the Court; drafts opinions of the Court; represents the Coast Guard in drafting and revising the Uniform Rules of Procedure for Courts of Military Review; circulates copies of Court decisions to legal officers of the Coast Guard and other JAG offices.

CLAIMS AND LITIGATION DIVISION
(G-LCL)

Under the general direction and supervision of the Chief Counsel, the Chief, Claims and Litigation Division shall:

a. Perform the following functions with respect to matters in litigation in the federal courts:

(1) Gather, evaluate, and provide materials, information, and witnesses required by the Department of Justice in civil litigation arising out of Coast Guard activities.

(2) Provide active attorney support to the Department of Justice in the various stages of litigation arising out of the operational activities of the Coast Guard where the decision of the federal courts may impact upon operational Coast Guard programs (e.g. search and rescue, aids to navigation, oil pollution, and vessel traffic systems litigation).

(3) Provide guidance and assistance to the field in all civil litigation arising out of Coast Guard activities where the matter has been referred to the Department of Justice directly by the field.

(4) Provide guidance and assistance to the field and to the Department of Justice in all criminal litigation arising out of the Coast Guard's law enforcement activities.

b. Perform the following functions with respect to administrative claims:

(1) Develop and prescribe claims regulations, procedures and instructions, and furnish guidance and advice to the field with respect to claims arising under the authorities listed in paragraphs (2) and (3) below.

(2) Adjudicate and provide recommendations to the Chief Counsel with respect to all administrative claims against the Coast Guard or its employees arising under the following authorities:

(a) Federal Tort Claims Act
(b) Military Claims Act
(c) Foreign Claims Act
(d) Non-Scope of Employment Claims Act
(e) Admiralty Claims Act
(f) Military Personnel and Civilian Employees Claims Act
(g) Article 139, UCMJ
(h) 14 U.S.C. §830, Auxiliary Claims

(3) Attempt collection of and provide legal advice to the Chief Counsel on all administrative claims on behalf of the Coast Guard arising under the following authorities:

(a) Federal Claims Collection Act
(b) 14 U.S.C. §647, Admiralty Claims
(c) 14 U.S.C. §642, Aids to Navigation Damage Claims

c. Provide legal advice on the impact of claims and litigation on the activities of the Coast Guard.

d. Provide legal advice and assistance on public requests for Coast Guard witnesses, documents, and information arising out of all litigation, quasi judicial proceedings, and administrative proceedings.

GENERAL LAW DIVISION
(G-LGL)

Under the general direction and supervision of the Chief Counsel, the Chief, General Law Division shall:

a. Provide legal advice, review for legal sufficiency, and furnish opinions on investigations, administrative discharge boards and other proceedings required by the Coast Guard Supplement to the Manual for Courts-Martial. Take final action on such proceedings, or refer them to the cognizant Headquarters office.

b. Make line of duty/misconduct determinations on inquiries into injuries and other disabilities of military personnel.

c. Provide legal services for military and civilian personnel matters.

d. Review the proceedings, findings of fact, recommendations, and handle proposed actions relating to Physical Evaluation Disability Appeals Board for legal sufficiency.

e. As requested, provide legal advice to Board for Correction of Military Records. Review and comment on records of proceedings of the Board of Review, Discharges and Dismissals.

f. Provide legal services concerning the acquisition, utilization and disposal of real and personal property.

g. Provide legal services and act upon matters relating to trademarks, copyrights and patents.

h. Process patent applications for inventions of military and civilian personnel involving areas of interest to the Coast Guard. Prepare findings and determinations on the relative rights of the Government and inventors for approval by the Commissioner of Patents.

i. Provide legal services on the authority and jurisdiction and the operations and activities of the Coast Guard regarding appropriated monies.

j. Provide legal services and review, for legal sufficiency and implications, actions drafted on matters regarding the location and clearance of bridges, the operation and maintenance of drawbridges, and the alteration of obstructive bridges over the navigable waters of the United States.

k. Provide legal advice and decisions on: acceptance of gifts or donations by the Coast Guard; Civil Rights; conscientious objectors; and civil proceedings against Coast Guard members arising from performance of official duties.

l. Provide legal services for the release of records and information to the public. (Where the Coast Guard is or may be a party to litigation or where Coast Guard personnel are sought as witnesses, see Claims and Litigation Division.)

m. Advise and lend assistance to the Department of Justice in the prosecution and defense of litigation involving all matters within the cognizance of the division, and as appropriate, coordinate Coast Guard action thereon.

LEGISLATION DIVISION
(G-LLX)

Under the general direction and supervision of the Chief Counsel, the Chief, Legislation Division shall:

a. Draft Coast Guard sponsored legislative proposals for submission to the Congress; and in this connection, participate in preparatory conferences and assist cognizant staff officers in formulation of policies to be embodied in such legislative proposals.

b. Assist, as required, in the clearance of Coast Guard-sponsored legislative proposals through the Department of Transportation and the Office of Management and Budget.

c. Participate in preparatory conferences and assist cognizant staff officers in developing the Coast Guard's position on pending bills affecting the Coast Guard, or in which the Coast Guard has an interest.

d. Prepare reports on pending bills affecting the Coast Guard, or in which the Coast Guard has an interest. Assist, as required, in the clearance of any such report through the Department of Transportation and the Office of Management and Budget.

e. When directed, provide supporting data for and attend hearings before Congressional committees considering legislation in which the Coast Guard has an interest.

f. Review proposed Coast Guard testimony to be given before a Congressional Committee for legal sufficiency. Review any proposed Environmental Impact Statement supporting a Coast Guard legislative proposal for legal sufficiency.

g. Assist the Congressional Affairs Staff as required in obtaining passage of Coast Guard sponsored legislation through the Congress.

MERCHANT MARINE TECHNICAL DIVISION
(G-MMT)

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

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

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

c. Examine safety equipment and devices submitted to Headquarters; refer appropriate items to the Office of Research and Development for test; issue 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. Promote development of promising safety equipment concepts.

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

e. 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.

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

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

h. Review such 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.

i. 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.

j. 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).

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

l. Supervise the admeasurement of U.S. vessels.

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

n. Provide technical support G-MP relative to the development of standards for non-military submersibles.

o. Provide technical support to the Cargo & Hazardous Materials Division and Office of Hazardous Materials Transportation (MTB) for the issue of Letters of Compliance to foreign vessels and technical evaluation of specific designs.

p. Provide technical standards for design and equipment of non-military vessels to prevent pollution of waterways by oil, hazardous substances, and vessel wastes.

MARINE SYSTEMS EVALUATION BRANCH
(G-MMT-1)

Under the direction and supervision of the Chief, Merchant Marine Technical Division, the Chief, Marine Systems Evaluation Branch shall:

a. Establish by a systematic analysis problem areas within the total marine transportation system which pose a hazard to safety or the marine environment. Conducts evaluation of all reasonable alternative solutions to such problems, including the extent to which the alternative solutions will contribute to safety and/or the marine environment and the practicality of such solutions including cost and technical feasibility.

b. Establish and maintain standards, initiate regulations and/or review proposed regulations for vessel design, construction, alteration, repair and maintenance so as to achieve the optimum degree of vessel safety and protection of the marine environment.

c. Formulate instructions for the guidance of naval architects, marine engineers, shipbuilders and equipment suppliers, detailing the minimum safety and environmental protection standards for vessels and equipment.

d. Maintain close liaison with other interested government agencies such as the Environmental Protection Agency and the Maritime Administration.

e. Perform the necessary research to keep abreast of technical developments to permit acceptance of new methods and equipment which will provide an equivalent degree of safety and environmental protection.

and vessel operators on the application of United States, Panama Canal, and the Suez Canal tonnage measurement laws and regulations.

d. Maintain liaison with the American Bureau of Shipping with respect to application of the United States regulations dealing with tonnage marks and with respect to interpretations of United States measurement rules for application by the American Bureau of Shipping to Liberian vessels.

e. Research, interpret, and compare tonnage measurement rules of other countries with those of the United States to provide a basis for official acceptance by United States.

f. Inspect field operations to advise personnel on admeasurement matters and to examine facilities, records and procedures to assure compliance with standard practices. Monitor Quarterly Workload Reports to estimate quantity and quality of assignments in each admeasurement area of responsibility.

g. Coordinate and, if necessary, carry out admeasurement of United States vessels outside the country. Perform the same services for vessels inside the United States in cases where the workload or the complexity of the job exceeds the local capability.

h. Represent the United States at international meetings and conferences on tonnage measurement. Cooperate with foreign measurement authorities in exchanging information concerning current tonnage measurement practices and the developing and implementing of new international standards.

i. Aid the Chief, Office of Merchant Marine Safety in matters related to the development and maintenance of a universal system for the tonnage measurement of ships by serving as Executive Secretary of the Subcommittee on Tonnage Measurement of the Shipping Coordinating Committee, and representing the United States and the Coast Guard at international meetings and meetings with industry.

MERCHANT VESSEL DOCUMENTATION DIVISION
(G-MVD)

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

a. Give central direction to the administration of matters under the cognizance of the Division to ensure uniformity in application of statutes, rules, and regulations.

b. Plan and administer a system for the documentation of United States vessels, as follows:

(1) Initiate or review rules and regulations for referral to the Marine Safety Council and develop standards and procedures under which the documentation of vessels is regulated; follow up on administrative practices relative to such documentations.

(2) Provide for the recordation of bills of sale and conveyance, preferred mortgages and related instruments, ordinary mortgage 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.

(3) 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.

(4) Assign official numbers and signal letters to vessels, and approve the registration of house flags and funnel marks for such vessels.

c. 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.

d. Review decisions made by an officer in charge of marine inspection or any district commander on matters under the cognizance of the Division, which have been appealed to the Commandant, and initiate proper action.

e. Maintain adequate liaison with other Divisions at Headquarters, other Government agencies, admiralty attorneys, ship-owners and operators, naval architects, representatives of maritime labor, municipal and industrial associations, and research organizations relative to pertinent legal, administrative, technical, and policy questions.

f. Participate as Coast Guard and Departmental representative on special research, management, and coordinating committees concerned with the administration of pertinent laws.

g. Grant yacht commissions and regulate the use of documented yachts.

(6) Maintain liaison with the Personnel Training Branch of the Office of Personnel in the area of short course availability and finding.

(7) Prepare an annual short course training requirement schedule in the area of material inspection for the Office of Merchant Marine Safety as may be required by the Office of Personnel.

c. Make field consultations and attend conferences as necessary, in conjunction with project studies and evaluate training facilities to determine the short course training needs of field units.

MERCHANT VESSEL PERSONNEL DIVISION
(G-MVP)

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

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

b. Initiate or review, for referral to the Marine Safety Council, such rules and regulations as relate to the licensing and certificating of merchant marine personnel and the shipment and discharge of seamen.

c. Develop policy for the development of examinations for merchant vessel personnel, as performed at the Coast Guard Institute.

d. Receive and examine papers relative to the issuance, exchange, or withholding of officer's, seamen's, and motorboat operators' licenses or certificates.

e. 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.

f. 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.

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

h. Review and initiate action on appeals to the Commandant from decisions or actions of any Officer in Charge, Marine Inspection or district commander, which are made regarding any matters under the cognizance of the division.

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

j. Provide a chairman for the Administrative Clemency Board (five members) which 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
(G-MVP-1)

Under the direction and supervision of the Chief, Merchant Vessel Personnel Division, the Chief, Seamen Documentation and Records Branch shall:

a. Receive copies of shipping articles and certificates of discharge, and check for accuracy, compliance with manning and citizenship requirements.

b. Maintain a service record for every seaman, and other related records, and provide information necessary to answer inquiries, and provide duplicates of these and other seaman's papers.

c. Instruct marine inspection offices on certification, shipment and discharge of merchant seamen.

d. Inform Department of State concerning merchant vessel personnel procedures abroad.

e. Respond to inquiries concerning seamen's records from Congress, organizations, seamen and the public.

f. Prepare memoranda, instructions and proposed regulation changes in laws and procedures relating to certification, shipment and discharge of seamen.

INTELLIGENCE AND SECURITY DIVISION
(G-OIS)

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

a. Establish and maintain liaison with other military services; Federal, state and local officials; intergovernmental committees and organizations; and other officials as appropriate, on all matters pertaining to intelligence, investigative and security matters coming under cognizance of the Coast Guard.

b. Establish procedures for and administer an investigative service for the Coast Guard. This responsibility does not extend to those investigations conducted by the Civil Service Commission on certain civilian employees of the Coast Guard or those investigations specifically vested in the Offices of Merchant Marine Safety or Marine Environment and Systems.

c. Develop plans, policy and procedures for implementation of the security support program throughout the Coast Guard.

d. Insure that all internal security investigations conducted within the program are adequate, complete and appropriate.

e. Develop plans, policy and procedures for the collection and dissemination of operational intelligence required for the proper conduct of Coast Guard operations.

INVESTIGATIONS BRANCH
(G-OIS-1)

Under the direction and supervision of the Chief, Intelligence and Security Division, the Chief, Investigations Branch shall:

a. Develop plans, procedures and prescribe policy directives for Coast Guard Intelligence investigations, including the contents of the Investigations Manual (CG-282).

b. Review and evaluate, for completeness and accuracy, all investigations conducted by Coast Guard Intelligence, and maintain quality control for same.

c. Determine internal dissemination at Headquarters of investigative reports received which are of official interest to other staff components on a "need to know" basis.

d. Periodically conduct on site inspections and evaluations of district investigative offices, and make other evaluations as necessary.

e. Administer the National Agency Check Program.

f. Conduct background investigations as required by current directives.

g. Administer the personnel security phase of the Port Security Program.

h. When directed by the Chief, Intelligence and Security Division, personally conduct those highly sensitive and complex investigations of interest to the Commandant, Secretary of Transportation, members of Congress, etc., when such investigations demand optimum expertise and closely controlled coordination and disclosure.

i. Develop criteria for, supervise, direct and administer all phases of training needs or requirements pertaining to investigative personnel in the Service.

j. Make recommendations to the Chief, Intelligence and Security Division in the selection, training, and assignment of all special agents.

k. Be responsible for the activities of the Washington Field Office.

l. Establish and maintain liaison with other Federal law enforcement agencies on a national level in matters related to investigations.

SECURITY BRANCH
(G-OIS-2)

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

a. Establish policies and procedures relative to the security of classified material maintained by the Coast Guard.

b. Establish plans and policies for the physical security of Coast Guard installations and facilities.

c. Supervise and coordinate the Technical Surveillance Countermeasure Program throughout the Coast Guard.

d. Advise and assist in the preparation of plans relative to the security (physical and technical) of new Coast Guard installations.

e. Develop and supervise a Coast Guard-wide security education, orientation, and training program.

f. Establish, in conjunction with other Headquarters offices, security programs for ADP installations.

g. Develop criteria for, supervise, direct and recruit Security Managers assigned to all districts, areas and Headquarters units.

h. Be the point of contact, and final authority on matters pertaining to classification management.

i. Establish and maintain liaison with other Federal agencies in matters relative to physical, technical and computer security standards and practices.

j. Conduct surveys and inspections of Coast Guard installations, units and facilities to insure compliance with existing security regulations.

k. Develop and promulgate instructions and regulations pertaining to security of Coast Guard resources.

l. Administer the Armed Forces Censorship Program.

m. Administer the Industrial Security Program.

n. Review and evaluate all Coast Guard investigations pertaining to loss or compromise of classified material.

o. Maintain a capability for technical investigative support of Coast Guard Intelligence field components.

p. Maintain a library of information pertaining to technical and physical security, investigative aids, forensic science and related matters.

OPERATIONAL INTELLIGENCE BRANCH (G-OIS-3)

Under the direction and supervision of the Chief, Intelligence and Security Division, the Chief, Operational Intelligence Branch shall:

a. Administer all phases of the Coast Guard's positive intelligence collection program.

b. Evaluate and disseminate intelligence information collected and received from units and personnel within the Coast Guard.

c. Evaluate intelligence information received from other agencies; disseminate this information to appropriate units and personnel within the Coast Guard.

d. Administer the operational intelligence phase of the Port Security Program.

e. Maintain liaison with the Central Intelligence Agency, Defense Intelligence Agency, and all other agencies in the intelligence community for the purpose of exchanging intelligence information and providing intelligence support for all Coast Guard programs and mission areas.

f. Review new legislation and issuances of higher authority bearing on the operational intelligence field; recommend appropriate courses of action, and/or submit drafts of required implementing directives.

g. Establish lists of intelligence publications and directives that are required to be held by various Coast Guard operational units; continually evaluate new publications for possible use and benefit to the Coast Guard.

h. Maintain an intelligence library for Headquarters in support of all mission areas.

i. Supervise the daily Pentagon courier service.

j. Provide a Special Security Officer and an Alternate Special Security Officer responsible to the Chief, Intelligence and Security Division for the administration of the Special Intelligence Program.

k. Administer all phases of the Coast Guard's investigative and intelligence functions in the maritime law enforcement area.

l. Formulate policy in the conduct of operational intelligence (or external law enforcement) investigations.

m. Critically review and evaluate reports of investigation from Coast Guard Intelligence field units that come under the maritime law enforcement categories.

n. Provide intelligence and investigative support to Headquarters operations in the maritime law enforcement area.

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

Under the direction and supervision of the Chief, Intelligence and Security Division, the Chief, Records Budget, and Data Collection Branch shall:

a. Maintain control card index and the Coast Guard central repository of investigative dossiers for Coast Guard military personnel, merchant mariner applicants, port security card applicants, and others as directed by the Commandant.

b. Develop, collect, compile and analyze investigative statistical data and information for the Division.

c. Develop, collect and maintain appropriate budget data for the Division.

d. Function as the principal contact point and coordinator for all Freedom of Information and Privacy Act matters for the Office of Operations.

e. Develop and implement Service-wide policy concerning security, issue and control procedures pertaining to Armed Forces Identification Cards, Uniformed Service Identification and Privilege Cards, DOT/USCG Identification Cards and the Maritime Law Enforcement Credential.

f. Administer Service-wide Intelligence and Security Forms Control Program.

g. Function as Postal Distribution Control for the Division.

h. Develop, revise, and update all Coast Guard SAR publications.

i. Exercise cognizance over and develop plans, policies, and procedures in support of the Automated Mutual-Assistance Vessel Rescue System (AMVER).

j. Prepare for dissemination within and outside Coast Guard of SAR items of an informative or educational nature.

k. Coordinate all matters concerning the International Civil Aviation Organization (ICAO) within Coast Guard Headquarters. Assist operational and technical divisions, as necessary, with format and procedures used by ICAO and the Interagency Group on International Aviation (IGIA). Maintain a central library of ICAO publications and central files of IGIA papers of interest to the Coast Guard.

l. Monitor operation of the SAR School.

m. Develop improved operational SAR procedures and provide for standardization of new procedures. Coordinate with national and international bodies to insure the highest possible degree of standardization.

n. Develop and supervise a SAR operational analysis program of actual cases and operational development projects. Publish significant findings and incorporate into standard procedures.

o. Prepare, edit, and publish a SAR magazine for dissemination to all interested agencies.

p. Initiate and monitor research and development projects to meet the requirements of the search and rescue mission.

q. Catalogue and prepare standards for Rescue and Survival Equipment of a portable nature for Coast Guard use. Develop and maintain expertise in similar equipment used by military and civilian operators to provide advice when needed and to keep SAR activities informed about what emergency equipment they may expect to find when assisting military or civilian craft. Develop plans for appropriate displays of such equipment.

r. Exercise cognizance over developmental programs for computer applications to SAR operations.

s. Coordinate SAR training for all Coast Guard SAR facilities. Review and take action on reported training deficiencies.

t. Maintain cognizance over manning procedures and standardization requirements for Coast Guard Rescue Coordination Centers.

TELECOMMUNICATION MANAGEMENT DIVISION
(G-OTM)

Under the direction and supervision of the Chief, Office of Operatons, the Chief, Telecommunication Management Division shall:

a. Administer the operation, planning, frequency utilization and security of the Coast Guard Communication System (including facsimile machines).

b. Formulate policies and procedures necessary to assure coordination, uniformity, and efficiency of the Coast Guard Communication System (including facsimile machines). Coordinate with the Assistant Chief of Naval Operations (Commander, Naval Telecommunications Command and Commander, Naval Security Group Command) in matters relating to communication readiness and security.

c. Coordinate the development of operational requirements, establish the operational characteristics of equipment to meet the requirements, and determine the priorities for procurement and installation of communications and electronic equipment for all Headquarters Program Managers. Prepare the annual Communications/Electronics Program Obligation Plan for OG-42 for all Headquarters Program Managers having a requirement for communications and/or electronics equipment.

d. Initiate and/or coordinate recommendations relating to the establishment or modification of Coast Guard telecommunication services, facilities, and equipment.

e. Provide radio frequency management support to:

(1) the Coast Guard,

(2) other surface-mode operating administration of the Department of Transportation, as directed by the Secretary, and

(3) other Federal Government agencies under appropriate agreements, by express designation and with the approval of the Office Chief and the Commandant.

f. Determine and prepare operational justification for present and future budgetary requirements of the Coast Guard Communication System and administer the allotment of funds for communication services.

g. Establish operational requirements for frequency spectrum space to serve the Coast Guard Communication System. Coordinate the radio frequency monitoring program for the Coast Guard.

h. Administer the communication security program of the Coast Guard. Administer the Communications Security Material and COMTAC Publications Systems of the Coast Guard.

i. Provide Communication Support to other Federal Agencies where feasible in accordance with the National Communications System policy of non-duplication of common user facilities and additionally where dictated by a common mission interest.

j. Operate the Headquarters Telecommunication Center, Cryptographic Center, and Officer Courier Services. Maintain the Headquarters CMS allowance, COMTAC Publications Library, COSMIC sub-registry, and TOP SECRET, NATO, CENTO and SEATO control center.

k. Maintain close liaison with the OST Communications Management Branch and with other Government and non-Government communications agencies and representatives to assure effective concurrent planning and preserve the operational integrity of the Coast Guard Communication System. This includes active participation in the work of the International Radio Consultative Committee (CCIR) and the International Maritime Radio Committee (CIRM).

l. Serve as the Coast Guard's principal representative (and member of the Executive Committee) of the Radio Technical Commission for Marine Services (RTCM) and the Radio Technical Commission for Aeronautics (RTCA). Serve as Chairman of, and provide the Secretariat for the U.S. SOLAS Subcommittee Working Group on Radio Communications, and for the Government Maritime Communications Working Group (MARCOM). Coordinate the participation of other interested Coast Guard representatives in the work of these organizations.

RETIRED AFFAIRS BRANCH
(G-PS-8)

Under the direction and supervision of the Chief, Personnel Services Division, the Chief, Retired Affairs Branch shall:

a. Administer the Coast Guard programs for Survivor Benefit Plan, the Retired Serviceman's Family Protection Plan, and civil readjustment. Maintain liaison with other Armed Services and the Veterans Administration in regard to retired affairs activities.

b. Edit and publish a Retired Newsletter on a quarterly basis.

c. Determine entitlement of dependents of retired and deceased personnel for Uniformed Services Identification and Privilege Cards.

d. Answer inquiries regarding entitlement to rights, benefits, privileges, etc. from retired personnel and their surviving dependents.

e. Disseminate information to the field regarding retirement programs and benefits.

f. Develop procedures to evaluate the effectiveness and impact of programs administered and services provided to the field.

DRUG AND ALCOHOL PROGRAMS BRANCH
(G-PS-9)

Under the direction and supervision of the Chief, Personnel Services Division, the Chief, Drug and Alcohol Programs Branch shall:

a. Recommend policy for, coordinate and monitor drug and alcohol abuse prevention, education, identification, treatment and rehabilitation programs.

b. Communicate and interpret policy and program decisions to the field.

c. Evaluate recommendations for inpatient drug or alcohol rehabilitation and coordinate assignment to appropriate rehabilitation center, when indicated.

d. Review new training aids for suitability and applicability to current programs.

e. Select, purchase, and distribute drug and alcohol education films, publications, periodicals, and other materials for use in prevention programs.

f. Finance and monitor the urinalysis program for recruit training centers.

g. Advise and assist in selection of and provide training and orientation for Drug Education Specialists and alcohol counselors.

h. Coordinate a network of Collateral Duty Alcohol Counselors (CODAC) at individual units throughout the Coast Guard.

i. Maintain records and statistics on exemptions granted, individuals in treatment and rehabilitation, and other abuse statistics.

j. Maintain a system for monitoring the effectiveness of Coast Guard drug and alcohol rehabilitation programs.

k. Monitor all civil arrest reports for purpose of developing an "early warning" system to pinpoint possible alcohol or drug problems.

l. Review all pre-enlistment files of applicants having a history of drug involvement, making recommendations with regard to grants of waiver for enlistment.

m. Review all recommendations for discharge involving drugs or alcohol, making appropriate comments and recommendations.

n. Maintain liaison with the Office of Information for the Armed Forces and keep appropriate program managers in Headquarters informed of current training aids relevant to their areas of interest.

o. Conduct drug and alcohol education program for CGHQ and local units.

TRAINING AND EDUCATION DIVISION
(G-PTE)

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

a. Supervise and coordinate the education and training activities of the Coast Guard with regard to military personnel, including the initiation, planning, administration and review of training programs, except unit training, to meet the requirements of the various Program/Support Directors and the Officer and Enlisted Personnel Divisions using available Coast Guard and other schools and educational institutions.

b. Control and plan for the use of all active service forces and facilities at Coast Guard training centers dedicated to the support of training for active service missions. Make arrangements for the assignment of trainees at these establishments and provide Headquarters support including but not limited to training materials, funds, billets, and policy determination as necessary for the conduct of these programs.

c. Maintain Headquarters liaison with the Academy, keep informed as to the details of cadet education and training and make recommendations pertinent thereto.

d. Maintain Headquarters liaison with all Coast Guard Training Centers, Department of Defense training facilities where Coast Guard personnel are trained and all other sources of training. Review, approve and monitor on a continuing basis, all curricula of Coast Guard schools, including the Academy.

e. Plan, execute and coordinate the training of all foreign nationals in Coast Guard schools in conjunction with approved programs of the Coast Guard and other Federal agencies.

f. Prepare planning proposals and budget documents for all training resources and programs except civilian and operational/unit training, in cooperation with Program/Support Directors and other cognizant staff elements. Maintain an effective planning capability to ensure most efficient use of existing resources and obtaining of new resources, identification of new training and education requirements, relevancy of all programs, and development of cost/planning factor data to maintain maximum responsiveness and viability of the training and education effort.

g. Administer OG56 funds in support of education and training in accordance with current policy and directives.

h. Sit as a voting member of the Postgraduate/Advanced Training Selection Boards.

PART IV

DISTRICT OFFICE ORGANIZATION

PART IV

ORGANIZATION OF DISTRICT OFFICES

1. **SUMMARY OF DISTRICT OFFICE ORGANIZATION.**

a. **The District Commander (d)**, as the principal agent and representative of the Commandant, is responsible for the administration and general direction of district units under his command. Within his district, he is responsible for carrying out the functions and duties of the Coast Guard and for assuring that these duties are performed efficiently, safely and economically.

b. **The Chief of Staff (dcs)** has responsibility for advising and assisting the District Commander in the general administration of the District; and acting as District Commander in his absence. He directs and supervises the following staff components:

(1) **Special Staff Elements:**

Civil Rights Officer (dh)
District Inspection Staff (di)
Medical Advisor (dk)
Legal Officer (dl)
Public Affairs Officer (dpa)
District Planning Officer (dpl)
Senior Enlisted Advisor (dsea)

(2) **The Chief, Boating Safety Division (b)** has staff responsibility for administering Coast Guard boating safety activities including enforcement of Federal laws and regulations, coordinating with the Coast Guard Auxiliary and other public service or recreational boating groups, and administering the Boating Standards Program.

(3) **The Chief, Engineering Division (e)** has staff responsibility for logistics of an engineering character, including the repair, maintenance, outfitting, and approved alteration of vessels, aircraft, aids to navigation, shore and marine structures, machinery, electronic equipment, utilities, and vehicles; and the design and construction of specified types of shore and marine structures.

(4) **The Comptroller (f)** has staff responsibility for logistics that involve budget preparation and review, maintenance of accounts, the management of automated data systems, the disbursement of funds, and the management of the supply system.

(5) **The Chief, Marine Safety Division (m)** has staff responsibility for the program of prevention of marine casualties including the inspection of merchant vessels to ensure compliance with established standards, approval of vessel plans and equipment, and the development and application of standards for merchant marine personnel; a coordinated Coast Guard environmental program; and for management of a comprehensive ports and waterways system excluding aids to navigation.

(6) **The Chief, Operations Division (o)** has staff responsibility for the operational adequacy of the Service in the district in connection with the saving of life and property at sea as well as the conduct of aids to navigation, maritime law enforcement and operational readiness functions.

(7) **The Chief, Personnel Division (p)** has staff responsibility for logistics that are of a personnel nature, including the procurement, training, assignment, and separation of active duty military and civilian personnel, and the provision of medical and morale services.

(8) **The Chief, Reserve Division (r)** has staff responsibility for Reserve logistics that are of a personnel nature, including the training, assignment and separation of inactive Reserve personnel.

2. **Collateral Duty.** While a standard organization plan is prescribed for district offices, it is recognized that the personnel allowance tables for the several district offices vary due to workload requirements. In some instances certain functions or groups of related functions may have to be assigned by the District Commander to district staff officers on a collateral-duty basis. In certain instances the Commandant may prescribe specific rules or impose definite limitations governing the particular collateral-duty assignments.

3. **Functions Common to All Organizational Elements.** Certain common functions are the responsibility of the heads of all organizational elements. To reduce duplication, these common functions are listed below:

   a. Monitoring and evaluating internal management processes and taking steps to remedy problems associated with work procedures, manpower utilization, grade/rank structure and delegations of authority.

   b. Indoctrinating, supervising, coordinating and disciplining subordinate personnel. (Discipline shall include all legitimate and constructive action which promotes morale and efficiency among employees.)

   c. Coordinating assigned functions with the functions of other organizational elements.

   d. Taking action on communications.

   e. Maintaining adequate records.

   f. Preparing and/or processing special and routine reports.

   g. Developing directives and instructions.

   h. Maintaining liaison with other Federal agencies and outside organizations.

   i. Discharging responsibilities prescribed by Coast Guard Regulations and by other orders and directives issued by higher authority.

   j. Carrying out studies, planning and evaluation and budget development relative to improvement of current operations and to lay the ground work for implementation of plans as approved by competent authority.

PUBLIC AFFAIRS OFFICER
(dpa)

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

1. Develop and supplement plans for the public information program of the Coast Guard in the district with a view toward fostering public and internal knowledge, understanding, confidence, and good will respecting the Service and its activities.

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

3. Prepare, obtain clearance of, and cause the distribution of public information material such as press and radio releases, radio and television scripts, speeches, and visual aids, as may be appropriate.

4. Provide photographic services, as available, and assure maximum photographic coverage of activities within the district.

5. Control the exhibition of Service films within the district.

6. Keep informed of the status of the public information program within the district and of public reaction to Coast Guard activities, and advise the District Commander and the Chief of Staff.

MEDICAL ADVISOR TO THE DISTRICT COMMANDER
(dk)

Under the direction and supervision of the District Commander and the Chief of Staff, the Medical Advisor to the District Commander shall:

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

MARITIME ENVIRONMENTAL PROTECTION BRANCH
(mep)

Under the direction and supervision of the Chief, Marine Safety Division, the Chief, Maritime Environmental Protection Branch, shall:

1. Administer and supervise the Maritime Environmental Protection Program, and insure uniform and correct application of the maritime environmental laws and regulations.

2. Process and review funding and resource requirements and planning proposals for district units performing maritime environmental protection functions.

3. Administer and supervise the keeping of records (case files) of all reported spills.

4. Administer and process reported violations of the maritime environmental laws and regulations. Prepare recommendations for disposition of civil and criminal violations to the Chief, Marine Safety Division. Keep records of all fines imposed and collected.

5. Process and prepare responses to all appeals to the district commander from decisions of the Chief, Marine Safety Division. If further appeal is made to the Commandant, prepare suitable recommendations and provide all information necessary for a final decision.

6. Prepare daily reports of minor spills and POLREPS of moderate and major spills for transmission to the Commandant (G-WEP) in accordance with contingency plans and current instructions.

7. Closely monitor the effect and effectiveness of the National, Regional, and Sub-regional Contingency Plans. Maintain close liaison with signatories of the National Plan to recommend effective changes as the need arises.

8. Maintain a continuing and updated technical library of pertinent pollution control technical documents.

9. As directed by the district commander, assume the duties as on-scene coordinator when a major spill or declared pollution incident occurs.

10. Administer, supervise, and correlate with other divisions the preparation of all Environmental Impact Statements. Prepare endorsements on Impact Statements received from other agencies for comment.

11. Coordinate the environmental protection activities of the various district units.

12. Monitor the unit training of personnel performing environmental protection activities.

13. Maintain a continuing and effective liaison with federal agencies (especially Environmental Protection Agency), state agencies, and maritime organizations and industries involved in maritime environmental protection.

14. Review data and information from field units that contribute to management information systems at district and Headquarters levels.

MERCHANT MARINE TECHNICAL BRANCH
(mmt)

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

NOTE: Merchant Marine Technical Branches have been established as follows:

1. Third Coast Guard District to handle plan approvals within the geographic area encompassed by the First and Third Coast Guard Districts.

2. Fifth Coast Guard District to handle plan approvals within the geographic area encompassed by the Fifth Coast Guard District.

3. Eighth Coast Guard District to handle plan approvals within the geographic area encompassed by the Second, Seventh, and Eighth Coast Guard Districts.

4. Ninth Coast Guard District to handle plan approvals within the geographic area encompassed by the Ninth Coast Guard District.

5. Twelfth Coast Guard District to handle plan approvals within the geographic area encompassed by the Eleventh, Twelfth, Thirteenth, Fourteenth, and Seventeenth Coast Guard Districts.

RESERVE DIVISION
(r)

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

1. Develop and administer the program for the Coast Guard Reserve, (*) including the temporary component thereof, in the district in accordance with the policies, regulations, and instructions prescribed by the Commandant.

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

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

4. In consultation with the divisions concerned and within the limits prescribed by the Commandant, develop the scope and extent of the Reserve training program and the degree and manner in which Service facilities are to be utilized in furthering this program.

5. Collaborate and maintain effective liaison with the divisions concerned in regard to such logistic support elements, including supply, medical service, and fiscal and financial service, as may be required for the successful conduct of the Reserve program.

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

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

8. Administer the program for the temporary component of the Reserve in the district; maintain such records relative to temporary members of the Reserve as are required.

9. Establish and maintain close liaison with the Naval District Deputy Chief of Staff for Naval Reserve and Training and local Naval Reserve Unit Commanders, particularly with respect to promoting Coast Guard utilization of naval training and other facilities.

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

PART V

ACTIVITIES EUROPE ORGANIZATION

PART V

ORGANIZATION OF ACTIVITIES EUROPE

1. **SUMMARY OF ACTIVITIES EUROPE OFFICE ORGANIZATION.**

a. **The Commander, Activities Europe** is responsible to the Commandant for the administration and general direction of Activities Europe Units under his command.

b. **The Deputy Commander, Activities Europe** has responsibility for advising and assisting the Commander, Activities Europe in the general administration of the Command; and acting as Commander in his absence. He directs and supervises the following staff components:

(1) **The Chief, Administration Division** has responsibility for performance of personnel and comptroller functions for Coast Guard Activities, Europe as a whole as well as furnishing the full range of administrative support for the Activities Europe office.

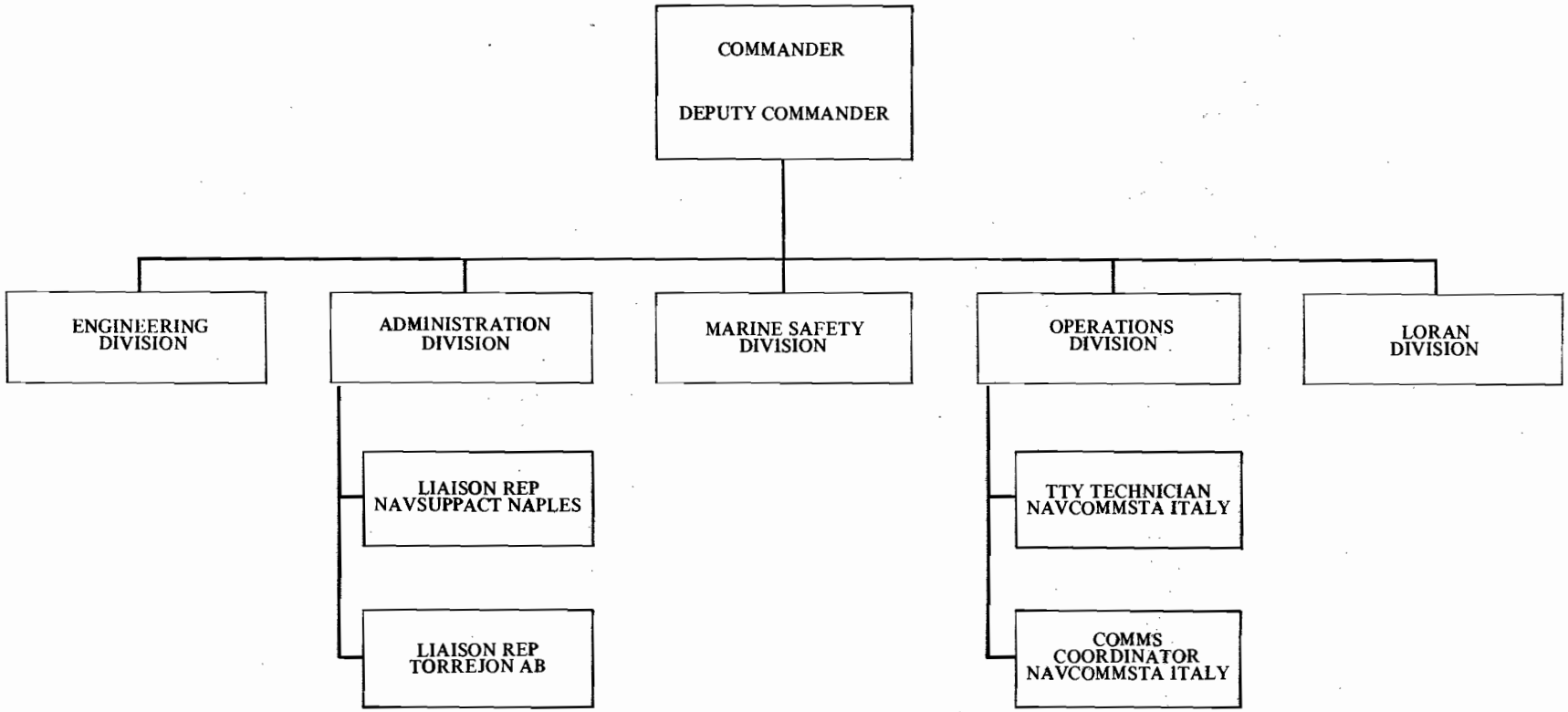
(2) **The Chief, Engineering Division** has responsibility for logistics support of an engineering nature, involving design, construction, alteration, repair, maintenance, outfitting or replacement of shore structures, machinery or equipment (excluding electronics equipment), loran antennas, boats and vehicles, as applicable, for Coast Guard units throughout the command; also, for providing technical and logistics assistance on engineering matters to host nation operating agencies on request; and providing non-electronic engineering assistance, including required station inspections of the Omega stations in Norway, Liberia and La Reunion.

(3) **The Chief, Loran Division** has responsibility for supervision of the installation, operation, maintenance and modification of electronics equipment and systems throughout the command; providing technical assistance on Loran-C matters to host nation operating agencies; and assisting the Commander in maintaining liaison with organizations concerned with electronics matters of interest to the Coast Guard.

(4) **The Chief, Marine Safety Division** has responsibility for administering the commercial vessel safety program to insure uniform and correct application of the Navigation and Vessel Inspection Laws and Regulations.

(5) **The Chief, Operations Division** has responsibility for administrative and technical control of command communications; control of classified material; military planning and readiness; operational and administrative readiness inspection programs; coordination of Coast Guard air and surface operations and visits within the command area; and the promotion and coordination of AMVER matters.

DEPARTMENT OF TRANSPORTATION
U. S. COAST GUARD
ACTIVITIES EUROPE OFFICE ORGANIZATION
JULY 1976



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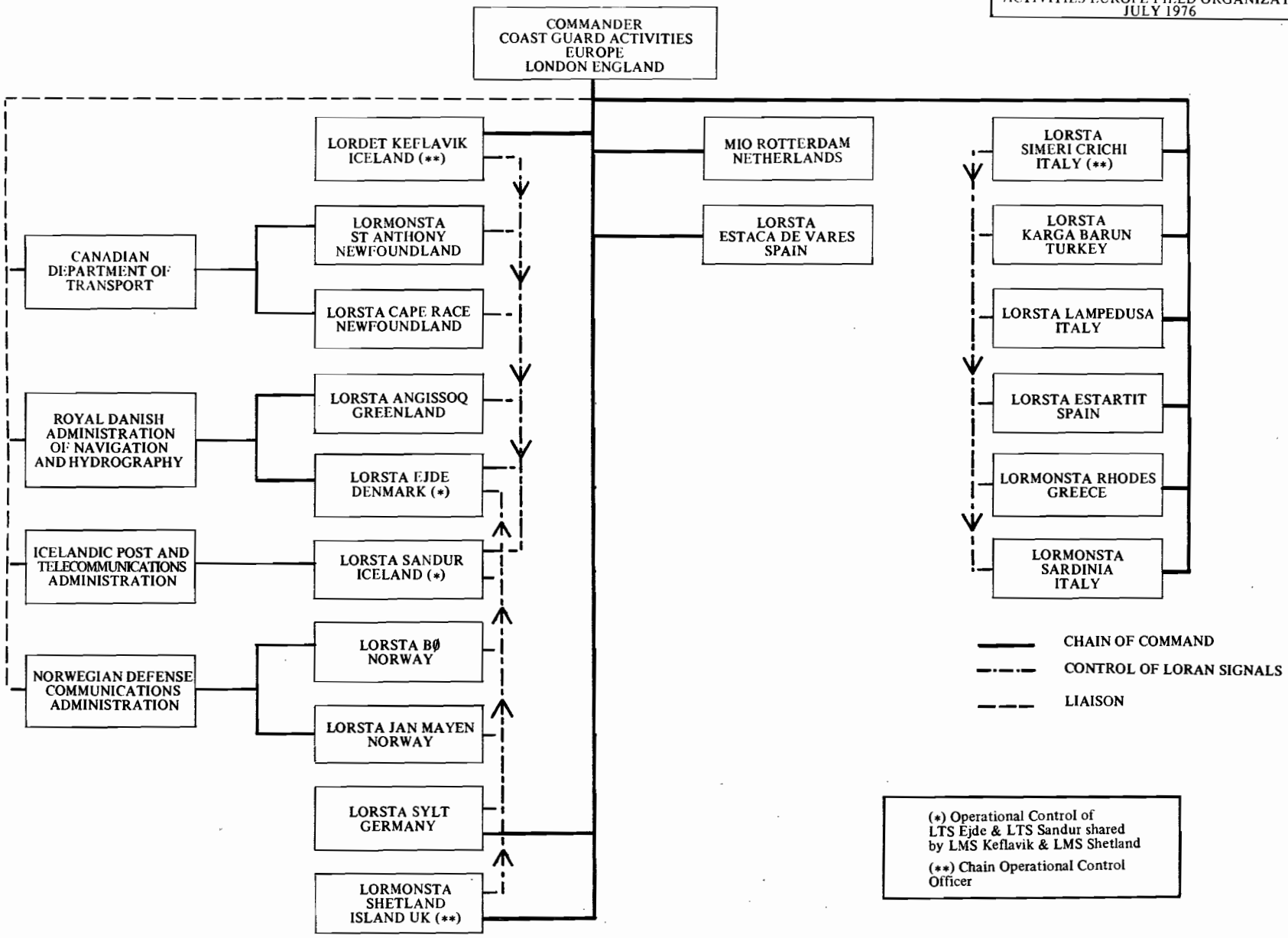
JULY 1976



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DEPARTMENT OF TRANSPORTATION
UNITED STATES COAST GUARD

MAILING ADDRESS:
U.S. COAST GUARD (G-CMA-2/83)
WASHINGTON, D.C. 20590
PHONE: (202) 426-2372

COAST GUARD ORGANIZATION MANUAL
CG-229

22 NOV 1976

AMENDMENT No. 6

1. Purpose. This amendment publishes a change to the Coast Guard Organization Manual.

2. Action.

Remove Pages	Insert Pages
LETTER OF PROMULGATION	LETTER OF PROMULGATION
i thru viii	i thru ix
I-1 thru I-9	I-1 thru I-5
II-1	II-1
II-21 thru II-24	II-21 thru II-24
II-27 thru II-34	II-27 thru II-34
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R. H. SCARBOROUGH
Chief of Staff

Dist: SDL No. 103

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DEPARTMENT OF TRANSPORTATION
UNITED STATES COAST GUARD

MAILING ADDRESS:
U.S. COAST GUARD (G-CMA/83)
400 SEVENTH STREET SW.
WASHINGTON, D.C. 20590
PHONE: (202) 426-2372

22 NOV 1974

COAST GUARD ORGANIZATION MANUAL
CG-229

LETTER OF PROMULGATION

1. Purpose. This publication prescribes the pattern of organization for the Coast Guard and fixes the areas of authority and responsibility which are hereby delegated to subordinate components by the Commandant. The manual assigns to various components of organization those functions which must be performed in order to attain the overall objectives of the Coast Guard.

2. Cancellation. This manual supersedes and cancels the previous Organization Manual, issued 26 January 1968 and the Headquarters Organization Manual, CG-229-1, issued 9 May 1967.

3. Applicability. The provisions of this manual are mandatory, not merely suggestive. A sound organization plan, clearly defined and well understood, is indispensable to the successful conduct of the Coast Guard program.

4. Amendments. Changes will be published in consecutively numbered amendments which will include reprinted pages when necessary.

O. W. SILER
Admiral, U. S. Coast Guard
Commandant

Dist: SDL No. 103

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PART 1

INTRODUCTION

1. DEFINITIONS

a. **Unit.** A separately identified Coast Guard organizational entity, under a duly assigned commanding officer or officer-in-charge, provided with personnel and material for the performance of a prescribed mission.

b. **Sub-unit.** A separately identified segment of a Coast Guard unit. A sub-unit is designated when:

(1) That segment is geographically separated from the parent unit, or

(2) The essential character and mission of that segment is uniquely different from the parent unit.

NOTE: A sub-unit is headed by a supervisor who is neither a commanding officer nor an officer in charge. His status is equivalent to that of the head of a department of a ship.

c. **Command.** The authority which a commander in the military service lawfully exercises over his subordinates by virtue of rank or assignment. Command includes the authority and responsibility for effectively using available resources and for planning the employment of, organizing, directing, coordinating, and controlling military forces for the accomplishment of assigned missions. It also includes responsibility for health, welfare, morale, and discipline of assigned personnel.

NOTE: In order to exercise effective control over highly mobile naval forces, 'Command' is sometimes split into two facets; 'Operational Control' and 'Administrative Control'. (This split has little application for fixed shore-based units, or for mobile units in their static homeport situation).

Operational Control. Those functions of command involving the composition of subordinate forces, the assignment of tasks, the designation of objectives, and the authoritative direction necessary to accomplish the mission. It does not include such matters as administration, discipline, internal organization, and unit training except when a subordinate commander requests assistance.

Administrative Control. Direction or exercise of authority over subordinate or other organizations in respect to administrative matters, such as personnel management, supply, services, and other matters not included in the operational missions of the subordinate or other organizations.

d. **Chain of Command.** The succession of commanding officers from a superior to a subordinate through which command is exercised.

e. **Technical Control.** The staff responsibility of designated Headquarters Office Chiefs for coordinating policy for the overall management of specific Headquarters Units. This includes

the planning, programming and budgeting for resources; the provision of mission policy, doctrine and procedures; and the evaluation of mission performance. There shall be but one Headquarters Office Chief designated to exercise **Technical Control** over each Headquarters Unit, regardless of the number of Service-wide **support** functions performed by the unit.

f. **Staff**

(1) In general usage, **Staff** applies to those personnel assigned a commander in the military service to assist him in the administration and operation of his command (e.g., the Headquarters Staff, the Area Office Staff, the District Office Staff).

(2) **Staff** is also used as an organization title for certain components of a commander's staff.

2. ORGANIZATIONAL PRINCIPLES

a. **Unity of Command.** An individual should be directly responsible to only one superior. Each member of an organization must know to whom he reports and who reports to him.

b. **Organizational Integrity.** A function cannot be efficiently assigned to more than one component of organization, since overlapping responsibility will cause undue coordination, conflict, confusion and delay.

c. **Span of Control.** An organization should be structured so that the number of organizational components reporting to a superior do not exceed the number which can be effectively coordinated and directed by that superior. Conversely, the span of control should not be narrowed to the point where excessive layering is present. Span of control determinations shall be based on the types of work, the degree of complexity and the level of responsibility involved.

3. **DELEGATION OF AUTHORITY.** An organization functions best when the authority to make decisions is placed as close as possible to the point where a service is performed. When this is done, the levels of review are reduced, manpower is conserved, and there is less possibility of delay in decisions. Thus, Coast Guard officials at Headquarters and in the field should periodically review the extent of delegated authority within their assigned areas to identify – and initiate action – where additional delegations can be made to subordinates. Such delegations of authority should be made in writing to the holder of an organizational title, specifically stating any restrictions and conditions as to the types of action which will require higher level approval. Copies of delegation letters should be filed with organization documents to assure ready reference.

4. PLACE OF THE COAST GUARD IN THE GOVERNMENTAL STRUCTURE

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

b. When operating under the Department of Transportation, the Commandant, as the senior officer of the Service, is responsible to and reports to the Secretary of Transportation. Top representation in the Executive Branch of the government is afforded by the Secretary of Transportation as a member of the Cabinet of the President.

c. When operating under the Navy Department, the Coast Guard has status as a Service. The Commandant, as the senior officer of the Service, reports to the Secretary of the Navy and the Chief of Naval Operations in a manner prescribed by the Navy in war-time directives.

5. PATTERN OF COAST GUARD ORGANIZATION

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

b. **The Area Commanders**, assisted by their staffs, provide direction, support and coordination of specified operational and support functions which involve the activities of more than one District.

c. **The District Commanders**, assisted by their staffs, provide regional direction, support and coordination for functions performed by subordinate units assigned.

d. **Activities, Section and Group Commanders**, assisted by their staffs, provide direction, support and coordination for functions performed by subordinate units assigned.

e. **Field Units** execute and support the missions, programs and functions assigned to the Coast Guard.

f. **Headquarters Units** provide support services for the Coast Guard as a whole, and are under the immediate direction of the Commandant, assisted by his Headquarters staff.

6. CHANGES TO COAST GUARD ORGANIZATION

a. **Headquarters Organization.** Prior approval is required for changes in the Headquarters organization, including establishment, abolishment or consolidation of organizational elements or transfer of function(s) from one organizational element to another.

b. **Field Organization.** Prior approval is required for changes in the field organization as specified in this manual. Field commands may publish their own organization manuals consistent with the guidance contained in this manual.

c. **Organizational Proposals.** Organizational change proposals shall be submitted to Commandant (G-CMA) and shall include, as a minimum, the following information:

(1) A brief description of the proposed change, justification therefor, anticipated benefits/problems, and expected impact on program costs and manpower requirements. The known or predictable impact of the proposed change on other parts of the Headquarters or field structure should also be indicated.

(2) A copy of the existing and proposed organization/staffing charts for each organizational element affected, showing authorized personnel both before and after the proposed change.

(3) Proposed functional statements for each organizational element affected.

(4) An analysis of the effect of the proposal on the Equal Employment Opportunity Program.

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

d. **Consultation on Organizational Changes.** Officials contemplating organizational changes shall consult with Commandant (G-CMA) in the developmental and planning stages to assure proper coordination and application of organizational principles.

DEPARTMENT OF TRANSPORTATION
U.S. COAST GUARD
HEADQUARTERS ORGANIZATION
AUGUST 1976

- FOREIGN POLICY ADVISOR TO T COMMANDANT (G-CP)
- CHIEF ADMINISTRATIVE LAW JU
- MARINE SAFETY COUNCIL (G-CI
- CONGRESSIONAL AFFAIRS STA LOYMENT (CCS-1)
- MEDICAL ADVISOR TO THE COM (G-K)
- SCIENCE ADVISOR TO THE COM (G-DS)
- MASTER CHIEF PETTY OFFICER GUARD (G-CMCPO)

- ADMINISTRATIVE SERVICES DIVISION
- S DIVISION (G-CPA)
- PLANS EVALUATION DIVISION (G-CPE)

- OFFICE OF PUBLIC AND INTERNATIONAL AFFA (G-A)
  - INTERNATIONAL AFFAIRS DIVISION (G-AIA
  - PUBLIC AFFAIRS DIVISION (G-APA)
- OF COMPTROLLER (G-F)
  - ANNING AND EVALUATION AFF (G-FP)
  - NG DIVISION (G-FAC)
  - SUPPORT DIVISION (G-FPS)
  - & PROPERTY DIVISION (G-FLP)
  - REVIEW DIVISION (G-FER)
  - MENT DIVISION (G-FCP)
  - TION SYSTEMS DIVISION (G-FIS)
  - ASSURANCE DIVISION (G-FQA)
- OFFICE OF HEALTH SERVICES (G-K)
  - PLANNING STAFF (G-K-I)
  - MEDICAL ADMINISTRATION DIVISION (G-KMA)
  - PROFESSIONAL SERVICES DIVISION (G-KPS)

- OFFICE OF CHIEF COUNSEL (G-L)
  - COURT OF MILITARY REVIEW (G-L-3)
  - CLAIMS & LITIGATION DIVISION (G-LCL)
  - GENERAL LAW DIVISION (G-LGL)
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  - MARITIME & INTERNATIONAL LAW DIVI (G-LMI)
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  - PROCUREMENT LAW DIVISION (G-LPL)
  - REGULATIONS & ADMINISTRATIVE LAW DIVISION (G-LRA)
  - LEGAL ADMINISTRATION DIVISION (G-LLA)
- FICE OF RESERVE (G-R)
  - MINISTRATION DIVISION (G-RA)
  - OGRAMS DIVISION (G-RP)
  - AINING DIVISION (G-RT)
- OFFICE OF MARINE ENVIRONMENT & SYSTEMS (G-W)
  - PORTS & WATERWAYS PLANNING STAFF (G-WS)
  - PLANS & EVALUATION STAFF (G-WP)
  - AIDS TO NAVIGATION DIVISION (G-WAN)
  - BRIDGE DIVISION (G-WBR)
  - MARINE ENVIRONMENTAL PROTECTION DIVISION (G-WEP)
  - PORT SAFETY AND LAW ENFORCEMENT DIVISION (G-WLE)

CHIEF OF STAFF
(G-CCS)

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

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

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

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

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

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

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

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

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

   h. Act as Commanding Officer of Headquarters.

   i. Be the Support Director for the General Administration Program and the Safety Support Program.

HEADQUARTERS EQUAL EMPLOYMENT OPPORTUNITY OFFICER (G-CCS-1)

Under the direction of the Chief of Staff, the Headquarters Equal Employment Opportunity Officer shall:

a. Plan, implement, and evaluate a program to assure equal employment opportunity for all civilian personnel at Headquarters.

b. Manage the Equal Employment Opportunity Counseling Program at Headquarters, including:

(1) Recommending individuals for appointment as counselors.

(2) Arranging for necessary training for personnel appointed as counselors.

(3) Providing advice, guidance, and direction to counselors.

(4) Evaluating the effectiveness of the counseling program and making recommendations for improvement.

c. Review proposed changes in Headquarters policies and procedures to determine their impact on equal opportunity, and advise the Chief of Staff of any adverse effects of such changes.

d. Advise and consult with the Chief of Staff and key officials and supervisors at Headquarters concerning the full range of equal opportunity matters, with particular emphasis on furthering the equal opportunity effort by resolving or forestalling complaints of discrimination.

ADMINISTRATIVE SERVICES DIVISION
(G-CAS)

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

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

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

   b. Administer funds for operational and administrative support of Coast Guard Headquarters.

   c. Administer civilian personnel matters for Headquarters, and Headquarters Units located in the Washington metropolitan area.

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

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

   f. Administer the Housing Administration and Liaison Office for the Washington Metropolitan Area including the Headquarters leased housing program.

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

   h. Coordinate Headquarters mail services with the Department.

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

   j. Administer the Headquarters Records Management Program.

   k. Act as Director, Headquarters Welfare District, Coast Guard Welfare.

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

   m. Administer the Headquarters blood donor program.

   n. Coordinate with the Department all telephone service requirements for Headquarters and all Washington area Coast Guard units.

SECURITY AND LOGISTICS BRANCH
(G-CAS-3)

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

a. Coordinate with OST for the internal security of Coast Guard spaces in the DOT Headquarters buildings.

b. Request procurement of, receive, store, maintain, and issue office equipment and furniture; coordinate and supervise the movement of existing office furniture and equipment; furnish labor details and shipping and receiving services; supervise the operations of the Headquarters motor pool.

c. Prepare and control the issuance of necessary Coast Guard military and civilian personnel identification cards; provide fingerprinting and laminating services; issue necessary name tags for Headquarters military and civilian personnel. Issue decals for Headquarters under the CG Vehicle Registration Program.

d. Provide liaison with OST parking management and provide general guidance and information to Coast Guard personnel for parking matters.

e. Coordinate with OST for mail dispatch and delivery and messenger mail services.

f. Plan, coordinate and direct the operations of the Headquarters Secret and Confidential Control Center and the registered and certified mail distribution control point. Conduct annual inventory of Secret material in Headquarters. Publish directives concerning handling of classified material in Headquarters.

g. Prepare certificates of clearance to handle classified matter as may be required for all military personnel assigned to Headquarters. Advise other government agencies of the degree of security clearance held by military personnel assigned to Headquarters, and verify security clearances held by employees of other agencies visiting Headquarters as may be required.

HEADQUARTERS CIVILIAN PERSONNEL BRANCH
(G-CAS-5)

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

a. Plan, direct, and execute a civilian personnel program for Headquarters and Headquarters Units located in the Washington Metropolitan area, including such elements as program planning and evaluation; position and pay management; recruitment and placement; training and employee development; equal employment opportunity; performance appraisals; employee counseling, discipline, grievances, and appeals, incentives and recognition; employee services; personnel action processing; employment practices; and labor-management relations.

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

c. Represent Headquarters on all personnel matters including labor-management relations and participate in all personnel management activities.

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

RECORDS AND DIRECTORY BRANCH
(G-CAS-6)

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

a. Plan, coordinate, direct, and administer the Headquarters Records Management Program.

b. Ensure the Coast Guard Comprehensive Records Control Schedule is maintained current. Prepare and issue correspondence and instructions relative to the records disposal program for Headquarters.

c. Compile, edit, and publish the Register of Military Personnel in the Washington Area (CG-141). Provide the Department of Transportation with information concerning Headquarters military and civilian personnel required for publication in the DOT Telephone Directory.

d. Operate a central information desk to answer telephone inquiries and to assist visitors.

e. Maintain a system of control over records loaned by the National Archives and the Federal Records Center.

BUDGET DIVISION
(G-CBU)

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

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

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

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

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

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

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

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

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

   h. Be responsible for the preparation, publication, and maintenance of the Manual of Budgetary Administration.

FORMULATION BRANCH
(G-CBU-1)

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

a. Translate policies and programs and priority lists into budget estimates for submission to the Office of the Secretary DOT; Office of Management and Budget; and to Congress.

b. Advise the division chief in matters of budget formulation, including development of phased-time schedules for accomplishment.

c. Prepare the program budget distribution for OE, AC&I, and RDT&E appropriations and maintain program cost trend charts.

d. Prepare resource change proposals for annualizations and all civilian pay adjustments.

e. Prepare tentative operating stage budgets based upon House Appropriations Committee report and First Congressional Concurrent Resolution.

f. Coordinate reimbursable programs.

EXECUTION AND ANALYSIS BRANCH
(G-CBU-2)

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

a. Advise the division chief in matters related to budget execution, including the status of financial plans, review and evaluation of accomplishments.

b. Prepare operating stage budget and modifications based upon final Congressional action on Coast Guard appropriations.

c. Coordinate the execution of budgets through direct liaison with allotment, operating guide, and project administrators at Headquarters, and with administrative allotment units.

d. Prepare financial plans and apportionment schedules.

e. Consolidate planned obligation programs, evaluate execution of the financial plans, condut variance analyses, initiate program modifications and/or prepare evaluation reports on the progress of the execution of each allotment/project as required.

f. Conduct analyses of all phases of budget execution.

g. Recommend reprogramming actions to division chief in order to meet unprogrammed requirements.

h. Conduct or coordinate the review of pending legislation to determine long range budget projections.

i. Administer OG-40, Chief of Staff Contingency Fund and other funds not specifically allocated to other components of organization. Prepare non-pay resource change proposals, including non-pay COL RCPs.

j. Publish the Manual of Budgetary Administration.

MANAGEMENT ANALYSIS DIVISION
(G-CMA)

1. **Mission.** To provide a wide range of administrative and management advisory services and assistance for the Headquarters and field organization.

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

   a. Conduct special staff studies and comprehensive management surveys embracing any organizational component of the Coast Guard.

   b. Develop, promulgate and monitor implementation of Coast Guard organizational policy, principles and patterns and delegations of authority.

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

   d. Administer the military and civilian Incentive Awards Program.

   e. Act as Headquarters focal point for the CG administrative inspection system.

   f. 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.

   g. Coordinate the preparation of required administrative reports for transmittal by the Commandant to the Secretary of Transportation or to other government officials.

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

   i. Administer Paperwork Management Program of the Coast Guard, involving: forms, reports, correspondence, and directives; advise managers concerning paperwork practices and their application; and administer the Indispensable Operating Records Program.

   j. 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.

   k. Develop and administer the printing and duplicating program at HQ, including liaison with OST on printing matters. Provide general direction for Coast Guard wide printing programs.

   l. Act as Privacy Act Officer of the Service.

INSPECTION LIAISON OFFICER
(G-CMA-1)

Under the general direction and supervision of the Chief, Management Analysis Division, the Inspection Liaison Officer shall:

a. Develop general inspection policies for the Commandant as the basis for the area-administered inspection system.

b. Serve as coordinator and liaison between area inspection officers and cognizant HQ program officials on inspection matters.

c. Arrange for HQ representation on area-directed inspections of district offices and HQ units, as requested by area commands.

d. Designate area or district commands to act as model managers in the development and maintenance of service wide standard inspection check lists, and monitor the program.

e. Receive inspection reports from area commands requiring action by the Commandant's staff. Coordinate review and analysis of such reports and follow up to assure appropriate evaluation and action as necessary by cognizant program officers.

f. Based on liaison with the areas, inspection results as provided in area reports and summaries, and contact with HQ program officials, evaluate the general effectiveness of the Coast Guard inspection system within the policies and parameters established by the Commandant. Advise superiors as to progress and the need for changes.

MANAGEMENT AND ORGANIZATION BRANCH
(G-CMA-2)

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

a. Conduct and/or coordinate management studies involving Headquarters and the field. This includes review, analysis, and improvement of organization, command relationships, delegations of authority, general administrative management practices, etc.

b. Evaluate planning proposals in terms of organizational implications and impact.

c. Review legislative proposals as they relate to Coast Guard organization and functions.

d. Develop Coast Guard position with respect to management proposals and inquiries (organizational changes, delegations of authority, etc.) from the Department of Transportation and other federal agencies.

e. Conduct reviews of management functions in Coast Guard districts and Headquarters units.

f. Provide consultant services to Coast Guard officials and their staffs on a variety of general management matters.

g. Develop directives which prescribe organizational policy, principles and patterns, and delegations of authority policy.

DIRECTIVES, PUBLICATIONS, AND PRINTING BRANCH
(G-CMA-3)

Under the direction and supervision of the Chief, Management Analysis Division, the Chief, Directives, Publications and Printing Branch shall:

a. Develop and administer the directives management system for the Coast Guard. 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.

b. Develop and administer the service-wide printing and duplicating program. Prepare annual printing budget for the Office of the Chief of Staff and maintain accountability for funds expended.

c. Process requests for Coast Guard publications and directives submitted by Coast Guard field units, other Government agencies, and the general public.

d. Provide liaison with Coast Guard field units, OST, and other Government agencies concerning printing and distribution matters.

e. Prepare requisitions for publications, directives, and forms prepared by other government agencies. Prepare MILSTRIP requisitions for forms and publications stocked in the supply system. Order publications from GPO consigned stock as required.

f. Maintain stock control records for Coast Guard publications stocked by OST and for those in GPO consigned stock. Conduct annual physical inventory for material in consigned stock to verify stock control records.

g. Prepare departmental requisitions and specifications on all printing processed through Headquarters.

PAPERWORK MANAGEMENT BRANCH
(G-CMA-4)

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

a. Develop and administer the Coast Guard Records Management Program, including establishment of systems and standards for effective service-wide control over creation, use, maintenance and disposal of records. Develop and maintain the Coast Guard comprehensive records control schedules.

b. Develop and administer the Coast Guard Forms and Reports Management Programs. Analyze all requests for new or revised forms and reporting requirements, and follow through with design and issuance as required.

c. Administer the Correspondence Management Program, developing and establishing standards, procedures and techniques for improvement of correspondence practices.

d. Develop service-wide filing systems and procedures and maintain the numerical subject classification system.

e. Administer the Indispensable Operating Records Program for Coast Guard Headquarters.

f. Administer the Privacy Act of 1974.

MANAGEMENT SERVICES BRANCH
(G-CMA-5)

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

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

b. 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 and Action Book Reports for the Secretary and bi-weekly Secretarial Staff/Briefing Agenda items, Executive Retreats, etc.

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

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

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

f. Serve as the point of contact and coordinator for all evaluations and audits levied on the Coast Guard by external entities such as OST, GAO, OMB, GSA, etc.

PLANS EVALUATION DIVISION
(G-CPE)

1. **Mission.** To Initiate, review, coordinate, and evaluate Coast Guard long range plans.

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

   a. Coordinate program planning beyond the budget year plus one, encompassing:

      (1) Evaluation of programs and new initiatives.

      (2) Evaluation of long range objectives.

      (3) Evaluation of policies.

      (4) Evaluation of cost-effectiveness and cost-benefit measures.

   b. Develop and update the GC Long Range View annually.

   c. Develop Spring Preview annually, highlighting major issues for future budgets.

   d. Coordinate, monitor and evaluate Plan Summaries for consistency and completeness in support of CG objectives.

   e. Iniate, monitor and review the conduct of all major analytical efforts within the Coast Guard designed to examine new programs, major changes in emphasis of existing programs, or methods of accomplishing ongoing programs.

   f. Coordinate the preparation, review, and updating of the major facility plans and the Headquarters review of Planning Proposals and Unit Devlopment Plans.

   g. Annually prepare statement and background for Legislative Oversight Hearings.

   h. Review AC & I Projects and Resource Change Proposals, as necessary for consistency with long-range plans.

   i. Monitor Program and Support planning beyond BY+1 and provide analytical assistance to Program and Support Managers, as needed.

   j. In conjunction with the Chief, Programs Division, maintain the Planning and Programming Manual, CG-411.

   k. Make determinations concerning which services provided by the Coast Guard could/should be susceptible to the imposition of user charges.

OFFICE OF PUBLIC AND INTERNATIONAL AFFAIRS
(G-A)

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

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

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

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

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

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

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

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

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

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

   i. Serve as a focal point for response to or reference of communications from the general public concerning Coast Guard activities.

   j. Edit and publish the Commandant's Bulletin.

   k. Be responsible for Freedom of Information Act for the Coast Guard.

   l. Be responsible for Federal Domestic Assistance Program.

   m. Be the Support Director for the Public and International Affairs Support Program.

INTERNATIONAL AFFAIRS DIVISION
(G-AIA)

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

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

b. 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.

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

d. 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.

e. 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 part of a working group of international organizations.

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

g. Be responsible for staff supervision and liaison with all Coast Guard advisory groups and mission personnel assigned to foreign governments.

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

i. 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.

j. 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.

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

PUBLIC AFFAIRS DIVISION
(G-APA)

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

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

b. Conduct public information activities, 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.

c. Coordinate the public affairs 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.

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

e. Prepare, give clearance, cause the distribution of public information material such as pamphlets, booklets, magazine articles, radio and television materials; review for clearance material received in accordance with existing directives.

f. 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 opionion.

g. 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.

h. Provide coordination and policy direction for the Coast Guard Exhibit Center, Silver Spring, Md. and the Fleet Home Town News Center Coast Guard Detail.

i. 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.

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

k. 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.

l. 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.

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

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

(1) Commemorating holidays and anniversaries.

(2) Directing participation and cooperation in ceremonines of other Federal agencies and celebrations established by Presidential Proclamation.

(3) Notifying observance of death and funeral services of the civil officials referred to in Article 14-10-1, Coast Guard Regulations.

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

p. Provide editorial and photographic services for Headquarters staff components as requested.

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

r. Provide liaison, guidance, support and coordination to the Navy League, other service oriented groups, and civic organizations with respect to Coast Guard policies and programs.

s. Serve as the control point to review public relations activities and as point of contact with DOT Review Board.

t. Serve as a focal point for response to or reference of communications from the general public concerning Coast Guard activities.

AUXILIARY AND EDUCATION DIVISION
(G-BAE)

Under the general direction and supervision of the Chief, Office of Boating Safety, the Chief Auxiliary and Education Division shall:

a. Act as the Chief Director of Auxiliary, directing day-to-day functions in cooperation with the National Commodore. Act as the National Coordinator for Boating Education. and as such, the representative of the Chief, Office of Boating Safety in all matters concerning Boating Education.

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

c. Develop policies and procedures for the coordination and implementation of national recreational boating education programs.

d. Develop plans and procedures in accordance with 14 USC 822 for the organization and utilization of Auxiliary personnel and facilities to assist the Coast Guard in promoting safety and effecting rescues on and over the high seas and upon the navigable waters; and to facilitate other operations of the Coast Guard. Cooperate with state government agencies in conducting patrols, using Auxiliary facilities, on sole state waters as authorized by the FBSA of 1971.

e. Make recommendations relative to the use of Auxiliary personnel and facilities in support of states and other government agencies, and the logistcs support required for such operations.

f. Act as the reviewing authority for recommendations of the National Board, and National Board, Inc., relative to official publications, the standing rules and by-laws, awards, uniforms, flags, pennants, burgees, and internal administrative matters of the Auxiliary.

BUDGET, PLANNING AND SPECIAL PROGRAMS STAFF
(G-BAE-1)

Under the direction and supervision of the Chief, Auxiliary and Education Division, the Chief, Budget, Planning and Special Programs Staff shall:

a. Maintain essential records for the administration of the Auxiliary. Be user representative for the various districts relative to the operation and maintenance of the Auxiliary Management Information System (AUXMIS).

b. Coordinate all Auxiliary public information efforts by the Coast Guard with the National Auxiliary Chief, Public Affairs Department (DC-P).

c. Review investigative reports involving claims for damages to Auxiliary facilities and/or death or injury to members of the Auxiliary when requested by the Chief Counsel. Maintain liaison with G-L concerning the Privacy Act of 1974.

d. Assist in the development of budgetary requirements including preparation of Resource Change Proposals, and maintenance of a division financial plan in support of Auxiliary and education programs.

e. Coordinate with G-PTE for the development and implementation of an indoctrination program designed to familiarize all Coast Guard personnel with the Auxiliary and its mission.

f. Coordinate the National Conferences, including preparation of the Headquarters presentation and agenda items, and the follow-up on recommendations presented.

g. Develop input to publications necessary for the administration of the Auxiliary.

h. Develop and maintain Division program plans, criteria and standards. Monitor the progress towards program milestones.

LOGISTICS BRANCH
(G-BAE-2)

Under the direction and supervision of the Chief, Auxiliary and Education Division, the Chief, Logistics Branch shall:

a. Arrange for publication, stock, control, issue and custody of Auxiliary membership training material and qualifications examinations.

b. Coordinate revision of certain Coast Guard forms stocked within and issued by the Supply Center necessary for the administration of the Auxiliary.

c. Initiate annual updating, printing and distribution to Directors of Auxiliary of the decals for Auxiliary Facilities and for the Courtesy Motorboat Examination Program.

d. Maintain essential records for the administration of the Auxiliary.

e. Develop appropriate input to directives and publications necessary for the administration of the Auxiliary. Update posters and pamphlets used in promotion of Auxiliary programs.

AUXILIARY OPERATIONS AND MEMBER TRAINING BRANCH
(G-BAE-3)

Under the direction and supervision of the Chief, Auxiliary and Education Division, the Chief, Auxiliary Operations and Member Training Branch shall:

a. Develop in coordination with the National Auxiliary Chief, Department of Operations (DC-O) all authorized Auxiliary operational programs. This includes the Courtesy Motorboat Examination, Auxiliary Patrols and Chart Updating programs.

b. Coordinate with the Search and Rescue Division relative to the Coast Guard requirements for operational use of Auxiliary vessels or aircraft.

c. Coordinate matters relating to the Auxiliary Communications System; the Auxiliary Chart Updating program; the Courtesy Motorboat Examination program and educational matters concerning Auxiliary member training; and Auxiliary member training in marine radiotelephone communications.

d. In cooperation with the Auxiliary National Chief, Department of Training (DC-T), develop and administer Auxiliary training programs.

e. Develop input to directives and publications necessary for the administration of the Auxiliary.

BOATING EDUCATION BRANCH
(G-BAE-4)

Under the direction and supervision of the Chief, Auxiliary and Education Division, the Chief, Boating Education Branch shall:

a. Coordinate all boating education efforts within the Office of Boating Safety.

b. Coordinate the development and review of all boating education course materials intended for use by the general public.

c. Develop and maintain a reference library of all printed and audio/visual materials used to promote boater education, excluding mass media materials.

d. Promote state programs for the boating education of the general public within the public school systems.

e. Plan and monitor research and development projects pertaining to boat operator education.

f. Coordinate within the Office of Boating Safety and with Auxiliary National Chief, Department of Education (DC-E) in the development and review of materials used in the various Auxiliary public education courses and State and other volunteer boating safety organizations.

g. Coordinate with the National Weather Service in educational matters concerning the dissemination of weather information to the boating public.

h. Coordinate with the Federal Communications Commission and the Radio Technical Commission for Marine Service (RTCM) concerning the public education of boatmen in marine radio-telephone communications.

i. Design, prepare and review various printed and audio/visual materials dealing with Auxiliary public education courses.

j. Develop input to directives and publications necessary for the Auxiliary public education program.

STATE LIAISON AND COMPLIANCE DIVISION
(G-BLC)

Under the general direction and supervision of the Chief, Office of Boating Safety, the Chief, State Liaison and Compliance Division, shall:

a. Develop and administer a program to promote uniformity, comity and reciprocity in boating laws among the several States.

b. Provide liaison with State Boating Law Administrators, working through the District boating safety organizations.

c. Monitor and coordinate agreements between the Coast Guard Districts and the States to insure the maximum cooperation between the Federal government and the States.

d. Initiate and monitor regulations that relate to boat operator requirements, and assist the Boating Technical Division in preparing standards for operator required equipment.

e. Supervise the boating safety Federal financial assistance grants to the States and assist in processing nonprofit grants.

f. Develop and promote uniform requirements for numbering and casualty reporting systems, and coordinate boating accident investigative procedures and reports.

g. Plan and administer comprehensive training programs for Federal, State and local boating law enforcement officials.

h. Administer the Coast Guard boat operator compliance program, including in particular the activities of the Boating Safety Teams.

i. Assist in developing and operating a system to measure the effectiveness of nationwide boating law enforcement efforts.

j. Develop and monitor research and development projects associated with operator compliance and boating accident investigations.

k. Develop enforcement and environmental quality policies for Coast Guard operating personnel involved with the enforcement of Federal boating regulations.

STATE AFFAIRS BRANCH
(G-BLC-1)

Under the direction and supervision of the Chief, State Liaison and Compliance Division, the Chief, State Affairs Branch shall:

a. Maintain liaison with State Boating Law Administrators, working through the District boating safety organizations.

b. Develop policy to encourage greater uniformity in boating laws; reciprocity and comity among the several jurisdictions; and cooperation and assistance between the Federal Government and the States in developing, administering and enforcing Federal and State boating laws.

c. Promote the development of formal cooperative agreements between the States and the Coast Guard relative to boating law enforcement, accident investigations and search and rescue.

d. Initiate and monitor Federal regulations which relate to boat numbering and casualty reporting.

e. Coordinate the review of State boating laws and initiate action to resolve conflicts between State and Federal laws and regulations.

f. Process the boating safety Federal financial assistance grants to the States and assist in processing nonprofit grants.

g. Coordinate the evaluation of State boating programs by District boating safety organizations.

ACCIDENT REVIEW BRANCH
(G-BLC-2)

Under the direction and supervision of the Chief, State Liaison and Compliance Division, the Chief, Accident Review Branch shall:

a. Develop and disseminate standard procedures for reporting and investigating boating accidents.

b. Review all Boating Accident Reports and take necessary corrective action.

c. Maintain a file of all Boating Accident Reports.

d. Prepare coding sheets for computer processing of statistical data extracted from Boating Accident Reports.

e. Prepare comments on Boating Accident Reports requiring action by the Commandant.

f. Develop and maintain a boating accident investigation training program for Federal, State and local boating investigation and law enforcement officials.

OPERATOR COMPLIANCE BRANCH
(G-BLC-3)

Under the direction and supervision of the Chief, State Liaison and Compliance Division, the Chief, Operator Compliance Branch shall:

a. Initiate and monitor Federal regulations which relate to operator requirements, excluding numbering and casualty reporting systems.

b. Oversee the enforcement of Federal laws and regulations concerning recreational boating, with the exception of the manufacturer compliance and defect notification program.

c. Administer an operator compliance training program for law enforcement personnel of the Coast Guard, other Federal agencies, the States and local enforcement agencies.

d. Administer Boating Safety Team (BOSTEAM) matters.

e. Monitor research and development projects pertaining to operator compliance.

f. Coordinate the preparation of Resource Change Proposals for G-BLC.

g. Maintain the financial plan for Operating Guides 30 and 56.

NUMBERING BRANCH
(G-BLC-4)

Under the direction and supervision of the Chief, State Liaison and Compliance Division, the Chief, Numbering Branch shall:

a. Supervise the assignment of numbers to undocumented vessels as required by applicable law and regulation.

b. Process applications for boat numbers and maintain ownership records on boats numbered by the Coast Guard.

c. Maintain records of applications for boat numbers and deliver all monies collected to the Comptroller of the Coast Guard.

d. Coordinate motorboat numbering matters as required.

e. Update and distribute current numbering and letter forms to designated Coast Guard units and Post Offices in the jurisdictions where the Coast Guard issues numbers.

OFFICE OF RESEARCH AND DEVELOPMENT
(G-D)

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

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

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

   b. Be responsible for the administration of the RESEARCH, DEVELOPMENT, TEST & EVALUATION appropriation.

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

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

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

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

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

   h. Exercise technical control over the Research and Development Center.

   i. Be Support Director for Research, Development, Test and Evaluation Support Program. The Deputy Chief shall be the support manager.

CHIEF SCIENTIST
OFFICE OF RESEARCH AND DEVELOPMENT
(G-DS)

The Chief Scientist, Office of Research and Development, has the following responsibilities:

a. Advises the Chief, Office of Research and Development in the planning, guidance, and monitoring of research and development programs and projects with specific reference to quality and realization of objectives.

b. Represents the Coast Guard, independently or with the Chief, Office of Research and Development, at conferences, meetings of committees and study groups, involving R&D matters.

c. Maintains liaison with the Assistant Secretary for Systems Development and Technology, Department of Transportation and with members of the scientific community within the Federal Government, private industry and educational institutions to interchange information and keep abreast of new concepts and developments having potential applicability to the Coast Guard R&D program.

d. Serves as the Permanent Vice Chairman of the Science Advisory Committee.

e. Works with Chief, Plans and Evaluation Staff (G-DP) to relate R&D efforts to the long range plans of the Coast Guard.

PLANS AND EVALUATION STAFF
(G-DP)

Under the general direction and supervision of the Chief, Office of Research and Development, the Chief, Planning and Evaluation Staff shall:

a. Administer the planning, programming, and budgeting system for the Office of Research and Development.

b. Coordinate and provide management overview of the programs, the operation and maintenance of the R&D facilities, and the general support effort for the Office of Research and Development.

c. Assist program managers and support managers in developing general philosophy and direction for the R&D program including, but not limited to:

(1) identification of long range objectives;

(2) forecasting efforts to determine future R&D requirements; and

(3) coordination of program priorities with departmental R&D objectives.

d. Coordinate financial management and resource allocation for the Office of Research and Development.

e. Monitor effectiveness of R&D program.

f. Manage the Research and Development Information System to provide timely data to top level management.

g. Coordinate the research and development requirements of all offices with the programs of the R&D facilities.

h. Coordinate planning and budgeting matters with other federal agencies and industry groups.

OPERATIONS AND ENVIRONMENTAL TECHNOLOGY DIVISION (G-DOE)

Under the general direction and supervision of the Chief, Office of Research and Development, the Chief, Operations and Environmental Technology Division shall:

a. Assist the Office Chief, the Chief Scientist, and the Planning and Evaluation Staff in the formulation of the research and development program, as well as policies and long range plans in support of Coast Guard missions and goals.

b. Plan and administer the research and development, test, and evaluation projects assigned to the division.

c. Inform and assist program and support directors and managers regarding new scientific knowledge or technology which may be utilized in the improvement of operational missions.

d. Coordinate with and advise program and support managers during all phases of assigned projects to insure responsiveness to their requirements and the effective transfer of project output upon completion.

e. Assist Program Managers in the development and maintenance of 5 year RDT&E plans to support Coast Guard missions and goals.

f. Establish and maintain close liaison with appropriate Federal agencies, private companies, and other organizations engaged in research and development in order to coordinate efforts where practicable, to avoid duplication, and to obtain the benefits of previously developed technology.

g. As directed, represent the Coast Guard on interagency R&D working committees and panels so as to coordinate Coast Guard efforts with those undertaken by other agencies, and make presentations of assigned R&D projects.

h. Coordinate with the other R&D Division Chiefs and the CO, R&D Center to ensure balance in the utilization of R&D personnel resources.

ENVIRONMENTAL TECHNOLOGY BRANCH
(G-DOE-1)
SENSOR TECHNOLOGY BRANCH
(G-DOE-2)
CONTROL/COMMUNICATIONS TECHNOLOGY BRANCH
(G-DOE-3)
NAVIGATION SYSTEMS TECHNOLOGY BRANCH
(G-DOE-4)

Under the direction and supervision of the Chief, Operations and Environmental Technology Division, the Chief of each Branch listed above shall:

a. Assist in the formulation of research and development programs, policies, and long-range plans in support of Coast Guard missions and goals.

b. Plan and administer the research, development, test and evaluation efforts to support the missions and goals of programs as assigned.

c. Manage the allocated resources (personnel and funds) in the execution of R&D efforts to support assigned programs.

d. Supervise the execution of research and development projects assigned.

e. In the administration of assigned R&D efforts, insure that:

(1) project area master plan, including a work breakdown structure, work plan and schedule, and progress reports, are developed and submitted for each project area.

(2) responsible seniors in the chain of command are advised of the status of projects by periodic reports.

(3) close liaison is maintained with appropriate program managers to insure responsiveness to their requirements and to provide effective transfer of project outputs upon completion.

(4) close liaison is maintained with other Branch Chiefs in the Office and with the Technical Director, R&D Center to ensure the proper execution of the assigned projects.

f. As directed, represent the Coast Guard on interagency R&D working committees and panels so as to coordinate Coast Guard efforts with those undertaken by other agencies, and make presentations of assigned R&D projects to various audiences of different interests.

g. Keep informed of new scientific and technical developments which may have application to activities of the Branch.

SAFETY AND ADVANCED TECHNOLOGY DIVISION (G-DSA)

Under the general direction and supervision of the Chief, Office of Research and Development, the Chief, Safety and Advanced Technology Division shall:

a. Assist the Office Chief, the Chief Scientist, and the Planning and Evaluation Staff in the formulation of the research and development program, as well as policies and long range plans in support of Coast Guard missions and goals.

b. Plan and administer the research and development, test, and evaluation projects assigned to the division.

c. Inform and assist program and support directors and managers regarding new scientific knowledge or technology which may be utilized in the improvement of operational missions.

d. Coordinate with and advise program and support managers during all phases of assigned projects to insure responsiveness to their requirements and the effective transfer of project output upon completion.

e. Assist Program Managers in the development and maintenance of 5 year RDT&E plans to support Coast Guard missions and goals.

f. Establish and maintain close liaison with appropriate Federal agencies, private companies, and other organizations engaged in research and development in order to coordinate efforts where practicable, to avoid duplication, and to obtain the benefits of previously developed technology.

g. As directed, represent the Coast Guard on interagency R&D working committees and panels so as to coordinate Coast Guard efforts with those undertaken by other agencies, and make presentations of assigned R&D projects.

h. Coordinate with the other R&D Division Chiefs and the CO, R&D Center to ensure balance in the utilization of R&D personnel resources.

VESSEL AND PORT SAFETY TECHNOLOGY BRANCH (G-DSA-1)
RECREATIONAL BOATING SAFETY TECHNOLOGY BRANCH (G-DSA-2)
CONSERVATION AND ADVANCED TECHNOLOGY BRANCH (G-DSA-3)

Under the direction and supervision of the Chief, Safety and Advanced Technology Division, the Chief of each Branch listed above shall:

a. Assist in the formulation of research and development programs, policies, and long-range plans in support of Coast Guard missions and goals.

b. Plan and administer the research, development, test and evaluation efforts to support the missions and goals of programs as assigned.

c. Manage the allocated resources (personnel and funds) in the execution of R&D efforts to support assigned programs.

d. Supervise the execution of research and development projects assigned.

e. In the administration of assigned R&D efforts, insure that:

(1) project area master plan, including a work breakdown structure, work plan and schedule, and progress reports, are developed and submitted for each project area.

(2) responsible seniors in the chain of command are advised of the status of projects by periodic reports.

(3) close liaison is maintained with appropriate program managers to insure responsiveness to their requirements and to provide effective transfer of project outputs upon completion.

(4) close liaison is maintained with other Branch Chiefs in the Office and with the Technical Director, R&D Center to attain the proper execution of assigned projects.

f. As directed, represent the Coast Guard on interagency R&D working committees and panels so as to coordinate Coast Guard efforts with those undertaken by other agencies, and make presentations of assigned R&D projects to various audiences of different interests.

g. Keep informed of new scientific and technical developments which may have application to activities of the Branch.

OFFICE OF ENGINEERING
(G-E)

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

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

   a. Assure the effectiveness of the Engineering Support Program, including the design and execution of alterations, modifications, repairs, maintenance and outfitting of vessels, boats, aircraft, vehicles, aids to navigation, shore facilities, machinery, electronics equipment, and utilities; and assure the adequacy of engineering test and evaluation activities associated with those functions.

   b. Direct, supervise and coordinate the design, development, construction, test, evaluation, and operational deployment and demonstration (as applicable), of ships, boats and shore facilities having a conventional design and having a high probability of usefulness in the operational structure.

   c. Participate as requested in the test, evaluation, and operational deployment and demonstration of research and development projects.

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

   e. Collaborate with the Chief of Staff and the chiefs of offices generally in matters relating to the overall engineering activities of the Service.

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

   g. Prescribe the engineering reports to be submitted by field units and advise the Comptroller as to types and forms of engineering data to be prepared for data processing; review and analyze such reports and data, and initiate or issue appropriate directives to field units to insure uniformly high standards of engineering efficiency, effectiveness, and economy.

   h. Periodically review the administration of district engineering divisions and initiate recommendations to the district commander to effect improvements in the organization and methods of administration of those divisions; keep informed through field inspections, or otherwise, as to the status, effectiveness, and efficiency of engineering activities generally.

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

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

k. Establish and maintain close liaison with the Navy, Army, Air Force, Maritime Administration, General Services Administration, Department of Commerce (National Oceanic and Atmospheic Administration), Environmental Protection Agency and other public and private agencies in connection with Coast Guard engineering matters.

l. Be the Support Director for the Engineering Support Program.

m. Exercise technical control over the Yard, the Aircraft Repair and Supply Center, the Electronics Engineering Center, Station Alexandria and Resident Inspector Offices.

AERONAUTICAL ENGINEERING DIVISION
(G-EAE)

Under the general direction and supervision of the Chief, Office of Engineering, the Chief, Aeronautical Engineering Division shall:

a. Prepare or review preliminary and detailed plans, designs, and specifications for the construction, installation, repair, maintenance, outfitting and alteration of Coast Guard aircraft, engines, and related equipment.

b. Participate with the Procurement Division in the negotiation of contracts for the installation, repair, maintenance, and alteration of aircraft, engines and related equipment; and make final determinations as to acceptance terms and conditions included in such contracts insofar as dates of delivery, plans, specifications and characteristics of the items desired are concerned.

c. Transmit requests for procurement to the Procurement Division accompanied, when appropriate, by detailed plans, specifications, etc.

d. Follow up on contract performance insofar as inspections, tests, and technical judgment are necessary or desirable to assure compliance, and assist in contract expediting as required.

e. Prepare maintenance instructions and similar information concerning aircraft, engines, and related equipment, and release technical directives as specifically authorized by Chief, Office of Engineering.

f. Furnish, when required, progress, scheduling and material requirement information in connection with the installation, repair, maintenance and alteration of aircraft, engines and related equipment.

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

h. Review boards of survey concerning aeronautical engineering material.

i. Initiate requests for the Office of Research and Development to manage special studies, analyses and projects which involve bringing new aeronautical concepts, systems, and hardware into the Coast Guard inventory, and work closely with that office in such developmental efforts.

j. Prepare Proposed Technical Approaches in response to Tentative Operational Requirements.

k. Monitor and make recommendations concerning the training and assignment of officers to aeronautical engineering duty.

l. Manage the Coast Guard aircraft maintenance program.

m. Provide assistance to district commanders, as required, in maintaining, at air stations, the necessary facilities and support spares to repair, maintain, outfit and alter aircraft, engines and related equipment.

n. Insure visits to district offices and air stations by members of Aeronautical Engineering Division to coordinate engineering effort in support of Coast Guard aviation.

o. Coordinate Division work assigned to the Aircraft Repair and Supply Center and act as a central contact and approving point for work desired by other elements and for all matters which affect AR&SC's ability to perform its primary mission.

MANAGEMENT BRANCH
(G-EAE-1)

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

a. Coordinate the administration of all aircraft equipment and associated systems that are either common to both fixed wing and rotary wing aircraft or are not directly under the purview of the Fixed Wing or Rotary Wing Branch.

b. Manage the Headquarters controlled aviation ground support equipment program. Prepare specifications and provide technical coordination for the procurement of new equipment and systems, incorporating the latest state-of-the-art in order to satisfy operational requirements.

c. Provide Aeronautical Engineering technical and analytical services for the Division.

d. Maintain the Division's technical library and review all technical directives referred to or originating within the Aeronautical Engineering Division.

e. Administer the Unsatisfactory Report of Aeronautical Equipment Program for the Division.

f. Monitor technical progress in the Aeronautical Engineering field and keep abreast of new developments for possible application to Coast Guard aviation programs.

g. Monitor programs established for training or indoctrination of aeronautical engineering officers and enlisted technicians. Provide recommendations to cognizant divisions regarding changes necessary to ensure adequate training levels are established and maintained.

FIXED WING BRANCH
(G-EAE-2)

Under the direction and general supervision of the Chief, Aeronautical Engineering Division, the Chief, Fixed Wing Branch shall:

a. Administer the procurement programs for assigned aircraft, engines, and special equipment.

b. Monitor the logistic support of assigned aircraft and provide technical guidance in the procurement and maintenance of replacement items, spare parts and special equipment.

ELECTRONICS ENGINEERING DIVISION
(G-EEE)

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

a. Prepare or review preliminary and detailed plans, designs, and specifications for the manufacture, installation, repair, maintenance, and alteration of Coast Guard electronic material, including radio, telephone, telegraph, teletype, radar, electronic IC, fire control, underwater sound and electronic aids to navigation systems.

b. Participate with the Procurement Division in the negotiation of contracts for the design, manufacture, installation, repair, maintenance, alteration and rental of electronic equipment. Make final determinations as to acceptance terms and conditions included in such contracts insofar as dates of delivery, plans, specifications and characteristics of the items are concerned.

c. Transmit requests for procurement to the Procurement Division accompanied, when appropriate, by detailed plans, specifications, and other supporting data.

d. Follow up on contract performance insofar as inspections, tests and technical judgment are necessary to assure compliance, and assist in contract expediting as required.

e. Determine the Headquarters Controlled Material (G-EEE) to be controlled, the storage requirements; the quantities to be stocked, and advise the Logistics and Property Division of these determinations. Initiate procurement action and provide required funds to maintain stocks at justifiable levels, release excess or obsolete items, and initiate action to effect issues to Coast Guard units.

f. Manage the Coast Guard electronic equipment maintenance program; prepare or review maintenance instructions and similar information relating to electronic equipment.

g. Furnish, when required, information in connection with the construction, installation, repair, maintenance, alteration and rental of electronic equipment as to progress, scheduling, and material requirements.

h. Prepare preliminary budget estimates, make recommendations as to allotments, administer funds allocated to the Division and pass on obligations for items to be charged against field allotments when prior authorization by Headquarters is required.

i. Prepare or review allowance lists, inventory reports, and boards of survey insofar as they involve electronics engineering matters.

j. Initiate requests for the Office of Research and Development to manage special studies, analyses and projects which involve bringing new electronic concepts, systems, and hardware into the Coast Guard inventory, and work closely with that office in such developmental efforts.

k. Utilize USCG electronic engineering facilities to test and evaluate electronic equipment, and, where advantageous over private industry from the standpoints of cost and expediency, develop electronic facility improvement.

COMMUNICATIONS BRANCH
(G-EEE-1)

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

a. Administer the Division's responsibilities for electronic equipments in vessels and at shore stations (except aircraft, shore based aids to navigation electronics equipments and test equipment) as described below.

b. Provide for the design, technical evaluation, procurement, installation, maintenance and technical coordination of communications, radar, sonar, navigation, fire control, shipboard data processing, Coast Guard owned telephones, teletype, interior communications, secure communications and associated electronic equipments.

c. Review existing and planning for future electronic systems and installations to achieve optimum, integrated systems.

d. Prepare specifications and provide technical coordination for the procurement of new equipments and systems, incorporating the latest developments in the state-of-the-art.

NAVIGATION BRANCH
(G-EEE-2)

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

a. Supervise the design, procurement, installation, and maintenance of navigational electronic equipment within the purview of the Branch.

b. Review existing Electronic Navigational Systems and plan future installations in order to achieve optimum long, medium, and short range integrated systems.

c. Develop specifications for new equipment to satisfy operational requirements.

d. Maintain performance records and provide instructions for equipment installation, modification, and maintenance.

TECHNICAL SERVICES BRANCH
(G-EEE-3)

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

a. Supervise the design, procurement, distribution, maintenance, modification and calibration of general electronic test equipment.

b. Review all new Electronic Equipment Specifications, Technical Manuals, and other publications of interest to the Electronics Engineering Division.

c. Supervise the Electronic Repair Parts Allowance List (ERPAL) System.

d. Provide drafting and illustrating services for the division, including the maintenance drawing files, film files and display material.

e. Prepare for publication the following:

(1) Electronics Manual.

(2) Description of Coast Guard Electronic Equipment.

(3) Electronic Field Changes.

(4) Electronic Test Equipment Specifications.

(5) Articles for the Engineer's Digest.

(6) Electronics Engineering Information Bulletin, EEIB.

f. Coordinate the utilization and disposal of excess electronic material.

g. Supervise Central Classified Material for the Division.

h. Supervise all Division projects assigned to various Headquarters Units.

i. Exercise control of HQCM (G-EEE) electronic equipment for the Division.

j. Coordinate the application of new techniques of maintenance, repair training, troubleshooting and calibration.

k. Review, prepare guidance for and coordinate (through G-F) all support considerations for Division undertakings at CGSUPCEN, Brooklyn.

SYSTEMS DEVELOPMENT BRANCH (G-EEE-4)

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

a. Direct engineering systems development, including operating doctrine, facilities, procurement and application of those radio navigation systems within the purview of the Branch.

b. Provide for the design, specification and procurement of the equipment necessary to operate and evaluate these systems.

c. Coordinate the operating doctrine and performance evaluation of these systems, including providing field engineering services where needed.

d. Maintain liaison with other government and civilian agencies as necessary to ensure responsiveness to the navigational requirements of those agencies.

PROGRAM ANALYSIS AND REVIEW BRANCH (G-EEE-5)

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

a. Determine necessary funds and personnel requirements for operating expenses and AC&I programs, formulating budget document preparation as necessary.

b. Maintain status of fund accounts involving division administered funds.

c. Effect annual allotment of funds to lower echelon units.

d. Prepare annual budget requirements.

e. Supervise the preparation of Requests for Quotation and Requests for Procurement.

f. Review all stages of budget and recommend appropriate action to Division Chief.

g. Coordinate preparation of Resource Change Proposal (RCP's) and Planned Obligation Program (POP's) where they apply to Electronics Engineering.

PROJECTS STAFF
(G-EEE-6)

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

a. Define the requirements and develop an implementation plan to effectively and efficiently support the developing inventory of sophisticated, modular, high density packaged electronic systems.

b. Develop a management plan to insure logical and timely action for each phase of the project from initial evaluation through system implementation.

c. Direct the interim program for centralized maintenance of modularly constructed electronics equipment. Determine maintenance and support policies for equipment designated for centralized support.

d. Manage the Electronics Installation Change and Maintenance (EICAM) System.

NAVAL ENGINEERING DIVISION
(G-ENE)

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

a. Prepare and review preliminary and detailed plans, designs and specifications for the construction, installation, repair, maintenance, outfitting and alteration of Coast Guard boats (except airborne lifeboats) and vessels, including hull, machinery and ordnance.

b. Participate with the Procurement Division in the negotiation of contracts for the construction, installation, repair, maintenance and alteration of vessels, machinery and floating aids to navigation other than buoys; make final determinations as to acceptance terms and conditions included in such contracts insofar as dates of delivery, plans, specifications, and characteristics of the items are concerned.

c. Transmit requests for procurement to the Procurement Division accompanied, when appropriate, by detailed plans, justifications, specifications, and other supporting data.

d. Follow up on contract performance insofar as inspections, tests, and technical judgement are necessary to assure compliance; assist in contract expediting as required.

e. Prepare and review maintenance instructions, damage control instructions, boat and vessel trials instructions.

f. Prepare preliminary budget estimates for vessel construction and maintenance funds. Recommend allotments and provide administration of funds allocated to the Division. Pass on obligations for items to be charged against field allotments in instances where prior Headquarters authorization is required.

g. Conduct special studies relative to new or improved naval engineering designs or methods that have possible Coast Guard use. Coordinate with the Office of Research and Development as appropriate.

h. Prepare the industrial program for the Coast Guard Yard. Determine priorities for Coast Guard Yard repairs, maintenance, and facility improvement.

SHIPBUILDING BRANCH
(G-ENE-3)

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

a. Assist the Chief, Naval Engineering Division in the execution of his responsibilities with respect to all matters relating to the control and coordination of conceptual, preliminary and contract designs and the construction of new cutters and boats not under the responsibility of the Boat Construction and Maintenance Branch.

b. Organize and direct all construction projects; maintain control of construction contracts by reviewing reports and data from various sources and visits to construction sites.

c. Execute the duties assigned to the Branch in the following detail:

1. Attend meetings of the Design Review Board as a member.

2. Attend meetings of the Ship Alteration Board as a member.

3. Review and approve tentative design criteria prepared by the Design Project Officers based on task statements from program directors and boards on the operating requirements for new cutters to be added to the Coast Guard fleet.

4. Review and approve primary design characteristics with alternate approaches and tradeoffs; present to the Design Review Board for approval; issue these characteristics, as modified by the Design Review Board's action, as the reference design characteristics for the new design.

5. Supervise preparation of requests for proposal (RFP) for out-of-house design and construction services in cooperation with the Procurement Division; develop contractor evaluation procedures; serve on proposal evaluation board with members of the Shipbuilding Branch and Design Branch. Serve as Technical Advisor to Contracting Officer and Procurement Division for design contracts.

6. On Design Contracts, with approval of the Contracting Officer, serve as the contractor's authorized representative to furnish guidance to contractors during all phases of design.

7. Review and approve Request for Technical Services (RTS) for in-house design services during the conceptual, preliminary and contract design stages. Ensure that schedules for design services are met within budgeted limits and design objectives are achieved.

8. Technically review the results of conceptual, preliminary and contract design efforts against preestablished standards to ensure that all minimum requirements are satisfied for each stage.

9. Coordinate Design Project Officer efforts with design agents and in-house design groups to develop optimum cutter characteristics to satisfy operational requirements and translate these characteristics into contract and guidance specifications and drawings.

10. Maintain liaison with resident inspectors through Construction Project Officers and by inspection trips to the building sites.

11. Ensure the Project Officers, working with the Resident Inspector, if assigned, monitor contractor performance and progress on construction projects. Review and approve the estimated completion dates as furnished by project officers.

12. Establish the projected costs for projects assigned to Branch. Prepare an annual budget for programs under Branch cognizance.

13. Plan future changes in military AC & I billets necessary to accomplish construction projects.

14. Approve or disapprove installation details and performance standards. Review and approve all change proposal specifications prior to printing.

15. As requested, assist the Legal Officer and Procurement Officer in the resolution of any contract disputes or claims.

16. Develop and maintain long range plans for new cutter construction, including types, estimated costs, design characteristics, new features, fiscal years. Initiate any studies required to develop new approaches.

d. Serve as the central coordinating point within the Naval Engineering Division for changes to the cutter plan.

e. Review and comment upon area inspection reports for Naval Engineering matters. Review documents pertaining to Boards of Investigation.

MAINTENANCE BRANCH
(G-ENE-4)

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

a. Assist the Chief, Naval Engineering Division in carrying out his responsibilities and duties in the maintenance, conversion, and repair of all Coast Guard Cutters not assigned to the Boat Construction and Maintenance Branch.

b. Execute the following duties:

1. Attend meetings of the Design Review Board and the Ship Alteration Board as a member.

2. Review plans and sketches, emanating from within the Division or elsewhere, related to shipboard maintenance, conversion or repair.

3. Review specifications for maintenance, conversion or repair prior to printing.

4. Monitor the progress of vessel construction and be prepared to assume responsibility for maintenance and support.

5. Review and approve the estimated completion dates of contracts and project orders initiated by the Branch.

6. Evaluate the performance of contractors and the Coast Guard Yard on maintenance projects.

7. Review Boards of Investigations Reports which concern equipment failures; study failure reports from the Ships Inventory Control Point; determine probable causes, and make recommendations for corrective action.

8. Review reports initiated by the Pro-Tem Inspectors or Operational Evaluation Inspectors for matters which affect Naval Engineering.

9. Plan future changes in AC & I billets necessary to accomplish major alteration projects.

10. Coordinate with and serve as technical advisor to Contracting Officer and Procurement Division on matters of Branch cognizance.

11. Inform the Chief, Naval Engineering Division on aspects of ship problems or situations which will or may result in extensive repairs, personal injury, death, or hazard, unreliable or operational problems, contractual difficulties.

12. Maintain a schedule board of the status of alterations past, underway, and pending for each cutter.

13. Maintain ship's material failure reports file, ship alterations file, and full power trials file in current condition.

14. Prepare documents to initiate Resource Change Proposals required in cutter structures and engineering systems to maintain safe, habitable, dependable, efficient operations, and maintain RCP's that reflect broad planning.

DESIGN BRANCH
(G-ENE-5)

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

a. Provide technical services required for new construction, major alterations, and conversion projects for Coast Guard ships and boats.

b. Supervise the preparation of preliminary and detailed plans and designs (including calculations and specifications), for construction, repair, maintenance, outfitting, alterations, and conversion of Coast Guard ships and boats and other assigned naval craft. (These duties include hull, machinery, ordnance, electrical and mechanical, and electronic installations.)

c. Supervise the preparation of technical data, calculations, plans, and designs requested by the Shipbuilding Branch, Maintenance Branch and Boat Construction and Maintenance Branch.

d. Maintain Record Plans in current condition for all ships and boats in operation, and for Coast Guard ships and boats having historical and/or technical value.

e. Prepare preliminary new designs based upon the Coast Guard's General Planned Ship and Boat Replacement Program, which consider newest developments in ship design.

f. Attend meetings of the Design Review Board and the Ship Alteration Board as a voting member.

g. Recommend study or adaptation within the Coast Guard of developments noted or anticipated outside of the Coast Guard.

h. Provide planning, organization and administration to individual project elements of the new construction program utilizing the operational requirements furnished by the Shipbuilding Branch, Maintenance Branch and the Boat Construction and Maintenance Branch.

i. Perform design work as outlined in the job orders received from the Shipbuilding Branch, Maintenance Branch and the Boat Construction and Maintenance Branch.

j. Secure, maintain and update necessary catalogs, instruction books and engineering information required to support other Naval Engineering Division Branches.

k. Provide administrative and staff technical support for Damage Control Book Program, including staff preparation of timely instructional data.

l. Distribute construction plans, manufacturers' plans, equipment plans and other documents for technical review and processing.

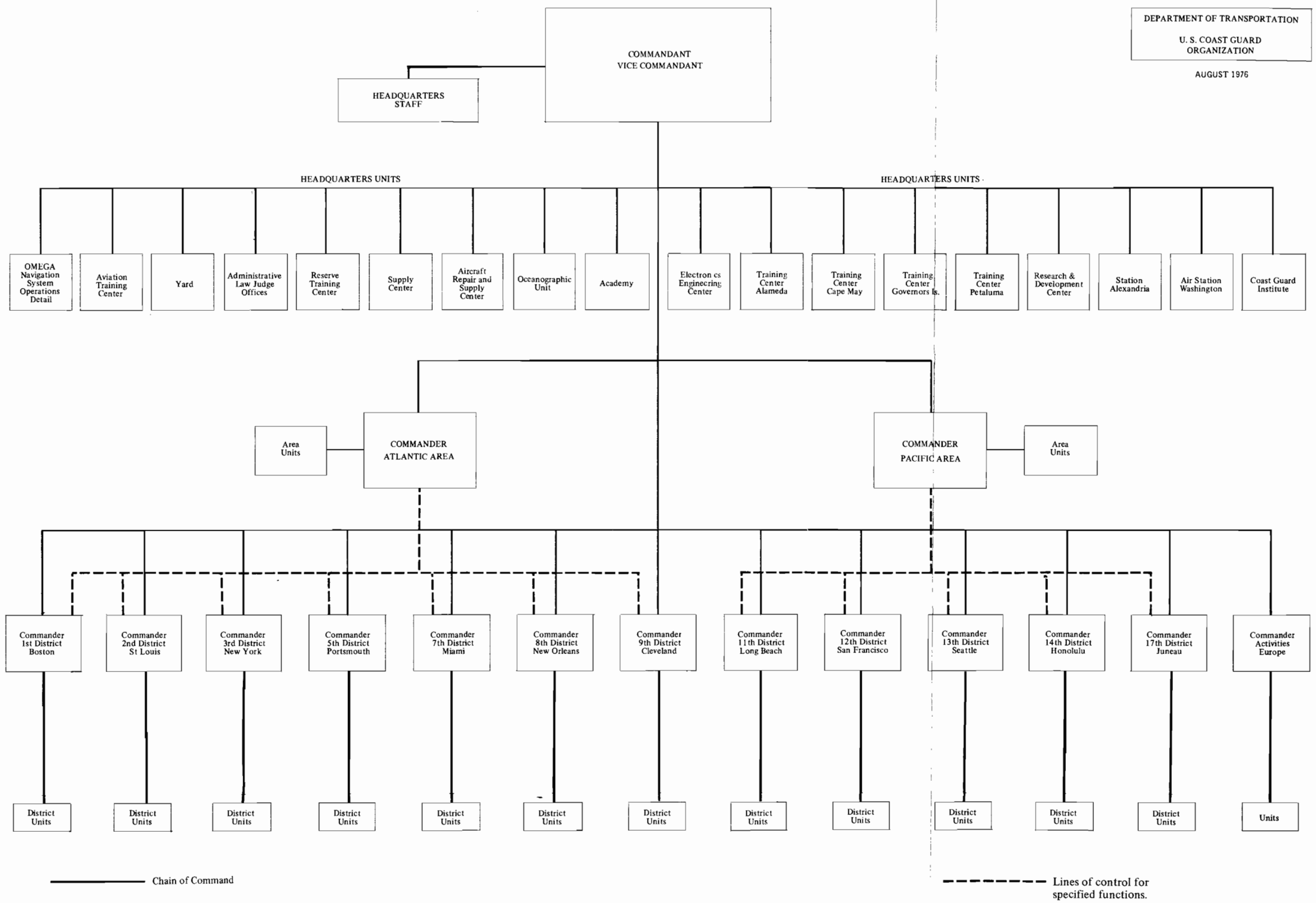
m. Prepare the "Design Branch Advanced Work Plan" quarterly report, including broad work categories and major projects defined in man-day requirements.

n. Prepare the "Status of Design Branch Projects" monthly report, showing the percentage completion, required completion, and estimated completion dates.

o. Be responsible for the formal establishment of the design criteria for Coast Guard vessels, to include the approval thereof by the Design Review Board. Stability, firefighting and other designated requirements shall be defined.

p. Assure that maximum feasible utilization of computer design techniques is secured, through encouragement and instruction of Design Branch personnel.

q. Supervise and secure evaluation for application feasibility of value engineering proposals submitted to the Coast Guard on naval subjects.


DEPARTMENT OF TRANSPORTATION
U. S. COAST GUARD ORGANIZATION
AUGUST 1976
COMMANDANT
VICE COMMANDANT
HEADQUARTERS STAFF
HEADQUARTERS UNITS
HEADQUARTERS UNITS
OMEGA Navigation System Operations Detail
Aviation Training Center
Yard
Administrative Law Judge Offices
Reserve Training Center
Supply Center
Aircraft Repair and Supply Center
Oceanographic Unit
Academy
Electronics Engineering Center
Training Center Alameda
Training Center Cape May
Training Center Governors Is.
Training Center Petaluma
Research & Development Center
Station Alexandria
Air Station Washington
Coast Guard Institute
Area Units
COMMANDER ATLANTIC AREA
COMMANDER PACIFIC AREA
Area Units
Commander 1st District Boston
Commander 2nd District St Louis
Commander 3rd District New York
Commander 5th District Portsmouth
Commander 7th District Miami
Commander 8th District New Orleans
Commander 9th District Cleveland
Commander 11th District Long Beach
Commander 12th District San Francisco
Commander 13th District Seattle
Commander 14th District Honolulu
Commander 17th District Juneau
Commander Activities Europe
District Units
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District Units
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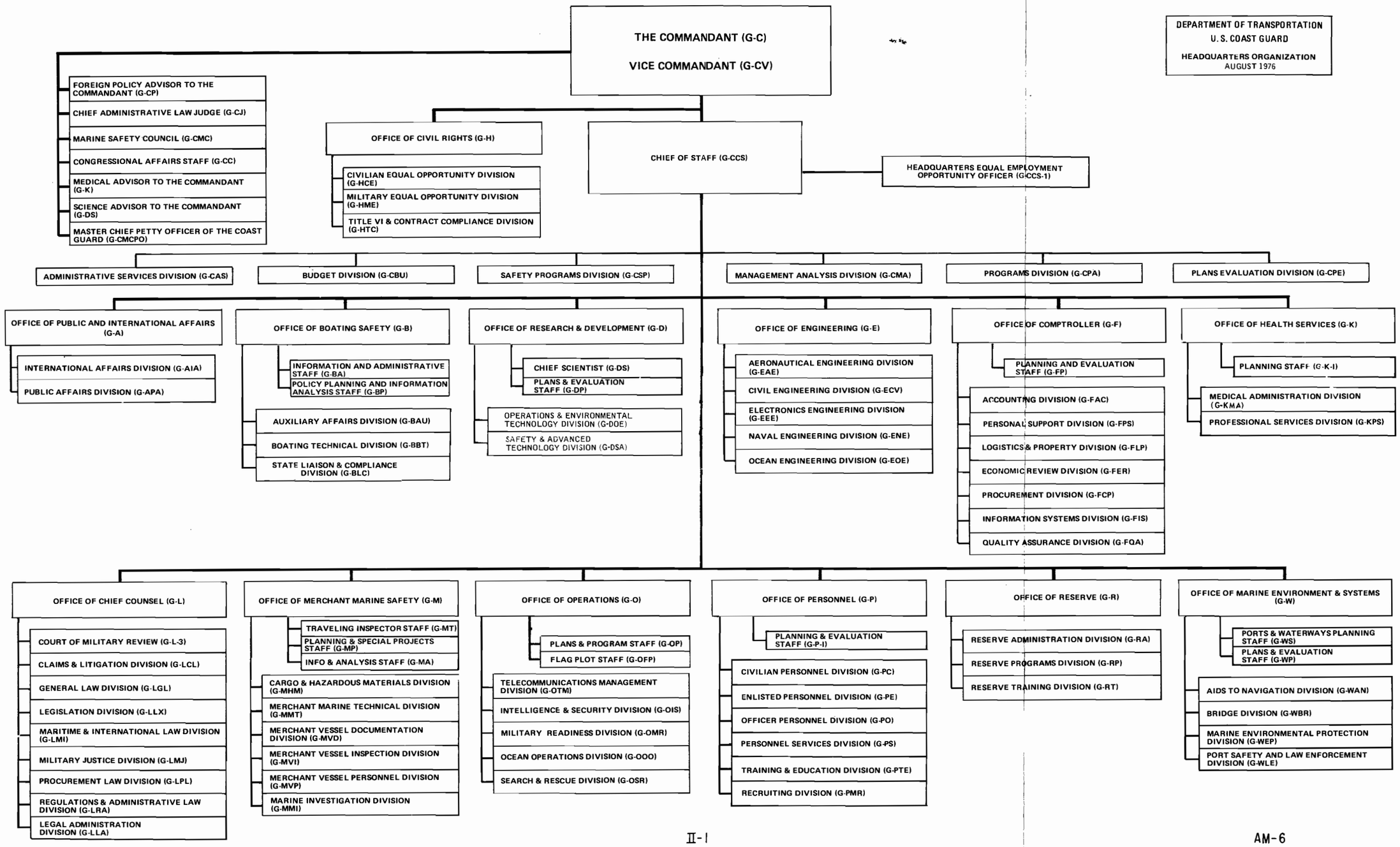
District Units
District Units
Units
Chain of Command
Lines of control for specified functions.

AM-6

DEPARTMENT OF TRANSPORTATION
U. S. COAST GUARD
HEADQUARTERS ORGANIZATION
AUGUST 1976



MANAGEMENT BRANCH
(G-ENE-7)

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

a. Provide management information services to all other Branches in the Naval Engineering Division and coordinate and execute all fiscal and administrative matters within the Division.

b. Act as liaison between other Headquarters Divisions and Offices on matters pertaining to administration, personnel, and fiscal matters.

c. Maintain a system of timely financial records by programs which document past transactions, long range plans, current pending expenses, program surplus/deficit/end-cost status, and other information necessary to manage program development and execution.

d. Maintain records for and coordinate, and execute the planning, programming, and budgeting system (PPBS) for the Division.

e. Administer OE and AC&I financial programs within the Naval Engineering Division purview.

f. Coordinate management and cost reduction planning and implementation within the division.

g. Provide all logistics and administrative services for the division.

h. Solicit, coordinate, review, process and control division inputs for various publications and briefing material.

i. Process beneficial suggestions, Area inspection findings, and Congressional correspondence.

j. Serve as Program Officer for the Coast Guard YARD.

k. Operate a central Division mail and files system, and carry out the division records management program.

l. Coordinate the preparation and issuance of directives and publications sponsored by the Naval Engineering Division.

BOAT CONSTRUCTION & MAINTENANCE BRANCH
(G-ENE-9)

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

a. Execute as directed the boat construction, conversion and maintenance programs of the Naval Engineering Division for all Coast Guard WPB, WYTL, barges (less A to N barges), special craft and other vessels 65 feet in length and under.

b. Cooperate as directed to prepare specifications for vessels under Branch cognizance; supervise the execution of construction and conversion projects for assigned vessels; investigate, evaluate and comment upon improvements to assigned vessels.

c. Prepare directives and maintenance procedures for assigned vessels.

d. Review equipment casualties and recommend corrective action.

e. Prepare replies to queries on equipment of, alteration to and improvements for assigned vessels.

f. Attend meetings of the Design Review Branch and Ship Alteration Board as a voting member.

g. Insure that specifications received from vessel contractors are identified and maintained.

h. Review and correct specification drafts for assigned vessels construction and conversion projects prior to submission to printer.

i. Certify review of contractor-submitted drawings for assigned projects.

j. Initiate action documents on contractual matters within Branch purview.

k. Maintain liaison with the Contracting Officer on Branch projects; prepare comments on claims or supplemental agreement recommendations as directed; maintain liaison with Resident Inspectors assigned to current contracts under Branch purview.

l. Review boat plans produced within the Branch.

m. Initiate, define and prepare description of design problems on assigned vessels for submission to appropriate design technical group for study, plan preparation and/or specification drafting.

n. Prepare preliminary engineering cost estimates; cooperate with others as directed to develop AC&I Programs for assigned vessel classes.

o. Develop and improve procedures for full power trials; review reports of full power trials; act and recommend to secure uniformity with a vessel class.

p. Determine class defects in a timely manner. Review inspection and failure reports (BAMS) seeking indications of possible class defects.

q. Supervise boat/ship maintenance programs for assigned vessels.

r. Review and comment upon operational engineering reports received from field units.

s. Coordinate and cooperate with technical personnel to secure improvement to existing vessel designs, conversion and alterations proposed for components and systems; provide knowledge gained from previous shipboard experience to the design personnel; assist in technical problem evaluation as directed.

OCEAN ENGINEERING DIVISION
(G-EOE)

Under the general direction and supervision of the Chief, Office of Engineering, the Chief, Ocean Engineering Division shall:

a. Prepare or review preliminary and detailed plans, designs and specifications for the construction, procurement, installation, repair, maintenance and alteration of Coast Guard marine science and pollution control support material, visual and audible short range aids to navigation, buoys and minor aids to navigation structures.

b. Participate with the Procurement Division in the negotiation of contracts for the construction, installation, repair, maintenance, alteration and rental of marine science, maritime environmental protection and signal equipment; and make final determinations as to acceptance terms and conditions included in such contracts insofar as dates of delivery, plans, specifications and characteristics of the items are concerned.

c. Transmit requrests for procurement to the Procurement Division accompanied, when appropriate, by detailed plans, specifications, etc.

d. Follow up on contract performance insofar as inspections, tests, and technical judgment are necessary to assure compliance, and assist in contract expediting as required.

e. Determine the Headquarters Controlled Material (G-EOE) to be controlled, the storage requirements, the quantities to be stocked, and advise the Logistics and Property Division of these determinations. Initiate procurement action and provide required funds to maintain stocks at justifiable levels, release excess or obsolete items, and initiate action to effect issues to Coast Guard units.

f. Prepare or review maintenance instructions and similar information relating to marine science, pollution control and signal equipment.

g. Furnish, when required, information in connection with the construction, installation, repair, maintenance, alteration and rental of marine science, pollution control and signal equipment as to progress, scheduling and material requirements.

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

i. Prepare or review allowance lists, inventory reports, and boards of survey insofar as they involve ocean engineering matters.

j. Initiate requests for the Office of Research and Development to manage special studies, analyses and projects which involve bringing new oceanographic concepts, systems, and hardware into the Coast Guard inventory, and work closely with that office in such developmental efforts.

k. Provide technical representatives for intergovernmental and international working groups.

MANAGEMENT BRANCH
(G-EOE-1)

Under the direction and supervision of the Chief, Ocean Engineering Division, the Chief, Management Branch shall perform the following functions, relating to ocean engineering support of the AN, MEP, and MSA programs:

a. Perform division PPB activities, including planning, RCP control, and budget preparation.

b. Administer operating Guide 46 and allocated AC&I funds.

c. Administer information systems, reporting the status of division and allotment unit projects.

d. Coordinate division procurement and inventory activities.

e. Perform classified material control functions for the division.

f. Perform mail and file functions for the division.

ENVIRONMENTAL SYSTEMS BRANCH
(G-EOE-2)

Under the direction and supervision of the Chief, Ocean Engineering Division, the Chief, Environmental Systems Branch shall:

a. Provide engineering support activities for:

(1) Pollution response equipment including ADAPTS, oil containment, and oil recovery.

(2) Oceanographic handling equipment including winches, cables, and gallows frames.

(3) Selected oceanographic sensors and data processing equipment, specifically: XBT, STD; and digital data loggers.

(4) Oceanographic vans.

b. Provide technical support to the Coast Guard Oceanographic Unit.

SUPPORT EQUIPMENT BRANCH
(G-EOE-3)

Under the direction and supervision of the Chief, Ocean Engineering Division, the Chief, Support Equipment Branch shall:

a. Provide engineering support including determination of the need of replacement or improvement, design, specification, technical adminstration of procurements and contracts, preparation of guidance and requirements, and monitoring of maintenance, spare equipment, spare parts, and technical personnel for:

(1) Specific aids-to-navigation electronics equipment including sensors, remote control and monitor equipment, and telemetry links.

(2) Meteorological, oceanographic and maritime-environmental-protection electronic equipment and sensors.

(3) Aids-to-navigation power systems.

b. Provide standards for and coordinate all aspects of the lighthouse and Large Navigational Buoy (LNB) systems including:

(1) Reliability and servicing

(2) Technical manuals

(3) Programming of funds

(4) Servicing personnel

(5) Supply and logistics

c. Coordinate all electronics efforts within the division with respect to:

(1) Adherence to Coast Guard Standards

(2) Electronics Engineering Division (G-EEE)

(3) Electronics Engineering Center (EECEN)

(4) Electronics Engineering Laboratory (Station Alexandria)

(5) Modular Repair Branch (SUPCEN)

SIGNAL BRANCH
(G-EOE-4)

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

a. Provide engineering support including determination of the need of replacement or improvement, design, specification, technical administration of procurements and contracts, preparation of guidance and requirements, and monitoring of maintenance, spare equipment, spare parts, and technical personnel for:

(1) Aids-to-navigation acoustical and optical equipments.

(2) Buoys and buoy moorings.

(3) Minor aids-to-navigation structures.

b. Provide standards for and coordination of all aspects of the beacon-and-buoy system including:

(1) Reliability and servicing

(2) Technical manuals

(3) Programming of funds

(4) Servicing personnel

(5) Supply and logistics

c. Coordinate the aids-to-navigation efforts of the Support Equipment Branch and the Signal Branch with respect to:

(1) Technical manuals

(2) Servicing personnel

(3) Supply and logistics

(4) International Association of Lighthouse Authorities (IALA)

(5) Office of Research and Development (G-D)

(6) Research and Development Center (R&DCEN)

d. Provide technical optical and acoustical advice to those divisions dealing with regulatory matters, specifically G-BBT, G-CMC, G-WAN, G-WBR, and G-WLE.

OFFICE OF COMPTROLLER
(G-F)

1. **Mission.** To provide for the logistics of the Service that involve the maintenance of accounts, the disbursement of funds, the financial management of comptroller responsibilities, supply system management, computer systems support and general administration of non-appropriated fund activities.

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

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

      (1) The maintenance of all formal accounting records.

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

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

      (4) Planning and assuring that there is an adequate audit of financial management operations, including the review of accounting records, supporting documents and transactions, to provide management at all levels with an independent, objective, and constructive evaluation of the effectiveness and efficiency of internal management controls and practices, whether accomplished by the Departmental Internal Auditors, by contract or as part of the Coast Guard's inspection program.

      (5) The management of the supply system, encompassing the procurement, storage, and distribution of all equipment, supplies and services.

      (6) The management of the procurement program, within the framework of controlling regulations.

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

      (8) Supervision of mobilization planning for all phases of financial management, personal, supply and computer systems matters, both for Headquarters and district levels.

   b. Determine basic plans, systems, methods, and procedures under which accounting (including cost and asset accounting for property, inventories, and other resources), vouchering, payrolling, disbursing, supply and computer activities are to be carried out with due consideration of the existence of adequate audit controls and safeguards; consider and make recommendations as to broad policies which should control these determinations.

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

d. Maintain close coordination with other components of organization with respect to financial management, personal, supply and computer systems supports to assure uniform understanding and maximum results.

e. Prescribe the fiscal reports and data to be submitted by field units to meet financial management and reporting requirements of the Coast Guard, Department of Transportation, and other Government agencies. Program the utilization of the fiscal data input in the preparation by the Information Systems Division of servicewide financial reports and analyses to meet management requirements. Review and analyze such fiscal reports and data and initiate or issue appropriate directives to field units to insure uniformly high standards of fiscal efficiency, effectiveness and economy.

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

g. Periodically review the administration of the Comptroller Divisions of district offices and initiate recommendations to the district commanders to effect improvements in the organization and methods of administration of those divisions. Keep informed, through field evaluations or otherwise, as to the status, effectiveness, and efficiency of financial management, personal, supply and computer activities generally.

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

i. Exercise technical control over the Supply Center.

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

k. Conduct the service's Payroll Savings Program for the sale of U.S. Savings Bonds.

l. Administer the Coast Guard General Gift Fund and Surcharge Collection, Sale of Commissary Stores Fund.

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

n. Act as: approving official for sole source procurements between $25,000 and $100,000; review official for proposed contract awards between $100,000 and $1,000,000; and source selection official when required by procurement regulations for procurement of $1,000,000 or less.

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

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

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

r. Be the Support Director for the Financial Management, Personal, Supply and Automated Information Systems Support Program.

s. Establish cost standards as a guide for the management and control of overall operations and for use in the preparation and justification of budget estimates.

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

u. Coordinate cost analysis and control requirements of other offices.

v. Establish the level of user charges to be levied.

w. Administer Operating Guide 30 – Operating and Maintenance Cost.

PLANNING AND EVALUATION STAFF (G-FP)

Under the direction and supervision of the Comptroller, the Planning and Evaluation Staff shall:

a. Provide review and evaluation of matters relating to the Comptroller's management functions with particular emphasis on planning, including objectives, systems procedures required to reach the objectives, and assignment of functions.

b. Coordinate formulation of the Comptroller's budget, and monitor the expenditure of funds by the various components of the Office of the Comptroller.

c. Initiate and coordinate the development of the Comptroller portion of the Long Range View, Plan Summaries, Determinations and Resource Change Proposals and their respective priorities for Comptroller activities.

d. Review, coordinate, and prepare Comptroller input for Planning Proposals and related documents prepared by other offices.

e. Review accounting systems for conformance to the standards set by the General Accounting Office for the maintenance of budgetary and cost accounts, to insure proper fiscal reporting externally as well as internally and to insure appropriate relationships to program outputs.

f. Evaluate methodology developed by other office components for economic analysis to be applied both at Headquarters and in the field to insure program execution checks and display of accurate cost-benefit relationships.

g. Examine and evaluate organization, staffing and workload standards in effect in Comptroller offices both in Headquarters and in the field.

h. Research laws, Comptroller General Decisions, etc., received for applicability to the business of the Comptroller. Initiate directives, draft federal regulations and propose legislation.

i. Maintain external liaison as necessary concerning financial management, pay and logistics to insure a consistent and coordinated approach to Comptrollership activities, including audit liaison and coordination of the Coast Guard Inspection Program.

ACCOUNTING DIVISION
(G-FAC)

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

a. Maintain a decentralized system of fund, resource, cost, revenue and property accounts under general ledger control and accrual accounting principles, standards and procedures prescribed by the Comptroller to reflect the currency, accuracy and completeness of the fiscal activities of the Coast Guard.

b. Exercise general supervision over and give direction to accounting operations in district offices and Headquarters units by the review, reconciliation and appraisal of the accuracy and validity of financial accounting information reported by all Coast Guard field accounting offices.

c. Exercise direct supervision over the maintenance of formal detailed accounting records for fiscal accounting transactions of Headquarters and those Headquarters units under the official accounting control of the Headquarters Accounting Division, including the timely rendition of meaningful, accurate and complete financial management reports to allotment and program administrators.

d. Exercise direct supervision over the review, control, follow-up and reconciliation of documents in support of general ledger control account balances for undelivered orders, outstanding liabilities, accounts receivable, and advances including necessary action to obtain clearance of average items.

e. Exercise direct supervision over the reconciliation, consolidation, and preparation of service-wide financial reports to meet Coast Guard management requirements of departmental and other Governmental reviewing authorities.

f. Advise field accounting offices regarding examination problems, certifying the more difficult field claims as required.

g. Receive and examine, for legality and propriety, purchase orders, contracts and all other procurement documents, vendors invoices, and receiving reports for supplies and materials. Prepare authorizations and certify vouchers for travel and travel advances. Receive and handle transportation vouchers and commitment documents, and vouchers for other claims. Furnish accrual documents as required for recording in official accounting records. Prepare schedules and certify for payment.

h. Direct development and review of principles, standards, systems and accounting procedures and regulations for promulgation in Volume 1 and designated sections of Volume 2 and 4 of the Comptroller Manual, and other instructions as appropriate, pertinent to fiscal and accounting operations.

i. Maintain liaison with other departments (GAO, Navy, etc.) in fiscal and accounting matters.

j. Be responsible for the maintenance of assigned sections of The Comptroller Manual.

REVIEW AND RECONCILIATION BRANCH
(G-FAC-2)

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

a. Maintain a continuing and scheduled review and reconciliation of accounting records and supporting documents for general ledger control accounts maintained at Coast Guard Headquarters for validity, currency, accuracy and effective accounting control of Coast Guard resources and operating results, including the propriety and accuracy of expenditure classifications reported in Headquarters Operating Cost Reports. Journalize appropriate corrective entries to the Expenditure accounts. Prepare monthly general ledger journal vouchers for expenditure activity of Headquarters and Headquarters units after reconciliation with allotment accounts.

b. Maintain Reimbursable Revenue and Miscellaneous Revenue Registers for Headquarters and Headquarters units under Headquarters accounting control and journalize monthly activity to Headquarters general ledger control accounts.

c. Prepare Reconciliation Statements (CG-4519 thru CG-4525) for Headquarters which provide assurance that the journal entries affecting the balances of general ledger control accounts have been properly recorded.

d. Develop monthly schedules of unbilled reimbursements receivable reconciled with expenditure accounts under O.G. 80, Reimbursements, and journalize to Headquarters general ledger control accounts.

e. Prepare general ledger journal vouchers for recording in Headquarters accounts. Review and validate registers of transactions prepared by the Information Systems Division. Review and validate monthly general ledger trial balances of Headquarters accounts prior to release to Financial Reports Branch.

f. Reconcile balances of real property accounts of all Coast Guard accounting offices with annual GSA real property reports. Conduct correspondence on differences.

g. Maintain a continuing check-off verification and review of prescribed reconciliations and follow-up assignments for areas under the control of other branches of the Accounting Division, namely: accounts payable, accrued liabilities, undelivered orders, and inventories.

h. Prepare input for computerized preparation of service-wide allotment status reports and general ledger trial balances by the Information Systems Division for those accounting offices which do not provide card input in support of their general ledger trial balances and Allotment Status Reports.

GENERAL ACCOUNTING BRANCH
(G-FAC-3)

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

a. Maintain appropriate formal controls over the appropriation-apportionments of the Coast Guard appropriations, the allotment-expenditures, receipts, repayments and disbursements.

b. Maintain input-output control over all documents for processing by the Information Systems Division.

c. Accomplish formal off-site accounting for the following Headquarters units:

Coast Guard Training Center, Cape May, N.J.
Coast Guard Reserve Training Center,
Yorktown, Va., and
Coast Guard Activities, Europe.

d. Maintain accounting control over advance payments to the CG Yard.

e. Review, reconcile, and follow-up for clearance in Headquarters clearing accounts for undistributed voucher payments and inventory transfer clearing account.

f. Maintain accounting control over cross-disbursement payments made by other services' disbursing officers.

LOGISTICS AND PROPERTY DIVISION
(G-FLP)

Under the general direction and supervision of the Comptroller, the Chief, Logistics and Property Division shall:

a. Direct the supply management program for the Coast Guard, embracing the functions of provisioning, item identification, cataloging, inventory and plant property management, allowances, storage, distribution, utilization and disposal of materials, controls over repairable materials, mobilization, professional training of personnel, utilization of DOD military standards systems and other related programs for supply logistics support.

b. Direct the Coast Guard real property management program coordinating the actions required for acquisition, use and disposal of real property, including preparation or review of deeds, licenses, permits, leases, easements, transfers and other documents. Maintain real property records and render external reports. Publish and maintain the Coast Guard Real Property Manual. Direct and monitor the Coast Guard's effort in identifying and preserving properties considered historically significant.

c. Develop and promulgate policy and plans, establish objectives and standards, and prescribe systems and procedures in the area of logistics and property.

d. Evaluate operations at Inventory Control Points, other authorized issuing/stocking points, requisition processing points in districts and Supply Center to assure compliance with established policy. Assign responsibilities for inventory management for specific categories of materials to established Inventory Control Points.

e. Plan with program managers and Inventory Control Points for initial provisioning of new systems being introduced into the Coast Guard.

f. Perform budgetary functions to provide for effective supply and real and personal property systems. Administer funds of the Coast Guard Supply Fund.

g. Maintain liaison and conduct business pertaining to Coast Guard supply and property matters with the Office of Installations and Logistics, Office of the Secretary, Department of Transportation, Department of Defense, General Services Administration and other Government agencies, including negotiation and maintenance of interservice agreements. Implement the policies, procedures, and agreements concerning supply property programs of higher authorities as they pertain to Coast Guard functions.

h. Evaluate effectiveness of the supply and property systems in terms of satisfying customer requirements, capability of meeting long range objectives, and unit performance. Based on this evaluation, recommend changes in numbers and types of facilities, personnel, and policies.

i. Implement the provisions of the Federal Property Management Regulations (FPMR) as they apply to Coast Guard functions. Coordinate Coast Guard requests for deviation from FPMR and other matters pertaining to those regulations.

j. Perform all other functions required to total management of the Coast Guard Supply System and Real Property Program, including compilation and review of statistical data, establishing standards of performance and arranging for the training of assigned personnel.

SUPPLY SYSTEMS MANAGEMENT BRANCH
(G-FLP-1)

Under the direction and supervision of the Chief, Logistics and Property Division, the Chief, Supply Systems Management Branch shall:

a. Plan, develop, and publish goals, tasks and procedures necessary for the effective and efficient management and operation of the Coast Guard Supply and Logistics support system. Act on proposals that affect the management or operation of the supply system.

b. Develop and publish reporting systems necessary for managing and evaluating the supply system. Collect and analyze data. Conduct supply management and operations studies, surveys, audits and inspections. Take action to eliminate deficiencies found and to improve customer satisfaction.

c. Provide policy guidance and advice to Headquarters components and field units on such supply operations as provisioning, allowance lists, cataloging and standardization, inventory control, materials handling, storage, distribution and disposal.

d. Develop, maintain, and be prepared to implement Coast Guard mobilization and contingency plans pertaining to supply logistics matters.

e. Monitor the training and performance of personnel in supply billets. Recommend additions, deletions, and changes to existing training courses and requirements.

f. Study, develop, implement and maintain Department of Defense and General Services Administration Standard Systems for Coast Guard use. Act as Coast Guard Headquarters liaison and contact point for Federal supply and logistics matters. Act as the Coast Guard control point for recording and reporting actions to implement, supplement or deviate from the Standard System.

g. Negotiate support agreements with the Department of Defense, its agencies and military services and other Government agencies. Respond to proposed changes to Coast Guard system-wide support agreements. Maintain a file of these Support Agreements. Develop and publish procedures required to accumulate data for submission to the various Naval System Commands for logistics planning purpose. Accumulate and submit this data in a timely manner.

h. Act for Coast Guard in matters involving international logistics and support as it applies to Coast Guard managed material.

i. Perform budgetary functions related to the supply program, including preparation of resource change proposals, budget forecasts, cost-benefit studies, productivity studies, mid and long range plans, and maintaining liaison with other budget organizations.

j. Exercise financial control over the Coast Guard Supply Fund. Provide budgetary guidance and review budget documents involving funding of inventories and staffing and support of supply operations.

SUPPORT REQUIREMENTS BRANCH
(G-FLP-2)

Under the direction and supervision of the Chief, Logistics and Property Division, the Chief, Support Requirements Branch shall:

a. Maintain close contact with Coast Guard inventory control points (ICP) on supply logistical matters. Assist ICP's in the development, introduction and support of new equipments.

b. Develop supply aspects of integrated logistics support. Assist in the formulation, review, evaluation, and administration of overall Coast Guard provisioning policies and procedures. Participate in planning the initial provisioning of specific equipments. Evaluate and act on requests for technical overrides to provisioning policies.

HEADQUARTERS PERSONAL SUPPORT BRANCH
(G-FPS-1)

Under the direction and supervision of the Chief, Personal Support Division, the Chief, Headquarters Personal Support Branch shall:

a. Be responsible for servicing and answering all claims and questions concerning military pay, travel vouchers, and shipment of household goods.

b. Maintain a service desk area to solve problems and process claims and answer questions in the area of military pay, travel, and shipment of household goods.

c. Provide payroll service to military members in the Washington, D.C. area.

d. Provide civilian payroll liaison for Headquarters personnel including all required coordination between Headquarters' personnel and the centralized civilian pay office under FAA in Oklahoma City.

e. Prepare authorizations and vouchers for travel advances for Headquarters military and civilian personnel.

f. Schedule travel vouchers for payment.

g. Prepare all correspondence concerning matters in the pay, travel, and household goods shipment area.

h. Provide travel, transportation, and shipment of household goods services are required at Headquarters.

i. Maintain military pay records; post, close, and open pay records semi-annually and certify vouchers and payrolls for payment by the Treasury Department.

j. Insure that allotment action requests are prepared, posted, and forwarded for military members.

k. Issue formal W-2 statements to active duty military members whose pay records are currently maintained by the branch.

PAY SYSTEMS BRANCH
(G-FPS-2)

Under the direction and supervision of the Chief, Personal Support Division, the Chief, Pay Systems Branch shall:

a. Be responsible for establishing, servicing, and maintaining all classes of allotments registered by Coast Guard military members.

b. Prepare and certify all allotment payment vouchers to the Treasury Department for check writing.

c. Process and maintain control over all blanket allotments to financial institutions.

d. Process claims for arrears in payment and also allowances and claims for gratuities to or on behalf of Coast Guard personnel and Coast Guard veterans.

e. Prepare and certify vouchers for approval of claims.

f. Furnish pay record historical information to the field and Headquarters.

g. Prepare semi-annual FICA report to support payment of FICA, and provide for tape reporting of W-2 information to IRS.

h. Collect or suspend indebtedness of separated members. Maintain follow-up action on open indebtedness receivables.

i. Maintain custody of closed military pay records.

j. Provide required data for use in performing semi-annual reconciliation of allotments.

k. Be responsible for approval of entitlements to basic allowance for quarters based upon determination of dependency for active duty members.

l. Coordinate allotment payroll preparation, returned checks, and bond processing with the Treasury. Regional Disbursing Center.

m. Examine closed military pay records for propriety and correct computation of pay and any resulting adjustments of pay.

n. Administer the Federal Claims Collection Act of 1966 for amounts owed by active or former Coast Guard members.

o. Administer the Waiver of Claims law for the Coast Guard.

RESERVE PAY BRANCH (G-FPS-3)

Under the direction and supervision of the Chief, Personal Support Division, the Chief, Reserve Pay Branch shall:

a. Provide technical advice, guidance, and instruction to ACO's in resolution of pay entitlements and certification questions.

b. Certify payroll and vouchers to the Regional Disbursing Office for payment.

c. Be responsible for centralized payment and recording of retirement points on a monthly basis for inactive duty training performed by members of the Coast Guard Reserve.

d. Process payments for reserve personnel on active duty for training at Headquarters for ninety days or less.

e. Audit ACDUTRA orders paid by the field ACO's for the pay and points system.

f. Implement laws, regulations, decisions, and policies concerning pay of reserve members.

g. Process all correspondence related to pay problems of reserve members effecting any required coordination with the Office of Reserve and Office of Personnel.

h. Issue formal W-2 statements to reserve members at the close of each taxable year.

RETIRED PAY BRANCH (G-FPS-4)

Under the direction and supervision of the Chief, Personal Support Division, the Chief, Retired Pay Branch shall:

a. Be responsible for prompt and accurate payment of retired pay to Coast Guard and former Lighthouse Service personnel.

b. Maintain records of, and be responsible for, payments to annuitants under the Retired Serviceman's Family Protection Plan and/or the Survivor Benefit Plan.

c. Coordinate payments with the Veterans Administration and Treasury Department where other government compensation is involved.

d. Certify payroll and vouchers to the Regional Disbursing Office for payment.

e. Establish technical requirements for ADP systems modifications to implement new laws and decisions affecting retired personnel.

f. Disseminate information concerning new laws, rates of pay, etc., of interest to retired members.

g. Reconcile allotment payments with allotment deductions for retired members.

h. Process all correspondence related to pay problems of retired members effecting any required coordination with the Office of Personnel.

i. Maintain current pay file jackets for all retired personnel, annuitants, and former lighthouse keepers.

j. Issue formal W-2 statements to retired members at the close of each taxable year.

k. Adjudicate full range of claims of retired, decedent's unpaid retired pay, Retired Serviceman's Family Protection Plan, and death gratuity to determine entitlement and propriety before settlement is made.

l. Coordinate peculiar pay actions with other armed services to develop a uniform policy.

m. Establish new accounts at appropriate levels of pay using pay scales required and other applicable criteria.

POLICY AND PROCEDURES BRANCH (G-FPS-5)

Under the direction and supervision of the Chief, Personal Support Division, the Chief, Personal Support Policy and Procedures Branch shall:

a. Provide technical advice, guidance, and instructions to ACO's in resolution of pay entitlements and certification questions.

b. Research and provide determinations and decisions concerning questionable or disputed claims for payment of pay, travel, or shipment of household goods.

c. Prepare and publish Coast Guard manuals, instructions, and other directives implementing policies, procedures and entitlements concerning pay and allowances, travel, and shipment of household goods.

d. Provide technical advice and guidance concerning all matters relating to the Joint Travel Regulations and the Coast Guard Travel Manual.

e. Provide representatives to the Per Diem, Travel, and Transportation Allowance Committee; Pay and Allowances Committee; and Pay Procedures Committee.

f. Maintain Volume II of the Comptroller Manual.

g. Be responsible for the development, testing, and implementation and maintenance of all new military payroll systems, allotment systems, and civilian payroll system.

h. Maintain liaison with the Information Systems Division concerning system questions, problems, and modifications.

i. Determine systems impact of new legislation affecting pay, changes in Treasury requirements, and changes made by other government agencies that affect both military and civilian pay.

j. Evaluate the effectiveness of ADP pay systems in relation to existing and future requirements.

k. Disseminate information concerning statutes, laws, or bills affecting pay or pay procedures.

l. Coordinate and prepare responses to all Congressional inquiries on pay matters to provide for uniform and consistent responses.

m. Administer the savings bond program for the Coast Guard.

n. Establish and maintain written operating procedures for all Division operations.

o. Direct the development of traffic management plans and procedures in accordance with established policy.

p. Provide technical advice and guidance concerning traffic management matters.

RESEARCH AND DEVELOPMENT CONTRACT BRANCH
(G-FCP-2)

Under the supervision and direction of the Chief, Procurement Division, the Chief, Research and Development Contract Branch shall:

a. Act as Procuring and Administrative Contracting Officer for all R & D type contracting and other assigned procurements.

b. Formulate, award, administer and terminate contracts resulting from Headquarters procurement requirements, except term contracts.

ELECTRONICS ENGINEERING CONTRACT BRANCH
(G-FCP-4)

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

a. Act as Procuring and Administrative Contracting Officer for the Electronics and other assigned procurements.

b. Formulate, award, administer and terminate contracts resulting from Headquarters procurement requirements, except term contracts.

ENGINEERING FACILITIES CONTRACT BRANCH
(G-FCP-5)

Under the supervision and direction of the Chief, Procurement Division, the Chief, Engineering Facilities Contract Branch shall:

a. Act as Procuring and Administrative Contracting Officer for Engineering Facilities and other assigned procurements.

b. Formulate, award, administer and terminate contracts resulting from Headquarters procurement requirements.

c. Serve as Procuring and Administrative Contracting Officer for all "Term Contracts" and leases.

CONTRACT SERVICES BRANCH
(G-FCP-6)

Under the supervision and direction of the Chief, Procurement Division, the Chief, Contract Services Branch shall:

a. Prepare solicitation which will ultimately result in the issuance of formal contracts.

b. Prepare all formal contractual documents.

c. Examine all bids submitted to insure that the person signing the bid is authorized to bind the bidder.

d. Examine all negotiated contracts after signature and return by the contractor to insure that no changes or alternations have been made by the contractor and that the person signing the contract is authorized to bind the contractor.

e. Maintain current bidder's lists.

f. Issue specifications and drawings to prospective bidders.

g. As Bid Opening Officer, receive and record all offers in response to solicitations, conduct the public opening of all bids, abstract all solicitations after opening and provide information procedures to technical divisions and prospective offers.

h. Maintain for public examination copies of bids received, copies of all Invitations for Bids issued, but not opened, and a file of bid/abstracts showing by Invitation number: bids received, prices, awards, and contract numbers.

i. Insure that when preservation, packaging packing, and marking are required, that the proper specification is cited.

j. Assist the negotiators in reviewing Request for Bids and Quotations and Request for Procurement received from the technical divisions for completeness and in determining the type of procurement to be utilized.

k. Assist the negotiators in the analysis of bids and proposals and the selection of responsible contractors.

l. Insure that transportation factors have been included when analyzing bids for award.

OFFICE OF MERCHANT MARINE SAFETY
(G-M)

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

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

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

   b. 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.

   c. Prescribe the marine safety reports to be submitted by field units. Review and analyze such reports. Initiate or issue appropriate directives to field units to insure uniformly high standards of efficiency, effectiveness and economy in marine safety matters.

   d. Participate with the Chief, Office of Marine Environment and Systems in periodic reviews of the administration of district Marine Safety Divisions and initiate recommendations to the district commander to effect improvements in the organization and methods of administration of those divisions. Keep informed, through field inspections or otherwise, as to the status, effectiveness, and efficiency of marine safety activities generally.

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

   f. Administer funds in those appropriations or operating guides 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.

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

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

   i. Act as Chairman of the Ship Structure Committee.

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

   k. Supervise the activities of the Underwater Safety Project.

l. Select, arrange for printing, and distribute significant technical papers obtained while representing the Coast Guard at Intergovernmental Maritime Consultative Organization meetings.

m. Administer the Great Lakes Pilotage Act of 1960. With respect to this act, develop policy guidance, conduct reviews, and develop coordinated positions on issues involving international arrangements with Canada, special interest groups and the Congress.

n. Initiate, coordinate and assure the development of regulations necessary for timely implementation of new laws or Executive Orders associated with assigned programs. Monitor the adequacy of existing regulations, and updata as needed to conform with legislative revisions or changed conditions.

OFFICE OF OPERATIONS
(G-O)

1. **Mission.** To develop basic policies and plan for and provide resources for Coast Guard operations involving search and rescue, enforcement of laws and treaties, polar operations, domestic icebreaking, operational and military readiness, marine science, ocean stations and other ocean operations, communications, and intelligence and security.

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

   a. Be program/support director and have ultimate responsibility for:

      (1) Search and rescue on, over and under the high seas and waters under the jurisdiction of the United States, including flood disaster relief.

      (2) The enforcement of Federal laws and international agreements on and under the territorial waters, contiguous fishing zone and special interest areas of the high seas, except those laws related to pollution, traffic control, and port and waterway safety.

      (3) Polar operations to facilitate commercial marine transportation and to provide icebreaking services to meet the scientific and logistic needs of Federal and non-Federal agencies.

      (4) Domestic icebreaking to facilitate the movement of waterborne commerce and to assist other agencies in the prevention of flooding.

      (5) The operational and military readiness of the Service.

      (6) The conduct of other ocean operations such as ocean weather stations, International Ice Patrol and marine science activities.

      (7) The Coast Guard communications system, including liaison with other agencies regarding radio frequency assignments and general telecommunications policy.

      (8) Intelligence and security activities.

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

   c. Administer the Planning, Programming and Budgeting System as program director for assigned Coast Guard programs, and manage funds in those appropriations or operating guides placed under the control of the Office of Operations.

   d. Coordinate preparation of Coast Guard data for Navy mobilization and logistics plans; develop Coast Guard general emergency operation and mobilization plans in support of Navy plans; develop Coast Guard plans for continuity of operations. Review supporting plans prepared by area and district commanders.

e. Prescribe factors for determining the allocation, distribution, nomenclature, functional assignment, and status of air, shore, and floating facilities under the general supervision of the Office. Prescribe operational characteristics required in the several types of operating facilities. Recommend to the Commandant the number and types to be operated.

f. Prescribe the operational reports to be submitted by field units and advise the Comptroller as to operational statistics to be prepared by the Information Systems Division.

g. Review as necessary the administration of the operations divisions of district offices and initiate recommendations to district commanders to effect improvements in the organization and methods of administration of those divisions. Keep informed of the status, effectiveness, and efficiency of field operations.

h. Advise the Commandant in the supervision of area operational responsibilities.

i. Exercise technical control over Air Station, Washington, the Oceanographic Unit, and the Aviation Training Center.

j. Operate the Headquarters Communications Center and Flag Plot.

k. Initiate, coordinate and assure the development of regulations necessary for the timely implementation of new laws or Executive Orders associated with assigned programs. Monitor the adequacy of existing regulations, and update as needed to conform with legislative revisions or changed conditions.

l. Coordinate and manage a total Energy Conservation Program for the Coast Guard, including internal conservation by Coast Guard units and responsibility for energy matters affecting Coast Guard clientele and the marine transportation sector generally.

OPERATIONAL READINESS TRAINING BRANCH
(G-OMR-3)

Under the supervision of the Chief, Military Readiness Division, the Chief, Operational Readiness Training Branch shall:

a. Administer a program designed to ensure the currency and adequacy of functional and operational team training, other than individual and aviation training, throughout the service.

b. Evaluate the training programs for ships training detachments, activation detachments, and other Coast Guard facilities used for team or unit training, other than avaiation training.

c. Evaluate curricula from existing organized training programs of other agencies, particularly those of the Navy, to facilitate Coast Guard use.

d. Evaluate the development and revision of cutter formal school training standards as well as standard unit organizational and training publications.

e. Prepare Resource Change Proposals for Coast Guard training resources to eliminate voids in team and unit training, other than aviation training.

f. Supervise any established precommissioning programs for new construction or reactivated cutters.

g. Prepare annual summary of training accomplishments and relate to readiness posture of the Coast Guard where statistics permit.

OCEAN OPERATIONS DIVISION
(G-OOO)

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

a. Review and initiate implementation of program policy for the ocean operations program elements.

b. Administer and coordinate Coast Guard responsibilities in the International Ice Patrol.

c. Be the Program Manager for the Ice Operations, Enforcement of Laws and Treaties and Marine Science Activities Programs, including Coast Guard support of the NOAA Data Buoy Office.

d. Develop plans, policies, agreements, procedures and controlling directives for the implementation and conduct of aforementioned programs at the district and operating unit level.

e. Develop planning criteria and operational requirements for manning, equipping, and deploying facilities engaged in assigned missions.

f. Establish operational procedures and training requirements for Coast Guard units and personnel engaged in assigned missions. Prepare and maintain manuals and directives.

g. Initiate and review research and development projects to meet the operational requirements of assigned missions.

h. Coordinate plans and procedures for multimission Coast Guard units with other mission divisions.

i. Maintain effective liaison with other governments, international bodies, federal and other agencies, and private institutions with respect to assigned missions. Represent the Coast Guard at the working group level for interagency groups coordinating assigned missions.

j. Review professional literature concerning assigned missions and distribute appropriate material to the field.

k. Coordinate the activities of the National Ocean Policy Staff.

MARINE SCIENCE ACTIVITIES BRANCH
(G-OOO-1)

Under the direction and supervision of the Chief, Ocean Operations Division, the Chief, Marine Science Activities Branch shall:

a. Perform tasks in support of the Marine Science Activities program element and maintain cognizance over related operations.

b. Prepare Planning, Programming and Budgeting documents for the Marine Science Activities program element.

c. Recommend plans, policies, agreements and procedures for assigned missions. Develop long range mission plans and supervise the periodic revision of these plans.

d. Prepare planning criteria and operational requirements for manning, equipping and deploying units engaged in marine science activities.

e. Prepare operational procedures and training requirements for units involved in marine science activities.

f. Coordinate plans and procedures for multi-mission Coast Guard units engaged in marine science activities as well as other operations under the cognizance of another Division.

g. Prepare mission operating schedule requirements in keeping with the overall schedule requirements within the Coast Guard.

h. Initiate and review research and development jects designed to help meet the operational requirements for marine science activities.

i. Prepare and update manuals and instructions describing marine science activities. Review Coast Guard Oceanographic Reports, cruise announcements and related material intended for distribution. Maintain current distribution lists for this material.

j. Review professional and technical literature. Distribute appropriate literature to field commands.

k. Draft replies to correspondence relating to marine science activities, and conduct proper relations with the public concerning Coast Guard marine science activities.

l. Coordinate a program for support of the NOAA Data Buoy Office (NDBO).

m. Coordinate a program for the operation of ocean weather station(s).

ICEBREAKING OPERATIONS BRANCH
(G-OOO-2)

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

1. Administer the Coast Guard Ice Operations Program and maintain general cognizance over related operations.

2. Prepare the necessary documents, in the missions assigned, for the Planning, Programming and Budgeting System, including the Program Plan Summary, Program Determinations, Resource Change Proposals, and Planning Proposals.

3. Recommend plans, policies, agreements and procedures for assigned missions involving icebreaking operations. Initiate long range mission plans and supervise the periodic revision of these plans.

4. Prepare planning criteria and operational requirements for manning, equipping, and deploying units engaged in domestic and polar ice operations.

5. Prepare operational procedures and training requirements for units involved in ice operations.

6. Prepare and review research and development projects to meet the operational requirements and improve the capabilities of our units for ice operations missions.

7. Coordinate plans and procedures for those Coast Guard units engaged in multimission operations involving both ice operations and operations under the cognizance of another division.

8. Establish and maintain liaison with other Headquarters Divisions which annually provide facilities to break ice during the winter seasons.

9. Prepare ice operations schedule requirements in keeping with the overall Coast Guard requirements.

10. Prepare and update manuals and instructions relating to icebreaking operations. Compile all required reports and maintain distrubution lists for these reports.

11. Establish and maintain effective liaison with other governments, international bodies, federal and other agencies, and private institutions as relates to ice operations.

12. Represent the Coast Guard at meetings of interagency groups coordinating ice operations.

13. Draft replies to correspondence relating to ice operations, and conduct proper relations with the public concerning icebreaking operations.

MARITIME LAWS AND TREATIES BRANCH
(G-OOO-4)

Under the direction and supervision of the Chief, Ocean Operations Division, the Chief, Maritime Laws and Treaties Branch shall:

a. Develop and administer the Coast Guard program to enforce within the territorial waters, contiguous zone, and special interest areas of the high seas, Federal laws and international agreements except for those related to pollution, traffic control, and port and vessel safety. This includes minimizing fishing gear loss and damage resulting from conflicts based on the simultaneous use of desirable fishing areas by fisherman using mobile fishing gear and others using fixed equipment; and providing operational assistance, enforcement advice, and information on offshore activities to other agencies and entities concerned with protecting and preserving ocean resources and national interests.

b. Develop and submit budget needs for the Enforcement of Laws and Treaties program.

c. Collect and analyze data to determine the needs and effectiveness of the program.

d. Establish training needs for Coast Guard personnel and units engaged in offshore law enforcement.

e. Maintain liaison with other federal agencies which have an interest in the protection of ocean resources and offshore law enforcement.

f. Be the principal staff officer for planning and other actions involving high endurance cutters, including:

(1) Prepararing and recommending operational policy, planning criteria and operational re-requirements for manning, equipping and deployment.

(2) Reviewing operational and personnel training procedures.

(3) Coordinating plans, policies and procedures of these cutters which are engaged in mission activities under sponsorship of other program managers.

(4) Maintaining supervision over scheduling and employment plans.

(5) Reviewing and recommending disposition of investigations and other special incident reports of matters occurring aboard these cutters.

(6) Preparing and reviewing Planning, Programming and Budgeting documents.

SEARCH AND RESCUE DIVISION
(G-OSR)

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

a. Administer the Coast Guard responsibilities for search and rescue.

b. Be the Program Manager for the Search and Rescue Program.

c. Establish operational performance standards, procedures and training requirements for Coast Guard units and personnel engaged in the Search and Rescue Program.

d. Coordinate plans and procedures for multifunctional Coast Guard units with other program/support managers.

e. Establish and maintain liaison with other Governments, international bodies, other U.S. Services, Government agencies, and private institutions with respect to search and rescue and domestic icebreaking.

f. Provide technical guidance to Air Station, Washington.

g. Initiate research and development projects to meet the new operational requirements of the Search and Rescue Program.

SURFACE FACILITIES BRANCH
(G-OSR-1)

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

a. Formulate and administer plans, programs, and procedures designed to insure coordination, uniformity and effectiveness of operations of stations and cutters engaged in Search and Rescue (SAR).

b. Prepare inputs to the PPB System for those units under branch cognizance. Coordinate inputs for recommended changes to the Shore Facilities Plan, Cutter Plan and OPFAC.

c. Evaluate and make recommendations concerning the operational characteristics of surface SAR units, and associated SAR equipment.

d. Coordinate and supervise the assignment by district and numbering of all Coast Guard boats and the numbering and naming of all Coast Guard SAR cutters.

e. Manage the replacement program for all Coast Guard boats. Administer all Coast Guard boats except those administered by the Reserve Training Program.

f. Establish and maintain operational performance standards and analyze performance of surface SAR units. Establish and maintain manning, training, and facility requirements for SAR stations and SAR cutters.

g. Coordinate division action on Planning Proposals, Unit Development Plans and Acquisition, Construction and Improvement Project Proposals which pertain to or have impact upon surface SAR units or resources.

h. Coordinate that part of the real property program related to the utilization of real property for surface SAR support; justify and establish SAR operational requirements for real property acquisition. Review surveys, leases and agreements involving property used by surface SAR facilities.

i. Coordinate surface SAR facilities and unit plans and procedures with those for other Coast Guard programs.

j. Recommend permanent stations and duty assignments for SAR cutters.

k. Maintain current and permanent historical records for all surface SAR units.

AVIATION BRANCH
(G-OSR-2)

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

a. Formulate and administer plans, programs and procedures designed to insure coordination, uniformity and effectiveness of aviation in support of all Coast Guard missions.

b. Develop planning criteria and operational requirements and characteristics for aviation including: Aircraft, personnel, equipment and support facilities.

c. Coordinate as necessary the development and maintenance of manning, training and facility standards for aviation.

d. Establish and maintain operational performance standards and monitor performance of aviation forces.

e. Develop and maintain the long range facility programs for aviation.

f. Develop, analyze and prepare information requirements needed for:

(1) Effective management of aviation.

(2) Preparation of budget documents and;

(3) Inclusion in Coast Guard publications.

TELECOMMUNICATION MANAGEMENT DIVISION
(G-OTM)

Under the direction and supervision of the Chief, Office of Operatons, the Chief, Telecommunication Management Division shall:

a. Administer the operation, planning, frequency utilization and security of the Coast Guard Communication System as the designated Support Manager for the Communications Services Support Program.

b. Formulate policies and procedures necessary to assure coordination, uniformity, and efficiency of the Coast Guard Communication System. Coordinate with the Assistant Chief of Naval Operations (Commander, Naval Telecommunications Command and Commander, Naval Security Group Command) in matters relating to communication readiness and security.

c. Coordinate the development of operational requirements, establish the operational characteristics of equipment to meet the requirements, and determine the priorities for procurement and installation of communications and electronic equipment for all Headquarters Program Managers. Prepare the annual Communications/Electronics Program Obligation Plan for OG-42 for all Headquarters Program Managers having a requirement for communications and/or electronics equipment.

d. Initiate and/or coordinate recommendations relating to the establishment or modification of Coast Guard telecommunication services, facilities, and equipment.

e. Provide radio frequency management support to:

(1) the Coast Guard,

(2) other surface-mode operating administration of the Department of Transportation, as directed by the Secretary, and

(3) other Federal Government agencies under appropriate agreements, by express designation and with the approval of the Office Chief and the Commandant.

f. Determine and prepare operational justification for present and future budgetary requirements of the Coast Guard Communication System and administer the allotment of funds for communication services.

g. Establish operational requirements for frequency spectrum space to serve the Coast Guard Communication System. Coordinate the radio frequency monitoring program for the Coast Guard.

h. Administer the communication security program of the Coast Guard. Administer the Communications Security Material and COMTAC Publications Systems of the Coast Guard.

i. Provide Communication Support to other Federal Agencies where feasible in accordance with the National Communications System policy of non-duplication of common user facilities and additionally where dictated by a common mission interest.

j. Operate the Headquarters Telecommunication Center, Cryptographic Center, and Officer Courier Services. Maintain the Headquarters CMS allowance, COMTAC Publications Library, COSMIC sub-registry, and TOP SECRET, NATO, CENTO and SEATO control center.

k. Maintain close liaison with the Department of Transportation Communications Management Branch and with other Government and non-Government communications agencies and representatives to assure effective concurrent planning and preserve the operational integrity of the Coast Guard Communication System. This includes active participation in the work of the International Radio Consultative Committee (CCIR) and the International Maritime Radio Committee (CIRM).

l. Serve as the Coast Guard's principal representative (and member of the Executive Committee) of the Radio Technical Commission for Marine Services (RTCM) and the Radio Technical Commission for Aeronautics (RTCA). Serve as Chairman of, and provide the Secretariat for the U.S. SOLAS Subcommittee Working Group on Radio Communications, and for the Government Maritime Communications Working Group (MARCOM). Coordinate the participation of other interested Coast Guard representatives in the work of these organizations.

OFFICE OF PERSONNEL
(G-P)

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

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

   a. Generally manage and direct the functions assigned to the Office of Personnel, encompassing procurement, training, assignment and separation of military and civilian personnel.

   b. Direct the administration of funds in those appropriations or operating guides under the control of the Office of Personnel.

   c. Exercise technical control over the Academy, the Institute, and the following Training Centers: Alameda, Cape May, Governor's Island and Petaluma.

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

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

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

   g. Be the Support Director for the Personnel Support Program and the Retired Pay Program.

   h. Administer the Retired Serviceman's Survivor Benefit Plan.

PLANNING AND EVALUATION STAFF
(G-P-1)

Under the direction of the Chief, Office of Personnel, the Chief, Planning and Evaluation Staff shall:

a. Direct and coordinate the planning, programing and budgeting system of the Office of Personnel.

b. Provide general direction for psychological research activities in support of the Coast Guard personnel program.

c. Oversee the development of the personnel management information system.

PLANNING, PROGRAMMING AND BUDGETING BRANCH
(G-P-1/1)

Under the direction and supervision of the Chief, Planning and Evaluation Staff, the Chief, Planning, Programming and Budgeting Branch shall:

a. Provide policy support to the Office of Personnel in areas involving more than one division.

b. Formulate and maintain the Military Employment Capability Plan (MECP) as required by Manual of Budgetary Administration.

c. Coordinate and review all Resource Change Proposal submissions from the Office of Personnel and monitor their progress through the budget cycle.

d. Monitor the administration operating guide 20 and 30 funds for the Office of Personnel.

e. Provide mid- and long-range term planning for the Office of Personnel.

PSYCHOLOGICAL RESEARCH BRANCH
(G-P-1/2)

Under the direction and supervision of the Chief, Planning and Evaluation Staff, the Chief, Psychological Research Branch shall:

a. Develop and utilize mathematical (psychological and manpower) computer simulation models and forecasting models and procedures.

b. Conduct job-task analysis.

c. Develop and validate selection/classification/assignment/promotion instruments and procedures.

d. Conduct training research, operation/systems research and attitude and survey research.

e. Develop and improve performance evaluation procedures.

f. Provide psychological (and statistical) advisory and consultant services throughout the Coast Guard.

g. Review personnel research and development output from both government and industry for possible application in the Coast Guard and maintain professional liaison.

h. Manage or assist in the management of contract personnel research.

i. Develop and maintain a variety of statistical programs in support of personnel information requirements throughout the Coast Guard.

j. Provide assistance to the Office of Personnel in the analysis and evaluation of personnel information.

OFFICE OF RESERVE
(G-R)

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

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

   a. Formulate plans, programs and policies of the Reserve, and generally direct, review and monitor the Reserve program.

   b. Serve as a member of the Reserve Forces Policy Board.

   c. Designate membership on Reserve personnel and policy boards.

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

   e. Exercise technical control over the Reserve Training Center.

   f. Be Program Director for the Coast Guard Reserve Forces Program.

RESERVE ADMINISTRATION DIVISION
(G-RA)

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

a. Provide direction and continuity in the Administration of the Coast Guard Reserve Program.

b. Propose legislation deemed necessary for the Reserve.

c. Initiate changes and amendments to Part 8, Title 33, CFR (Regulations USCGR).

d. Review all boards concerning Reserve promotions, retirements, retention and physical disability.

e. Administer the program for enrollment and disenrollment of Temporary members of the U.S. Coast Guard Reserve; maintain records of this component.

f. Maintain the service records of all Reservists serving on inactive duty.

g. Administer appointments, promotions, retirement, separations and other status changes to Reserve members.

h. Administer the Survivor Benefit Plan for the Coast Guard Reserve.

i. Maintain liaison with the Department of Defense, other Armed Forces, other governmental agencies and appropriate civilian organizations.

j. Maintain Headquarters liaison for matters pertaining to officer uniform maintenance allowances.

k. Notify those reservists who complete twenty satisfactory years of service for retirement under the provisions of Sections 1331-1337, Title 10, USC.

REVIEW STAFF
(G-RA-1)

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

a. Prepare congressional correspondence relating to Reserve personnel.

b. Prepare requests for opinions of the Chief Counsel, Comptroller General, or other Executive officials of the Government as required.

c. Review all board action concerning members of the U.S. Coast Guard Reserve.

d. Review material originated in or routed through the Office of Reserve which interprets Reserve law or regulation for conformance thereto.

e. Interpret and prepare directives concerning laws, Executive Orders, and decisions of Federal agencies affecting the U.S. Coast Guard Reserve or the rights, privileges and benefits of its members.

f. Review proposed legislation affecting the Reserve components of the Armed Forces.

g. Originate amendmants to Part 8, CFR (Regulations USCGR).

h. Prepare proposed legislation pertaining to the U.S. Coast Guard Reserve.

i. Originate amendments to the Reserve Administrative Manual.

j. Act as Classified Material Control Officer for Reserve Administration.

k. Act as supply officer for the Reserve Administration Division. Maintain clerical supplies necessary for the operation of the Division.

l. Act as Civilian Personnel Liaison Officer for the Reserve Administration Division maintaining communication with Headquarters representative in G-CAS regarding any civilian personnel actions.

RECORDS CONTROL BRANCH
(G-RA-2)

Under the direction and supervision of the Chief, Reserve Administration Division, the Chief, Records Control Branch shall:

a. Maintain all service records of Reservists serving on inactive duty.

b. Coordinate and maintain a records disposal program for the Reserve Administration Division.

c. Prepare certain indispensable operating records for shipment to relocation centers.

d. Prepare certain service records for shipment to military Personnel Records Center.

e. Furnish information and selected statistics on officer and enlisted personnel as required by official and private inquiries in accordance with regulations.

f. Prepare correspondence relating to the functions of the Branch.

g. Review all service records for completeness and accuracy.

h. Review Reserve officer fitness reports.

i. Act as service record liaison officer for Office of Reserve.

j. Coordinate mail for Reserve Administration Division.

PERSONNEL STATUS BRANCH
(G-RA-3)

Under the direction and supervision of the Chief, Reserve Administration Division, the Chief, Personnel Status Branch shall:

a. Maintain a precedence listing of all Reserve Officers and Reserve Commissioned Officers.

b. Administer programs involving appointments, promotions and continuation of all officers and commissioned Warrant officers in the Coast Guard Reserve on inactive duty.

c. Initiate action pertaining to Reserve officer and enlisted retirements and other officer separations.

d. Prepare correspondence relating to the calling to active duty of enlisted Reservists whose participation in the Inactive Duty Reserve Program has been certified as unsatisfactory.

e. Review all medical examinations of Reservists serving on active duty, and follow-up claims resulting from injury or disease incurred.

f. Administer the Survivor Benefit Plan for the Coast Guard Reserve.

g. Maintain Headquarters liaison for matters pertaining to officer uniform maintenance allowance.

h. Certify those Reservists eligible for the Armed Forces Reserve Medal who are not so certified by the district commanders.

PERSONNEL ACCOUNTING BRANCH
(G-RA-4)

Under the direction and supervision of the Chief, Reserve Administration Division, the Chief, Personnel Accounting Branch shall:

a. Insure proper management and administration of Reserve personnel accounting and retirement point accounting of all Reservists serving on inactive duty.

b. Administer the program for enrollment and disenrollment of Temporary members of the U.S. Coast Guard Reserve.

c. Review all applications for retired identification cards from personnel on the Reserve Retired List and verify their eligibility.

d. Maintain the Reserve Personnel Accounting System, including accurate crediting of pay and retirement points.

e. Prepare and certify statements of longevity and statements of satisfactory Federal service under the provisions of 10 USC 1331-1332.

RESERVE PROGRAMS DIVISION
(G-RP)

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

a. As Office of Reserve program element coordinator, develop goals and objectives, and coordinate the input and output of the PPB System for the Reserve Program.

b. Initiate special studies and develop long-range plans to meet the Reserve personnel mobilization needs.

c. Prepare Program Proposals and Resource Change Proposals in consonance with long-range plans.

d. Submit budget estimates based on the Program Proposal and personnel and other statistics maintained by the division.

e. Prepare the Operating Stage of the Budget, the Financial Plan, and administer and control the allotted funds.

f. Establish numeric requirements and qualifications criteria for Reserve personnel procurement. Coordinate Reserve personnel procurement with the Recruiting Division of the Office of Personnel.

g. Formulate and administer organizational and attendance standards for Reserve units and members.

h. Administer the Reserve mobilization assignment system.

i. Maintain, through the Chief, Office of Reserve, liaison with: the Department of Defense, other Reserve components, the Selective Service System, and other government and civilian organizations as required.

OFFICE OF MARINE ENVIRONMENT AND SYSTEMS
(G-W)

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

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

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

   b. Provide policy guidance for and generally direct and coordinate the following major Service-wide functions:

      (1) Manage and coordinate the Marine Environmental Protection Program as defined above, including the promulgation of policies, standards and guidelines to govern the operations of the National Strike Forces.

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

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

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

      (5) Establish, operate, and maintain vessel traffic services for ports, harbors, and other waters subject to congested vessel traffic.

      (6) Investigate incidents, accidents, or acts involving the loss or destruction of, or damage to structures which affect, or may affect, the safety or environmental quality of ports, harbors, or navigable waters of the United States.

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

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

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

(3) Serving as coordinator of the Rules of the Road Industry Advisory Committee.

(4) Maintaining liaison with other Headquarter elements and government agencies.

(5) Reviewing casualty records which involve Rules of the Road.

(6) Managing additional systems for the prevention of collisions including, but not limited to, bridge-to-bridge radiotelephone and off-shore traffic separation schemes.

b. Provide the following support services:

(1) Preparation of replies to inquiries concerning Rules of the Road.

(2) Dissemination of information concerning new proposals to the Rules of the Road and related matters.

(3) Preparation of U.S. position papers for presentation to the IMCO Subcommittee on the Safety of Navigation.

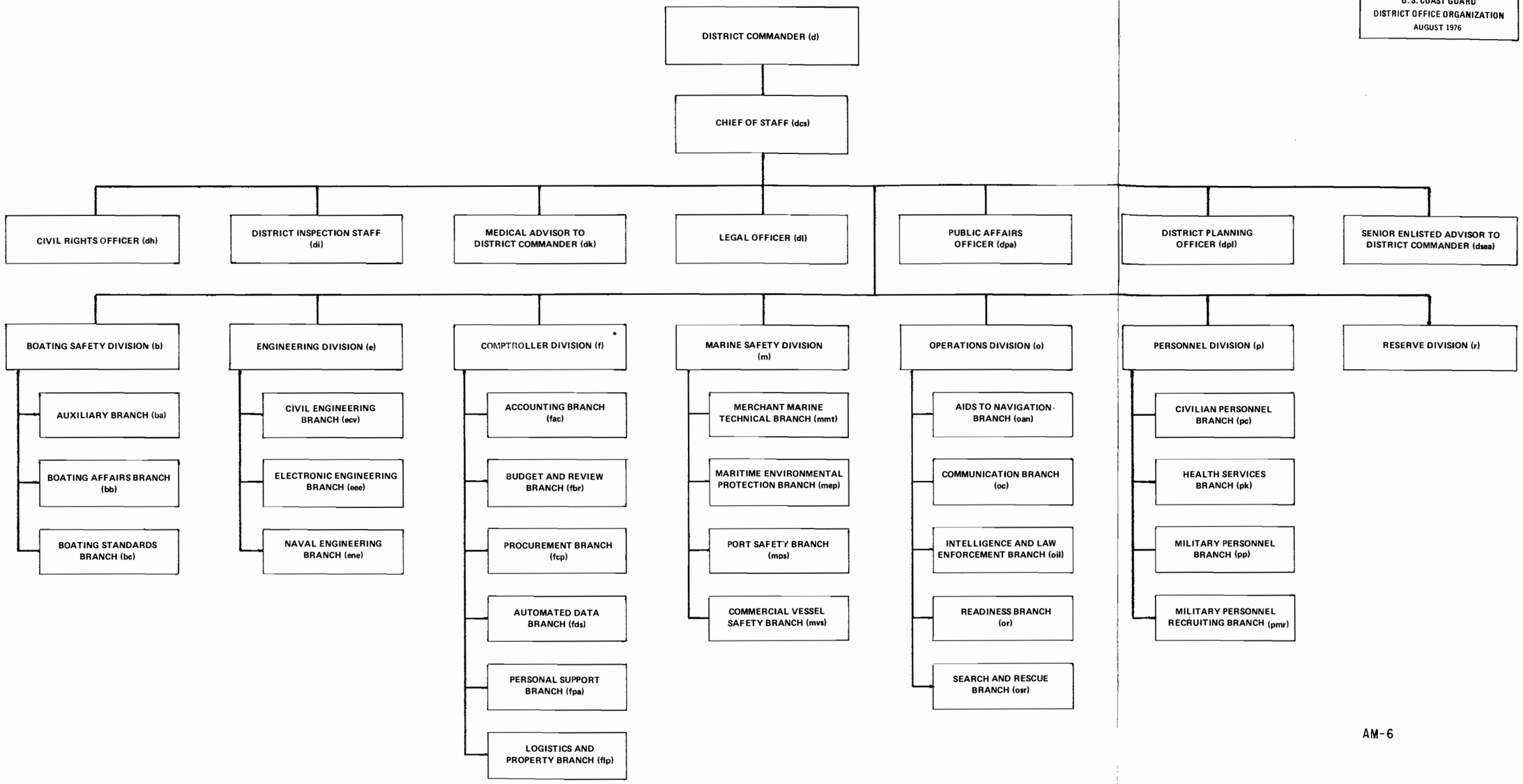
(4) Assistance to other departments and units in Rules of the Road matters.

c. Assist the Casualty Review Branch, (G-MMI-3) as necessary in the review of casualty records involving collisions between vessels.

d. Assist Office of Chief Counsel staff as necessary in the review of penalty appeal cases as they relate to statutory and regulatory Rules of the Road.

e. Coordinate the development and promulgation of regulations in the following program areas: Port Safety, Port Security, Vessel Traffic Service, Speed Control and Cargo Security.

DEPARTMENT OF TRANSPORTATION
U. S. COAST GUARD
DISTRICT OFFICE ORGANIZATION
AUGUST 1976



(*) BRANCH STRUCTURE MAY VARY, AS INDICATED IN FUNCTIONAL STATEMENTS FOR COMPTROLLER DIVISION.

THE DISTRICT COMMANDER
(d)

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

CHIEF OF STAFF
(dcs)

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

1. Assist the District Commander in the general administration and direction of district activities, particularly with respect to the efficient, safe, and economical performance of Coast Guard duties and the proper utilization of assigned personnel and facilities.

2. Assist the District Commander in making inspections of units within the district, and otherwise keep him informed as to the status of district activities.

3. Supervise and coordinate the activities of the various chiefs of divisions and the independent staff officers and advise these officers generally relative to the policies and programs of the District Commander.

4. Supervise and coordinate the preparation and execution of operating plans and logistic programs for carrying out the functions of the Service in the district.

5. Supervise and coordinate the budgetary program of the district and assure the efficient management and utilization of district funds.

6. Analyze and review proposals and problems for the District Commander; prepare and issue orders, instructions, and directives affecting the conduct of district affairs; interpret rules, regulations and other directives for district personnel as may be necessary; review and route incoming correspondence; and review such outgoing correspondence as may be specified by the District Commander.

7. Analyze and review administrative procedures and practices in the district with a view to effecting their improvement; exercise control over forms used in the district; and administer the records management program for the district as directed by the Commandant.

8. Provide for administrative support and services for the district office staff.

9. Act as District Commander under authority and as provided for in Article 5-2-4, Coast Guard Regulations.

*10. Through the District Commander, advise and assist the Commandant in the general administration of the Great Lakes Pilotage Act.

*11. Through the District Commander, keep the Commandant informed of the problems encountered and the progress made in effectuating the policies and executing the program of the Service with respect to the Act.

*12. Direct, supervise and coordinate the activities of the Director, Great Lakes Pilotage Staff, and assure the efficient performance of duties by that officer.

*13. Assure that the Director, Great Lakes Pilotage Staff is kept fully informed as to the broad policy and programs approved by the Commandant.

*Apply to Commander, Ninth Coast Guard District, only.

PLANNING OFFICER
(dpl)

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

1. Monitor, review and coordinate district input to the Coast Guard Planning, Programming, and Budgeting System, including:

   a. Planning factors and criteria.

   b. Long range objectives, plans and programs.

   c. Planning proposals and development plans.

   d. AC&I Project Proposals and Environmental Impact Statements.

   e. Resource utilization.

2. Monitor, review and coordinate district relationships with Federal agencies, State and local Governments and private organizations relative to mutual interest in other party's plans or programs, including; but not limited to:

   a. Advancement of the Coast Guard's interest through evaluation of State plans and participation in implementation of State programs for coastal zone management.

   b. Advancement of the Departments interest in waterway, port, harbor and other water resource project and planning activities.

3. Monitor and review or participate in studies and analyses which affect the management of the district.

*DIRECTOR OF THE AUXILIARY
(dca)

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

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

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

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

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

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

6. Administer the Auxiliary Courtesy Motorboat Examination and Public Education Programs in the district.

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

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

*In districts not having a Boating Safety Division.

ENGINEERING DIVISION
(e)

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

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

2. Perform required district aeronautical engineering functions; through the commanding officers of air stations maintain cognizance of the repair, maintenance, outfitting and alterations of aircraft, engines and related equipment; and assure an effective aviation maintenance engineering program in the district.

3. Direct the program for periodic inspection of the material condition of district units. Keep fully informed of the requirements of the district for engineering personnel, facilities, and equipment by means of field inspections, records and reports.

4. Obtain from other staff officers such information on their plans and requirements as may be relevant in developing district engineering programs.

5. Supervise the planning and execution of work programs for carrying out the engineering activities in the district and the preparation of cost estimates and justifications supporting request for funds or expenditures.

6. Administer funds allocated to the Engineering Division as prescribed in current directives. Furnish appropriate preliminary budget estimates and fund allocations or suballotments to the Comptroller.

7. Review all requisitions, contracts, requests for work authorizations, etc., which are chargeable to funds for engineering work and which are submitted to Headquarters for approval. When necessary, review and approve or disapprove other requisitions for engineering supplies and equipment submitted by individual units to the district office.

CIVIL ENGINEERING BRANCH
(ecv)

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

1. Be responsible for design, construction, installation, repair, maintenance, outfitting, and alteration of shore structures and related equipment, and for the repair, maintenance and approved alteration of buoys except for their installation and maintenance on station. Be responsible for the maintenance, repair and upkeep of Coast Guard owned vehicles.

2. Plan and execute civil engineering projects.

3. When necessary, review requisitions and other requests chargeable to funds for civil engineering work, supplies and equipment; secure labor; prepare specifications for the structures, technical equipment and supplies; request the Chief, Procurement Branch to make purchases.

4. Prepare preliminary budget estimates, make recommendations as to fund allocations or suballotments, and administer funds allocated to the Branch, as prescribed in current directives; promptly furnish the Chief, Comptroller Division with detailed information of all actions which will result in expenditures, suballotments, transfers between units, etc., of such funds.

5. Issue work orders as necessary to industrial facilities in the district, and inspect civil engineering work as required.

6. Inspect buildings, wharves, and other shore structures proposed for lease, acquisition or condemnation; determine and make reports as required on values, necessary repairs, or alterations.

7. Maintain detailed records of the physical characteristics of all shore structures, land, equipment, and public utilities in the district and prepare data for required reports of real property for submission to the Commandant.

OPERATIONS DIVISION
(o)

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

1. In accordance with policies issued by cognizant program directors, plan, develop, implement and direct the following operational and support activities carried out by district units:

   a. Search and Rescue

   b. Domestic Icebreaking

   c. Short Range Aids to Navigation

   d. Aids to Navigation (Loran A)

   e. Aids to Navigation (Loran C and Omega)

   f. Bridge Administration

   g. Enforcement of Maritime Laws and Treaties

   *h. Boating Safety

   i. Marine Science Activities

   j. Military Operations

   k. Military Preparedness

   l. Command and Control-Communications (Support element)

   m. Investigations and intelligence

2. Monitor district units to determine adequacy of resources and ascertain effective execution of programs.

3. Assist the District Inspection Staff in the inspection of district units as required. Initiate remedial action on findings which bear upon Operations Division programs.

4. Carry out program budgeting and manage funds allocated to the Operations Division.

5. Coordinate availability of multi-mission facilities to meet program requirements of other district division chiefs.

6. Administer the district weather reporting and aerological services.

7. Direct the activities of the District Operations Center. This function shall include liaision with and, as required, coordination of civil and military facilities used in Search and Rescue, and other emergency operations.

*In districts not having a Boating Safety Division.

AIDS TO NAVIGATION BRANCH
(oan)

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

1. Direct and administer the operation of all aids, including Loran, in the district so as to provide an integrated system of aids to navigation.

2. Initiate and maintain close liaison within the district and with government agencies, commercial enterprises, and private organizations, as appropriate, to determine current requirements for aids and to insure collaboration and coordination in aids to navigation matters of mutual concern and interest.

3. Initiate or review requests for the establishment, change, or disestablishment of aids to navigation including those for private aids. Whenever required, prepare the justification for the expenditure of official funds to implement recommended changes in the system of aids to navigation and indicate the priority of accomplishment.

4. Prepare and administer the plan for the operations of units assigned aids to navigation missions.

5. Supervise the collection of data for light lists, radio-beacon charts, and Notices to Mariners. Administer the plan for gathering promptly all information concerning the malfunction, failure, damage, or loss of aids to navigation and for processing and disseminating such information into Broadcast and Local Notices to Mariners.

6. Recommend and justify district allowances of aids to navigation equipment required to maintain authorized aids in effective operation and to mark sunken wrecks.

*7. Formulate and submit to the Commandant recommendations on matters concerning the location and plans of bridges across the navigable waters of the United States, the operation of drawbridges, and bridges which may be considered to be unreasonable obstructions to navigation.

*8. Take final action concerning permit actions as authorized.

*9. Prescribe the lights and signals required on bridges for the safety of navigation. Exempt the requirement for bridge lighting over waterways with no significant night time navigation and in cases where lighting presently prescribed is not adequate for the safe passage of night time navigation, require modified or special lighting.

*10. Authorize temporary departures from drawbridge regulations up to a limit of 60 consecutive days when a drawbridge is undergoing repairs or maintenance work or when the public interest, health or safety so requires.

*11. Issue Public Notices; conduct Public Hearings; maintain close contacts with the maritime industry, other users of the navigable waters, federal, state and local government agencies having interests in bridges or related matters, and with the general public, to insure that bridges do not unreasonably obstruct navigation.

*Except in those Districts authorized a Bridge Branch.

BRIDGE BRANCH
(obr)

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

1. Formulate for submission to the Commandant recommendations on matters concerning the location and plans of bridges across the navigable waters of the United States, the operation of drawbridges, and bridges which may be considered to be unreasonable obstructions to navigation.

2. Take final action concerning permit actions as authorized.

3. Prescribe the lights and signals required on bridges for the safety of navigation. Exempt the requirement for bridge lighting over waterways with no significant night time navigation and in cases where lighting presently prescribed is not adequate for the safe passage of night time navigation, require modified or special lighting.

4. Authorize temporary departures from drawbridge regulations up to a limit of 60 consecutive days when a drawbridge is undergoing repairs or maintanance work or when the public interest, health or safety so requires.

5. Issue Public Notices; conduct Public Hearings; maintain close contacts with the maritime industry, other users of the navigable waters, federal, state and local government agencies having interests in bridges or related matters, and with the general public, to insure that bridges do not unreasonably obstruct navigation.

COMMUNICATION BRANCH
(oc)

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

1. Administer, supervise and coordinate all communication matters affecting the operation and administration of the district office and district units.

2. Develop plans and procedures to assure coordination, uniformity and efficiency in the administration and operation of Coast Guard communications.

3. Coordinate and develop plans and instructions for handling distress, safety and SAR communications.

4. Insure the communication readiness of all district units by frequent inspections.

5. Evaluate all complaints of harmful interference resulting from Coast Guard use of the radio spectrum and initiate necessary action to eliminate or reduce harmful interference. As practicable, provide for monitoring of radio circuits.

6. Maintain close liaison with appropriate government and industry communication personnel as a means of improving Coast Guard communications, coordination and technical development.

7. Develop and issue communication plans in support of mobilization.

8. Initiate submission of annual planning and request for operational approval letters to Commandant for budgetary information and to make necessary communication plant improvements.

9. Administer the communication security programs.

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

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

*BOATING SAFETY BRANCH
(ob)

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

1. Administer and supervise the Coast Guard Boating Safety Program within the district.

2. Supervise and coordinate activities of the District Boating Safety Team, taking cognizance of any USCG/ State agreements and coordinating with adjacent District Boating Safety Team activities where appropriate; insure that qualified personnel are assigned to the Boating Safety Team; review and submit Boating Safety Team Reports.

3. Maintain close liaison with State Boating Law Administrators, the Regional Association of State Boating Law Administrators in order to promote comity between jurisdictions, and encourage uniformity and reciprocity of boating laws and regulations; urge states' compliance with Uniform State Waterway Marking System; encourage and review their public information and education programs.

4. Coordinate the implementation efforts of the Coast Guard boating safety program as appropriate with the USCG Auxiliary, U.S. Power Squadrons, and other public service oriented groups.

5. Administer the program of boat accident reporting as provided in 46 CFR 173, except in those states that have Federally approved numbering systems, coordinating with the Marine Safety Divisions and OCMI's as indicated.

6. Administer the Boarding Officer training program, insuring participation by all concerned agencies.

7. Maintain liaison and coordination with the designated OCMI and State Liaison Officer to promote uniformity and compliance with the Federal Boating Act in matters relating to casualty and investigation procedures for recreational boating.

8. Attend and participate in appropriate boating safety meetings and conferences within district.

9. Employ all feasible avenues of educating the public on boating safety.

10. Administer theCoast Guard law enforcement programs pertaining to recreational boating and other uninspected vessels, except those functions specifically vested in the Marine Safety Division.

11. Administer within the provisions of 46 CFR 2.50, the administrative penalty procedures resulting from reports of violation in enforcement of the Motorboat Act of 1940, the Federal Boating Act of 1958, and associated regulations.

12. Plan and supervise a well rounded boating safety program; observe practices in the boating industry and initiate steps for corrective measures where unsafe practices have been observed; assist the Public Affairs Officer in preparation of Notices, speeches, exhibits, and demonstrations on boating safety and education; maintain liaison with boating organizations and marine trade organizations to increase mutual understandings and to promote boating safety through increased cooperation.

13. Coordinate and administer boating safety pilot projects.

*In districts not having a Boating Safety Division.

INTELLIGENCE AND LAW ENFORCEMENT BRANCH
(oil)

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

1. Supervise or conduct appropriate investigations pertaining to law enforcement matters, as set forth in the Coast Guard Investigations Manual (CG-282) (exclusive of those matters specifically vested in other district components) and maintain close relationship with the district legal staff on matters of general investigative and law enforcement legal processes.

2. Supervise or conduct all categories of investigations pertaining to internal security and security violation matters, as requested or directed, and as established by the Coast Guard Investigations Manual (CG-282).

3. Provide survey services as requested or directed pertaining to determination of the countermeasures necessary to protect a command, installation, or site from penetration through physical means, not including technical (electronic) surveillance, and provide recommendations for improvement in countermeasures where indicated.

4. Supervise and coordinate those activities required to:

a. protect and preserve the natural resources and national interests within the territorial waters, contiguous fisheries zone, treaty and international agreement areas, and special interest areas, and

b. enforce other federal statutes in the navigable waters of the United States and on the high seas except those statutes, treaties and international agreements related to commercial vessel safety, boating safety, port safety and security, and maritime environmental protection.

5. Supervise or conduct all categories of personnel security investigations which may be ordered or required.

6. Provide investigative service to commanding officers on matters requiring special investigative attention or when it appears to be in the best interest of the Coast Guard for Coast Guard intelligence to conduct an investigation.

7. Plan and conduct investigative surveys when so directed by the Commandant in connection with violations of public trust, contractural procurement, or disposal fraud matters.

8. Maintain liaison with, and render appropriate assistance to, other federal agencies on matters pertaining to investigations, law enforcement, counterintelligence and intelligence. Disseminate to proper Coast Guard authority information furnished by other agencies, and furnish other agencies information derived from Coast Guard sources when necessary.

9. Analyze, evaluate, and disseminate information of criminal, counterintelligence or internal security significance. Collect and disseminate information pertinent to the security of Coast Guard installations, when information of this nature is generated on or in the vicinity of Coast Guard installations.

10. Monitor investigations by other federal, state, or local law enforcement agencies when of interest to the Coast Guard. Inform Coast Guard commands of the results of other agency investigations, including the action taken.

11. Keep appropriate commanders advised of the results of investigative activity so that they may take appropriate action through the submission of interim or final reports.

12. Provide the central point of contract between Coast Guard districts and federal, state or local investigative and security agencies on matters related to the functions set forth above.

13. Follow up on the apprehension of deserters and assist in locating absentees as requested by Coast Guard district officers and units.

DEPARTMENT OF TRANSPORTATION
U. S. COAST GUARD
ACTIVITIES EUROPE OFFICE ORGANIZATION
JULY 1976

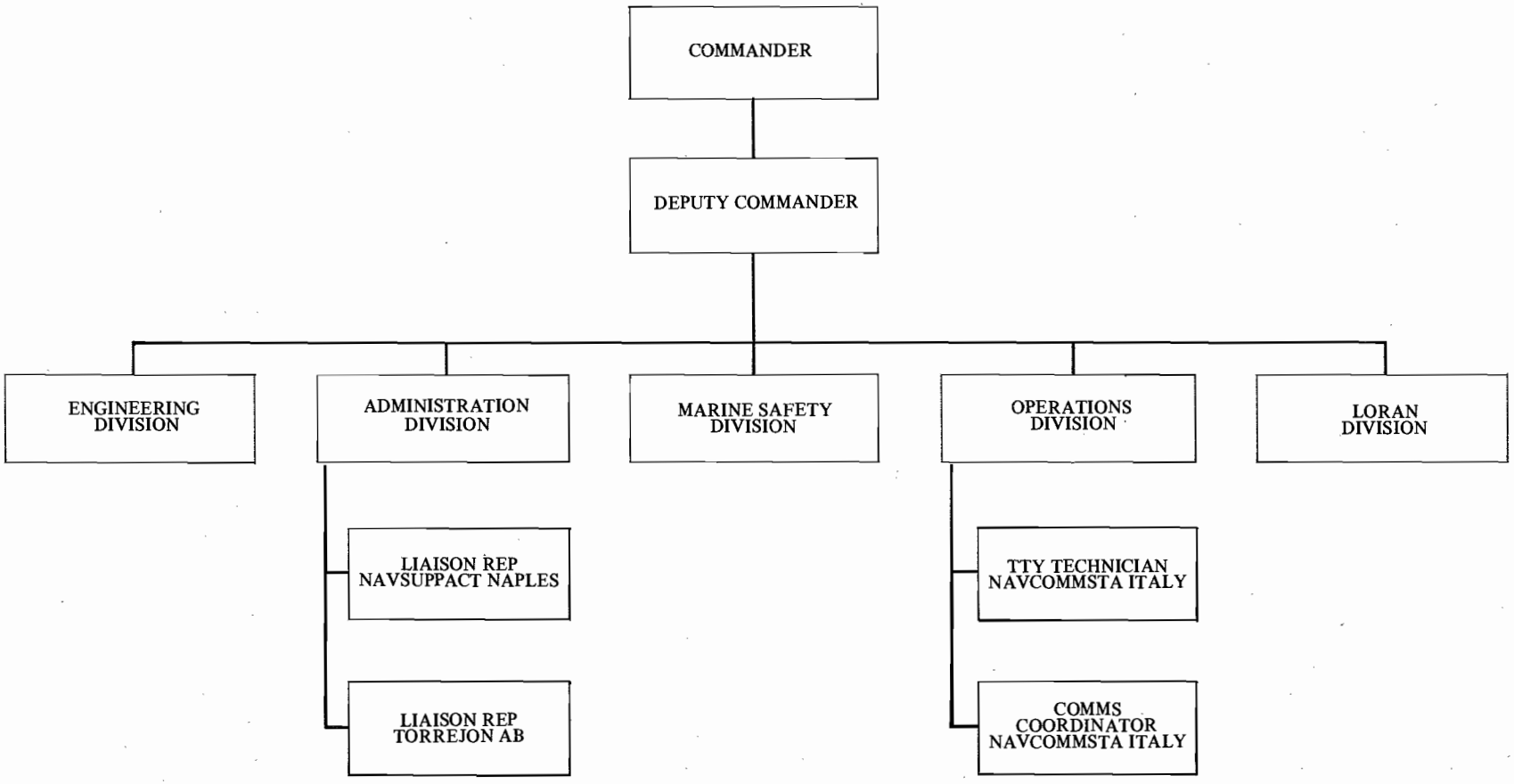
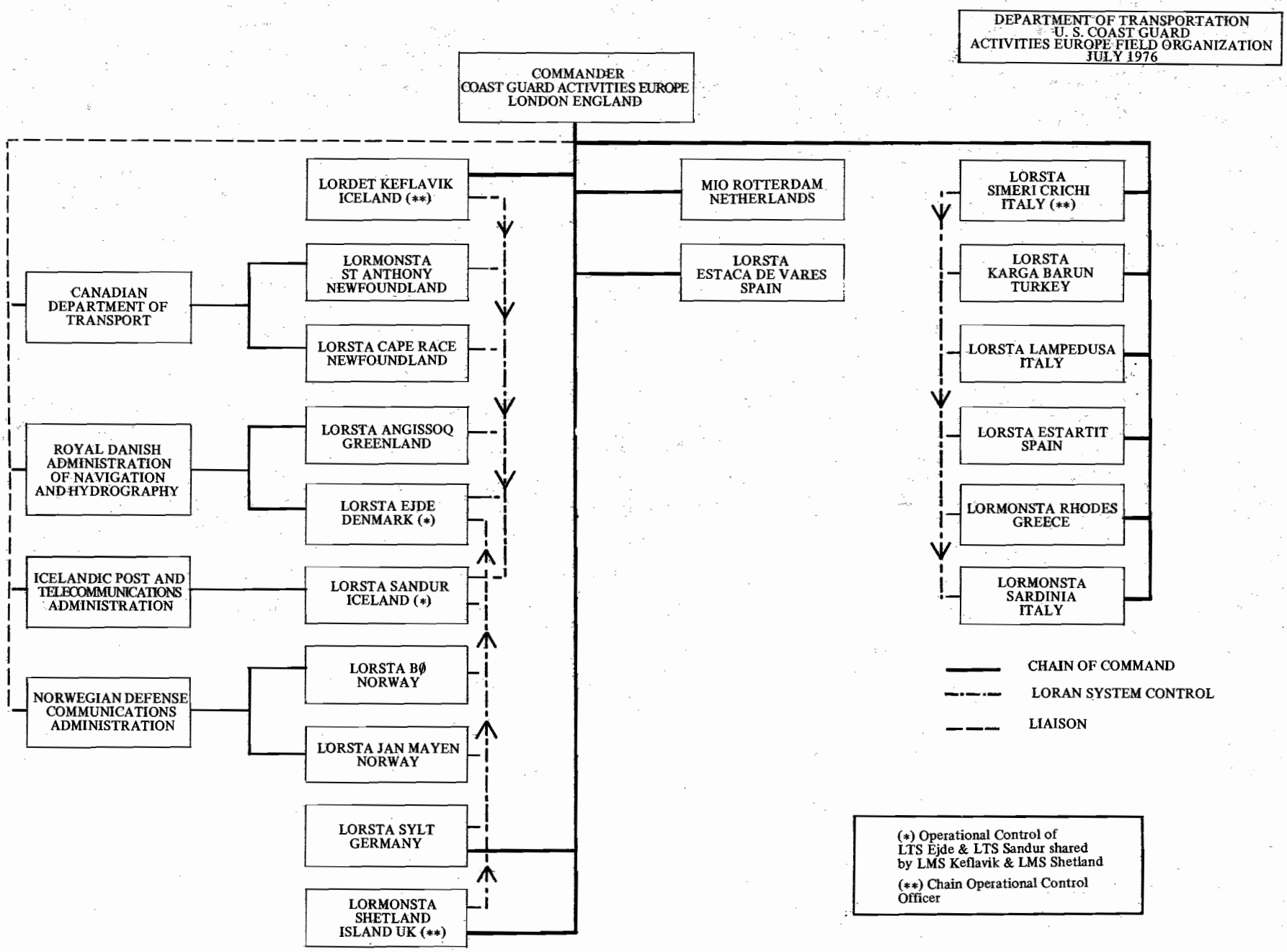


CHART 1



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DEPARTMENT OF TRANSPORTATION
UNITED STATES COAST GUARD

MAILING ADDRESS:
U.S. COAST GUARD
400 SEVENTH STREET SW.
WASHINGTON, D.C. 20590
PHONE: (202) 426-2372

(G-CMA/83)

11 MAY 1976

COAST GUARD ORGANIZATION MANUAL
CG-229

AMENDMENT No. 5

1. Purpose. This Amendment publishes a change to the Coast Guard Organization Manual.

2. Action.

Remove Pages	Insert Pages
i thru viii	i thru viii
II - 1	II-1
II-85,86	II-85, 86
II-127 thru 130	II-127 thru 129
II-141 thru 144	II-141 thru 144
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II-197, 198	II-197 thru 198A
II-239 thru 244	II-239 thru 244
III-7, 8	III-7, 8
IV-55, 56	IV-55, 56

A. F. FUGARO
Deputy Chief of Staff

Dist: SDL No. 102
A: a(2);cdefghmnv(1)
B: c(15);e(9);bfghn(5);ijklqr(2);dmp(1)
C: k,n(2);abdeglmopx(1)
D: f(2);abdeiksu(1)
E: None
F: k(5);b(1)

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HEADQUARTERS ORGANIZATION
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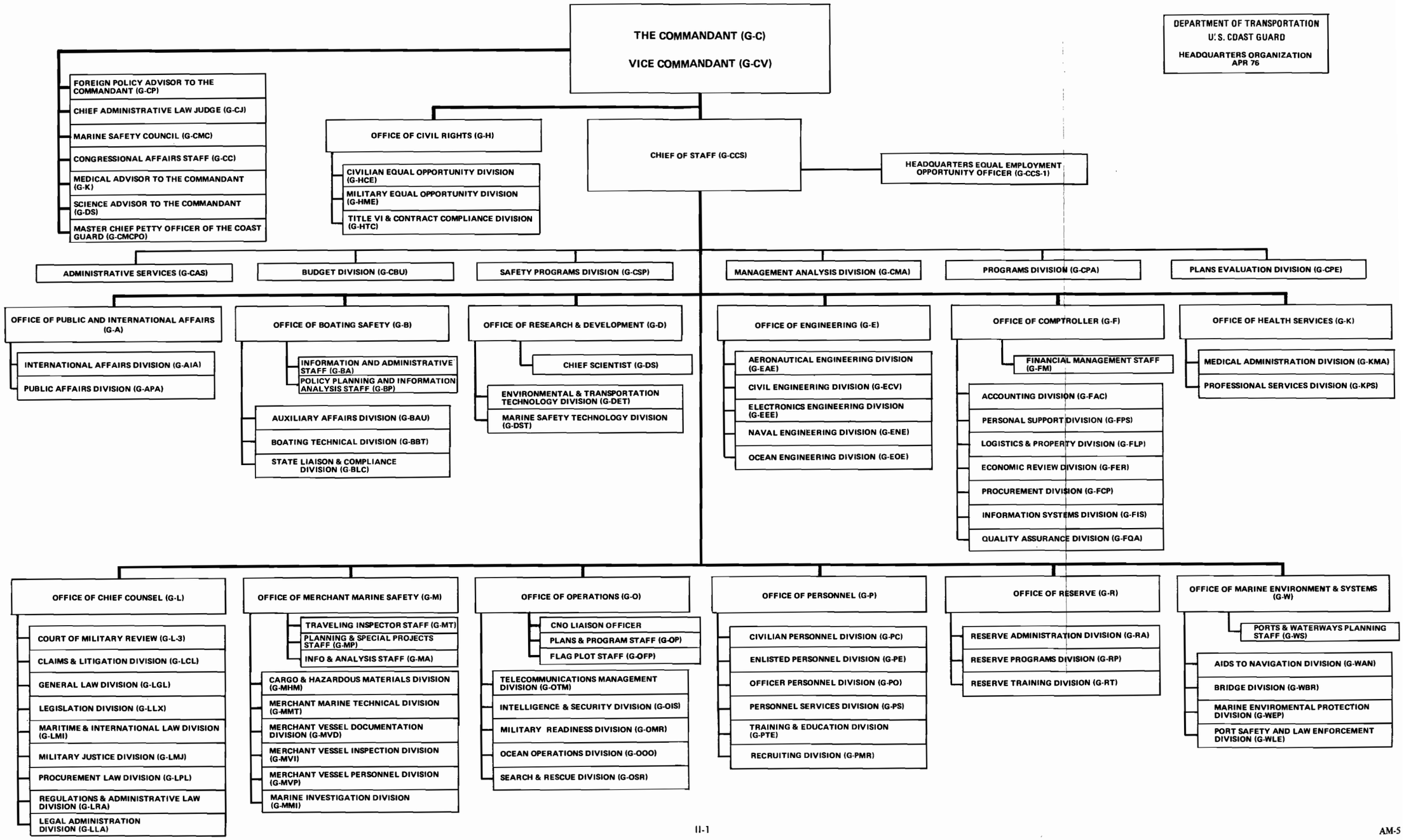

(5) Articles for the Engineer's Digest.

(6) Electronics Engineering Information Bulletin, EEIB.

f. Coordinate the utilization and disposal of excess electronic material.

g. Supervise Central Classified Material for the Division.

h. Supervise all Division projects assigned to various Headquarters Units. Direct electronic projects work assigned to the Module Repair Branch, Supply Center, Brooklyn, N. Y.

i. Supervise the Division general correspondence and publication filing.

j. Exercise control of HQCM (G-EEE) electronic equipment for the Division.

k. Supervise the Beneficial Suggestion program for the Division.

l. Coordinate the application of new techniques of maintenance, repair training, troubleshooting and calibration.

m. Review, prepare guidance for and coordinate (through G-F) all support considerations for Division undertakings at CGSUPCEN, Brooklyn.

SYSTEMS DEVELOPMENT BRANCH (G-EEE-4)

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

a. Direct engineering systems development, including operating doctrine, facilities, procurement and application of those radio navigation systems within the purview of the Branch.

b. Provide for the design, specification and procurement of the equipment necessary to operate and evaluate these systems.

c. Coordinate the operating doctrine and performance evaluation of these systems, including providing field engineering services where needed.

d. Maintain liaison with other government and civilian agencies as necessary to ensure responsiveness to the navigational requirements of those agencies.

PROGRAM ANALYSIS AND REVIEW BRANCH (G-EEE-5)

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

a. Determine necessary funds and personnel requirements for operating expenses and AC&I programs, formulating budget document preparation as necessary.

b. Maintain status of fund accounts involving division administered funds.

c. Effect annual allotment of funds to lower echelon units.

d. Prepare annual budget requirements.

e. Supervise the preparation of Requests for Quotation and Requests for Procurement.

b. Review all stages of budget and recommend appropriate action to Division Chief.

g. Coordinate preparation of Resource Change Proposal (RCP's) and Planned Obligation Program (POP's) where they apply to Electronics Engineering.

PROJECTS STAFF
(G-EEE-6)

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

a. Define the requirements and develop an implementation plan to effectively and efficiently support the developing inventory of sophisticated, modular, high density packaged electronic systems.

b. Develop a management plan to insure logical and timely action for each phase of the project from initial evaluation through system implementation.

c. Direct the interim program for centralized maintenance of modularly constructed electronics equipment. Determine maintenance and support policies for equipment designated for centralized support.

d. Manage the Electronics Installation Change and Maintenance (EICAM) System.

OFFICE OF THE CHIEF COUNSEL
(G-L)

1. **Mission.** To provide legal services for the Coast Guard, aimed at assuring that the operations and activities of the Service are legally consistent with the requirements of law and the rulings of higher authority.

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

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

   b. Plan, develop, coordinate and direct the Legal Program of the Coast Guard.

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

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

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

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

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

   h. Provide legal assistance for military personnel.

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

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

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

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

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

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

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

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

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

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

s. Serve as Chairman, Marine Safety Council and provide legal services to that body in connection with its public regulatory responsibilities.

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

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

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

LEGAL ADMINISTRATION DIVISION
(G-LLA)

Under the direction and supervision of the Chief Counsel, the Chief Legal Administration Division shall:

a. Administer the planning, programing, and budgeting system of the Office.

b. Develop and maintain the legal publications issued by the Office; procure legal and related publications and maintain the Office Library.

c. Administer the legal assistance program of the Guard; and provide legal assistance pursuant to current directives.

d. Designate military lawyers for membership on Physical Evaluation Board, Physical Review Counsel, Physical Disability Appeal Board and to act as counsel for evaluees.

e. Prepare briefs on behalf of the Government in appropriate Board for Correction of Military Records cases.

f. Coordinate training programs for military and civilian Coast Guard lawyers. Maintain liaison with Coast Guard officers attending law school.

g. Coordinate the military personnel program of the Office; supervise procurement of direct commissioned military attorneys and act as liaison with Office of Personnel concerning them.

h. Coordinate civilian personnel actions for the office.

i. Provide Classified Material Control, responsible for the protection and accountability for such material for the Office.

j. Provide video tape services for preparing transcripts of courts-martial, and for other uses.

k. Serve as liaison for Office participation in the inspection program.

TRAVELING INSPECTOR STAFF
(G-MT)

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

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

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

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

d. Act 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.

e. 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
(G-MP)

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

a. Develop short and long-range planning guides to carry out the mission of the Commercial Vessel Safety Program.

b. Undertake and assist in the planning, development and conduct of technical, personnel, and management studies in support of the Commercial Vessel Safety Program.

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

d. Administer budgeted funds under the control of the Office of Merchant Marine Safety, furnishing preliminary apportionments and allocation recommendations to the Chief, Office of Merchant Marine Safety.

e. Coordinate regulation development for the Office of Merchant Marine Safety.

f. Periodically review the administration of the Office of Merchant Marine Safety and initiate recommendations to effect improvements in the organization and methods of administration.

g. Review and coordinate all requests for legislative proposal comments referred to the Chief, Office of Merchant Marine Safety.

h. Supervise the research and development program plan for the Commercial Vessel Safety Program.

i. Maintain liaison with other government agencies, related nonprofit organizations and appropriate industry to keep abreast of current practices and developments.

j. Supervise and implement directives and records based on existing and projected needs of the Commercial Vessel Safety Program.

k. Supervise the management of all special projects assigned to the Office of Merchant Marine Safety.

l. Coordinate all commissioned officer training programs related to the Commercial Vessel Safety Program and supervise the administration of the Merchant Marine Industry Training Program.

PROGRAMS BRANCH
(G-MP-1)

Under the direction and supervision of the Chief, Planning and Special Projects Staff, the Chief, Programs Branch shall:

a. Manage the submission and the disposition of all CVS Program operating expense budgetary documents for the Office of Merchant Marine Safety; including the preparation of Resource Change Proposals.

b. Maintain a continuous inventory of the Commercial Vessel Safety Program clientele with respect to numbers and kinds of vessels, and numbers of personnel both crew and passengers, forecasting trends when considered significant to the program.

c. Periodically evaluate the workload of field units with respect to CVS functions and prepare, annually, appropriate recommendations for reprogramming of CVS resources.

d. On a continuing basis, analyze and evaluate and initiate appropriate amendment to the billet structure of the CVS Program with respect to existing personnel resource requirements, on-the-job training at field units, interprogram relationships, grade levels, and allocation of new resources.

e. Monitor, analyze and evaluate the cost benefit effectiveness of the CVS Program and initiate recommendations for improvements in those relationships where necessary.

f. Manage the disposition of all CVS budgeted funds including its OG 30 funds within Headquarters and Headquarters Units.

ADMINISTRATIVE BRANCH
(G-MP-2)

Under the direction and supervision of the Chief, Planning and Special Projects Staff, the Chief, Administrative Branch shall:

a. Coordinate and respond to all inquiries, requests, and directives which require the action of the Chief, Office of Merchant Marine Safety on behalf of the divisions and staff components under his direction.

b. Coordinate and develop appropriate responses to all requests for legislative proposal comments requested of the Chief, Office of Merchant Marine Safety. Maintain a suitable record of such response.

c. Coordinate and maintain an effective policy communications system for the Office of Merchant Marine Safety, including the Merchant Marine Safety Manual, Commandant's Notices and Instructions, and Navigation Vessel Inspection Circulars.

d. Administer the cilivian clothing allowance for enlisted personnel assigned to CVS field billets.

e. Administer and coordinate the Merchant Marine Industry Training assigned to CVS field billets.

f. Administer and assist in the development of federal regulations relating to the CVS Program, maintaining liaison with the Marine Safety Council staff, and assist in the training of regulation writers for the various divisions.

g. Monitor and recommend appropriate changes to the floor space allocations within the Office of Merchant Marine Safety.

h. Provide generalized presentations and lectures relating to the role of the CVS Program as requested.

i. Administer an awards and personnel recognition program for the Office of Merchant Marine Safety.

j. Coordinate the Office of Merchant Marine Safety efforts relative to Savings Bond, Combined Federal Campaign, CG Welfare, and other similar drives.

k. Analyze on a continuing basis the organization and management practices of the Office of Merchant Marine Safety and initiate necessary improvements.

l. Coordinate the various studies in support of the CVS Program arising from the Research and Development plan, and special studies funded with OE funds.

SPECIAL PROJECTS BRANCH
(G-MP-3)

Under the direction and supervision of the Chief, Planning and Special Projects Staff, who shall serve as projects director, the scope of the Special Projects Branch shall encompass the activities of the following:

a. The project manager of the Underwater Safety Project who shall:

(1) Coordinate all Coast Guard policy in the area of underwater safety.

(2) Supervise the development of a Coast Guard underwater search and rescue response.

(3) Plan for the regulation of underwater vessels.

(4) Administer the Coast Guard Diving Program.

(5) Maintain liaison with industry and government and serve on technical committees concerned with underwater safety.

(6) Keep abreast of current technology and practice in underwater activities.

b. The project manager of the Marine Safety Manual Project who shall:

(1) Coordinate all inter and intra-office input to the Marine Safety Manual.

(2) Supervise the development and implementation of the manual format, contents, index, and update/correction procedures.

(3) Utilize current word processing technology, as appropriate, in the development and implementation of the Marine Safety Manual.

c. Such other special projects as directed by the CVS Program Director.

DIRECTIVES, PUBLICATIONS AND RECORDS BRANCH (G-MP-4)

Under the direction and supervision of the Chief, Planning and Special Projects Staff, the Chief, Directives, Publications and Records Branch shall:

a. Develop, implement and manage a records system for the CVS Program including monitoring the Merchant Marine Safety Records Management Program for the Service and provide advisory service when requested.

b. Monitor the Records Disposal Schedules affecting both Headquarters staff elements of the Office of Merchant Marine Safety and all Coast Guard District Marine Safety Divisions, Marine Inspection Offices, Admeasurement and Documentation Offices.

c. Be the control point for clearance of Commandant Instructions and Notices, Navigation and Vessel Inspection Circulars, and Merchant Marine Technical Notes originated by elements of the Office of Merchant Marine Safety.

d. Coordinate merchant marine safety items for issuances and as background for meetings.

e. Serve as control point for all Office of Merchant Marine Safety Printing and Binding Requests, and maintain running account of costs involved for technical publications, vessel documentation requests and other general requests.

f. Coordinate all civilian training for the Office of Merchant Marine Safety.

g. Serve as word processing equipment coordinator for all of Merchant Marine Safety.

h. Serve as incentive awards coordinator for the Office of Merchant Marine Safety.

i. Receive and act on mailing list requests for List CG-12 (NVC's) and List CG-40 (CIT's).

j. Serve as management control for Office of Merchant Marine Safety Forms and Reports.

k. Coordinate the collection of selected workload data from reports and other records for referral to the Programs Branch (G-MP-1).

INFORMATION AND ANALYSIS STAFF
(G-MA)

Under the direction and supervision of the Chief, Office of Merchant Marine Safety, the Chief, Information and Analysis Staff shall:

a. Maintain and administer a program for the analysis of marine casualties and accidents involving commercial vessels to include:

(1) Process all casualty and accident reports, investigations and records to insure the completeness of data entries.

(2) Perform the extraction of accident and casualty data from all reports and the preparation of such data for entry into automated storage systems.

(3) Provide casualty statistics to other Coast Guard Divisions and Staff Components, other government agencies, special committees and industry associations for information to improve or more properly effectuate sound standards of safety.

(4) Perform statistical analysis and special studies of automated casualty records for use in the development, improvement enforcement of commercial vessel safety standards.

b. Prepare and submit information of broad interest to the marine industry concerning:

(1) Various casualty and accident statistics.

(2) Various statistics related to clientele growth and decline.

c. Develop, maintain, service, and administer a program for implementation of an integrated management information system for the Commercial Vessel Safety Program including:

(1) The identification of data required for program management.

(2) Insuring the elimination of unnecessary duplication of data reporting.

(3) The development of responsive reports relating to the management of automated data and information.

(4) The integration of automated filing systems necessary for program support.

(5) Assist in the development of field reporting procedures and documents.

d. Establish liaison with other government agencies and private associations for the purpose of information exchange.

e. Serve as the primary control point for the further development of automated data processing within the Office of Merchant Marine Safety.

CARGO AND HAZARDOUS MATERIALS DIVISION
(G-MHM)

Under the general direction and supervision of the Chief, Office of Merchant Marine Safety, the Chief, Cargo and Hazardous Materials Division shall:

a. Initiate or review, for submission to the Marine Safety Council, regulations relating to hazardous cargo containment and handling aspects of merchant marine safety, environmental protection, and cargo certification for Customs seal.

b. 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.

c. Identify the need for research and development projects relating to hazardous material safety (e.g., cargo hazard evaluation, environmental protection, mixed temperature cargoes, cargo vapor control, etc.); request appropriate action by the Office of Research and Development, and participate in projects as required.

d. 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 Marine Safety Council. Develop and maintain rules and regulations pertaining to the transportation by water of radioactive materials.

e. 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.

f. Prepare publications on hazardous cargo safety, environmental protection, and cargo containers for guidance and education of Coast Guard and marine industry personnel.

g. 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.

h. Review such reports of marine casualties as are referred by the Merchant Vessel Inspection Division and Port Safety 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.

i. 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.

j. 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.

k. Represent the Coast Guard on the Hazardous Materials Regulation Board and maintain direct liaison with the Office of Hazardous Materials, Office of the Secretary 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.

l. Administer a container certification program involving designation of certifying authorities for customs acceptance, approval of fee schedules, maintenance of records, reviews and recommendations for legislation and regulations, and participation in national and international conferences.

m. Review and analyze regulations, international standards and proposals relating to protection of the environment in water transportation of hazardous materials and vessels and waterfront facilities from the standpoint of environmental pollution hazards. Develop new regulations and standards as necessary.

REGULATIONS AND RULINGS BRANCH
(G-MVD-1)

Under the direction and supervision of the Chief, Merchant Vessel Documentation Division, the Chief, Regulations and Rulings Branch shall:

a. 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.

b. Conduct studies and/or review and comment upon reports of studies conducted by others relating to legislation, regulations, practices and procedures.

c. 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.

d. 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.

e. Regulate the documentation of yachts.

f. Approve the registration of house flags and funnel marks for vessels.

RECORDS AND PUBLICATIONS BRANCH
(G-MVD-2)

Under the direction and supervision of the Chief, Merchant Vessel Documentation Division, the Chief, Records and Publication Branch shall:

a. Maintain records showing the particulars of every vessel documented as a vessel of the United States.

b. Compile, edit, and issue the publication "Merchant Vessels of the United States," and the monthly supplements thereto.

c. Assign official numbers and signal letters to vessels.

d. Examine and verify vessel documents issued by documentation officers throughout the United States.

e. Grant yacht commissions.

MERCHANT VESSEL INSPECTION DIVISION
(G-MVI)

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

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

(1) The inspection of Merchant Vessels and other commercial vessels, hulls, machinery, boilers, lifesaving, fire fighting, and other equipment.

(2) The development and enforcement of requirements with respect to material aspects of outfitting and operation of uninspected commercial vessels.

(3) The development of improved inspection compliance standards or other corrective measures as a result of a continuing program of marine casualty analyses, and risk management projections with respect to both existing classes of vessels and their systems, and to developing innovative vessel configurations and marine systems.

b. Initiate or review, for submission to the Marine Safety Council, regulations relating to the material aspects of merchant marine safety.

c. Formulate plans and procedures designed to assure coordination, uniformity, and efficiency in the carrying out of Merchant Marine material regulations.

d. Keep informed of merchant marine personnel regulations and activities and make suggestions to the Chief, Merchant Vessel Personnel Division relative to possible improvements.

e. Prepare quarterly and annual statistical reports of vessels and materiel inspections based on information supplied by field offices.

f. Review and maintain records of certificates of inspection to assure uniformity and compliance with applicable inspection laws and regulations.

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

h. Maintain 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.

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

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

k. Take necessary action including the preparation of appropriate replies for the Commandant's approval on appeals from decisions or actions of any Officer in Charge, Marine Inspection, or district commander, in matters relating to compliance with vessel inspection laws and regulations.

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

m. Evaluate the qualification level of inspection personnel relative to changing technology and developments within the marine industry and administer a program of short course framing to maintain an acceptable level of inspector qualification.

n. Act as liaison with the Occupational Safety and Health Administration (OSHA). Develop and promulgate regulations to implement OSHA type standards on all U.S. vessels.

o. Provide participation in international conferences (such as IMCO) and meetings in the interest of advancing vessel inspection standards.

INSPECTION COMPLIANCE BRANCH
(G-MVI-1)

Under the direction and supervision of the Chief, Merchant Vessel Inspection Division, the Chief, Inspection Compliance Branch shall:

a. Develop procedures for the required inspections of all U.S. and foreign vessels and the required factory inspections of approved equipment for use on vessels.

b. Exercise cognizance over matters related to compliance with vessel inspection laws and regulations which include:

(1) Revise, as necessary, the existing vessel inspection regulations.

(2) Maintain vessel inspection files.

(3) Review certificates of inspection for compliance with applicable laws and regulations.

c. Perform the following administrative duties related to vessel inspections:

(1) Initiate action on the recommendations of field commands.

(2) Render decisions on appeals relative to compliance with vessel inspection laws and regulations.

(3) Prepare designated SOLAS safety certificates and exemption certificates.

(4) Initiate action on inquiries concerning vessel inspection, including cargo handling equipment and load lines.

(5) Consolidate and compile reports.

d. Implement management procedures related to vessel inspection in the following areas:

(1) Maintain appropriate contract with field units.

(2) Prepare directives to provide for uniform procedures in applying inspection laws and regulations.

(3) Develop and monitor the Vessel Inspection Information System.

e. Disseminate information pertaining to the types of inspections conducted by field units.

f. Establish and maintain contact with the public and other federal agencies regarding inspection matters.

g. Maintain appropriate sections of the Merchant Marine Safety Manual.

h. Prepare appropriate responses concerning vessel inspection matters to NTSB and Marine Board Recommendations, and also initiate necessary action to comply with the approved recommendations.

i. Initiate action relative to the Division's role in pursuing Title II Ports and Waterways Act.

j. Provide participation in international conferences (such as IMCO) and meetings in the interest of advancing vessel inspection standards.

k. Develop procedures and policy to assure the compliance of uninspected U.S. commercial vessels with applicable laws and regulations.

INSPECTION STANDARDS DEVELOPMENT BRANCH
(G-MVI-2)

Under the direction and supervision of the Chief, Merchant Vessel Inspection Division, the Chief, Inspection Standards Development Branch shall:

a. Initiate, develop and modify inspection regulations pertaining to new and uniquely designed commercial vessels such as mobile drilling units, nuclear offshore

power plants, air-cushion vehicles, very large and ultra large crude carriers, LNG carriers, river running operations, etc. This includes existing regulations which directly involve matters to be covered by regulations under development.

b. Coordinate the interface between MVI Division and the Office of Research and Development, responsive to long-range objectives, immediate requirements, advancing technology and budgetary limitations. Determine potential or existing problem areas in the overall commercial vessel safety program which may benefit through research and development projects.

c. Prepare instructions, directives, and changes to the Merchant Marine Safety Manual regarding new initiatives resulting from the advent of new and uniquely designed commercial vessels.

d. Provide participation in international conferences (such as IMCO) and meetings in the interest of advancing vessel inspection standards.

e. Maintain liaison with the applicable classification societies and Merchant Marine Technical Division for developing and revising as necessary the regulations regarding cargo handling equipment and load lines.

f. Review, process and maintain records of all proposed regulations changes initiated within the Merchant Vessel Inspection Division.

g. Act as liaison with the Occupational Safety and Health Administration (OSHA). Develop and promulgate regulations to implement OSHA type standards on all U.S. vessels.

h. Develop improved safety standards or other corrective measures as a result of a continuing program of marine casualty analysis.

INSPECTOR QUALIFICATIONS AND TRAINING BRANCH (G-MVI-3)

Under the direction and supervision of the Chief, Merchant Vessel Inspection Division, the Chief, Inspector Qualifications and Training Branch shall:

a. Perform studies and research necessary to maintain current knowledge of needs and requirements in the field of vessel inspection coincident with new and changing developments in design and construction of vessels and equipment.

(1) Maintain close association with segments of the marine industry and governmental agencies concerned with and active in the development of new concepts.

b. Administer and supervise a short course training program for the field inspection personnel.

(1) Seek out and determine the needs of the marine inspection offices with respect to inspector skills and qualifications.

(2) Make arrangements for short intensive courses and seminars with educational institutes, industry and other government agencies for the updating of inspector's knowledge in areas of need and new technology.

(3) Keep the field advised as to educational and training opportunities that are available.

(4) Review the material inspection related portions of the Merchant Marine Safety School curriculum 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.

(5) Cooperate with other Divisions in the Office of Merchant Marine Safety in the training of their personnel with respect to material safety.

(6) Maintain liaison with the Personnel Training Branch of the Office of Personnel in the area of short course availability and finding.

(7) Prepare an annual short course training requirement schedule in the area of material inspection for the Office of Merchant Marine Safety as may be required by the Office of Personnel.

c. Make field consultations and attend conferences as necessary, in conjunction with project studies and evaluate training facilities to determine the short course training needs of field units.

MERCHANT VESSEL PERSONNEL DIVISION
(G-MVP)

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

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

b. Initiate or review, for referral to the Marine Safety Council, such rules and regulations as relate to the licensing and certificating of merchant marine personnel and the shipment and discharge of seamen.

c. Develop policy for and exercise technical control over the development of examinations for merchant vessel personnel, as performed at the Coast Guard Institute.

d. Receive and examine papers relative to the issuance, exchange, or withholding of officer's, seamen's, and motorboat operators' licenses or certificates.

e. 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.

f. 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.

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

h. Review and initiate action on appeals to the Commandant from decisions or actions of any Officer in Charge, Marine Inspection or district commander, which are made regarding any matters under the cognizance of the division.

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

j. Provide a chairman for the Administrative Clemency Board (five members) which 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
(G-MVP-1)

Under the direction and supervision of the Chief, Merchant Vessel Personnel Division, the Chief, Seamen Documentation and Records Branch shall:

a. Receive copies of shipping articles and certificates of discharge, and check for accuracy, compliance with manning and citizenship requirements.

b. Maintain a service record for every seaman, and other related records, and provide information necessary to answer inquiries, and provide duplicates of these and other seaman's papers.

c. Instruct marine inspection offices on certification, shipment and discharge of merchant seamen.

d. Inform Department of State concerning merchant vessel personnel procedures abroad.

e. Respond to inquiries concerning seamen's records from Congress, organizations, seamen and the public.

f. Prepare memoranda, instructions and proposed regulation changes in laws and procedures relating to certification, shipment and discharge of seamen.

LICENSING AND EVALUATION BRANCH
(G-MVP-2)

Under the direction and supervision of the Chief, Merchant Vessel Personnel Division, the Chief, Licensing and Evaluation Branch shall:

a. Regulate and supervise the licensing of merchant marine personnel and issuance of certificates of registry to merchant marine staff officers.

b. Review and evaluate applications relative to the issuance, exchange, cancellation or withholding of officers', seamen's and operators' licenses or documents.

c. Initiate character check of applicants for original license or certificates of registry by processing applicant's fingerprints.

d. Maintain central files and statistical records of licenses issued by the field Marine Inspection Offices and prepare reports concerning such issuance.

e. Maintain liaison with other government agencies, steamship companies, maritime academies, seamen's unions and other schools pertaining to the training, licensing and certificating of merchant marine personnel.

f. Interpret the rules and regulations for the licensing and certificating of merchant marine personnel and provide such interpretations to the field Marine Inspection Offices.

g. Consider, initiate, coordinate and submit proposals for changes to Title 46 CFR 10, 11, 12 and 187 as may be required; review and update, as necessary, the contents of publications concerning rules and regulations for the licensing and certificating of merchant marine personnel.

h. In conjuntion with the Vessel Manning and Personnel Qualifications Branch, review, analyze and make recommendations concerning the curriculum, facilities and staff of the various schools for training merchant marine personnel.

i. In conjunction with the Vessel Manning and Personnel Qualifications Branch, prepare special examinations for novel vessels, i. e. column stabilized drill vessels, mineral and oil industry vessels, sail vessels, etc.

j. Review, evaluate and prepare correspondence relating to the approval of maritime training courses of instruction.

k. Prepare replies to congressional inquiries and inquiies from the public pertaining to the licensing and certificating of merchant marine personnel.

l. Serve as a member of the Administrative Clemency Board.

m. Serve as a member of the Permanent Examining Board.

VESSEL MANNING AND PERSONNEL QUALIFICATIONS BRANCH
(G-MVP-3)

Under the direction and supervision of the Chief, Merchant Vessel Personnel Division, the Chief, Vessel Manning and Personnel Qualifications Branch shall:

a. Develop examination questions for the various grades of licenses and endorsements on documents issued to merchant marine personnel.

b. Promulgate, review, and update various Coast Guard publications which pertain to licensing and certificating merchant seamen.

c. Review and evaluate examination questions to determine effectiveness of testing methods and procedures. Insure reasonable uniformity in testing and examination procedures.

d. Review work requirements for merchant marine personnel, including a job analysis to be used in formulating professional standards.

e. 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.

f. Analyze and review testing standards for vocational qualifications along lines established by leading professional testing services standards developed by the American Psychological Association.

g. Serve as member, Administrative Clemency Board.

h. Develop manning standards for commercial vessels based upon international requirements, Federal laws and regulations, automation features of vessels, and required professional qualifications.

GREAT LAKES PILOTAGE BRANCH (G-MVP-4)

Under the direction and supervision of the Chief, Merchant Vessel Personnel Division, the Great Lakes Pilotage Branch shall:

a. Review and evaluate on a continuing basis Great Lakes Pilotage pool financial and operational reports required by the Commandant as they relate to fair and equitable rates for efficient and effective performance of pilotage services on the Great Lakes.

b. Review current and recent financial data and determine whether the existing rates for pilotage services on the Great Lakes are fair and equitable consistent with the public interest. Develop and recommend adjustments to these rates, with due regard for reasonable cost and the expense of providing and maintaining the facilities and arrangements for the efficient performance of pilotage services.

c. Coordinate with the Director, Great Lakes Pilotage staff, pilotage matters impacting on Great Lakes Pilotage agreements and arrangements entered into between the U. S. Department of Transportation and the Ministry of Transport, Canada.

d. Coordinate matters of concern identified by the Director, Great Lakes Pilotage staff that are of interest to the Commandant or Secretary of Transportation.

e. Recommend actions identified as required for effective and efficient Great Lakes Pilotage services within the statutory responsibility of the Secretary of Transportation.

f. Coordinate with the appropriate staff in the Office of the Secretary preliminary considerations regarding concerns for equitable participation of United States registered pilots with Canadian registered pilots in the pilotage of vessels to which the Great Lakes Pilotage Act of 1960 applies.

g. Coordinate with the appropriate staff in the Office of the Secretary the development and review of arrangements for equitable participation by U. S. registered pilots with Canadian registered pilots in the pilotage services required by both countries for vessels navigating the Great Lakes.

h. Draft and coordinate between the Office of Merchant Marine Safety; the Commander, Ninth Coast Guard District; the Chief Counsel, USCG; The Marine Safety Council; and the Office of the Secretary, as appropriate, changes or revisions to regulations, rules, and proposals regarding Great Lakes Pilotage matters.

i. Provide an area of expertise regarding general pilotage economics and administrative operations for the Office of Merchant Marine Safety.

j. Provide guidance and input for Coast Guard positions involving international conferences and meetings concerning Great Lakes Pilotage matters.

k. Periodically review and initiate recommendations for maintaining an effective management information system concerning Great Lakes Pilotage.

l. Perform liaison with the Office of the Secretary, Department of State, American Pilots' Association, users of Great Lakes pilotage services, other providers of pilotage service, and Canadian Government counterparts those matters related to Great Lakes Pilotage.

MARINE INVESTIGATION DIVISION
(G-MMI)

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

a. Develop, maintain and administer an integrated investigatory and accident evaluation system for the Commercial Vessel Safety Program including:

(1) Collection, review, classification, evaluation and storage of raw data relating to marine casualties and accidents which can be processed into useful information for use in the Commercial Vessel Safety Program by the Information and Analysis Staff (G-MA).

(2) The orderly and timely transmittal of information, through periodic and/or special reports, to appropriate users within the Commercial Vessel Safety Program. Included in these reports would be conclusions and/or recommendations for action as appropriate.

(3) Training and administrative supervision of personnel engaged in marine investigatory functions, emphasizing liaison with all divisions within the Office of Merchant Marine Safety and other users.

(4) Evaluation of information relating to vessel casualties, marine accidents and trends in marine safety for the purpose of measuring the effectiveness of the Commercial Vessel Safety Program, to satisfy the needs of other authorized users, and to initiate meaningful analyses, studies, recommendations and proposals which would improve the level of safety on commercial vessels.

(5) Identification and preparation of program management data, which would be serviced by the Information and Analysis Staff (G-MA).

(6) Analysis and administrative supervision of all matters pertaining to remedial actions for commercial vessel personnel under the Suspension and Revocation proceedings.

(7) Direct the Coast Guard's Merchant Seamen Screening Program, including the recommendation for appropriate changes in personnel character standards.

(8) Supervise a coordinated effort in determining the causal factors in marine accidents, and in near-miss situations, to provide substantive input to the Chief, Merchant Vessel Personnel Division with respect to the man-machine interface.

b. Administer the Merchant Seamen Administrative Clemency Program to ensure that the best interests of justice are served concurrently with the achievement of the remedial action objective of the program.

c. Coordinate intra Merchant Marine Safety Office and inter Coast Guard Office input regarding casualty investigations/Marine Boards of Investigation; integrate this input into a formal Commandant's Action consistent with Coast Guard policy.

d. Provide primary liaison and coordinate intra Merchant Marine Safety Office and inter Coast Guard Offices response to National Transportation Safety Board recommendations; integrate responses into formal Coast Guard position regarding any recommended action.

e. Serve as the primary source of input relative to the occurrence of marine casualties and accidents in the development of a risk management system.

f. Pursue an active liaison with appropriate components of the Offices of Boating Safety, Operations and Marine Environment and Systems relative to the evaluation of marine casualties and accidents and their relationship with traffic management systems, aids to navigation, search and rescue operations, and recreational boating experiences.

g. Provide primary liaison with the elements of the marine insurance industry including the American Institute of Marine Underwriters, the Hull Insurance Syndicate, United States Salvage Association, Lloyds, the Cargo Reinsurance Association, and various protection and indemnity (P&I) associations and clubs.

h. Pursue continuing liaison with investigatory and safety evaluation elements of the National Transportation Safety Board and other governmental agencies, industry and research organizations.

i. Monitor the assessment of penalties for violations of the navigation laws to ensure that enforcement action is uniform and is in accordance with current Coast Guard policy.

j. Require appropriation storage and disposition of casualty and personnel action reports and records to be in accordance with current Coast Guard directives, and consistent with existing law and regulations regarding disclosure and privacy of information.

CASUALTY REVIEW BRANCH (G-MMI-1)

Under the direction and supervision of the Chief, Marine Investigation Division, the Chief, Casualty Review Branch shall:

a. Maintain and administer a program for the investigation and review of marine casualties involving commercial vessels to include:

(1) Developing directives and instructions for guidance of field personnel engaged in investigations.

(2) Reviewing all casualty investigations, reports and records.

(3) Maintaining custody of all casualty investigation reports and records.

(4) Providing casualty records and information derived from same to other Coast Guard divisions, other government agencies, special committees and industry associations for information to improve or more properly effectuate sound standards of safety.

b. Maintain a current status of all Marine Boards of Investigation and action on the reports of same and prepare status reports so that the Chief, Office of Merchant Marine Safety, will be kept advised.

c. Refer reports of Marine Boards of Investigation to other divisions for information and comment.

d. Prepare the Coast Guard's official position with respect to all reports of Marine Boards of Investigation and all casualties involving death.

e. Maintain liaison with the National Transportation Safety Board with respect to the status of cases pending Board action and Coast Guard response to Board recommendations.

f. Review recommendations of the National Transportation Safety Board to the Coast Guard in their action on reports of Marine Boards of Investigation and in their special studies. Refer same to the appropriate divisions, prepare the Coast Guard's official response.

g. Maintain a current status of the actions responding to recommendations by Marine Boards of Investigation and the National Transportation Safety Board.

h. Provide membership to the Maritime Administration Awards Committee.

PERSONNEL ACTION BRANCH
(G-MMI-2)

Under the direction and supervision of the Chief, Marine Investigation Division, the Chief, Personnel Action Branch shall:

a. Maintain and administer a program for taking remedial action against documents and licenses held by merchant seamen and other commercial vessel personnel to include:

(1) Developing directives and instructions for guidance of field personnel.

(2) Reviewing all Decisions and Orders of Administrative Law Judges as a means of monitoring the effectiveness of the Coast Guard investigating officer training and related matters. Record the pertinent information for the seaman's record.

(3) Reviewing for completeness reports received from the various marine inspection offices involving merchant seamen where action is indicated aginst their licenses and/or documents, and the forwarding of such cases to the cognizant Commanding Officer of the field unit, for appropriate action.

(4) Maintaining disciplinary records of merchant seamen for use by field personnel.

(5) Maintaining and publishing to the field offices a "Man Wanted List" containing the names of seamen currently sailing and who are wanted for R.S. 4450 action.

(6) Maintaining and publishing to the field offices a "Seamen Locator List" containing the names of seamen wanted for service of Decisions and Orders issued by Administrative Law Judges and/or for surrender of merchant mariners documents.

(7) Review R.S. 4450 appeals for completeness and prepare for forwarding to Chief, Administrative Law Judge and the Maritime and International Law Division for Commandant's action.

b. Be responsible for the screening of applicants for licenses to determine if the applicants' habits of life and character are such as to warrant the belief that he can be entrusted with the duties and station for which he made application.

c. Be responsible for the screening of applicants for merchant mariners' documents relative to narcotic drug violations in accordance with 46 USC 239b.

d. Serve as a member of the Security Evaluation Board and prepare summaries of information to be considered by the Board on the individual applicant pursuant to E.O. 10173.

e. Review applications for merchant mariners' documents and/or licenses under the administrative clemency procedures. Collect and assemble applications and associated documents for review by the Coast Guard Clemency Board. Also, serve as a member of each Board and prepare a summary of the Board's findings.

f. Serve as the Classified Material Control Officer for the Division.

MARINE SAFETY EVALUATION BRANCH
(G-MMI-3)

Under the direction and supervision of the Chief, Marine Investigation Division, the Chief, Marine Safety Evaluation Branch shall:

a. Maintain and administer a program for the evaluation of causal factors related to marine casualties and accidents involving commercial vessels to include:

(1) The submittal of all casualty and accident reports for the extraction of data to the Information and Analysis Staff (G-MA).

(2) Initiate statistical analyses and special studies of marine accident reports and records for use in the development, improvement and enforcement of commercial vessel safety standards.

(3) Insure the elimination of unnecessary duplication of casualty and personnel data reporting.

(4) Assist in the development of field reporting procedures and documents.

(5) Prepare recommendations based upon completed analyses and special studies which would take the form of legislative proposals regulations amendments, and/or policy changes which would improve the level of safety on commercial vessels.

(6) Maintain a continuing review and follow-up of accidents, and near-misses, to more properly evaluate the relationship of commercial vessel personnel in the man-machine interface; initiate recommendations as appropriate.

(7) Review and coordinate the casualty investigation aspects of R.S. 4450 with the personnel negligence aspects of R.S. 4450.

b. Prepare and submit information of broad interest to other Headquarters Divisions, other government agencies and the marine industry concerning:

(1) Trends of marine casualties and accidents.

(2) Results of special studies and casualty analysis.

(3) Articles specifically emphasizing lessons to be learned from casualty trends and statistics.

c. Maintain and administer a program for the aggressive pursuit of the liaison responsibilities assigned to the Marine Investigation Division in the areas of marine insurance, other Coast Guard Offices, and other agencies' investigatory and safety evaluation elements.

d. Maintain and administer a program related to the occurrences of marine casualties and accidents in the development of a risk-management system.

FREQUENCY MANAGEMENT STAFF
(G-OTM-S)

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

a. Be responsible for: representation on, and supervision of participation in all activities of, the Office of Telecommunications Policy's Interdepartment Radio Advisory Committee (OTP/IRAC) in behalf of the Coast Guard and, as directed by the Secretary, other surface-mode operating administrations of the Department of Transportation (currently, FHWA, FRA, NHTSA, UMTA, and SLSDC); representation on, and supervision of participation in all activities of, the Military Communications Electronics Board's Joint Frequency Panel (MCED/JEP) in behalf of the Coast Guard; and official liaison with the Federal Communications Commission (FCC), and other appropriate Government entities, for national radio frequency management matters and with the International Telecommunication Union (ITU), through the Department of State, for international frequency management matters.

b. Provide advice and assistance to officials of the Coast Guard and other DOT surface-mode administrations, with respect to the regulatory aspects of national and international radio frequency management, involving formulation and enforcement of policies, regulations and standards; allocation and assignment of radio frequency spectrum space; and electromagnetic compatibility (EMC) and radio frequency interference (RFI) matters.

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

d. Establish and maintain close liaison with organizations responsible for foreign radiocommunication operations deemed likely to pose frequency-utilization or EMC/RFI problems for the purpose of preventing, or facilitating the favorable resolution of, such problems.

e. In the execution of the basic responsibilities stated above, specific functions include:

(1) Preparing and maintaining the necessary instructions, orders and frequency management documents to inform Coast Guard and other DOT surface-mode administrations of all frequency management regulations and policies applicable to government radiocommunications.

(2) Providing for participation in national and international frequency management programs, committees, and technical working groups; obtaining, prescribing the technical particulars of use, and subsequently protecting, all radio frequency authorizations required; registering these authorizations in national and international frequency records; maintaining the official Coast Guard record of such authorizations.

(3) Receiving or preparing reports of harmful interference involving radiocommunication operations; taking necessary corrective action in coordination with the appropriate office.

(4) Providing radio-frequency spectrum planning to meet the present and future requirements in all frequency bands, including those of other national and international users having requirements in the radio frequency bands technically administered by the Coast Guard.

(5) Promulgate and maintain the Coast Guard Radio Frequency Plan (CG-233-1).

(6) Participate in the preparation for, and negotiation of, national and international radio frequency management regulations whenever the interests of the Coast Guard and/or the other surface-mode operating administrations are involved.

f. By express designation, and with approval of compentent authority perform any, or all of the duties and functions listed above in behalf of other Federal Government agencies under appropriate agreements.

PROGRAMS AND EVALUATION BRANCH
(G-PC-1)

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

a. Provide program direction and leadership in employee recruitment, retention and utilization. Principal programs are (1) recruitment (including college relations, work-study programs and the executive assignment system), (2) special employment, (3) merit promotion, (4) equal opportunity, (5) workforce stability, and (6) disciplinary and adverse actions.

b. Exercise overall responsibility for planning, scheduling and conducting personnel management surveys of districts and Headquarters units for the purpose of identifying conditions in need of improvement. Prepare and submit to commanding officers reports of these findings together with recommendations for such changes in policies, procedures and programs as deemed necessary.

c. Recommend, develop, and promulgate Coast Guard policies, issue instructions, and establish procedures on matters which are within delegated authority.

d. Develop and recommend civilian personnel program planning by establishing fiscal year goals and objectives designed to contribute to overall personnel management to obtain better supporting services for line management.

e. Provide advice and guidance to civilian personnel officers in field activities on the interpretation and application of regulatory issuances within assigned areas of responsibility.

f. Operate a Coast Guard-wide central referral system for placement of professional, technical and administrative employees as an adjunct to the Career Management Program.

g. Assure the distribution of personnel issuances to subordinate activities.

ADMINISTRATION AND PERSONNEL SYSTEMS BRANCH
(G-PC-2)

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

a. Exercise responsibility for record reporting and management information involving the design, development and maintenance of an automated system facilitating the preparation of special data and recurring reports.

b. Monitor and provide staff supervision over the input procedures for processing data into the Coast Guard automated personnel information system.

c. Provide program direction and leadership in programs including (1) leave administration, (2) Civil Service retirement, (3) Federal employees' health benefits, (4) Federal employees' group life insurance, (5) performance evaluation and recognition, (6) injury compensation and unemployment benefits, and (7) performance awards.

d. Administer the Lighthouse Service Retirement Program.

e. Develop and recommend travel policy and provide advice and assistance in the administration of the program.

f. Provide advice and assistance regarding the availability and processing of civilian personnel information, reports, records, files and actions.

g. Establish and maintain the personnel records necessary to the conduct of the civilian personnel management program and provide reports and analyses for the use of Coast Guard management, the Department of Transportation, and the Civil Service Commission.

TRAINING AND LABOR-MANAGEMENT RELATIONS BRANCH
(G-PC-3)

Under the direction and supervision of the Chief, Civilian Personnel Division, the Chief, Training and Labor-Management Relations Branch shall:

a. Provide advice and guidance in training of employees and in labor-management relations including the interpretation of all applicable laws, rules, regulations and instructions.

b. Exercise responsibility for the overall administration of various programs concerning civilian career management, long term training and executive development.

c. Develop and promulgate Coast Guard policies, issue instructions, and establish procedures on matters which are within delegated authority.

d. Monitor and approve annual civilian training plans prepared by districts and Headquarters units.

e. Provide direct liaison with district and Headquarters unit civilian personnel officers to maintain current knowledge of training and labor-management needs and requirements and to assist in the solution of labor-management problems and identification of local resources necessary to meet needs.

f. Establish criteria and monitor the design, development, production and distribution of Coast Guard-wide civilian training materials and training aids.

g. Administer funds for training activities and assist in the preparation of preliminary budget estimates for civilian training and in recommending allocations of available funds to districts and Headquarters units.

h. Maintain a close association with other Government agencies, professional societies and organizations for information to improve Coast Guard employee development and career management.

i. Plan information and training programs to promote Coast Guard objectives in labor-management relations.

j. Review negotiated agreements before they become effective to determine compliance with applicable law and DOT policy, and to assure consistency of approach and uniformity in interpretation of regulations or negotiated agreements.

k. Advise on and, when necessary, participate in the negotiation of labor agreements and the resolution of bargaining impasses.

l. Develop directives and guides and provide advice and assistance on appeals and grievances.

POSITION AND PAY MANAGEMENT BRANCH
(G-PC-4)

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

a. Administer the following two comprehensive plans for the classification of civilian positions throughout the Coast Guard:

(1) the Federal Wage System for trades, crafts and labor positions; and

(2) the General Schedule plan for professional, technical, administrative and clerical positions.

b. Formulate the policies, procedures, and techniques to be utilized in the General Schedule plan and Federal Wage System.

c. Prepare guidelines, interpretive memoranda, definitions, instructions, training material, and reporting

systems relating to the classification and compensation program for the Coast Guard.

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

e. Advise and assist all organizational elements in such areas as: establishment of staffing patterns and career ladders; job design; classification implications pertaining to reorganizations; establishment of new positions; evaluations of positions; allowances and pay differentials; and non-appropriated fund pay matters and position classification.

f. Take appropriate action on classification appeals.

g. Manage the position management program for the Coast Guard.

h. Formulate policies and procedures for compensation and other pay benefits of all employees for personal services and various diverse assignments.

i. Establish and promulgate pay schedules governing changes in compensation for administrative pay plan personnel.

j. Recommend and develop personnel policies, procedures and instructional material essential to effective non-appropriated (NAF) personnel program administration.

DRAWBRIDGE REGULATIONS BRANCH
(G-WBR-3)

Under the direction and supervision of the Chief, Bridge Division, the Chief, Drawbridge Regulations Branch shall:

a. Review proposed changes to drawbridge operation regulations and recommend final action thereon to insure that:

(1) Regulations are properly and fairly administered.

(2) New or revised regulations are brought to the attention of the public.

(3) The public interest is recognized and maximum usefulness of the waterways is maintained, consistent with the needs of other modes of transportation.

(4) Waterways are treated as systems, with individual regulations being consistent with each other.

b. Develop guidelines by which proposed or existing drawbridge operation regulations may be evaluated.

c. Compile, analyse and organize background material, and prepare in final form Coast Guard directives, publications and regulations relating to bridge matters issued for the guidance of the district commanders and the information of the public.

d. Assist in conducting economic studies, investigations, and public hearings.

MARINE ENVIRONMENTAL PROTECTION DIVISION
(G-WEP)

Under the direction and supervision of the Chief, Office of Marine Environment and Systems, the Chief, Marine Environmental Protection Division shall:

a. Serve as the Program Manager for the Marine Environmental Protection Program. Coordinate and administer the prevention, enforcement, and response activities within the following general areas: pollution from oil and hazardous substances, ocean dumping, merchant vessels and recreational boats, and Coast Guard facilities.

b. Plan, budget, and manage the Coast Guard Marine Environmental Protection Activities to prevent, detect, assess, and respond to pollution of the marine environment including enforcement of statutory requirements in accordance with policies of the Department and the Coast Guard.

c. Advise appropriate Headquarters Offices of current environmental program priorities and of their responsibilities for contributing to the total program output.

d. Represent the Coast Guard, its views and positions, on environmental matters at meetings with officials of the Department, other government agencies, and the private sector.

e. Maintain liaison with and coordinate Coast Guard assistance to Federal, State, and Municipal agencies and private enterprise in dealing with environmental matters of mutual concern.

f. Inform the Commandant of progress in the total environmental program and of problems requiring his personal attention.

g. Insure Coast Guard compliance with the National Environmental Policy Act of 1969 and other related environmental legislation.

h. Maintain, and analyze reports to determine marine environmental protection requirements and the effectiveness of the Coast Guard Marine Environmental Protection Program.

i. Establish training requirements for Coast Guard personnel and units engaged in marine environmental protection activities. Insure preparation and maintenance of appropriate manuals and other controlling instructions.

j. Maintain liaison with international groups and agencies which have environmental responsibilities interrelated with those of the Coast Guard.

k. Administer Coast Guard operation of the National Response Center.

l. Implement the applicable sections of the Federal Water Pollution Control Act of 1972, Oil Pollution Act of 1969, the Refuse Act of 1899, and the Marine Protection, Research and Sanctuaries Act of 1972.

m. Disseminate policy and pertinent information within the Coast Guard and to the public.

PROGRAMS REVIEW AND BUDGET STAFF
(G-WEP-1)

Under the direction and supervision of the Chief, Marine Environmental Protection Division, the Chief, Programs Review and Budget Staff shall:

a. Maintain contact with appropriate Headquarters and District Offices to ensure effective coordination of all budgetary and financial aspects of the program in the field and at Headquarters.

b. Develop, review, and update program resource needs, budgetary information and status; maintain program resource statust and capability. Develop needs for additional resources in coordination with other division elements.

c. Coordinate the development and maintenance of program plans including short, intermediate, near term and long term goals for existing and new program areas.

d. Develop and maintain program criteria and standards, statistical and management information, and reporting systems, as appropriate; provide statistical support and analytical services to other division elements.

e. Evaluate program activities in light of field requirements and make recommendations to improve support; maintain statistics that will indicate the level of overall program effectiveness of appropriate field units.

f. Oversee and coordinate the continuing evolution of the management information and reporting systems of district "mep" staffs and field units with a MEP mission.

g. Monitor progress toward program milestones, including information obtained from program support managers.

h. Develop training requirements and establish training programs for personnel working in MEP programs. Develop needs for additional training resources in cooperation with other branches.

i. As requested, provide special assistance to other division elements on problem areas and special projects.

j. Maintain the Pollution Incident Reporting System (PIRS) and prepare and promulgate statistical data on polluting incidents based on this system.

k. Develop, maintain, and give presentations on Marine Environmental Protection activities related to general program matters.

ENVIRONMENTAL COORDINATION BRANCH
(G-WEP-2)

Under the direction and supervision of the Chief, Marine Environmental Protection Division, the Chief, Environmental Coordination Branch shall:

a. Establish and maintain liaison with appropriate Headquarters and Departmental Offices to ensure coordination of the Coast Guard's environmental program.

b. Represent the Coast Guard at meetings involving governmental agencies, the private and public sectors, and international organizations regarding general environmental matters.

c. Establish and maintain liaison with foreign governments, through the Department of State, in conformance with international agreements.

POLLUTION PREVENTION AND ENFORCEMENT BRANCH
(G-WEP-3)

Under the direction and supervision of the Chief, Marine Environmental Protection Division, the Chief, Pollution Prevention and Enforcement Branch shall:

a. Plan, develop, implement, monitor, and direct the Coast Guard Program to prevent and investigate pollution discharges in the marine environment. Develop policy and issue directives and regulations setting forth standards and requirements for:

(1) Pollution Prevention

(2) Enforcement of pollution laws and regulations

(3) Civil penalty assessment

(4) Coordination of prevention and enforcement activities with other federal, state, and local authorities.

b. Identify and coordinate requirements for equipment and techniques to prevent pollution from vessels and transportation related facilities.

c. Provide assistance in coordination with other division elements for the formulation of national policy regarding marine pollution matters at international conferences and agreements.

d. Maintain liaison with other agencies and private groups and societies in the area of marine pollution prevention and enforcement.

e. Prepare correspondence, presentations, testimony and other papers on questions regarding the Coast Guard's policy and performance in pollution prevention and enforcement.

f. Develop, plan, and coordinate the provision of resources for Coast Guard prevention and enforcement activities.

g. Coordinate research, development, testing and evaluation of equipment and techniques to prevent pollution from vessels, boats, and facilities.

POLLUTION RESPONSE BRANCH
(G-WEP-4)

Under the direction and supervision of the Chief, Marine Environmental Protection Division, the Chief, Pollution Response Branch shall:

a. Plan, develop, implement, monitor, and direct the Coast Guard program for pollution removal from the marine environment. Develop policy and issue directives and regulations for pollution removal and administration of the Pollution Fund authorized by the Federal Water Pollution Control Act.

b. Coordinate public and private efforts directed at the removal of pollutants resulting from marine disasters upon the navigable waters of the United States.

c. Manage and coordinate the National Strike Force (NSF).

d. Provide Department of Transportation membership on the National Response Team (NRT).

e. Provide guidance, technical assistance, and budgetary support for National Response Center. Coordinate liaison between NRC, NRT, and regional response teams.

f. Review, evaluate, and monitor Regional Contingency Plan development. Direct necessary changes and action to improve the efficiency of the plans and to assure their compliance with national policies.

g. Monitor and evaluate district response activities.

h. Maintain the Chemical Hazards Response Information System (CHRIS) Manuals.

i. Develop, plan, and coordinate the provision of resources for removal activities including equipment development and procurement support.

j. Coordinate emergency preventive actions in accordance with FWPCA 311(d).

SURVEILLANCE AND MONITORING BRANCH
(G-WEP-5)

Under the direction and supervision of the Chief, Marine Environmental Protection Division, the Chief, Surveillance and Monitoring Branch shall:

a. Plan, develop, and implement Coast Guard programs to detect pollution in the marine environment. Develop policy, set standards, and monitor field activities for:

(1) Surveillance and detection of oil and hazardous substances pollution;

(2) Ocean dumping.

b. Maintain liaison with Coast Guard districts and air stations conducting pollution surveillance activities.

c. Coordinate, with other Coast Guard offices and other federal agencies, Coast Guard research into the long range effects of pollution.

d. Coordinate Coast Guard operation with other agencies in the field of water quality monitoring.

e. Develop, plan, and coordinate the provision of additional resources for surveillance activities including equipment development and procurement support.

NATIONAL RESPONSE CENTER STAFF
(G-WEP-6)

Under the direction and supervision of the Chief, Marine Environmental Protection Division, and Chief, National Response Center Staff shall:

a. Manage and operate the National Response Center to support the National Response Team in accordance with the National Oil and Hazardous Substances Pollution Contingency Plan. The NRC will include, but not be limited to, certain communication capabilities, facilities for briefings and meetings, equipment for display and plotting, and appropriate reference material.

b. Ensure continuous, manned operation of the NRC, receiving, evaluating and disseminating reports of medium and major pollution incidents to members of the National Response Team and other interested parties.

c. Maintain liaison and provide support to the National News Office.

d. Receive telephone reports of discharges of oil or hazardous materials, nationwide; relay these reports to the appropriate field office for action.

ENVIRONMENTAL IMPACT BRANCH
(G-WEP-7)

Under the direction and supervision of the Chief, Marine Environmental Protection Division, the Chief, Environmental Impact Branch shall:

a. Plan, develop, promulgate and update procedures, implement, monitor, and direct the following Coast Guard programs:

(1) Compliance with the National Environmental Policy Act of 1969 (NEPA); and related legislation;

(2) Abatement of pollution from Coast Guard facilities (vessels, vehicles, aircraft, structures and shore stations).

b. Establish and maintain liaison with appropriate Headquarters and Departmental Offices, Federal, State and local agencies and citizens groups to ensure coordination of the above programs.

c. Represent the Coast Guard at meetings involving governmental agencies, the private and public sectors regarding the above programs.

d. Coordinate the review of Coast Guard and non-Coast Guard environmental impact assessments, statements and negative declarations.

e. Maintain a library and file of all Coast Guard generated environmental impact statements and negative declarations.

PORT SAFETY AND LAW ENFORCEMENT DIVISION
(G-WLE)

Under the general direction and supervision of the Chief, Office of Marine Environment and Systems, the Chief, Port Safety and Law Enforcement Division shall:

a. Act as program manager for the Coast Guard Port Safety/Security Program for the ports and navigable waterways of the United States. Administer the federal maritime law enforcement mission areas not specifically assigned to other program managers.

b. Direct the activities of the Captain of the Port program, including the development of federal regulations governing the handling and stowage of dangerous cargoes on designated waterfront facilities and aboard vessels.

c. Implement Vessel Traffic Systems for individual U.S. ports.

d. Develop plans for implementation, management and enforcement of rules of the road for the prevention of collisions.

e. As Chairman of the U.S. Port Security Committee, coordinate the control of East European merchant vessel entries to U.S. ports as directed by the dictates of current national security policy.

f. Manage Federal marine law enforcement, including support of other agencies, except as noted above.

g. Regulate and administer federal anchorages, security zones and restricted areas.

h. Guide development of Coast Guard implementation of cargo security policies for the Secretary of Transportation.

PORT SAFETY BRANCH
(G-WLE-1)

Under the direction and supervision of the Chief, Port Safety and Law Enforcement Division, the Chief, Port Safety Branch shall:

a. Develop, implement, manage and monitor functions administered by the Captains of the Port and Port Safety Stations, including:

(1) Administration of dangerous cargo regulations, the boarding of dangerous cargo vessels for regulation compliance, and the inspection of waterfront facilities in terms of safety and physical security.

(2) Compliance with regulations that apply to foreign vessels of novel design.

(3) Enforcement of load line regulations.

(4) Enforcement of tank vessel regulations, including inspections aboard ships for compliance and monitoring of transfer operations.

(5) Supervision and inspection of the loading of explosives, and involvement in the development of new methods for loading and transporting explosives and ammunition.

(6) Compliance with restricted areas and security and safety zones.

(7) Cooperation with local officials and the shipping industry in reducing cargo thefts in port areas, and developing guidelines and standards designed to improve safety and security of port side storage facilities and methods of transfer to vessels.

(8) Investigations of accidents on structures on, in, or adjacent to the navigable waters of the United States.

(9) Administration of inspection and permit issuance procedures for waterfront facilities.

b. Maintain liaison with other Federal agencies in matters pertaining to deepwater port development and construction and siting of offshore nuclear power plants.

c. Participate in technical societies and committees to maintain an awareness of industry trends.

d. Maintain liaison with the intelligence community in matters pertaining to possible threats, or acts, of terrorism.

e. Under the direction of the Chairman, administer the Special Interest Vessel program and the affairs of the Port Security Committee.

f. Develop and maintain the Port Safety Plan, the Port Security Plan, and the Explosive Loading Plan.

g. Coordinate and assist in preparing all proposals for RDT&E efforts required to implement the above plans.

h. Review output of Violation Report System to ascertain effectiveness of current and proposed regulations.

VESSEL TRAFFIC SERVICES BRANCH
(G-WLE-2)

Under the direction and supervision of the Chief, Port Safety and Law Enforcement Division, the Chief, Vessel Traffic System Branch shall:

a. Supervise the implementation and enforcement of the marine traffic management provisions of the Ports and Waterways Safety Act of 1972 (and any amendments thereof). This includes:

(1) Development, implementation and periodic review of a national marine traffic management plan for both vessel traffic systems and regulated navigation areas.

(2) Development and implementation of vessel traffic systems in U. S. ports and waterways.

DEPUTY AREA COMMANDER
(both areas)

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

1. Assist the Area Commander in the general administration and direction of Area activities.

2. Supervise and coordinate the activities of the various chiefs of divisions and advise these officers generally relative to the policies and programs of the Area Commander.

3. Supervise the preparation and execution of operating plans and programs for carrying out the functions of the Service in the Area.

4. Analyze and review proposals and problems for the Area Commander; prepare and issue orders, instructions, and directives affecting the conduct of Area affairs; interpret rules, regulations and other directives for area personnel as may be necessary; review such incoming and outgoing correspondence as may be specified by the Area Commander.

5. Act as Area Commander under authority and as provided for in Article 5-2-3, Coast Guard Regulations (CG-300).

OPERATIONS DIVISION
(both areas)

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

1. Direct, supervise, and coordinate the activities of the Branch chiefs in connection with their assigned functions; assure the efficient performance of duty by these officers, and have responsibility for the effectiveness of operations.

2. Coordinate and control operational matters requiring a high degree of cooperation between districts or the employment of units assigned to two or more districts within the Area.

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

4. Coordinate and supervise all non-exercise Area operational matters including current and future operations and planning therefor.

5. Maintain liaison with government and civilian agencies in support of the above responsibilities.

6. Supervise the preparation of current Operations Plans.

7. Review planning proposals and be responsible for planning, studies, and recommendations on Area resource development and utilization to improve efficiency in performance of Area missions.

DEPARTMENT OF TRANSPORTATION
U. S. COAST GUARD
EUROPEAN COMMAND STAFF ORGANIZATION

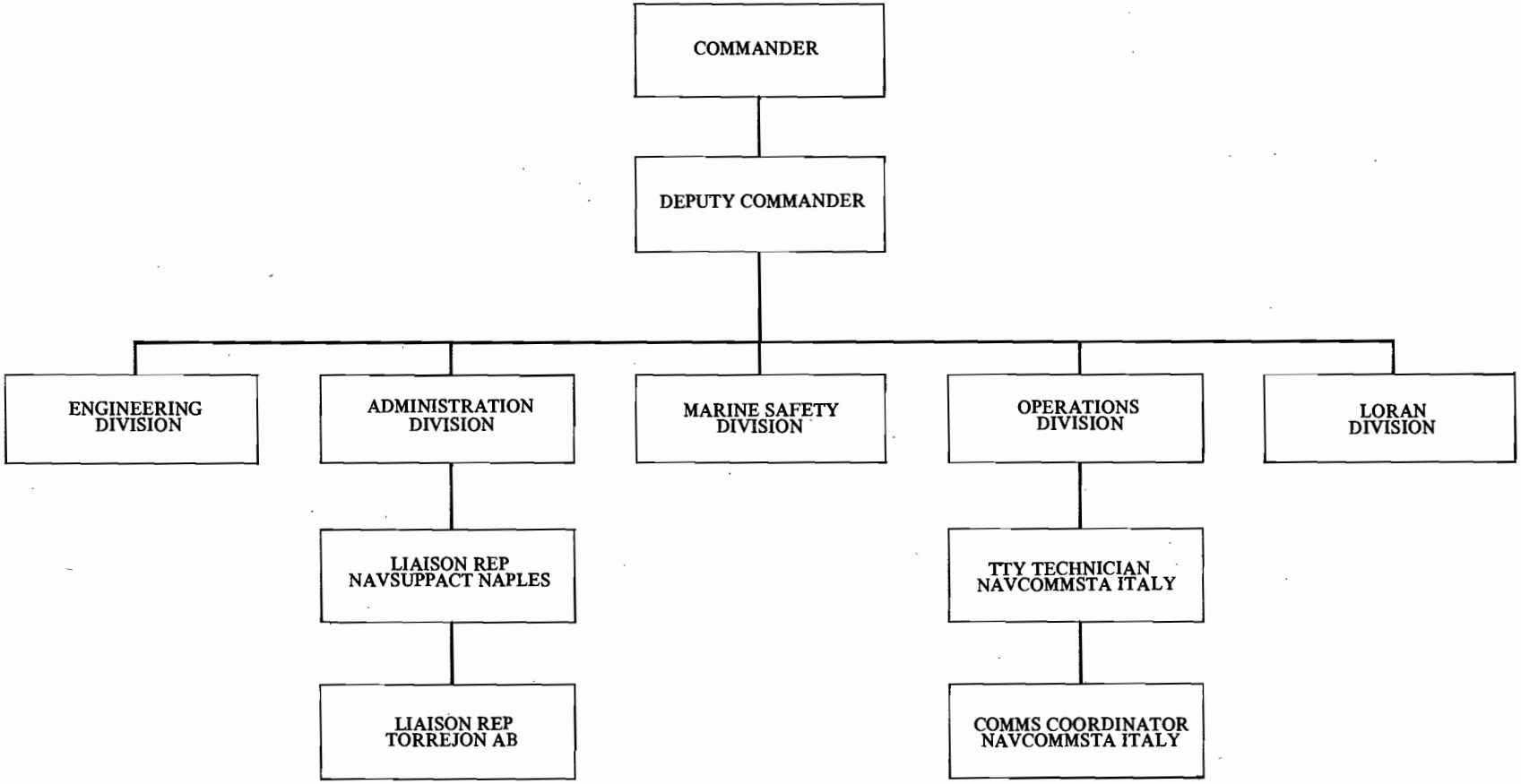

CHART 1

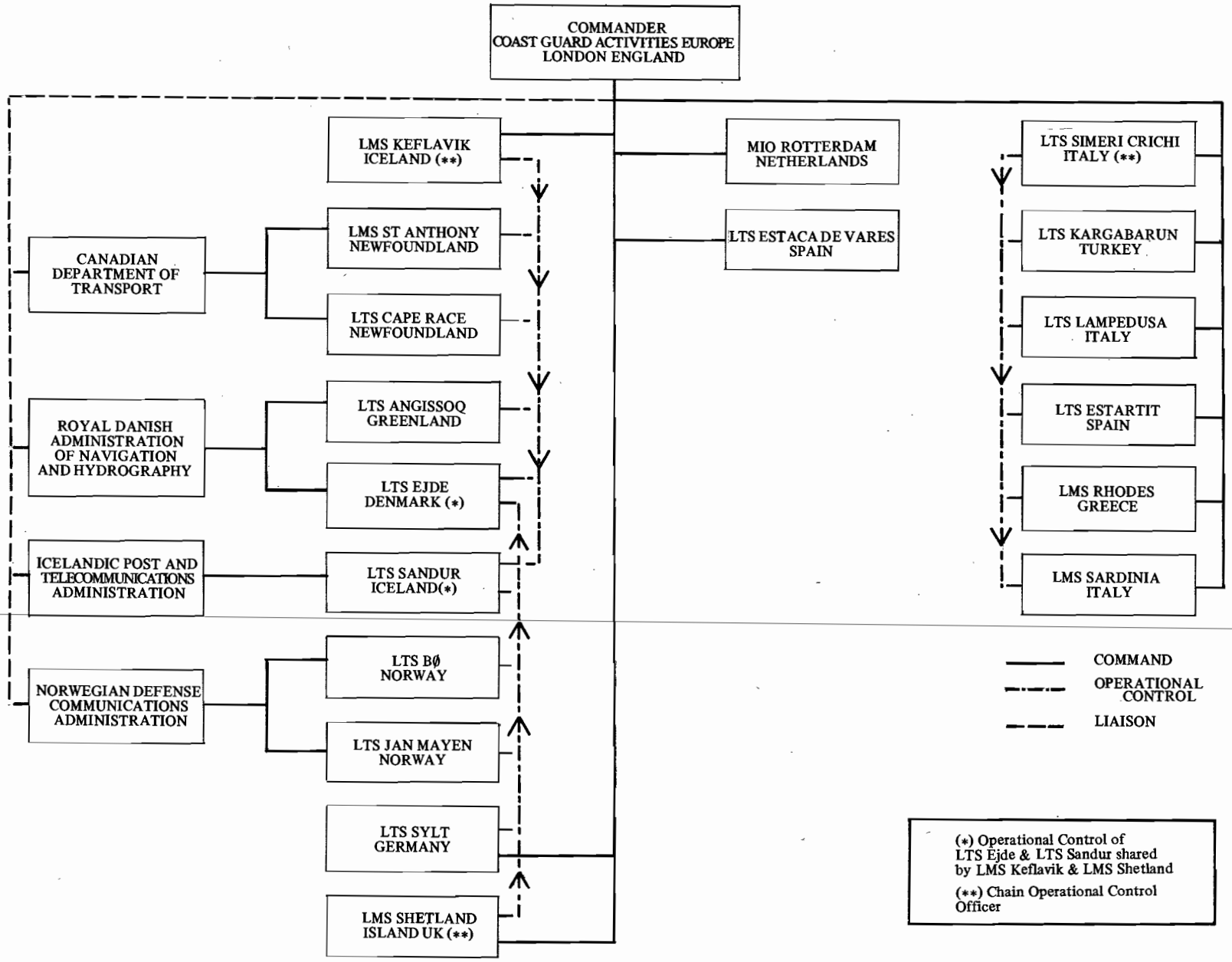
COMMANDER
COAST GUARD ACTIVITIES EUROPE
LONDON ENGLAND
CANADIAN DEPARTMENT OF TRANSPORT
ROYAL DANISH ADMINISTRATION OF NAVIGATION AND HYDROGRAPHY
ICELANDIC POST AND TELECOMMUNICATIONS ADMINISTRATION
NORWEGIAN DEFENSE COMMUNICATIONS ADMINISTRATION
LMS KEFLAVIK ICELAND (**)
LMS ST ANTHONY NEWFOUNDLAND
LTS CAPE RACE NEWFOUNDLAND
LTS ANGISSOQ GREENLAND
LTS EJDE DENMARK (*)
LTS SANDUR ICELAND(*)
LTS BØ NORWAY
LTS JAN MAYEN NORWAY
LTS SYLT GERMANY
LMS SHETLAND ISLAND UK (**)
MIO ROTTERDAM NETHERLANDS
LTS ESTACA DE VARES SPAIN
LTS SIMERI CRICHI ITALY (**)
LTS KARGABARUN TURKEY
LTS LAMPEDUSA ITALY
LTS ESTARTIT SPAIN
LMS RHODES GREECE
LMS SARDINIA ITALY
COMMAND
OPERATIONAL CONTROL
LIAISON
(*) Operational Control of LTS Ejde & LTS Sandur shared by LMS Keflavik & LMS Shetland
(**) Chain Operational Control Officer

CHART II

G-CMA Reference Copy

DEPARTMENT OF TRANSPORTATION
UNITED STATES COAST GUARD

MAILING ADDRESS:
U.S. COAST GUARD (G-CMA/83)
400 SEVENTH STREET SW.
WASHINGTON, D.C. 20590
PHONE: (202) 426-2372

28 January 1976

COAST GUARD ORGANIZATION MANUAL
CG-229

AMENDMENT NO. 4

1. Purpose. This Amendment publishes a change to the Coast Guard Organization Manual.

2. Action.

Remove Pages	Insert Pages
iii, iv	iii, iv
I-5 thru I-9	I-5 thru I-9
II-1 thru II-5	II-1 thru II-5
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A. F. FUGARO
Deputy Chief of Staff

Dist: SDL No. 102
A: a(2); c,d,e,f,g,h,m,n,v(1)
B: c(15);b,e,f,g,h,n(5);i,j,k,l,q,r(2);d,m,p(1)
C: k,n(2);a,b,d,e,g,l,m,o,p,x(1)
D: f(2);a,b,d,e,i,k,s,u(1)
E: None
F: k(5);b(1)

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support within the various districts, while the several Headquarters units furnish Coast Guard-wide support. Current listings of these units may be found in the effective edition of **Operating Facilities of the U.S. Coast Guard (OPFAC).** Overall Coast Guard organization is shown on the chart at the end of Part I.

a. **The Commandant**, assisted by his Headquarters staff, plans, generally directs, coordinates and evaluates Coast Guard activities carried out by the commanders of areas, districts and Activities Europe, and provides immediate direction to Headquarters units which report directly to the Commandant although located within the geographical limits of districts.

b. The two area commanders provide direction, support, and coordination of functions performed by individual units assigned, and, as the direct representatives of the Commandant and senior operational commanders, have substantial latitude and flexibility in judgement, and decision with respect to specified operational and support functions which involve the activities of more than one district.

c. **The district commanders and Commander, Activities, Europe** assisted by their staffs, provide regional direction, support and coordination for functions performed by individual units assigned.

d. **Headquarters units**, such as the Yard, Aircraft Repair and Supply Center, Supply Center, Academy, Training Centers and others, provide support services for the Coast Guard organization as a whole, and thus are under the immediate direction of the Commandant's cognizant program directors in Headquarters.

VII. Discussion and Explanation of Organizational Terms

a. **The Role and Relationship of "Line" and "Staff."** Line functions are generally defined as those involving specific, measurable outputs, required or used within an organization or by its customers. (For Coast Guard purposes, this could include such functions as buoys serviced, rescues made, vessels inspected, boats repaired, personnel actions completed, reports processed, supplies issued, etc.) On the other hand, the staff role in an organizational sense is much less specific, since a staff frequently exists simply as an extension of the line or support manager (as a horizontal line of organization) to assist and advise him in decision-making and management. Such a staff may thus provide such services as technical or professional advice, research, analysis, planning, coordination, evaluation and presentation of related reports and recommendations to support and assist the line manager at the Headquarters or field level. Such staff officers normally have no supervisory or decision-making authority except over their immediate subordinates.

b. **Delegation of Authority.** It is generally agreed that an organization functions best when the authority to make decisions is placed as close as possible to the point where a service is performed. When this is done, the levels of review are reduced, manpower is conserved, and there is less possibility of delay in decisions. Thus, Coast Guard managers at Headquarters and in the field should periodically review the extent of delegated authority within their assigned areas to identify – and initiate action – where additional delegations can be made to subordinates. Such delegations of authority should be made in writing to the holder of an organizational title, specifically stating any restrictions and conditions which apply as a guide to the types of action which will require higher level approval. Copies of delegation letters should be filed with organization documents to assure ready reference if questions arise.

c. **Lines of Control/Supervision.** Organizational lines of control within Headquarters and field commands are normally well known to managers, and organizational integrity can be maintained with a minimum of friction. The lines of control between Headquarters and areas, districts, Activities Europe and Headquarters units are less readily defined, but normally are maintained via directives, messages and correspondence originated by cognizant officials in Headquarters who are exercising authority delegated by the Commandant. These formal lines of control should be maintained, except in emergency situations where timing does not permit. (Additional details may be found in COMDTINST 5400.3 Series which also discusses informal contacts.)

d. **Unity of Command/Supervision.** An individual should be responsible to only one superior, and a supervisor should also normally have full authority over those within the organization he supervises. (Exceptions to this are proper when an individual has been formally assigned to serve collaterally with another organizational segment, study group, etc., or when split technical and administrative control is required and documented because of isolation, lack of on-site technical expertise, or other unusual conditions.) In all cases, each member of an organization must know to whom he reports and who reports to him.

e. **Organizational Integrity.** Normally, a function cannot be efficiently assigned to more than one component of organization, since overlapping responsibility will cause undue coordination, conflict, confusion and delay.

f. **Span of Control.** An organization should be structured so that the staff officers and heads of organizational components reporting to a superior do not exceed the number which can be effectively coordinated and directed by that superior. Conversely, the span of control should not be narrowed to the point where excessive layering is present.

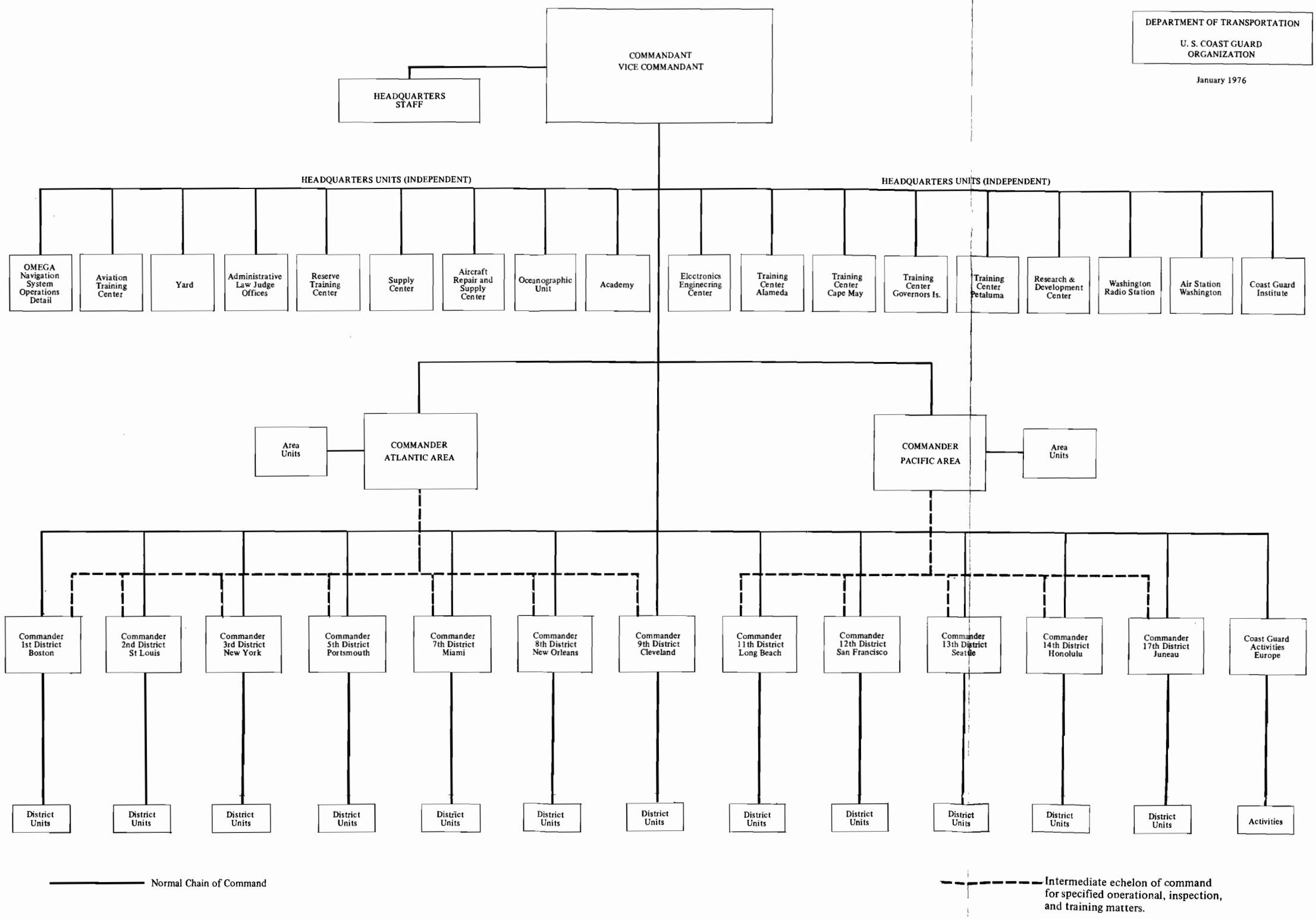
g. **Elements of Command and Control.**

(1) **Command.** The authority which a commander in the military service lawfully exercises over his subordinates by virtue of rank or assignment. Command includes the authority and responsibility for effectively using available resources and for planning the employment of, organizing, directing, coordinating, and controlling military forces for the accomplishment of assigned missions. It also includes responsibility for health, welfare, morale, and discipline of assigned personnel.

(2) **Operational Control.** Those functions of command involving the composition of subordinate forces, the assignment of tasks, the designation of objectives, and the authoritative direction necessary to accomplish the mission. It does not include such matters as administration, discipline, internal organization, and unit training except when a subordinate commander requests assistance.

(3) **Administrative Control.** Direction or exercise of authority over subordinate or other organizations in respect to administrative matters, such as personnel management, supply, services, and other matters not included in the operational missions of the subordinate or other organizations.

(4) **Technical Control.** Provision of the specialized or professional guidance and direction required for the technical aspects of mission performance.


DEPARTMENT OF TRANSPORTATION
U. S. COAST GUARD ORGANIZATION
January 1976
COMMANDANT
VICE COMMANDANT
HEADQUARTERS STAFF
HEADQUARTERS UNITS (INDEPENDENT)
OMEGA Navigation System Operations Detail
Aviation Training Center
Yard
Administrative Law Judge Offices
Reserve Training Center
Supply Center
Aircraft Repair and Supply Center
Oceanographic Unit
Academy
HEADQUARTERS UNITS (INDEPENDENT)
Electronics Engineering Center
Training Center Alameda
Training Center Cape May
Training Center Governors Is.
Training Center Petaluma
Research & Development Center
Washington Radio Station
Air Station Washington
Coast Guard Institute
Area Units
COMMANDER ATLANTIC AREA
COMMANDER PACIFIC AREA
Area Units
Commander 1st District Boston
Commander 2nd District St Louis
Commander 3rd District New York
Commander 5th District Portsmouth
Commander 7th District Miami
Commander 8th District New Orleans
Commander 9th District Cleveland
Commander 11th District Long Beach
Commander 12th District San Francisco
Commander 13th District Seattle
Commander 14th District Honolulu
Commander 17th District Juneau
Coast Guard Activities Europe
District Units
District Units
District Units
District Units
District Units
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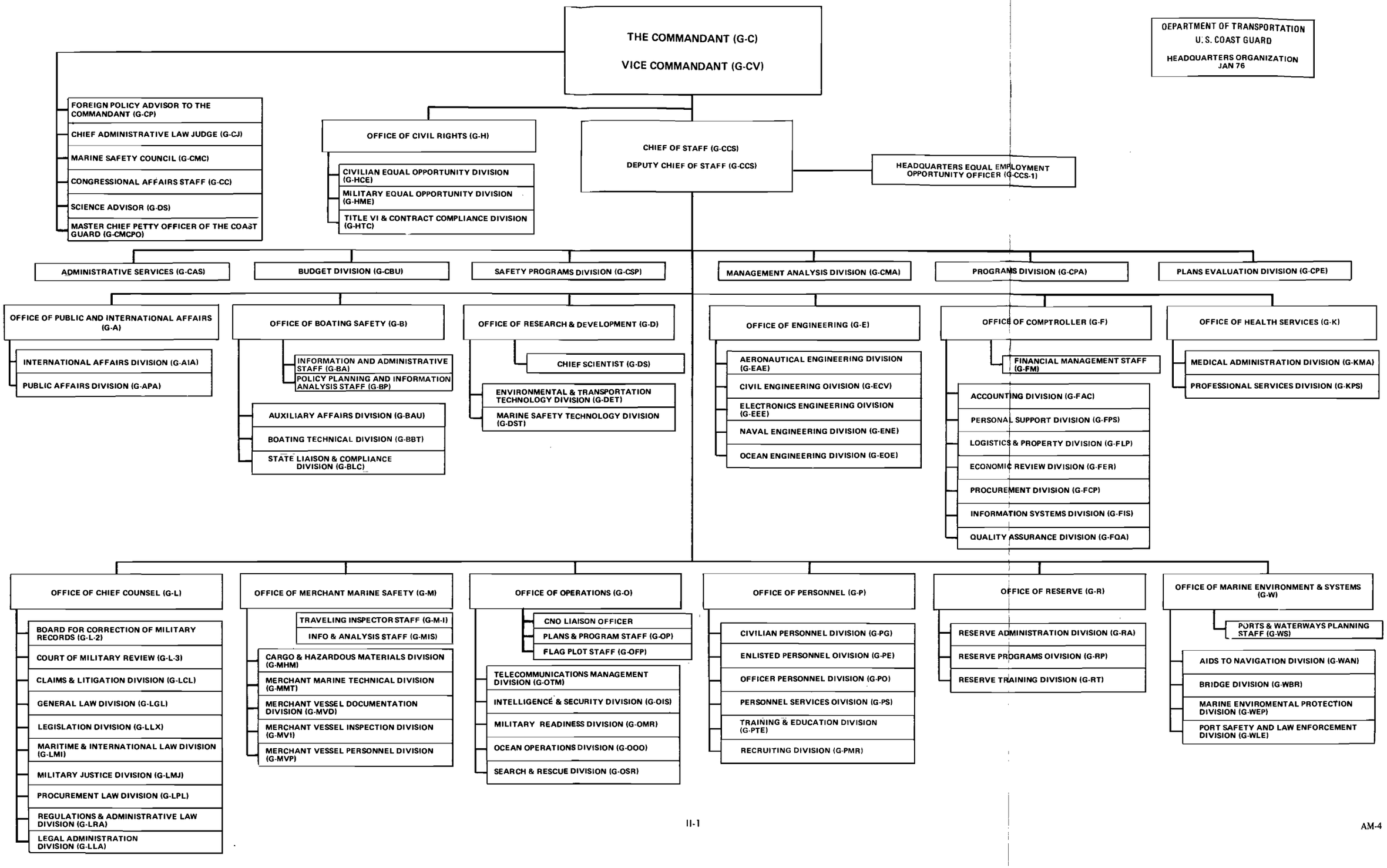
District Units
District Units
District Units
Activities
Normal Chain of Command
Intermediate echelon of command for specified operational, inspection, and training matters.


DEPARTMENT OF TRANSPORTATION
U.S. COAST GUARD
HEADQUARTERS ORGANIZATION
JAN 76
THE COMMANDANT (G-C)
VICE COMMANDANT (G-CV)
FOREIGN POLICY ADVISOR TO THE COMMANDANT (G-CP)
CHIEF ADMINISTRATIVE LAW JUDGE (G-CJ)
MARINE SAFETY COUNCIL (G-CMC)
CONGRESSIONAL AFFAIRS STAFF (G-CC)
SCIENCE ADVISOR (G-DS)
MASTER CHIEF PETTY OFFICER OF THE COAST GUARD (G-CMCPO)
OFFICE OF CIVIL RIGHTS (G-H)
CIVILIAN EQUAL OPPORTUNITY DIVISION (G-HCE)
MILITARY EQUAL OPPORTUNITY DIVISION (G-HME)
TITLE VI & CONTRACT COMPLIANCE DIVISION (G-HTC)
CHIEF OF STAFF (G-CCS)
DEPUTY CHIEF OF STAFF (G-CCS)
HEADQUARTERS EQUAL EMPLOYMENT OPPORTUNITY OFFICER (G-CCS-1)
ADMINISTRATIVE SERVICES (G-CAS)
BUDGET DIVISION (G-CBU)
SAFETY PROGRAMS DIVISION (G-CSP)
MANAGEMENT ANALYSIS DIVISION (G-CMA)
PROGRAMS DIVISION (G-CPA)
PLANS EVALUATION DIVISION (G-CPE)
OFFICE OF PUBLIC AND INTERNATIONAL AFFAIRS (G-A)
INTERNATIONAL AFFAIRS DIVISION (G-AIA)
PUBLIC AFFAIRS DIVISION (G-APA)
OFFICE OF BOATING SAFETY (G-B)
INFORMATION AND ADMINISTRATIVE STAFF (G-BA)
POLICY PLANNING AND INFORMATION ANALYSIS STAFF (G-BP)
AUXILIARY AFFAIRS DIVISION (G-BAU)
BOATING TECHNICAL DIVISION (G-BBT)
STATE LIAISON & COMPLIANCE DIVISION (G-BLC)
OFFICE OF RESEARCH & DEVELOPMENT (G-D)
CHIEF SCIENTIST (G-DS)
ENVIRONMENTAL & TRANSPORTATION TECHNOLOGY DIVISION (G-DET)
MARINE SAFETY TECHNOLOGY DIVISION (G-DST)
OFFICE OF ENGINEERING (G-E)
AERONAUTICAL ENGINEERING DIVISION (G-EAE)
CIVIL ENGINEERING DIVISION (G-ECV)
ELECTRONICS ENGINEERING DIVISION (G-EEE)
NAVAL ENGINEERING DIVISION (G-ENE)
OCEAN ENGINEERING DIVISION (G-EOE)
OFFICE OF COMPTROLLER (G-F)
FINANCIAL MANAGEMENT STAFF (G-FM)
ACCOUNTING DIVISION (G-FAC)
PERSONAL SUPPORT DIVISION (G-FPS)
LOGISTICS & PROPERTY DIVISION (G-FLP)
ECONOMIC REVIEW DIVISION (G-FER)
PROCUREMENT DIVISION (G-FCP)
INFORMATION SYSTEMS DIVISION (G-FIS)
QUALITY ASSURANCE DIVISION (G-FQA)
OFFICE OF HEALTH SERVICES (G-K)
MEDICAL ADMINISTRATION DIVISION (G-KMA)
PROFESSIONAL SERVICES DIVISION (G-KPS)
OFFICE OF CHIEF COUNSEL (G-L)
BOARD FOR CORRECTION OF MILITARY RECORDS (G-L-2)
COURT OF MILITARY REVIEW (G-L-3)
CLAIMS & LITIGATION DIVISION (G-LCL)
GENERAL LAW DIVISION (G-LGL)
LEGISLATION DIVISION (G-LLX)
MARITIME & INTERNATIONAL LAW DIVISION (G-LMI)
MILITARY JUSTICE DIVISION (G-LMJ)
PROCUREMENT LAW DIVISION (G-LPL)
REGULATIONS & ADMINISTRATIVE LAW DIVISION (G-LRA)
LEGAL ADMINISTRATION DIVISION (G-LLA)
OFFICE OF MERCHANT MARINE SAFETY (G-M)
TRAVELING INSPECTOR STAFF (G-M-I)
INFO & ANALYSIS STAFF (G-MIS)
CARGO & HAZARDOUS MATERIALS DIVISION (G-MHM)
MERCHANT MARINE TECHNICAL DIVISION (G-MMT)
MERCHANT VESSEL DOCUMENTATION DIVISION (G-MVD)
MERCHANT VESSEL INSPECTION DIVISION (G-MVI)
MERCHANT VESSEL PERSONNEL DIVISION (G-MVP)
OFFICE OF OPERATIONS (G-O)
CNO LIAISON OFFICER
PLANS & PROGRAM STAFF (G-OP)
FLAG PLOT STAFF (G-OFP)
TELECOMMUNICATIONS MANAGEMENT DIVISION (G-OTM)
INTELLIGENCE & SECURITY DIVISION (G-OIS)
MILITARY READINESS DIVISION (G-OMR)
OCEAN OPERATIONS DIVISION (G-OOO)
SEARCH & RESCUE DIVISION (G-OSR)
OFFICE OF PERSONNEL (G-P)
CIVILIAN PERSONNEL DIVISION (G-PG)
ENLISTED PERSONNEL DIVISION (G-PE)
OFFICER PERSONNEL DIVISION (G-PO)
PERSONNEL SERVICES DIVISION (G-PS)
TRAINING & EDUCATION DIVISION (G-PTE)
RECRUITING DIVISION (G-PMR)
OFFICE OF RESERVE (G-R)
RESERVE ADMINISTRATION DIVISION (G-RA)
RESERVE PROGRAMS DIVISION (G-RP)
RESERVE TRAINING DIVISION (G-RT)
OFFICE OF MARINE ENVIRONMENT & SYSTEMS (G-W)
PORTS & WATERWAYS PLANNING STAFF (G-WS)
AIDS TO NAVIGATION DIVISION (G-WAN)
BRIDGE DIVISION (G-WBR)
MARINE ENVIROMENTAL PROTECTION DIVISION (G-WEP)
PORT SAFETY AND LAW ENFORCEMENT DIVISION (G-WLE)

ORGANIZATION OF HEADQUARTERS

1. Background

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

   b. For the most part, policy is evolved and general plans and programs for operations and logistic support are developed by the Commandant for the guidance of and implementation by individual units throughout the Service acting under the direction of the area or district commander as appropriate.

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

2. **Summary of Headquarters Organization.** The responsibilities assigned to Headquarters Offices (including the general responsibility for mobilization planning) are summarized as follows:

   a. **The Chief of Staff (G-CCS)** has staff responsibility for policy and program development, coordination and control, with particular reference to general management activities. In this regard he is generally and directly assisted by the special staff components immediately under him. These special staff divisions perform or provide special services either for Headquarters or for the Service as a whole.

   b. **The Office of Public and International Affairs (G-A)** has staff responsibility for the central coordination of public and international Coast Guard affairs and provides direct coordination for external Coast Guard matters.

   c. **The Office of Boating Safety (G-B)** 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. The mission of the Boating Safety Program is multi-faceted, involving primarily: the establishment of uniform and effective safety standards for recreational boats; the education of small boat operators concerning Federal safety requirements for their craft; assuring compliance with Federal laws, rules and regulations via a comprehensive public education program and inspection and law enforcement activities; and maintaining liaison with the various states, Federal agencies, private industry and organizations concerned with boating safety.

   d. **The Office of Research and Development (G-D)** has staff responsibility for encouraging, promoting, planning, directing and coordinating a program of research, development, testing and evaluation for the Coast Guard aimed at improving or devising new techniques, methods, equipment, etc., applicable to the various support and operational areas of the Service.

e. **The Office of Engineering (G-E)** has staff responsibility for the logistics of the Service that are of an engineering character, including the design, construction, repair, maintenance, outfitting, and alteration of vessels, aircraft, aids to navigation, shore establishment, machinery, electronic equipment, utilities, boats and vehicles.

f. **The Office of the Comptroller (G-F)** has staff responsibility for the logistics of the Service that involve the maintenance of accounts, the disbursement of funds, the audit and examination of accounts, and the sufficiency of the supply program including the procurement, storage, and distribution of equipment, supplies, and services.

g. **The Office of Civil Rights (G-H)**, under the immediate direction of the Commandant, has staff responsibility for the full and affirmative implementation of civil rights and equal opportunity precepts throughout the Coast Guard.

h. **The Office of Health Services (G-K)** has staff responsibility for the provision of a comprehensive health program for CG military personnel, including the procurement of Public Health Service Personnel, and the provision of medical services for HQ's building personnel.

i. **The Office of Chief Counsel (G-L)** has staff responsibility for providing a comprehensive program of legal services for the Coast Guard, aimed at assuring that the operations of the Service are legally consistent with the requirements of law and the rulings of higher authority. More specifically, the mission of the Office of Chief Counsel is to render advisory services, opinions and decisions on matters of a legal character, involving military justice, personnel, contracts, litigation, claims, real property, maritime law enforcement and international law, as well as the preparation of legislative proposals and regulations.

j. **The Office of Merchant Marine Safety (G-M)** has staff responsibility for the program for prevention of marine casualties, including the inspection of merchant vessels to insure compliance with established standards, approval of vessel plans and equipment, and the development and application of standards for merchant marine personnel.

k. **The Office of Operations (G-O)** has staff responsibility for providing search and rescue services; the enforcement of maritime law; maintaining a state of military readiness; the conduct of the marine sciences program; and furnishing domestic and polar icebreaking services.

l. **The Office of Personnel (G-P)** has staff responsibility for the logistics of the Service that ar of a personnel nature, including the procurement, training, assignment, and separation of personnel and the provision of morale services.

m. **The Office of Reserve (G-R)** has staff responsibility for the Reserve logistics of the Service that are of a personnel nature, including the training, assignment and separation of inactive Reserve personnel.

n. **The Office of Marine Environment and Systems (G-W)** administers a coordinated Coast Guard environmental program, responsive to intra-service and external requirements, and manages a comprehensive ports and waterways system, encompassing port safety and security, aids to navigation and other aspects of marine transportation, exclusive of vessel safety.

o. **Special Staff Organization in Headquarters.** In the Headquarters organization, there are several organizational elements which function outside of the typical Headquarters office structure. They are:

Under the Commandant's Direction

(1) Chief Administrative Law Judge (G-CJ)

(2) Congressional Affairs Staff (G-CC)

(3) Foreign Policy Advisor (G-CP)

(4) Marine Safety Council (G-CMC)

(5) Master Chief Petty Officer (G-CMCPO)

(6) Science Advisor (G-DS)

Special Staff Divisions
Under Chief of Staff Direction

(1) Administrative Services Division (G-CAS)

(2) Budget Division (G-CBU)

(3) Management Analysis Division (G-CMA)

(4) Plans Evaluation Division (G-CPE)

(5) Programs Division (G-CPA)

(6) Safety Programs Division (G-CSP)

3. **Program Responsibility.** The Chiefs of Offices at Headquarters act as Program Directors and Support Directors as assigned in the Planning and Programming Manual, CG-411. Designated subordinate officials perform as Program Managers and Support Managers.

4. **Assignment of Functions and Related Delegations of Authority.** The functions assigned to the various components of organization in Headquarters are contained in this part (Part II). The assignment of functions to the chief of an organizational component bestows upon that individual the authority necessary to enable him to conduct such functions, subject to restrictions and controls imposed by superiors.

5. **Functions Common to All Organizational Elements.** Certain common functions are the responsibility of the heads of all organizational elements. To reduce duplication and simplify this manual, these common functions are listed below:

   (1) Monitoring and evaluating internal management processes and taking steps to remedy problems associated with organizational and functional alignment, work procedures, manpower utilization, grade/rank structure, delegations of authority, etc.

   (2) Within the framework of current issuances, indoctrinating, supervising, coordinating and disciplining subordinate personnel. Discipline shall include all legitimate and constructive action which promotes morale and efficiency among employees.

   (3) Coordinating activities of his organizational element with the activities of other organizational elements.

   (4) Assisting other organizational elements as required.

   (5) Taking action, as required, on communications received by or referred to his organizational element.

   (6) Maintaining adequate records.

   (7) Preparing and/or processing special and routine reports required by or related to assigned functions.

   (8) Preparing and distributing directives and instructions which relate to assigned functions in order to secure uniform interpretations, understanding and action, as required, by subordinates and others in Headquarters and/or the field.

   (9) Maintaining internal and external liaison with other Federal agencies and outside organizations on matters of mutual interest.

   (10) Discharging responsibilities which are imposed on him by Coast Guard Regulations and by other orders and directives issued by higher authority.

   (11) Carrying out studies, planning and evaluation and budget development as necessary for the purpose of improving current operations and to lay the groundwork for implementation of plans as approved by appropriate authority.

DESIGN BRANCH
(G-ECV-3)

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

a. Plan and develop representative designs for representative designs for repetitive type facilities, prepare Project Proposal Reports, Structalts and contract documents, inspection, and provide engineering services for design and technical liaison to program managers.

b. Provide complete Architect/Engineer services for Headquarters and select District units, including the development of preliminary and final plans and specifications for new construction or alteration of the shore and fixed offshore facilities, meeting the operational requirements while taking into consideration the physical location, climatic condition, esthetics, and cost.

c. Develop and update unit development plans for designated shore units to insure effective utilization of the service's personnel, facility, and money resources.

d. Provide technical expertise and consultation to field units and other Headquarters elements, including the facilities coordination section, in solution of problems relating to planning, design, construction, or alteration of shore and fixed offshore facilities.

e. Conduct field trips for on-site inspection of facilities designed by the Branch to solve design problems.

f. Develop computer usage in the field of design with applications to structural, electrical and mechanical designs and to offshore structure, ocean wave force and tall antenna tower analysis.

g. Maintain liaison with material suppliers, sales engineers, testing laboratories, government testing facilities, private and government research organizations, and engineers and designers in other agencies and private industry technical organizations in order to keep abreast of the latest developments in architecture and engineering and to keep informed on the characteristics and availability of new construction material and technology.

PROGRAM REVIEW AND ANALYSIS BRANCH
(G-ECV-4)

Under the direction and general supervision of the Chief, Civil Engineering Division, the Chief, Program Review and Analysis Branch shall:

a. Develop long and short range civil engineering budgetary programs by reviewing and analyzing programs originated by field offices and within Coast Guard Headquarters.

b. Administer Acquisition, Construction and Improvement (AC&I) and Operating Expense (OE) funds for civil engineering and allot them to the Districts and Headquarters Units.

c. Establish policies for the management of civilian & military staffing requirements for the civil engineering program and specially assigned projects.

d. Coordinate planning for Support Centers, providing budgetary input, management overview, and coordination of programs and missions involved.

e. Maintain and update the Shore Facilities Plan (CG-380-5).

OFFICE MANAGEMENT BRANCH
(G-ECV-5)

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

a. Assist and inform branch chiefs on all aspects of civilian personnel policies and procedures.

b. Coordinate the clerical efforts of the Division.

c. Procure office equipment and supplies for the Division.

d. Maintain the Division's civilian personnel records.

NAVAL ENGINEERING DIVISION
(G-ENE)

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

a.. Prepare and review preliminary and detailed plans, designs and specifications for the construction, installation, repair, maintenance, outfitting and alteration of Coast Guard boats (except airborne lifeboats) and vessels, including hull, machinery and ordnance.

b. Participate with the Procurement Division in the negotiation of contracts for the construction, installation, repair, maintenance and alteration of vessels, machinery and floating aids to navigation other than buoys; make final determinations as to acceptance terms and conditions included in such contracts insofar as dates of delivery, plans, specifications, and characteristics of the items are concerned.

c. Transmit requests for procurement to the Procurement Division accompanied, when appropriate, by detailed plans, justifications, specifications, and other supporting data.

d. Follow up on contract performance insofar as inspections, tests, and technical judgment are necessary to assure compliance; assist in contract expediting as required.

e. Prepare and review maintenance instructions, damage control instructions, boat and vessel trials instructions.

f. Prepare preliminary budget estimates for vessel construction and maintenance funds. Recommend allotments and provide administration of funds allocated to the Division. Pass on obligations for items to be charged against field allotments in instances where prior Headquarters authorization is required.

g. Conduct special studies relative to new or improved naval engineering designs or methods that have possible Coast Guard use. Coordinate with the Office of Research and Development as appropriate.

h. Prepare the industrial program for the Coast Guard Yard. Determine priorities for Coast Guard Yard repairs, maintenance, and facility improvement. Act as program manager for the Coast Guard Yard.

MAINTENANCE BRANCH
(G-ENE-4)

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

a. Assist the Chief, Naval Engineering Division in carrying out his responsibilities and duties in the maintenance, conversion, and repair of all Coast Guard Cutters not assigned to the Boat Branch, Naval Engineering Division.

b. Be responsible directly to the Chief, Naval Engineering Division for the execution of maintenance, conversion and repair programs.

c. Execute the duties assigned to the Branch in the following detail:

1. Attend meetings of the Design Review Board as a member.

2. Attend meetings of the Ship Alteration Board as a member.

3. Review for concurrence and indicate comments or concurrence for plans and sketches, emanating from within the Division or elsewhere, related to shipboard maintenance, conversion or repair.

4. Review for concurrence and indicate comments on specifications for maintenance, conversion or repair prior to printing.

5. Supervise performance of Maintenance Branch Sections in their assigned duties; take action to equalize workload within Branch when required.

6. Review and approve or execute as appropriate correspondence and reports originating within the Branch.

7. Confer with the Chief, Design Branch and Chief, Shipbuilding Branch as necessary. Monitor the progress of construction and be prepared to assume responsibility for maintenance and support.

8. Maintain and supervise a job order request system to the Design Branch for the maintenance field of responsibility assigned to the Branch. Institute a program for each section to monitor progress of contractors and the Coast Guard Yard on assigned projects; review and approve the estimated completion dates of contracts and project orders initiated by the Sections.

9. Evaluate the performance of contractors and the Coast Guard Yard on maintenance projects. Inspect facilities where work is being done and cutters undergoing renovation, conversion or repair at sufficient intervals to obtain first hand knowledge of work status. Make recommendations to lower costs, improve cutter readiness, and assist work on other cutters. Maintain liaison with inspectors and industrial suppliers.

10. Initiate and execute necessary programs for the preparation of Commandant Instructions, Naval Engineering Manuals and Instruction Books, or amendments thereto for which the Branch is responsible.

11. Review Boards of Investigations which concern equipment failures; study failure reports from the Ships Inventory Control Point; determine probable causes, and make recommendations for corrective action.

12. Review reports initiated by the Inspector General or Operational Evaluation Inspectors for matters which affect Naval Engineering.

13. Plan future changes in AC & I billets necessary to accomplish major alteration projects; maintain records to reflect current projects that indicate rate of progress and performance evaluation; update cost estimates on major projects in accordance with the standardized cost estimating procedure; supervise branch personnel assigned to these duties; maintain current estimates of completion dates on projects underway and planned; prepare and publish key events schedule for major alteration projects.

14. Maintain Branch file for pending alterations, contract disputes, claims, modifications. All original documents pertinent to these matters shall be kept in the Division file; duplicate copies only shall be maintained in the Branch file.

15. Coordinate with and serve as technical advisor to Contracting Officer and Procurement Division on matters of Branch cognizance; initiate action to advise of technical aspects of projects or contracts not otherwise known to them.

16. Inform the Chief, Naval Engineering Division on aspects of ship problems or situations which will or may result in extensive repairs, personal injury, death, or hazard, unreliable or operational problems, contractual difficulties.

17. Acquire and maintain fluency and familiarity with contract administration, contract law and CPM network management methods. Maintain a schedule board of the status of alterations past, underway, and pending for each cutter.

18. Maintain ship's material failure reports file, ship alterations file, and full power trials file in current condition.

19. Prepare documents to initiate Resource Change Proposals required in cutter structures and engineering systems to maintain safe, habitable, dependable, efficient operations, and maintain RCP's that reflect broad planning.

20. Keep up to date on technological advances in all fields bearing on Branch responsibilities including: maintainability engineering, automation, materials, machinery, propulsion systems, habitability, hull structure, ordnance, construction techniques, shipyard facilities, pollution, and cost estimating techniques.

21. Perform administrative duties for personnel assigned to the Branch such as approvals for leaves and absences from duty, fitness reports, etc.

22. Assume the duties in the absence of a Section Chief if no Assistant is assigned.

d. Support with an encouraging and persuasive attitude programs such as the payroll savings plan submitted to Branch personnel for participation.

e. Prepare budgets for programs under the cognizance of the Branch as directed.

f. Supervise, train and evaluate the performance of the Section Chiefs, and administrative personnel assigned to the Branch.

g. Supervise four type desk sections, an Ordnance Section and Special Projects Section.

DESIGN BRANCH
(G-ENE-5)

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

a. Provide technical services required for new construction, major alterations, and conversion projects for Coast Guard ships and boats.

b. Supervise the preparation of preliminary and detailed plans and designs (including calculations and specifications), for construction, repair, maintenance, outfitting, alterations, and conversion of Coast Guard ships and boats and other assigned naval craft. (These duties include hull, machinery, ordnance, electrical and mechanical, and electronic installations.)

c. Supervise the preparation of technical data, calculations, plans, and designs requested by the Shipbuilding and Maintenance Branch and Boat Construction and Maintenance Branch.

d. Maintain Record Plans in current condition for all ships and boats in operation, and for Coast Guard ships and boats which have been determined to have historical and/or technical value.

e. Prepare preliminary new designs based upon the Coast Guard's General Planned Ship and Boat Replacement Program, which consider newest developments in ship design.

f. Attend meetings of the Design Review Board and the Ship Alteration Board as a voting member.

g. Recommend study or adaptation within the Coast Guard of developments noted or anticipated outside of the Coast Guard.

h. Provide planning, organization and administration to individual project elements of the new construction program utilizing the operational requirements furnished by the Shipbuilding and Maintenance Branch and the Boat Construction and Maintenance Branch.

i. Perform design work as outlined in the job orders received from the Shipbuilding and Maintenance Branch and the Boat Construction and Maintenance Branch.

j. Secure, maintain and update necessary catalogs,. instruction books and engineering information required to support other Naval Engineering Division Branches.

k. Provide administrative and staff technical support for Damage Control Book Program, including: (1) staff preparation of timely instructional data; (2) supervision and administration of contract preparation of needed instructional data; and (3) periodic review to update and improve Ships' Damage Control Books.

l. Distribute construction plans, manufacturers' plans, equipment plans and other documents for technical review and processing.

m. Prepare the "Design Branch Advanced Work Plan" quarterly report, including broad work catagories and major projects defined in man-day requirements.

n. Prepare the "Status of Design Branch Projects" monthly report, showing the percentage completion, required completion, and estimated completion dates.

o. Be responsible for the formal establishment of the design criteria for Coast Guard vessels, to include the approval thereof by the Design Review Board. Stability, firefighting and other designated requirements shall be defined.

p. Assure that maximum feasible utilization of computer design techniques is secured, through encouragement and instruction of Design Branch personnel.

q. Supervise and secure evaluation for application feasibility of value engineering proposals submitted to the Coast Guard on naval subjects.

SHIPBUILDING BRANCH
(G-ENE-3)

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

1. Assist the Chief, Naval Engineering Division in the execution of his responsibilities with respect to all matters relating to the control and coordination of conceptual, preliminary and contract designs and the construction of new cutters and boats not under the responsibility of the Boat Branch, Naval Engineering Division.

2. Be responsible directly to the Chief, Naval Engineering Division for the execution of cutter design and construction programs. Design shall include the proper preparation of design plans and specifications for new cutters and the proper execution of all phases of applicable study and design contracts. Construction is defined as the period from completion of the contract design through delivery of the new cutter to the operating forces. Provide staff support on queries relating to new designs and construction of cutters.

3. Organize and direct the efforts of Design Project Officers assigned to him; select a Design Project Officer to head up each project; review contractual and engineering problems presented to him by project officers; evaluate proposed solutions to these problems; approve

y. Keep up to date on technological advances in the fields of ship design, cost estimating, ship performance, systems analysis, automation, new materials, fabrication techniques, systems design, machinery, habitability, construction facilities and logistics support in the United States and abroad. Maintain a technical library of new developments with direct application to Cutter design and construction.

z. Develop long range plans for new cutter construction, including types, estimated costs, design characteristics, new features, fiscal years. Update as necessary to be consistent with changes in operational requirements. These plans shall reflect the impact of new technological advances. Initiate any studies required to develop new approaches.

6. Serve as the central coordinating point within the Naval Engineering Division for changes to the cutter plan.

7. Maintain a job order request system to the Design Branch from the Shipbuilding Branch.

8. Review and comment upon reports for Naval Engineering matters as may be received by the Division from the Inspector General. Review documents pertaining to Boards of Investigation. Prepare comments and recommendations for current and future actions.

9. Supervise, train and evaluate the performance of Design Project Officers, Construction Project Officers, Chief, Planning and Estimating Section and administrative personnel assigned to the Branch.

10. Perform routine administrative duties for personnel assigned to the Branch such as approvals for leave and absences from duty. Write fitness reports. Support with an encouraging and persuasive attitude programs such as the payroll savings plan submitted to Branch personnel for participation.

MANAGEMENT BRANCH
(G-ENE-7)

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

a. Provide management information services to all other Branches in the Naval Engineering Division and coordinate and execute all fiscal and administrative matters within the Division.

b. Act as liaison between other Headquarters Divisions and Offices on matters pertaining to administration, personnel, and fiscal matters.

c. Maintain a system of timely financial records by program which document past transactions, long range plans, current pending expenses, program surplus/deficit/end-cost status, and other information necessary to manage program development and execution.

d. Maintain records for and coordinate, and execute the planning, programming, and budgeting system (PPBS) for the Division, including the preparation of all documents necessary to define Naval Engineering Support.

e. Administer OE and AC&I financial programs within the Naval Engineering Division purview and coordinate their execution.

f. Coordinate management and cost reduction planning and implementation within the division.

g. Originate and maintain a long range staff requirements plan and manpower management criteria for the Naval Engineering Support Program.

h. Perform the civilian personnel administrator and training officer function of the division.

i. Provide all logistics and administrative services for the division.

j. Carry out the procurement program of the Naval Engineering Support Program.

k. Solicit, coordinate, review, process and control division inputs for various publications and briefing material.

l. Process beneficial suggestions, Area inspection findings, and Congressional correspondence.

m. Serve as Program Officer for the Coast Guard YARD.

n. Operate a central Division mail and files system, and carry out the division records management program.

o. Coordinate the preparation and issuance of directives and publications sponsored by the Naval Engineering Division; secure initiation of timely action required to supersede, update, revise or cancel as required.

BOAT CONSTRUCTION & MAINTENANCE BRANCH (G-ENE-9)

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

a. Execute as directed the boat construction, conversion and maintenance programs of the Naval Engineering Division for all Coast Guard WPB, WYTL, barges (less A to N barges), special craft and boats 65 feet in length and under.

b. Cooperate as directed to prepare specifications for new vessels and boats under Branch cognizance; supervise the execution of construction and conversion projects for assigned vessels; investigate, evaluate and comment upon improvements to assigned vessels.

c. Prepare directives and maintenance procedures for assigned vessels.

d. Review equipment casualties and recommend corrective action.

e. Prepare replies to queries on equipment of, alteration to and improvements for assigned vessels.

f. Attend meetings of the Design Review Branch and Ship Alteration Board as a voting member.

g. Insure that specifications received from vessel contractors are identified and maintained.

h. Review and correct specification drafts for assigned vessel construction and conversion projects prior to submission to printer.

i. Certify review of contractor-submitted drawings for assigned projects.

j. Initiate action documents on contractual matters within Branch purview. Coordinate the initiation with other Sections/Branches where a joint purview exists.

k. Maintain liaison with the Contracting Officer on Branch projects; prepare comments on claims or supplemental agreement recommendations as directed; maintain liaison with Resident Inspectors assigned to current contracts under Branch purview.

OFFICE OF OPERATIONS
(G-O)

1. **Mission.** To develop basic policies and plan for and provide resources for Coast Guard operations involving search and rescue, enforcement of laws and treaties, polar operations, domestic icebreaking, operational and military readiness, marine science, ocean stations and other ocean operations, communications, and intelligence and security.

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

   a. Be program/support director and have ultimate responsibility for:

      (1) Search and rescue on, over and under the high seas and waters under the jurisdiction of the United States, including flood disaster relief.

      (2) The enforcement of Federal laws and international agreements on and under the territorial waters, contiguous fishing zone and special interest areas of the high seas, except those laws related to pollution, traffic control, and port and waterway safety.

      (3) Polar operations to facilitate commercial marine transportation and to provide icebreaking services to meet the scientific and logistic needs of Federal and non-Federal agencies.

      (4) Domestic icebreaking to facilitate the movement of waterborne commerce and to assist other agencies in the prevention of flooding.

      (5) The operational and military readiness of the Service.

      (6) The conduct of other ocean operations such as ocean weather stations, International Ice Patrol and marine science activities.

      (7) The Coast Guard communications system, including liaison with other agencies regarding radio frequency assignments and general telecommunications policy.

      (8) Intelligence and security activities.

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

   c. Administer the Planning, Programming and Budgeting System as program director for assigned Coast Guard programs, and manage funds in those appropriations or subheads placed under the control of the Office of Operations.

   d. Coordinate preparation of Coast Guard data for Navy mobilization and logistics plans; develop Coast Guard general emergency operation and mobilization plans in support of Navy plans; develop Coast Guard plans for continuity of operations. Review supporting plans prepared by area and district commanders.

e. Prescribe factors for determining the allocation, distribution, nomenclature, functional assignment, and status of air, shore, and floating facilities under the general supervision of the Office. Prescribe operational characteristics required in the several types of operating facilities. Recommend to the Commandant the number and types to be operated.

f. Prescribe the operational reports to be submitted by field units and advise the Comptroller as to operational statistics to be prepared by the Information Systems Division.

g. Review as necessary the administration of the operations divisions of district offices and initiate recommendations to district commanders to effect improvements in the organization and methods of administration of those divisions. Keep informed of the status, effectiveness, and efficiency of field operations.

h. Advise the Commandant in the supervision of area operational responsibilities.

i. Exercise technical control over Air Station, Washington, the Oceanographic Unit, and Washington Radio Station, and share technical control of the Aviation Training Center, Mobile with the Office of Personnel.

j. Operate the Headquarters Communications Center and Flag Plot.

k. Initiate, coordinate and assure the development of regulations necessary for the timely implementation of new laws or Executive Orders associated with assigned programs. Monitor the adequacy of existing regulations, and update as needed to conform with legislative revisions or changed conditions.

l. Coordinate and manage a total Energy Conservation Program for the Coast Guard, including internal conservation by Coast Guard units and responsibility for energy matters affecting Cost Guard clientele and the marine transportation sector generally.

PLANS AND PROGRAM STAFF
(G-OP)

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

a. Administer the Planning, Programming and Budgeting System for all programs for which the Chief, Office of Operations is the program director, including.

1. Review, evaluate and coordinate Planning Proposals, plans and Plan Summaries; and

2. Review, evaluate and generally coordinate the preparation and submission of budgetary and supporting documents by program managers, including Determinations and Resource Change Proposals.

b. Review and evaluate program performance, effectiveness and benefits. Initiate action to provide appropriate analytical assistance to program managers in the development of criteria and methodologies leading to program evaluation.

c. Maintain and publish long-range facility plans for aviation, cutter and shore unit facilities, coordinating as necessary with other offices when joint planning is involved or when facility responsibility has been assigned to Program Managers in those offices.

d. Maintain and publish the Operating Facilities of the U.S. Coast Guard, CG-244, and the Register of Coast Guard Cutters, CG-197.

e. Manage and publish the Abstract of Operations.

f. Serve as liaison with the Information Systems Division for the integration of the Office of Operations management information systems into the Coast Guard management information system.

g. Manage the real property program for the Office of Operations, including the utilization of excess real property, the justification of real property acquisition, and recommendations for survey action on real property.

h. Supervise and coordinate the allocation of office space, review of boards of investigation, civilian personnel management, the administration of SH-30 funds, and other matters involving more than one division or program, as directed.

i. Coordinate study efforts within the Office of Operations.

j. Coordinate and manage the Energy Conservation Program, including internal conservation and energy matters affecting Coast Guard clientele and the marine transportation sector in general.

FLAG PLOT STAFF
(G-OFP)

Under the general direction and supervision of the Chief, Office of Operations, the Chief, Flag Plot Staff shall:

1. Act as Supervisor of Flag Plot. Establish and supervise a continuous duty officer watch in Flag Plot.

2. Exercise cognizance of current Coast Guard surface and air operations and be prepared to provide briefings concerning these operations.

3. Maintain a geographical plot and reference files of all major current operations.

4. Maintain area and district operational schedules and plans.

5. Maintain copies of Headquarters, Area, and District Contingency Plans.

6. Keep cognizant Offices and Divisions informed of current operations.

7. Publish a daily operational summary of major operational incidents and other incidents of particular Coast Guard interest.

8. Maintain as directed liaison with other Government agencies concerning current operations.

9. Take required action on Congressional and other inquiries into current search and rescue operations.

10. Operate the National Response Center. Maintain information on the status of water pollution incidents and provide support and services to the National Response Center Team as specified by the National Contingency Plan.

11. Operate the Central Reporting System required by the Hazardous Material Transportation Control Act of 1970.

ORGANIZATION OF AREA OFFICES

a. **Summary of Functions.** The Area Commander serves as the intermediate echelon of command between the Commandant and intra-Area district commanders, with responsibilities for:

(1) continuing operational control over inter-district law enforcement patrols, polar icebreakers, long-range aircraft on inter-district missions, the area communications system, National Strike Force Teams, the AMVER system and marine science activities, and other units specifically assigned to area operational control;

(2) redeploying temporarily – and coordinating or controlling – personnel and facilities within the Area to meet emergent or contingent operational situations (involving any operational mission, but primarily search and rescue, law enforcement on the high seas, environmental protection);

(3) directing a comprehensive inspection program within Area boundaries (covering HQ units and district offices as well as district operational units); and

(4) providing support for the preceding functions in the form of planning, training, evaluation and improvement.

b. **Organization & Scope of Responsibility.** The Area Commander has substantial latitude and flexibility in judgment and decision in matters concerning the efficiency, readiness, and operational control of designated units for both peacetime operations, and operations as a part of the Navy in time of war or national emergency. The organization and functions of the two area commands shown on the pages that follow differ in some respects due to variations in workload and functions. There are two Coast Guard Areas, each under the command of an Area Commander. The Atlantic Area, with the office of the Commander, Atlantic Area located in New York, comprises the land, inland waters and ocean areas of the First, Second, Third, Fifth, Seventh, Eighth and Ninth Coast Guard Districts. The Pacific Area, with the office of the Commander, Pacific Area located in San Francisco, comprises the land, inland waters and ocean areas of the Eleventh, Twelfth, Thirteenth, Fourteenth and Seventeenth Coast Guard Districts. The Commander, Third Coast Guard District serves collaterally as Commander, Atlantic Area and the Commander, Twelfth Coast Guard District serves collaterally as Commander, Pacific Area.

c. **Relationship of Area and District Commanders.** The district commander is the direct representative of the Commandant and has full authority and responsibility for assigned functions within his district. The area commander, on the other hand, is responsible for planning and exercising control of individual operations and missions which involve more than one district, or for an operation involving a single district which requires augmented forces due to magnitude or urgency. This concerns operational matters within the fields of search and rescue, pollution prevention and control, enforcement of laws and treaties, major oceanographic and icebreaking efforts, as well as readiness and mobilization planning and operational evaluation. The area commander also directs the inspection program within his area for the Commandant, including the conduct of inspections of district offices and Headquarters Units. The logistics support for units under the operational control of the Area shall normally be provided by the respective districts. However, the Area Commander ensures the provision of urgent or emergency logistics as required to support operational forces, utilizing whatever forces are available and required within his area of responsibility. His administrative efforts are devoted primarily to the furtherance of Coast Guard operational objectives and the evaluation and study of operational matters for the improvement of the Coast Guard. To this end he may require operational studies or recommendations from the individual districts concerning specific cases.

The Area Commander provides continuing operational coordination between the districts comprising the area, and is the direct representative of the Commandant in matters involving planning and liaison with appropriate heads of other services within the area.

ACCOUNTING BRANCH
(fac)

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

1. Be responsible for the maintenance of prescribed general ledger accounts and subsidiary records, and for the preparation of financial and operating statements, and other working papers required by applicable instructions.

2. Be responsible for the review of all requisitions, contracts, purchase orders, payrolls, travel orders, and other obligation documents for the availability of funds, and for prevalidation as prescribed; determine whether the proposed obligations are within the purpose of the designated allotment and are properly authorized.

3. Be responsible for the maintenance of expenditure and revenue accounts on the accrual basis to properly state the financial position and operating expenses and revenue of the Coast Guard at the end of each accounting period.

4. Be responsible for the acceptance, proper disposition and control of all collections tendered from whatever source and intended for deposit to the credit of the Treasurer of the United States.

5. Prepare the monthly statement of transactions according to appropriations, funds, and receipt accounts for the administrative approval of the Comptroller subject to adjustments that may be required to properly report the monthly transactions.

6. Record stores receipt and expenditure activity of general messes, clothing lockers, aviation units and stocking units for commissary provisions, uniform clothing, field stock and general stores. Audit and/or reconcile commissary reports and stores statements with supporting documents and general ledger control accounts. Prepare monthly financial reports therefor.

7. Maintain accounting control over direct labor and direct material costs of work orders being accomplished at industrial units and properly distribute the overhead costs of the industrial units to productive work orders accomplished at the unit. Review financial and completion status of uncompleted work orders and reconcile the value thereof with general ledger control accounts.

8. Receive and examine for legality and propriety purchase orders, contracts and all other procurement documents, vendor's invoices, and receiving reports for supplies and materials. Receive and handle vouchers for payments other than travel. Furnish accrual documents as required for recording in official accounting records. Prepare and certify schedules for payment. As Authorized Certifying Officer, shall be responsible for the propriety of payments made. Prepare claims, except for pay allowances and travel, in doubtful cases, for submission to the General Accounting Office for decision via Commandant **(G-FAC)**

9. Prepare regular periodic statements for the purpose of currently advising the responsible administrative officers with regard to the financial status of allotment subheads and projects.

10. Prepare annual report of valid unpaid obligations outstanding at the close of each fiscal year under each appropriation and fund account for certification of the Comptroller.

11. Be responsible, if authorized to deviate from the standard organization, for the following:

a. **Budget and Review Branch (fbr)** – Perform within a separate section all budget functions designated for this branch.

b. **Automated Data Branch (fds)** – Perform within a separate section all functions designated for this branch.

c. **Personal Support Branch (fpa)** – Perform all functions relative to the processing of travel vouchers designated for this branch.

G-CMA Reference Copy

DEPARTMENT OF TRANSPORTATION
UNITED STATES COAST GUARD

MAILING ADDRESS:
U.S. COAST GUARD (G-CMA/83)
400 SEVENTH STREET SW.
WASHINGTON, D.C. 20590
PHONE: (202) 426-2372

COAST GUARD ORGANIZATIONAL MANUAL
CG-229

20 OCT 1975

AMMENDMENT NUMBER 3

1. Purpose. This Amendment publishes a change to the Coast Guard Organization Manual.

2. Action.

Remove Pages	Insert Pages
i thru viii	i thru viii
I-5, I-6	I-5, I-6
II - 1	II - 1
II-29 thru II-32	II-29 thru II-32
II-33, II-34	II-33, II-34
II-49 thru II-63	II-49 thru II-63
II-73, II-74	II-73, II-74
II-79 thru II-82	II-79 thru II-82
II-97 thru II-104	II-97 thru II-104
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II-189 thru II-192	II-189 thru II-192
II-229 thru II-236	II-229 thru II-236
III-5, III-6	III-5, III-6
IV-19 thru IV-22	IV-19 thru IV-22
IV-41, IV-42	IV-41, IV-42

A. F. FUGAZZO
Deputy Chief of Staff

Dist: SDL No. 101
A: a(2); c,d,e,f,g,h,m,n,v,(1)
B: c(15);b,e,f,g,h,n,(5);i,j,k,l,q,r,(2);d,m,p(1)
C: k,n,(2);a,b,d,e,g,m,l,o,p,x(1)
D: f(2);a,b,d,e,i,k,s,u(1)
E: None
F: k(5);b(1)

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Part V – District Field Organization V-1

support within the various districts, while the several Headquarters units furnish Coast Guard-wide support. Current listings of these units may be found in the effective edition of **Operating Facilities of the U.S. Coast Guard (OPFAC).** Overall Coast Guard organization is shown on the chart at the end of Part I.

a. **The Commandant,** assisted by his Headquarters staff, plans, generally directs, coordinates and evaluates Coast Guard activities carried out by the commanders of areas, districts and Activities Europe, and provides immediate direction to Headquarters units which report directly to the Commandant although located within the geographical limits of districts.

b. **The two area commanders,** as intermediate echelons of command between the commandant and district commanders, have substantial latitude and flexibility in judgment and decision with respect to specified operational and support functions which involve the activities of more than one district.

c. **The district commanders and Commander, Activities, Europe** assisted by their staffs, provide regional direction, support and coordination for functions performed by individual units assigned.

d. **Headquarters units,** such as the Yard, Aircraft Repair and Supply Center, Supply Center, Academy, Training Centers and others, provide support services for the Coast Guard organization as a whole, and thus are under the immediate direction of the Commandant's cognizant program directors in Headquarters.

e. **Special Staff Organization in Headquarters.** In the Headquarters organization, there are several organizational elements which function outside of the typical Headquarters office structure. They are:

Under the Commandant's Direction

a. Chief Administrative Law Judge (G-CJ)

b. Congressional Affairs Staff (G-CC)

c. Foreign Policy Advisor (G-CP)

d. Marine Safety Council (G-CMC)

e. Master Chief Petty Officer (G-CMCPO)

f. Science Advisor (G-DS)

Special Staff Divisions
Under Chief of Staff Direction

a. Administrative Services Division (G-CAS)

b. Budget Division (G-CBU)

c. Management Analysis Division (G-CMA)

d. Plans Evaluation Division (G-CPE)

e. Programs Division (G-CPA)

f. Safety Programs Division (G-CSP)

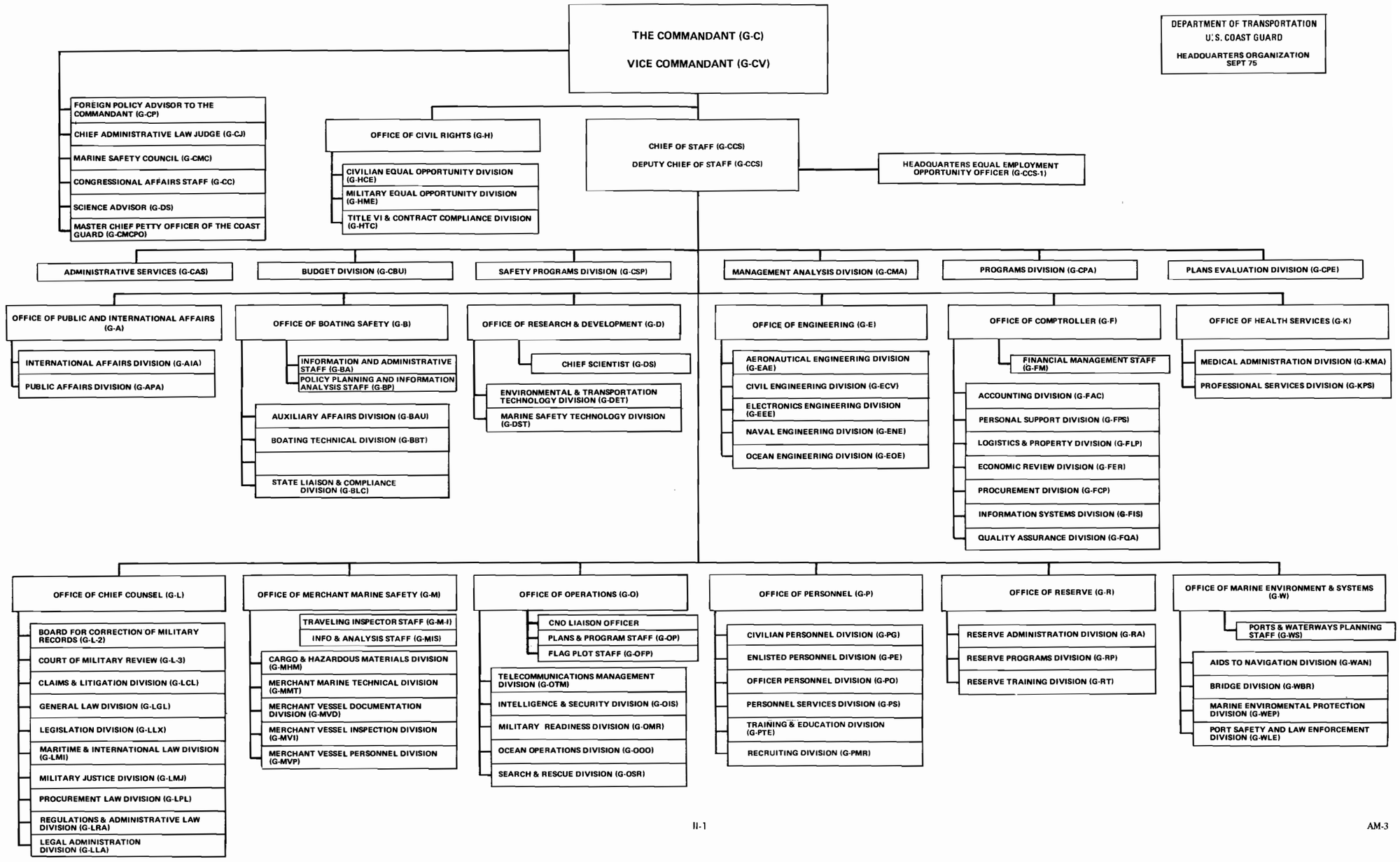
VII. Discussion and Explanation of Organizational Terms

a. **The Role and Relationship of "Line" and "Staff."** Line functions are generally defined as those involving specific, measurable outputs, required or used within an organization or by its customers. (For Coast Guard purposes, this could include such functions as buoys serviced, rescues made, vessels inspected, boats repaired, personnel actions completed, reports processed, supplies issued, etc.) On the other hand, the staff role in an organizational sense is much less specific, since a staff frequently exists simply as an extension of the line or support manager (as a horizontal line of organization) to assist and advise him in decision-making and management. Such a staff may thus provide such services as technical or professional advice, research, analysis, planning, coordination, evaluation and presentation of related reports and recommendations to support and assist the line manager at the Headquarters or field level. Such staff officers normally have no supervisory or decision-making authority except over their immediate subordinates.

b. **Delegation of Authority.** It is generally agreed that an organization functions best when the authority to make decisions is placed as close as possible to the point where a service is performed. When this is done, the levels of review are reduced, manpower is conserved, and there is less possibility of delay in decisions. Thus, Coast Guard managers at Headquarters and in the field should periodically review the extent of delegated authority within their assigned areas to identify – and initiate action – where additional delegations can be made to subordinates. Such delegations of authority should be made in writing to the holder of an organizational title, specifically stating any restrictions and conditions which apply as a guide to the types of action which will require higher level approval. Copies of delegation letters should be filed with organization documents to assure ready reference if questions arise.

c. **Lines of Control/Supervision.** Organizational lines of control within Headquarters and field commands are normally well known to managers, and organizational integrity can be maintained with a minimum of friction. The lines of control between Headquarters and areas, districts, Activities Europe and Headquarters units are less readily defined, but normally are maintained via directives, messages and correspondence originated by cognizant officials in Headquarters who are exercising authority delegated by the Commandant. These formal lines of control should be maintained, except in emergency situations where timing does not permit. (Additional details may be found in COMDTINST 5400.3 Series which also discusses informal contacts.)

d. **Unity of Command/Supervision.** An individual should be responsible to only one superior, and a supervisor should also normally have full authority over those within the organization he supervises. (Exceptions to this are proper when an individual has been formally assigned to serve collaterally with another organizational segment, study group, etc., or when split technical and administrative control is required and documented because of isolation, lack of on-site technical expertise, or other unusual conditions.) In all cases, each member of an organization must know to whom he reports and who reports to him.


DEPARTMENT OF TRANSPORTATION
U.S. COAST GUARD
HEADQUARTERS ORGANIZATION
SEPT 75
THE COMMANDANT (G-C)
VICE COMMANDANT (G-CV)
FOREIGN POLICY ADVISOR TO THE COMMANDANT (G-CP)
CHIEF ADMINISTRATIVE LAW JUDGE (G-CJ)
MARINE SAFETY COUNCIL (G-CMC)
CONGRESSIONAL AFFAIRS STAFF (G-CC)
SCIENCE ADVISOR (G-DS)
MASTER CHIEF PETTY OFFICER OF THE COAST GUARD (G-CMCPO)
OFFICE OF CIVIL RIGHTS (G-H)
CIVILIAN EQUAL OPPORTUNITY DIVISION (G-HCE)
MILITARY EQUAL OPPORTUNITY DIVISION (G-HME)
TITLE VI & CONTRACT COMPLIANCE DIVISION (G-HTC)
CHIEF OF STAFF (G-CCS)
DEPUTY CHIEF OF STAFF (G-CCS)
HEADQUARTERS EQUAL EMPLOYMENT OPPORTUNITY OFFICER (G-CCS-1)
ADMINISTRATIVE SERVICES (G-CAS)
BUDGET DIVISION (G-CBU)
SAFETY PROGRAMS DIVISION (G-CSP)
MANAGEMENT ANALYSIS DIVISION (G-CMA)
PROGRAMS DIVISION (G-CPA)
PLANS EVALUATION DIVISION (G-CPE)
OFFICE OF PUBLIC AND INTERNATIONAL AFFAIRS (G-A)
INTERNATIONAL AFFAIRS DIVISION (G-AIA)
PUBLIC AFFAIRS DIVISION (G-APA)
OFFICE OF BOATING SAFETY (G-B)
INFORMATION AND ADMINISTRATIVE STAFF (G-BA)
POLICY PLANNING AND INFORMATION ANALYSIS STAFF (G-BP)
AUXILIARY AFFAIRS DIVISION (G-BAU)
BOATING TECHNICAL DIVISION (G-BBT)
STATE LIAISON & COMPLIANCE DIVISION (G-BLC)
OFFICE OF RESEARCH & DEVELOPMENT (G-D)
CHIEF SCIENTIST (G-DS)
ENVIRONMENTAL & TRANSPORTATION TECHNOLOGY DIVISION (G-DET)
MARINE SAFETY TECHNOLOGY DIVISION (G-DST)
OFFICE OF ENGINEERING (G-E)
AERONAUTICAL ENGINEERING DIVISION (G-EAE)
CIVIL ENGINEERING DIVISION (G-ECV)
ELECTRONICS ENGINEERING DIVISION (G-EEE)
NAVAL ENGINEERING DIVISION (G-ENE)
OCEAN ENGINEERING DIVISION (G-EOE)
OFFICE OF COMPTROLLER (G-F)
FINANCIAL MANAGEMENT STAFF (G-FM)
ACCOUNTING DIVISION (G-FAC)
PERSONAL SUPPORT DIVISION (G-FPS)
LOGISTICS & PROPERTY DIVISION (G-FLP)
ECONOMIC REVIEW DIVISION (G-FER)
PROCUREMENT DIVISION (G-FCP)
INFORMATION SYSTEMS DIVISION (G-FIS)
QUALITY ASSURANCE DIVISION (G-FQA)
OFFICE OF HEALTH SERVICES (G-K)
MEDICAL ADMINISTRATION DIVISION (G-KMA)
PROFESSIONAL SERVICES DIVISION (G-KPS)
OFFICE OF CHIEF COUNSEL (G-L)
BOARD FOR CORRECTION OF MILITARY RECORDS (G-L-2)
COURT OF MILITARY REVIEW (G-L-3)
CLAIMS & LITIGATION DIVISION (G-LCL)
GENERAL LAW DIVISION (G-LGL)
LEGISLATION DIVISION (G-LLX)
MARITIME & INTERNATIONAL LAW DIVISION (G-LMI)
MILITARY JUSTICE DIVISION (G-LMJ)
PROCUREMENT LAW DIVISION (G-LPL)
REGULATIONS & ADMINISTRATIVE LAW DIVISION (G-LRA)
LEGAL ADMINISTRATION DIVISION (G-LLA)
OFFICE OF MERCHANT MARINE SAFETY (G-M)
TRAVELING INSPECTOR STAFF (G-M-I)
INFO & ANALYSIS STAFF (G-MIS)
CARGO & HAZARDOUS MATERIALS DIVISION (G-MHM)
MERCHANT MARINE TECHNICAL DIVISION (G-MMT)
MERCHANT VESSEL DOCUMENTATION DIVISION (G-MVD)
MERCHANT VESSEL INSPECTION DIVISION (G-MVI)
MERCHANT VESSEL PERSONNEL DIVISION (G-MVP)
OFFICE OF OPERATIONS (G-O)
CNO LIAISON OFFICER
PLANS & PROGRAM STAFF (G-OP)
FLAG PLOT STAFF (G-OFP)
TELECOMMUNICATIONS MANAGEMENT DIVISION (G-OTM)
INTELLIGENCE & SECURITY DIVISION (G-OIS)
MILITARY READINESS DIVISION (G-OMR)
OCEAN OPERATIONS DIVISION (G-OOO)
SEARCH & RESCUE DIVISION (G-OSR)
OFFICE OF PERSONNEL (G-P)
CIVILIAN PERSONNEL DIVISION (G-PG)
ENLISTED PERSONNEL DIVISION (G-PE)
OFFICER PERSONNEL DIVISION (G-PO)
PERSONNEL SERVICES DIVISION (G-PS)
TRAINING & EDUCATION DIVISION (G-PTE)
RECRUITING DIVISION (G-PMR)
OFFICE OF RESERVE (G-R)
RESERVE ADMINISTRATION DIVISION (G-RA)
RESERVE PROGRAMS DIVISION (G-RP)
RESERVE TRAINING DIVISION (G-RT)
OFFICE OF MARINE ENVIRONMENT & SYSTEMS (G-W)
PORTS & WATERWAYS PLANNING STAFF (G-WS)
AIDS TO NAVIGATION DIVISION (G-WAN)
BRIDGE DIVISION (G-WBR)
MARINE ENVIROMENTAL PROTECTION DIVISION (G-WEP)
PORT SAFETY AND LAW ENFORCEMENT DIVISION (G-WLE)

BUDGET DIVISION
(G-CBU)

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

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

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

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

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

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

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

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

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

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

BUDGET BRANCH
(G-CBU-1)

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

a. Advise the division chief in matters of budget formulation and executive, including development of phased time schedules for accomplishment.

b. Be responsible for the preparation and review of all budget schedules, justification materials, and related correspondence.

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

d. 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.

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

BUDGET ANALYSIS BRANCH
(G-CBU-2)

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

a. Supervise and participate in the computerization of the Program Budget Cost Distribution System from original input data to output reports; prepare facility cost by program report and management type reports and develop automation of data to maximum degree.

b. Conduct periodic review of the Program Budget (PRB) Cost Distribution System to insure integration with other management information systems, automated or manual.

c. Prepare in-depth analyses of program cost data for development of servicewide reports for use by Program and Facility Managers/Coordinators at Headquarters and District offices and for top management levels both within and without the Coast Guard.

d. Develop and maintain program cost trend charts based on the distribution of costs to all programs.

e. Develop and maintain program cost distribution system for AC&I and RDT&E appropriations.

f. Prepare program cost data in various formats for inclusion in Coast Guard budget and for other agencies, i.e., OMB, GAO, etc., on request.

g. Administer special projects for Budget Division as directed by higher authority.

h. Publish and maintain the Manual of Budgetary Administration, CG-255.

MANAGEMENT ANALYSIS DIVISION
(G-CMA)

1. **Mission.** To provide a wide range of administrative and management advisory services and assistance for the Headquarters and field organization.

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

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

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

   c. Develop and maintain the Coast Guard Organization Manual (CG-229); CG Regulations (CG-300); Correspondence Manual (CG-199); The Coast Guard Directives System (CG-199-1); Directives, Publications and Reports Index (CG-236); Paperwork Management Manual (CG-416); Military and Civilian Incentive Awards Manual (CG-409).

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

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

   f. Administer the military and civilian Incentive Awards Program.

   g. 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.

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

   i. Review Orders, Notices, and other issuances.

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

k. 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.

l. 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.

m. Develop and administer the printing and duplicating program at HQ, including liaison with OST on printing matters. Provide general direction for Coast Guard wide printing programs.

INSPECTION LIAISON STAFF
(G-CMA-1)

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

a. Develop general inspection policies for the Commandant as the basis for the area-administered inspection system.

b. Serve as coordinator and liaison between area inspection officers and cognizant HQ program officials on inspection matters.

c. Arrange for HQ representation on area-directed imspections of district offices and HQ units, as requested by area commands.

d. Designate area or district commands to act as model managers in the development and maintenance of service wide standard inspection check lists, and monitor the program.

e. Receive inspection reports from area commands requiring action by the Commandant's staff. Coordinate review and analysis of such reports and follow up to assure appropriate evaluation and action as necessary by cognizant program officers.

f. Based on liaison with the areas, inspection results as providee in area reports and summaries, and contact with HQ program officials, evaluate the general effectiveness of the Coast Guard inspection system within the policies and parameters established by the Commandant. Advise superiors as to progress and the need for changes.

MANAGEMENT AND ORGANIZATION BRANCH
(G-CMA-2)

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

a. Conduct and/or coordinate management studies involving Headquarters and the field. This includes review, analysis, problem identification and improvement of organization, procedures, methods, work flow, delegations of authority, space utilization, etc., and the related development and submittal of recommendations and reports.

b. Evaluate and comment on planning proposals in terms of organizational implications and impact.

c. Review and advise on legislative proposals as they relate to Coast Guard organization and functions.

d. Develop Coast Guard position with respect to management proposals and inquiries (organizational changes, delegations of authority, etc.) from the Department of Transportation and other federal agencies.

e. Conduct reviews of management functions in Coast Guard districts and Headquarters units.

f. Provide consultant services to program managers and their staffs on a variety of management questions and problems.

g. Develop directives applicable across the Coast Guard organization which specify guidelines, standards, procedures, exceptions and reporting requirements to attain optimum compliance with management decisions and policies of the Commandant.

h. Develop and maintain the Coast Guard Organization Manual (CG-229).

PAPERWORK MANAGEMENT BRANCH
(G-CMA-4)

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

a. Develop and administer the Coast Guard Records Management Program, including establishment of systems and standards for effective service-wide control over creation, use, maintenance and disposal of records. Develop and maintain the Coast Guard comprehensive records control schedules.

b. Develop and administer the Coast Guard Forms and Reports Management Programs. Analyze all requests for new or revised forms and reporting requirements, and follow through with design and issuance as required. Provide guidance and assistance to field units in coping with paperwork problems.

c. Administer the Correspondence Management Program by developing and establishing standards, procedures and techniques for improvement of correspondence practices. Maintain and publish the Coast Guard Correspondence Manual (CG-199).

d. Develop service-wide filing systems and procedures and maintain the numerical subject classification system.

e. Administer the Indispensable Operating Records Program for Coast Guard Headquarters.

f. Prepare, publish and maintain the Paperwork Management Manual (CG-416).

MANAGEMENT SERVICES STAFF
(G-CMA-5)

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

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

b. 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 and Action Book Reports for the Secretary and bi-weekly Secretarial Staff/Briefing Agenda items, Executive Retreats, etc.

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

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

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

f. Serve as the point of contact and coordinator for all evaluations and audits levied on the Coast Guard by external entities such as OST, GAO, OMB, GSA, etc.

PLANS EVALUATION DIVISION
(G-CPE)

1. **Mission.** To initiate, review, coordinate, and evaluate Coast Guard long range plans.

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

   a. Coordinate program planning beyond the budget year plus one, encompassing:

      (1) Evaluation of programs and new initiatives.

      (2) Evaluation of long range objectives.

      (3) Evaluation of policies.

      (4) Evaluation of cost-effectiveness and cost-benefit measures.

   b. Develop and update the CG Long Range View annually.

   c. Develop Spring Preview annually, highlighting major issues for future budgets.

   d. Coordinate, monitor and evaluate Plan Summaries for consistency and completeness in support of CG objectives.

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

   f. Coordinate the preparation, review, and updating of the major facility plans and the Headquarters review of Planning Proposals and Unit Development Plans.

   g. Annually prepare statement and background for Legislative Oversight Hearings.

   h. Review AC & I Projects and Resource Change Proposals, as necessary for consistency with long-range plans.

   i. Monitor Program and Support planning beyond BY+1 and provide analytical assistance to Program and Support Managers, as needed.

   j. In conjunction with the Chief, Programs Division, maintain the Planning and Programming Manual, CG-411.

   k. Make determinations concerning which services provided by the Coast Guard could/should be susceptible to the imposition of user charges.

OFFICE OF BOATING SAFETY
(G-B)

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

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

   a. Develop, coordinate and direct a recreational boating safety program with the objectives of reducing accidents, injuries and fatalities as well as protecting environmental quality in regard to the operation of pleasure craft on waters subject to the jurisdiction of the U. S.

   b. Develop policies, long range plans and budget forecasts consistent with projected program growth and technological advances in the boating industry.

   c. Actively promote the assumption of the education and compliance aspects of boating safety by the States and jurisdictions under the mandate of the "New Federalism" policy.

   d. Oversee the operations of the Coast Guard Auxiliary and its program of boating education and other assistance to the service.

   e. Direct a public education and boating safety information program designed to keep boat owners, operators and occupants, both present and prospective, as well as the several States as a composite framework, apprised of the elements of boating safety.

   f. Establish the necessary construction and performance standards as well as technical criteria for boats and associated equipment; implement a control system to insure compliance with such requirements including the operation of a defects notification program.

   g. Initiate, coordinate and assure the development of regulations necessary for timely implementation of new laws or executive orders associated with assigned programs. Monitor the adequacy of existing regulations and update as needed to conform with legislative revisions or changed conditions.

   h. Administer the enforcement of Federal laws and regulations governing boating, including the assignment of enforcement/compliance responsibility, the reporting and investigation of boating accidents, and the publication of boating statistics.

   i. Maintain liaison with the various states and jurisdictions, Federal agencies, private industry, and other private and public, domestic and international organizations concerned with boating safety.

   j. Monitor and coordinate cooperative boating safety agreements with the States.

   k. Administer the boating safety State financial assistance program.

   l. Monitor and coordinate the activities of the National Boating Safety Advisory Council (NBSAC).

m. Coordinate the operational training of Coast Guard units, regular and reserve, state and local boating safety personnel, and other groups sharing boating safety responsibility.

n. Periodically advise the Commandant on the relative performance of the districts with regard to their assigned boating safety responsibility.

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

p. Coordinate with the Chief, Office of Public and International Affairs regarding international boating safety activities.

q. Be Program Director of the boating safety program.

POLICY PLANNING AND INFORMATION ANALYSIS STAFF (G-BP)

Under the general direction and supervision of the Chief, Office of Boating Safety, the Chief, Policy Planning and Information Analysis Staff shall:

a. Develop the long-range Office plans and coordinate the development of the required planning, programming and budgetary system documentation.

b. Design and operate the system to measure and evaluate mission performance.

c. Recommend priorities to meet established goals and provide a basis for distribution of resources.

d. Recommend legislative changes based upon program review and evaluation.

e. Determine the priorities of research and development effort necessary to attain the basic program objectives.

f. Coordinate and prepare policy directives affecting the overall operation of the program.

g. In cooperation with other Office elements, assist in the identification of all objectives which require a planning overview with other Federal agencies and external modes.

h. Make recommendations concerning organizational structures to facilitate mission accomplishments.

i. Provide policy guidance for utilization of reservists Coast Guard-wide to accomplish the boating safety mission.

j. Assist the divisions in measurement of economic impact of proposed regulations.

k. Assure assignment of study managers, evaluate and monitor studies.

l. Identify various external resources in the public and private sector which can contribute effectively to the Boating Safety program.

m. Develop and maintain a management information system and a management information center for the Office.

n. Publish accident statistics as required by law and regulations.

o. Administer the program for assignment of hull identification numbers to boats.

PROGRAM DEVELOPMENT AND ANALYSIS BRANCH
(G-BP-1)

Under the direction and supervision of the Chief, Policy Planning and Information Analysis Staff, the Chief, Program Development and Analysis Branch shall:

a. Develop and recommend program priorities in accordance with program objectives.

b. Develop the required planning, programming and budgetary documentation including the Long Range View, Plan Summaries and Determinations.

c. Review and evaluate resource change proposals for plan substantiation and technical accuracy; coordinate submission, and monitor their progress through the budgetary stages.

d. Review, coordinate and recommend action on district planning proposals and other district budgetary/personnel requests.

e. Develop, maintain and monitor an integrated financial plan and recommend operating guide allotments; administer operating guide 30 funds not specifically allotted to other office elements.

f. Serve as principal technical advisor in matters of budget formulation and execution. Provide staff input for CCS, OST, OMB and Congressional program/budget hearings.

g. Analyze accident data to determine the basic cause of all accidents; perform analytical studies requested in support of line divisions; and publish accident statistics as required by applicable laws and regulations.

h. Design and implement an evaluative system which will relate in-house measures of efficiency to external measures of effectiveness, by relating resource mix to resource disposition.

i. Recommend approval of study requests, assure assignment of cognizant study managers, monitor progress and evaluate results of studies.

j. Coordinate office personnel policy regarding ceilings, personnel allowances, use of Reservists, and related issues.

k. Coordinate with the Office of Research and Development, and other support managers to assure that program plans incorporate the required support. Generate required tentative safety requirements and provide project officers for all R&D work through the problem identification report.

MANAGEMENT INFORMATION SERVICE BRANCH
(G-BP-2)

Under the direction and supervision of Chief, Policy Planning and Information Analysis Staff, the Chief, Management Information Service Branch shall:

a. Develop, implement, operate and maintain a management information system designed to meet the requirements of the Office elements.

b. Coordinate requests for ADP services between the Office of Boating Safety and the Information Systems Division (G-FIS) and any other divisions maintaining data bases.

c. Furnish ADP services as required by the Office elements.

d. Administer the program for assignment of manufacturer ID codes in compliance with applicable laws.

e. Develop and operate a management information center to assist in effective decision making regarding employment of resources.

INFORMATION AND ADMINISTRATIVE STAFF
(G-BA)

Under the direction of the Chief, Office of Boating Safety, the Chief, Information and Administrative Staff shall:

a. Serve as the Executive Director, National Boating Safety Advisory Council.

b. Coordinate the plans and activities of the National Boating Safety Advisory Council and the committee/panels of the Council, including the preparation of the agenda for meetings.

c. Prepare recommendations and resolutions which reflect the determination of the National Boating Safety Advisory Council on substantive issues.

d. Recommend to the Commandant, new members of the Council in accordance with the provisions of the Federal Boating Safety Act of 1971.

e. Provide general administrative support of the Office.

f. Administer a boating information program which utilizes national mass media.

g. Oversee the preparation of regulations within the Office and coordinate such regulations with other designated and interested Coast Guard elements.

REGULATIONS/NBSAC COORDINATORS
(G-BA-1)

Under the direction and supervision of the Chief, Boating Information and Administrative Staff, Regulations/NBSAC Coordinators shall:

a. Monitor and provide guidance in the preparation of regulations within the Office; coordinate regulations with other designated and interested Coast Guard elements.

b. Coordinate the preparation of the documentation which indicates compliance with Section 6 of Public Law 92-75.

c. Coordinate internal review of such documentation and subsequent submission to the National Boating Safety Advisory Council.

d. Provide legal consultation to the Chief, Office of Boating Safety.

e. Assist the Executive Director of the NBSAC in the development and implementation of plans, schedules and arrangements for the activities of the Council and other ancillary or advisory committees and/or panels as directed.

f. Perform functions as directed in connection with the Committee Management Program.

g. Develop, implement, and maintain effective administrative controls and records systems to support the activities of advisory groups including the preparation of minutes.

h. Assist in the preparation of recommendations and resolutions which reflect the determination of the Council on substantive issues.

i. Collect and arrange all applications for NBSAC membership. Insure that proper records are kept to defend selection process.

BOATING INFORMATION BRANCH
(G-BA-2)

Under the direction and supervision of the Chief, Boating Information and Administrative Staff, the Chief, Boating Information Branch shall:

a. Coordinate boating safety information policy with the Office of Public and International Affairs, as well as with the Offices of Personnel and Reserve.

b. Develop, coordinate and administer a boating information program directed toward mass media consumption to assist the Office in the accomplishment of objectives.

c. Under the intent of PL 92-75, develop, coordinate and implement all boating safety promotional campaigns on a national and regional level.

d. Provide advice and assistance to the several States and jurisdictions in implementing mass media boating safety campaigns.

e. Provide information and promotional assistance to the districts and screen the districts for boating safety promotional material which is of national value.

f. Develop boating safety publications and coordinate national distribution.

g. Develop and maintain distribution lists for boating safety information materials.

h. Develop, coordinate and produce information briefings and speeches for the Office.

i. Provide advice to the Office on public information communications and production techniques; maintain an in-house audio-visual capability.

j. Coordinate all information and production pertaining to U. S. Coast Guard participation in the National Safe Boating Committee.

k. Effect liaison with private and public, domestic and international, public affairs agents to draw upon available resources for the national promotion of boating safety.

BOATING ADMINISTRATIVE BRANCH
(G-BA-3)

Under the direction of the Chief, Information and Administrative Staff, the Chief, Boating Administrative Branch shall:

a. Be responsible for general office management including publication of general office notices and instructions.

b. Maintain centralized office files of required directives, publications and forms; maintain classified material control; coordinate central files with those records maintained by other office elements.

c. Maintain master mailing lists, i.e., district personnel, VIP lists and biographies, directories and status board detailing duties and special projects assigned to office components; perform routing of all mail received.

d. Coordinate logistical needs with the DOT building services units.

e. Monitor and coordinate formal response to Congressional inquiries and other priority correspondence.

f. Develop and maintain a file reviewing room to house the information which must be made available to the public under the Freedom of Information Act, as amended and incorporated in Title 49 CFR 7.

g. Receive, document and respond to requests for grant funds from national, nonprofit, public service organizations; in coordination with other office elements, identify and process acceptable projects within funding limitations.

h. Review all internal and external directives, instructions and publications for relevancy and conformity with program needs and current OMB, GSA, OST and other governmental directives.

AUXILIARY AFFAIRS DIVISION
(G-BAU)

Under the general direction and supervision of the Chief, Office of Boating Safety, the Chief, Auxiliary Affairs Division shall:

a. Act as the Chief Director, and as such, the duly authorized representative of the Commandant for the Auxiliary and direct day-to-day functions in cooperation with the National Commodore.

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

c. Assist in the development of the policy for coordinated recreational boating safety education programs which are national in scope and utilize as a primary resource the Coast Guard Auxiliary membership. Coordinate the education effort with the State Liaison and Compliance Division and the Information and Administrative Staff.

d. Develop plans and procedures in accordance with 14 USC 822 for the organization and utilization of Auxiliary personnel and facilities, which after suitable training and indoctrination, are able to assist the Coast Guard in promoting safety and effecting rescues on and over the high seas and upon navigable waters, and to facilitate other operations of the Coast Guard. Also, cooperate with state government agencies in conducting patrols on sole state waters as authorized by the FBSA of 1971.

e. Make recommendations relative to the degree and extent to which Auxiliary personnel and facilities are to be utilized in support of states and other government agencies, and the logistic support required for such operations.

f. Act as the reviewing authority for the recommendations of the National Board and National Board, Inc., which affect official publications, the standing rules and by-laws, awards, uniforms, flags, pennants, burgees, and internal matters of the Auxiliary.

g. Actively promote interest of the Auxiliary.

AUXILIARY ADMINISTRATION BRANCH
(GBAU-1)

Under the direction and supervision of the Chief, Auxiliary Affairs Division, the Chief, Auxiliary Administration Branch shall:

a. Determine requirements for and develop manuals, publications, notices, and instructions necessary for the administration of the Auxiliary.

b. Arrange for publication, stock, control, issue and effect custody of Auxiliary membership training material and qualification exams.

c. Initiate required revision of certain Coast Guard forms stocked within and issued by the Supply Center necessary for the administration of the Auxiliary.

d. Initiate an annual updating, printing, distribution and record of distribution to directors of the Auxiliary of the decals for the Courtesy Motorboat Examination.

e. Maintain essential records for the administration of the Auxiliary. Provide liaison with the Management Information Service Branch and be the "user" representative for the various districts relative to the operation and further development of the Auxiliary Management Information System (AUXMIS).

f. Coordinate all Auxiliary public information efforts by the Coast Guard with the National Auxiliary Chief, Public Affairs Department (DC-P).

g. Review investigative reports involving claims for damages to Auxiliary facilities and/or death or injury to members of the Auxiliary when requested by the Chief Counsel.

h. Prepare responses to inquiries from Congress and other organizations.

i. Assist in the formulation, development and preparation of budgetary requirements to fund the Auxiliary program.

AUXILIARY OPERATIONS BRANCH
(G-BAU-2)

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

a. Develop, in coordination with the National Auxiliary Chief, Department of Operations (DC-O) all authorized Auxiliary operational programs to the fullest extent directed by the Commandant. This includes the Courtesy Motorboat Examination, Auxiliary Patrols and Chart Updating programs, and other such programs as may be established by competent authority.

b. Coordinate with the Chief, Search and Rescue Division (G-OSR) relative to the Coast Guard requirements for operational use of Auxiliary vessel or aircraft facilities.

c. Coordinate with the Chief, Telecommunications Management Division (G-OMT) on matters relating to the Auxiliary Communications System.

d. Coordinate with the Chief, Marine Chart Division, National Ocean Survey on matters relating to the Auxiliary Chart Updating program.

e. Coordinate with the Auxiliary National Chief, Department of Education (DC-E) and the Training Branch of the State Liaison and Compliance Division, in the development and technical review of materials used in the various Auxiliary public education courses.

f. Coordinate with the Boating Technical Division (G-BBT) and the Training Branch (BLC-2) on matters affecting the Courtesy Motorboat Examination program of the Auxiliary.

g. Coordinate with the National Weather Service in educational matters concerning the dissemination of weather information to boatmen.

h. Coordinate with the Federal Communications Commission on the Radio Technical Commission for Marine Service (RTCM) concerning the public education of boatmen in marine radio-telephone communications.

i. In cooperation with the Auxiliary National Chief, Department of Training (DC-T), develop and administer viable Auxiliary training programs.

j. Design, prepare and review various printed and audio-visual materials dealing with Auxiliary training.

k. Develop an Auxiliary training curriculum in cooperation with the Training and Education Division (G-PTE) for the National Boating Safety School, National SAR School and the Coast Guard Institute.

l. Coordinate with the Training and Education Division (G-PTE), for the development and implementation of an indoctrination program designed to familiarize all Coast Guard personnel with the Auxiliary and its mission.

BOATING TECHNICAL DIVISION
(G-BBT)

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

a. Develop and administer a boating safety and environmental quality standards program, coordinating with other DOT modes and other Federal agencies as required.

b. Initiate and participate in processing regulations relating to boating standards.

c. Prepare and administer a manufacturer compliance program and defect notification program.

d. Provide assistance to and coordinate with the Auxiliary Affairs and State Liaison and Compliance Divisions in developing an education program concerning boating standards and regulations.

e. Provide technical and regulatory interpretive assistance in the development of both standards and exemptions, and develop in coordination with the Policy Planning and Information Staff, the economic and environmental impact of proposed regulations.

f. Cooperate with the Office of Merchant Marine Safety in coordinating those matters affecting both the boating standards and the merchant marine technical program.

g. Recommend and coordinate the supporting research and development program as it applies to standards development.

h. Monitor and coordinate Coast Guard participation and membership in all national and international boating standards organizations.

ADMINISTRATIVE CONTROL BRANCH
(G-BBT-1)

Under the direction and supervision of the Chief, Boating Technical Division, the Chief, Administrative Control Branch shall:

a. Coordinate with the Policy Planning and Information Analysis Staff concerning necessary data to support boating standards requirements, including all industry, government, national and international inputs.

b. Coordinate with the Policy Planning and Information Analysis Staff to obtain required data relating to defect notification actions internal and external for the Standards Development and Product Assurance Branches for information and action.

c. Maintain and update the current Division schedules and milestones. Provide periodic status reports to the Division Chief.

d. Coordinate development of personnel and financial requirements.

e. Administer a technical information service program directed to boat and associated equipment manufacturers.

STANDARDS DEVELOPMENT BRANCH
(G-BBT-2)

Under the direction and supervision of the Chief, Boating Technical Division, the Chief, Standards Development Branch shall:

a. Administer the program for development of boating safety and environmental quality standards.

b. Continuously monitor data being provided from external and internal sources and make recommendations for new or changed standards for presentation to the Policy Planning and Information Analysis Staff, National Boating Safety Advisory Council and Marine Safety Council.

c. Keep abreast of all national and international boating standards.

d. Provide technical evaluation and input to standards being considered for adoption as Coast Guard standards and technical interpretive assistance to other Coast Guard staff elements.

e. Develop testing procedures for Coast Guard standards.

f. Monitor research and development projects affecting the boating standards program.

g. Monitor Office of Engineering projects affecting the boat standards program.

PRODUCT ASSURANCE BRANCH
(G-BBT-3)

Under the direction and supervision of the Chief, Boating Technical Division, the Chief, Product Assurance Branch shall:

a. Initiate and participate in processing such regulations as relate to boating standards.

b. Provide standards regulatory interpretive assistance to manufacturers and other Coast Guard staff elements.

c. Develop policy for, implement and administer the enforcement of a manufacturer's compliance and defect notification programs.

d. Monitor the activities of laboratories testing for compliance with the Coast Guard standards.

STATE LIAISON AND COMPLIANCE DIVISION (G-BLC)

Under the general direction and supervision of the Chief, Office of Boating Safety, the Chief, State Liaison and Compliance Division shall:

a. Develop law enforcement policy for Coast Guard units charged with the enforcement of boating laws.

b. Under the intent of PL 92-75, develop the substantive policy to encourage greater and continued uniformity in boating laws, a higher degree of reciprocity, comity among the several jurisdictions, and close cooperation and assistance between the Federal government and the several States in developing, administering, and enforcing Federal and State laws.

c. Assist in developing, in coordination with the Policy Planning and Information Analysis Staff, implementing policy to decentralize education and compliance functions to the States.

d. Monitor and coordinate cooperative agreements with the States and assist the districts in this area as necessary to insure fullest cooperation between the States and Federal government.

e. Obtain evaluative criteria for education and compliance from the States in terms of "specific measurable activities" to enable policy determinations for program acceptability and eligibility.

f. Coordinate with the districts to assure the proper reporting of accidents, the uniformity of Boating Accident Report forms and reporting procedures, and the training of State personnel in boating accident investigation; prepare appropriate Commandant action in those accident cases which require it.

g. Administer Federal laws and regulations related to the operator compliance aspects of boating safety.

h. Initiate amendments or new Federal legislation related to operator compliance elements of boating safety.

i. Administer and deploy all boating safety personnel as compliance agents, including the BOSDETs.

j. Develop and promote approved numbering systems.

k. Assist in the development of policy for the national boating safety education effort, primarily through coordination of the States' and Territories' efforts.

l. Provide boating safety education policy for the Boating Safety Teams and other Coast Guard support and operating units.

m. Coordinate the State education effort with the Coast Guard Auxiliary and the Information and Administrative Staff to assure an integrated national policy.

n. Promote and coordinate all measures which contribute to harmonizing State enforcement activities.

o. Administer a comprehensive training program for Coast Guard, State and other personnel as required.

p. Recommend and administer programs which include R&D support associated with human factors in boating education.

q. In coordination with the Office of Marine Environment and Systems cooperate in any measures relating to safety and environmental quality education.

r. Administer the Boating Safety Financial Assistance PROGRAM.

STATE AFFAIRS STAFF
(G-BLC-1)

Under the Chief, State Liaison and Compliance Division, the State Affairs Staff shall:

a. Develop policy to encourage greater and continued uniformity in boating laws; a higher degree of reciprocity and comity among the several jurisdictions; and closer cooperation and assistance between the Federal Government and the States in developing, administering and enforcing Federal and State boating laws.

b. Promote the development of formal cooperative agreements between the States and the Coast Guard to encourage full cooperation in boating law enforcement, accident investigations and search and rescue.

c. Initiate and monitor Federal Regulations as related to motorboat numbering and casualty reporting.

d. Coordinate the review of State boating laws and initiate action to resolve conflicts between State and Federal laws and regulations.

e. Administer the State Boating Safety Financial Assistance Program.

f. Coordinate the evaluation of State boating programs by District boating staffs and maintain an overview of the Districts' review so as to insure uniformity.

TRAINING BRANCH
(G-BLC-2)

Under the direction and supervision of the Chief, State Liaison and Compliance Division, the Chief, Training Branch shall:

a. Develop, revise and distribute training material required by the States and the public.

b. Develop boating safety training programs for Coast Guard and Coast Guard Reserve personnel. Coast Guard Auxiliary Courtesy Motorboat Examiners, and other Federal, State and local personnel involved in boating safety duties. This includes regional seminars, curriculum content, support for the National Boating Safety School and correspondence courses for State and local enforcement officers.

c. Develop the concepts and basic scripts for audio-visual materials, primarily for internal training of both Coast Guard and State personnel.

d. Assist and participate with other Federal, State, municipal or civic boating safety-oriented organizations in the design and implementation of internal training programs.

e. Develop and coordinate with appropriate State organizations, as well as with the Coast Guard Auxiliary, any effective concepts and techniques of boating safety programs for public and higher education.

f. Develop programs in cooperation with State organizations for the dissemination of boating safety information to the boating industry manufacturers and middlemen.

g. Monitor and coordinate those boating safety education programs which are administered by national groups other than the Coast Guard Auxiliary.

h. Assist in the development of programs to disseminate boating safety information through mass media.

i. Coordinate with the Auxiliary Affairs Division, the States and other publishing groups in the development and technical review of boating safety education materials.

j. Develop and administer programs in cooperation with the Auxiliary and other that will identify and educate special interest segments of the boating public by using market research, market penetration and program evaluation techniques.

k. Coordinate with the National Weather Service on educational matters concerning the dissemination of weather information to boatmen.

l. Coordinate with G-BP-1 to develop educational criteria from boating accident statistical analyses for educational purposes.

OPERATOR COMPLIANCE BRANCH
(G-BLC-3)

Under the direction and supervision of the Chief, State Liaison and Compliance Division, and in close coordination with the Boating Information Branch and the Auxiliary Affairs Division, the Chief, Operator Compliance Branch shall:

a. Plan, coordinate and administer the enforcement of all Federal laws and regulations concerning recreational boating and the boating public including the statutes and regulations relating to regattas and marine parades.

b. Develop and maintain procedures for the selection, training and deployment of Coast Guard personnel for the enforcement of boating laws.

c. Provide interpretive assistance to Coast Guard personnel and the general public on boating safety operator regulatory matters.

d. Develop policy, implement and administer the enforcement of a recreational boating operators' compliance program, including both safety and environmental elements, in accordance with the authority embodies in Title 36 CFR Subchapter O.

e. Provide law enforcement information and interpretation of operator regulations for training courses; and provide input for related issues in general education.

f. Administer the BOSDET program.

NUMBERING BRANCH
(G-BLC-4)

Under the Chief, State Liaison and Compliance Division, the Chief, Numbering Branch shall:

a. Plan and assign identification numbers to undocumented vessels as required by applicable law and regulation.

b. Screen and process original, renewal and duplicate applications as well as correcting records for transfer of ownership and change of address.

c. Process applications that are made in person and paid with cash. The applications must be verified, and the cash collected, accounted for, and turned over to the Comptroller's office.

d. Coordinate motorboat numbering matters with:

(1) Information Systems Division in recording of data, issuing of Certificates of Number and selling of boat lists.

(2) Maritime Administration on boats being sold to aliens.

(3) Applicable States on out of state changes of address.

(4) Merchant Vessel Documentation Division (G-MVP) on boats requiring documentation.

(5) National Crime Information Center, Department of Justice on stolen vessels.

e. Maintain and replace supplies of forms and materials used by the Branch in the numbering process, and update and maintain current numbering and letter forms at certain Coast Guard units and Post Offices in the jurisdictions where the Coast Guard issues identification numbers.

f. Maintain all numbering records and files.

ACCIDENT REVIEW BRANCH
(G-BLC-5)

Under the direction and supervision of the Chief, State Liaison and Compliance Division, the Chief, Accident Review Branch shall:

a. Coordinate the development of procedures for the proper reporting and investigation of boating accidents to assure uniformity, accuracy and completeness.

b. Review and prepare comments on boating accident cases which require action by the Commandant.

c. Maintain the office files of investigative reports and accident reports on boating casualties and extract, code and transfer statistical data from boating accident reports to the Coast Guard ADP computer storage.

d. Coordinate the development of accident investigator training for Federal, State and local boating investigations and law enforcement officials.

OFFICE OF ENGINEERING
(G-E)

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

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

   a. Assure the effectiveness of the Engineering Support Program, including the design and execution of alterations, modifications, repairs, maintenance and outfitting of vessels, boats, aircraft, vehicles, aids to navigation, shore facilities, machinery, electronics equipment, and utilities; and assure the adequacy of engineering test and evaluation activities associated with those functions.

   b. Direct, supervise and coordinate the design, development, construction, test, evaluation, and operational deployment and demonstration (as applicable), of ships, boats and shore facilities having a conventional design and having a high probability of usefulness in the operational structure.

   c. Participate as requested in the test, evaluation, and operational deployment and demonstration of research and development projects.

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

   e. Collaborate with the Chief of Staff and the chiefs of offices generally in matters relating to the overall engineering activities of the Service.

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

   g. Prescribe the engineering reports to be submitted by field units and advise the Comptroller as to types and forms of engineering data to be prepared for data processing; review and analyze such reports and data, and initiate or issue appropriate directives to field units to insure uniformly high standards of engineering efficiency, effectiveness, and economy.

   h. Periodically review the administration of district engineering divisions and initiate recommendations to the district commander to effect improvements in the organization and methods of administration of those divisions; keep informed through field inspections, or otherwise, as to the status, effectiveness, and efficiency of engineering activities generally.

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

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

k. Establish and maintain close liaison with the Navy, Army, Air Force, Maritime Administration, General Services Administration, Department of Commerce (National Oceanic and Atmospheric Administration), Environmental Protection Agency and other public and private agencies in connection with Coast Guard engineering matters.

l. Act as Support Director for the Engineering Support Facilities.

m. Exercise technical control over and establish policy for management of the Yard, the Aircraft Repair and Supply Center, the Electronics Engineering Center, the Electronics Laboratory at Radio Station, Washington and Resident Inspection Offices.

n. Act as facility Coordinator for those shore facilities designated as Support Centers.

CIVIL ENGINEERING DIVISION
(G-ECV)

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

a. Be responsible for planning, designing, constructing, altering, maintaining, and repairing all Coast Guard shore facilities.

b. Prepare civil engineering cost and budget estimates and economic analyses for shore facilities, recommending apportionment of budgeted civil engineering funds for shore facilities to districts and Headquarters units, and administer all funds allocated to the Civil Engineering Division.

c. Design selected special civil engineering projects for districts and Headquarters units, including complete preparation of plans and specifications.

d. Issue instructions, directions, standards, and similar information for administrative and technical guidance of the civil engineering program within the Coast Guard.

e. Manage all engineering aspects of the Truman-Hobbs Obstructive Bridges Act.

f. Perform technical inspections of Coast Guard shore facilities and construction.

g. Perform civil engineering management inspections of district offices and Headquarters units.

h. Assist the Procurement Division in negotiating certain shore facility construction and architect-engineer contracts and be responsible for technical administration of such contracts.

i. Coordinate planning for Support Centers, providing budgetary input, management overview, and coordination of programs and missions involved.

j. Maintain and update the Shore Facilities Plan (CG-380-5).

k. Administer project material in Inventory Control Points (G-ECV), and review inventory (excess property) reports and boards of survey.

BRIDGE ALTERATION BRANCH
(G-ECV-1)

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

a. Develop technical support for economic analyses to determine bridge clearance requirements over navigable waters of the United States.

b. Develop technical support for the processing of obstructive bridge complaints and recommend the alteration of bridges and causeways which are considered to be unreasonably obstructive to the free navigation of navigable waters of the United States.

c.. Review plans and specifications for alteration of obstructive bridges to assure that such altered bridges will provide adequate clearance for the reasonable needs of navigation and an adequate facility for the anticipated rail or highway traffic at a minimum cost to all parties concerned.

d. Develop the engineering cost estimate used in preparing appropriation requests to finance the Government share of obstructive bridge projects.

e. Develop technical portions of agreements for relocation of obstructive bridges, as provided under Section 13 of the Truman-Hobbs Act.

CONSTRUCTION AND ENGINEERING BRANCH
(G-ECV-2)

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

a. Develop design and construction standards and review all proposed construction and maintenance projects for shore facilities including buildings, structures, utilities, fire protection, family housing, tall towers, and support facilities for electronic type stations at various stages of development. The reviews are made to determine compliance with operational requirements, applicable standards, good construction practices and civil engineering policies; technical and economic feasibility; and accuracy of cost estimates.

b. Review unit development plans, planning proposals, and AC&I Project proposals, reports, and structalts and prepare or revise cost estimates for AC&I projects for use in budget requests.

c. Maintain surveillance over projects under construction in order to resolve problems and complaints that arise over design and construction methods, to assure orderly and continuous progress of construction, and to resolve technical and financial problems caused by unforeseeable conditions and events.

d. Review claims of construction contractors arising from labor problems, government caused delays, and disputed interpretation of plans and specifications.

e. Advise Coast Guard design architects and engineers on construction and material problems.

f. Participate in the establishment of priorities for new construction and maintenance projects to support special and regular budgetary requests to Congress.

g. Maintain liaison with field offices, contractors, material manufacturers, and with engineers of other government agencies to resolve construction problems that arise on construction projects, to exchange technical information concerning construction methods and materials, and to keep informed on the latest developments in the construction and engineering fields.

h. Develop and maintain the Coast Guard Civil Engineering Manuals.

i. Develop standards and implement programs for pollution abatement and control facilities, energy substitution and conservation, and value engineering.

j. Conduct special engineering studies, testing and analyses, leading to the development of new and revised design, construction, and maintenance criteria, and conducting advanced engineering as appropriate.

k. Develop computer programs for civil engineering projects.

l. Review inventory (excess property) reports, property acquisition, and Boards of Survey documents.

m. Develop procurement specifications for antennas, generators and other Loran hardware items and perform associated contract administration.

DESIGN BRANCH
(G-ECV-3)

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

a. Develop preliminary and final plans and specifications for construction or alteration of designated shore facilities and fixed marine structures to meet approved operational requirements while considering physical location, climatic conditions, esthetics and costs.

b. Conduct field trips for on-site inspections of facilities designed by the branch to solve design problems.

c. Develop computer usage in the field of design with applications to structural, electrical, and mechanical design and tall tower analysis.

d. Maintain liaison with material suppliers, sales engineers, testing laboratories, government testing facilities, and engineers and designers in other agencies and in private technical organizations in order to keep abreast of the latest developments in architecture and engineering and to keep informed on the characteristics and availability of new construction materials and technology.

PROGRAM REVIEW AND ANALYSIS BRANCH
(G-ECV-4)

Under the direction and general supervision of the Chief, Civil Engineering Division, the Chief, Program Review and Analysis Branch shall:

a. Develop long and short range civil engineering budgetary programs by reviewing and analyzing programs originated by field offices and within Coast Guard Headquarters.

b. Administer Acquisition, Construction and Improvement (AC&I) and Operating Expense (OE) funds for civil engineering and allot them to the Districts and Headquarters Units.

c. Establish policies for the management of civilian & military staffing requirements for the civil engineering program and specially assigned projects.

d. Coordinate planning for Support Centers, providing budgetary input, management overview, and coordination of programs and missions involved.

e. Maintain and update the Shore Facilities Plan (CG-380-5).

OFFICE MANAGEMENT BRANCH
(G-ECV-5)

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

a. Assist and inform branch chiefs on all aspects of civilian personnel policies and procedures.

b. Coordinate the clerical efforts of the Division.

c. Procure office equipment and supplies for the Division.

d. Maintain the Division's civilian personnel records.

r. Establish cost standards as a guide for the management and control of overall operations and for use in the preparation and justification of budget estimates.

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

t. Coordinate cost analysis and control requirements of other offices.

u. Establish the level of user charges to be levied.

v. Administer Operating Guide 30 – Operating and Maintenance Cost.

ACCOUNTING DIVISION
(G-FAC)

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

a. Maintain a decentralized system of fund, resource, cost, revenue and property accounts under general ledger control and accrual accounting principles, standards and procedures prescribed by the Comptroller to reflect the currency, accuracy and completeness of the fiscal activities of the Coast Guard.

b. Exercise general supervision over and give direction to accounting operations in district offices and Headquarters units by the review, reconciliation and appraisal of the accuracy and validity of financial accounting information reported by all Coast Guard field accounting offices.

c. Exercise direct supervision over the maintenance of formal detailed accounting records for fiscal accounting transactions of Headquarters and those Headquarters units under the official accounting control of the Headquarters Accounting Division, including the timely rendition of meaningful, accurate and complete financial management reports to allotment and program administrators.

d. Exercise direct supervision over the review, control, follow-up and reconciliation of documents in support of general ledger control account balances for undelivered orders, outstanding liabilities, accounts receivable, and advances including necessary action to obtain clearance of average items.

e. Exercise direct supervision over the reconciliation, consolidation, and preparation of service-wide financial reports to meet Coast Guard management requirements of departmental and other Governmental reviewing authorities.

f. Advise field accounting offices regarding examination problems, certifying the more difficult field claims as required.

g. Receive and examine, for legality and propriety, purchase orders, contracts and all other procurement documents, vendors invoices, and receiving reports for supplies and materials. Prepare authorizations and certify vouchers for travel and travel advances. Receive and handle transportation vouchers and commitment documents, and vouchers for other claims. Furnish accrual documents as required for recording in official accounting records. Prepare schedules and certify for payment.

h. Direct development and review of principles, standards, systems and accounting procedures and regulations for promulgation in Volume 1 and designated sections of Volume 2 and 4 of the Comptroller Manual, and other instructions as appropriate, pertinent to fiscal and accounting operations.

i. Maintain liaison with other departments (GAO, Navy, etc.) in fiscal and accounting matters.

j. Be responsible for the maintenance of assigned sections of The Comptroller Manual.

REVIEW AND RECONCILIATION BRANCH
(G-FAC-2)

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

a. Maintain a continuing and scheduled review and reconciliation of accounting records and supporting documents for general ledger control accounts maintained at Coast Guard Headquarters for validity, currency, accuracy and effective accounting control of Coast Guard resources and operating results, including the propriety and accuracy of expenditure classifications reported in Headquarters Operating Cost Reports. Journalize appropriate corrective entries to the Expenditure accounts. Prepare monthly general ledger journal vouchers for expenditure activity of Headquarters and Headquarters units after reconciliation with allotment accounts.

b. Maintain Reimbursable Revenue and Miscellaneous Revenue Registers for Headquarters and Headquarters units under Headquarters accounting control and journalize monthly activity to Headquarters general ledger control accounts.

c. Prepare Reconciliation Statements (CG-4519 thru CG-4525) for Headquarters which provide assurance that the journal entries affecting the balances of general ledger control accounts have been properly recorded.

d. Develop monthly schedules of unbilled reimbursements receivable reconciled with expenditure accounts under O.G. 80, Reimbursements, and journalize to Headquarters general ledger control accounts.

e. Prepare general ledger journal vouchers for recording in Headquarters accounts. Review and validate registers of transactions prepared by the Information Systems Division. Review and validate monthly general ledger trial balances of Headquarters accounts prior to release to Financial Reports Branch.

f. Reconcile balances of real property accounts of all Coast Guard accounting offices with annual GSA real property reports. Conduct correspondence on differences.

g. Maintain a continuing check-off verification and review of prescribed reconciliations and follow-up assignments for areas under the control of other branches of the Accounting Division, namely: accounts payable, accrued liabilities, undelivered orders, and inventories.

h. Prepare input for computerized preparation of service-wide allotment status reports and general ledger trial balances by the Information Systems Division for those accounting offices which do not provide card input in support of their general ledger trial balances and Allotment Status Reports.

GENERAL ACCOUNTING BRANCH
(G-FAC-3)

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

a. Maintain appropriate formal controls over the appropriation-apportionments of the Coast Guard appropriations, the allotment-expenditures, receipts, repayments and disbursements.

b. Maintain input-output control over all documents for processing by the Information Systems Division.

c. Accomplish formal off-site accounting for the following Headquarters units:

Coast Guard Training Center, Cape May, N.J.,
Coast Guard Reserve Training Center,
Yorktown, Va., and
Coast Guard Activities, Europe.

d. Maintain accounting control over advance payments to the CG Yard.

e. Review, reconcile, and follow-up for clearance in Headquarters clearing accounts for undistributed voucher payments and inventory transfer clearing account.

f. Maintain accounting control over cross-disbursement payments made by other services' disbursing officers.

g. Prepare reimbursable billings for goods and services sold by the Coast Guard.

h. Receive and deposit all moneys at CG Headquarters for deposit in the U. S. Treasury.

i. Administer the FHA Mortgage Insurance program for military personnel.

FINANCIAL REPORTS BRANCH
(G-FAC-4)

Under the direction and supervision of the Chief, Accounting Division, the Chief, Financial Reports Branch shall:

a. Develop service-wide financial statements which reflect the status of:

(1) Appropriations for current year and unexpended balances of prior year appropriations, including Operating Guide Financial Reports to fund administrators.

(2) AC&I project allocations and allotments.

(3) Coast Guard Supply Fund financial statements.

(4) Appropriation Status Reports (SF-133, 143) for presentation to the Office of Budget, Department of Transportation, and the Office of Management and Budget.

(5) Statement of Financial Condition (SF-220, 221, 222).

(6) Special management-type reports on the service-wide status of allotted funds for:

O.G. 01 Military Pay and Allowances
O.G. 08 Salaried Civilian Personnel
O.G. 20 Headquarters Directed Travel
O.G. 56 Headquarters Directed Travel of Personnel for Training
Subhead 72 Retired Pay

All financial reports are subject to reconciliation with subsidiary accounting records and general ledger control account balances.

b. Assist in development of service-wide consolidated general ledger trial balance at 30 June to produce the Statement of Financial Condition for the Coast Guard, making provision for:

(1) Work-sheet adjustment of transactions in transit.

(2) Appropriate reclassification of clearing account balances.

(3) Reconciliation and adjustment of general ledger control account balances to reflect unpaid obligation certification adjustments at 30 June.

(4) Recording estimated valuation of Coast Guard investment in vessels, aircraft, boats, vehicles, aids to navigation, and other equipment.

c. Develop various other financial reports on a continuing cycle to meet requirements of Coast Guard and other agencies, namely:

(1) Monthly consolidated commissary report.

(2) Quarterly balance of payments (gold-flow) reports.

(3) Semi-annual military federal income and FICA tax reports.

(4) Annual service-wide report of unpaid obligations for certification by Chief, Accounting Division.

(5) Annual User Charge Report.

(6) Annual geographic distribution of civilian payrolls.

d. Consolidate Statements of Transactions rendered by Coast Guard assistant disbursing officers and journalize monthly disbursement activity to Headquarters general ledger control accounts.

e. Receive, verify and journalize monthly Commissary Reports and Reports of Clothing Receipts and Issues from units under Headquarters accounting control; journalize activity to the Headquarters general ledger account; review, age and conduct correspondence for clearance of accounts receivable and accounts payable as necessary.

f. Journalize monthly net disbursement activity for Coast Guard civilian payrolls affecting general ledger Reciprocal Account 9952.

g. Verify accountability for deposit and for disposition of all collections on a monthly basis, and accountability for prenumbered collection receipt forms at the close of the fiscal year.

CONTROL AND VOUCHER BRANCH
(G-FAC-5)

Under the direction and supervision of the Chief, Accounting Division, the Chief, Control and Voucher Branch shall:

a. Maintain accounting control over undelivered orders and accrued liabilities; conduct systematic and regular review of document files for validity and accuracy and in reconciliation with general ledger control account.

b. Examine, audit, schedule, and certify for payment travel voucher, advance payments, billings from commercial sources, carriers and other government agencies.

c. Prepare accrued expenditure documents for unbilled receiving reports on hand at month end. Prepare input documentation to computer to record expenditures and disbursements.

d. Prepare Schedule of Administrative Commitments at month-end.

e. At close of fiscal year, prior to certification by Chief, Accounting Division, review and evaluate for validity and accuracy all supporting documents for undelivered orders and accrued liability general ledger control accounts.

f. Provide advice to field offices regarding commercial voucher examination problems, certifying the more difficult claims when appropriate or referring them to the Comptroller General where determination as to legality or propriety cannot be made by the Chief, Control and Voucher Branch.

g. Maintain memorandum record and control over the Coast Guard allocation of the Secretary of Transportation's Representational Fund.

h. Contact other Branches or Divisions regarding propriety of payment of questionable items.

i. Prepare schedule of service-wide monthly report of administrative reservations reported by Coast Guard accounting offices.

j. Aid Financial Reports Branch in development of the annual service-wide consolidated general ledger.

ECONOMIC REVIEW DIVISION
(G-FER)

Under the general direction and supervision of the Comptroller, the Chief, Economic Review Division shall:

a. Plan and direct the Coast Guard general mess program including review and analysis of mess operations to assure provision of an adequate diet at reasonable cost; establishment of ration allowances; and publication of instructions in the Comptroller Manual and directives.

b. Plan and direct the Coast Guard commissary store program.

c. Plan and direct the Coast Guard program of Non-appropriated Fund Activities including exchanges and open and closed messes. Publish and maintain the Coast Guard Non-appropriated Fund Activity Manual.

d. Administer the Coast Guard Trust Fund sub-account "Non-appropriated Fund Account."

e. Serve as the primary point for the administration of O.G. 30 (Operating and Maintenance Funds).

f. In coordination with program and support directors, and the Budget Division (G-CBU), establish the basic Financial Plan for O.G. 30 insuring consistency with the overall operating plans of the Coast Guard.

g. Develop cost analysis principles, policies, and procedures, and continuously review the adequacy of existing cost data and recommend changes to the cost collection system as necessary.

h. Prepare, classify, consolidate and perform or review analyses of financial data used by program and support directors.

i. Conduct or assist in Comptroller manpower utilization studies and analyze requests for changes in manpower ceiling and make recommendations for adjustments.

j. Be responsible for the overall maintenance and operation of the Comptroller workload measurement and control program, and the Program Operating Cost Report (POCR).

k. Provide servicewide leadership in the application of economic analysis to servicewide program formulation and execution, including the dissemination of training information.

l. Coordinate the development of servicewide objectives and productivity and effectiveness factors.

m. Be responsible for maintaining and monitoring a Coast Guard-wide system for statistical sampling of vouchers.

n. As directed, perform reviews, inspections and evaluations of Headquarters and field units accounting systems for both appropriated and non-appropriated fund activities.

RESALE PROGRAMS BRANCH
(G-FER-1)

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

a. Participate in planning and directing the resale programs of the Coast Guard including commissary store, general messes, and Non-appropriated Fund Activities, including coordination with other military forces.

b. Review and analyze performance in resale programs, taking corrective action and recommending improvements.

c. Maintain the necessary liaison with DOD, other Government agencies, Congress, industry and the public to operate effective, economical and efficient resale programs.

d. Recommend policies and procedures and originate directives, instructions and manual changes required for improved management and operation of resale programs, and introduction of new militrary service resale programs.

e. Develop and prescribe monetary ration rates, control distribution of Armed Forces recipe cards, publish meal sales rates, provide necessary statistical information systems for effective management of resale programs, and provide a program for development and retention of capable personnel in the NAFA resale programs.

f. Administer the NAFA contributions to the Coast Guard Trust Fund which includes recording and depositing all mess and exchange remittances, processing regular and deployment loans and self-insurance claims.

OPERATING FUNDS MANAGEMENT BRANCH
(G-FER-2)

Under the direction and supervision of the Chief, Economic Review Division, the Chief, Operating Funds Management Branch shall:

a. Serve as the primary point for the administration of O.G. 30 (Operating and Maintenance Funds).

b. In coordination with program and support managers, and the Budget Division, establish the basic Financial Plan for O.G. 30 ensuring consistency with the overall operating plans of the Coast Guard and sound financial practices.

(1) Distribute such funds as are available to the various allotment units and Headquarters Offices. Establish procedures and format for such distribution.

(2) Review all requests for changes in the O.G. 30 Financial Plan, or in allotment levels. Make recommendations concerning, or act on, such requests.

(3) Review requests for reprogramming of O.G. 30 funds to support unfunded requirements. Establish priorities for unfunded requirements.

c. Establish and oversee the basic Headquarters Operating Budget.

d. Review all planning documents, facility/personnel change documents, and budget inputs affecting the role of O.G. 30 in existing or potential operating plans.

(1) Conduct an in-depth analysis of all Resource Change Proposals to ensure adequacy of funding to accomplish the proposal. Provide guidance to program/support managers in the development of O.G. 30 needs for RCP input. Conduct a similar review of reimbursable/refundable budget provisions.

(2) Review all Personnel Allowance Amendments and distribute Standard Personnel Funds accordingly.

(3) Review all Operating Facility Change Orders for financial cost/savings transfers associated with such changes.

(4) Assist program/support managers in developing OE follow-on funding levels for current AC&I projects.

(5) Review Planning Factors, Planning Proposals, Determinations, and other inputs to ascertain their affect on O.G. 30.

e. Attend Coordinating Board meetings to support O.G. 30 needs and ensure familiarity with budgetary decisions and policy.

f. Directly administer those Headquarters O.G. 30 funds for which a program manager cannot be identified or for which separate control would be impractical.

g. Review "Cost of Living" determinations developed by the Budget Division to ensure adequacy of O.G. 30 funding. Conduct independent analyses of inflationary trends and cost increases.

h. Conduct other independent analyses to improve O.G. 30 utilization and management including techniques for budget development, standard costing, cost targets and target variance, and other matters. In general review O.G. 30 accounting practices, management techniques, policies, and procedures at all levels.

ECONOMIC ANALYSIS BRANCH
(G-FER-3)

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

a. Continuously review the adequacy of existing cost data and recommend changes to the cost collection system as necessary.

b. Prepare, classify, consolidate and perform or review analyses of financial data used by support and program directors.

c. Prepare periodic economic analysis reviews and cost studies, and/or establish guidelines and parameters for use of such analysis as a management tool for Headquarters and field management.

d. Review, reconcile and summarize total appropriation expenditures by budget activity, component and object code.

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

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

g. Conduct or assist in Comptroller manpower utilization studies and analyze requests for changes in manpower ceilings and make recommendations for adjustments.

h. Interview operating and supervisory personnel and conduct research to determine and recommend action to resolve management problems or improve efficiency or economy of operations within the Office of the Comptroller, or field comptroller divisions.

i. Collaborate and coordinate with Headquarters divisions and field offices in the development of Comptroller manpower programs and to validate manpower requirements.

j. Analyze requests for changes in Comptroller manpower ceilings because of special manpower utilization problems involved.

k. Be responsible for the overall maintenance and operation of the Comptroller workload measurement and control program including productivity and effectiveness measurement.

l. Be responsible for the Program Operating Cost Report (POCR), including evaluation techniques, processing procedures, form preparation, and further overall development.

m. Be responsible for maintaining and monitoring a system for statistical sampling of vouchers.

n. As directed, perform reviews, inspections and evaluations of Headquarters and field units accounting systems for both appropriated and non-appropriated fund activities.

c. Participate in the review, study and analysis of ICP and stock point supply operations. Initiate action to eliminate deficiencies and to improve customer satisfaction. Assign item management responsibilities to ICP's.

d. Review for action and prepare replies to position, issue and study papers, AC&I projects, and Shore Unit Development Plans from the viewpoint of financial and work load impact on supply and real property programs.

REAL PROPERTY MANAGEMENT BRANCH
(G-FLP-3)

Under the direction and supervision of Chief, Logistics and Property Division, the Chief, Real Property Management Branch shall:

a. Develop and promulgate policy and procedural guidance on property management matters affecting acquisition, utilization and disposal of real property consistent with existing laws, regulations and directives. Recommend for publication manuals and instructions pertaining to the real property management program.

b. Assist in developing, improving, maintaining and coordinating the Coast Guard real property management program which includes:

(1) Processing of real property acquisitions and disposals including assistance and directions to the field as necessary and coordinating action with GSA, DOD, and other Government agencies.

(2) Maintaining central real property records.

(3) Initiating reviews and studies for improvement of property management.

(4) Coordinating the screening of Coast Guard excess property and that of other Government agencies.

(5) Reviewing justifications for retention of idle property and providing appropriate recommendations.

(6) Coordinate and/or prepare all reports relating to real property.

(7) Direct and monitor the Coast Guard's effort in identifying and preserving properties considered historically significant.

c. Represent Coast Guard as a member of the DOT Real Property Inventory Systems Committee and the Protection and Enhancement of the Cultural Environment Committee.

d. Perform budgetary functions related to real property, including preparation of resource change proposals, budget forecasts, cost-benefit studies, lease-purchase studies, mid and long range plans, and maintaining liaison with other budget organizations.

PERSONAL SUPPORT DIVISION
(G-FPS)

Under the general direction and supervision of the Comptroller, the Chief, Personal Support Division shall:

a. Direct the operation of centralized systems for payment of allotments from pay, payment of retired pay, and payment of inactive duty for training reservists, for active and former military members of the Coast Guard and Coast Guard Reserve.

b. Direct the payment of military pay and allowances to military personnel assigned to Coast Guard Headquarters.

c. Direct the settlement of unpaid pay and allowances for members separated from the service, and collection of overpayments or amounts due from former members.

d. Administer the provisions of the Federal Claims Collection Act of 1966 for the Coast Guard.

e. Administer the Waiver of Claims law for erroneous overpayments of pay for the Coast Guard.

f. Recommend new or revised systems and procedures for military and civilian payrolls to the Comptroller of the Coast Guard.

g. Direct the installation of new or revised pay systems for the Coast Guard, and obtain General Accounting Office approval.

h. Provide the mechanism to achieve the requisite liaison and reporting for other Comptroller, Personnel, and Chief of Staff divisions and with the Department of Transportation, central reporting agencies, and other armed services in DOD.

i. Promulgate regulations and procedures relative to the administration of payment of pay and allowances to Coast Guard personnel.

j. Counsel and advise the Comptroller, Chief of Staff, and Commandant on any and all matters affecting the payment of pay and allowances.

k. Direct the development of transportation and traffic management plans and procedures in accordance with established policy. Initiate, direct, and administer transportation and traffic management for the Commandant, USCG in all matters involving requirements in the transportation of persons and things, including household goods, unaccompanied baggage, mobile homes, and POV's.

l. Provide travel and transportation services to all personnel in the Washington DC area.

m. Conduct surveys and plan transportation requirements for mobilization.

n. Assist with budget estimates under CG appropriations concerning transportation of material.

POLICY AND PROCEDURES BRANCH
(G-FPS-4)

Under the direction and supervision of the Chief, Personal Support Division, the Chief, Personal Support Policy and Procedures Branch shall:

a. Provide technical advice, guidance, and instructions to ACO's in resolution of pay entitlements and certification questions.

b. Research and provide determinations and decisions concerning questionable or disputed claims for payment of pay, travel, or shipment of household goods.

c. Prepare and publish Coast Guard manuals, instructions, and other directives implementing policies, procedures and entitlements concerning pay and allowances, travel, and shipment of household goods.

d. Provide technical advice and guidance concerning all matters relating to the Joint Travel Regulations and the Coast Guard Travel Manual.

e. Provide representatives to the Per Diem, Travel, and Transportation Allowance Committee; Pay and Allowances Committee; and Pay Procedures Committee.

f. Maintain Volume II of the Comptroller Manual.

g. Be responsible for the development, testing, and implementation and maintenance of all new military payroll systems, allotment systems, and civilian payroll system.

h. Maintain liaison with the Information Systems Division concerning system questions, problems, and modifications.

i. Determine systems impact of new legislation affecting pay, changes in Treasury requirements, and changes made by other government agencies that affect both military and civilian pay.

j. Evaluate the effectiveness of ADP pay systems in relation to existing and future requirements.

k. Disseminate information concerning statutes, laws, or bills affecting pay or pay procedures.

l. Coordinate and prepare responses to all Congressional inquiries on pay matters to provide for uniform and consistent responses.

m. Administer the savings bond program for the Coast Guard.

n. Establish and maintain written operating procedures for all Division operations.

o. Direct the development of traffic management plans and procedures in accordance with established policy.

p. Provide technical advice and guidance concerning traffic management matters.

LEGAL ADMINISTRATION DIVISION
(G-LLA)

Under the direction and supervision of the Chief Counsel, the Chief Legal Administration Division shall:

a. Administer the planning, programing, and budgeting system of the Office.

b. Develop and maintain the legal publications issued by the Office; procure legal and related publications and maintain the Office Library.

c. Administer the legal assistance program of the Guard; and provide legal assistance pursuant to current directives.

d. Designate military lawyers for membership on Physical Evaluation Board, Physical Review Counsel, Physical Disability Appeal Board and to act as counsel for evaluees.

e. Prepare briefs on behalf of the Government in appropriate Board for Correction of Military Records cases.

f. Coordinate training programs for military and civilian Coast Guard lawyers. Maintain liaison with Coast Guard officers attending law school.

g. Coordinate the military personnel program of the Office; supervise procurement of direct commissioned military attorneys and act as liaison with Office of Personnel concerning them.

h. Coordinate civilian personnel actions for the office.

i. Provide Classified Material Control, responsible for the protection and accountability for such material for the Office.

j. Provide video tape services for preparing transcripts of courts-martial, and for other uses.

k. Serve as liaison for Office participation in the inspection program.

BOARD FOR CORRECTION OF MILITARY RECORDS
(G-L-2)

Under the general direction of the Secretary of the Department of Transportation, the Coast Guard Board for Correction of Military Records (established pursuant to 10 U.S.C. 1552) considers applications for correcting military records to determine whether an error has been made or injustice committed on the part of the Coast Guard, and recommends to the Secretary the action to be taken on each application. In this connection the Board performs the following functions:

a. Receives and dockets applications for correction of military records.

b. Reviews and analyzes, in the light of the application, the member's military record and the evidence submitted or otherwise available to the Board.

c. Researches and analyzes the laws, regulations and policies and decisions, rulings and other precedents applicable to the petitioner's case.

d. Affords, if appropriate, formal hearings on applications.

e. As appropriate, informally disposes of applications, or prepares appropriate recommendation to the Secretary on the basis of the record and in accordance with applicable laws, regulations, policies and precedents.

f. Advises the applicant and the appropriate officials of the Coast Guard of the Secretary's decision.

g. Maintains the official file of applications submitted to the Board.

h. Develop, revise, and update all Coast Guard SAR publications.

i. Exercise cognizance over and develop plans, policies, and procedures in support of the Automated Mutual Assistance Vessel Rescue System (AMVER).

j. Prepare for dissemination within and outside Coast Guard of SAR items of an informative or educational nature.

k. Coordinate all matters concerning the International Civil Aviation Organization (ICAO) within Coast Guard Headquarters. Assist operational and technical divisions, as necessary, with format and procedures used by ICAO and the Interagency Group on International Aviation (IGIA). Maintain a central library of ICAO publications and central files of IGIA papers of interest to the Coast Guard.

l. Supervise the SAR School.

m. Develop improved operational SAR procedures and provide for standardization of new procedures. Coordinate with national and international bodies to insure the highest possible degree of standardization.

n. Develop and supervise a SAR operational analysis program of actual cases and operational development projects. Publish significant findings and incorporate into standard procedures.

o. To insure the widest possible dissemination of information associated with SAR and related emergency services, prepare, edit, and publish a SAR magazine for dissemination to all interested agencies.

p. Initiate and monitor research and development projects to meet the requirements of the search and rescue mission.

q. Catalogue and prepare standards for Rescue and Survival Equipment of a portable nature for Coast Guard use. Develop and maintain expertise in similar equipment used by military and civilian operators to provide advice when needed and to keep SAR activities informed about what emergency equipment they may expect to find when assisting military or civilian craft. Develop plans for appropriate displays of such equipment.

r. Exercise cognizance over developmental programs for computer applications to SAR operations.

s. Coordinate SAR training for all Coast Guard SAR facilities. Review and take action on reported training deficiencies.

t. Maintain cognizance over manning procedures and standardization requirements for Coast Guard Rescue Coordination Centers.

TELECOMMUNICATION MANAGEMENT DIVISION (G-OTM)

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

a. Administer the operation, planning, frequency utilization and security of the Coast Guard Communication System as the designated Support Manager for General Administration (Communication Services).

b. Formulate policies and procedures necessary to assure coordination, uniformity, and efficiency of the Coast Guard Communication System. Coordinate with the Assistant Chief of Naval Operations (Commander, Naval Telecommunications Command and Commander, Naval Security Group Command) in matters relating to communication readiness and security.

c. Coordinate the development of operational requirements, establish the operational characteristics of equipment to meet the requirements, and determine the priorities for procurement and installation of communications and electronic equipment for all Headquarters Program Managers. Prepare the annual Communications/ Electronics Program Obligation Plan for SH-42 for all Headquarters Program Managers having a requirement for communications and/or electronics equipment.

d. Initiate and/or coordinate recommendations relating to the establishment or modification of Coast Guard telecommunication services, facilities, and equipment.

e. Provide radio frequency management support to:

(1) the Coast Guard,

(2) other surface-mode operating administration of the Department of Transportation, as directed by the Secretary, and

(3) other Federal Government agencies under appropriate agreements, by express designation and with the approval of the Office Chief and the Commandant.

f. Determine and prepare operational justification for present and future budgetary requirements of the Coast Guard Communication System and administer the allotment of funds for communication services.

g. Establish operational requirements for frequency spectrum space to serve the Coast Guard Communication System. Coordinate the radio frequency monitoring program for the Coast Guard.

h. Administer the communication security program of the Coast Guard. Administer the Communications Security Material and COMTAC Publications Systems of the Coast Guard.

i. Provide Communication Support to other Federal Agencies where feasible in accordance with the National Communications System policy of non-duplication of common user facilities and additionally where dictated by a common mission interest.

j. Operate the Headquarters Telecommunication Center, Cryptographic Center, and Officer Courier Services. Maintain the Headquarters CMS allowance, COMTAC Publications Library, COSMIC sub-registry, and TOP SECRET, NATO, CENTO and SEATO control center.

k. Exercise technical control over the Washington Radio Station.

l. Maintain close liaison with the Department of Transportation Office of Telecommunications and with other Government and non-Government communications agencies and representatives to assure effective concurrent planning and preserve the operational integrity of the Coast Guard Communication System. This includes active participation in the work of the International Radio Consultative Committee (CCIR) and the International Maritime Radio Committee (CIRM).

m. Serve as the Coast Guard's principal representative (and member of the Executive Committee) of the Radio Technical Commission for Marine Services (RTCM) and the Radio Technical Commission for Aeronautics (RTCA). Serve as Chairman of, and provide the Secretariat for the U. S. SOLAS Subcommittee Working Group on Radio Communications, and for the Government Maritime Communications Working Group (MARCOM). Coordinate the participation of other interested Coast Guard representatives in the work of these organizations.

FREQUENCY MANAGEMENT STAFF
(G-OTM-S)

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

a. Be responsible for: representation on, and supervision of participation in all activities of, the Office of Telecommunications Policy's Interdepartment Radio Advisory Committee (OTP/IRAC) in behalf of the Coast Guard and, as directed by the Secretary, other surface-mode operating administrations of the Department of Transportation (currently, FHWA, FRA, NHTSA, UMTA, and SLSDC); representation on, and supervision of participation in all activities of, the Military Communications Electronics Board's Joint Frequency Panel (MCED/JEP) in behalf of the Coast Guard; and official liaison with the Federal Communications Commission (FCC), and other appropriate Government entities, for national radio frequency management matters and with the International Telecommunication Union (ITU), through the Department of State, for international frequency management matters.

b. Provide advice and assistance to officials of the Coast Guard and other DOT surface-mode administrations, with respect to the regulatory aspects of national and international radio frequency management, involving formulation and enforcement of policies, regulations and standards; allocation and assignment of radio frequency spectrum space; and electromagnetic compatibility (EMC) and radio frequency interference (RFI) matters.

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

d. Establish and maintain close liaison with organizations responsible for foreign radiocommunication operations deemed likely to pose frequency-utilization or EMC/RFI problems for the purpose of preventing, or facilitating the favorable resolution of, such problems.

e. In the execution of the basic responsibilities stated above, specific functions include:

(1) Preparing and maintaining the necessary instructions, orders and frequency management documents to inform Coast Guard and other DOT surface-mode administrations of all frequency management regulations and policies applicable to government radiocommunications.

(2) Providing for participation in national and international frequency management programs, committees, and technical working groups; obtaining, prescribing the technical particulars of use, and subsequently protecting, all radio frequency authorizations required; registering these authorizations in national and international frequency records; maintaining the official Coast Guard record of such authorizations.

(3) Receiving or preparing reports of harmful interference involving radiocommunication operations; taking necessary corrective action in coordination with the appropriate office.

(4) Providing radio-frequency spectrum planning to meet the present and future requirements in all frequency bands, including those of other national and international users having requirements in the radio frequency bands technically administered by the Coast Guard.

(5) Promulgate and maintain the Coast Guard Radio Frequency Plan (CG-233-1).

(6) Participate in the preparation for, and negotiation of, national and international radio frequency management regulations whenever the interests of the Coast Guard and/or the other surface-mode operating administrations are involved.

f. By express designation, and with approval of compentent authority perform any, or all of the duties and functions listed above in behalf of other Federal Government agencies under appropriate agreements.

ASSIGNMENT AND REGISTRATION ASSISTANT (G-OTM-S1)

Under direction and supervision of the Chief, Frequency Management Staff, the Assignment and Registration Assistant shall:

a. Be responsible for, as its primary function, all frequency management matters treated by the Frequency Assignment Subcommittee (FAS) of IRAC, including:

(1) Obtaining, prescribing the technical particulars of use, and subsequently protecting from loss or radio frequency interference (RFI), all required radio frequency authorizations,

(2) Maintaining the official record of such authorizations,

(3) Participating in frequency management ADP programs,

(4) Participating in the IRAC Five-Year Review and Usage Reporting Programs.

b. Provide representation on the FAS, the International Notification Group (ING), the Joint Frequency Panel of the Military Communications Electronics Board (JEP/MCEB), and such additional activities as the Staff Chief may direct.

c. Supervise and coordinate participation in electromagnetic compatibility (EMC) programs.

d. Administer the program of international notification and protection of frequency utilization.

e. Provide, in consultation with cognizant offices, frequency utilization planning to meet frequency assignment requirements within existing allocation provisions.

f. Maintain the Coast Guard Radio Frequency Plan (CG-233-1).

g. Establish and maintain close liaison with activities involved in radiocommunications operations posing potential EMC/RFI, problems for the purpose of facilitating the favorable resolution of such problems.

TECHNICAL REGULATIONS ASSISTANT (G-OTM-S2)

Under the direction and supervision of the Chief, Frequency Management Staff, the Technical Regulations Assistant shall:

a. Be responsible for, as its primary function, all frequency management matters treated by the Technical Subcommittee (TSC) of IRAC, including:

(1) Developing and improving standards pertaining to use of the radio spectrum,

(2) Evaluating new and existing techniques from the standpoint of their ability to optimize use of the radio spectrum,

(3) Maintaining an awareness of propagation and radio noise reduction programs for purposes of better utilization of the radio spectrum.

b. Provide representation on the TSC, its various working groups, and such additional activities as the Staff Chief may direct.

c. Conduct technical evaluations to determine the EMC/RFI impact of proposed operations on existing or planned radiocommunication operations.

d. Assist the Assignment and Registration Assistant in the analysis and resolution of radio frequency interference (RFI) and electromagnetic compatibility (EMC) problems.

e. Conduct, as directed, special studies and analyses relative to the frequency utilization and allocation aspects of new or improved radiocommunications systems.

f. Maintain the necessary technical files for the Staff.

g. Establish and maintain liaison with activities using radiocommunications for the purpose of facilitating the favorable resolution of EMC/RFI problems.

ALLOCATIONS AND PLANS ASSISTANT
(G-OTM-S3)

Under the direction and supervision of the Chief, Frequency Management Staff, the Allocations and Plans Assistant shall:

a. Be responsible for, as its primary function, all frequency management matters treated by the Spectrum Planning Subcommittee (SPS) of IRAC, including:

(1) Maintaining a continuing appraisal of the current and future needs of the various radio services and making recommendations for allocations changes where indicated,

(2) Undertaking preparatory work relating to frequency allocation matters for international conferences,

(3) Developing procedures to ensure electromagnetic compatibility (EMC) among electronic systems, including satellite systems and new terrestrial systems,

(4) Carrying out the IRAC Systems Review Program.

b. Provide representation on the SPS, and on technical working groups and such other activities as may be directed by competent authority.

c. Participate in and coordinate spectrum planning for the development of national proposals and positions for international conferences and meetings.

d. Conduct or supervise required spectrum planning and engineering studies to determine requirements and notifications for frequency allocations for new or modified radiocommunications systems.

e. Develop frequency planning for certain bands technically administered in the U.S. by the Coast Guard.

f. Establish and maintain liaison with appropriate offices and activities using radiocommunications for the purpose of obtaining satisfactory allocations and favorable policies in support of spectrum requirements.

OPERATIONAL SYSTEMS BRANCH
(G-OTM-1)

Under the direction and supervision of the Chief, Telecommunications Management Division, the Chief, Operational Systems Branch shall:

a. Coordinate operational requirements for procurement and installation of communication and electronic equipment to meet the needs of Headquarters Program Managers.

b. Determine Coast Guard operational requirements for radio, landlines, and visual signalling equipment.

c. Determine operational characteristics for Coast Guard communication equipment and all aircraft electronic equipments.

d. Initiate and/or review recommendations for establishment or modification of communication facilities and equipment.

e. Coordinate operation, administration, and inspection of Coast Guard ship, shore, and aeronautical communications for other than CMS matters.

f. Supervise operations of the Coast Guard Distress, Safety, SAR and Command and Control Communication organization.

g. Coordinate communication support for the AMVER program.

h. Manage the Coast Guard leased interconnect system and establish communication requirements for Coast Guard owned interconnect facilities and services.

i. Maintain liaison with other government agencies and common carriers on matters dealing with landlines and operational communications.

j. Supervise the operation of the Headquarters Telecommunications Center.

k. Supervise the operational assignment and utilization of frequencies for the Coast Guard.

l. Coordinate to obtain all frequency assignments and frequency utilization information required by the Coast Guard Communication System.

m. Maintain and correct the Coast Guard Communications Manual (CG-233) and other associated communications publications to insure that they are responsive to the communication requirements of operational units.

n. Provide radio frequency propagation predictions as required.

PLANNING AND FISCAL BRANCH
(G-OTM-2)

Under the direction and supervision of the Chief, Telecommunications Management Division, the Chief, Planning and Fiscal Branch shall:

a. Coordinate the planning, programming and budgeting (PPB) responsibilities of the Support Manager for General Administration (Communication Services).

b. Supervise the allotment and expenditure of Subhead 30 (OTM) funds for communication services including leasing of landlines.

c. Coordinate all communications personnel programs, including resource allocation and special training.

d. Prepare and coordinate the annual Communication/Electronics Program Obligation Plan for SH 42.

e. Coordinate mobilization requirements for the Coast Guard's Communication System including personnel, services and facilities.

f. Coordinate the communications programs for cost reduction/management improvement and beneficial suggestions.

g. Maintain liaison with the Naval Telecommunications Command and the Chief of Naval Operations (Communications Plans and Policies) to insure compatibility of the Coast Guard and Navy communications plans and policies.

SYSTEMS DEVELOPMENT AND TECHNOLOGY BRANCH
(G-OTM-3)

Under the direction and supervision of the Chief, Telecommunications Management Division, the Chief, Systems Development and Technology Branch shall:

a. Conduct studies and initiate planning of advanced technology programs applicable to the Coast Guard Communication System.

b. Maintain the Telecommunications Management Division's Technical Publications Library including ITU, CCIR, CCITT, CIRM, RTCM, FCC, Coast Guard, DOD, NTIS publications, documents and reports.

c. Maintain liaison with appropriate components of the Office of Engineering and the Office of Research and Development for special technology projects.

d. Provide technical assistance for Electromagnetic Compatibility Analyses.

e. Provide principle representation for the Division on RTCM special committees as directed by Chief, Telecommunications Management Division.

f. Serve as technical assistant to the Chief, Telecommunications Management Division on matters relating to the Intergovernmental Maritime Consultative Organization's Sub-committee on Radiocommunications and Panel of Experts on Maritime Satellites. Act as recording secretary, provide clerical assistance and filing space for IMCO documents.

g. Provide technical assistance on matters relating to the work of the Interdepartmental Radio Advisory Committee.

h. Maintain expertise and provide technical advice on International Radio Regulations, FCC Rules and OTP Regulations and Procedures.

TELECOMMUNICATIONS SECURITY BRANCH
(G-OTM-4)

Under the direction and supervision of the Chief, Telecommunications Management Division, the Chief, Telecommunications Security Branch Shall:

a. Coordinate the Coast Guard communication security program including the development of communication security requirements and plans.

b. Maintain liaison with Commander, Naval Security Group, in support of the Coast Guard Communications Security Material and cryptologic equipment requirements and with the communication security activities of DOT, DOD agencies, NSA and other agencies as required.

c. Coordinate the allowances, procurement and distribution of CMS material and COMTAC publications within in the Coast Guard and maintain the CMS account and COMTAC library for the Commandant including officer courier services as may be required.

d. Act as Communications Security Officer for Coast Guard Headquarters and maintain the Coast Guard COSMIC Sub-Registry and Control Center for TOP SECRET, NATO, SEATO and CENTO material.

e. Review communication security violations and investigative reports and coordinate action required.

f. Provide for classified material control within the Telecommunications Management Division.

OFFICE OF MARINE ENVIRONMENT AND SYSTEMS
(G-W)

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

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

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

   b. Provide policy guidance for and generally direct and coordinate the following major Service-wide functions:

      (1) Manage and coordinate the Marine Environmental Protection Program as defined above, including the promulgation of policies, standards and guidelines to govern the operations of the National Strike Forces.

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

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

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

      (5) Establish, operate, and maintain vessel traffic systems for ports, harbors, and other waters subject to congested vessel traffic.

      (6) Investigate incidents, accidents, or acts involving the loss or destruction of, or damage to structures which affect, or may affect, the safety or environmental quality of ports, harbors, or navigable waters of the United States.

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

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

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

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

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

f. Be the Program Director for the following programs: Short Range Aids to Navigation; Loran-C; Loran-A; OMEGA; Port Safety and Security; Law Enforcement; Marine Environmental Protection; and Bridge Administration.

g. Initiate, coordinate, and assure the development of regulations necessary for timely implementation of new laws or Executive Orders associated with assigned programs. Monitor the adequacy of existing regulations, and update as needed to conform with legislative revisions or changed conditions.

PORTS AND WATERWAYS PLANNING STAFF
(G-WS)

Under the general direction and supervision of the Chief, Office of Marine Environment and Systems, the Chief, Ports and Waterways Planning Staff shall:

a. Coordinate systems analysis and long range planning within the Office. Provide analytical assistance to program managers in determining efficient allocations of resources associated with the implementation of long range plans.

b. Coordinate the external liaison affairs of the Office with the public, industry, labor and other governmental agencies.

c. Serve as Departmental Water Resources Coordinator for the development and review of comprehensive water resources and associated land utilization plans, both intra-departmental and external, including the designation of field departmental representatives, throughout the water resources regions.

d. Serve as departmental representative on numerous Water Resources Council committees, which include the development of major policy guidelines for and review of comprehensive water resources and associated land regional plans, Federal-State programs, and state grant programs.

e. Provide staff support for Departmental representation on Water Resources Council. Provide staff support, on an intermittent basis, to field departmental representatives in planning and development in the water resources and related land planning areas.

f. As Departmental coordinator for Water Resources and related land planning, coordinate review and comments of the respective Administrations for a determination of the Department's position relating to all environmental impact statements and projects in the water resources area received by the Department from other Federal agencies, specifically excluding those with a connotation of Section 4F of the DOT Act.

g. As Departmental Coordinator for Water Resources and related land planning, coordinate external agency reviews and comments on Coast Guard-initiated environmental impact statements.

h. Review and recommend Departmental position on legislative matters dealing with water resources and related land planning.

AIDS TO NAVIGATION DIVISION
(G-WAN)

Under the direction and supervision of the Chief, Office of Marine Environment & Systems, the Chief, Aids to Navigation Division shall:

a. Manage the U. S. system of marine navigation aids in accordance with 14 USC 81 through 14 USC 87 and assume responsibility for the effective performance of the aids to navigation system.

b. Act as program manager for the programs within the Aids to Navigation Program area. Develop objectives and goals. Define input and output data requirements. Prepare and maintain current the Program Definitions and the Resource Change Proposals for those elements under his cognizance. Develop and maintain those other documents, reports, etc., required by the PPB system.

c. Initiate, review, and approve plans for the establishment and change of aids to navigation.

d. Develop planning criteria and operational requirements for the vessels, shore units, and equipment necessary to operate and service the federal aids to navigation system.

e. Develop and approve requirements for manning, equipping and deployment of support units.

f. Establish operational procedures and training requirements for Coast Guard units and personnel engaged in the aids to navigation maintenance. Prepare and maintain manuals and other instructions.

g. Establish and monitor operational proficiency standards of Coast Guard units in support of the aids to navigation mission.

h. Initiate requests for the Offices of Engineering and Research and Development to conduct projects to improve the performance and efficiency of the aids to navigation system.

i. Coordinate plans and procedures for multi-functional Coast Guard units with the other mission areas.

j. Coordinating as necessary with the Office of Public and International Affairs, establish and maintain liaison with international, Federal and other agencies and the maritime industry to effectively carry out assigned responsibilities.

k. Disseminate information to the mariner concerning aids to navigation. Publish the "Light List" and other aids to navigation publications.

SHORT RANGE AIDS TO NAVIGATION BRANCH
(G-WAN-1)

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

a. Develop and define planning criteria and policy for the identification, documentation, and justification of changes or improvements to short range aids to navigation to satisfy program requirements, and to optimize cost-effectiveness; develop and promulgate operational policy and procedures for the selection and display of audio-visual signals to satisfy requirements; initiate and coordinate action to keep applicable provisions of the Code of Federal Regulations current with aids to navigation policy and procedures.

b. As appropriate, review and approve proposals, or plan and manage projects, to establish, discontinue, or change Federal and private aids to navigation; plan and administer projects to construct, improve, or replace major aids to navigation.

c. Develop and promulgate policies and procedures for the regulation of private aids to navigation; review and coordinate Coast Guard-State agreements for the regulation of private aids to navigation; review and coordinate agreements with other government agencies concerning short range aids to navigation.

d. Coordinating with Support Managers, establish and promulgate operational policy and procedures for servicing and maintaining short range aids to navigation; develop planning criteria and operational requirements for the buoy tenders and other servicing craft, shore units, and equipment necessary to operate and service the system of short range aids to navigation; develop and promulgate requirements and policy for equipping and deploying support units; coordinate plans and procedures for multi-functional Coast Guard units with the other mission areas.

e. Establish manning requirements for manned short range aids to navigation, and for support units; identify training requirements for personnel assigned to short range aids to navigation units; plan and coordinate training programs.

f. Establish, and monitor conformance to, operational procedures, manning levels, and training programs, as appropriate; recommend, or review and approve proposals for changes to the numbers and types of mission units, as appropriate.

g. Identify, document, and advise on operational requirements for future improvements to audio and visual aids to navigation; to operating and servicing equipment and techniques, and to mission units and facilities; advise, recommend, and collaborate on engineering and research and development projects related to audio and visual aids, servicing craft, support facilities, and equipment; collaborate on the planning and exercise operational management of projects to procure, construct, install, or improve short range aids to navigation equipment, installations, servicing craft, and support facilities; review that part of the real property program affecting mission facilities.

h. Define input and output data requirements for management of short range aids to navigation; provide management information through the supervision and operation of the Simplified Aids to Navigation Data System (SANDS).

i. Assemble, review, and coordinate the publication and revision of the Aids to Navigation Manual, Volumes 1 and 2, and to other publications and directives which prescribe operational policy and procedures for the operation and maintenance of short range aids to navigation; edit and publish the Aids to Navigation Bulletin.

j. Maintain liaison with representatives of the maritime industry, offshore industry, boating public, and other users of aids to navigation; maintain liaison with Federal and State agencies and officials, with foreign government officials, and with national and international organizations on matters concerning audio and visual aids to navigation.

LORAN-C IMPLEMENTATION BRANCH
(G-WAN-2)

Under the direction and supervision of the Chief, Aids to Navigation Division, and subject to the guidance and coordination of the Loran Program Coordinator, the Chief, Loran Task Group will:

a. Perform all operational planning functions for the expansion, improvement, or reduction of loran systems, including especially those related to the National Improvement Plan (NIP) for Loran-C, the Loran Improvement Plan (LIP) for Loran-C, the Loran Replacement Equipment Program (LRE) for Loran-A and Loran-C, and contingency plans for the continued operation of Loran-A.

b. Coordinate planning with, and among, support managers; assist support managers as necessary and appropriate; review all support managers' plans for satisfaction of operational requirements.

c. Develop procedures and organizational relationships for the operation, and operational control of all new or reconfigured loran stations and chains; coordinate with support managers to assure consistency with technical, administrative, and logistics requirements.

d. Coordinating with support managers, develop cost estimates and manning requirements for both extensions and reductions in scope of loran service, and for improvements to loran equipment and loran service; establish training requirements and coordinate plans for the selection and training of personnel necessary to the extension, improvement, or reduction of loran service.

e. Monitor and coordinate as necessary, all activity by support managers, field commanders, and other organizations necessary to the expansion, improvement, or reduction of loran systems and loran service; identify problem areas and take or initiate prompt corrective action; adjust, or coordinate and review the adjustment of, plans, cost estimates, and manning requirements as necessary in the light of progress made and problems encountered.

f. Plan and implement a program to satisfy all requirements by civil, maritime users for charts, tables, and other navigational information required for use of the loran system.

g. Study in depth all requirements, and prospective future changes in requirements, for Loran-A or Loran-C service by the Armed Forces, and marine commerce, and for Loran-A by air commerce; review established plans in the light of the results of studies, and identify areas in which plans will not satisfy requirements. Considering alternative courses of action, and the costs thereof, recommend changes to established plans where necessary; adjust planning and program action as necessary to accommodate approved changes. Where the possible need for future changes is foreseen, prepare contingency plans and cost analyses for possible future courses of action.

h. Identify action required to gain public recognition and acceptance of national policy to adopt Loran-C as the government-provided radionavigation system for the Coastal Confluence Zone (CCZ) and the Harbor and Harbor Entrance Zone (HHE), and to phase out the Loran-A system. Plan and implement a program to explain to the public the national policy and Coast Guard plans to implement it. Identify, assemble, and disseminate information needed by users of radionavigation services, including government users, and by the electonic industry to facilitate general acceptance and use of Loran-C radionavigation service.

i. Identify research and development support and new engineering initiative necessary to satisfy requirements for loran services by the Armed Forces and marine commerce and to maximize the cost-effectiveness of the loran system; prepare statements of requirements, requests for appropriate action by support managers, and estimates of the costs thereof; monitor actions by support managers, providing guidance, coordination, and assistance as necessary; review results attained by support managers; prepare recommendations, with supporting operational procedures, cost estimates, and manning requirements, for implementation of new techniques and equipment.

j. Monitor activity related to potential uses of Loran-C by other than the Armed Forces and maritime commerce; provide information and technical advice as appropriate; as directed or indicated by Coast Guard policy, provide assistance in the evaluation or demonstration of such uses of Loran-C; assess the potential impact upon the Coast Guard of all such possible

additional uses of Loran-C; identify action which may be required and problems which may arise; develop contingency plans; if and when new requirements are established, implement plans.

k. Maintain liaison with foreign governments and agencies, as necessary, to plan and coordinate cooperative or complementary action related to the installation, expansion, improvement, or reduction of loran service.

l. Maintain close liaison with the Chief, Radionavigation Branch; supply planning information, new or revised operational procedures, manning requirements, cost estimates, and other information necessary to his operational administration and budgetary support of the loran system.

RADIONAVIGATION AIDS BRANCH
(G-WAN-3)

Under the direction and supervision of the Chief, Aids to Navigation Division, and subject to the guidance and coordination of the Loran Program Coordinator, the Chief, Radionavigation Aids Branch will:

a. Perform all functions necessary to the operational administration and supervision of the Coast Guard's radionavigation systems except those duties assigned specifically to the Loran Task Group.

b. Define operational requirements and program objectives for aids to navigation; prepare plans to satisfy requirements, and requests for necessary assistance from Support Managers; coordinate the implementation of plans.

c. Develop policies and procedures for the operation and administration of Coast Guard radio aids to navigation; establish operational parameters and criteria, including performance standards and manning requirements; prepare orders, directives, and instructions as necessary to define organizational responsibilities, operating procedures, and reporting requirements.

d. Coordinating with Support Managers, maintain a continuous review and appraisal of the radionavigation program to assure that program objectives are met; review operational reports, identify problems or deficiencies in the operation or administration of radionavigation aids, and initiate corrective action.

e. Coordinating with Support Managers, monitor and review research, development, and engineering projects which may satisfy requirements for Coast Guard radionavigations aids; recommend operational implementation where appropriate.

f. Coordinating with Support Managers, maintain operational liaison with other government agencies, particularly within the Department of Transportation, Department of Defense, and Department of Commerce, in all matters related to radionavigation; identify requirements and programs of other agencies which may have an impact on the Coast Guard; assess the impact and report, with appropriate recommendations, to his superior.

g. Identify resource requirements of the Coast Guard's system of radio aids to navigation; direct and supervise the preparation of budget requests, supporting explanations and justifications, and other planning, programming, and budgeting documents required for the operation and support of the system of radionavigation aids.

h. Provide consultation, advisory service, and liaison to U. S. Federal, state and local government agencies, foreign governments and agencies, commercial interests, user groups, and other appropriate organizations concerning operational problems and developments pertaining to radionavigation and related subjects; prepare replies to correspondence and other inquiries from

public and private organizations and individuals concerning radionavigation and the Coast Guard system of radio aids to navigation.

i. Participate in discussions and negotiations with officials of foreign governments on operational, technical, and administrative matters involving the establishment and operation of radionavigation systems on foreign soil, or in cooperation with foreign governments or organizations.

j. Develop measures of the performance and effectiveness of Coast Guard radio aids to navigation.

k. Continue to update and implement, as appropriate, the maritime radionavigation portion of the National Plan for Navigation.

l. Maintain liaison and coordination with, and serve as the Program Manager's point of contact for the Omega Navigation System Operations Detail (ONSOD).

MARINE INFORMATION BRANCH
(G-WAN-4)

a. Develop and promulgate operational policy and procedures for the Coast Guard's Marine Information Program; monitor the administration of the program by Coast Guard districts; identify the need for, and initiate changes to policy or procedures, as appropriate.

b. Provide liaison and coordinate action with National Ocean Survey, Defense Mapping Agency Hydrographic Center, and the Corps of Engineers in connection with publishing and charting aids to navigation information; assemble, prepare, and furnish to the Defense Mapping Agency Hydrographic Center, information for inclusion in the Weekly Notice to Mariners; coordinate with National Ocean Survey activities pertaining to Notice to Mariners items and chartlets prepared and forwarded daily to various District A/N offices for Local Notice to Mariners usage.

c. Prepare and issue Coast Guard Light List, posters, and other publications which provide information concerning aids to navigation to the mariner and the general public.

d. Coordinate the assembly, publication, and distribution of the Aids to Navigation Manual.

e. Maintain records and publications pertinent to the Marine Information Program; maintain mailing lists for Coast Guard Light Lists and the Aids to Navigation Manual.

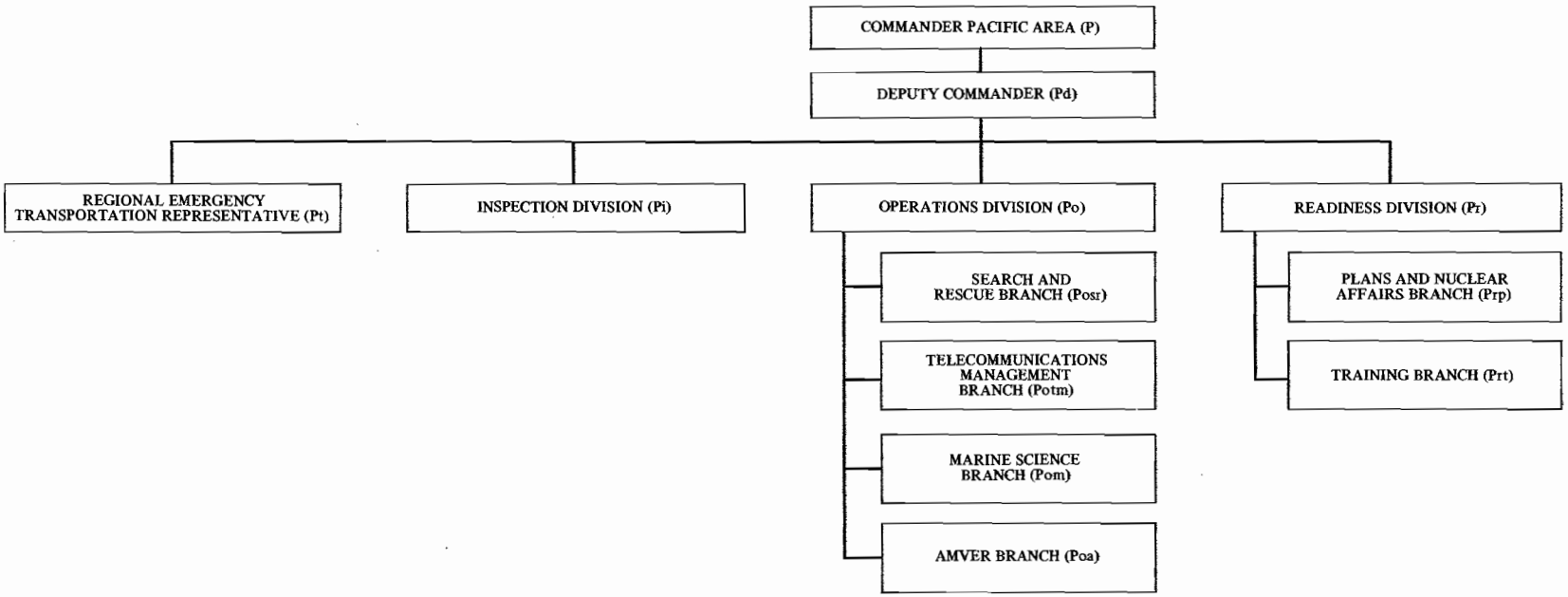
f. Advise on matters pertaining to the timely dissemination of information to the mariner concerning changes in aids to navigation, hazards to navigation and other hydrographic information.

g. Coordinate charts and publications allowances for all Coast Guard cutters and activities with various Defense Mapping Agency Distribution Centers.

h. Prepare inputs to and assist responsible Federal agencies in the development of the United States position pertaining to Notice to Mariners, Light Lists and Broadcasts, as they relate to issues before the International Hydrographic Organization, Monaco.

i. Continually review methods and procedures used to collect, assemble, and disseminate marine information to the mariner; plan and coordinate the implementation of new procedures, as appropriate, to improve the effectiveness and efficiency of the Marine Information Program.

PACIFIC AREA



THE AREA COMMANDER
(both areas)

The Area Commander, as the agent and representative of the Commandant, is responsible for the administration and general direction of area units under his command. Under the general direction of the Commandant, the Area Commander shall:

1. Develop and maintain search and rescue plans for the Area, and establish a continuing and effective liaison with counterparts in other Services for the purpose of negotiating search and rescue agreements affecting districts within the Area or the Area as a whole. Keep the Commandant advised concerning search and rescue requirements within the Area and the most effective deployment and utilization of Coast Guard facilities for this purpose.

2. When it is determined that an assistance case is of such magnitude as to require participation by more than one district in an Area, coordinate and control overall operations, utilizing the facilities and personnel of any district he so designates within the jurisdiction. Such cases include major disasters at sea or on land (floods, fires, hurricanes, explosions, etc.), or distress cases occurring at or near district boundaries where responsibilities are not clearly defined and coordination is required to insure that the forces of either or both of the adjacent districts are employed in an effective and expeditious manner.

3. Schedule and direct training for units in the area (including joint exercises with the Navy), and maintain liaison with other military commands relative to operational training.

*4. <u>Direct the Ocean Station Hotel program in close coordination with District Commanders concerned, scheduling vessels for ocean station duty and directing their operations while engaged in such duty.</u>

5. Coordinate and/or control the Enforcement of Laws and Treaties Program.

*6. Exercise control of major icebreaker operations in the ocean areas. <u>The Commander, Coast Guard Atlantic Area also directs the International Ice Patrol.</u>

7. Develop and maintain current mobilization plans.

8. Establish and maintain liaison with the maritime industry, commercial aviation, and others concerned with Coast Guard activities.

9. Direct the Automated Mutual-assistance VEssel Rescue system (AMVER) in the Area.

10. Coordinate the marine sciences activities of Area Units.

11. Direct and supervise an Area-wide Inspection Program.

*Underlined portions apply to Atlantic Area only.

3. Employ all feasible avenues of educating and informing the public on boating safety, coordinating with the Public Affairs Officer at all times.

4. In accordance with Coast Guard policy, carry out an active program of pilot projects to explore new possibilities in boating education and/or boating accident prevention.

5. Be cognizant of, and to the extent it is practical coordinate all National Safe Boating Week programs throughout the district as well as the efforts of Coast Guard and Coast Guard Auxiliary Units participating in the Recreational Boating Program throughout the year.

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

7. Administer the program of recreational boating accident reports, investigations required by regulations or policy, and the preparation of statistics.

8. Assist in all liaison matters concerning the Recreational Boating Safety Program.

9. Assist in establishing, reviewing and renewing agreements with the states.

10. Maintain mailing lists and distribute materials as required by office components.

BOATING STANDARDS BRANCH
(bc)

Under the direction and supervision of the Chief, Boating Safety Division, the Chief, Boating Standards Branch shall:

1. Maintain contact with all segments of the boating industry within the district. Keep aware of needs and problems of this industry. Maintain and update a list of boat and associated equipment manufacturers in the district. Provide corrections and additions to the master industry list at Headquarters.

2. Provide standards regulatory interpretive assistance to manufacturers, state officials, consumers, and other staff elements within the district. Keep these groups informed of the content and effect of current and upcoming regulations.

3. Implement and administer the manufacturer compliance program within the district. Conduct a regular factory visit/audit program in accordance with guidelines promulgated by Headquarters, for the purpose of assuring manufacturer compliance with regulations.

4. Provide assistance to the boating industry, state officials and the public through response to written and oral inquiries in the boating standards area.

5. Implement and administer a defect notification program within the district. Investigate accidents and consumer complaints concerning boats and associated equipment as necessary to determine whether safety related defects exist. Provide Commandant (G-BBC) with details concerning instances of safety related defects.

6. Implement and administer a standards enforcement program. Gather information for and process necessary civil administrative penalties. Provide the Commandant (G-BBT) with details of instances of apparent non-compliance with standards or regulations.

7. Implement and administer a technical information service program directed to boat and associated equipment manufacturers within the district.

8. Provide assistance as necessary to Commandant (G-BBT). Highlight and provide information in areas that need establishment of policy. Provide information to assist in the development of standards and regulations.

9. Provide input as required for training Coast Guard and state law enforcement personnel.

10. Provide technical assistance to other branches in the Boating Safety Division.

11. Administer and coordinate the backyard boat builder program within each state.

12. Plan resource changes necessary to reach established goals. Keep Commandant (G-BBT) informed of resource requirements.

13. Provide input to the compliance and defect testing programs.

ENGINEERING DIVISION
(e)

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

1. Direct, supervise, and coordinate the activities of the Chiefs of the Civil Engineering, Electronics Engineering, and Naval Engineering Branches in connection with their assigned functions; assure the efficient performance of duty by those officers; have ultimate responsibility for the effectiveness of the engineering program, including the design and construction of shore and marine structures and the repair, maintenance, outfitting, and approved alteration of vessels, boats, vehicles, aids to navigation, shore and marine structures, machinery, electronic equipment, and utilities; and, through the commanding officers of bases, depots, and units having boat and engine repair shops, exercise technical control over the maintenance, repair, and industrial activities of those units.

2. Perform required district aeronautical engineering functions; through the commanding officers of air stations maintain cognizance of the repair, maintenance, outfitting and alterations of aircraft, engines and related equipment; and assure an effective aviation maintenance engineering program in the district.

3. Direct the program for periodic inspection of the material condition of district units. Keep fully informed of the requirements of the district for engineering personnel, facilities, and equipment by means of field inspections, records and reports.

4. Obtain from other staff officers such information on their plans and requirements as may be relevant in developing district engineering programs.

5. Supervise the planning and execution of work programs for carrying out the engineering activities in the district and the preparation of cost estimates and justifications supporting request for funds or expenditures.

6. Administer funds allocated to the Engineering Division as prescribed in current directives. Furnish appropriate preliminary budget estimates and fund allocations or suballotments to the Comptroller.

7. Review all requisitions, contracts, requests for work authorizations, etc., which are chargeable to funds for engineering work and which are submitted to Headquarters for approval. When necessary, review and approve or disapprove other requisitions for engineering supplies and equipment submitted by individual units to the district office.

8. Act as district Facility Coordinator for those shore facilities designated Support Centers, Coordinate the planning of all programs and missions for district Support Center(s), insuring the adequacy of shore plant and support personnel to perform missions of operational units. Represent the Support Center(s) on district Planning Board, providing budgetary input and management overview.

CIVIL ENGINEERING BRANCH
(ecv)

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

1. Be responsible for design, construction, installation, repair, maintenance, outfitting, and alteration of shore structures and related equipment, and for the repair, maintenance and approved alteration of buoys except for their installation and maintenance on station. Be responsible for the maintenance, repair and upkeep of Coast Guard owned vehicles.

2. Plan and execute civil engineering projects.

3. When necessary, review requisitions and other requests chargeable to funds for civil engineering work, supplies and equipment; secure labor; prepare specifications for the structures, technical equipment and supplies; request the Chief, Procurement Branch to make purchases.

4. Prepare preliminary budget estimates, make recommendations as to fund allocations or suballotments, and administer funds allocated to the Branch, as prescribed in current directives; promptly furnish the Chief, Comptroller Division with detailed information of all actions which will result in expenditures, suballotments, transfers between units, etc., of such funds.

5. Issue work orders as necessary to industrial facilities in the district, and inspect civil engineering work as required.

6. Inspect buildings, wharves, and other shore structures proposed for lease, acquisition or condemnation; determine and make reports as required on values, necessary repairs, or alterations.

7. Maintain detailed records of the physical characteristics of all shore structures, land, equipment, and public utilities in the district and prepare data for required reports of real property for submission to the Commandant.

AIDS TO NAVIGATION BRANCH
(oan)

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

1. Direct and administer the operation of all aids, including Loran, in the district so as to provide an integrated system of aids to navigation that serves effectively, efficiently, and economically the needs of the armed forces, maritime commerce, and, as appropriate, air commerce.

2. Initiate and maintain close liaison within the district and with government agencies, commercial enterprises, and private organizations, as appropriate, to determine current requirements for aids and to insure collaboration and coordination in aids to navigation matters of mutual concern and interest.

3. Initiate or review requests for the establishment, change, or disestablishment of aids to navigation including those for private aids. Whenever required, prepare the justification for the expenditure of official funds to implement recommended changes in the system of aids to navigation and indicate the priority of accomplishment.

4. Prepare and administer the plan for the operations of units assigned aids to navigation missions. Collaborate and coordinate with other cognizant district staff officers in administering the plan for the operations of units assigned jointly aids to navigation support and other missions.

5. Supervise the collection of data for light lists, radio-beacon charts, and Notices to Mariners. Administer the plan for gathering promptly all information concerning the malfunction, failure, damage, or loss of aids to navigation and for processing such information into Broadcast and Local Notices to Mariners. As appropriate, disseminate such notices within the district and to those agencies and offices responsible for distribution to the armed forces and air commerce and for ocean area maritime commerce.

6. Recommend and justify district allowances of aids to navigation equipment required to maintain authorized aids in effective operation and to mark sunken wrecks.

7. Formulate and submit to the Commandant appropriate recommendations on matters concerning the location and plans of bridges across the navigable waters of the United States, the operation of drawbridges, and bridges which may be considered to be unreasonable obstructions to navigation. Prescribe the lights and signals required on bridges for the safety of navigation. Issue Public Notices; conduct Public Hearings; maintain close contacts with the maritime industry, other users of the navigable waters, federal, state and local government agencies having interests in bridges or related matters, and with the general public, to insure that bridges do not unreasonably obstruct navigation.

8. Take final action concerning permit actions by granting or denying one extension of time, not to exceed two years, for the commencement of construction; extension(s) of time for completion of construction on a bridge project except that total extension of time, of all completion extensions, shall not exceed two years; one extension of time not to exceed ninety days for removal of a bridge that has been replaced as an element of a permitted bridge construction project; permits for deviation from plans previously approved by the Commandant in those cases where the proposed deviation does not reduce the approved horizontal or vertical navigation clearances, or change the approved location of alignment of the navigation opening(s) and where the proposed deviation does not significantly impact upon the environment; a copy of all permits, denial of permits, extensions of time and findings of fact in these cases to the Commandant (G-WBR) for review and file. Information forwarded shall include copy of application, permit drawings and public notice. All other permit applications and supporting documentation prepared by the district shall be forwarded to Commandant (G-WBR) for review and final agency action as outlined in paragraph 7 above.

9. Exempt the requirement for bridge lighting over waterways with no significant night time navigation and in cases where lighting presently prescribed is not adequate for the safe passage of night time navigation, require modified or special lighting.

10. Authorize temporary departures from drawbridge regulations up to a limit of 60 consecutive days when a

drawbridge is undergoing repairs or maintanance work or when the public interest, health or safety so requires.

11. In performance of bridge administration responsibilities the districts shall be guided by the Bridge Administration Manual, CG-424, the current issue of DOT Order 5610.1 and current Commandant Instructions of 5922 series.

COMMUNICATION BRANCH
(oc)

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

1. Administer, supervise and coordinate all communication matters affecting the operation and administration of the district office and district units.

2. Develop plans and procedures to assure coordination, uniformity and efficiency in the administration and operation of Coast Guard communications.

3. Coordinate and develop plans and instructions for handling distress, safety and SAR communications.

4. Insure the communication readiness of all district units by frequent inspections.

5. Evaluate all complaints of harmful interference resulting from Coast Guard use of the radio spectrum and initiate necessary action to eliminate or reduce harmful interference. As practicable, provide for monitoring of radio circuits.

6. Maintain close liaison with appropriate government and industry communication personnel as a means of improving Coast Guard communications, coordination and technical development.

7. Develop and issue communication plans in support of mobilization.

8. Initiate submission of annual planning and request for operational approval letters to Commandant for budgetary information and to make necessary communication plant improvements.

9. Administer the communication security programs.

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

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

GPO 897-461

G-CMA Reference Copy

DEPARTMENT OF TRANSPORTATION
UNITED STATES COAST GUARD

MAILING ADDRESS:
U.S. COAST GUARD (G-CMA/83)
400 SEVENTH STREET SW.
WASHINGTON, D.C. 20590
PHONE (202) 426-2372

COAST GUARD ORGANIZATION MANUAL
CG-229

•17 JUL 1975

•AMENDMENT NO. 2

1. Purpose. This amendment publishes a change to the Coast Guard Organization Manual.

2. Action.

Remove Pages	Insert Pages
i thru viii	i thru viii
II-21, II-22	II-21
II-23 thru II-28	II-23 thru II-28
	II-32A
II-49, II-50	II-49, II-50
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IV-1	IV-1
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IV-25, IV-26	IV-25, IV-26
IV-47 thru IV-50	IV-45 thru IV-50
V-5, V-6	V-5, V-6

LeRoy Reinburg Jr.

LeROY REINBURG, JR.
Deputy Chief of Staff
Acting

DIST: SDL No. 101
A: a(2); c,d,e,f,g,h,m,n,v(1)
B: c(15); b,e,f,g,h,n,(5); i,j,k,l,q,r(2); d,m,p(1)
C: k,n(2); a,b,d,e,g,m,l,o,p,x(1)
D: f(2); a,b,d,e,i,k,s,u(1)
E: None
•F: k(5)

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CHIEF OF STAFF
(G-CCS)

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

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

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

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

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

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

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

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

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

   h. Act as Commanding Officer of Headquarters.

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

HEADQUARTERS EQUAL EMPLOYMENT OPPORTUNITY OFFICER
(G-CCS-1)

Under the direction of the Chief of Staff, the Headquarters Equal Employment Opportunity Officer shall:

a. Plan, implement, and evaluate a program to assure equal employment opportunity for all civilian personnel at Headquarters.

b. Manage the Equal Employment Opportunity Counseling Program at Headquarters, including:

(1) Recommending individuals for appointment as counselors.

(2) Arranging for necessary training for personnel appointed as counselors.

(3) Providing advice, guidance, and direction to counselors.

(4) Evaluating the effectiveness of the counseling program and making recommendations for improvement.

c. Review proposed changes in Headquarters policies and procedures to determine their impact on equal opportunity, and advise the Chief of Staff of any adverse effects of such changes.

d. Advise and consult with the Chief of Staff and key officials and supervisors at Headquarters concerning the full range of equal opportunity matters, with particular emphasis on furthering the equal opportunity effort by resolving or forestalling complaints of discrimination.

ADMINISTRATIVE SERVICES DIVISION
(G-CAS)

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

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

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

   b. Administer funds for operational and administrative support of Coast Guard Headquarters.

   c. Administer civilian personnel matters for Headquarters, Radio Station Washington, and the Oceanographic Unit and the OMEGA Navigation System Operations Detail.

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

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

   f. Administer the Housing Administration and Liaison Office for the Washington Metropolitan Area including the Headquarters leased housing program.

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

   h. Coordinate Headquarters mail services with the Department.

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

   j. Administer the Headquarters Records Management Program.

   k. Act as Director, Headquarters Welfare District, Coast Guard Welfare.

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

   m. Administer the Headquarters blood donor program.

   n. Coordinate with the Department all telephone service requirements for Headquarters and all Washington area Coast Guard units except Washington Radio Station.

HOUSING ADMINISTRATION, INFORMATION, AND LIAISON (HAIL) STAFF

Under the direction and supervision of the Chief, Administrative Services Division, the Staff Assistant for Housing Administration, Information, and Liaison shall:

a. Provide housing referral services for all military personnel permanently or temporarily assigned to Coast Guard units within the D. C. Metropolitan Area; administer the Leased Housing Program for the Washington Leasing area; conduct interim and scheduled inspections on all leased housing.

b. Provide information on available housing and make available to all military personnel specific data on suitable housing.

c. Maintain listings of non-discriminatory rental housing units and houses available for purchase, and a separate listing of housing facilities against which sanctions have been applied. Establish procedures to ensure that military personnel do not obtain unsanctioned housing.

d. Establish and maintain contact with apartment owners, realtors, and other sources to secure the maximum number of listings of properties suitable for occupancy within the community area.

e. Establish and maintain liaison with the other Armed Forces Housing Offices in the local area and extend full cooperation in the exchange of housing information. Maintain liaison with other Government agencies, e.g., VA and FHA, regarding the availability of housing assets to satisfy local housing needs.

f. Administer, monitor, and control all housing surveys conducted in the D. C. Metropolitan area.

g. Provide housing information to uniformed members of the Department of Defense and to transferring employees of the Department of Transportation regarding vacancies, desirable and undesirable locations, community support and other data as may be available.

MILITARY PERSONNEL ACTION BRANCH
(G-CAS-1)

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

a. Maintain a system of personnel accountability and record movements of all military personnel assigned to Headquarters.

b. Maintain and/or prepare personnel records, including Officer leave records, reports of personnel authorized and on board; enlisted service records; and personnel diaries.

c. Act as Assistant Education Officer, including making entries of all educational achievements in military personnel records; administering tests and examinations to military personnel enrolled in Coast Guard, USAFI and other correspondence courses. Provide guidance necessary to select proper courses and assistance in obtaining enrollment.

d. Administer the Physical Fitness Program at Headquarters, including retaining custody of all physical fitness records of Headquarters military personnel.

e. Generally administer the service wide examination program for advancement of enlisted personnel assigned to Headquarters.

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

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

SECURITY AND LOGISTICS BRANCH
(G-CAS-3)

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

a. Coordinate with OST for the internal security of Coast Guard spaces in the DOT Headquarters buildings.

b. Request procurement of, receive, store, maintain, and issue office equipment and furniture; coordinate and supervise the movement of existing office furniture and equipment; furnish labor details and shipping and receiving services; supervise the operations of the Headquarters motor pool.

c. Prepare and control the issuance of necessary Coast Guard military and civilian personnel identification cards; provide fingerprinting and laminating services; issue necessary name tags for Headquarters military and civilian personnel. Issue decals for Headquarters under the CG Vehicle Registration Program.

d. Provide liaison with OST parking management and provide general guidance and information to Coast Guard personnel for parking matters.

e. Coordinate with OST for mail dispatch and delivery and messenger mail services.

f. Plan, coordinate and direct the operations of the Headquarters Secret and Confidential Control Center and the registered and certified mail distribution control point. Conduct annual inventory of Secret material in Headquarters. Publish directives concerning handling of classified material in Headquarters.

g. Prepare certificates of clearance to handle classified matter as may be required for all military personnel assigned to Headquarters. Advise other government agencies of the degree of security clearance held by military personnel assigned to Headquarters, and verify security clearances held by employees of other agencies visiting Headquarters as may be required.

HEADQUARTERS CIVILIAN PERSONNEL BRANCH
(G-CAS-5)

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

a. Plan, direct, and execute a civilian personnel program for Headquarters, U. S. Coast Guard Oceanographic Unit, OMEGA Navigation System Operations Detail and Washington Radio Station, including such elements as program planning and evaluation; position and pay management; recruitment and placement; training and employee development; equal employment opportunity; performance appraisals; employee counseling, discipline, grievances, and appeals; incentives and recognition; employee services; personnel action processing; employment practices; and labor-management relations.

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

c. Represent Headquarters on all personnel matters including labor-management relations and participate in all personnel management activities.

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

RECORDS AND DIRECTORY BRANCH
(G-CAS-6)

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

a. Plan, coordinate, direct, and administer the Headquarters Records Management Program.

b. Ensure the Coast Guard Comprehensive Records Control Schedule is maintained current. Prepare and issue correspondence and instructions relative to the records disposal program for Headquarters.

c. Compile, edit, and publish the Register of Military Personnel in the Washington Area (CG-141). Provide the Department of Transportation with information concerning Headquarters military and civilian personnel required for publication in the DOT Telephone Directory.

d. Operate a central information desk to answer telephone inquiries and to assist visitors.

e. Maintain a system of control over records loaned by the National Archives and the Federal Records Center.

DIRECTIVES, PUBLICATIONS, AND PRINTING BRANCH
(G-CMA-3)

Under the direction and supervision of the Chief, Management Analysis Division, the Chief, Directives, Publications and Printing Branch shall:

a. Administer the directives management system for the Coast Guard. 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. Prepare, publish, and maintain the Directives, Publications, and Reports Index (CG-236), the Coast Guard Directives System (CG-199-1), and the annual index of Headquarters directives.

b. Develop, maintain, and publish Coast Guard regulations, CG-300.

c. Plan, develop, and administer the service-wide printing and duplicating program. Prepare annual printing budget for the Office of the Chief of Staff and maintain accountability for funds expended.

d. Publish directives regarding printing matters and equipment and publish the Coast Guard Printing Regulations.

e. Process requests for Coast Guard publications and directives submitted by Coast Guard field units, other Government agencies, and the general public.

f. Provide liaison with Coast Guard field units, OST, and other Government agencies concerning printing and distribution matters.

g. Prepare requisitions for publications, directives, and forms prepared by other government agencies. Prepare MILSTRIP requisitions for forms and publications stocked in the supply system. Order publications from GPO consigned stock as required.

h. Maintain stock control records for Coast Guard publications stocked by OST and for those in GPO consigned stock. Conduct annual physical inventory for material in consigned stock to verify stock control records.

i. Publish the Coast Guard Standard Distribution List, CG-131.

j. Prepare departmental requisitions and specifications on all printing processed through Headquarters.

OFFICE OF BOATING SAFETY
(G-B)

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

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

   a. Develop, coordinate, and direct a Recreational Boating Safety Program aimed at reducing accidents, injuries, and fatalities and improving environmental quality related to the operation of pleasure craft on waters subject to the jurisdiction of the United States.

   b. Develop long-range plans and budget forecasts consistent with projected program growth and technological advances.

   c. Oversee the operations of the Coast Guard Auxiliary in its program of assistance to the service.

   d. Administer a public education and safety information program aimed at keeping recreational boatmen, manufacturers, and the general public apprised concerning boating safety.

   e. Establish criteria and safety standards for boats and associated equipment, and implement a control system to insure compliance with such requirements including the operation of a defects notification program.

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

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

   h. Administer the Boating Safety Financial Assistance Program.

   i. Coordinate the activities of the Boating Safety Advisory Council.

   j. Coordinate operational training of Coast Guard units, regular and Reserve; and, when requested and resources permit, State and local boating safety personnel, and other groups having boating safety responsibilities.

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

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

m. Coordinate with Chief, Office of Public and International Affairs regarding international boating safety activities.

n. Be Program Director for the boating safety program.

o. Initiate, coordinate and assure the development of regulations necessary for timely implementation of new laws or Executive Orders associated with assigned programs. Monitor the adequacy of existing regulations, and update as needed to conform with legislative revisions or changed conditions.

ENVIRONMENTAL AND TRANSPORTATION TECHNOLOGY DIVISION (G-DET)

Under the general direction and supervision of the Chief, Office of Research and Development, the Chief, Environmental and Transportation Technology Division shall:

a. Assist the office chief in the formulation of the research and development program, as well as policies and long-range plans in support of Coast Guard missions and goals.

b. Plan and administer the research, development, test and evaluation projects assigned to the division in support of the transportation and environmental missions and goals of the Service.

c. Inform and assist program directors and managers regarding new scientific knowledge or technology which may be utilized in the improvement of operational missions.

d. Coordinate with and advise program and support managers during all phases of assigned projects to insure responsiveness to their requirements and the effective transfer of project output upon completion.

e. Develop and maintain 5-year RDT&E plans to support Coast Guard missions and goals in coordination with appropriate program managers.

f. Establish and maintain close liaison with appropriate Federal agencies, private companies, and other organizations engaged in research and development in order to coordinate efforts where practicable, to avoid duplication, and to obtain the benefits of previously developed technology.

g. As directed, represent the Coast Guard on interagency R&D working committees and panels so as to coordinate Coast Guard efforts with those undertaken by other agencies, and make presentations of assigned R&D projects.

POLLUTION PREVENTION PROJECTS BRANCH
(G-DET-1)

Under the direction and supervision of the Chief, Environmental and Transportation Technology Division, the Chief, Pollution Prevention Projects Branch shall:

a. Assist in the formulation of the research and develop program, research policies, and long range plans in support of Coast Guard missions and goals.

b. Plan and administer the research projects for the response, prevention, and control of all pollutants discharged into the marine environment. These pollutants may be oil or other hazardous spills, sewage, solid waste, and gasious emissions.

c. Designate and supervise section chiefs to be responsible for the technical planning and management of Project Areas covering: Spill Response, Prevention and Enforcement, Abatement, and Hazardous Spills.

d. Insure that:

(1) Sound management and control techniques are used in the Branch in accordance with existing directives and accepted practices.

(2) Updated project master plans with work breakdown structures, work plans and schedules, quarterly reports, and contracting services requirements are prepared and forwarded as required.

(3) Responsible seniors in the chain of command are advised of the status of projects by periodic reports.

(4) Close liaison is maintained with appropriate program managers to insure responsiveness to their requirements and to provide effective transfer of projects outputs upon completion.

e. As directed, represent the Coast Guard on interagency, national and international R&D working committees and panels for the exchange of information, to coordinate the Coast Guard programs, and to make presentations of Coast Guard programs.

f. Through review of technical literature, attendance at seminars, and liaison with other agencies, private, and public organizations; keep informed of scientific and technical development applicable to the activities of the Branch.

NAVIGATION PROJECTS BRANCH
(G-DET-2)

Under the direction and supervision of the Chief, Environmental and Transportation Technology Division, the Chief of the Navigation Projects Branch shall:

a. Assist the Office Chief and the Division Chief in the formulation of research and development programs, policies, and long-range plans in support of Coast Guard missions and goals.

b. Plan and administer the research, development, testing and evaluation projects to support the missions and goals of the Aids to Navigation Program including Vessel Traffic Systems, Buoy and Support Systems, and Advanced Navigational Aids.

c. Manage the allocated resources (personnel and funds) in the execution of projects assigned to the Branch.

NAVAL ENGINEERING DIVISION
(G-ENE)

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

a. Prepare and review preliminary and detailed plans, designs and specifications for the construction, installation, repair, maintenance, outfitting and alteration of Coast Guard boats (except airborne lifeboats) and vessels, including hull, machinery and ordnance.

b. Participate with the Procurement Division in the negotiation of contracts for the construction, installation, repair, maintenance and alteration of vessels, machinery and floating aids to navigation other than buoys; make final determinations as to acceptance terms and conditions included in such contracts insofar as dates of delivery, plans, specifications, and characteristics of the items are concerned.

c. Transmit requests for procurement to the Procurement Division accompanied, when appropriate, by detailed plans, justifications, specifications, and other supporting data.

d. Follow up on contract performance insofar as inspections, tests, and technical judgment are necessary to assure compliance; assist in contract expediting as required.

e. Determine the Headquarters Controlled Material (G-ENE) items to be controlled, the storage requirements, the quantities to be stocked; advise the Supply Logistics Division of these determinations. Initiate procurement action to maintain stocks at justifiable levels; release excess or obsolete items; initiate action to effect issues to using units.

f. Prepare and review maintenance instructions, damage control instructions, boat and vessel trials instructions.

g. Prepare preliminary budget estimates for vessel construction and maintenance funds. Recommend allotments and provide administration of funds allocated to the Division. Pass on obligations for items to be charged against field allotments in instances where prior Headquarters authorization is required.

h. Prepare and review allowance lists, inventory reports, boards of survey that involve naval engineering matters.

i. Conduct special studies relative to new or improved naval engineering designs or methods that have possible Coast Guard use. Coordinate with the Office of Research and Development as appropriate.

j. Prepare the industrial program for the Coast Guard Yard. Determine priorities for Coast Guard Yard repairs, maintenance, and facility improvement. Act as program manager for the Coast Guard Yard.

MAINTENANCE BRANCH
(G-ENE-4)

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

a. Assist the Chief, Naval Engineering Division in carrying out his responsibilities and duties in the maintenance, conversion, and repair of all Coast Guard Cutters not assigned to the Boat Branch, Naval Engineering Division.

b. Be responsible directly to the Chief, Naval Engineering Division for the execution of maintenance, conversion and repair programs.

c. Execute the duties assigned to the Branch in the following detail:

1. Attend meetings of the Design Review Board as a member.

2. Attend meetings of the Ship Alteration Board as a member.

3. Review for concurrence and indicate comments or concurrence for plans and sketches, emanating from within the Division or elsewhere, related to shipboard maintenance, conversion or repair.

4. Review for concurrence and indicate comments on specifications for maintenance, conversion or repair prior to printing.

5. Supervise performance of Maintenance Branch Sections in their assigned duties; take action to equalize workload within Branch when required.

6. Review and approve or execute as appropriate correspondence and reports originating within the Branch.

7. Confer with the Chief, Design Branch and Chief, Shipbuilding Branch as necessary. Monitor the progress of construction and be prepared to assume responsibility for maintenance and support.

8. Maintain and supervise a job order request system to the Design Branch for the maintenance field of responsibility assigned to the Branch. Institute a program for each section to monitor progress of contractors and the Coast Guard Yard on assigned projects; review and approve the estimated completion dates of contracts and project orders initiated by the Sections.

9. Evaluate the performance of contractors and the Coast Guard Yard on maintenance projects. Inspect facilities where work is being done and cutters undergoing renovation, conversion or repair at sufficient intervals to obtain first hand knowledge of work status. Make recommendations to lower costs, improve cutter readiness, and assist work on other cutters. Maintain liaison with inspectors and industrial suppliers.

10. Initiate and execute necessary programs for the preparation of Commandant Instructions, Naval Engineering Manuals and Instruction Books, or amendments thereto for which the Branch is responsible.

11. Review Boards of Investigations which concern equipment failures; study failure reports from the Ships Inventory Control Point; determine probable causes, and make recommendations for corrective action.

12. Review reports initiated by the Inspector General or Operational Evaluation Inspectors for matters which affect Naval Engineering.

13. Plan future changes in AC & I billets necessary to accomplish major alteration projects; maintain records to reflect current projects that indicate rate of progress and performance evaluation; update cost estimates on major projects in accordance with the standardized cost estimating procedure; supervise branch personnel assigned to these duties; maintain current estimates of completion dates on projects underway and planned; prepare and publish key events schedule for major alteration projects.

14. Maintain Branch file for pending alterations, contract disputes, claims, modifications. All original documents pertinent to these matters shall be kept in the Division file; duplicate copies only shall be maintained in the Branch file.

15. Coordinate with and serve as technical advisor to Contracting Officer and Procurement Division on matters of Branch cognizance; initiate action to advise of technical aspects of projects or contracts not otherwise known to them.

16. Inform the Chief, Naval Engineering Division on aspects of ship problems or situations which will or may result in extensive repairs, personal injury, death, or hazard, unreliable or operational problems, contractual difficulties.

17. Acquire and maintain fluency and familiarity with contract administration, contract law and CPM network management methods. Maintain a schedule board of the status of alterations past, underway, and pending for each cutter.

18. Maintain ship's machinery indexes file, Combined Allowances for Logistics and Maintenance Support (CALMS), material failure reports file, ship alterations file, and full power trials file in current condition.

19. Prepare documents to initiate Resource Change Proposals required in cutter structures and engineering systems to maintain safe, habitable, dependable, efficient operations, and maintain RCP's that reflect broad planning.

20. Keep up to date on technological advances in all fields bearing on Branch responsibilities including: maintainability engineering, automation, materials, machinery, propulsion systems, habitability, hull structure, ordnance, construction techniques, shipyard facilities, pollution, and cost estimating techniques.

21. Perform administrative duties for personnel assigned to the Branch such as approvals for leaves and absences from duty, fitness reports, etc.

22. Assume the duties in the absence of a Section Chief if no Assistant is assigned.

d. Support with an encouraging and persuasive attitude programs such as the payroll savings plan submitted to Branch personnel for participation.

e. Prepare budgets for programs under the cognizance of the Branch as directed.

f. Supervise, train and evaluate the performance of the Section Chiefs, and administrative personnel assigned to the Branch.

g. Supervise four type desk sections, an Ordnance Section and Special Projects Section.

DESIGN BRANCH
(G-ENE-5)

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

a. Provide technical services required for new construction, major alterations, and conversion projects for Coast Guard ships and boats.

b. Supervise the preparation of preliminary and detailed plans and designs (including calculations and specifications), for construction, repair, maintenance, outfitting, alterations, and conversion of Coast Guard ships and boats and other assigned naval craft. (These duties include hull, machinery, ordnance, electrical and mechanical, and electronic installations.)

c. Supervise the preparation of technical data, calculations, plans, and designs requested by the Shipbuilding and Maintenance Branch and Boat Construction and Maintenance Branch.

d. Maintain Record Plans in current condition for all ships and boats in operation, and for Coast Guard ships and boats which have been determined to have historical and/or technical value.

e. Prepare preliminary new designs based upon the Coast Guard's General Planned Ship and Boat Replacement Program, which consider newest developments in ship design.

f. Attend meetings of the Design Review Board and the Ship Alteration Board as a voting member.

g. Recommend study or adaptation within the Coast Guard of developments noted or anticipated outside of the Coast Guard.

h. Provide planning, organization and administration to individual project elements of the new construction program utilizing the operational requirements furnished by the Shipbuilding and Maintenance Branch and the Boat Construction and Maintenance Branch.

i. Perform design work as outlined in the job orders received from the Shipbuilding and Maintenance Branch and the Boat Construction and Maintenance Branch.

j. Secure, maintain and update necessary catalogs, instruction books and engineering information required to support other Naval Engineering Division Branches.

k. Provide administrative and staff technical support for Damage Control Book Program, including: (1) staff preparation of timely instructional data; (2) supervision and administration of contract preparation of needed instructional data; and (3) periodic review to update and improve Ships' Damage Control Books.

l. Distribute construction plans, manufacturers' plans, equipment plans and other documents for technical review and processing.

m. Prepare the "Design Branch Advanced Work Plan" quarterly report, including broad work catagories and major projects defined in man-day requirements.

n. Prepare the "Status of Design Branch Projects" monthly report, showing the percentage completion, required completion, and estimated completion dates.

o. Be responsible for the formal establishment of the design criteria for Coast Guard vessels, to include the approval thereof by the Design Review Board. Stability, firefighting and other designated requirements shall be defined.

p. Assure that maximum feasible utilization of computer design techniques is secured, through encouragement and instruction of Design Branch personnel.

q. Supervise and secure evaluation for application feasibility of value engineering proposals submitted to the Coast Guard on naval subjects.

SHIPBUILDING BRANCH
(G-ENE-6)

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

1. Assist the Chief, Naval Engineering Division in the execution of his responsibilities with respect to all matters relating to the control and coordination of conceptual, preliminary and contract designs and the construction of new cutters and boats not under the responsibility of the Boat Branch, Naval Engineering Division.

2. Be responsible directly to the Chief, Naval Engineering Division for the execution of cutter design and construction programs. Design shall include the proper preparation of design plans and specifications for new cutters and the proper execution of all phases of applicable study and design contracts. Construction is defined as the period from completion of the contract design through delivery of the new cutter to the operating forces. Provide staff support on queries relating to new designs and construction of cutters.

3. Organize and direct the efforts of Design Project Officers assigned to him; select a Design Project Officer to head up each project; review contractual and engineering problems presented to him by project officers; evaluate proposed solutions to these problems; approve

recommended solutions or proposed alternate solutions; followup to ensure that Design Project Officers take the necessary actions to solve the problems. Supervise design and study contracts by reviewing reports from Project Officers, data from various sources and visits to design agents. Advise the Chief, Naval Engineering Division on all matters relating to design program.

4. Organize and direct all construction projects; select a construction project officer to head up each project; review contractual and engineering problems presented to him; evaluate recommended solutions; authorize the necessary actions to solve problems; maintain control of construction contracts by reviewing reports and data from various sources and visits to construction sites. Advise the Chief, Naval Engineering Division on all matters relating to construction programs.

5. Execute the duties assigned to the Branch in the following detail:

a. Attend meetings of the Design Review Board as a member.

b. Attend meetings of the Ship Alteration Board as a member.

c. Review and approve or execute as appropriate correspondence and reports originating within the Branch.

d. Confer with the Chief, Design Branch and Chief, Maintenance Branch as necessary for proper interbranch liaison.

e. Review and approve tentative design criteria prepared by the Design Project Officers based on task statements from program directors and boards on the operating requirements for new cutters to be added to the Coast Guard fleet. Clarify any areas that might be difficult to achieve and recommend changes to criteria and requirements for approval by the Design Review Board.

f. Review and approve primary design characteristics with alternate approaches and tradeoffs prepared by Design Project Officers; present to the Design Review Board for approval; issue these characteristics, as modified by the Design Review Board's action, as the reference design characteristics for the new design.

g. Supervise preparation of requests for proposal (RFP) for out-of-house design services in cooperation with the Procurement Division; develop contractor evaluation procedures; serve on proposal evaluation board with members of the Shipbuilding Branch and Design Branch. Serve as Technical Advisor to Contracting Officer and Procurement Division for design contracts.

h. Ensure that a Design History Record is maintained beginning with initial task statements and Design Review Board actions throughout the design and construction phases. Be familiar with the Design History Record.

i. On Design Contracts, with approval of the Contracting Officer, serve as the contractor's authorized representative to furnish guidance to contractors during all phases of design.

j. Review and approve Request for Technical Services (RTS) for in-house design services during the conceptual, preliminary and contract design stages. Ensure that schedules for design services are met within budgeted limits and design objectives are achieved.

k. Require Design Project Officers to hold design progress meetings at least bi-weekly to review progress and discover deficiencies or unsatisfactory results. Bring significant deficiencies or lack of progress to the attention of Chief, Naval Engineering Division. Review reports of design progress meetings. Review and approve final reports at the completion of each major study or design stage.

l. Technically review the results of conceptual, preliminary and contract design efforts against preestablished standards to ensure that all minimum requirements are satisfied for each stage. Minimum requirements are listed under the responsibilities of Design Project Officer. The contract Design Report shall include specifications, contract drawings and supporting data.

m. Coordinate Design Project Officer efforts with design agents and in-house design groups to develop optimum cutter characteristics to satisfy operational requirements and translate

these characteristics into contract and guidance specifications and drawings.

n. Ensure that Design Project Officers maintain lists of feasibility studies, sources, and estimated costs; review and approve a design program plan prepared by the Planning and Estimating Section with objectives, tasks, schedules, key milestones and outline for all phases of design effort from conceptual through contract design: estimate program costs by phases using the standardized cost estimating procedure: estimate the costs of new design cutters during the conceptual stage, update construction costs during the periods of design, contract award, detail design, construction, fitting out, trials delivery and post delivery outfit; take into account such factors as escalation, delays in delivery, and specification changes; update the program plan periodically to show current status of all projects underway and planned.

o. Supervise performance of Design Project Officers, Construction Project Officers, and Chief, Planning and Estimating Section in their assigned duties; take action to equalize workload within Branch when required.

p. Supervise and evaluate the performance of resident inspectors assigned to Branch programs; institute or recommend as appropriate a training program for resident inspectors; assure the qualifications of a resident inspector prior to assignment to a project; maintain liaison with resident inspectors through Construction Project Officers and by inspection trips to the building sites.

q. Maintain a check on future requirements for inspectors and take steps to obtain inspectors as required.

r. Ensure that Project Officers, working with the Resident Inspector, if assigned, monitor contractor performance and progress on construction projects. Use the standardized cost estimating technique to measure contractor performance against projected estimates throughout construction. Review and approve the estimated completion dates as furnished by project officers.

s. Establish the projected costs for projects assigned to Branch; segregate costs into categories but not limited to: basic construction funds; contingency for future changes including retrofit; allowances for administrative costs. Prepare specific changes in status by project element in the format required by the Management Branch. Prepare an annual budget for programs under Branch cognizance.

t. Plan future changes in military AC & I billets necessary to accomplish construction projects; recommend personnel changes to Chief, Management Branch; maintain plans to reflect current projects that indicate rate of progress and contractor performance evaluation; supervise branch personnel assigned to these duties; maintain current estimated completion dates for projects; prepare and issue "Shipbuilding Key Events Schedule."

u. Approve or disapprove installation details and performance standards. Review and approve all change proposal specifications prior to printing. Advise the specification section of all changes to be made before printing.

v. As requested, assist the Legal Officer and Procurement Officer in the resolution of any contract disputes or claims. All original documents shall be kept in the Division file with duplicate copies in the Branch file. For on-site Resident Inspector administered contracts, all documents will be held at the RIO until termination with duplicate copies in the Division File.

w. Direct the preparation of requests for proposals (RFP). Serve as member of proposal evaluation board with members from Shipbuilding Branch and Design Branch. Serve as technical advisor to Contracting Officer and Procurement Division for contracts administered at Headquarters Level. The Resident Inspector will serve as primary technical advisor for on-site administered contracts. Review correspondence from the RIO on Contracts administered by on-site contracting officers.

x. Acquire and maintain fluency and familiarity with contract administration, contract law, and CPM Network Management Methods.

y. Keep up to date on technological advances in the fields of ship design, cost estimating, ship performance, systems analysis, automation, new materials, fabrication techniques, systems design, machinery, habitability, construction facilities and logistics support in the United States and abroad. Maintain a technical library of new developments with direct application to Cutter design and construction.

z. Develop long range plans for new cutter construction, including types, estimated costs, design characteristics, new features, fiscal years. Update as necessary to be consistent with changes in operational requirements. These plans shall reflect the impact of new technological advances. Initiate any studies required to develop new approaches.

6. Serve as the central coordinating point within the Naval Engineering Division for changes to the cutter plan.

7. Maintain a job order request system to the Design Branch from the Shipbuilding Branch.

8. Review and comment upon reports for Naval Engineering matters as may be received by the Division from the Inspector General. Review documents pertaining to Boards of Investigation. Prepare comments and recommendations for current and future actions.

9. Supervise, train and evaluate the performance of Design Project Officers, Construction Project Officers, Chief, Planning and Estimating Section and administrative personnel assigned to the Branch.

10. Perform routine administrative duties for personnel assigned to the Branch such as approvals for leave and absences from duty. Write fitness reports. Support with an encouraging and persuasive attitude programs such as the payroll savings plan submitted to Branch personnel for participation.

MANAGEMENT BRANCH
(G-ENE-7)

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

a. Provide management information services to all other Branches in the Naval Engineering Division and coordinate and execute all fiscal and administrative matters within the Division.

b. Act as liaison between other Headquarters Divisions and Offices on matters pertaining to administration, personnel, and fiscal matters.

c. Maintain a system of timely financial records by program which document past transactions, long range plans, current pending expenses, program surplus/deficit/end-cost status, and other information necessary to manage program development and execution.

d. Maintain records for and coordinate, and execute the planning, programming, and budgeting system (PPBS) for the Division, including the preparation of all documents necessary to define Naval Engineering Support.

e. Administer OE and AC&I financial programs within the Naval Engineering Division purview and coordinate their execution.

f. Coordinate management and cost reduction planning and implementation within the division.

g. Control and administer material held for support of ships and boats.

h. Originate and maintain a long range staff requirements plan and manpower management criteria for the Naval Engineering Support Program.

i. Perform the civilian personnel administrator and training officer function of the division.

j. Provide all logistics and administrative services for the division.

k. Carry out the procurement program of the Naval Engineering Support Program.

l. Solicit, coordinate, review, process and control division inputs for various publications and briefing material.

m. Process beneficial suggestions, Area inspection findings, and Congressional correspondence.

n. Serve as Program Officer for the Coast Guard YARD.

o. Maintain the Maintenance Action Reporting System for all CG Vessels, providing failure information to cognizant technical activities as requested or deemed necessary.

p. Maintain the Hull Allowance lists and Machinery Index for all vessels prescribed.

q. Manage the implementation and maintenance of the CALMS System (Combined Allowances for Logistics and Maintenance Support) for all vessels prescribed.

r. Operate a central Division mail and files system, and carry out the division records management program.

s. Coordinate the preparation and issuance of directives and publications sponsored by the Naval Engineering Division; secure initiation of timely action required to supersede, update, revise or cancel as required.

BOAT CONSTRUCTION & MAINTENANCE BRANCH (G-ENE-9)

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

a. Execute as directed the boat construction, conversion and maintenance programs of the Naval Engineering Division for all Coast Guard WPB, WYTL, barges (less A to N barges), special craft and boats 65 feet in length and under.

b. Cooperate as directed to prepare specifications for new vessels and boats under Branch cognizance; supervise the execution of construction and conversion projects for assigned vessels; investigate, evaluate and comment upon improvements to assigned vessels.

c. Prepare directives and maintenance procedures for assigned vessels.

d. Review equipment casualties and recommend corrective action.

e. Prepare replies to queries on equipment of, alteration to and improvements for assigned vessels.

f. Attend meetings of the Design Review Branch and Ship Alteration Board as a voting member.

g. Insure that specifications received from vessel contractors are identified and maintained.

h. Review and correct specification drafts for assigned vessel construction and conversion projects prior to submission to printer.

i. Certify review of contractor-submitted drawings for assigned projects.

j. Initiate action documents on contractual matters within Branch purview. Coordinate the initiation with other Sections/Branches where a joint purview exists.

k. Maintain liaison with the Contracting Officer on Branch projects; prepare comments on claims or supplemental agreement recommendations as directed; maintain liaison with Resident Inspectors assigned to current contracts under Branch purview.

(2) Review all Personnel Allowance Amendments and distribute Standard Personnel Funds accordingly.

(3) Review all Operating Facility Change Orders for financial cost/savings.transfers associated with such changes.

(4) Assist program/support managers in developing OE follow-on funding levels for current AC&I projects.

(5) Review Planning Factors, Planning Proposals, Determinations, and other inputs to ascertain their affect on Subhead 30.

e. Attend Coordinating Board meetings to support Subhead 30 needs and ensure familiarity with budgetary decisions and policy.

f. Directly administer those Headquarters Subhead 30 funds for which a program manager cannot be identified or for which separate control would be impractical.

g. Review "Cost of Living" determinations developed by the Budget Division to ensure adequacy of Subhead 30 funding. Conduct independent analyses of inflationary trends and cost increases.

h. Conduct other independent analyses to improve Subhead 30 utilization and management including techniques for budget development, standard costing, cost targets and target variance, and other matters. In general review Subhead 30 accounting practices, management techniques, policies, and procedures at all levels.

ECONOMIC ANALYSIS BRANCH
(G-FER-3)

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

a. Continuously review the adequacy of existing cost data and recommend changes to the cost collection system as necessary.

b. Prepare, classify, consolidate and perform or review analyses of financial data used by support and program directors.

c. Prepare periodic economic analysis reviews and cost studies, and/or establish guidelines and parameters for use of such analysis as a management tool for Headquarters and field management.

d. Review, reconcile and summarize total appropriation expenditures by budget activity, component and object code.

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

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

g. Conduct or assist in Comptroller manpower utilization studies and analyze requests for changes in manpower ceilings and make recommendations for adjustments.

h. Interview operating and supervisory personnel and conduct research to determine and recommend action to resolve management problems or improve efficiency or economy of operations within the Office of the Comptroller, or field comptroller divisions.

i. Collaborate and coordinate with Headquarters divisions and field offices in the development of Comptroller manpower programs and to validate manpower requirements.

j. Analyze requests for changes in Comptroller manpower ceilings because of special manpower utilization problems involved.

k. Be responsible for the overall maintenance and operation of the Comptroller workload measurement and control program including productivity and effectiveness measurement.

l. Be responsible for the Program Operating Cost Report (POCR), including evaluation techniques, processing procedures, form preparation, and further overall development.

m. Be responsible for maintaining and monitoring a system for statistical sampling of vouchers.

n. As directed, perform reviews, inspections and evaluations of Headquarters and field units accounting systems for both appropriated and non-appropriated fund activities.

INFORMATION SYSTEMS DIVISION
(G-FIS)

Under the general direction and supervision of the Comptroller, the Chief, Information Systems Division shall:

a. Be responsible for matters related to Coast Guard Management Information Systems, and for the efficient and effective management of Coast Guard data processing equipment and systems.

b. Develop, coordinate and review informational requirements for the Coast Guard by initiating and participating in studies relating to management information systems.

c. Develop long range plans, principles and objectives for a Coast Guard-wide integrated Management Information System and coordinate the implementation and maintenance of approved plans.

d. Develop and establish policies, procedures and standards for the selection, acquisition and use of data processing equipment, in keeping with government-wide policies with regard to the management of such equipment.

e. Serve as the central coordinator for all matters relating to information system and automatic data processing equipment, services and management, when dealing with other government agencies and the Department of Transportation.

f. Conduct feasibility and systems studies for selection of data processing equipment, except for equipment designed to government specifications and/or which, due to the nature of the design, is limited to exclusive use in a weapons system or control system of which it is an integral part.

g. Review and recommend approval or disapproval of all contracts and proposals for acquisition, transfer, or release of data processing or data transmission equipment to insure compatibility with existing and planned systems, and compliance with government-wide policy.

h. Review and recommend approval or disapproval of all contracts and proposals for obtaining consultant and equipment services relating to data systems from commercial or government sources and coordinate the sharing of Coast Guard equipment with other agencies where feasible.

i. Prepare resource change proposals and review budgetary requests for all ADP equipment, operations and service (excluding weapons and control systems) and recommend approval of those proposals and budgetary requests which are compatible with existing and planned systems and in compliance with government-wide policy.

j. Monitor and evaluate the performance of all ADP installations.

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

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

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

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

o. Provide liaison with the Transportation Computer Center, and insure that TCC Service meets Coast Guard needs.

BUDGETING AND FACILITIES PLANNING STAFF
(G-FIS-1)

Under the direction and supervision of the Chief, Information Systems Division, the Budgeting and Facilities Planning Staff shall:

a. Conduct short and long range planning for automatic data processing systems and facilities on a Coast Guard-wide basis.

b. Coordinate programming, planning and budgeting for all Coast Guard ADP activities.

c. Analyze, design and plan for equipment and data communications facilities to meet future Coast Guard ADP requirements.

d. Review and analyze ADP utilization records and reports, identify potential problem areas and initiate appropriate planning action to alleviate identified problems.

e. Review and recommend approval of RCP's and RFP's for the acquisition of ADP hardware, software services and data communication resources servicewide for conformity with existing plans.

f. Review and recommend approval of requests for ADP contract support and time sharing services to ensure pertinent Federal Regulations are followed in obtaining these services and their conformity with existing plans.

g. Provide support and advice to Headquarters, Districts and other field activities on matters concerning ADP hardware, services and data communications.

h. Account for installed ADP equipment Coast Guard-wide and coordinate the transfer of excess equipment in accordance with current Federal Regulations.

SYSTEMS MANAGEMENT BRANCH
(G-FIS-2)

Under the direction and supervision of the Chief, Information Systems Division, the Chief, Systems Management Branch shall:

a. Manage the analysis and implementation of minor improvements to existing systems.

b. Manage the testing, acceptance and maintenance of all operational ADP systems under the control of the Information Systems Division.

c. Implement policies, procedures and standards for the development, operation and security of information systems throughout the Coast Guard.

d. Provide technical services to application programmers and terminal users.

e. Coordinate all ADP system operational matters with the Transportation Computer Center (TCC) for Headquarters and terminal installations.

SYSTEMS DEVELOPMENT BRANCH
(G-FIS-3)

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

a. Manage the analysis of proposed information systems and major improvements to existing systems.

b. Manage the design, programming and implementation of all project development efforts undertaken by the Information Systems Division.

c. Coordinate the use of staff personnel and contractual assistance in the development of systems to meet planned objectives within specified time and budgetary constraints.

COURT OF MILITARY REVIEW
(G-L-3)

The Court of Military Review, constituted under Article 66 UCMJ, is composed of the Chief Judge and four appellate judges (officers or civilians). In general, it reviews all courts-martial in which the sentence affects a flag officer or extends to death, dismissal of a commissioned officer or cadet, dishonorable discharge, bad conduct discharge, or confinement of one year or more. It must also review general courts-martial with lesser sentences if any part of the findings or sentence is found on examination in the Office of the General Counsel to be unsupported; or if the General Counsel so directs.

The Chief Judge performs the following functions:

a. Determines on which panel of the Court appellate judges will serve.

b. Presides at public hearings of the Court.

c. Notifies appellate counsel of hearings; sets cases for argument; receives briefs and motion papers; rules on applications for extension of time, with power to grant extension for such time and as often as appears just.

d. Participates in decisions of the Court; presides at closed session deliberations of the Court; drafts opinions of the Court; represents the Coast Guard in drafting and revising the Uniform Rules of Procedure for Courts of Military Review; circulates copies of Court decisions to legal officers of the Coast Guard and other JAG offices.

CLAIMS AND LITIGATION DIVISION
(G-LCL)

Under the general direction and supervision of the Chief Counsel, the Chief, Claims and Litigation Division shall:

a. Perform the following functions with respect to matters in litigation in the federal courts:

(1) Gather, evaluate, and provide materials, information, and witnesses required by the Department of Justice in civil litigation arising out of Coast Guard activities.

(2) Provide active attorney support to the Department of Justice in the various stages of litigation arising out of the operational activities of the Coast Guard where the decision of the federal courts may impact upon operational Coast Guard programs (e.g. search and rescue, aids to navigation, oil pollution, and vessel traffic systems litigation).

(3) Provide guidance and assistance to the field in all civil litigation arising out of Coast Guard activities where the matter has been referred to the Department of Justice directly by the field.

(4) Provide guidance and assistance to the field and to the Department of Justice in all criminal litigation arising out of the Coast Guard's law enforcement activities.

b. Perform the following functions with respect to administrative claims:

(1) Develop and prescribe claims regulations, procedures and instructions, and furnish guidance and advice to the field with respect to claims arising under the authorities listed in paragraphs (2) and (3) below.

(2) Adjudicate and provide recommendations to the Chief Counsel with respect to all administrative claims against the Coast Guard or its employees arising under the following authorities:

(a) Federal Tort Claims Act
(b) Military Claims Act
(c) Foreign Claims Act
(d) Non-Scope of Employment Claims Act
(e) Admiralty Claims Act
(f) Military Personnel and Civilian Employees Claims Act
(g) Article 139, UCMJ
(h) 14 U.S.C. §830, Auxiliary Claims

(3) Attempt collection of and provide legal advice to the Chief Counsel on all administrative claims on behalf of the Coast Guard arising under the following authorities:

(a) Federal Claims Collection Act
(b) 14 U.S.C. §647, Admiralty Claims
(c) 14 U.S.C. §642, Aids to Navigation Damage Claims

c. Provide legal advice on the impact of claims and litigation on the activities of the Coast Guard.

d. Provide legal advice and assistance on public requests for Coast Guard witnesses, documents, and information arising out of all litigation, quasi judicial proceedings, and administrative proceedings.

e. Provide legal advice and recommendations to the Chief Counsel on all applications for relief before the Coast Guard Board for the Correction of Military Records.

OFFICE OF MERCHANT MARINE SAFETY
(G-M)

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

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

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

   b. 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.

   c. Prescribe the marine safety reports to be submitted by field units. Review and analyze such reports. Initiate or issue appropriate directives to field units to insure uniformly high standards of efficiency, effectiveness and economy in marine safety matters.

   d. Participate with the Chief, Office of Marine Environment and Systems in periodic reviews of the administration of district Marine Safety Divisions and initiate recommendations to the district commander to effect improvements in the organization and methods of administration of those divisions. Keep informed, through field inspections or otherwise, as to the status, effectiveness, and efficiency of marine safety activities generally.

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

   f. 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.

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

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

   i. Act as Chairman of the Ship Structure Committee.

   j. Exercise technical control over the Merchant Marine Details.

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

l. Supervise the activities of the Underwater Safety Project.

m. Select, arrange for printing, and distribute significant technical papers obtained while representing the Coast Guard at Intergovernmental Maritime Consultative Organization meetings.

n. Administer the Great Lakes Pilotage Act of 1960. With respect to this act, develop policy guidance, conduct reviews, and develop coordinated positions on issues involving international arrangements with Canada, special interest groups and the Congress.

o. Initiate, coordinate and assure the development of regulations necessary for timely implementation of new laws or Executive Orders associated with assigned programs. Monitor the adequacy of existing regulations, and update as needed to conform with legislative revisions or changed conditions.

REGULATIONS AND RULINGS BRANCH
(G-MVD-1)

Under the direction and supervision of the Chief, Merchant Vessel Documentation Division, the Chief, Regulations and Rulings Branch shall:

a. 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.

b. Conduct studies and/or review and comment upon reports of studies conducted by others relating to legislation, regulations, practices and procedures.

c. 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.

d. 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.

e. Regulate the documentation of yachts.

f. Approve the registration of house flags and funnel marks for vessels.

RECORDS AND PUBLICATIONS BRANCH
(G-MVD-2)

Under the direction and supervision of the Chief, Merchant Vessel Documentation Division, the Chief, Records and Publication Branch shall:

a. Maintain records showing the particulars of every vessel documented as a vessel of the United States.

b. Compile, edit, and issue the publication "Merchant Vessels of the United States," and the monthly supplements thereto.

c. Assign official numbers and signal letters to vessels.

d. Examine and verify vessel documents issued by documentation officers throughout the United States.

e. Grant yacht commissions.

MERCHANT VESSEL INSPECTION DIVISION
(G-MVI)

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

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

(1) The inspection of merchant vessels and other commercial vessels, hulls, machinery, boilers, lifesaving, fire fighting, and other equipment.

(2) The development and enforcement of requirements with respect to materiel aspects of outfitting and operation of uninspected commercial vessels.

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

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

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

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

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

(2) Other aspects of maritime law enforcement coming within his jurisdiction.

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

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

g. Keep informed of merchant marine personnel regulations and activities and make suggestions to the Chief, Merchant Vessel Personnel Division relative to possible improvements.

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

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

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

k. Maintain 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.

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

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

OFFICE OF OPERATIONS
(G-O)

1. **Mission.** To develop basic policies and plan for and provide resources for Coast Guard operations involving search and rescue, enforcement of laws and treaties, polar operations, domestic icebreaking, operational and military readiness, marine science, ocean stations and other ocean operations, communications, and intelligence and security.

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

   a. Be program/support director and have ultimate responsibility for:

      (1) Search and rescue on, over and under the high seas and waters under the jurisdiction of the United States, including flood disaster relief.

      (2) The enforcement of Federal laws and international agreements on and under the territorial waters, contiguous fishing zone and special interest areas of the high seas, except those laws related to pollution, traffic control, and port and waterway safety.

      (3) Polar operations to facilitate commercial marine transportation and to provide icebreaking services to meet the scientific and logistic needs of Federal and non-Federal agencies.

      (4) Domestic icebreaking to facilitate the movement of waterborne commerce and to assist other agencies in the prevention of flooding.

      (5) The operational and military readiness of the Service.

      (6) The conduct of other ocean operations such as ocean weather stations, International Ice Patrol and marine science activities.

      (7) The Coast Guard communications system, including liaison with other agencies regarding radio frequency assignments and general telecommunications policy.

      (8) Intelligence and security activities.

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

   c. Administer the Planning, Programming and Budgeting System as program director for assigned Coast Guard programs, and manage funds in those appropriations or subheads placed under the control of the Office of Operations.

   d. Coordinate preparation of Coast Guard data for Navy mobilization and logistics plans; develop Coast Guard general emergency operation and mobilization plans in support of Navy plans; develop Coast Guard plans for continuity of operations. Review supporting plans prepared by area and district commanders.

e. Prescribe factors for determining the allocation, distribution, nomenclature, functional assignment, and status of air, shore, and floating facilities under the general supervision of the Office. Prescribe operational characteristics required in the several types of operating facilities. Recommend to the Commandant the number and types to be operated.

f. Prescribe the operational reports to be submitted by field units and advise the Comptroller as to operational statistics to be prepared by the Information Systems Division.

g. Review as necessary the administration of the operations divisions of district offices and initiate recommendations to district commanders to effect improvements in the organization and methods of administration of those divisions. Keep informed of the status, effectiveness, and efficiency of field operations.

h. Advise the Commandant in the supervision of area operational responsibilities.

i. Exercise technical control over Air Station, Washington, the Oceanographic Unit, and Washington Radio Station, and share technical control of the Aviation Training Center, Mobile with the Office of Personnel.

j. Operate the Headquarters Communications Center and Flag Plot.

k. Initiate, coordinate and assure the development of regulations necessary for the timely implementation of new laws or Executive Orders associated with assigned programs. Monitor the adequacy of existing regulations, and update as needed to conform with legislative revisions or changed conditions.

LIAISON OFFICER TO THE CHIEF OF NAVAL OPERATIONS

Under the general direction of the Chief, Office of Operations, the Liaison Officer to the Chief of Naval Operations shall:

a. Perform liaison between the U. S. Coast Guard and the Office of the Chief of Naval Operations in all matters of mutual interest. In performing this function, the Liaison Officer shall:

(1) Coordinate development and updating as necessary of related plans, policies and programs.*

(2) Coordinate the exchange of equipment, parts, supplies and services.

(3) Act as representative of the Commandant, U. S. Coast Guard.

(4) Monitor and report on developments and activities.

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

c. Formulate Fleet operating policies for search and rescue and monitor implementation thereof.

d. Develop and review search and rescue tactics and doctrine within OPNAV.

e. Participate in Naval control of shipping planning with respect to control of fishing vessels and general shipping in time of war.

f. 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.

*These should include but not be limited to the appropriate mobilization plans, contingency plans, total force concepts, and programs search and rescue plans and orders, and logistics support plans, and concepts.

INTELLIGENCE AND SECURITY DIVISION
(G-OIS)

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

a. Function as the support program manager for the Intelligence and Security Program of the Coast Guard.

b. Establish and maintain liaison with other military services; Federal, state and local officials; intergovernmental committees and organizations; and other officials as appropriate, on all matters pertaining to intelligence, investigative and security matters coming under cognizance of the Coast Guard.

c. Establish procedures for and administer an investigative service for the Coast Guard. This responsibility does not extend to those investigations conducted by the Civil Service Commission on certain civilian employees of the Coast Guard or those investigations specifically vested in the Offices of Merchant Marine Safety or Marine Environment and Systems.

d. Develop plans, policy and procedures for implementation of the security support program throughout the Coast Guard.

e. Insure that all internal security investigations conducted within the program are adequate, complete and appropriate.

f. Develop plans, policy and procedures for the collection and dissemination of operational intelligence required for the proper conduct of Coast Guard operations.

INVESTIGATIONS BRANCH
(G-OIS-1)

Under the direction and supervision of the Chief, Intelligence and Security Division, the Chief, Investigations Branch shall:

a. Develop plans, procedures and prescribe policy directives for Coast Guard Intelligence investigations, including the contents of the Investigations Manual (CG-282).

b. Review and evaluate, for completeness and accuracy, all investigations conducted by Coast Guard Intelligence, and maintain quality control for same.

c. Determine internal dissemination at Headquarters of investigative reports received which are of official interest to other staff components on a "need to know" basis.

d. Periodically conduct on site inspections and evaluations of district investigative offices, and make other evaluations as necessary.

e. Administer the National Agency Check Program.

f. Conduct background investigations as required by current directives.

g. Administer the personnel security phase of the Port Security Program.

h. When directed by the Chief, Intelligence and Security Division, personally conduct those highly sensitive and complex investigations of interest to the Commandant, Secretary of Transportation, members of Congress, etc., when such investigations demand optimum expertise and closely controlled coordination and disclosure.

i. Develop criteria for, supervise, direct and administer all phases of training needs or requirements pertaining to investigative personnel in the Service.

j. Make recommendations to the Chief, Intelligence and Security Division in the selection, training, and assignment of all special agents.

k. Be responsible for the activities of the Washington Field Office.

l. Establish and maintain liaison with other Federal law enforcement agencies on a national level in matters related to investigations.

OPERATIONAL INTELLIGENCE BRANCH
(G-OIS-2)

Under the direction and supervision of the Chief, Intelligence and Security Division, the Chief, Operational Intelligence Branch shall:

a. Administer all phases of the Coast Guard's positive intelligence collection program.

b. Evaluate and disseminate intelligence information collected and received from units and personnel within the Coast Guard.

c. Evaluate intelligence information received from other agencies; disseminate this information to appropriate units and personnel within the Coast Guard.

d. Administer the operational intelligence phase of the Port Security Program.

e. Maintain liaison with the Central Intelligence Agency, Defense Intelligence Agency, and all other agencies in the intelligence community for the purpose of exchanging intelligence information and providing intelligence support for all Coast Guard programs and mission areas.

f. Review new legislation and issuances of higher authority bearing on the operational intelligence field; recommend appropriate courses of action, and/or submit drafts of required implementing directives.

g. Establish lists of intelligence publications and directives that are required to be held by various Coast Guard operational units; continually evaluate new publications for possible use and benefit to the Coast Guard.

h. Maintain an intelligence library for Headquarters in support of all mission areas.

i. Supervise the daily Pentagon courier service.

j. Provide a Special Security Officer and an Alternate Special Security Officer responsible to the Chief, Intelligence and Security Division for the administration of the Special Intelligence Program.

k. Administer all phases of the Coast Guard's investigative and intelligence functions in the maritime law enforcement area.

l. Formulate policy in the conduct of operational intelligence (or external law enforcement) investigations.

m. Critically review and evaluate reports of investigation from Coast Guard Intelligence field units that come under the maritime law enforcement categories.

n. Provide intelligence and investigative support to Headquarters operations in the maritime law enforcement area.

SECURITY BRANCH
(G-OIS-3)

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

a. Establish policies and procedures relative to the security of classified material maintained by the Coast Guard.

b. Establish plans and policies for the physical security of Coast Guard installations and facilities.

c. Supervise and coordinate the Technical Surveillance Countermeasure Program throughout the Coast Guard.

d. Advise and assist in the preparation of plans relative to the security (physical and technical) of new Coast Guard installations.

e. Develop and supervise a Coast Guard-wide security education, orientation, and training program.

f. Establish, in conjunction with other Headquarters offices, security programs for ADP installations.

g. Develop criteria for, supervise, direct and recruit Security Managers assigned to all districts, areas and Headquarters units.

h. Be the point of contact, and final authority on matters pertaining to classification management.

i. Establish and maintain liaison with other Federal agencies in matters relative to physical, technical and computer security standards and practices.

j. Conduct surveys and inspections of Coast Guard installations, units and facilities to insure compliance with existing security regulations.

k. Develop and promulgate instructions and regulations pertaining to security of Coast Guard resources.

l. Administer the Armed Forces Censorship Program.

m. Administer the Industrial Security Program.

n. Review and evaluate all Coast Guard investigations pertaining to loss or compromise of classified material.

o. Maintain a capability for technical investigative support of Coast Guard Intelligence field components.

p. Maintain a library of information pertaining to technical and physical security, investigative aids, forensic science and related matters.

BUDGET, DATA MAINTENANCE AND EVALUATION BRANCH
(G-OIS-4)

Under the direction and supervision of the Chief, Intelligence and Security Division, the Chief, Budget, Data Maintenance and Evaluation Branch shall:

a. Maintain control card index and the Coast Guard central repository of investigative dossiers for Coast Guard military personnel, merchant mariner applicants, port security card applicants, and others.

b. Supervise, coordinate and evaluate existing Intelligence ADP programs and future Intelligence ADP requirements, to include administrative processing and statistical evaluations of automated Intelligence data.

c. Maintain appropriate budget data for the division and the Security Support Program.

d. Control the issue and accountability of Armed Forces Identification and Uniformed Services Identification and Privilege Cards throughout the Service. Monitor pertinent Coast Guard-wide policy guidance material and directives pertaining to administration and security controls over the ID Card issuance program.

e. Perform analytical and evaluative work related to all phases of the Security Program.

PORTS AND WATERWAYS PLANNING STAFF
(G-WS)

Under the general direction and supervision of the Chief, Office of Marine Environment and Systems, the Chief, Ports and Waterways Planning Staff shall:

a. Coordinate systems analysis and long range planning within the Office. Provide analytical assistance to program managers in determining efficient allocations of resources associated with the implementation of long range plans.

b. Coordinate the external liaison affairs of the Office with the public, industry, labor and other governmental agencies.

c. Serve as Departmental Water Resources Coordinator for the development and review of comprehensive water resources and associated land utilization plans, both intra-departmental and external, including the designation of field departmental representatives, throughout the water resources regions.

d. Serve as departmental representative on numerous Water Resources Council committees, which include the development of major policy guidelines for and review of comprehensive water resources and associated land regional plans, Federal-State programs, and state grant programs.

e. Provide staff support for Departmental representation on Water Resources Council. Provide staff support, on an intermittent basis, to field departmental representatives in planning and development in the water resources and related land planning areas.

f. As Departmental coordinator for Water Resources and related land planning, coordinate review and comments of the respective Administrations for a determination of the Department's position relating to all environmental impact statements and projects in the water resources area received by the Department from other Federal agencies, specifically excluding those with a connotation of Section 4F of the DOT Act.

g. As Departmental Coordinator for Water Resources and related land planning, coordinate external agency reviews and comments on Coast Guard-initiated environmental impact statements.

h. Review and recommend Departmental position on legislative matters dealing with water resources and related land planning.

AIDS TO NAVIGATION DIVISION
(G-WAN)

Under the direction and supervision of the Chief, Office of Marine Environment & Systems, the Chief, Aids to Navigation Division shall:

a. Manage the U. S. system of marine navigation aids in accordance with 14 USC 81 through 14 USC 87. Management includes control over the operation, maintenance, effectiveness and economy of the audio, visual and electronic aids to navigation and all support facilities.

b. Act as program manager for the programs within the Aids to Navigation Program area. Develop objectives and goals. Define input and output data requirements. Prepare and maintain current the Program Definitions and the Resource Change Proposals for those elements under his cognizance. Develop and maintain those other documents, reports, etc., required by the PPB system.

c. Initiate, review, and approve plans for the establishment and change of aids to navigation.

d. Develop planning criteria and operational requirements for the vessels, shore units, and equipment necessry to operate and service the federal aids to navigation system.

e. Develop and approve requirements for manning, equipping and deployment of support units.

f. Establish operational procedures and training requirements for Coast Guard units and personnel engaged in the aids to navigation maintenance. Prepare and maintain manuals and other instructions.

g. Establish and monitor operational proficiency standards of Coast Guard units in support of the aids to navigation mission.

h. Initiate requests for the Offices of Engineering and Research and Development to conduct projects to improve the performance and efficiency of the aids to navigation system.

i. Coordinate plans and procedures for multi-functional Coast Guard units with the other mission areas.

j. Coordinating as necessary with the Office of Public and International Affairs, establish and maintain liaison with international, Federal and other agencies and the maritime industry to effectively carry out assigned responsibilities.

k. Disseminate information to the mariner concerning aids to navigation. Publish the "Light List" and other aids to navigation publications.

SHORT RANGE AIDS TO NAVIGATION BRANCH
(G-WAN-1)

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

a. Develop and define planning criteria and policy for the identification, documentation, and justification of changes or improvements to short range aids to navigation to satisfy program requirements, and to optimize cost-effectiveness; develop and promulgate operational policy and procedures for the selection and display of audio-visual signals to satisfy requirements; initiate and coordinate action to keep applicable provisions of the Code of Federal Regulations current with aids to navigation policy and procedures.

b. As appropriate, review and approve proposals, or plan and manage projects, to establish, discontinue, or change Federal and private aids to navigation; plan and administer projects to construct, improve, or replace major aids to navigation.

c. Develop and promulgate policies and procedures for the regulation of private aids to navigation; review and coordinate Coast Guard-State agreements for the regulation of private aids to navigation; review and coordinate agreements with other government agencies concerning short range aids to navigation.

d. Establish and promulgate operational policy and procedures for servicing and maintaining short range aids to navigation; develop planning criteria and operational requirements for the buoy tenders and other servicing craft, shore units, and equipment necessary to operate and service the system of short range aids to navigation; develop and promulgate requirements and policy for equipping and deploying support units; coordinate plans and procedures for multi-functional Coast Guard units with the other mission areas.

e. Establish manning requirements for manned short range aids to navigation, and for support units; identify training requirements for personnel assigned to short range aids to navigation units; plan and coordinate training programs.

f. Establish, and monitor conformance to, operational procedures, manning levels, and training programs, as appropriate; recommend, or review and approve proposals for changes to the numbers and types of mission units, as appropriate.

g. Identify, document, and advise on operational requirements for future improvements to audio and visual aids to navigation; to operating and servicing equipment and techniques, and to mission units and facilities; advise, recommend, and collaborate on engineering and research and development projects related to audio and visual aids, servicing craft, support facilities, and equipment; collaborate on the planning and exercise operational management of projects to procure, construct, install, or improve short range aids to navigation equipment, installations, servicing craft, and support facilities; review that part of the real property program affecting mission facilities.

h. Define input and output data requirements for management of short range aids to navigation; provide management information through the supervision and operation of the Simplified Aids to Navigation Data System (SANDS).

i. Assemble, review, and coordinate the publication and revision of the Aids to Navigation Manual, Volumes 1 and 2, and to other publications and directives which prescribe operational policy and procedures for the operation and maintenance of short range aids to navigation; edit and publish the Aids to Navigation Bulletin.

j. Maintain liaison with representatives of the maritime industry, offshore industry, boating public, and other users of aids to navigation; maintain liaison with Federal and State agencies and officials, with foreign government officials, and with national and international organizations on matters concerning audio and visual aids to navigation.

LORAN TASK GROUP
(G-WAN-2)

Under the direction and supervision of the Chief, Aids to Navigation Division, and subject to the guidance and coordination of the Loran Program Coordinator, the Chief, Loran Task Group will:

a. Perform all operational planning functions for the expansion, improvement, or reduction of loran systems, including especially those related to the National Improvement Plan (NIP) for Loran-C, the Loran Improvement Plan (LIP) for Loran-C, the Loran Replacement Equipment Program (LRE) for Loran-A and Loran-C, and contingency plans for the continued operation of Loran-A.

b. Coordinate planning with, and among, support managers; assist support managers as necessary and appropriate; review all support managers' plans for satisfaction of operational requirements.

c. Develop procedures and organizational relationships for the operation, and operational control of all new or reconfigured loran stations and chains; coordinate with support managers to assure consistency with technical, administrative, and logistics requirements.

d. Coordinating with support managers, develop cost estimates and manning requirements for both extensions and reductions in scope of loran service, and for improvements to loran equipment and loran service; establish training requirements and coordinate plans for the selection and training of personnel necessary to the extension,improvement, or reduction of loran service.

e. Monitor and coordinate as necessary, all activity by support managers, field commanders, and other organizations necessary to the expansion, improvement, or reduction of loran systems and loran service; identify problem areas and take or initiate prompt corrective action; adjust, or coordinate and review the adjustment of, plans, cost estimates, and manning requirements as necessary in the light of progress made and problems encountered.

f. Plan and implement a program to satisfy all requirements by civil, maritime users for charts, tables, and other navigational information required for use of the loran system.

g. Study in depth all requirements, and prospective future changes in requirements, for Loran-A or Loran-C service by the Armed Forces, and marine commerce, and for Loran-A by air commerce; review established plans in the light of the results of studies, and identify areas in which plans will not satisfy requirements. Considering alternative courses of action, and the costs thereof, recommend changes to established plans where necessary; adjust planning and program action as necessary to accommodate approved changes. Where the possible need for future changes is foreseen, prepare contingency plans and cost analyses for possible future courses of action.

h. Identify action required to gain public recognition and acceptance of national policy to adopt Loran-C as the government-provided radionavigation system for the Coastal Confluence Zone (CCZ) and the Harbor and Harbor Entrance Zone (HHE), and to phase out the Loran-A system. Plan and implement a program to explain to the public the national policy and Coast Guard plans to implement it. Identify, assemble, and disseminate information needed by users of radionavigation services, including government users, and by the electonic industry to facilitate general acceptance and use of Loran-C radionavigation service.

i. Identify research and development support and new engineering initiative necessary to satisfy requirements for loran services by the Armed Forces and marine commerce and to maximize the cost-effectiveness of the loran system; prepare statements of requirements, requests for appropriate action by support managers, and estimates of the costs thereof; monitor actions by support managers, providing guidance, coordination, and assistance as necessary; review results attained by support managers; prepare recommendations, with supporting operational procedures, cost estimates, and manning requirements, for implementation of new techniques and equipment.

j. Monitor activity related to potential uses of Loran-C by other than the Armed Forces and maritime commerce; provide information and technical advice as appropriate; as directed or indicated by Coast Guard policy, provide assistance in the evaluation or demonstration of such uses of Loran-C; assess the potential impact upon the Coast Guard of all such possible

additional uses of Loran-C; identify action which may be required and problems which may arise; develop contingency plans; if and when new requirements are established, implement plans.

k. Maintain liaison with foreign governments and agencies, as necessary, to plan and coordinate cooperative or complementary action related to the installation, expansion, improvement, or reduction of loran service.

l. Maintain close liaison with the Chief, Radionavigation Branch; supply planning information, new or revised operational procedures, manning requirements, cost estimates, and other information necessary to his operational administration and budgetary support of the loran system.

RADIONAVIGATION AIDS BRANCH (G-WAN-3)

Under the direction and supervision of the Chief, Aids to Navigation Division, and subject to the guidance and coordination of the Loran Program Coordinator, the Chief, Radionavigation Aids Branch will:

a. Perform all functions necessary to the operational administration and supervision of the Coast Guard's radionavigation systems except those duties assigned specifically to the Loran Task Group.

b. Define operational requirements and program objectives for aids to navigation; prepare plans to satisfy requirements, and requests for necessary assistance from Support Managers; coordinate the implementation of plans.

c. Develop policies and procedures for the operation and administration of Coast Guard radio aids to navigation; establish operational parameters and criteria, including performance standards and manning requirements; prepare orders, directives, and instructions as necessary to define organizational responsibilities, operating procedures, and reporting requirements.

d. Maintain a continuous review and appraisal of the radionavigation program to assure that program objectives are met; review operational reports, identify problems or deficiencies in the operation or administration of radionavigation aids, and initiate corrective action.

e. Monitor and review research, development, and engineering projects which may satisfy requirements for Coast Guard radionavigations aids; recommend operational implementation where appropriate.

f. Maintain operational liaison with other government agencies, particularly within the Department of Transportation, Department of Defense, and Department of Commerce, in all matters related to radionavigation; identify requirements and programs of other agencies which may have an impact on the Coast Guard; assess the impact and report, with appropriate recommendations, to his superior.

g. Identify resource requirements of the Coast Guard's system of radio aids to navigation; direct and supervise the preparation of budget requests, supporting explanations and justifications, and other planning, programming, and budgeting documents required for the operation and support of the system of radionavigation aids.

h. Provide consultation, advisory service, and liaison to U. S. Federal, state and local government agencies, foreign governments and agencies, commercial interests, user groups, and other appropriate organizations concerning operational problems and developments pertaining to radionavigation and related subjects; prepare replies to correspondence and other inquiries from

public and private organizations and individuals concerning radionavigation and the Coast Guard system of radio aids to navigation.

i. Participate in discussions and negotiations with officials of foreign governments on operational, technical, and administrative matters involving the establishment and operation of radionavigation systems on foreign soil, or in cooperation with foreign governments or organizations.

j. Develop measures of the performance and effectiveness of Coast Guard radio aids to navigation.

k. Continue to update and implement, as appropriate, the maritime radionavigation portion of the National Plan for Navigation.

l. Maintain liaison and coordination with, and serve as the Program Manager's point of contact for the Omega Navigation System Operations Detail (ONSOD).

MARINE INFORMATION BRANCH
(G-WAN-4)

a. Develop and promulgate operational policy and procedures for the Coast Guard's Marine Information Program; monitor the administration of the program by Coast Guard districts; identify the need for, and initiate changes to policy or procedures, as appropriate.

b. Provide liaison and coordinate action with National Ocean Survey, Defense Mapping Agency Hydrographic Center, and the Corps of Engineers in connection with publishing and charting aids to navigation information; assemble, prepare, and furnish to the Defense Mapping Agency Hydrographic Center, information for inclusion in the Weekly Notice to Mariners; coordinate with National Ocean Survey activities pertaining to Notice to Mariners items and chartlets prepared and forwarded daily to various District A/N offices for Local Notice to Mariners usage.

c. Prepare and issue Coast Guard Light List, posters, and other publications which provide information concerning aids to navigation to the mariner and the general public.

d. Coordinate the assembly, publication, and distribution of the Aids to Navigation Manual.

e. Maintain records and publications pertinent to the Marine Information Program; maintain mailing lists for Coast Guard Light Lists and the Aids to Navigation Manual.

f. Advise on matters pertaining to the timely dissemination of information to the mariner concerning changes in aids to navigation, hazards to navigation and other hydrographic information.

g. Coordinate charts and publications allowances for all Coast Guard cutters and activities with various Defense Mapping Agency Distribution Centers.

h. Prepare inputs to and assist responsible Federal agencies in the development of the United States position pertaining to Notice to Mariners, Light Lists and Broadcasts, as they relate to issues before the International Hydrographic Organization, Monaco.

i. Continually review methods and procedures used to collect, assemble, and disseminate marine information to the mariner; plan and coordinate the implementation of new procedures, as appropriate, to improve the effectiveness and efficiency of the Marine Information Program.

PLANNING AND PROGRAMMING BRANCH
(G-WAN-5)

Under the direction and supervision of the Chief, Aids to Navigation Division, the Chief, Planning & Programming Branch, shall:

a. Coordinate planning for proposed Aids to Navigation Program Area projects and major facility changes including short- (1-5 yr.), mid- (5-10 yr.), and long- (beyond 10 yr.) term program plans.

b. Perform, manage, or coordinate studies of short range aids to navigation (SRAN) and support systems; develop plans to implement resulting recommendations.

c. Prepare operational requirements for the design and development of new equipment and subsystems for short range aids to navigation.

d. Formulate plans for procurement, operation, and maintenance of new hardware and facilities for SRAN.

e. Continually review short range aids servicing policies and facilities and recommend changes to insure maximum efficiency.

f. Develop a coordinated plan, including milestones, for an optimum service-maintenance force mix for SRAN.

g. Maintain close liaison with the Offices of Research and Development and Engineering. Assist in preparing long range plans for the R&D and engineering support efforts required to improve SRAN operation and effectiveness.

h. Coordinate review of AC&I Projects Proposals, Program Proposals, Development Plans and other planning and budget proposals related to facilities assigned to the Aids to Navigation Program Area.

i. Coordinate and assist in preparing all program and budget documents, e.g., RCPs, Programs Definitions, Planning Factors, Program Proposals, Determinations, etc., as per CG-411.

j. Assemble and maintain current statistics needed for program data summaries, including program benefits.

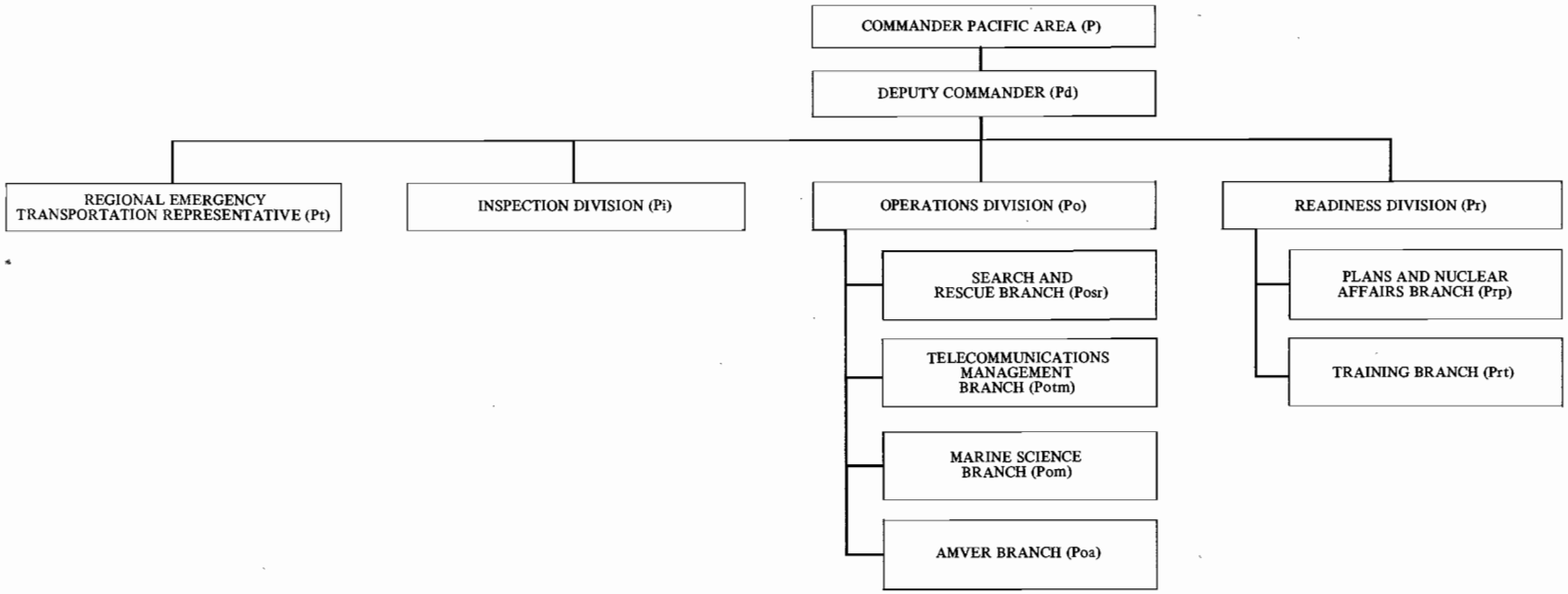
k. Establish and maintain priorities for the program manager of all Aids to Navigation projects throughout the budgetary process.

l. Prepare cost studies, analyses, evaluations and investigations as directed by the program manager that may be required to improve program management or aid in a decision process.

m. Supervise or administer funds allocated to the program manager or those funds for projects supported in the budget by the program manager.

n. Coordinate Planned Obligation Programs and Financial Plans for those AC&I and OE funds appropriated or allotted to ATON projects or facilities.

PACIFIC AREA



THE AREA COMMANDER
(both areas)

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

1. Develop and maintain search and rescue plans for the Area, and establish a continuing and effective liaison with counterparts in other Services for the purpose of negotiating search and rescue agreements affecting districts within the Area or the Area as a whole. Keep the Commandant advised concerning search and rescue requirements within the Area and the most effective deployment and utilization of Coast Guard facilities for this purpose.

2. When it is determined that an assistance case is of such magnitude as to require participation by more than one district in an Area, coordinate and control overall operations, utilizing the facilities and personnel of any district he so designates within the jurisdiction. Such cases include major disasters at sea or on land (floods, fires, hurricanes, explosions, etc.), or distress cases occurring at or near district boundaries where responsibilities are not clearly defined and coordination is required to insure that the forces of either or both of the adjacent districts are employed in an effective and expeditious manner.

3. Schedule and direct training for units in the area (including joint exercises with the Navy), and maintain liaison with other military commands relative to operational training.

*4. Direct the Ocean Station Hotel program in close coordination with District Commanders concerned, scheduling vessels for ocean station duty and directing their operations while engaged in such duty.

5. Coordinate and/or control the Enforcement of Laws and Treaties Program.

*6. Exercise control of major icebreaker operations in the ocean areas. The Commander, Coast Guard Atlantic Area also directs the International Ice Patrol.

7. Develop and maintain current mobilization plans.

8. Establish and maintain liaison with the maritime industry, commercial aviation, and others concerned with Coast Guard activities.

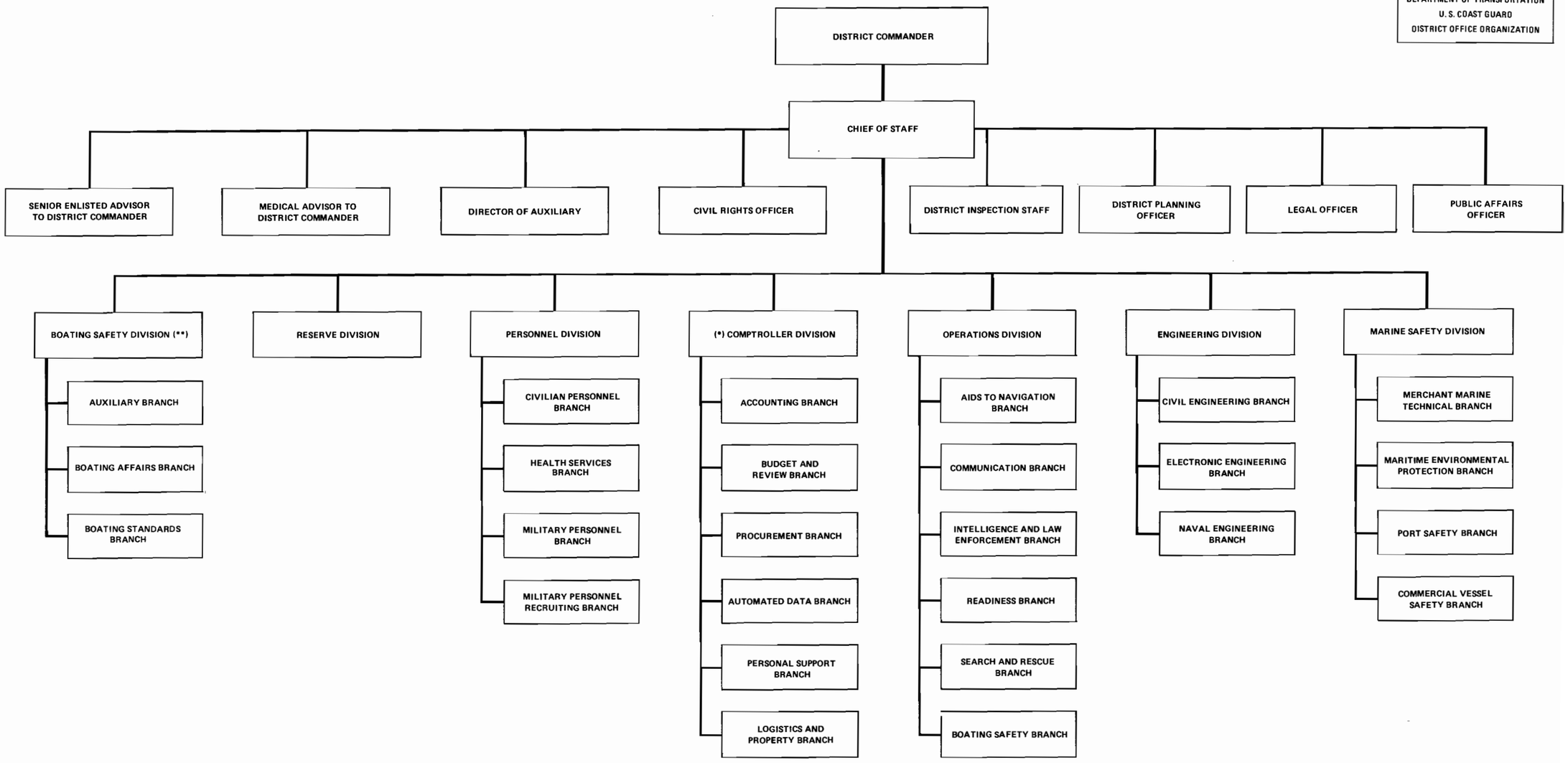
9. Direct the Automated Mutual-assistance VEssel Rescue system (AMVER) in the Area.

10. Coordinate the marine sciences activities of Area Units.

11. Direct and supervise an Area-wide Inspection Program.

*Underlined portions apply to Atlantic Area only.

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



(*) BRANCH STRUCTURE MAY VARY, AS INDICATED IN FUNCTIONAL STATEMENTS FOR COMPTROLLER DIVISION.

(**) IN THOSE DISTRICTS SPECIFICALLY AUTHORIZED BY THE COMMANDANT TO ESTABLISH A BOATING SAFETY DIVISION.

SENIOR ENLISTED ADVISOR
(dsea)

Under the direction and supervision of the District Commander and the Chief of Staff, the Senior Enlisted Advisor shall:

a. Assist and advise the district commander/Chief of Staff in matters pertinent to the morale and general well-being of enlisted personnel and their dependents.

b. Remain informed concerning current personnel policies including pay and allowances, morale, welfare, housing and incentive programs and serve as a source of information about them to individual Coast Guardsmen.

c. Communicate periodically with the Master Chief Petty Officer of the Coast Guard to provide input data and exchange ideas regarding all enlisted members.

d. Provide articles of interest to enlisted members by district bulletins or newsletters addressing current enlisted programs, opportunities and policies.

e. Upon invitation, act as the enlisted representative of the district commander/Chief of Staff in community and civic functions, and accompany the district commander/Chief of Staff to official functions, inspections and ceremonies in which enlisted members are participating.

f. District advisors should frequently visit units within their districts and meet informally with enlisted men to exchange ideas and disseminate information which affects the enlisted community.

g. Assist in ensuring that lines of communication, both written and oral, are available to all enlisted personnel of the command.

h. Provide the district commander/Chief of Staff with an evaluation of the impact on enlisted personnel of proposed policy changes.

i. Assist in the reception of official enlisted visitors to the command.

j. Through all of his functions attempt to increase the desirability of a Coast Guard career.

**The majority of the day to day functions will be accomplished at the Chief of Staff level, however the Senior Enlisted Advisor is authorized direct contact with the District Commander as the situation may warrant.

PUBLIC AFFAIRS OFFICER
(dpa)

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

1. Develop and supplement plans for the public information program of the Coast Guard in the district with a view toward fostering public and internal knowledge, understanding, confidence, and good will respecting the Service and its activities.

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

3. Prepare, obtain clearance of, and cause the distribution of public information material such as press and radio releases, radio and television scripts, speeches, and visual aids, as may be appropriate.

4. Provide photographic services, as available, and assure maximum photographic coverage of activities within the district.

5. Control the exhibition of Service films within the district.

6. Keep informed of the status of the public information program within the district and of public reaction to Coast Guard activities, and advise the District Commander and the Chief of Staff.

MEDICAL ADVISOR TO THE DISTRICT COMMANDER
(dk)

1. The Medical Advisor to the District Commander shall be the officer designated as the District Medical Officer.

2. In the absence of a full-time District Medical Officer, arrangements will be made by the Commandant (G-KPS) for the Medical Officer in Charge of an adjacent Public Health Service Medical facility to be designated as part-time District Medical Officer. A collateral function of the part-time District Medical Officer shall be to act as the Medical Advisor to the District Commander.

3. As Medical Advisor to the District Commander, the full-time or part-time District Medical Officer may offer directly such counsel and advice on medical matters concerning Coast Guard personnel as may be required to be brought to the attention of, or requested by, the District Commander.

4. The full-time District Medical Officer shall serve as Chief, Health Services Branch under the Chief, Personnel Division, and in this capacity, shall adhere to the administrative requirements of District organization except when functioning as Medical Advisor to the District Commander.

COMPTROLLER DIVISION
(f)

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

1. Act as principal financial management, supply and automated data processing advisor to the District Commander, Chief of Staff and other staff officers.

2. Direct, supervise, coordinate, and have ultimate responsibility for the activities of the Deputy Comptroller, functions of the Assistant Disbursing Officers and Cashiers, and for the activities of the Chief, Accounting, Budget and Review, Procurement, Automated Data, Personal Support and Logistics and Property Branches in connection with their assigned functions.

3. Coordinate and consolidate estimates of budgetary requirements and subhead 30 targets.

4. Analyze the results of financial, supply and non-appropriated fund activities and supervise the preparation of financial management reports for use by district program managers, support managers and administration of subhead 30 targets.

5. Supervise personnel used for locating, negotiating for and securing the Commandant's approval of real estate and space requirements.

6. In coordination with the district inspector conduct evaluations of district units, assistant disbursing officers, and cashiers as may be required by regulations or necessary to foster good management and insure compliance with comptroller support programs.

7. Administer funds allotted to the District Commander for which responsibility of administration is charged to the Comptroller by the Commandant or the District Commander.

8. Supervise administration of general messes and non-appropriated fund activities.

9. Supervise the installation and use of data processing equipment and systems in the district covering all phases of management and not primarily for fiscal purposes.

10. Provide mobilization planning for all phases of financial management, personal and supply matters for the district in accordance with basic policies from the Commandant.

11. Supervise mail and other postal services for the district units and comply with current directives concerning mail and postal matters.

12. Insure that the special responsibilities of the Deputy Comptroller in regard to the certification of balances are accomplished in accordance with existing regulations.

13. Review the existing system to insure the existence of adequate audit techniques and safeguards to insure fiscal integrity.

14. Insure that functions of the Assistant Disbursing Officer and Cashiers are accomplished in accordance with existing regulations.

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

ACCOUNTING BRANCH
(fac)

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

1. Be responsible for the maintenance of prescribed general ledger accounts and subsidiary records, and for the preparation of financial and operating statements, and other working papers required by applicable instructions.

2. Be responsible for the review of all requisitions, contracts, purchase orders, payrolls, travel orders, and other obligation documents for the availability of funds, and for prevalidation as prescribed; determine whether the proposed obligations are within the purpose of the designated allotment and are properly authorized.

3. Be responsible for the maintenance of expenditure and revenue accounts on the accrual basis to properly state the financial position and operating expenses and revenue of the Coast Guard at the end of each accounting period.

4. Be responsible for the acceptance, proper disposition and control of all collections tendered from whatever source and intended for deposit to the credit of the Treasurer of the United States.

5. Prepare the monthly statement of transactions according to appropriations, funds, and receipt accounts for the administrative approval of the Comptroller subject to adjustments that may be required to properly report the monthly transactions.

6. Record stores receipt and expenditure activity of general messes, clothing lockers, aviation units and stocking units for commissary provisions, uniform clothing, field stock and general stores. Audit and/or reconcile commissary reports and stores statements with supporting documents and general ledger control accounts. Prepare monthly financial reports therefor.

7. Maintain accounting control over direct labor and direct material costs of work orders being accomplished at industrial units and properly distribute the overhead costs of the industrial units to productive work orders accomplished at the unit. Review financial and completion status of uncompleted work orders and reconcile the value thereof with general ledger control accounts.

8. Receive and examine for legality and propriety purchase orders, contracts and all other procurement documents, vendor's invoices, and receiving reports for supplies and materials. Receive and handle vouchers for payments other than travel. Furnish accrual documents as required for recording in official accounting records. Prepare and certify schedules for payment. As Authorized Certifying Officer, shall be responsible for the propriety of payments made. Prepare claims, except for pay allowances and travel, in doubtful cases, for submission to the General Accounting Office for decision via Commandant (G-FAC)

9. Prepare regular periodic statements for the purpose of currently advising the responsible administrative officers with regard to the financial status of allotment subheads and projects.

10. Prepare annual report of valid unpaid obligations outstanding at the close of each fiscal year under each appropriation and fund account for certification of the Comptroller.

11. Be responsible, if authorized to deviate from the standard organization, for the following:

a. **Budget and Review Branch (fbr)** – Perform within a separate section all budget functions designated for this branch.

b. **Automated Data Branch (fds)** – Perform within a separate section all functions designated for this branch.

c. **Personal Support Branch (fpa)** – Perform all functions relative to the processing of travel vouchers designated for this branch.

PERSONNEL DIVISION
(p)

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

1. Direct, supervise, and coordinate the activities of the Chiefs of the Civilian Personnel, Health Services, Military Personnel, and Military Personnel Recruiting Branches in connection with their assigned functions; assure the efficient performance of duty by those officers; and have ultimate responsibility for:

   a. Administration of the civilian personnel program in the district.

   b. Providing medical services and the maintenance of sanitation standards in the district. In the absence of a full time Medical Officer, assume primary responsibility for all medical activities in the district, including the supervision of medical and dental officers, hospital men, and other personnel engaged in providing medical service. The supervision of enlisted personnel of the Medical Department may be delegated to the Chief, Health Services Branch.

   c. Administration of the military personnel program in the district.

2. Supervise the planning and execution of the programs for the administration of all categories of personnel in the district.

3. Obtain from other staff officers such information on their plans and requirements as may be relevant in developing district personnel programs.

4. Furnish appropriate preliminary budget estimates and fund allocations or suballotments to the Comptroller Division, and administer funds allocated to the Personnel Division, as prescribed in current directives.

5. Develop estimates of personnel requirements and justifications therefor that may be required by Headquarters or for his own use.

6. Take appropriate action to assure proper utilization of available personnel in the district.

7. Handle disciplinary matters involving personnel in the district which are within the proper cognizance of the district office.

8. Administer matters concerning the subsistence and quartering of personnel with respect to the adequacy of established messes and the use of cash subsistence or commuted rations in lieu of rations in kind, the availability, adequacy and allocation of government quarters, and the use of cash quarters allowance.

9. Administer the district's drug and alcohol programs.

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

CIVILIAN PERSONNEL BRANCH
(pc)

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

1. Conduct the program for the administration of civilian personnel in the district, subject to the limitations prescribed by law and in accordance with the rules and regulations of the Civil Service Commission and the Commandant.

2. Arrange with the Regional Office of the Civil Service Commission and other authorized sources for the procurement of civilian personnel.

3. Develop and conduct a program for employee relations, including grievances, welfare and counseling activities.

4. Assist in the assignment of duties and responsibilities to positions and evaluate and classify positions within delegated authority.

5. Review requests for travel orders for civilian personnel and prepare such orders for signature by the District Commander or Chief of Staff.

6. Maintain required personnel records for all civilian employees in the district and a record of authorized positions; cooperate closely with the Chief, Comptroller Division, in regard to estimates, obligations and expenditures of funds for pay of civilian employees.

7. Administer civilian personnel leave and retirement laws and regulations; obtain data as necessary to support the establishment or revision of wage rates for trades or occupations; keep other components advised with respect to policies, interpretations, and procedures in this regard.

8. Plan and administer the employee development program by:

   a. Identifying and recording training needs,

   b. Arranging and providing courses and programs to meet identified needs,

   c. Funding the training program, and

   d. Evaluating and reporting the effectiveness of the training program.

HEALTH SERVICES BRANCH
(pk)

Under th direction and supervision of the Chief, Personnel Division, the Chief, Health Services Branch shall:

1. Plan and administer all matters pertaining to the health of military personnel, the maintenance of adequate sanitary standards, and the prevention of disease within the district.

2. Maintain liaison with Public Health Service and Department of Defense medical facilities regarding provision of care and physical examinations, furnishing of necessary medical records, and medical matters generally.

3. Maintain liaison and cooperation with health programs of civilian and Public Health authorities, such as those for the prevention, control, and treatment of venereal diseases and tuberculosis.

4. Determine the adequacy of district allowances for medical personnel, supplies, and equipment, and make recommendations in regard to increases or reductions therein. Review or prepare requisitions for medical supplies and equipment.

5. Furnish advice and formulate contributory plans on the medical aspects of matters pertaining to operational and logistical plans of the district prepared for use in times of emergency or disasters.

6. Review medical reports such as Narrative Summaries, Reports of Physical Examination, Boards of Medical Survey, etc., and recommend administrative action to be taken thereon.

7. Conduct inspections of district units and submit reports to the district commander concerning sanitary conditions, prevalence of diseases, and dietetic adequacy of rations; make recommendations that will insure adequate training or other programs essential to the maintenance of sanitation standards and health within the district.

8. Inspect buildings and sites in use or proposed for lease or acquisition and review plans for proposed construction to insure that sanitary and other health standards are met.

9. Release information from medical records of Coast Guard personnel to authorized individuals and agencies when authorized by competent authority as indicated in Coast Guard Supplement, Section 0714, MCM 1951.

10. Furnish information and advice to dependents and retired personnel concerning eligibility and procedures for obtaining medical care at government expense.

11. Supervise enlisted personnel of the Medical Department when such supervisory authority has been delegated to the Health Services Branch by the Chief, Personnel Division.

12. Supervise or conduct all physical examinations given in the district, including annual examinations and those given to recruits.

MILITARY PERSONNEL RECRUITING BRANCH
(pmr)

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

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

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

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

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

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

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

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

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

b. The commanding officer of a Marine Safety Office is also the Captain of the Port (COTP) and the Officer-in-Charge, Marine Inspection (OCMI) for those areas of responsibility prescribed by the Code of Federal Regulations.

4. **Captain of the Port and Marine Inspection Offices**

a. Some ports do not have a Marine Safety Office but do have a Captain of the Port Office or a Marine Inspection Office, or both, operating as independent units.

(1) A **Captain of the Port Office** performs functions in support of the Port Safety and Security and the Marine Environmental Protection programs. (Additional information concerning the organization and functions of a COTP office may be found in the Port Security Manual, CG-299, and the pamphlet "Security of Vessels and Waterfront Facilities.")

(2) A **Marine Inspection Office** performs functions in support of the Commercial Vessel Safety program. (Additional information concerning the organization and functions of a Marine Inspection Office may be found in the Merchant Marine Safety Manual, CG-203).

5. **Stations**

a. Many district units have been designated "stations." Words modifying the title "station" are used to indicate the primary program to which a unit devotes its resources. For example, a "light station" is primarily concerned with the Short Range Aids to Navigation Program.

b. Coast Guard shore units as well as floating units operate under a multi-mission or multi-program concept. Thus stations identified simply as "Coast Guard Stations" normally perform functions in support of a number of Coast Guard programs.

6. **Bases**

Most Coast Guard bases are industrial bases which provide maintenance, repair, and construction services for other Coast Guard units. (Additional information concerning the organization and functions of an industrial base may be found in the Industrial Management Guide, CG-361.)

7. **Depots**

A depot is an industrial activity but differs from an industrial base in that the depot repairs, maintain and stores only aids to navigation equipment.

8. **Reserve Units**

a. Coast Guard Reserve units provide the formal organization in which qualified persons are trained for active duty during periods when more resources are needed than are available in the regular Coast Guard. (Additional information concerning the organization and functions of Reserve units may be found in CG-296.)

9. **Detachments.** These sub-units operate separately from their parent commands to meet the need for operations and services at one or a number of remote locations within the district. Examples follow:

   a. **Marine Inspection Detachments**

   b. **Boating Safety Detachments**

   c. **Maintenance and Repair Detachments**

10. **Support Centers.** Support Centers have been established at certain large conglomerate support facilities at which a number of Coast Guard programs are represented. Specifically, Support Centers now established include Boston, Portsmouth, New York, Kodiak, and Seattle.

G-CMA Reference Copy

DEPARTMENT OF TRANSPORTATION
UNITED STATES COAST GUARD

MAILING ADDRESS:
U.S. COAST GUARD (G-CMA/83
400 SEVENTH STREET SW.
WASHINGTON, D.C. 20590
PHONE: (202) 426-2372

23 APR 1975

COAST GUARD ORGANIZATION MANUAL
CG-229

AMENDMENT NO. 1

1. Purpose. This amendment publishes a change to the Coast Guard Organization Manual.

2. Action.

Remove Pages	Insert Pages
iii thru viii	iii thru viii
I-5, I-6	I-5, I-6
I-9	I-9
II - 1	II-1
II - 93 thru II-96	II-93 thru II-96
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E. D. SCHEIDERER
Chief of Staff

Dist: (SDL No. 100)
A: a,b(2); c,d,e,f,h,m,n,v(1)
B: c(15); b,e,f,g,h,n(5); i,j,k,l,q,r(2); d,m,p(1)
C: k,n(2); a,b,d,e,g,l,m,o,p,x(1)
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Part V – District Field Organization V-1

support within the various districts, while the several Headquarters units furnish Coast Guard-wide support. Current listings of these units may be found in the effective edition of **Operating Facilities of the U.S. Coast Guard (OPFAC)**. Overall Coast Guard organization is shown on the chart at the end of Part I.

a. **The Commandant**, assisted by his Headquarters staff, plans, generally directs, coordinates and evaluates Coast Guard activities carried out by the commanders of areas, districts and Activities Europe, and provides immediate direction to Headquarters units which report directly to the Commandant although located within the geographical limits of districts.

b. **The two area commanders**, as intermediate echelons of command between the commandant and district commanders, have substantial latitude and flexibility in judgment and decision with respect to specified operational and support functions which involve the activities of more than one district.

c. **The district commanders and Commander, Activities, Europe** assisted by their staffs, provide regional direction, support and coordination for functions performed by individual units assigned.

d. **Headquarters units**, such as the Yard, Aircraft Repair and Supply Center, Supply Center, Academy, Training Centers and others, provide support services for the Coast Guard organization as a whole, and thus are under the immediate direction of the Commandant's cognizant program directors in Headquarters.

e. **Special Staff Organization in Headquarters.** In the Headquarters organization, there are several organizational elements which function outside of the typical Headquarters office structure. They are:

Under the Commandant's Direction

a. Chief Administrative Law Judge (G-CJ)

b. Congressional Affairs Staff (G-CC)

c. Foreign Policy Advisor (G-CP)

d. Marine Safety Council (G-CMC)

e. Master Chief Petty Officer (G-CMCPO)

f. Science Advisor (G-DS)

Special Staff Divisions
Under Chief of Staff Direction

a. Administrative Services Division (G-CAS)

b. Budget Division (G-CBU)

c. Management Analysis Division (G-CMA)

e. Programs Division (G-CPA)

f. Safety Programs Division (G-CSP)

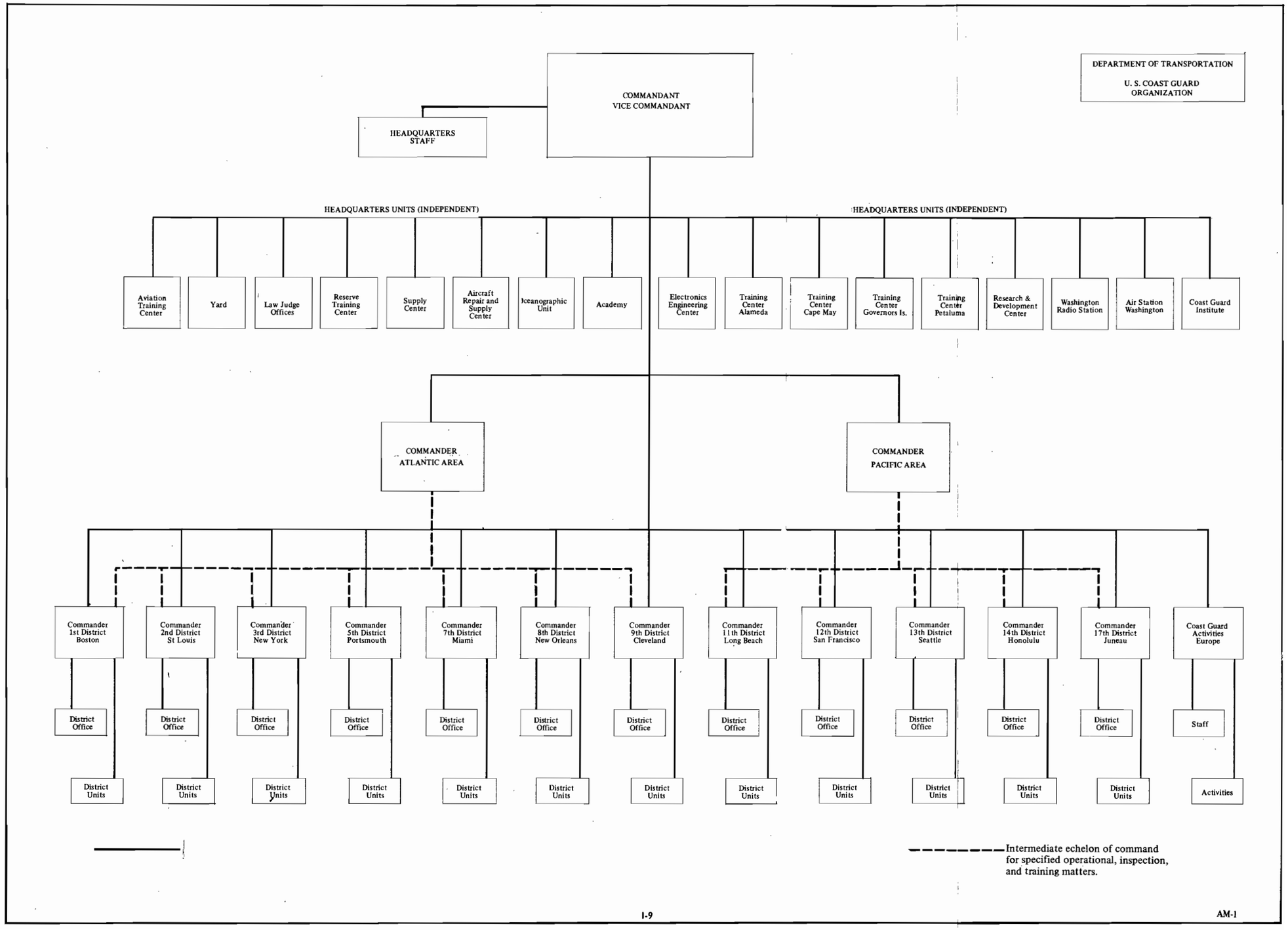
VII. Discussion and Explanation of Organizational Terms

a. **The Role and Relationship of "Line" and "Staff."** Line functions are generally defined as those involving specific, measurable outputs, required or used within an organization or by its customers. (For Coast Guard purposes, this could include such functions as buoys serviced, rescues made, vessels inspected, boats repaired, personnel actions completed, reports processed, supplies issued, etc.) On the other hand, the staff role in an organizational sense is much less specific, since a staff frequently exists simply as an extension of the line or support manager (as a horizontal line of organization) to assist and advise him in decision-making and management. Such a staff may thus provide such services as technical or professional advice, research, analysis, planning, coordination, evaluation and presentation of related reports and recommendations to support and assist the line manager at the Headquarters or field level. Such staff officers normally have no supervisory or decision-making authority except over their immediate subordinates.

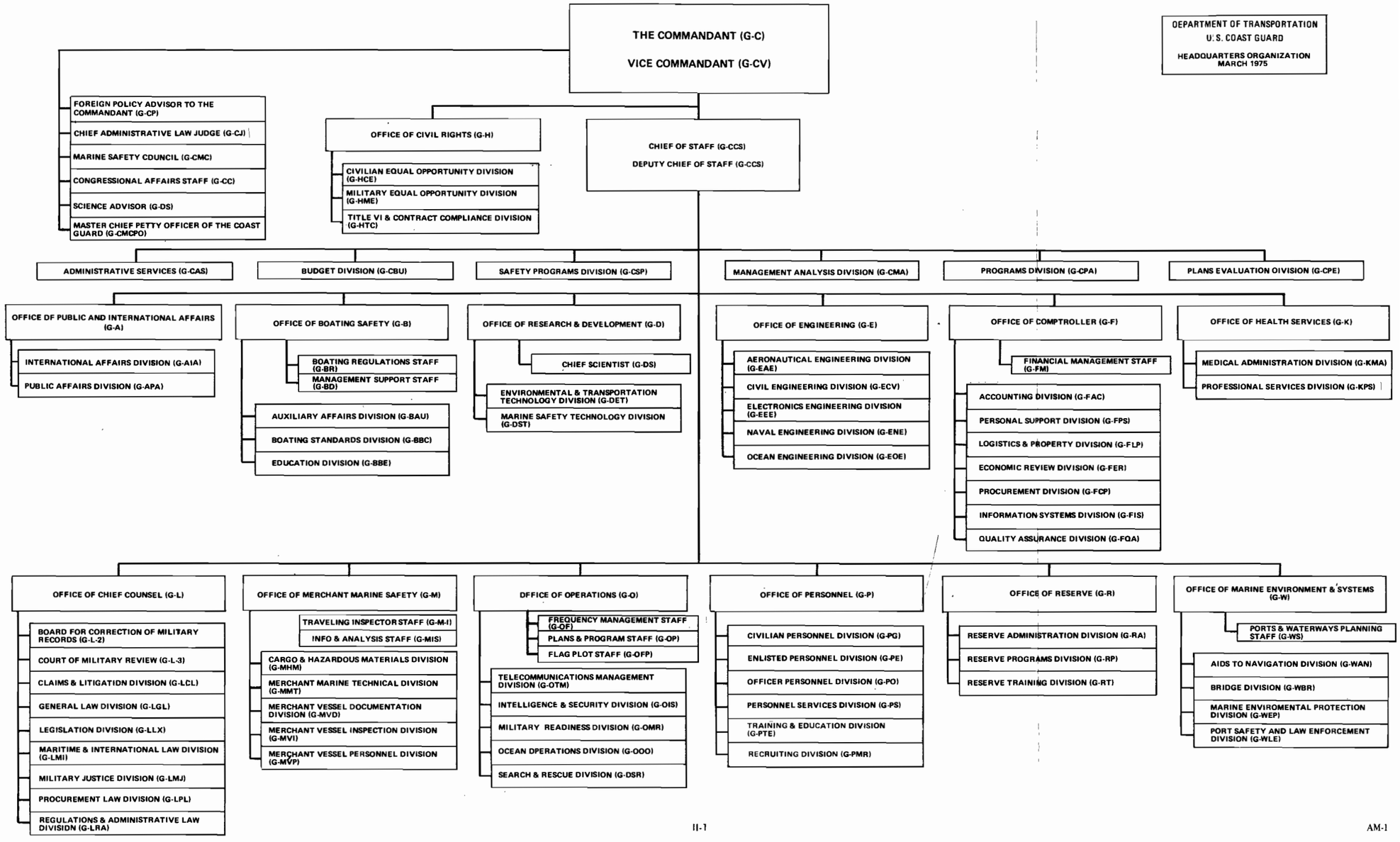
b. **Delegation of Authority.** It is generally agreed that an organization functions best when the authority to make decisions is placed as close as possible to the point where a service is performed. When this is done, the levels of review are reduced, manpower is conserved, and there is less possibility of delay in decisions. Thus, Coast Guard managers at Headquarters and in the field should periodically review the extent of delegated authority within their assigned areas to identify – and initiate action – where additional delegations can be made to subordinates. Such delegations of authority should be made in writing to the holder of an organizational title, specifically stating any restrictions and conditions which apply as a guide to the types of action which will require higher level approval. Copies of delegation letters should be filed with organization documents to assure ready reference if questions arise.

c. **Lines of Control/Supervision.** Organizational lines of control within Headquarters and field commands are normally well known to managers, and organizational integrity can be maintained with a minimum of friction. The lines of control between Headquarters and areas, districts, Activities Europe and Headquarters units are less readily defined, but normally are maintained via directives, messages and correspondence originated by cognizant officials in Headquarters who are exercising authority delegated by the Commandant. These formal lines of control should be maintained, except in emergency situations where timing does not permit. (Additional details may be found in COMDTINST 5400.3 Series which also discusses informal contacts.)

d. **Unity of Command/Supervision.** An individual should be responsible to only one superior, and a supervisor should also normally have full authority over those within the organization he supervises. (Exceptions to this are proper when an individual has been formally assigned to serve collaterally with another organizational segment, study group, etc., or when split technical and administrative control is required and documented because of isolation, lack of on-site technical expertise, or other unusual conditions.) In all cases, each member of an organization must know to whom he reports and who reports to him.


DEPARTMENT OF TRANSPORTATION
U. S. COAST GUARD ORGANIZATION
COMMANDANT
VICE COMMANDANT
HEADQUARTERS STAFF
HEADQUARTERS UNITS (INDEPENDENT)
Aviation Training Center
Yard
Law Judge Offices
Reserve Training Center
Supply Center
Aircraft Repair and Supply Center
Oceanographic Unit
Academy
HEADQUARTERS UNITS (INDEPENDENT)
Electronics Engineering Center
Training Center Alameda
Training Center Cape May
Training Center Governors Is.
Training Center Petaluma
Research & Development Center
Washington Radio Station
Air Station Washington
Coast Guard Institute
COMMANDER ATLANTIC AREA
COMMANDER PACIFIC AREA
Commander 1st District Boston
Commander 2nd District St Louis
Commander 3rd District New York
Commander 5th District Portsmouth
Commander 7th District Miami
Commander 8th District New Orleans
Commander 9th District Cleveland
Commander 11th District Long Beach
Commander 12th District San Francisco
Commander 13th District Seattle
Commander 14th District Honolulu
Commander 17th District Juneau
Coast Guard Activities Europe
District Office
Staff
District Units
Activities
Intermediate echelon of command for specified operational, inspection, and training matters.

DEPARTMENT OF TRANSPORTATION
U.S. COAST GUARD
HEADQUARTERS ORGANIZATION
MARCH 1975



MANAGEMENT BRANCH
(G-EOE-1)

Under the direction and supervision of the Chief, Ocean Engineering Division, the Chief, Management Branch shall perform the following functions, relating to ocean engineering support of the AN, MEP, and MSA programs:

a. Perform division PPB activities, including planning, RCP control, and budget preparation.

b. Administer Subhead 46 and allocated AC&I funds.

c. Administer information systems, reporting the status of division and allotment unit projects.

d. Coordinate division procurement and inventory activities.

e. Perform classified material control functions for the division.

f. Perform mail and file functions for the division.

ENVIRONMENTAL SYSTEMS BRANCH
(G-EOE-2)

Under the direction and supervision of the Chief, Ocean Engineering Division, the Chief, Environmental Systems Branch shall:

a. Provide engineering support activities for:

(1) Pollution response equipment including ADAPTS, oil containment, and oil recovery.

(2) Oceanographic handling equipment including winches, cables, and gallows frames.

(3) Selected oceanographic sensors and data processing equipment, specifically: XBT, STD; and digital data loggers.

(4) Oceanographic vans.

b. Provide technical support to the Coast Guard Oceanographic Unit.

SUPPORT EQUIPMENT BRANCH
(G-EOE-3)

Under the direction and supervision of the Chief, Ocean Engineering Division, the Chief, Support Equipment Branch shall:

a. Provide engineering support including determination of the need of replacement or improvement, design, specification, technical administration of procurements and contracts, preparation of guidance and requirements, and monitoring of maintenance, spare equipment, spare parts, and technical personnel for:

(1) Specific aids-to-navigation electronics equipment including sensors, remote control and monitor equipment, and telemetry links.

(2) Meteorological, oceanographic and maritime-environmental-protection electronic equipment and sensors.

(3) Aids-to-navigation power systems.

b. Provide standards for and coordinate all aspects of the lighthouse and Large Navigational Buoy (LNB) systems including:

(1) Reliability and servicing

(2) Technical manuals

(3) Programming of funds

(4) Servicing personnel

(5) Supply and logistics

c. Coordinate all electronics efforts within the division with respect to:

(1) Adherence to Coast Guard Standards

(2) Electronics Engineering Division (G-EEE)

(3) Electronics Engineering Center (EECEN)

(4) Electronics Engineering Laboratory (EELAB)

(5) Modular Repair Facility (SUPCEN BKLYN)

SIGNAL BRANCH
(G-EOE-4)

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

a. Provide engineering support including determination of the need of replacement or improvement, design, specification, technical administration of procurements and contracts, preparation of guidance and requirements, and monitoring of maintenance, spare equipment, spare parts, and technical personnel for:

(1) Aids-to-navigation acoustical and optical equipments.

(2) Buoys and buoy moorings.

(3) Minor aids-to-navigation structures.

b. Provide standards for and coordination of all aspects of the beacon-and-buoy system including:

(1) Reliability and servicing

(2) Technical manuals

(3) Programming of funds

(4) Servicing personnel

(5) Supply and logistics

c. Coordinate the aids-to-navigation efforts of the Support Equipment Branch and the Signal Branch with respect to:

(1) Technical manuals

(2) Servicing personnel

(3) Supply and logistics

(4) International Association of Lighthouse Authorities (IALA)

(5) Office of Research and Development (G-D)

(6) Research and Development Center (R&DCEN)

d. Provide technical optical and acoustical advice to those divisions dealing with regulatory matters, specifically G-BBC, G-CMC, G-WAN, G-WBR, and G-WLE.

OFFICE OF COMPTROLLER
(G-F)

1. **Mission.** To provide for the logistics of the Service that involve the maintenance of accounts, the disbursement of funds, the financial management of comptroller responsibilities, supply system management, computer systems support and general administration of non-appropriated fund activities.

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

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

      (1) The maintenance of all formal accounting records.

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

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

      (4) Planning and assuring that there is an adequate audit of financial management operations, including the review of accounting records, supporting documents and transactions, to provide management at all levels with an independent, objective, and constructive evaluation of the effectiveness and efficiency of internal management controls and practices, whether accomplished by the Departmental Internal Auditors, by contract or as part of the Coast Guard's inspection program.

      (5) The management of the supply system, encompassing the procurement, storage, and distribution of all equipment, supplies and services.

      (6) The management of the procurement program, within the framework of controlling regulations.

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

      (8) Supervision of mobilization planning for all phases of financial management, personal, supply and computer systems matters, both for Headquarters and district levels.

   b. Determine basic plans, systems, methods, and procedures under which accounting (including cost and asset accounting for property, inventories, and other resources), vouchering, payrolling, disbursing, supply and computer activities are to be carried out with due consideration of the existence of adequate audit controls and safeguards; consider and make recommendations as to broad policies which should control these determinations.

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

d. Maintain close coordination with other components of organization with respect to financial management, personal, supply and computer systems supports to assure uniform understanding and maximum results.

e. Prescribe the fiscal reports and data to be submitted by field units to meet financial management and reporting requirements of the Coast Guard, Department of Transportation, and other Government agencies. Program the utilization of the fiscal data input in the preparation by the Information Systems Division of servicewide financial reports and analyses to meet management requirements. Review and analyze such fiscal reports and data and initiate or issue appropriate directives to field units to insure uniformly high standards of fiscal efficiency, effectiveness and economy.

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

g. Periodically review the administration of the Comptroller Divisions of district offices and initiate recommendations to the district commanders to effect improvements in the organization and methods of administration of those divisions. Keep informed, through field evaluations or otherwise, as to the status, effectiveness, and efficiency of financial management, personal, supply and computer activities generally.

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

i. Exercise technical control over Inventory Control Points.

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

k. Conduct the service's Payroll Savings Program for the sale of U.S. Savings Bonds.

l. Administer the Coast Guard General Gift Fund and Surcharge Collection, Sale of Commissary Stores Fund.

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

n. Act as: approving official for sole source procurements between $25,000 and $100,000; review official for proposed contract awards between $100,000 and $1,000,000; and source selection official when required by procurement regulations for procurement of $1,000,000 or less.

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

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

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

ECONOMIC REVIEW DIVISION
(G-FER)

Under the general direction and supervision of the Comptroller, the Chief, Economic Review Division shall:

a. Plan and direct the Coast Guard general mess program including review and analysis of mess operations to assure provision of an adequate diet at reasonable cost; establishment of ration allowances; and publication of instructions in the Comptroller Manual and directives.

b. Plan and direct the Coast Guard commissary store program.

c. Plan and direct the Coast Guard program of Non-appropriated Fund Activities including exchanges and open and closed messes. Publish and maintain the Coast Guard Non-appropriated Fund Activity Manual.

d. Administer the Coast Guard Trust Fund sub-account "Non-appropriated Fund Account."

e. Serve as the primary point for the administration of Subhead 30 (Operating and Maintenance Funds).

f. In coordination with program and support directors, and the Budget Division (G-CBU), establish the basic Financial Plan for Subhead 30 insuring consistency with the overall operating plans of the Coast Guard.

g. Develop cost analysis principles, policies, and procedures, and continuously review the adequacy of existing cost data and recommend changes to the cost collection system as necessary.

h. Prepare, classify, consolidate and perform or review analyses of financial data used by program and support directors.

i. Conduct or assist in Comptroller manpower utilization studies and analyze requests for changes in manpower ceiling and make recommendations for adjustments.

j. Be responsible for the overall maintenance and operation of the Comptroller workload measurement and control program, and the Program Operating Cost Report (POCR).

k. Provide servicewide leadership in the application of economic analysis to servicewide program formulation and execution, including the dissemination of training information.

l. Coordinate the development of servicewide objectives and productivity and effectiveness factors.

m. Be responsible for maintaining and monitoring a Coast Guard-wide system for statistical sampling of vouchers.

n. As directed, perform reviews, inspections and evaluations of Headquarters and field units accounting systems for both appropriated and non-appropriated fund activities.

RESALE PROGRAMS BRANCH
(G-FER-1)

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

a. Participate in planning and directing the resale programs of the Coast Guard including commissary store, general messes, and Non-appropriated Fund Activities, including coordination with other military forces.

b. Review and analyze performance in resale programs, taking corrective action and recommending improvements.

c. Maintain the necessary liaison with DOD, other Government agencies, Congress, industry and the public to operate effective, economical and efficient resale programs.

d. Recommend policies and procedures and originate directives, instructions and manual changes required for improved management and operation of resale programs, and introduction of new militrary service resale programs.

e. Develop and prescribe monetary ration rates, control distribution of Armed Forces recipe cards, publish meal sales rates, provide necessary statistical information systems for effective management of resale programs, and provide a program for development and retention of capable personnel in-the NAFA resale programs.

f. Administer the NAFA contributions to the Coast Guard Trust Fund which includes recording and depositing all mess and exchange remittances, processing regular and deployment loans and self-insurance claims.

SUBHEAD 30 MANAGEMENT BRANCH
(G-FER 2)

Under the direction and supervision of the Chief, Economic Review Division, the Chief, Subhead 30 Management Branch shall:

a. Serve as the primary point for the administration of Subhead 30 (Operating and Maintenance Funds).

b. In coordination with program and support managers, and the Budget Division, establish the basic Financial Plan for Subhead 30 ensuring consistency with the overall operating plans of the Coast Guard and sound financial practices.

(1) Distribute such funds as are available to the various allotment units and Headquarters Offices. Establish procedures and format for such distribution.

(2) Review all requests for changes in the Subhead 30 Financial Plan, or in allotment levels. Make recommendations concerning, or act on, such requests.

(3) Review requests for reprogramming of Subhead 30 funds to support unfunded requirements. Establish priorities for unfunded requirements.

c. Establish and oversee the basic Headquarters Operating Budget.

d. Review all planning documents, facility/personnel change documents, and budget inputs affecting the role of Subhead 30 in existing or potential operating plans.

(1) Conduct an in-depth analysis of all Resource Change Proposals to ensure adequacy of funding to accomplish the proposal. Provide guidance to program/support managers in the development of Subhead 30 needs for RCP input. Conduct a similar review of reimbursable/refundable budget provisions.

(2) Review all Personnel Allowance Amendments and distribute Standard Personnel Funds accordingly.

(3) Review all Operating Facility Change Orders for financial cost/savings transfers associated with such changes.

(4) Assist program/support managers in developing OE follow-on funding levels for current AC&I projects.

(5) Review Planning Factors, Planning Proposals, Determinations, and other inputs to ascertain their affect on Subhead 30.

e. Attend Coordinating Board meetings to support Subhead 30 needs and ensure familiarity with budgetary decisions and policy.

f. Develop and support RCPs for wageboard pay.

g. Directly administer those Headquarters Subhead 30 funds for which a program manager cannot be identified or for which separate control would be impractical.

h. Review "Cost of Living" determinations developed by the Budget Division to ensure adequacy of Subhead 30 funding. Conduct independent analyses of inflationary trends and cost increases.

i. Conduct other independent analyses to improve Subhead 30 utilization and management including techniques for budget development, standard costing, cost targets and target variance, and other matters. In general review Subhead 30 accounting practices, management techniques, policies, and procedures at all levels.

ECONOMIC ANALYSIS BRANCH
(G-FER-3)

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

a. Continuously review the adequacy of existing cost data and recommend changes to the cost collection system as necessary.

b. Prepare, classify, consolidate and perform or review analyses of financial data used by support and program directors.

c. Prepare periodic economic analysis reviews and cost studies, and/or establish guidelines and parameters for use of such analysis as a management tool for Headquarters and field management.

d. Review, reconcile and summarize total appropriation expenditures by budget activity, component and object code.

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

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

g. Conduct or assist in Comptroller manpower utilization studies and analyze requests for changes in manpower ceilings and make recommendations for adjustments.

h. Interview operating and supervisory personnel and conduct research to determine and recommend action to resolve management problems or improve efficiency or economy of operations within the Office of the Comptroller, or field comptroller divisions.

i. Collaborate and coordinate with Headquarters divisions and field offices in the development of Comptroller manpower programs and to validate manpower requirements.

j. Analyze requests for changes in Comptroller manpower ceilings because of special manpower utilization problems involved.

k. Be responsible for the overall maintenance and operation of the Comptroller workload measurement and control program including productivity and effectiveness measurement.

l. Be responsible for the Program Operating Cost Report (POCR), including evaluation techniques, processing procedures, form preparation, and further overall development.

m. Be responsible for maintaining and monitoring a system for statistical sampling of vouchers.

n. As directed, perform reviews, inspections and evaluations of Headquarters and field units accounting systems for both appropriated and non-appropriated fund activities.

LOGISTICS AND PROPERTY DIVISION
(G-FLP)

Under the general direction and supervision of the Comptroller, the Chief, Logistics and Property Division shall:

a. Direct the supply management program for the Coast Guard, embracing the functions of provisioning, item identification, cataloging, inventory and plant property management, allowances, storage, distribution, utilization and disposal of materials, controls over repairable materials, mobilization, professional training of personnel, utilization of DOD military standards systems and other related programs for supply logistics support.

b. Direct the Coast Guard real property management program coordinating the actions required for acquisition, use and disposal of real property, including preparation or review of deeds, licenses, permits, leases, easements, transfers and other documents. Maintain real property records and render external reports. Publish and maintain the Coast Guard Real Property Manual. Direct and monitor the Coast Guard's effort in identifying and preserving properties considered historically significant.

c. Develop and promulgate policy and plans, establish objectives and standards, and prescribe systems and procedures in the area of logistics and property.

d. Exercise technical control over Inventory Control Points, other authorized issuing/stocking points, requisition processing points in districts and Supply Center to assure compliance with established policy. Assign responsibilities for inventory management for specific categories of materials to established Inventory Control Points.

e. Plan with program managers and Inventory Control Points for initial provisioning of new systems being introduced into the Coast Guard.

f. Perform budgetary functions to provide for effective supply and real and personal property systems. Administer funds of the Coast Guard Supply Fund.

g. Maintain liaison and conduct business pertaining to Coast Guard supply and property matters with the Office of Installations and Logistics, Office of the Secretary, Department of Transportation, Department of Defense, General Services Administration and other Government agencies, including negotiation and maintenance of interservice agreements. Implement the policies, procedures, and agreements concerning supply property programs of higher authorities as they pertain to Coast Guard functions.

h. Evaluate effectiveness of the supply and property systems in terms of satisfying customer requirements, capability of meeting long range objectives, and unit performance. Based on this evaluation, recommend changes in numbers and types of facilities, personnel, and policies.

i. Maintain publications for which responsibility has been assigned to Logistics and Property Division.

j. Implement the provisions of the Federal Property Management Regulations (FPMR) as they apply to Coast Guard functions. Coordinate Coast Guard requests for deviation from FPMR and other matters pertaining to those regulations.

k. Perform all other functions required to total management of the Coast Guard Supply System and Real Property Program, including compilation and review of statistical data, establishing standards of performance and arranging for the training of assigned personnel.

SUPPLY SYSTEMS MANAGEMENT BRANCH
(G-FLP-1)

Under the direction and supervision of the Chief, Logistics and Property Division, the Chief, Supply Systems Management Branch shall:

a. Plan, develop, and publish goals, tasks and procedures necessary for the effective and efficient management and operation of the Coast Guard Supply and Logistics support system. Act on proposals that affect the management or operation of the supply system.

b. Develop and publish reporting systems necessary for managing and evaluating the supply system. Collect and analyze data. Conduct supply management and operations studies, surveys, audits and inspections. Take action to eliminate deficiencies found and to improve customer satisfaction.

c. Provide policy guidance and advice to Headquarters components and field units on such supply operations as provisioning, allowance lists, cataloging and standardization, inventory control, materials handling, storage, distribution and disposal.

d. Develop, maintain, and be prepared to implement Coast Guard mobilization and contingency plans pertaining to supply logistics matters.

e. Monitor the training and performance of personnel in supply billets. Recommend additions, deletions, and changes to existing training courses and requirements.

f. Study, develop, implement and maintain Department of Defense and General Services Administration Standard Systems for Coast Guard use. Act as Coast Guard Headquarters liaison and contact point for Federal supply and logistics matters. Act as the Coast Guard control point for recording and reporting actions to implement, supplement or deviate from the Standard System.

g. Negotiate support agreements with the Department of Defense, its agencies and military services and other Government agencies. Respond to proposed changes to Coast Guard system-wide support agreements. Maintain a file of these Support Agreements. Develop and publish procedures required to accumulate data for submission to the various Naval System Commands for logistics planning purpose. Accumulate and submit this data in a timely manner.

h. Act for Coast Guard in matters involving international logistics and support as it applies to Coast Guard managed material.

i. Perform budgetary functions related to the supply program, including preparation of resource change proposals, budget forecasts, cost-benefit studies, productivity studies, mid and long range plans, and maintaining liaison with other budget organizations.

j. Exercise financial control over the Coast Guard Supply Fund. Provide budgetary guidance and review budget documents involving funding of inventories and staffing and support of supply operations.

SUPPORT REQUIREMENTS BRANCH
(G-FLP-2)

Under the direction and supervision of the Chief, Logistics and Property Divison, the Chief, Support Requirements Branch shall:

a. Maintain close contact with Coast Guard inventory control points (ICP) on supply logistical matters. Assist ICP's in the development, introduction and support of new equipments.

b. Develop supply aspects of integrated logistics support. Assist in the formulation, review, evaluation, and administration of overall Coast Guard provisioning policies and procedures. Participate in planning the initial provisioning of specific equipments. Evaluate and act on requests for technical overrides to provisioning policies.

c. Participate in the review, study and analysis of ICP and stock point supply operations. Initiate action to eliminate deficiencies and to improve customer satisfaction. Assign item management responsibilities to ICP's.

d. Review for action and prepare replies to position, issue and study papers, AC&I projects, and Shore Unit Development Plans from the viewpoint of financial and work load impact on supply and real property programs.

REAL PROPERTY MANAGEMENT BRANCH
(G-FLP-3)

Under the direction and supervision of Chief, Logistics and Property Division, the Chief, Real Property Management Branch shall:

a. Develop and promulgate policy and procedural guidance on property management matters affecting acquisition, utilization and disposal of real property consistent with existing laws, regulations and directives. Recommend for publication manuals and instructions pertaining to the real property management program.

b. Assist in developing, improving, maintaining and coordinating the Coast Guard real property management program which includes:

(1) Processing of real property acquisitions and disposals including assistance and directions to the field as necessary and coordinating action with GSA, DOD, and other Government agencies.

(2) Maintaining central real property records.

(3) Initiating reviews and studies for improvement of property management.

(4) Coordinating the screening of Coast Guard excess property and that of other Government agencies.

(5) Reviewing justifications for retention of idle property and providing appropriate recommendations.

(6) Coordinate and/or prepare all reports relating to real property.

(7) Direct and monitor the Coast Guard's effort in identifying and preserving properties considered historically significant.

c. Represent Coast Guard as a member of the DOT Real Property Inventory Systems Committee and the Protection and Enhancement of the Cultural Environment Committee.

d. Perform budgetary functions related to real property, including preparation of resource change proposals, budget forecasts, cost-benefit studies, lease-purchase studies, mid and long range plans, and maintaining liaison with other budget organizations.

PERSONAL SUPPORT DIVISION
(G-FPS)

Under the general direction and supervision of the Comptroller, the Chief, Personal Support Division shall:

a. Direct the operation of centralized systems for payment of allotments from pay, payment of retired pay, and payment of inactive duty for training reservists, for active and former military members of the Coast Guard and Coast Guard Reserve.

b. Direct the payment of military pay and allowances to military personnel assigned to Coast Guard Headquarters.

c. Direct the settlement of unpaid pay and allowances for members separated from the service, and collection of overpayments or amounts due from former members.

d. Administer the provisions of the Federal Claims Collection Act of 1966 for the Coast Guard.

e. Administer the Waiver of Claims law for erroneous overpayments of pay for the Coast Guard.

f. Recommend new or revised systems and procedures for military and civilian payrolls to the Comptroller of the Coast Guard.

g. Direct the installation of new or revised pay systems for the Coast Guard, and obtain General Accounting Office approval.

h. Provide the mechanism to achieve the requisite liaison and reporting for other Comptroller, Personnel, and Chief of Staff divisions and with the Department of Transportation, central reporting agencies, and other armed services in DOD.

i. Promulgate regulations and procedures relative to the administration of payment of pay and allowances to Coast Guard personnel.

j. Counsel and advise the Comptroller, Chief of Staff, and Commandant on any and all matters affecting the payment of pay and allowances.

HEADQUARTERS PERSONAL SUPPORT BRANCH
(G-FPS-1)

Under the direction and supervision of the Chief, Personal Support Division, the Chief, Headquarters Personal Support Branch shall:

a. Be responsible for servicing and answering all claims and questions concerning military pay, travel vouchers, and shipment of household goods.

b. Maintain a service desk area to solve problems and process claims and answer questions in the area of military pay, travel, and shipment of household goods.

c. Provide payroll service to military members in the Washington, D.C. area.

d. Provide civilian payroll liaison for Headquarters personnel including all required coordination between Headquarters' personnel and the centralized civilian pay office under FAA in Oklahoma City.

e. Prepare authorizations and vouchers for travel advances for Headquarters military and civilian personnel.

f. Schedule travel vouchers for payment.

g. Prepare all correspondence concerning matters in the pay, travel, and household goods shipment area.

h. Provide travel, transportation, and shipment of household goods services as required at Headquarters.

i. Maintain military pay records; post, close, and open pay records semi-annually and certify vouchers and payrolls for payment by the Treasury Department.

j. Insure that allotment action requests are prepared, posted, and forwarded for military members.

k. Issue formal W-2 statements to active duty military members whose pay records are currently maintained by the branch.

PAY SYSTEMS BRANCH
(G-FPS-2)

Under the direction and supervision of the Chief, Personal Support Division, the Chief, Pay Systems Branch shall:

a. Be responsible for establishing, servicing, and maintaining all classes of allotments registered by Coast Guard military members.

b. Prepare and certify all allotment payment vouchers to the Treasury Department for check writing.

c. Process and maintain control over all blanket allotments to financial institutions.

d. Process claims for arrears in payment and also allowances and claims for gratuities to or on behalf of Coast Guard personnel and Coast Guard veterans.

e. Prepare and certify vouchers for approval of claims.

f. Furnish pay record historical information to the field and Headquarters.

g. Prepare semi-annual FICA report to support payment of FICA, and provide for tape reporting of W-2 information to IRS.

h. Collect or suspend indebtedness of separated members. Maintain follow-up action on open indebtedness receivables.

i. Maintain custody of closed military pay records.

j. Provide required data for use in performing semi-annual reconciliation of allotments.

k. Be responsible for approval of entitlements to basic allowance for quarters based upon determination of dependency for active duty members.

l. Coordinate allotment payroll preparation, returned checks, and bond processing with the Treasury Regional Disbursing Center.

m. Examine closed military pay records for propriety and correct computation of pay and any resulting adjustments of pay.

n. Administer the Federal Claims Collection Act of 1966 for amounts owed by active or former Coast Guard members.

o. Administer the Waiver of Claims law for the Coast Guard.

RETIRED AND RESERVE PAY BRANCH
(G-FPS-3)

Under the direction and supervision of the Chief, Personal Support Divison, the Chief, Retired and Reserve Pay Branch shall:

a. Be responsible for prompt and accurate payment of retired pay to Coast Guard and former Lighthouse Service personnel.

b. Maintain records of and be responsible for payments to annuitants under the retired Serviceman's Protection Plan and/or the Survivor Benefit Plan.

c. Coordinate payments with the Veterans Administration and Treasury Department where other government compensations are involved.

d. Certify payroll and vouchers to the Regional Disbursing Office for payment.

e. Be responsible for centralized payment and recording of retirement points on a monthly basis for inactive duty training performed by members of the Coast Guard Reserve.

f. Process payments for reserve personnel on active duty for training at Headquarters for ninety days or less.

g. Audit ACDUTRA orders paid by the field ACO's for the pay and point system.

h. Process payments of uniform allowances and other entitlements of reserve members in conjunction with ACDUTRA orders.

i. Establish technical requirements for ADP systems modifications to implement new laws and decisions affecting retired personnel.

j. Disseminate information concerning new laws, rates of pay, etc., of interest to retired members through articles in the retired newsletter and other media.

k. Reconcile allotment payments with allotment deductions for retired members.

l. Implement laws, regulations, decisions, and policies concerning pay of reserve members.

m. Process all correspondence related to pay problems of retired members and reserve members effecting any required coordination with the Office of Reserve and Office of Personnel.

n. Maintain current pay file jackets for all retired personnel, annuitants and former lighthouse keepers.

o. Issue formal W-2 statements to reserve and retired members at the close of each taxable year.

POLICY AND PROCEDURES BRANCH
(G-FPS-4)

Under the direction and supervision of the Chief, Personal Support Division, the Chief, Personal Support Policy and Procedures Branch shall:

a. Provide technical advice, guidance, and instructions to ACO's in resolution of pay entitlements and certification questions.

b. Research and provide determinations and decisions concerning questionable or disputed claims for payment of pay, travel, or shipment of household goods.

c. Prepare and publish Coast Guard manuals, instructions, and other directives implementing policies, procedures and entitlements concerning pay and allowances, travel, and shipment of household goods.

d. Provide technical advice and guidance concerning all matters relating to the Joint Travel Regulations and the Coast Guard Travel Manual.

e. Provide representatives to the Per Diem, Travel, and Transportation Allowance Committee; Pay and Allowances Committee; and Pay Procedures Committee.

f. Maintain Volume II of the Comptroller Manual.

g. Be responsible for the development, testing, and implementation and maintenance of all new military payroll systems, allotment systems, and civilian payroll system.

h. Maintain liaison with the Information Systems Division concerning system questions, problems, and modifications.

i. Determine systems impact of new legislation affecting pay, changes in Treasury requirements, and changes made by other government agencies that affect both military and civilian pay.

j. Evaluate the effectiveness of ADP pay systems in relation to existing and future requirements.

k. Disseminate information concerning statutes, laws, or bills affecting pay or pay procedures.

l. Coordinate and prepare responses to all Congressional inquiries on pay matters to provide for uniform and consistent responses.

m. Administer the savings bond program for the Coast Guard.

n. Establish and maintain written operating procedures for all Division operations.

OFFICE OF HEALTH SERVICES
(G-K)

1. **Mission.**

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

   b. To serve as advisor to the Secretary in developing and implementing the national defense emergency medical, health, and sanitation policies and plans of the Department of Transportation.

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

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

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

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

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

   e. Advise the Office of Personnel in the establishment of physical standards for Coast Guard military duty.

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

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

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

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

j. Review all personnel separations based on medical considerations.

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

l. Provide medical services to Nassif and Transpoint building personnel.

m. Administer the Civilian Occupational Health Program.

3. **Special Relationship**. The Chief, Office of Health Services acts as Medical Advisor to the Secretary for National defense emergency medical, health, and sanitation planning and implementing functions, except those involving civil aviation medicine.

MEDICAL ADMINISTRATION DIVISION
(G-KMA)

Under the general direction and supervision of the Chief, Office of Health Services, the Chief, Medical Administration Division shall:

a. Direct the administrative, budgetary, financial, supply and management aspects of the Medical Program.

b. Administer the program budgeting requirements for the Coast Guard Medical Program.

c. Prepare the budget submission for the Coast Guard Medical Program to be included in the Public Health Service budget.

d. Review and/or recommend action concerning medical facility plans and approve the design and equipping of such facilities.

e. Provide medical records service and review as required.

f. Maintain liaison with the Office of Civilian Health and Medical Program of the Uniformed Services (OCHAMPUS) and the medical departments of the Armed Forces and Public Health Service, and administer the OCHAMPUS Program for the Coast Guard.

g. Supervise the administration of the Central Physical Evaluation Board.

h. Administer Subhead 57 for the Chief Medical Officer, USCG.

i. Initiate training requirements for professional PHS personnel assigned to the Coast Guard Medical Program.

j. Coordinate administrative matters relative to procurement and delivery of professional services with the Chief, Professional Services Division, and recommend staffing assignments.

k. Supervise for the Chief, Office of Health Services the contracting of medical services for personnel of the Coast Guard.

l. Promulgate the Medical Manual in coordination with the Office of Personnel.

m. Provide statistical services for the Office of Health Services.

n. Coordinate the medical supply system and provide inputs to the Supply Logistics Division, Office of the Comptroller on required finance and supply directives, and initiate changes in the medical allowance list.

o. Carry out financial accounting for the Office of Health Services.

p. Compile and evaluate required management information related to the provision of medical services to the Coast Guard.

FINANCIAL MANAGEMENT BRANCH
(G-KMA-1)

Under the direction and supervision of the Chief, Medical Administration Division, the Chief, Financial Management Branch shall:

a. Prepare and draft required finance and supply directives in coordination with the Office of the Comptroller.

b. Collaborate on Medical Manual changes.

c. Coordinate the medical supply aspects of Coast Guard readiness programs.

d. Initiate changes to the medical allowance list.

e. Coordinate the medical supply system and provide inputs to the Supply Logistics Division, Office of the Comptroller.

f. Maintain liaison with the Bureau of Medicine and Surgery and FSMO-FLDBR-BUMED on medical supply changes, additions, and revisions.

g. Process all voucher claims for medical and/or dental treatment at civilian facilities in CONUS and routine treatment outside contingent United States and Federal facilities other than Public Health Service.

h. Order and distribute Federal Stock Catalog and Handbook of the Hospital Corps.

i. Provide administrative guidance to field units on medical publications and technical professional textbooks.

k. Assign forms clearance officer for USPHS forms system involving USCG units.

l. Order necessary medical publications for the Office of Health Services.

m. Prepare IOL plans for new acquisition; review and revise IOL lists.

n. Manage subhead 57 as directed.

o. Prepare draft replies for all correspondence relative to supply, finance, and medical-dental allowances.

p. Perform all financial accounting conducted in the Office of Health Services.

q. Assist Chief, Medical Administration Division in formulation of budget requests for Coast Guard line item in Public Health Service budget.

r. Coordinate as directed service-wide contracting for medical services to Coast Guard personnel.

DISABILITY SEPARATION BRANCH
(G-KMA-2)

Under the direction and supervision of the Chief, Medical Administration Division, the Chief, Disability Separation Branch shall:

a. Receive and account for all Medical Boards, Physical Evaluation Boards and such cases to be evaluated before the Physical Review Council and Physical Disability Appeal Board.

b. Schedule for board action cases to be evaluated by the various boards.

c. Prepare board findings, related documents, and correspondence for board members' signature.

d. Transmit boards to the appropriate commands for field action.

e. Provide statistical data related to Central Physical Evaluation Board and Physical Evaluation Board cases.

f. Prepare an annual report on Central Physical Evaluation Board operations.

g. Review the medical status of personnel and initiate appropriate administrative action when indicated.

PROFESSIONAL SERVICES DIVISION
(G-KPS)

Under the general direction and supervision of the Chief, Office of Health Services, the Chief, Professional Services Division shall:

a. Assist in the development of the Medical Program for the Coast Guard.

b. Provide professional guidance to the Office of Personnel in establishing physical standards for Coast Guard military duty as directed by the Chief, Office of Health Services.

c. Serve as medical member of Central Physical Evaluation Board and various other boards as directed.

d. Review all physical examinations, recommend administrative actions related to physical examinations to the Chief, Office of Health Services, and make medical recommendations concerning aviation personnel.

e. Maintain liaison with the Navy Bureau of Medicine and Surgery on aviation medical matters.

f. Recommend assignment and/or training of PHS flight surgeons as required.

g. Advise the Chief, Medical Administration Division on Aviation Medical Facilities requirements.

h. Supervise medical clinic operations in the HQ building.

i. Assist in the development of, and administer, a Service dental program.

j. Administer the environmental health program, involving water supply, air and water pollution control, pest control, and solid waste disposal, and develop industrial health policies and standards for the Coast Guard.

k. Advise the Chief, Office of Health Services on NBC warfare and radiological health, and serve as a member of Coast Guard and interagency boards when required.

l. Maintain liaison with the Department of Defense and other governmental agencies concerning pest control and pesticides.

m. Inspect floating and shore units to ascertain compliance with environmental health standards and make reports to the appropriate district commander or Commanding Officer, Headquarters unit.

DENTAL SERVICES BRANCH
(G-KPS-1)

Under the general direction of the Chief, Professional Services Division, the Chief, Dental Services Branch shall:

a. Provide clinical dental services to the service.

b. Be responsible for procurement and deployment of dental staff.

c. Prepare specifications for mobile dental detachments.

d. Provide professional guidance to the Office of Personnel in establishing dental standards for the Coast Guard.

e. Review professional performance of dental officers and approve fitness reports on such officers.

f. Establish dental policy and procedures to be implemented in field activities.

g. Review, initiate, and recommend allowance and training of dental technicians.

ENVIRONMENTAL SANITATION BRANCH
(G-KPS-2)

Under the general direction and supervision of the Chief, Professional Services Division, the Chief, Environmental Sanitation Branch shall:

a. Recommend the development of environmental health and occupational health policies and standards for the Coast Guard.

b. Provide advisory services in NBC warfare and radiological health and serve as a member of Coast Guard boards when required.

c. Advise on services related to water supply, air and water pollution control, pest control, and solid waste disposal.

d. Maintain liaison with the Department of Defense and other governmental agencies concerning pest control and pesticides.

e. Inspect floating and shore units to ascertain compliance with environmental health standards, and direct reports to the appropriate district commander or Commanding Officer, Headquarters unit.

f. Provide instruction in environmental health at the Loran Officers School.

g. Supervise the activities of the several Regional Sanitary Engineer Officers.

SPECIAL MEDICAL OPERATIONS BRANCH
(G-KPS-3)

Under the general direction and supervision of the Chief, Professional Services Division, the Chief, Special Medical Operations Branch shall:

a. Develop the specialized aspects of the Medical Program in the fields of Aviation, Diving, Cold Weather Medicine and underwater medicine, the medical aspects of SAR and survival procedures.

b. Provide professional guidance to the Chief, Office of Health Services in establishing specialized physical standards in the fields listed above.

c. Advise the Search & Rescue Division, Office of Operations on medically related aviation safety matters.

d. Serve as Medical Member of the various disability separation boards as assigned.

e. Review all flight physicals and make medical recommendations concerning aviation personnel; review all other physical examinations.

f. Maintain liaison with the Bureau of Medicine and Surgery, US Navy, on aviation medical matters.

g. Assist the Chief, Medical Administration Division, in such studies and projects as may be required.

h. Recommend administrative actions related to physical examinations to the Chief, Office of Health Services.

i. Assist in preparing the Medical Manual.

j. Conduct all flight physicals for Headquarters personnel.

k. Act as alternate supervisor for the Headquarters Medical Facility.

MEDICAL SERVICES BRANCH
(G-KPS-4)

Under the general direction and supervision of the Chief, Professional Services Division, the Chief, Medical Services Branch shall:

a. Provide professional guidance to the Chief, Office of Health Services in establishing general physical standards for Coast Guard service.

b. Serve as medical member of the various disability separation boards as assigned.

c. Assist the Chief, Medical Administration Division in such studies and projects as may be required to conduct the medical program of the Coast Guard.

d. Review all physical examinations.

e. Recommend administrative actions related to physical examinations to the Chief, Office of Health Services.

f. Assist in preparing the Medical Manual.

g. Perform duties relative to contacting and recruiting PHS physicians for the CG Medical Program.

h. Maintain liaison with the MOC's of the various PHS hospitals and OPC's regarding questions related to care of CG personnel in those facilities.

i. Develop and implement the particulars of the various industrial-medical and preventive-medical programs required within the Coast Guard.

PHARMACY BRANCH
(G-KPS-5)

Under the general direction and supervision of the Chief, Professional Services Division, the Chief, Pharmacy Branch shall:

a. Recommend procedures to assure the proper operation, security, and safeguards at all Coast Guard operated pharmacies.

OFFICE OF MERCHANT MARINE SAFETY
(G-M)

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

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

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

   b. 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.

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

   d. Participate with the Chief, Office of Marine Environment and Systems in periodic reviews of the administration of district Marine Safety Divisions and initiate recommendations to the district commander to effect improvements in the organization and methods of administration of those divisions. Keep informed, through field inspections or otherwise, as to the status, effectiveness, and efficiency of marine safety activities generally.

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

   f. 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.

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

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

   i. Act as Chairman of the Ship Structure Committee.

   j. Exercise technical control over the Merchant Marine Details.

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

l. Supervise the activities of the Underwater Safety Project.

m. Select, arrange for printing, and distribute significant technical papers obtained while representing the Coast Guard at Intergovernmental Maritime Consultative Organization meetings.

n. Administer the Great Lakes Pilotage Act of 1960. With respect to this act, develop policy guidance, conduct reviews, and develop coordinated positions on issues involving international arrangements with Canada, special interest groups and the Congress.

e. Coordinate merchant marine safety items for issuances and as background for meetings.

f. Serve as control point for all Office of Merchant Marine Safety Printing and Binding Requests, and maintain running account of costs involved for technical publications, vessel documentation requests and other general requests.

INFORMATION AND ANALYSIS STAFF
(G-MIS)

Under the direction and supervision of the Chief, Office of Merchant Marine Safety, the Chief, Information and Analysis Staff shall:

1. Maintain and administer a program for the analysis of casualties involving commercial vessels to include:

   a. Developing directives and instructions concerning the collection verification and reporting of casualty data for field personnel engaged in investigations.

   b. Process all casualty reports, investigations and records to insure the accuracy and completeness of data entries.

   c. Perform the extraction of casualty data from all reports and the preparation of such data for entry into automated storage systems.

   d. Provide casualty 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.

   e. Perform statistical analysis and special studies of casualty records for use in the development, improvement and enforcement of commercial vessel safety standards.

2. 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 casualty trends and statistics.

3. Develop, maintain and administer a program for implementation of an integrated management information system for the Commercial Vessel Safety Program including:

   a. The identification of data required for program management.

   b. Insuring the elimination of unnecessary duplication of data reporting.

   c. The development of responsive management reports.

   d. The integration of automated filing systems necessary for program support.

   e. Assist in the development of field reporting procedures and documents.

4. Establish liaison with other government agencies and private associations for the purpose of information exchange.

CARGO AND HAZARDOUS MATERIALS DIVISION
(G-MHM)

Under the general direction and supervision of the Chief, Office of Merchant Marine Safety, the Chief, Cargo and Hazardous Materials Division shall:

a. Initiate or review, for submission to the Marine Safety Council, regulations relating to hazardous cargo containment and handling aspects of merchant marine safety, environmental protection, and cargo certification for Customs seal.

b. 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.

c. Identify the need for research and development projects relating to hazardous material safety (e.g., cargo hazard evaluation, environmental protection, mixed temperature cargoes, cargo vapor control, etc.); request appropriate action by the Office of Research and Development, and participate in projects as required.

d. 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 Marine Safety Council. Develop and maintain rules and regulations pertaining to the transportation by water of radioactive materials.

e. 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.

f. Prepare publications on hazardous cargo safety, environmental protection, and cargo containers for guidance and education of Coast Guard and marine industry personnel.

g. 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.

h. Review such reports of marine casualties as are referred by the Merchant Vessel Inspection Division and Port Safety 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.

i. 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.

j. 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.

k. Represent the Coast Guard on the Hazardous Materials Regulation Board and maintain direct liaison with the Office of Hazardous Materials, Office of the Secretary 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.

l. Administer a container certification program involving designation of certifying authorities for customs acceptance, approval of fee schedules, maintenance of records, reviews and recommendations for legislation and regulations, and participation in national and international conferences.

m. Review and analyze regulations, international standards and proposals relating to protection of the environment in water transportation of hazardous materials and vessels and waterfront facilities from the standpoint of environmental pollution hazards. Develop new regulations and standards as necessary.

VESSEL MANNING AND PERSONNEL QUALIFICATIONS BRANCH
(G-MVP-4)

Under the direction and supervision of the Chief, Merchant Vessel Personnel Division, the Chief, Vessel Manning and Personnel Qualifications Branch shall:

a. Develop examination questions for the various grades of licenses and endorsements on documents issued to merchant marine personnel.

b. Promulgate, review, and update various Coast Guard publications which pertain to licensing and certificating merchant seamen.

c. Review and evaluate examination questions to determine effectiveness of testing methods and procedures. Insure reasonable uniformity in testing and examination procedures.

d. Review work requirements for merchant marine personnel, including a job analysis to be used in formulating professional standards.

e. 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.

f. Analyze and review testing standards for vocational qualifications along lines established by leading professional testing services standards developed by the American Psychological Association.

g. Serve as member, Administrative Clemency Board.

h. Develop manning standards for commercial vessels based upon international requirements, Federal laws and regulations, automation features of vessels, and required professional qualifications.

GREAT LAKES PILOTAGE BRANCH
(G-MVP-5)

Under the direction and supervision of the Chief, Merchant Vessel Personnel Division, the Great Lakes Pilotage Branch shall:

a. Review and evaluate on a continuing basis Great Lakes Pilotage pool financial and operational reports required by the Commandant as they relate to fair and equitable rates for efficient and effective performance of pilotage services on the Great Lakes.

b. Review current and recent financial data and determine whether the existing rates for pilotage services on the Great Lakes are fair and equitable consistent with the public interest. Develop and recommend adjustments to these rates, with due regard for reasonable cost and the expense of providing and maintaining the facilities and arrangements for the efficient performance of pilotage services.

c. Coordinate with the Director, Great Lakes Pilotage staff, pilotage matters impacting on Great Lakes Pilotage agreements and arrangements entered into between the U. S. Department of Transportation and the Ministry of Transport, Canada.

d. Coordinate matters of concern identified by the Director, Great Lakes Pilotage staff that are of interest to the Commandant or Secretary of Transportation.

e. Recommend actions identified as required for effective and efficient Great Lakes Pilotage services within the statutory responsibility of the Secretary of Transportation.

f. Coordinate with the appropriate staff in the Office of the Secretary preliminary considerations regarding concerns for equitable participation of United States registered pilots with Canadian registered pilots in the pilotage of vessels to which the Great Lakes Pilotage Act of 1960 applies.

g. Coordinate with the appropriate staff in the Office of the Secretary the development and review of arrange-

ments for equitable participation by U. S. registered pilots with Canadian registered pilots in the pilotage services required by both countries for vessels navigating the Great Lakes.

h. Draft and coordinate between the Office of Merchant Marine Safety; the Commander, Ninth Coast Guard District; the Chief Counsel, USCG; The Marine Safety Council; and the Office of the Secretary, as appropriate, changes or revisions to regulations, rules, and proposals regarding Great Lakes Pilotage matters.

i. Provide an area of expertise regarding general pilotage economics and administrative operations for the Office of Merchant Marine Safety.

j. Provide guidance and input for Coast Guard positions involving international conferences and meetings concerning Great Lakes Pilotage matters.

k. Periodically review and initiate recommendations for maintaining an effective management information system concerning Great Lakes Pilotage.

l. Perform liaison with the Office of the Secretary, Department of State, American Pilots' Association, users of Great Lakes pilotage services, other providers of pilotage service, and Canadian Government counterparts those matters related to Great Lakes Pilotage.

c. Assist in the establishment of standards and policies relating to the conduct of Coast Guard Intelligence investigations and general content of the Coast Guard Investigations Manual, CG-282.

d. Supervise and direct the activities of the Washington Field Office personnel in conducting investigations in the Washington, D. C. area.

e. Maintain liaison with the investigation branches of all Federal and local law enforcement agencies in the Washington, D. C. area.

f. Review new legislation and issuances of higher authority bearing on the investigative field and recommend appropriate courses of action or submit drafts of essential implementing instructions.

g. Maintain statistics on the investigative workload by categories for use in preparing budget estimates and to provide a basis for the equitable distribution of the investigator billets among the 12 districts and the Washington Field Office.

h. Administer the personnel security phase of the Port Security Program.

i. Administer drafting and clearance of "bill of particulars" in all security cases of Coast Guard military personnel and applicants for Port Security Cards or Merchant Mariner Documents.

j. Establish policy procedures for obtaining and processing all fingerprints required in connection with Coast Guard requirements and maintain liaison with the Federal Bureau of Investigation concerning fingerprint records.

k. Maintain the technical capability for the development of criminal evidence, such as latent fingerprints, moulages, etc.

l. Supervise investigations concerning forged or questionable documents, ID cards and maintain the capability of developing criminal evidence for use in legal proceedings.

m. Develop criteria for, supervise, direct and administer all phases of training needs or requirements pertaining to investigative personnel in the Service.

n. When directed by the Chief, Intelligence and Security Division, conduct investigations throughout the Coast Guard, particularly those of extreme sensitivity and complexity.

DATA MAINTENANCE AND EVALUATION BRANCH (G-OIS-3)

Under the direction and supervision of the Chief, Intelligence and Security Division, the Chief, Data Maintenance and Evaluation Branch shall:

a. Maintain control card index and the Coast Guard central repository of investigative dossiers for Coast Guard military personnel, Merchant Mariner applicants, Port Security Card applicants, and others.

b. Supervise, coordinate and evaluate existing intelligence ADP programs and future intelligence ADP requirements, to include administrative processing and statistical evaluations of automated intelligence data.

c. Conduct name checks and provide information from files to interested Headquarter's offices and other Government agencies within established guidelines.

d. Maintain division general correspondence files.

e. Carry out a continuing records retirement system on file material in custody.

f. Supervise district Intelligence jacket transfer procedures. Maintain file of district Intelligence jackets for Headquarters and Headquarters units.

g. Control the issue and accountability of Armed Forces Identification and Uniformed Services Identification and Privilege Cards throughout the Service. Monitor pertinent Coast Guard-wide policy guidance material and directives pertaining to administration and security controls over the ID Card issuance program.

h. Provide centralized mailing service for the division. Receive and dispatch all incoming and outgoing non-registered mail.

PROGRAMS AND EVALUATION BRANCH
(G-PC-1)

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

a. Provide program direction and leadership in employee procurement, retention and utilization. Principal programs are (1) recruitment (including college relations, work-study programs and the executive assignment system), (2) special employment, (3) merit promotion, (4) labor management relations, (5) equal opportunity, (6) workforce stability, (7) disciplinary and adverse actions and (8) appeals and grievances.

b. Exercise overall responsibility for planning, scheduling and conducting personnel management surveys of districts and Headquarters units for the purpose of identifying conditions in need of improvement. Prepare and submit to commanding officers reports of these findings together with recommendations for such changes in policies, procedures and programs as deemed necessary.

c. Recommend, develop, and promulgate Coast Guard policies, issue instructions, and establish procedures on matters which are within delegated authority.

d. Develop and recommend civilian personnel program planning by establishing fiscal year goals and objectives designed to contribute to overall personnel management to obtain better supporting services for line management.

e. Provide advice and guidance to civilian personnel officers in field activities on the interpretation and application of regulatory issuances within assigned areas of responsibility.

COMPENSATION AND PERSONNEL SYSTEM BRANCH
(G-PC-2)

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

a. Formulate policies and procedures for compensation and other pay benefits of all employees for personal services and various diverse assignments.

b. Establish, and promulgate pay schedules governing changes in compensation for administrative pay plan personnel.

c. Exercise responsibility for record reporting and management information involving the design, development and maintenance of an automated system permitting the preparation of special data and recurring reports.

d. Monitor and provide staff supervision over the input procedures for processing data into the CG automated personnel information system.

e. Provide program direction and leadership in programs including (1) leave administration, (2) employee compensation, (3) Civil Service retirement, (4) Federal employees' health benefits, (5) Federal employees' group life insurance, (6) performance evaluation and recognition, and (7) travel.

f. Administer the Lighthouse Service Retirement Program.

g. Exercise overall responsibility for the distribution of personnel issuances to subordinate activities.

h. Issue travel orders involving movement of civilian personnel directed by Headquarters, including all orders for permanent change of station.

TRAINING AND CAREER DEVELOPMENT BRANCH
(G-PC-3)

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

a. Provide advice and guidance to top management in training and development of employees.

b. Provide assistance in the interpretation of all applicable laws, rules, regulations and instructions.

c. Exercise responsibility for the overall administration of the civilian career management program.

d. Recommend, develop and promulgate Coast Guard policies, issue instructions, and establish procedures on matters which are within delegated authority.

e. Monitor and approve annual civilian training plans prepared by districts and Headquarters units to insure effective utilization of all training resources consistent with the missions and functions of the Coast Guard.

f. Provide direct liaison with district and Headquarters unit civilian personnel officers to maintain current knowledge of training needs and requirements and to assist in the identification of local resources necessary to meet needs.

g. Prepare or review and recommend appropriate action on requests for waivers from Civil Service regulations governing the training of civilian employees.

h. Administer the long term training program.

i. Establish criteria and monitor the design, development, production and distribution of Coast Guard-wide civilian training materials and training aids.

j. Collaborate with other branches and divisions in the preparation of preliminary budget estimates for civilian training and in recommending allocations of available funds to districts and Headquarters units.

k. Administer funds for training activities controlled by the Civilian Personnel Division.

l. Maintain a close association with other Government agencies, professional societies and organizations for information to improve Coast Guard employee development and career management.

POSITION ANALYSIS BRANCH
(G-PC-4)

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

a. Plan, develop, and administer the following two comprehensive plans for the classification of civilian positions throughout the Coast Guard: (1) the Coordinated Federal Wage System for Trades, Crafts and Labor positions; and (2) the Title V system for professional, technical, administrative and clerical positions.

b. Formulate the policies, procedures, and techniques to be utilized in the two 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.

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

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

e. Take appropriate action on positive classification appeals.

f. Manage the position management program for the Coast Guard.

ENLISTED PERSONNEL DIVISION
(G-PE)

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

a. Administer an enlisted personnel program which includes assignment, advancement, discharge, and retirement actions. (The term "enlisted personnel" includes Reserve enlisted personnel on extended active duty.)

b. Analyze enlisted complements and allowances and develop assignment plans commensurate with on board strength so as to minimize excesses and deficiencies with respect to complements and allowances and make an equitable distribution of available resources.

c. Receive, evaluate and act on requests for assignment of enlisted personnel.

d. Initiate all transfer orders to implement the Commandant's enlisted personnel distribution policy.

e. Administer the service-wide examination program for advancements or changes in rating of enlisted personnel.

f. Process advancements or reductions in rate as ordered by the Commandant.

g. Consider requests and recommendations for retirement of enlisted personnel and issue retirement orders and retirement certificates.

h. In cases involving possible physical disability, assist in the processing of boards of medical survey, and take action as required by final action of such boards held on enlisted personnel.

i. Receive, evaluate and act on requests for discharge or early release of enlisted personnel.

j. Maintain comprehensive records and compile statistics on enlisted personnel. Furnish such information to components in the Coast Guard and to other agencies as necessary.

k. Develop and formulate policy with respect to enlisted personnel management and recommend legislation, if appropriate; review all legislation proposed extrinsically to the Coast Guard affecting enlisted personnel and make recommendations thereto.

l. Review and determine the training requirements for enlisted personnel and make recommendations necessary to implement a program to fulfill these requirements.

m. Maintain a complete file and listing of individuals on Temporary Disability Retired list, and order periodic exams as required.

n. Administer the enlisted incentive pay program.

CAREER BRANCH
(G-PE-1)

Under the direction and supervision of the Chief, Enlisted Personnel Division, the Chief, Career Branch shall administer all matters relating to advancements, separations, retirements, incentive pay programs and miscellaneous career actions as follows:

a. Administer the servicewide exam program for advancement and change in rating, maintain master eligibility lists for all Petty Officer advancements, authorize advancements, issue CPO certificates, process requests for waiver of eligibility requirements.

b. Process all requests for administrative separation, extension of enlistments and early release under various programs.

c. Prepare final action on medical boards.

d. Process requests for additional sick leave, excess, advance and emergency leave.

e. Process and schedule all enlisted retirements for service, age, and disability. Issue retirement certificates.

f. Take final action on PE Boards directing removal from TDRL.

g. Issue orders for periodic physical examinations to personnel on TEMPRET list.

h. Receive, process, and direct final action on PE boards as approved by the Commandant.

i. Receive and process all intelligence files on new recruits and civil arrest cases.

j. Administer the enlisted incentive pay program.

k. Review recommendations submitted to Commandant for changes of policy and procedure in connection with the administration of the enlisted personnel program.

l. Review and make recommendations involving changes to the Personnel Manual, Instructions, Notices.

ASSIGNMENTS BRANCH
(G-PE-2)

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

a. Administer an enlisted personnel assignment program that will optimize distribution of on-board strength commensurate with unit personnel allowances, including:

(1) Control of assignment of all petty officers from unit to unit.

(2) Assignment of non-rated men upon graduation from recruit training, and control of the inter-district assignment of all non-rated men.

(3) Consideration of requests for humanitarian assignment.

(4) Consideration of requests for autogenous transfer.

(5) Upon advice from district commanders, assignment of petty officers for temporary additional duty.

b. Process requests for class-A schools and assign men as appropriate.

c. Budget and manage the Headquarters SH 20 funds for the transfer of enlisted personnel.

d. Counsel enlisted men on career patterns.

SPECIAL SERVICES BRANCH
(G-PS-4)

Under the direction and supervision of the Chief, Personnel Services Divison, the Chief, Special Services Branch shall:

a. Provide service-wide policy guidance, and technical and administrative direction of the Coast Guard Special Services Program.

b. Maintain liaison with the Bureau of Personnel, Department of Navy, in matters pertaining to international sports competition, and other special services activities.

c. Prepare budget allocations for District Offices and Headquarters Units administering Subhead 30.00 special services funds. Administer Subhead 99-30.13.55. Coordinate administration of the Personnel Services Account as a subaccount under the Coast Guard Trust Fund.

d. Administer service-wide program for the establishment and management of Coast Guard Morale Funds.

e. Administer program for dependents' schooling overseas, including administering of Subhead 99-30.13.60.

f. Collect, coordinate and control the dissemination of civil readjustment information to the field.

g. Furnish certified copies of DD Forms 214 and 215 as requested, and when necessary to correct information previously contained on the "Report of Separation from Active Duty," issue a new DD Form 214 or prepare a DD Form 215 to correct the DD Form 214.

h. Search records for service and pay data required to answer Social Security inquiries on active and retired personnel.

i. Furnish service data on active and former Coast Guard personnel to Selective Service, State Bonus and State Unemployment Offices as requested by those agencies.

j. Administer Coast Guard's Voting Assistance Program.

MEDALS AND AWARDS BRANCH
(G-PS-5)

Under the direction and supervision of the Chief, Personnel Services Division, the Medals and Awards Branch shall:

a. Provide administrative support for the Board of Awards.

b. Prepare citations for award of the major decorations and letters of commendation for the Commandant and the Secretary.

c. Maintain liaison with other military services of the Armed Forces on related interpretation and application of regulations on awards.

d. Initiate instructions containing information concerning new awards and decorations and criteria for award.

e. Maintain a chronological record and the Lifesaving Record Book for National Archives of the recipients of the Gold and Silver Lifesaving awards.

f. Make determination as to eligibility of personnel for Campaign medals and ribbons.

g. Authorize wearing of Gold Rating Badges and Service Stripes by enlisted personnel.

h. Develop procedures to evaluate the effectiveness and impact of programs administered and services provided to the field.

PERSONNEL SECURITY BRANCH
(G-PS-6)

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

a. Review and process personnel loyalty and security risk cases.

b. Screen applications for enlistment and appointment, and screen records and reports for loyalty or security risk information.

c. Coordinate personnel security matters with personnel in Intelligence Staff, OST, and other agencies.

d. Develop and maintain instructions for security clearance procedures.

e. Maintain records of loyalty or security risk information.

f. Prepare Certificate of Clearance, CG-3625, for district commanders and commanding officers of Headquarters units requiring signature of Commandant, or Chief, Office of Personnel.

g. Evaluate all investigations for security clearances.

h. Keep appropriate persons and boards advised of known or suspected security risks.

i. Develop procedures to evaluate the effectiveness and impact of programs administered and services provided to the field.

HOUSING BRANCH
(G-PS-7)

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

a. Develop, supervise, and administer the housing program.

b. Develop and determine policies and procedures to provide guidance, direction, and coordination within the Coast Guard toward programming for acquisition, management, utilization, and disposition of housing and associated property.

c. Develop procedures to evaluate the effectiveness and impact of programs administered and services provided to the field.

d. Develop the Annual Family Housing Leasing Program authorization. Monitor program-wide costs and ensure statutory monetary limitation is not exceeded.

e. Develop and maintain a Coast Guard Housing Manual.

f. Conduct Service-wide housing surveys, analyze the resultant data, and correlate this data to the long-range program.

g. Ensure maximum utilization of housing facilities available to the Coast Guard.

h. Maintain liaison with Government agencies, public authorities, and private interests associated with overall housing programs.

i. Identify and justify housing requirements based upon needs other than "operational requirement."

j. Coordinate policy matters on Government furnishings for public quarters owned by or under the control of the Coast Guard.

OFFICE OF RESERVE
(G-R)

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

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

   a. Formulate plans, programs and policies of the Reserve, and generally direct, review and monitor the Reserve program.

   b. Serve as a member of the Reserve Forces Policy Board.

   c. Designate membership on Reserve personnel and policy boards.

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

   e. Exercise technical control over the Reserve Training Center, Yorktown, Virginia.

   f. Prepare and issue The Coast Guard Reservist; and amendments to the Administrative Manual for the Coast Guard Reserve.

   g. Be Program Director for the Coast Guard Reserve Forces.

RESERVE ADMINISTRATION DIVISION
(G-RA)

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

a. Provide direction and continuity in the Administration of the Coast Guard Reserve Program.

b. Propose legislation deemed necessary for the Reserve.

c. Initiate changes and amendments to Part 8, Title 33, CFR (Regulations USCGR).

d. Review all boards concerning Reserve promotions, retirements, retention and physical disability.

e. Administer the program for enrollment and disenrollment of Temporary members of the U. S. Coast Guard Reserve; maintain records of this component.

f. Maintain the service records of all Reservists serving on inactive duty.

g. Administer appointments, promotions, retirement, separations and other status changes to Reserve members.

h. Publish the Register of Reserve Officers (CG-238).

i. Administer the Survivor Benefit Plan for the Coast Guard Reserve.

j. Maintain liaison with the Department of Defense, other Armed Forces, other governmental agencies and appropriate civilian organizations.

k. Maintain Headquarters liaison for matters pertaining to officer uniform maintenance allowances.

l. Notify those reservists who complete twenty satisfactory years of service for retirement under the provisions of Sections 1331-1337, Title 10, USC.

REVIEW STAFF
(G-RA-1)

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

a. Prepare congressional correspondence relating to Reserve personnel.

b. Prepare requests for opinions of the Chief Counsel, Comptroller General, or other Executive officials of the Government as required.

c. Review all board action concerning members of the U. S. Coast Guard Reserve.

d. Review material originated in or routed through the Office of Reserve which interprets Reserve law or regulation for conformance thereto.

e. Interpret and prepare directives concerning laws, Executive Orders, and decisions of Federal agencies affecting the U. S. Coast Guard Reserve or the rights, privileges and benefits of its members.

f. Review proposed legislation affecting the Reserve components of the Armed Forces.

g. Originate amendments to Part 8, CFR (Regulations USCGR).

h. Prepare proposed legislation pertaining to the U. S. Coast Guard Reserve.

i. Originate amendments to the Reserve Administrative Manual (CG-296).

j. Act as Classified Material Control Officer for Reserve Administration.

k. Act as supply officer for the Reserve Administration Division. Maintain clerical supplies necessary for the operation of the Division.

l. Act as Civilian Personnel Liaison Officer for the Reserve Administration Division maintaining communication with Headquarters representative in G-CAS regarding any civilian personnel actions.

RECORDS CONTROL BRANCH
(G-RA-2)

Under the direction and supervision of the Chief, Reserve Administration Division, the Chief, Records Control Branch shall:

a. Maintain all service records of Reservists serving on inactive duty.

b. Coordinate and maintain a records disposal program for the Reserve Administration Division.

c. Prepare certain indispensable operating records for shipment to relocation centers.

d. Prepare certain service records for shipment to military Personnel Records Center.

e. Furnish information and selected statistics on officer and enlisted personnel as required by official and private inquiries in accordance with regulations.

f. Prepare correspondence relating to the functions of the Branch.

g. Review all service records for completeness and accuracy.

h. Review Reserve officer fitness reports.

i. Act as service record liaison officer for Office of Reserve.

j. Coordinate mail for Reserve Administration Division.

OFFICER STATUS BRANCH
(G-RA-3)

Under the direction and supervision of the Chief, Reserve Administration Division, the Chief, Officer Status Branch shall:

a. Maintain a precedence listing of all Reserve Officers and Reserve Commissioned Officers. Prepare the Register of Reserve Officers (CG-238).

b. Administer programs involving appointments, promotions and continuation of all officers and commissioned warrant officers in the Coast Guard Reserve on inactive duty.

c. Initiate action pertaining to Reserve officer and enlisted retirements and other officer separations. Prepare correspondence for dropping from the rolls and for the administrative discharge of enlisted reservists.

d. Prepare correspondence relating to the calling to active duty of enlisted Reservists whose participation in the Inactive Duty Reserve Program has been certified as unsatisfactory.

e. Review all medical examinations of Reservists serving on active duty, and follow up claims resulting from injury or disease incurred. Monitor status of Reservists under a Notice of Eligibility for Disability Benefits.

f. Prepare all general correspondence relating to Reserve personnel serving on inactive duty.

g. Administer the Survivor Benefit Plan for the Coast Guard Reserve.

h. Maintain Headquarters liaison for matters pertaining to officer uniform maintenance allowance.

i. Certify those Reservists eligible for the Armed Forces Reserve Medal who are not so certified by the district commanders.

ENLISTED STATUS BRANCH
(G-RA-4)

Under the direction and supervision of the Chief, Reserve Administration Division, the Chief, Enlisted Status Branch shall:

a. Insure proper management and administration of Reserve personnel accounting and retirement point accounting of all Reservists serving on inactive duty.

b. Review all applications for retired identification cards from personnel on the Reserve Retired List and verify their eligibility.

c. Review service records of Reserve personnel and compile total retirement point computations.

d. Issue correct Retirement Point Statements as necessary.

e. Prepare letters to reservists who have completed eligibility for retirement under the provisions of 10 USC 1331-1337.

f. Responsible for maintenance of the Reserve Personnel Accounting System, including accurate crediting of pay and retirement points.

g. Correct point statements as required by exception lists from the EDP System.

h. Obtain print out of pay and point record when enlisted personnel are advanced to officer status and coded with officer identification.

i. Furnish information and selected statistics on officer and enlisted personnel as required.

j. Prepare and certify statements of longevity and statements of satisfactory Federal service under the provisions of 10 USC 1331-1332.

k. Prepare correspondence relating to the functions of the Branch.

*6. Exercise cognizance over, supervise, coordinate, direct and administer the International Ice Patrol.

*7. Study ice and current conditions in the North Atlantic Ocean. Plan and direct the Ice Patrol Scientific Program in coordination with other Coast Guard components with marine science responsibilities.

8. Study means for improving methods and facilities for the collection and dissemination of ice information.

9. Coordinate the overall marine environmental protection activities under Area cognizance.

10. Exercise cognizance over, supervise, coordinate, plan and direct the activities of the Area Strike Teams including training, preparedness and development of specialized pollution removal equipment and techniques.

11. Coordinate response to pollution incidents to insure full compliance with the National Contingency Plan.

12. Plan for response to pollution incidents including the deployment of specialized equipment and use of effective removal techniques and methodology, with full participation in Regional Contingency Plan development.

13. Train Coast Guard personnel and, as requested, personnel of other agencies to prepare them to engage effectively in pollution response activities.

14. Establish and maintain liaison with government, industry and public authorities to facilitate effective response.

15. Maintain the Marine Science Annex of the Area Operation Plan.

*Underlined portion applies to Atlantic Area only.

READINESS DIVISION
(both areas)

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

1. Direct, supervise, and coordinate the activities of branch chiefs in connection with their assigned functions and assure the efficient performance of duty by these officers.

2. Be responsible for effecting a training program designed to enhance the operational efficiency and readiness of components and units within the Area.

3. Be responsible for the development of suitable plans in support of the emergency and wartime functions and tasks of the Area Commander. Insure familiarization with plans of subordinate commands by initiating and conducting periodic Area Readiness exercises, and by other appropriate means.

4. Keep informed of developments in nuclear affairs for potential effect on Area plans, policies and procedures.

5. Maintain liaison with military and civil agencies for coordination and cooperation in fields of mutual interest or concern.

6. Provide technical services to assist units in selected fields in maintaining optimum material condition of installed systems.

PLANS AND NUCLEAR AFFAIRS BRANCH
(both areas)

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

1. Develop, in conjunction with cognizant staff members, and keep current Area mobilization, mobilization logistics, disaster preparedness and other emergency plans as required in support of Coast Guard and appropriate Naval plans.

2. Maintain files of mobilization plans, joint defense plans, war plans, and other similar plans originated by other commands and documents concerning the employment of forces within the Area in time of war or emergency.

3. Recommend appropriate commands revisions as necessary and initiate other actions with respect to the maintenance and correctness of joint defense plans, war plans and similar emergency and contingency plans and documents which concern employment of forces within the Area.

4. Review for content and ensure that Coast Guard district mobilization logistics, disaster preparedness and other emergency plans are maintained current.

5. Advise staff and subordinate units concerning nuclear matters including training in preparation for nuclear incident.

6. Act as Disaster Control Officer.

TRAINING BRANCH
(Pacific Area only)

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

1. Provide for training of all cutters and selected shore stations by:

   a. Maintaining liaison with Navy Fleet Training Command and scheduling ships for refresher training.

   b. Directing the operation of Ship Training Detachments Three and Five.

   c. Scheduling high endurance cutters for participation in Navy exercises and for submarine services.

   d. Developing a Coast Guard multi-unit exercise program, including UNREP drills.

   e. Coordinating NBC training of Area units.

2. Develop and promulgate operational, training and material standards for ASW and ESM systems and personnel. Provide technical assistance to District staffs and appropriately equipped vessels.

3. Maintain liaison with Navy and other Coast Guard commands relating to ASW, ESM, and ordnance technical matters.

4. Review reports of training. Submit required training reports to the Commandant. Make recommendations concerning changes to COMPACAREA Training Programs to improve operational efficiency.

5. Maintain the Operational Readiness Annex (E) of the Area OPLAN.

PUBLIC AFFAIRS OFFICER
(dpa)

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

1. Develop and supplement plans for the public information program of the Coast Guard in the district with a view toward fostering public and internal knowledge, understanding, confidence, and good will respecting the Service and its activities.

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

3. Prepare, obtain clearance of, and cause the distribution of public information material such as press and radio releases, radio and television scripts, speeches, and visual aids, as may be appropriate.

4. Provide photographic services, as available, and assure maximum photographic coverage of activities within the district.

5. Control the exhibition of Service films within the district.

6. Keep informed of the status of the public information program within the district and of public reaction to Coast Guard activities, and advise the District Commander and the Chief of Staff.

MEDICAL ADVISOR TO THE DISTRICT COMMANDER
(dm)

1. The Medical Advisor to the District Commander shall be the officer designated as the District Medical Officer.

2. In the absence of a full-time District Medical Officer, arrangements will be made by the Commandant (G-KPS) for the Medical Officer in Charge of an adjacent Public Health Service Medical facility to be designated as part-time District Medical Officer. A collateral function of the part-time District Medical Officer shall be to act as the Medical Advisor to the District Commander.

3. As Medical Advisor to the District Commander, the full-time or part-time District Medical Officer may offer directly such counsel and advice on medical matters concerning Coast Guard personnel as may be required to be brought to the attention of, or requested by, the District Commander.

4. The full-time District Medical Officer shall serve as Chief, Health Services Branch under the Chief, Personnel Division, and in this capacity, shall adhere to the administrative requirements of District organization except when functioning as Medical Advisor to the District Commander.

HEALTH SERVICES BRANCH
(pm)

Under th direction and supervision of the Chief, Personnel Division, the Chief, Health Services Branch shall:

1. Plan and administer all matters pertaining to the health of military personnel, the maintenance of adequate sanitary standards, and the prevention of disease within the district.

2. Maintain liaison with Public Health Service and Department of Defense medical facilities regarding provision of care and physical examinations, furnishing of necessary medical records, and medical matters generally.

3. Maintain liaison and cooperation with health programs of civilian and Public Health authorities, such as those for the prevention, control, and treatment of venereal diseases and tuberculosis.

4. Determine the adequacy of district allowances for medical personnel, supplies, and equipment, and make recommendations in regard to increases or reductions therein. Review or prepare requisitions for medical supplies and equipment.

5. Furnish advice and formulate contributory plans on the medical aspects of matters pertaining to operational and logistical plans of the district prepared for use in times of emergency or disasters.

6. Review medical reports such as Narrative Summaries, Reports of Physical Examination, Boards of Medical Survey, etc., and recommend administrative action to be taken thereon.

7. Conduct inspections of district units and submit reports to the district commander concerning sanitary conditions, prevalence of diseases, and dietetic adequacy of rations; make recommendations that will insure adequate training or other programs essential to the maintenance of sanitation standards and health within the district.

8. Inspect buildings and sites in use or proposed for lease or acquisition and review plans for proposed construction to insure that sanitary and other health standards are met.

9. Release information from medical records of Coast Guard personnel to authorized individuals and agencies when authorized by competent authority as indicated in Coast Guard Supplement, Section 0714, MCM 1951.

10. Furnish information and advice to dependents and retired personnel concerning eligibility and procedures for obtaining medical care at government expense.

11. Supervise enlisted personnel of the Medical Department when such supervisory authority has been delegated to the Health Services Branch by the Chief, Personnel Division.

12. Supervise or conduct all physical examinations given in the district, including annual examinations and those given to recruits.

MILITARY PERSONNEL RECRUITING BRANCH
(pmr)

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

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

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

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

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

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

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

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

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

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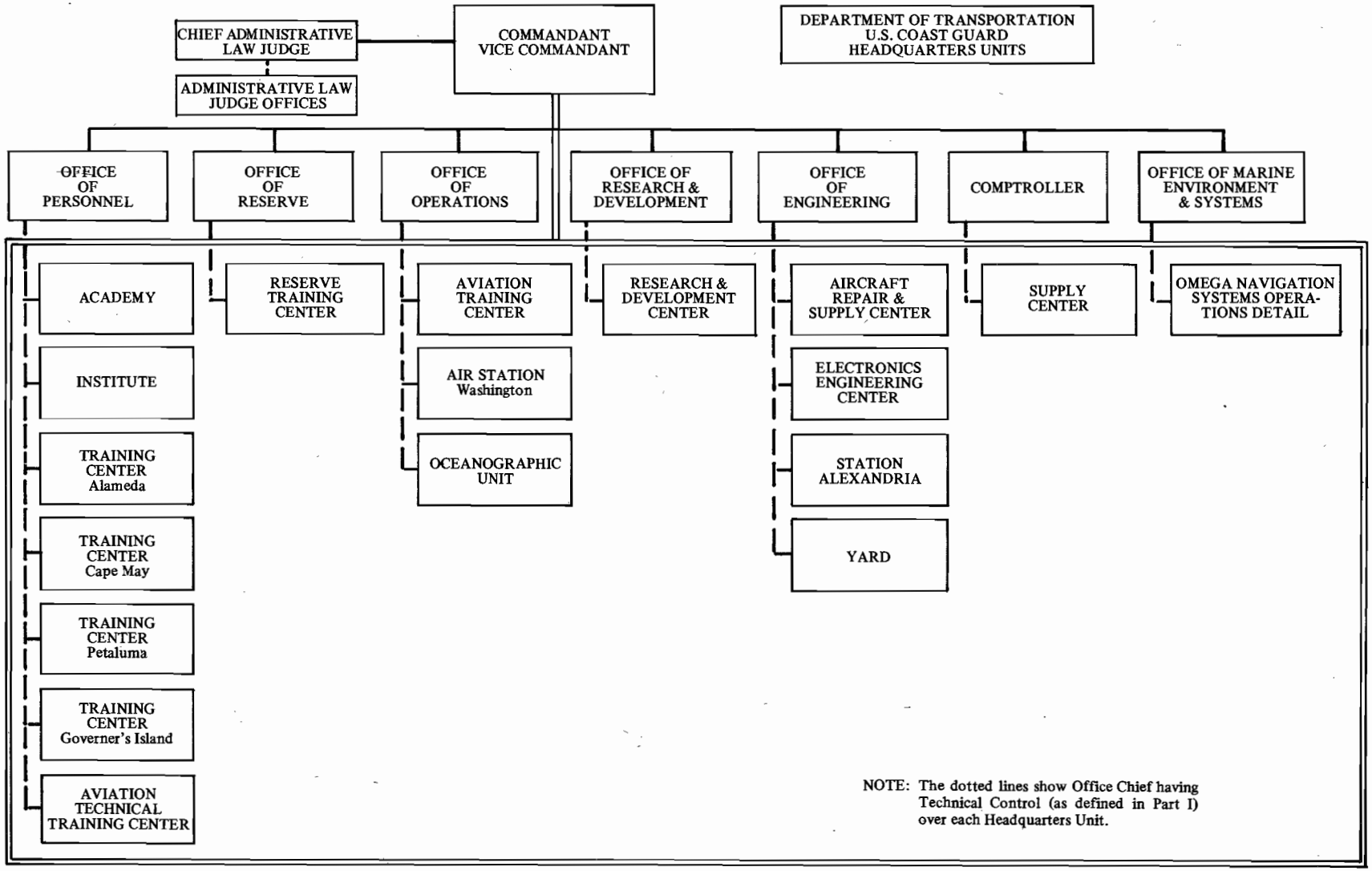
CHIEF ADMINISTRATIVE LAW JUDGE
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COMMANDANT VICE COMMANDANT
DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD HEADQUARTERS UNITS
OFFICE OF PERSONNEL
OFFICE OF RESERVE
OFFICE OF OPERATIONS
OFFICE OF RESEARCH & DEVELOPMENT
OFFICE OF ENGINEERING
COMPTROLLER
OFFICE OF MARINE ENVIRONMENT & SYSTEMS
ACADEMY
INSTITUTE
TRAINING CENTER Alameda
TRAINING CENTER Cape May
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TRAINING CENTER Governer's Island
AVIATION TECHNICAL TRAINING CENTER
RESERVE TRAINING CENTER
AVIATION TRAINING CENTER
AIR STATION Washington
OCEANOGRAPHIC UNIT
RESEARCH & DEVELOPMENT CENTER
AIRCRAFT REPAIR & SUPPLY CENTER
ELECTRONICS ENGINEERING CENTER
STATION ALEXANDRIA
YARD
SUPPLY CENTER
OMEGA NAVIGATION SYSTEMS OPERATIONS DETAIL
NOTE: The dotted lines show Office Chief having Technical Control (as defined in Part I) over each Headquarters Unit.

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DEPARTMENT OF TRANSPORTATION

COAST GUARD

COAST GUARD

ORGANIZATION MANUAL

CG-229

DEPARTMENT OF TRANSPORTATION
UNITED STATES COAST GUARD

MAILING ADDRESS:
U.S. COAST GUARD (G-CMA/83)
400 SEVENTH STREET SW.
WASHINGTON, D.C. 20591
PHONE: (202) 426-2372

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COAST GUARD ORGANIZATION MANUAL
CG-229

LETTER OF PROMULGATION

1. Purpose. This publication prescribes the pattern of organization for the Coast Guard and fixes the areas of authority and responsibility which are hereby delegated to subordinate components by the Commandant. The manual assigns to various components of organization those functions which must be performed in order to attain the overall objectives of the Coast Guard.

2. Cancellation. This manual supersedes and cancels the previous Organization Manual, issued 26 January 1968 and the Headquarters Organization Manual, CG-229-1, issued 9 May 1967.

3. Applicability. The provisions of this manual are mandatory, not merely suggestive. A sound organization plan, clearly defined and well understood, is indispensable to the successful conduct of the Coast Guard program.

4. Amendments. Changes will be published in consecutively numbered amendments which will include reprinted pages when necessary.

O. W. SILER
Admiral, U. S. Coast Guard
Commandant

Dist: (SDL #99)
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RECORD OF AMENDMENTS			
AMENDMENT NUMBER	DATE OF AMENDMENT	DATE ENTERED	BY WHOM ENTERED

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PART I

INTRODUCTION

PART I INTRODUCTION

I. **Purpose.** The purpose of this manual is to:

a. Establish and document Coast Guard organization and functions (through the branch level) for Headquarters and the field, delegate authority, and provide for organizational control.

b. Provide a reference source to determine where functions are performed, where information may be secured, and points of coordination.

II. **Documentation and Control**

a. **Authority.** Authority to approve changes in the organizational structure and assign functions within Coast Guard Headquarters and to area and district commanders and commanding officers of Headquarters units is assigned as indicated in Section IId, below.

b. **References.** In addition to this manual, supplementary information on organization may be found in Coast Guard Regulations (CG-300) and various publications issued by program directors (see Section V of this manual for details).

c. **Procedures for Submitting Organization Proposals**

(1) **Chiefs of Offices at Headquarters** shall submit all proposed organizational changes to the Chief, Management Analysis Division. Each such proposal shall include, as a minimum, the following information:

(a) A brief description of the proposed change, justification therefor, anticipated benefits/problems, and expected impact on program costs and manpower requirements. When applicable, the known or predictable impact of the proposed change on other parts of the Headquarters or field structure should also be indicated.

(b) A copy of the existing and proposed organization/staffing charts for each organizational element affected, showing authorized personnel both before and after the proposed change.

(c) Proposed functional statements for each organizational element affected.

(d) The name of the individual to be contacted for further information if necessary.

(2) **Area and district commanders, Commander, Activities Europe and Commanding Officers of Headquarters units** shall submit proposals for revised organization to the Commandant (G-CMA).

d. **Approval of Organizational Changes.**

(1) **Headquarters Organization.** Prior approval of changes in the Headquarters organization – involving establishment, abolishment or consolidation of organizational units or transfer of functions from one unit to another – is required as follows:

(a) **Secretary of Transportation,** based on recommendations of the Commandant or Chief of Staff, as appropriate, authorizes organizational changes involving Office

level functions, as well as those involving division level functions in the Office of Chief of Staff. (SECDOT requires a 30 day period to review in advance of planned implementation date.)

(b) **Chief of Staff** approves division level organizational changes (except as indicated immediately above).

(c) **Chief, Management Analysis Division** approves branch level (and below) organizational changes, involving only one division. (When branch reorganization involves more than one division, Chief of Staff approval is required.)

(2) **Field Organization.** Changes to the field organization (as specified in this manual) requires the prior approval of the Commandant (G-CCS).

III. **Supplements.** Field commands may publish their own organization manuals consistent with this manual.

IV. **Consultation/Advice on Organization Matters.** The Chief, Management Analysis Division (G-CMA) and his staff at Headquarters provide interpretation, technical assistance and advice on all matters relative to organization and delegations of authority. Staff officers contemplating organizational changes should consult with the G-CMA staff in the developmental and planning stages to assure proper coordination and resolution of problems prior to official submittal of a reorganization plan.

V. **Place of the Coast Guard in the Governmental Structure**

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

b. When operating under the Department of Transportation, the Commandant, as chief of the Service, is responsible to and reports the Secretary of Transportation. Top representation in the Executive Branch of the government is afforded by the Secretary of Transportation as a member of the Cabinet of the President.

c. When operating under the Navy Department, the Coast Guard has status as a Service. The Commandant, as chief, reports to the Secretary of the Navy and the Chief of Naval Operations in a manner prescribed by the Navy in war-time directives.

VI. **Pattern of Coast Guard Organization**

The basic organization pattern of the Coast Guard reflects an assignment of military command and operational and administrative responsibility and authority to components in Coast Guard Headquarters, the Areas, the District Offices, and individual units in the field. The Commander, Coast Guard Activities Europe, and European Command shall be deemed included within the terms District Commanders and District respectively for general purposes. Duties of the Coast Guard are in most instances actually performed by individual operating units such as ships, aircraft, air, light, loran, radio, and search and rescue stations, marine inspection offices (MIO), captain of the port (COTP) offices and marine safety offices (in those ports where a COTP and MIO are combined). Individual logistics units such as bases, depots, and repair shops provide

support within the various districts, while the several Headquarters units furnish Coast Guard-wide support. Current listings of these units may be found in the effective edition of **Operating Facilities of the U.S. Coast Guard (OPFAC).** Overall Coast Guard organization is shown on the chart at the end of Part I.

a. **The Commandant,** assisted by his Headquarters staff, plans, generally directs, coordinates and evaluates Coast Guard activities carried out by the commanders of areas, districts and Activities Europe, and provides immediate direction to Headquarters units which report directly to the Commandant although located within the geographical limits of districts.

b. **The two area commanders,** as intermediate echelons of command between the commandant and district commanders, have substantial latitude and flexibility in judgment and decision with respect to specified operational and support functions which involve the activities of more than one district.

c. **The district commanders and Commander, Activities, Europe** assisted by their staffs, provide regional direction, support and coordination for functions performed by individual units assigned.

d. **Headquarters units,** such as the Yard, Aircraft Repair and Supply Center, Supply Center, Inventory Control Points, Academy, Training Centers and others, provide support services for the Coast Guard organization as a whole, and thus are under the immediate direction of the Commandant's cognizant program directors in Headquarters.

e. **Special Staff Organization in Headquarters.** In the Headquarters organization, there are several organizational elements which function outside of the typical Headquarters office structure. They are:

Under the Commandant's Direction

a. Chief Administrative Law Judge (G-CJ)

b. Congressional Affairs Staff (G-CC)

c. Foreign Policy Advisor (G-CP)

d. Marine Safety Council (G-CMC)

e. Master Chief Petty Officer (G-CMCPO)

f. Science Advisor (G-DS)

Special Staff Divisions
Under Chief of Staff Direction

a. Administrative Services Division (G-CAS)

b. Budget Division (G-CBU)

c. Management Analysis Division (G-CMA)

d. Plans Evaluation Division (G-CPE)

e. Programs Division (G-CPA)

f. Safety Programs Division (G-CSP)

VII. Discussion and Explanation of Organizational Terms

a. **The Role and Relationship of "Line" and "Staff."** Line functions are generally defined as those involving specific, measurable outputs, required or used within an organization or by its customers. (For Coast Guard purposes, this could include such functions as buoys serviced, rescues made, vessels inspected, boats repaired, personnel actions completed, reports processed, supplies issued, etc.) On the other hand, the staff role in an organizational sense is much less specific, since a staff frequently exists simply as an extension of the line or support manager (as a horizontal line of organization) to assist and advise him in decision-making and management. Such a staff may thus provide such services as technical or professional advice, research, analysis, planning, coordination, evaluation and presentation of related reports and recommendations to support and assist the line manager at the Headquarters or field level. Such staff officers normally have no supervisory or decision-making authority except over their immediate subordinates.

b. **Delegation of Authority.** It is generally agreed that an organization functions best when the authority to make decisions is placed as close as possible to the point where a service is performed. When this is done, the levels of review are reduced, manpower is conserved, and there is less possibility of delay in decisions. Thus, Coast Guard managers at Headquarters and in the field should periodically review the extent of delegated authority within their assigned areas to identify – and initiate action – where additional delegations can be made to subordinates. Such delegations of authority should be made in writing to the holder of an organizational title, specifically stating any restrictions and conditions which apply as a guide to the types of action which will require higher level approval. Copies of delegation letters should be filed with organization documents to assure ready reference if questions arise.

c. **Lines of Control/Supervision.** Organizational lines of control within Headquarters and field commands are normally well known to managers, and organizational integrity can be maintained with a minimum of friction. The lines of control between Headquarters and areas, districts, Activities Europe and Headquarters units are less readily defined, but normally are maintained via directives, messages and correspondence originated by cognizant officials in Headquarters who are exercising authority delegated by the Commandant. These formal lines of control should be maintained, except in emergency situations where timing does not permit. (Additional details may be found in COMDTINST 5400.3 which also discusses informal contacts.)

d. **Unity of Command/Supervision.** An individual should be responsible to only one superior, and a supervisor should also normally have full authority over those within the organization he supervises. (Exceptions to this are proper when an individual has been formally assigned to serve collaterally with another organizational segment, study group, etc., or when split technical and administrative control is required and documented because of isolation, lack of on-site technical expertise, or other unusual conditions.) In all cases, each member of an organization must know to whom he reports and who reports to him.

e. **Organizational Integrity.** Normally, a function cannot be efficiently assigned to more than one component of organization, since overlapping responsibility will cause undue coordination, conflict, confusion and delay.

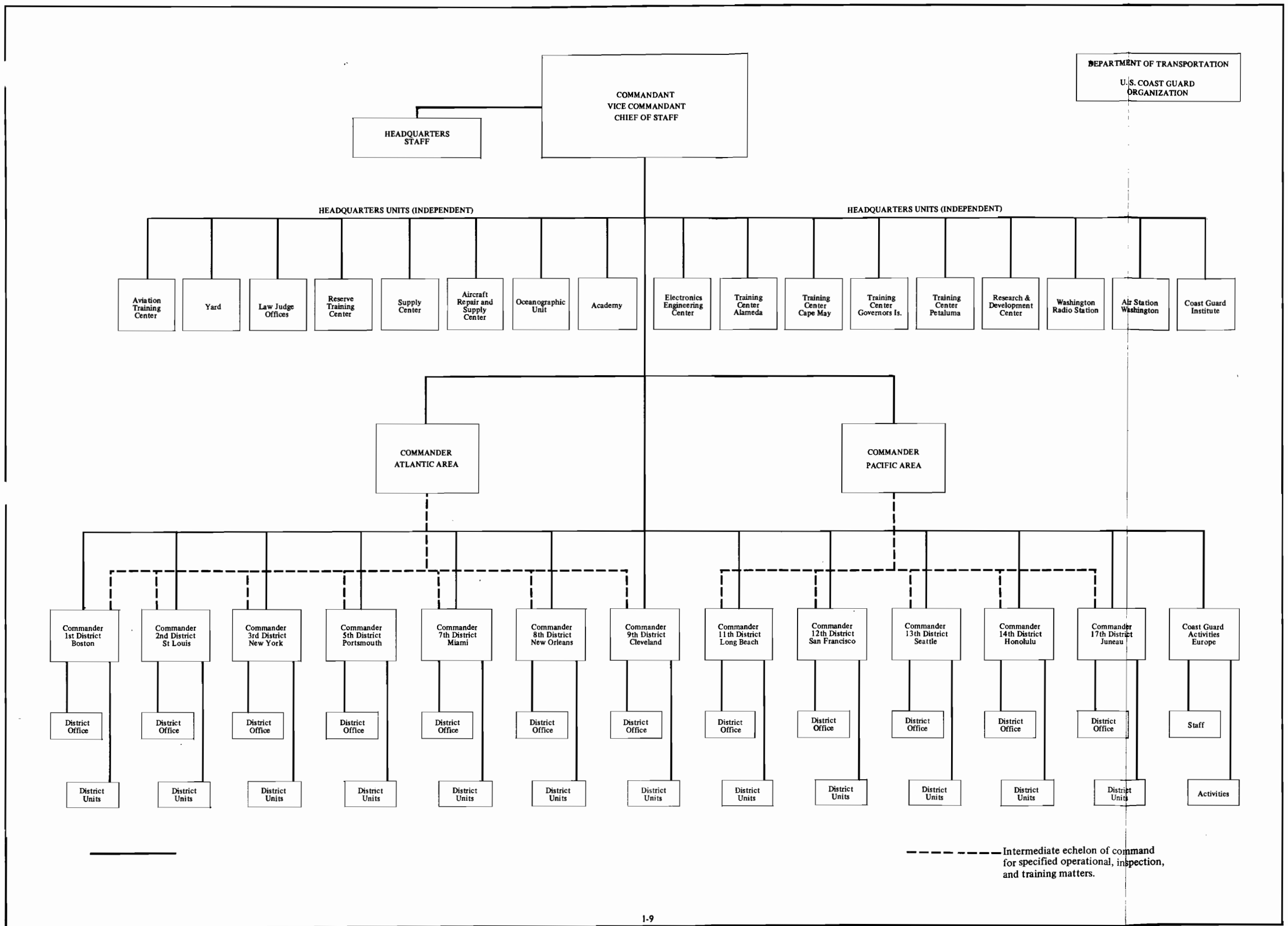
f. **Span of Control.** An organization should be structured so that the staff officers and heads of organizational components reporting to a superior do not exceed the number which can be effectively coordinated and directed by that superior. Conversely, the span of control should not be narrowed to the point where excessive layering is present.

g. **Elements of Management Control.**

(1) **Administrative Control.** Directing the support activities of a unit, including fiscal, supply, engineering and personnel matters.

(2) **Technical Control.** Providing the specialized or professional guidance and direction required for the technical aspects of mission performance.

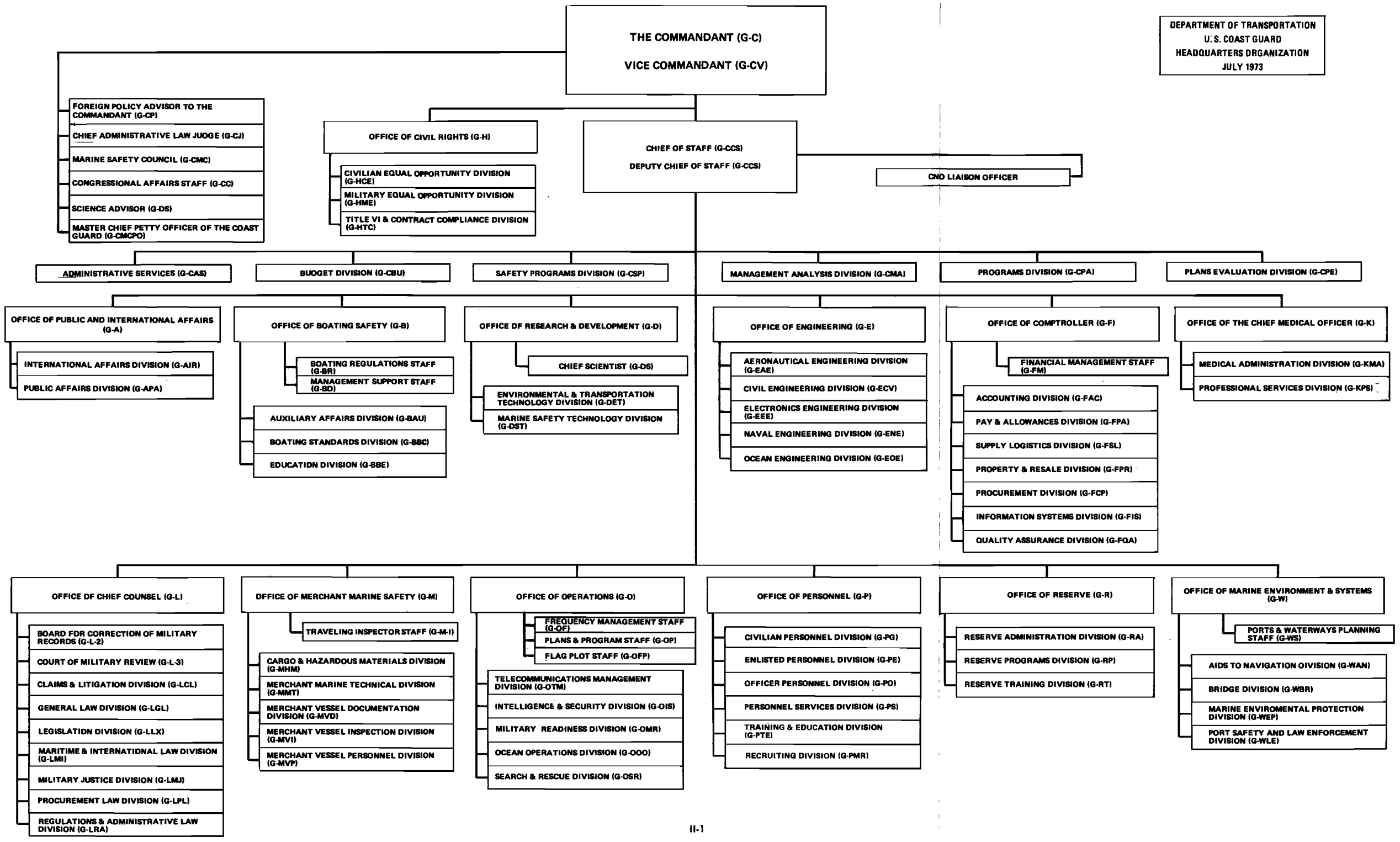
(3) **Operational Control.** Directing the activities of a unit in performance of its missions and such additional tasks as may be assigned by cognizant officials.


DEPARTMENT OF TRANSPORTATION
U.S. COAST GUARD ORGANIZATION
COMMANDANT
VICE COMMANDANT
CHIEF OF STAFF
HEADQUARTERS STAFF
HEADQUARTERS UNITS (INDEPENDENT)
Aviation Training Center
Yard
Law Judge Offices
Reserve Training Center
Supply Center
Aircraft Repair and Supply Center
Oceanographic Unit
Academy
HEADQUARTERS UNITS (INDEPENDENT)
Electronics Engineering Center
Training Center Alameda
Training Center Cape May
Training Center Governors Is.
Training Center Petaluma
Research & Development Center
Washington Radio Station
Air Station Washington
Coast Guard Institute
COMMANDER ATLANTIC AREA
COMMANDER PACIFIC AREA
Commander 1st District Boston
Commander 2nd District St Louis
Commander 3rd District New York
Commander 5th District Portsmouth
Commander 7th District Miami
Commander 8th District New Orleans
Commander 9th District Cleveland
Commander 11th District Long Beach
Commander 12th District San Francisco
Commander 13th District Seattle
Commander 14th District Honolulu
Commander 17th District Juneau
Coast Guard Activities Europe
District Office
Staff
District Units
Activities
Intermediate echelon of command for specified operational, inspection, and training matters.

PART II

HEADQUARTERS ORGANIZATION

DEPARTMENT OF TRANSPORTATION
U.S. COAST GUARD
HEADQUARTERS ORGANIZATION
JULY 1973



ORGANIZATION OF HEADQUARTERS

1. **Background**

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

   b. For the most part, policy is evolved and general plans and programs for operations and logistic support are developed by the Commandant for the guidance of and implementation by individual units throughout the Service acting under the direction of the area or district commander as appropriate.

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

2. **Summary of Headquarters Organization.** The responsibilities assigned to Headquarters Offices (including the general responsibility for mobilization planning) are summarized as follows:

   a. **The Chief of Staff (G-CCS)** has staff responsibility for policy and program development, coordination and control, with particular reference to general management activities. In this regard he is generally and directly assisted by the special staff components immediately under him. These special staff divisions perform or provide special services either for Headquarters or for the Service as a whole.

   b. **The Office of Public and International Affairs (G-A)** has staff responsibility for the central coordination of public and international Coast Guard affairs and provides direct coordination for external Coast Guard matters.

   c. **The Office of Boating Safety (G-B)** 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. The mission of the Boating Safety Program is multi-faceted, involving primarily: the establishment of uniform and effective safety standards for recreational boats; the education of small boat operators concerning Federal safety requirements for their craft; assuring compliance with Federal laws, rules and regulations via a comprehensive public education program and inspection and law enforcement activities; and maintaining liaison with the various states, Federal agencies, private industry and organizations concerned with boating safety.

   d. **The Office of Research and Development (G-D)** has staff responsibility for encouraging, promoting, planning, directing and coordinating a program of research, development, testing and evaluation for the Coast Guard aimed at improving or devising new techniques, methods, equipment, etc., applicable to the various support and operational areas of the Service.

e. **The Office of Engineering (G-E)** has staff responsibility for the logistics of the Service that are of an engineering character, including the design, construction, repair, maintenance, outfitting, and alteration of vessels, aircraft, aids to navigation, shore establishment, machinery, electronic equipment, utilities, boats and vehicles.

f. **The Office of the Comptroller (G-F)** has staff responsibility for the logistics of the Service that involve the maintenance of accounts, the disbursement of funds, the audit and examination of accounts, and the sufficiency of the supply program including the procurement, storage, and distribution of equipment, supplies, and services.

g. **The Office of Civil Rights (G-H),** under the immediate direction of the Commandant, has staff responsibility for the full and affirmative implementation of civil rights and equal opportunity precepts throughout the Coast Guard.

h. **The Office of Chief Medical Officer (G-K)** has staff responsibility for the provision of a comprehensive health program for CG military personnel, including the procurement of Public Health Service Personnel, and the provision of medical services for HQ's building personnel.

i. **The Office of Chief Counsel (G-L)** has staff responsibility for providing a comprehensive program of legal services for the Coast Guard, aimed at assuring that the operations of the Service are legally consistent with the requirements of law and the rulings of higher authority. More specifically, the mission of the Office of Chief Counsel is to render advisory services, opinions and decisions on matters of a legal character, involving military justice, personnel, contracts, litigation, claims, real property, maritime law enforcement and international law, as well as the preparation of legislative proposals and regulations.

j. **The Office of Merchant Marine Safety (G-M)** has staff responsibility for the program for prevention of marine casualties, including the inspection of merchant vessels to insure compliance with established standards, approval of vessel plans and equipment, and the development and application of standards for merchant marine personnel.

k. **The Office of Operations (G-O)** has staff responsibility for providing search and rescue services; the enforcement of maritime law; maintaining a state of military readiness; the conduct of the marine sciences program; and furnishing domestic and polar icebreaking services.

l. **The Office of Personnel (G-P)** has staff responsibility for the logistics of the Service that are of a personnel nature, including the procurement, training, assignment, and separation of personnel and the provision of morale services.

m. **The Office of Reserve (G-R)** has staff responsibility for the Reserve logistics of the Service that are of a personnel nature, including the training, assignment and separation of inactive Reserve personnel.

n. **The Office of Marine Environment and Systems (G-W)** administers a coordinated Coast Guard environmental program, responsive to intra-service and external requirements, and manages a comprehensive ports and waterways system, encompassing port safety and security, aids to navigation and other aspects of marine transportation, exclusive of vessel safety.

o. **Advisory Bodies.** In addition to the major staff components described above, special advisory bodies (the Marine Safety Council, the Chief Administrative Law Judge and the

Science Advisor) perform specific tasks in fields implied by their titles and advise the Commandant as appropriate.

3. **Program Direction.** The Chiefs of Offices act as program directors for programs assigned to them, while designated subordinate officials perform as program managers.

4. **Assignment of Functions and Related Delegations of Authority.** The functions assigned to the various components of organization in Headquarters are contained in this part (Part II). The assignment of functions to the chief of an organizational component bestows upon that individual the authority necessary to enable him to conduct such functions, subject to restrictions and controls imposed by superiors.

5. **Functions Common to All Organizational Elements.** Certain common functions are the responsibility of the heads of all organizational elements. To reduce duplication and simplify this manual, these common functions are listed below:

   (1) Monitoring and evaluating internal management processes and taking steps to remedy problems associated with organizational and functional alignment, work procedures, manpower utilization, grade/rank structure, delegations of authority, etc.

   (2) Within the framework of current issuances, indoctrinating, supervising, coordinating and disciplining subordinate personnel. Discipline shall include all legitimate and constructive action which promotes morale and efficiency among employees.

   (3) Coordinating activities of his organizational element with the activities of other organizational elements.

   (4) Assisting other organizational elements as required.

   (5) Taking action, as required, on communications received by or referred to his organizational element.

   (6) Maintaining adequate records.

   (7) Preparing and/or processing special and routine reports required by or related to assigned functions.

   (8) Preparing and distributing directives and instructions which relate to assigned functions in order to secure uniform interpretations, understanding and action, as required, by subordinates and others in Headquarters and/or the field.

   (9) Maintaining internal and external liaison with other Federal agencies and outside organizations on matters of mutual interest.

   (10) Discharging responsibilities which are imposed on him by Coast Guard Regulations and by other orders and directives issued by higher authority.

   (11) Carrying out studies, planning and evaluation and budget development as necessary for the purpose of improving current operations and to lay the groundwork for implementation of plans as approved by appropriate authority.

COMMANDANT
(G-C)

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

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

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

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

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

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

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

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

VICE COMMANDANT
(G-CV)

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

2. **Functions.** Under the general supervision of the Commandant, the Vice Commandant shall:

   a. Keep informed of the approved policies and programs of the Commandant.

   b. Take action on matters submitted to the Commandant which do not require the personal attention of that officer, and recommend a course of action when the Commandant's review and/or approval is required.

   c. Maintain, through the Chief of Staff, an effective coordination of the activities of the several components of organization at Headquarters.

   d. Take appropriate action on appeals from actions or decisions of the Chief of Staff that may be entered by Chiefs of Headquarters Offices.

   e. Direct the activities of the Congressional Affairs Staff.

MARINE SAFETY COUNCIL
(G-CMC)

1. **Mission.** The Marine Safety Council generally manages and monitors the Coast Guard's program for the development and implementation of regulations affecting the public. The Council is composed of seven members – the Chief Counsel as permanent chairman, and the Chiefs, Offices of Merchant Marine Safety, Operations, Engineering, Boating Safety, Marine Environment and Systems, and Public and International Affairs.

2. **Functions.** The Marine Safety Council shall:

   a. Be the focal point of the Coast Guard public regulatory system.

   b. Be the final recommending authority, advising cognizant Program Directors as to the acceptability of implementing regulations prior to their submission to the Commandant for approval.

   c. Conduct public hearings when required by law, or when significant interest and reaction on the part of the general public, private industry, organized groups, the Congress, the news media or others can be expected.

EXECUTIVE SECRETARY

1. **Mission.** The permanent Chairman of the Marine Safety Council, the Chief Counsel, is the principal officer responsible for the Coast Guard public regulatory system. Under his direction, his staff director, the Executive Secretary to the Marine Safety Council, shall generally administer the program as summarized below.

2. **Functions.** The Executive Secretary of the Marine Safety Council shall:

   a. Develop and issue guidelines and controlling directives, and assist program directors regarding regulatory development.

   b. Serve as control point for regulatory processing from inception to issuance in final form.

   c. Review all Coast Guard public regulations and coordinate necessary revisions of content with the originating office prior to advance public notification in the Federal Register.

   d. In consultation with cognizant office chiefs, coordinate the various external regulatory advisory committees.

   e. Indicate to the Chairman or the Council the need for a public hearing when necessary or desirable, and recommend the size and composition of the hearing body after consultation with cognizant Office Chiefs.

   f. When necessary or desirable place regulatory matters before the Marine Safety Council for their action.

   g. Make recommendations to the Chairman or the Council regarding proposed regulations submitted for final clearance.

CHIEF ADMINISTRATIVE LAW JUDGE
(G-CJ)

1. **Mission.** Administers and coordinates all matters concerning suspension and revocation proceedings against the licenses and documents of seamen and motorboat operators in fulfillment of the Coast Guard's statutory mandate to promote, foster and maintain safety of life and property, in the interest of passengers, crews, cargoes, shipowners and the general public.

2. **Functions.** Under the general direction and supervision of the Commandant, the Chief Administrative Law Judge shall:

   a. Act as an advisor and special assistant to the Commandant in all matters involving or affecting hearing procedures conducted pursuant to R.S 4450 as amended, (46 USC 239), and the Administrative Procedure Act, as amended (5 USC, Sec. 1001-1011), and regulations promulgated thereunder (46 CFR 137).

   b. Initiate or review proposals in connection with the development of standard hearing practices and procedures.

   c. Indoctrinate the field Administrative Law Judges.

   d. Coordinate the activities of the several field Administrative Law Judges and review cases heard by such Judges in order to insure adherence to policy and compliance with regulations and instructions, and to secure a uniform level of efficiency in the performance of duty by the Administrative Law Judges.

   e. Hear and adjudicate cases, personally, which in the opinion of the Commandant are of such scope or implication as to warrant hearing and adjudication by a Judge who possesses highly specialized knowledge and is capable of the exercise of special skill.

   f. Review appeals to the Commandant entered by merchant seamen from decisions of field Judges in proceedings against licenses, certificates, and/or Merchant Mariner's documents, and make appropriate recommendations to the Chief Counsel for consideration in the preparation of final action with respect to such appeals.

   g. Upon request, hold hearings on civilian employee appeals and grievances at the Coast Guard level and advise the Commandant as to appropriate action.

SCIENCE ADVISOR TO THE COMMANDANT
(G-DS)

1. **Mission.** To serve as the principal advisor and consultant on scientific matters to the Commandant and other Coast Guard officials.

2. **Functions.** The Science Advisor to the Commandant shall:

   a. 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 designed for the realization of Coast Guard objectives.

   b. Advise the Chief of Staff and his key staff officials regarding the national trend of selected technical/scientific programs and participate in the development and periodic modification of the long range view of the Coast Guard, and in the development of determinations preceding each budget cycle.

FOREIGN POLICY ADVISOR TO THE COMMANDANT (G-CP)

1. **Mission.** To advise, consult, and keep the Commandant informed on all Coast Guard matters and communications concerning foreign policy and foreign relations.

2. **Functions.** Under the general direction and supervision of the Commandant, the Foreign Policy Advisor shall:

   a. Prepare weekly briefings concerning situations or events in other parts of the world of particular interest to the Coast Guard.

   b. Prepare briefings of a political nature for use by Coast Guard personnel prior to foreign visits.

   c. Review all message traffic reports and communications between the Coast Guard and the Department of State.

   d. Attend meetings between Coast Guard and Department of State personnel.

   e. Inform the Commandant of new policies as they are formulated within the Department of State that affect Coast Guard areas of interest.

MASTER CHIEF PETTY OFFICER OF THE COAST GUARD
(G-CMCPO)

1. **Mission.** To advise and assist the Commandant on matters related to enlisted personnel.

2. **Functions.** Under the general direction and supervision of the Commandant, the Master Chief Petty Officer of the Coast Guard shall:

   a. Advise and assist the Commandant on all matters affecting the morale of Coast Guard enlisted personnel.

   b. Establish a solid communications link with enlisted personnel by visiting and corresponding with field units.

   c. Represent Coast Guard enlisted personnel at ceremonies and social activities.

   d. Accompany the Commandant when matters concerning enlisted personnel are involved.

   e. Represent enlisted personnel on boards, committees and study groups as required.

   f. Maintain liaison with Senior Enlisted Advisors at field commands and with counterparts in other Armed Services.

   g. Evaluate and recommend appropriate action regarding suggestions and complaints submitted by enlisted personnel.

CONGRESSIONAL AFFAIRS STAFF
(G-CC)

1. **Mission.** To provide liaison with members and committees of Congress on Coast Guard matters.

2. **Functions.** Under the general direction and supervision of the Commandant and the Vice Commandant, the Chief, Congressional Affairs Staff shall:

   a. Provide reference service on all questions relating to the activities of the Congress of the United States as they pertain to the Coast Guard or are of interest to the Commandant.

   b. Maintain files of House and Senate reports and legislative documents of Coast Guard interest, including hearings, bills, resolutions, public laws, executive orders, Congressional Records, and other legislative records.

   c. Confer informally or formally with members of Congress, their staffs, and staffs of committees of Congress on legislative subjects which involve policies of the Commandant and the Operations of the Coast Guard.

   d. Be responsible for the coordination of the following matters concerning legislation:

      (1) Assure that the Chief Counsel and appropriate office chiefs are informed of priority requirements for the submission of legislation and legislative reports.

      (2) Assure that an office chief or the Chief Counsel has been assigned responsibility for preparation of statements to be presented to Congressional Committees.

      (3) Assure that, when required, witnesses and conferees have been designated to appear before Congressional Committees or the Office of Management and Budget.

      (4) Maintain a status file of pending legislation, coordinate action with the Chief Counsel, and provide the members and committees of Congress with timely information concerning legislative proposals.

   e. Monitor Congressional floor debates on matters of Coast Guard interest.

   f. Examine all replies to written requests for information received from members and committees of Congress for policy sufficiency, clarity and brevity.

   g. Coordinate arrangements for Coast Guard supported travel for members of Congress and their staffs.

   h. Assure that a brief resume of highlights and significant developments arising from testimony of Coast Guard witnesses before Congressional Committees is prepared for submission to the Secretary within 48 hours of the hearing.

OFFICE OF CIVIL RIGHTS
(G-H)

1. **Mission.** To administer, coordinate and assure implementation of civil rights and equal opportunity precepts within the service in all its official actions, including employment practices; services rendered to the public; employment practices of contractors and subcontractors under direct or Federally assisted contracts; operation of Federally assisted activities; and other programs and efforts involving Coast Guard assistance, participation or endorsement.

2. **Functions.** Under the general direction and supervision of the Commandant, the Chief, Office of Civil Rights shall:

   a. Be the principal staff advisor to the Commandant on civil rights and equal opportunity matters to assure full and affirmative implementation of civil rights and equal opportunity precepts within the Coast Guard, within representing organizations, and in connection with recipients of Coast Guard-sponsored Federal assistance.

   b. Consistent with Departmental policies, programs, standards and procedures, develop and recommend to the Commandant implementing policies and programs; and as authorized, issue implementing standards and procedures, to assure:

      (1) Equal opportunity in internal Coast Guard employment practices (consistent with Executive Order 11478; PL92-261; and Civil Service Commission regulations).

      (2) Equal opportunity in the employment practices of Coast Guard contractors, subcontractors, and related organizations, such as material suppliers and labor unions (Civil Rights Act of 1964; Executive Order 11246; and regulations of the Department of Labor and Department of Justice).

      (3) Equal opportunity by recipients of Coast Guard sponsored Federal assistance and related organizations (Title VI Civil Rights Act of 1964; and regulations of the Department of Labor and Department of Justice).

      (4) That all Coast Guard programs and activities affecting housing and urban development are administered in an affirmative manner to further the purpose of the Fair Housing provision of Title VIII of the Civil Rights Act of 1968.

      (5) That assistance is provided, as required by the Director of Equal Employment Opportunity, in investigations of complaints alleging discrimination filed by employees or applicants for employment, or by personnel or applicants for service in the military establishment, Regular and Reserve.

      (6) That technical advice and guidance on civil rights matters are provided to Coast Guard officials and organizations regularly charged with contract and grant-in-aid administration.

      (7) That affirmative actions are taken to support total Federal equal opportunity programs.

   c. Evaluate implementation by Headquarters and field elements of approved policies, programs, standards and procedures.

d. Serve as the Coast Guard Equal Employment Opportunity Officer (consistent with Executive Order 11246, and regulations of the Civil Service Commission).

e. Serve as the Coast Guard Contract Compliance Officer (Executive Order 11246, and regulations of the Department of Labor).

f. Serve as the Coast Guard Title VI Coordinator (Title VI of the Civil Rights Act of 1964, Executive Order 11246 and regulations of the Department of Justice).

g. Provide for or conduct in-depth equal opportunity compliance reviews (a) deemed necessary to assure effective program implementation and (b) requested by higher authority; and conduct such reviews related to contracting and grant-in-aid activities of Headquarters elements of the Coast Guard.

h. Conduct liaison with the Departmental Office of Civil Rights, Office of the Secretary of Transportation, and develop or coordinate the development of civil rights and equal opportunity reports prescribed by OST.

CIVILIAN EQUAL OPPORTUNITY DIVISION
(G-HCE)

Under the general direction and supervision of the Chief, Office of Civil Rights, the Chief, Civilian Equal Opportunity Division shall:

a. In close coordination with other components of the Office of Civil Rights, develop guidelines, procedures, internal policies and directives as necessary to establish an effective Civil Rights Program as it relates to Coast Guard civilian personnel.

b. Be responsible for a continuing evaluation of the Coast Guard's civilian equal employment opportunity posture, and initiate remedial measures as necessary.

c. Review internally-developed plans, policies, directives, etc., relating to civil rights matters affecting Coast Guard civilian personnel to assure that they are consistent with laws and issuances of higher authority.

d. Provide assistance, as required by the DOT Director of Equal Employment Opportunity, in the investigation of complaints of discrimination by employees of or applicants for employment in the Coast Guard.

e. Assist and advise Coast Guard managers and civilian members on Civil Rights matters.

f. Serve as central coordinating point for the recreational activities of the Coast Guard Youth Opportunity Campaign.

TITLE VI & CONTRACT COMPLIANCE DIVISION
(G-HTC)

Under the general direction and supervision of the Chief, Office of Civil Rights, the Chief, Title VI and Contract Compliance Division shall:

Contract Compliance (Executive Order 11246)

a. Develop procedures, guidelines and directives necessary to implement the provisions of Executive Order 11246 (contract compliance).

b. Be responsible for contract compliance reviews as defined by Departments of Labor and Transportation regulations.

c. Review prospective contractor's equal opportunity compliance status, when pre-award reviews are required, and notify the contracting officer or approving officer of any deficiencies found.

d. Seek compliance with the objectives of Executive Order 11246 through conferences, conciliation, mediation or persuasion.

e. Notify the Departmental Director of Civil Rights of any formal complaints alleging discrimination in violation of the equal opportunity clause.

f. Prepare contract compliance reports required by DOT directives.

Title VI Compliance (Civil Rights Act of 1964)

g. 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.

h. Carry out reviews to ascertain compliance with Title VI provisions, and initiate corrective measures through conferences, conciliation, mediation or persuasion, when possible, or by official action when necessary.

i. Notify the Departmental Director of Civil Rights promptly of any formal complaints alleging violation of Title VI.

j. Prepare reports on Title VI matters as required by DOT directives.

MILITARY EQUAL OPPORTUNITY DIVISION
(G-HME)

Under the general direction and supervision of the Chief, Office of Civil Rights, the Chief, Military Equal Opportunity Division shall:

a. In close coordination with other components of the Office of Civil Rights, develop guidelines, procedures, internal policies and directives as necessary to establish an effective Civil Rights Program as it relates to Coast Guard military personnel and their dependents.

b. Be responsible for a continuing evaluation of the Coast Guard's military equal employment opportunity posture, and initiate remedial measures as necessary.

c. Review internally-developed plans, policies, directives, etc., relating to civil rights matters affecting Coast Guard military personnel and their dependents to assure that they are consistent with laws and issuances of higher authority.

d. Provide assistance, as required by the DOT Director of Equal Employment Opportunity, in the investigation of complaints of discrimination filed by personnel or applicants for service in the military establishment of the U.S. Coast Guard, Regular and Reserve.

e. Maintain a continuing surveillance of external civil rights matters, including housing, relating to Coast Guard military personnel and when necessary initiate corrective action within the framework of applicable laws and issuances.

f. Assist and advise Coast Guard managers and military members on civil rights matters.

CHIEF OF STAFF
(G-CCS)

1. **Mission.** To develop, coordinate and control service policies and programs, with particular reference to general administrative and management activities.

2. **Functions.** Under the general direction and supervision of the Commandant and Vice Commandant, the Chief of Staff shall:

   a. Advise and assist the Commandant and Vice Commandant in the general administration of the Service.

   b. Keep the Commandant and Vice Commandant informed of the problems encountered and the progress made in effectuating policies and executing the programs of the Service, and act as principal management advisor to those officers.

   c. Have general responsibility for the initiation, development, and review of basic policies and programs for the Service and for the control and coordination of plans and activities evolving therefrom to insure adherence to the policies approved by the Commandant.

   d. Generally direct the activities of the Chiefs of Offices at Headquarters (except the Office of Civil Rights), particularly with a view toward promoting and securing effective coordination: in the Headquarters Staff; between Headquarters and the District Commanders; between Headquarters and Headquarters Units.

   e. As the principal management officer of the Coast Guard, generally direct: (a) program evaluation; (b) long-range planning; (c) budget development; (d) review and establishment of organizational and functional structure; (e) manpower allocation and evaluation; (f) safety programs; and (g) coordination of area inspection functions for the Commandant.

   f. Assure that the Chiefs of Offices are kept fully informed as to the broad policies and programs approved by the Commandant.

   g. Prepare, present, and execute the budget program.

   h. Act as Commanding Officer of Headquarters.

   i. Be Program Director for the general administration of the service.

LIAISON OFFICER TO THE CHIEF OF NAVAL OPERATIONS

Under the general direction of the Chief of Staff, the Liaison Officer to the Chief of Naval Operations shall:

a. 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. In performing this function, the Liaison Officer shall:

(1) Coordinate development of related plans, policies and programs.

(2) Coordinate the exchange of equipment, parts, supplies and services.

(3) Act as representative of the Commandant, U. S. Coast Guard.

(4) Monitor and report on developments and activities.

(5) Keep informed of mobilization and search and rescue plans and orders.

b. Perform similar liaison between the U. S. Coast Guard and other components of the Department of Defense as required.

c. Formulate Fleet operating policies for search and rescue and monitor implementation thereof.

d. Develop and review search and rescue tactics and doctrine within OPNAV.

e. Participate in Naval control of shipping planning with respect to control of fishing vessels in time of war.

f. 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.

HEADQUARTERS EQUAL EMPLOYMENT OPPORTUNITY OFFICER (G-CCS-1)

Under the direction of the Chief of Staff, the Headquarters Equal Employment Opportunity Officer shall:

a. Plan, implement, and evaluate a program to assure equal employment opportunity for all civilian personnel at Headquarters.

b. Manage the Equal Employment Opportunity Counseling Program at Headquarters, including:

(1) Recommending individuals for appointment as counselors.

(2) Arranging for necessary training for personnel appointed as counselors.

(3) Providing advice, guidance, and direction to counselors.

(4) Evaluating the effectiveness of the counseling program and making recommendations for improvement.

c. Review proposed changes in Headquarters policies and procedures to determine their impact on equal opportunity, and advise the Chief of Staff of any adverse effects of such changes.

d. Advise and consult with the Chief of Staff and key officials and supervisors at Headquarters concerning the full range of equal opportunity matters, with particular emphasis on furthering the equal opportunity effort by resolving or forestalling complaints of discrimination.

ADMINISTRATIVE SERVICES DIVISION
(G-CAS)

1. **Mission.** To provide administrative services to Headquarters components.

2. **Functions.** Under the general direction and supervision of the Chief of Staff, the Chief, Administrative Services Division shall:

   a. Act as Commanding Officer for Headquarters enlisted personnel and administer Headquarters military personnel matters.

   b. Administer funds for operational and administrative support of Coast Guard Headquarters.

   c. Administer civilian personnel matters for Headquarters, Radio Station Washington, and the Oceanographic Unit.

   d. Develop and administer the printing and duplicating program for Headquarters including liaison with the Department on printing matters. Provide general direction for Coast Guard wide printing programs, including budgeting of field printing funds.

   e. Coordinate Headquarters maintenance, safety and internal security matters with the Department.

   f. Allocate office space to Headquarters components and supervise the procurement, storage, maintenance and movement of furniture and equipment within Headquarters.

   g. Administer the Housing Administration and Liaison Office for the Washington Metropolitan Area including the Headquarters leased housing program.

   h. Issue military certificates of clearance to handle classified matter, vehicle operator permits, and identification cards; maintain liaison with the Department concerning parking permits.

   i. Coordinate Headquarters mail services with the Department. Maintain mailing lists and distribute publications and directives.

   j. Maintain the Headquarters Secret and Confidential Material Control Center.

   k. Administer the Headquarters Records Management Program and the Headquarters directive system.

   l. Act as Director, Headquarters Welfare District, Coast Guard Welfare.

   m. Provide labor details, shipping services, and fingerprinting services; dispatch and operate government vehicles.

   n. Administer the Headquarters blood donor program.

ADMINISTRATIVE STAFF

Under the direction and supervision of the Chief, Administrative Services Division, the Chief, Administrative Staff shall:

a. Maintain accountability for office space assigned to Coast Guard Headquarters in the Department of Transportation buildings. Process requests for additional space for Headquarters, ensuring compliance with GSA and DOT policies.

b. Process requests for changes and additions to telephone equipment and systems. Publish Headquarters directives concerning telephone use. Conduct annual survey of telephone station equipment.

c. Coordinate arrangements with Public Affairs Division and Military District of Washington for Coast Guard participation in special ceremonies.

d. Direct the Headquarters Red Cross blood donor program.

e. Coordinate the publication and maintenance of all Headquarters directives; publish the annual index.

f. Coordinate with OST for mail dispatch and delivery and messenger mail services.

g. Plan, coordinate, and direct the operations of the Headquarters Secret and Confidential Control Center and the registered and certified mail distribution control point. Conduct annual inventory of Secret material in Headquarters. Publish directives concerning handling of classified material in Headquarters.

HOUSING ADMINISTRATION, INFORMATION, AND LIAISON (HAIL) STAFF

Under the direction and supervision of the Chief, Administrative Services Division, the Staff Assistant for Housing Administration, Information, and Liaison shall:

a. Provide housing referral services for all military personnel permanently or temporarily assigned to Coast Guard units within the D. C. Metropolitan Area; administer the Leased Housing Program for Headquarters; conduct interim and scheduled inspections on all leased housing.

b. Provide information on available housing and make available to all military personnel specific data on suitable housing.

c. Maintain listings of non-discriminatory rental housing units and houses available for purchase, and a separate listing of housing facilities against which sanctions have been applied. Establish procedures to ensure that military personnel do not obtain unsanctioned housing.

d. Establish and maintain contact with apartment owners, realtors, and other sources to secure the maximum number of listings of properties suitable for occupancy within the community area.

e. Establish and maintain liaison with the other Armed Forces Housing Offices in the local area and extend full cooperation in the exchange of housing information. Maintain liaison with other Government agencies, e.g., VA and FHA, regarding the availability of housing assets to satisfy local housing needs.

f. Administer, monitor, and control all housing surveys conducted in the D. C. Metropolitan area.

g. Provide housing information to uniformed members of the Department of Defense and to transferring employees of the Department of Transportation regarding vacancies, desirable and undesirable locations, community support and other data as may be available.

MILITARY PERSONNEL ACTION BRANCH
(G-CAS-1)

Under the direction and supervision of the Chief, Administrative Services Division, the Chief, Military Personnel Action Branch, shall:

a. Maintain a system of personnel accountability and record movements of all military personnel assigned to Headquarters.

b. Maintain and/or prepare personnel records, including Officer leave records and Security Status Jackets; reports of personnel authorized and on board; enlisted service records; and personnel diaries.

c. Act as Assistant Education Officer, including making entries of all educational achievements in military personnel records; administering tests and examinations to military personnel enrolled in Coast Guard, USAFI and other correspondence courses. Provide guidance necessary to select proper courses and assistance in obtaining enrollment.

d. Administer the Physical Fitness Program at Headquarters, including retaining custody of all physical fitness records of Headquarters military personnel.

e. Generally administer the service wide examination program for advancement of enlisted personnel assigned to Headquarters.

f. Effect the separation, extension of enlistment and reenlistment of all military personnel assigned to Headquarters as may be required.

g. Prepare certificates of clearance to handle classified matter as may be required for all military personnel assigned to Headquarters. Advise other government agencies of the degree of security clearance held by military personnel assigned to Headquarters, and verify security clearances held by employees of other agencies visiting Headquarters as may be required.

h. Prepare original and/or renew Government Drivers Permits to qualified military personnel.

PUBLICATIONS AND PRINTING BRANCH
(G-CAS-2)

Under the direction and supervision of the Chief, Administrative Services Division, the Chief, Publications and Printing Branch shall:

a. Plan, develop, and administer the service-wide printing and duplicating program. Prepare and submit the annual printing budget for Headquarters and field units and maintain accountability for all printing funds expended.

b. Publish directives regarding printing matters and printing equipment and publish the Coast Guard Printing Regulations.

c. Process requests for Coast Guard publications and directives submitted by Coast Guard field units, other Government agencies, and the general public.

d. Provide liaison with Coast Guard field units, the Department of Transportation and other Government agencies concerning printing and distribution matters.

e. Prepare requisitions for publications, directives and forms prepared by other Government agencies. Prepare MILSTRIP requisitions for forms and publications stocked in the supply system. Order publications from GPO consigned stock as required.

f. Maintain stock control records for Coast Guard publications stocked by OST and for those in GPO consigned stock. Conduct annual physical inventory for material in consigned stock to confirm stock control records.

g. Publish the Coast Guard Standard Distribution List (CG-131).

h. Prepare requisition and specifications on all printing processed through Headquarters.

SECURITY AND LOGISTICS BRANCH
(G-CAS-3)

Under the direction and supervision of the Chief, Administrative Services Division, the Chief, Security and Logistics Branch shall:

a. Coordinate with OST for the upkeep, safety, and internal security of Coast Guard spaces in the DOT Headquarters buildings.

b. Request procurement of, receive, store, maintain, and issue office equipment and furniture; coordinate and supervise the movement of existing office furniture and equipment; furnish labor details and shipping and receiving services; supervise the operations of the Headquarters motor pool.

c. Prepare and control the issuance of necessary Coast Guard military and civilian personnel identification cards; provide fingerprinting and laminating services; issue necessary name tags for Headquarters military and civilian personnel. Issue decals for Headquarters under the CG Vehicle Registration Program.

d. Provide liaison with OST parking management and provide general guidance and information to Coast Guard personnel for parking matters.

e. Serve as contact representative for minor elevator, plumbing, and electrical repairs; process job order requests for space alterations; coordinate with OST for building services (heating, ventilation, and air conditioning) when required to be provided outside normal working hours.

HEADQUARTERS CIVILIAN PERSONNEL BRANCH
(G-CAS-5)

Under the direction and supervision of the Chief, Administrative Services Division, the Chief, Headquarters Civilian Personnel Branch shall:

a. Plan, direct, and execute a civilian personnel program for Headquarters, U. S. Coast Guard Oceanographic Unit, and Washington Radio Station, including such elements as program planning and evaluation; position and pay management; recruitment and placement; training and employee development; equal employment opportunity; performance appraisals; employee counseling, discipline, grievances, and appeals; incentives and recognition; employee services; personnel action processing; employment practices; and labor-management relations.

b. Provide program advice and guidance on civilian personnel management and assist supervisors in carrying out their personnel management responsibilities.

c. Represent Headquarters on all personnel matters including labor-management relations and participate in all personnel management activities.

d. Maintain liaison with personnel officials of Coast Guard, Department of Transportation, Civil Service Commission and other activities on matters pertaining to civilian personnel administration.

RECORDS AND DIRECTORY BRANCH
(G-CAS-6)

Under the direction and supervision of the Chief, Administrative Services Division, the Chief, Records and Directory Branch, shall:

a. Plan, coordinate, direct, and administer the Headquarters Records Management Program.

b. Ensure the Coast Guard Comprehensive Records Control Schedule is maintained current. Prepare and issue correspondence and instructions relative to the records disposal program for Headquarters.

c. Compile, edit, and publish the Register of Military Personnel in the Washington Area (CG-141). Provide the Department of Transportation with information concerning Headquarters military and civilian personnel required for publication in the DOT Telephone Directory.

d. Operate a central information desk to answer telephone inquiries and to assist visitors.

e. Maintain a system of control over records loaned by the National Archives and the Federal Records Center.

BUDGET DIVISION
(G-CBU)

1. **Mission.** To develop the budget estimates to properly reflect the financial requirements of the Coast Guard.

2. **Functions.** Under the general direction and supervision of the Chief of Staff, the Chief, Budget Division shall:

   a. Develop budget estimates, assure that they properly reflect the financial requirements of the Coast Guard, and assist the Chief of Staff in the presentation of such estimates to the Department of Transportation, the Office of Management and Budget, and the Congress.

   b. Prepare instructions to the districts, the several Headquarters units, and the various offices and divisions at Headquarters, relating to the preparation of budget estimates to meet the requirements of the Coast Guard program, and advise and assist in such preparations.

   c. Prepare operating stage financial plans, issue allotments to Headquarters divisions and field units, and prepare requests for apportionment and reapportionment of funds including establishment and release of reserves.

   d. Receive and consider requests from field units for changes in allotments and forward to appropriate division with pertinent comments. Upon recommendation from division concerned, prepare reply or approve allotment modification.

   e. Recommend changes to the financial plans to meet changing funds requirements resulting from changes in the programs as they progress. Review requests for changes to the financial plan submitted by subhead administrators and recommend action to the Chief of Staff.

   f. Prepare budgetary reports as required by the Congress, the Office of Management & Budget and the Department of Transportation; prepare such other budgetary reports as may be required for internal administrative use.

   g. Administer funds not specifically allocated to other components of organization.

   h. Be responsible for the preparation, publication, and maintenance of the Manual of Budgetary Administration, CG-255.

MANAGEMENT ANALYSIS DIVISION
(G-CMA)

1. **Mission.** To provide a wide range of administrative and management advisory services and assistance for the Headquarters and field organization.

2. **Functions.** Under the general direction and supervision of the Chief of Staff, the Chief, Management Analysis Division shall:

   a. Conduct special staff studies and comprehensive management surveys embracing all operations in the various organizational segments of the Coast Guard.

   b. Conduct studies, initiate recommendations, and review proposals involving changes in Coast Guard organization.

   c. Develop and maintain the Coast Guard Organization Manual (CG-229); CG Regulations (CG-300); Correspondence Manual (CG-199); The Coast Guard Directives System (CG-199-1); Directives, Publications and Reports Index (CG-236); Paperwork Management Manual (CG-416); Military and Civilian Incentive Awards Manual (CG-409).

   d. Provide advisory service and assistance to Headquarters and the field on organization, systems, methods, procedures, and delegations of authority.

   e. Review new or existing law to determine the need and justification for delegations of authority and perform the necessary staff work to complete action.

   f. Administer the military and civilian Incentive Awards Program.

   g. 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.

   h. Coordinate the preparation of such administrative reports as may be required for transmittal by the Commandant to the Secretary of Transportation or to other government officials.

   i. Review Orders, Notices, and other issuances.

j. Administer mail and postal matters for the Coast Guard and prescribe procedures for the establishment and operation of Coast Guard post offices.

k. 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.

l. 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.

INSPECTION LIAISON STAFF
(G-CMA-1)

Under the general direction and supervision of the Chief, Management Analysis Division, the Chief, Inspection Liaison Staff shall:

a. Develop general inspection policies for the Commandant as the basis for the area-administered inspection system.

b. Serve as coordinator and liaison between area inspection officers and cognizant HQ program officials on inspection matters.

c. Arrange for HQ representation on area-directed inspections of district offices and HQ units, as requested by area commands.

d. Designate area or district commands to act as model managers in the development and maintenance of service wide standard inspection check lists, and monitor the program.

e. Receive inspection reports from area commands requiring action by the Commandant's staff. Coordinate review and analysis of such reports and follow up to assure appropriate evaluation and action as necessary by cognizant program officers.

f. Based on liaison with the areas, inspection results as providee in area reports and summaries, and contact with HQ program officials, evaluate the general effectiveness of the Coast Guard inspection system within the policies and parameters established by the Commandant. Advise superiors as to progress and the need for changes.

g. Serve as the point of contact and coordinator for all evaluations and audits levied on the Coast Guard by external entities such as the Office of the Secretary, General Accounting Office, Office of Management and Budget, General Services Administration, etc.

MANAGEMENT AND ORGANIZATION BRANCH
(G-CMA-2)

Under the direction and supervision of the Chief, Management Analysis Division, the Chief, Management and Organization Branch shall:

a. Conduct and/or coordinate management studies involving Headquarters and the field. This includes review, analysis, problem identification and improvement of organization, procedures, methods, work flow, delegations of authority, space utilization, etc., and the related development and submittal of recommendations and reports.

b. Evaluate and comment on planning proposals in terms of organizational implications and impact.

c. Review and advise on legislative proposals as they relate to Coast Guard organization and functions.

d. Develop Coast Guard position with respect to management proposals and inquiries (organizational changes, delegations of authority, etc.) from the Department of Transportation and other federal agencies.

e. Conduct reviews of management functions in Coast Guard districts and Headquarters units.

f. Provide consultant services to program managers and their staffs on a variety of management questions and problems.

g. Develop directives applicable across the Coast Guard organization which specify guidelines, standards, procedures, exceptions and reporting requirements to attain optimum compliance with management decisions and policies of the Commandant.

h. Develop and maintain the Coast Guard Organization Manual (CG-229).

PAPERWORK MANAGEMENT BRANCH
(G-CMA-4)

Under the direction and supervision of the Chief, Management Analysis Division, the Chief, Paperwork Management Branch shall:

a. Develop and administer the Coast Guard Records Management Program, including establishment of systems and standards for effective service-wide control over creation, use, maintenance and disposal of records. Develop and maintain the Coast Guard comprehensive records control schedules.

b. Administer the directives management system for the Coast Guard. 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. Prepare, publish and maintain the Directives, Publications and Reports Index (CG-236).

c. Develop, maintain and publish Coast Guard Regulations (CG-300).

d. Develop and administer the Coast Guard Forms and Reports Management Programs. Analyze all requests for new or revised forms and reporting requirements, and follow through with design and issuance as required. Provide guidance and assistance to field units in coping with paperwork problems.

e. Administer the Correspondence Management Program by developing and establishing standards, procedures and techniques for improvement of correspondence practices. Maintain and publish the Coast Guard Correspondence Manual (CG-199).

f. Develop service-wide filing systems and procedures and maintain the numerical subject classification system.

g. Administer the Indispensable Operating Records Program for Coast Guard Headquarters.

h. Prepare, publish and maintain the Paperwork Management Manual (CG-416).

MANAGEMENT SERVICES STAFF
(G-CMA-5)

Under the direction and supervision of the Chief, Management Analysis Division, the Chief, Management Services Staff shall:

a. Administer the Military and Civilian Incentive Awards Program, developing policies and procedures, and preparing necessary instructions, guidelines and directives.

b. 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 and Action Book Reports for the Secretary and bi-weekly Secretarial Staff/Briefing Agenda items, Executive Retreats, etc.

c. Administer mail and postal matters for the U. S. Coast Guard and prescribe procedures for the establishment and operation of Coast Guard post offices.

d. Maintain background material on Commandant's policy and support agreements between the Coast Guard and other Federal agencies, and advise management officials on these matters as requested.

e. Maintain background material on Coast Guard participation on Federal Executive Boards, DOT Field Coordinating Groups and Federal Executive Associations, and implement policy and guidance issued by higher authority.

PLANS EVALUATION DIVISION
(G-CPE)

1. **Mission.** To initiate, review, coordinate, and evaluate Coast Guard long range plans.

2. **Function.** Under the general direction and supervision of the Chief of Staff, the Chief, Plans Evaluation Division shall:

   a. Coordinate program planning beyond the budget year plus one, encompassing:

      (1) Evaluation of programs and new initiatives.

      (2) Evaluation of long range objectives.

      (3) Evaluation of policies.

      (4) Evaluation of cost-effectiveness and cost-benefit measures.

   b. Develop and update the CG Long Range View annually.

   c. Develop Spring Preview annually, highlighting major issues for future budgets.

   d. Coordinate, monitor and evaluate Plan Summaries for consistency and completeness in support of CG objectives.

   e. Initiate, monitor and review the conduct of all major analytical efforts within the Coast Guard designed to examine new programs, major changes in emphasis of existing programs, or methods of accomplishing ongoing programs.

   f. Coordinate the preparation, review, and updating of the major facility plans and the Headquarters review of Planning Proposals and Unit Development Plans.

   g. Annually prepare statement and background for Legislative Oversight Hearings.

   h. Review AC & I Projects and Resource Change Proposals, as necessary for consistency with long-range plans.

   i. Monitor Program and Support planning beyond BY+1 and provide analytical assistance to Program and Support Managers, as needed.

   j. In conjunction with the Chief, Programs Division, maintain the Planning and Programming Manual, CG-411.

   k. Make determinations concerning which services provided by the Coast Guard could/should be susceptible to the imposition of user charges.

PLANS BRANCH
(G-CPE-1)

Under the direction and supervision of the Chief, Plans Evaluation Division, the Chief, Plans Branch shall:

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.

e. Review and coordinate Headquarters action on Planning Proposals and Unit Development Plans.

SYSTEMS BRANCH
(G-CPE-2)

Under the direction and supervision of the Chief, Plans Evaluation Division, the Chief, Systems Branch, shall:

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.

PROGRAMS DIVISION
(G-CPA)

1. **Mission.** To review and coordinate the execution and planning of current and proposed programs.

2. **Functions.** Under the general direction and supervision of the Chief of Staff, the Chief, Programs Division shall:

   a. For the time frame including the budget year (current year + two), review and coordinate as necessary the execution and planning of current and proposed programs including capital construction. Provide necessary annual planning factors to the field for budgetary development, and be Program Manager for the General Administration Program.

   b. Prescribe the requirements for, and coordinate the development and final submission of, all annual program memoranda, including the Program and Financial Plans.

   c. Coordinate the development of all program resource change proposals and their respective priorities at the various stages of the budget process. Perform such analysis as required to insure adoption of best alternatives within the framework of approved long-range planning.

   d. Coordinate all preparations for annual Authorization Hearings before the Congress.

   e. Regularly review the program structure of the Coast Guard looking toward (a) adjustments to facilitate management and analysis, and (b) clarification of objectives, output measures, and policies.

   f. Establish and maintain military and civilian personnel allowances for all Coast Guard units in accordance with statutory requirements, established ceilings, fiscal limitations, and approved staffing criteria. Prepare plans at various stages of the annual budgetary process showing the number of military and civilian personnel required to man approved operating units of the Coast Guard.

   g. In conjunction with Chief, Plans Evaluation Division, maintain the Planning and Programming Manual (CG-411).

   h. Direct the Coast Guard's Manpower Utilization Program, including the establishment of manning standards, stafing criteria and the conduct of manpower audits; carry out special studies on manpower requirements and skills.

PROGRAM REVIEW BRANCH
(G-CPA-1)

Under the direction and supervision of the Chief, Programs Division, the Chief, Program Review Branch shall:

a. Review and coordinate as necessary the execution and planning of current and proposed programs including capital construction to insure consistency with program objectives, on-going planning, established priorities and compatibility with other programs. In this connection, provide assistance to the Chief, Budget Division in the development and preparation of each budget submission and in developing answers to questions from higher authority which occur during each budget cycle. Develop, coordinate and distribute the necessary annual planning factors to the field for budgetary development.

b. Review all program Resource Change Proposals and recommend priorities at the various stages of the budget process. Develop and maintain scoring systems and other analytical tools used in setting and adjusting the priorities of all Resource Change Proposals. Perform such analysis as required to insure adoption of best alternatives within the framework of approved long-range planning. Plan and schedule Coordinating Board meetings as required and develop and publish records of those meetings. Develop analysis techniques, program/plans procedures and related activities for improving Coast Guard-wide program development and execution.

c. Regularly review the program structure of the Coast Guard looking toward (a) adjustments to facilitate management and analysis, and (b) clarification of objectives, output measures, and policies. Review proposed changes to approved operating plans (billet/position adjustments, OFCOs, Boards of Survey, etc.) to insure adherence to existing policies.

d. In coordination with Chief, Plans Evaluation Division, develop the Spring Preview. Co-ordinate development of the Commandant's "Determinations." Develop the Commandant's Background Data Book and the AC&I Picture Book for use in the preparation and presentation of the budget to Congressional committees.

PERSONNEL ALLOWANCES BRANCH
(G-CPA-2)

Under the direction and supervision of the Chief, Programs Division, the Chief, Personnel Allowance Branch shall:

a. 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.

b. Develop, refine, and maintain essential Management Information Systems for: (1) total manpower resource accounting (PAL), and (2) the budget development process (BUDS).

c. 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.

d. 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.

e. Perform staff work for, and recommend action on, requests for changes to established personnel allowances, reprogrammings of resources, planning proposals involving manpower, or proposals of any nature dealing with utilization of existing personnel resources (reorganizations, studies, etc.).

f. Maintain close liaison with Program and Support Directors/Managers in the execution of that portion of budget programs involving manpower resources.

g. Allocate the Coast Guard civilian employment authority, respond to all reporting requirements imposed from OST (or other higher echelons), and monitor the employment level restrictions on a continuing basis. Reprogram positions as program, operational or personnel considerations require. Maintain liaison with the Civilian Personnel Division in Coast Guard Headquarters and the appropriate OMB/OST officials.

MANPOWER UTILIZATION BRANCH
(G-CPA-3)

Under the direction and supervision of the Chief, Programs Division, the Chief, Manpower Utilization Branch shall:

a. Develop and implement policies, procedures and guidelines for the manpower utilization program of the Coast Guard.

b. 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 development of work standards and application of them 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.

c. 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.

SAFETY PROGRAMS DIVISION
(G-CSP)

1. **Mission.** To develop, implement, and administer a Safety Program to provide maximum practical degree of safety for personnel, equipment, and other resources for which the Coast Guard is responsible, embracing the fields of general safety, flight safety, surface vessel safety, fire safety, driver safety, and industrial safety.

2. **Functions.** Under the general direction and supervision of the Chief of Staff, the Chief, Safety Programs Division shall:

   a. Plan, develop, implement and coordinate Coast Guard functions associated with general safety, flight safety, surface vessel safety, fire safety, driver safety, and industrial safety.

   b. Establish and administer an accident reporting system which will provide data on accidents and accident losses, identify areas requiring corrective action, and provide data upon which to base management decisions involving the improvement of the safety of operations throughout the Service.

   c. Maintain a thorough knowledge of trends and developments in the safety field.

   d. Maintain liaison with safety officials of other government agencies, the Federal Safety Council, the Federal Fire Council, the National Safety Council, state governments, the American Standards Institute, Underwriters' Laboratories, National Fire Protection Association, and other agencies involved with safety.

   e. Serve as one of the senior members of the Commandant's Aviation Safety Board.

   f. Review and evaluate safety equipment and appliances and make recommendations for their use within the Coast Guard.

   g. Administer the Coast Guard Motor Vehicle Program with the exception of procurement of vehicles and the operation of special-purpose vehicles such as DUKW's and LARC's.

   h. Conduct a continuing campaign aimed at keeping Coast Guard personnel in the field aware of mandatory and recommended safety practices and the existence and objective of the Coast Guard Safety Program, and conduct on-site surveys of field units to determine the effectiveness of the Coast Guard Safety Program.

   i. Make recommendations to and serve as advisor and consultant to Coast Guard managers and supervisors on all matters involving the safety of Coast Guard resources, including design, fire protection, construction, procurement, maintenance, operation of equipment and facilities, and the training of personnel.

   j. Coordinate as necessary with safety related offices in other DOT administrations and in the Office of the Secretary.

FLIGHT SAFETY PROGRAM STAFF
(G-CSP-1)

Under the general direction and supervision of the Chief, Safety Programs Division, the Flight Safety Program Staff shall:

a. Maintain Chapter 6 (Flight Safety) of the Air Operations Manual (CG-333).

b. Maintain Chapter 2B (Procedures Governing the Analysis and Reporting of USCG Aircraft Mishaps) of the USCG Safety Manual (CG-405).

c. Review, evaluate, and recommend corrective action on aircraft mishap reports and other flight safety reports.

d. Review instructions; procedures, and new developments for possible effects on flight safety.

e. Maintain a statistical system for analyzing Coast Guard aircraft mishaps to locate cause factors which may be peculiar to Coast Guard operations.

f. Maintain the master file of aircraft mishap reports.

g. Provide the recorder member of the Commandant's Aviation Safety Board.

h. Coordinate flight safety training.

i. Coordinate the assignment of senior and other members as required to Aircraft Accident Analysis Boards.

j. Edit the Flight Safety Bulletin.

k. Maintain liaison with other military and civilian flight safety agencies.

l. Maintain a safety education program for air units.

m. Coordinate flight safety programs with Ground Safety and Industrial Hygiene in those areas common to all.

n. Provide representation to conferences, symposiums, seminars, and ad-hoc groups as appropriate in furtherance of the Coast Guard Safety Program.

GENERAL SAFETY PROGRAM STAFF
(G-CSP-2)

Under the general direction and supervision of the Chief, Safety Programs Division, the General Safety Program Staff shall:

a. Develop, monitor, and revise Coast Guard safety policies and procedures as required to provide safe and healthful places and conditions of duty. Included are policies and procedures for controlling off-duty accidents and accidents which could involve the general public and contractor personnel.

b. Establish direction and monitor procedures for ensuring the acquisition, maintenance, and use of safety clothing and equipment.

c. Establish, maintain, and monitor the accident management information system. Analyze accidents for trends and proper application of corrective measures.

d. Establish, monitor, and revise, as required, procedures and practices for the identification and application of proper safety rules and standards.

e. Establish and monitor the Coast Guard Safety Program evaluation and hazard identification program leading to the correction of hazardous conditions.

f. Develop and monitor procedures ensuring that all new plans, programs, or operations are evaluated for safety and fire protection sufficiency.

g. Review and approve requests for variance from established safety and fire protection standards.

h. Monitor Coast Guard Training Programs to ensure the inclusion of safety in all appropriate programs.

i. Establish and monitor procedures leading to employee/management cooperation.

j. As required, consult with and advise program managers at all levels regarding the safety sufficiency of their plans and operations.

k. Collaborate with and consult other Coast Guard safety program officials and the staffs of DOT and other Government agencies, including the Federal Safety Council and Federal Fire Council and others on matters affecting safety programming.

l. Manage Driver Education Programs at Cape May and other Coast Guard activities. Review curriculum and procedures and adjust, as necessary, to achieve desired results.

SURFACE VESSEL SAFETY STAFF
(G-CSP-3)

Under the general direction and supervision of the Chief, Safety Programs Division, the Surface Vessel Safety Staff shall:

a. Develop safety programs for surface vessels and boats which will:

(1) Enhance operator safety

(2) Improve safe utilization of equipments and resources

(3) Comply with applicable laws and regulations

b. Develop and promulgate a safety education program for surface vessels.

c. Monitor the safety performance of surface vessels. Provide appropriate guidance for corrective action and general improvement.

d. Coordinate the shipboard safety program with the general safety, flight safety, and industrial safety programs in those areas common to all.

e. Maintain liaison with counterpart personnel of other agencies of Federal and state government and elements of private industry whose activities impinge on surface vessel safety.

f. Serve as a member of the Commandant's Safety Review Board.

g. Coordinate surface vessel safety programs with offices/officers at Coast Guard Headquarters to insure that safety needs are met.

h. Edit a periodical (bulletin) oriented toward surface vessel safety.

i. Maintain applicable portions of the Safety Manual (CG-405) up-to-date. Prepare changes for publication as necessary.

j. Develop and promulgate a mishap/incident reporting system to enhance incident reporting. Analyze data accumulated and make appropriate recommendations.

INDUSTRIAL HYGIENE STAFF
(G-CSP-4)

Under the general direction and supervision of the Chief, Safety Programs Division, the Industrial Hygiene Staff shall:

a. Provide advisory services on the application of industrial hygiene standards throughout the Coast Guard working environment.

b. Prepare and issue directives, manuals, and guidelines for the effective functioning of an industrial hygiene program.

c. Consult with appropriate offices in the review of planning for new or modified working environments to meet industrial hygiene requirements.

d. Maintain professional association with contemporaries and experts in the field of industrial hygiene to keep abreast of latest developments and state-of-the-art expertise. Study latest publications, review technical developments in equipment, procedures and practices, and participate in seminars, conferences, and other meetings with industrial hygienists to exchange ideas and experience in industrial hygiene management.

e. Conduct periodic staff visits to field units to appraise local industrial hygiene programs and to determine adherence to instructions and practices. Check on adequacy of guidelines and support from higher levels, and develop remedial actions as necessary.

f. Standardize equipment used for detection of health hazards in working environments and prescribe procedures and measurement requirements for specific work areas. Establish reporting and analysis system to continuously monitor and evaluate occupational health service-wide.

g. Establish service criteria and publish threshold limits and maximum exposure time for all occupational health hazards, (sound, vibration, light, radiation, toxicity, etc.).

h. Consult and coordinate with the Office of the Chief Medical Officer in all matters pertaining to occupational health and the maintenance of adequate medical and first aid facilities to support all Coast Guard work areas.

i. Consult and coordinate with medical personnel and sanitary inspectors on sanitation and pollution problems affecting Coast Guard work areas and for other outside interests.

j. Establish a safety education program for Coast Guard personnel in the understanding and compliance in matters pertaining to occupational safety and health.

OFFICE OF PUBLIC AND INTERNATIONAL AFFAIRS
(G-A)

1. **Mission.** To provide for (a) a comprehensive and effective public relations program aimed at keeping the private sector abreast of Coast Guard developments and events of general interest; and (b) coordination of international matters involving missions of the Service.

2. **Functions.** Under the general direction and supervision of the Commandant, the Vice Commandant, and Chief of Staff, the Chief, Office of Public and International Affairs shall:

   a. Act as special assistant to the Commandant for external relations, and advise him on broad policy matters, protocol, and the general impact of Coast Guard operations on the domestic and international scenes.

   b. Provide policy guidance for and generally direct and coordinate the activities of the Chiefs, Public Affairs and International Affairs Divisions in carrying out their assigned functions.

   c. Determine the need for and oversee the development and implementation of comprehensive public and international relations programs to facilitate the conduct of Service missions and promote Coast Guard and Departmental objectives.

   d. Coordinate Coast Guard public and international relations with Departmental policy and maintain close liaison with cognizant Department of Transportation officials.

   e. Coordinate, as necessary, the international Coast Guard programs administered by Program Managers to insure their consistency with Coast Guard and Departmental policy.

   f. Issue controlling directives, standards and guidelines, as necessary, concerning public and international relations to assure uniform interpretation and understanding of Coast Guard and Departmental policy throughout the Service.

   g. Provide general direction for the Coast Guard program to afford the public freedom of access to appropriate government materials.

   h. Coordinate external relations with the Department of State, foreign embassies, and foreign governments for all new ventures or extensions or revisions of existing relationships until the project becomes routine within the normal operational framework.

   i. Be responsible for Committee Management for the Coast Guard.

   j. Serve as a focal point for response to or reference of communications from the general public concerning Coast Guard activities.

   k. Edit and publish the Commandant's Bulletin.

INTERNATIONAL AFFAIRS DIVISION
(G-AIA)

Under the general direction and supervision of the Chief, Office of Public and International Affairs, the Chief, International Affairs Division shall:

a. Coordinate Coast Guard international affairs with the Department of Transportation and, when appropriate, Department of State. Assure consistency with Departmental and national policy.

b. 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.

c. Advise the Office Chief and Commandant on Coast Guard representation at international conferences.

d. 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.

e. 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.

f. Keep cognizant Coast Guard offices and divisions apprised of matters of interest to them under consideration by various international organizations.

g. Be responsible for staff supervision and liaison with all Coast Guard advisory groups and mission personnel assigned to foreign governments.

h. Serve as point of contact and coordinate matters of interest to the Coast Guard with other Government agencies and committees on international activities.

i. 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.

j. 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.

k. Arrange clearance/notification for foreign port visits by Coast Guard vessels.

PUBLIC AFFAIRS DIVISION
(G-APA)

Under the general direction and supervision of the Chief, Office of Public and International Affairs, the Chief, Public Affairs Division shall:

a. Develop plans for the public affairs program of the Coast Guard with a view toward promoting public and internal knowledge and understanding of the activities and missions of the Service.

b. Conduct public information activities, utilizing all available public information media, including general releases to newspapers and press associations, "home-town" stories and photographs, radio and television broadcasts, national advertisements, magazine articles, motion pictures, special exhibits and art presentations.

c. Coordinate the public affairs 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.

d. Indoctrinate field personnel relative to basic public affairs policies, doctrines, and procedures; give guidance to field personnel in matters pertaining to their local methods and problems.

e. Prepare, give clearance, cause the distribution of public information material such as pamphlets, booklets, magazine articles, radio and television materials; review for clearance material received in accordance with existing directives.

f. 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.

g. 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.

h. Provide coordination and policy direction for the Coast Guard Exhibit Center, Silver Spring, Md. and the Fleet Home Town News Center Coast Guard Detail, Great Lakes.

i. 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.

j. Coordinate the cooperative public information efforts of the Coast Guard, the Coast Guard Reserve, the Coast Guard Auxiliary and retired personnel.

k. 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.

l. 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.

m. Advise on protocol matters as they pertain to Coast Guard ceremonies and functions.

n. Coordinate and/or originate directives and messages, such as:

(1) Commemorating holidays and anniversaries.

(2) Directing participation and cooperation in ceremonies of other Federal agencies and celebrations established by Presidential Proclamation.

(3) Notifying observance of death and funeral services of the civil officials referred to in Section 20-10-1 Coast Guard Regulations.

o. Ensure compliance with the new visual identification program and provide an image review of all Coast Guard publications and documents.

p. Provide editorial and photographic services for Headquarters staff components as requested.

q. Coordinate and manage the Coast Guard program to assure the public freedom of access to appropriate government materials.

r. Provide liaison, guidance, support and coordination to the Navy League, other service oriented groups, and civic organizations with respect to Coast Guard policies and programs.

s. Serve as the control point to review public relations activities and as point of contact with DOT Review Board.

t. Serve as a focal point for response to or reference of communications from the general public concerning Coast Guard activities.

AUDIO VISUAL BRANCH
(G-APA-1)

Under the direction and supervision of the Chief, Public Affairs Division, the Chief, Audio Visual Branch shall:

a. Photograph, process, catalog and store original stock motion picture footage for the Coast Guard.

b. Produce and distribute public information, training, documentary or special purpose films of the Coast Guard. Assist and advise other Headquarters offices and field activities in authorized productions as necessary.

c. Service requests for Coast Guard stock footage from within and without the Service.

d. Operate and direct the Headquarters still photo activities. Provide still camera equipment, motion picture projection equipment, and audio-visual equipment at Coast Guard Headquarters. Provide still photograph service for the Office of the Commandant.

e. Maintain and operate a sound recording and reproduction facility.

MEDIA RELATIONS BRANCH
(G-APA-2)

Under the direction and supervision of the Chief, Public Affairs Division, the Chief, Media Relations Branch shall:

a. Prepare and issue news releases (including photo releases prepared by Audio-Visual Branch) to all news media.

b. Review articles, books and advertising copy requiring clearance.

c. Prepare and assist in the preparation of special articles and feature releases about the Coast Guard for the news media, books, and magazines.

d. 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.

e. 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 basis.

f. Support 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.

g. Answer routine oral and written inquiries from the public relative to the Coast Guard past and present operations.

h. Upon request, arrange travel of media representatives and make arrangements for special events of interest to the media.

i. Provide creative writing for public information pamphlets used as handouts.

j. Provide editorial, layout, make-up, art, and printing format services for public information brochures and pamphlets.

COMMUNITY RELATIONS BRANCH
(G-APA-3)

Under the direction and supervision of the Chief, Public Affairs Division, the Chief, Community Relations Branch shall:

a. Coordinate Coast Guard participation in special projects, ceremonies, dedications and presentations by field units as appropriate.

b. Serve as project director for all public affairs functions requiring Coast Guard participation in the Washington, D. C. area.

c. Administer the operations of the Coast Guard Exhibit Center, Silver Spring, Md.; control and direct the scheduling of Coast Guard exhibits.

d. Coordinate and direct the activities of the Coast Guard Band when appearing in other than the New London area. Coordinate the scheduling of the Coast Guard Ceremonial Honor Guard and Precision Drill Team outside the immediate Washington area.

e. Coordinate all launchings and commissionings 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.

f. Develop and maintain stocks of appropriate official Coast Guard gifts and presentation materials.

g. Coordinate and develop programs for enhancing the image of the Coast Guard in communities in the United States and overseas.

h. Provide guidance, itinerary and escorts for special orientation visits to Coast Guard installations and on board Coast Guard vessels and aircraft as appropriate.

i. Act as the special assistant for Navy League matters and coordinate and maintain liaison with the Navy League.

j. Maintain liaison with Service oriented Veterans organizations, youth groups, civic groups, business organizations, etc.

OFFICE OF BOATING SAFETY
(G-B)

1. **Mission.** To oversee the program for prevention of recreational boating casualties, including enforcement of Federal laws and regulations, supervision of Coast Guard Auxiliary operations; establishment of pleasure craft safety standards; administration of public education and training programs; and maintenance of liaison with other authorities and organizations concerned with boating safety.

2. **Functions.** Under the general direction and supervision of the Commandant, the Vice Commandant and the Chief of Staff, the Chief, Office of Boating Safety shall:

   a. Develop, coordinate, and direct a Recreational Boating Safety Program aimed at reducing accidents, injuries, and fatalities and improving environmental quality related to the operation of pleasure craft on waters subject to the jurisdiction of the United States.

   b. Develop long-range plans and budget forecasts consistent with projected program growth and technological advances.

   c. Oversee the operations of the Coast Guard Auxiliary in its program of assistance to the service.

   d. Administer a public education and safety information program aimed at keeping recreational boatmen, manufacturers, and the general public apprised concerning boating safety.

   e. Establish criteria and safety standards for boats and associated equipment, and implement a control system to insure compliance with such requirements including the operation of a defects notification program.

   f. Direct the enforcement of Federal laws and regulations governing recreational boating, including the assignment and deployment of enforcement personnel, the reporting and investigation of boating accidents, and the publication of boating statistics.

   g. Maintain liaison with the various states, Federal agencies, private industry and organizations concerned with boating safety. Monitor and coordinate cooperative boating safety agreements with the states.

   h. Administer the Boating Safety Financial Assistance Program.

   i. Coordinate the activities of the Boating Safety Advisory Council.

   j. Coordinate operational training of Coast Guard units, regular and Reserve; and, when requested and resources permit, State and local boating safety personnel, and other groups having boating safety responsibilities.

   k. Periodically advise the Commandant on the relative performance of the districts with respect to district boating safety responsibility.

   l. Advise the Chief, Office of Personnel concerning the procurement, training and assignment of personnel to meet boating safety requirements.

m. Coordinate with Chief, Office of Public and International Affairs regarding international boating safety activities.

n. Be Program Director for the boating safety program.

BOATING REGULATIONS STAFF
(G-BR)

Under the general direction and supervision of the Chief, Office of Boating Safety, the Chief, Boating Regulations Staff shall:

a. Serve as the Executive Director of the Boating Safety Advisory Council.

b. Coordinate the plans and activities of the Boating Safety Advisory Council and other ancillary advisory committees and panels as directed.

c. Prepare, as directed, the agenda for meetings of the Boating Safety Advisory Council and committees and panels of the Council and provide staff and administrative support.

d. Attend the meetings of the Boating Safety Advisory Council and committees/panels of the Council as required by Public Law 92-75 and assist in the preparation of recommendations and resolutions which reflect the determination of the Boating Safety Advisory Council on substantive issues.

e. Administer the technical preparation of regulations within the Office of Boating Safety and coordinate the clearance of these regulations with other Headquarters elements.

f. Supervise and administer the Financial Assistance Program to the States and selected national nonprofit public service organizations.

g. Monitor and coordinate cooperative agreements with states and assist the districts in this area as necessary to insure fullest cooperation between states and Federal Government.

h. Develop, implement, and maintain effective administrative controls and records systems to support the activities of advisory groups.

MANAGEMENT SUPPORT STAFF
(G-BD)

Under the general direction and supervision of the Chief, Office of Boating Safety, the Chief, Management Support Staff shall:

a. Develop and maintain a management information system.

b. Provide such administrative support services for the office as may be required.

c. Plan, administer and supervise the reporting of boating accidents, analysis of statistical data, and the preparation of statistical reports.

d. Administer the program for assignment of identification numbers to small craft in compliance with applicable law.

e. Maintain mailing lists and distribute materials as required by Office components.

NUMBERING BRANCH
(GBD-1)

Under the Chief, Management Support Staff, the Chief, Numbering Branch shall:

a. Plan and assign identification numbers to undocumented vessels as required by applicable law and regulation.

b. Screen and process original, renewal and duplicate applications as well as correcting records for transfer of ownership and change of address.

c. Coordinate motorboat numbering matters with:

(1) Information Systems Division in recording of data, issuing of Certificates of Number and selling of boat lists.

(2) Maritime Administration on boats being sold to aliens.

(3) Applicable states on out of state changes of address.

(4) Merchant Vessel Documentation Division on boats requiring documentation.

(5) National Crime Information Center, Department of Justice, on stolen vessels.

d. Maintain and replace supplies of forms and materials used by the Branch in the numbering process, and update and maintain current numbering and letter forms at certain Coast Guard units and Post Offices in the jurisdictions where the Coast Guard issues identification numbers.

e. Maintain all numbering records and files.

f. Reply to inquiries by the public regarding the assignment of identification numbers.

MANAGEMENT INFORMATION BRANCH
(GBD-2)

Under the direction of the Chief, Management Support Staff, the Chief, Management Information Branch shall:

a. Develop, modify, operate and maintain a management information system for the Office of Boating Safety.

b. Serve as professional statisticians for the Office of Boating Safety.

c. Compile and publish accident and numbering statistics as required by applicable law and regulations.

d. Compile and correlate boating statistics as required by the other elements of the Office of Boating Safety, other agencies and organizations or offices as directed.

e. Serve as liaison between the Office of Boating Safety and Information Systems Division and coordinate requests for computer time.

ADMINISTRATIVE SERVICES BRANCH
(GBD-3)

Under the direction of the Chief, Management Support Staff, the Chief, Administrative Services Branch shall:

a. Perform filing and maintenance of directives and control correspondence, including routing, classified material control, reports control, complete mail service, filing and records disposal.

b. Maintain boating safety reference materials.

c. Maintain files as requested; coordinate the issuance of travel orders, purchase orders and requisitions; maintain a record of the assigned sub-head costs and balance for Office of Boating Safety.

d. Coordinate printing requirements and take necessary action to provide reproduction services.

e. Administer civilian and military personnel matters.

f. Maintain master lists of persons and organizations involved with boating safety.

g. Coordinate preparations for conferences and meetings, including recording, physical arrangements, reservations, visual aids and distribution of agenda and minutes.

h. Maintain mailing lists. Distribute materials as directed.

i. Perform such other miscellaneous administrative services as may be required.

ACCIDENT ANALYSIS BRANCH
(GBD-4)

Under the direction of the Chief, Management Support Staff, the Chief, Accident Analysis Branch shall:

a. Develop accident reporting procedures and systems as required by applicable law and regulations, coordinating reporting requirements and systems with other Federal, State and local governmental agencies as required.

b. Review and analyze all accident reports, preparing appropriate action in those cases requiring review and action by the Commandant.

c. Prepare raw data for computer input, including the coding of all accident reports.

d. Coordinate the Office of Boating Safety accident reporting needs and assist in the collection of data required for justification or support of new or existing regulations.

BOATING STANDARDS DIVISION
(G-BBC)

Under the general direction and supervision of the Chief, Office of Boating Safety, the Chief, Boating Standards Division shall:

a. Develop and administer a boating safety and environmental quality standards program, coordinating with other DOT modes and other Federal agencies where necessary.

b. Initiate and participate in processing such regulations as relate to boating standards.

c. Prepare and administer a manufacturer compliance program and defect notification program.

d. Provide assistance to and coordinate with the Education Division in developing an education program concerning boating standards and regulations.

e. Provide technical and regulatory interpretive assistance regarding standards as necessary.

f. Cooperate with the Office of Merchant Marine Safety in coordinating those matters affecting both the boating standards and merchant marine technical program.

g. Plan and coordinate the supporting research and development program as it applies to standards development.

h. Monitor and coordinate Coast Guard participation and membership in all national and international boating standards organizations.

ANALYSIS AND CONTROL BRANCH
(GBBC-1)

Under the direction and supervision of the Chief, Boating Standards Division, the Chief, Analysis and Control Branch shall:

a. Maintain a current file of all data relating to boating standards requirements, development and administration, including all industry, government, national and international imputs.

b. Monitor and compile a current file of all defect notification actions internal and external to the U. S. Coast Guard. Furnish a periodic compilation of these actions to the Standards Development and Product Assurance Branches for information and action.

c. Maintain and update as necessary the current Boating Standards Division schedules and milestones. Provide a periodic report to the Division Chief of the progress towards meeting these required dates.

d. Maintain the Boating Standards Division measurements of effectiveness in achieving boating safety through standards and prepare periodic reports on the Boating Standards Division activities and progress toward achievement of standards development.

STANDARDS DEVELOPMENT BRANCH
(GBBC-2)

Under the direction and supervision of the Chief, Boating Standards Division, the Chief, Standards Development Branch shall:

a. Administer the program for development of boating safety and environmental quality standards.

b. Continuously monitor data being provided from external and internal sources and make a determination of the need for new or updated Boating Safety Standards. Provide to the Chief, Boating Standards Division, recommendations for new or changed Standards for presentation to the Boating Safety Advisory Council and the Marine Safety Council.

c. Monitor all national and international boating standards.

d. Provide technical evaluation and input to standards being considered for adoption as Coast Guard standards and technical interpretive assistance to other Coast Guard staff elements.

e. Develop testing procedures for Coast Guard standards.

f. Monitor research and development projects affecting the boat standards program.

g. Monitor Office of Engineering projects affecting the boat standards program.

PRODUCT ASSURANCE BRANCH
(GBBC-3)

Under the direction and supervision of the Chief, Boating Standards Division, the Chief, Product Assurance Branch shall:

a. Initiate and participate in processing such regulations as relate to boating standards.

b. Provide standards interpretive assistance to manufacturers and other Coast Guard staff elements directly and through development of the technical service program

c. Develop policy for and implement and administer the enforcement of a manufacturers' compliance and defect notification program.

d. Monitor the activities of laboratories testing for compliance with the Coast Guard standards.

AUXILIARY AFFAIRS DIVISION
(G-BAU)

Under the general direction and supervision of the Chief, Office of Boating Safety, the Chief, Auxiliary Affairs Division shall:

a. Develop plans and procedures and determine standards for the enrollment, training and organization of Auxiliary personnel and facilities.

b. Promote a program fostering wider knowledge and better compliance with the laws, rules, and regulations pertaining to the operation and equipage of small craft.

c. Develop plans and procedures in accordance with 14 USC 822 for the organization and utilization of Auxiliary personnel and facilities, after suitable training and indoctrination, to assist the Coast Guard to promote safety and to effect rescues on and over the high seas and on navigable waters, and to facilitate other operations of the Coast Guard. Also, cooperate with state government agencies and conduct patrols solely on state waters as authorized by the Federal Boat Safety Act of 1971.

d. Make recommendations relative to the degree and extent to which the Auxiliary personnel and facilities are to be utilized in service operations, authorized operations in support of states and other Government agencies, and the logistic support required for such operations.

e. Act as reviewing authority for the recommendations of the National Board and National Board, Inc., which affect official publications, the Standing Rules and By-Laws, awards, uniforms, flags, pennants, burgees, and internal matters of the Auxiliary.

f. Act as Chief Director, and, as such, the duly authorized representative of the Commandant to the Auxiliary, and direct its day-by-day functions in cooperation with the National Commodore.

ADMINISTRATION BRANCH
(GBAU-1)

Under the direction and supervision of the Chief, Auxiliary Affairs Division the Chief, Administration Branch shall:

a. Develop the requirements for Manuals, Publications, Notices and Instructions necessary for the administration of the Auxiliary through District Directors and the Auxiliary Organization.

b. Update, print, stock and control issue and custody of membership training material and membership qualification exams.

c. Initiate required updating and revision of cognizance for certain Coast Guard forms stocked at and issued by the Supply Center, necessary for the administration of the Auxiliary.

d. Initiate an annual updating, printing, distribution and record of distribution to directors of the decals for the Courtesy Motorboat Examination and Federal Equipment Check Programs.

e. Initiate orders for training aids and materials used in the Auxiliary national membership training program and public education programs and maintain the necessary records.

f. Review all investigative reports and claims for repair of damages to Auxiliary facilities operating under official orders which exceed $2,500 or involve a death or disability.

g. Maintain essential records for Auxiliary administration.

h. Prepare division internal and external reports.

i. Maintain liaison with Directors, other government agencies, private organizations and the Auxiliary on matters affecting the Auxiliary.

j. Prepare press releases, newspaper and magazine articles, and other public relations material to further the Auxiliary's mission and image.

k. Answer public inquiries relative to the Auxiliary and boating safety as required.

l. Administer contracts and provide program information to the Contracting Officer.

OPERATIONS BRANCH
(GBAU-2)

Under the direction and supervision of the Chief, Auxiliary Affairs Division the Chief, Operations Branch shall:

a. Develop Auxiliary operational activities to the fullest extent as authorized by the Commandant. This includes the Courtesy Motorboat Examination/Federal Equipment Check, Public Education, Auxiliary Patrols and Chart Updating programs, along with other programs as may be established by competent authority.

b. Develop a training program for Auxiliary members which will insure the highest qualifications to support their operational activities.

c. Coordinate, with the Auxiliary National Staff, the development of materials for the Public Education courses.

d. Coordinate with the Chief, Search and Rescue Division, the Coast Guard requirements for operational use of Auxiliary vessel and aircraft facilities.

e. Coordinate with the Chief, Communications Staff, the Coast Guard requirements for use of Auxiliary radio facilities.

f. Provide the necessary input, relative to the Auxiliary, to the training programs conducted by the National Boating Safety School, National SAR School and the Coast Guard Institute.

g. Maintain liaison with other government agencies and organizations on matters concerning Auxiliary operations.

EDUCATION DIVISION
(G-BBE)

Under the general direction and supervision of the Chief, Office of Boating Safety, the Chief, Education Division shall:

a. Develop policy for, coordinate and conduct a comprehensive nationwide recreational boating safety and environmental quality educational program.

b. Plan and administer training programs for Coast Guard operating personnel, Coast Guard Reservists, Coast Guard Auxiliary and state and local personnel to improve their expertise in boating safety and related efforts.

c. Develop and administer programs to educate the boating public, including supporting R & D projects associated with human factors.

d. Coordinate with the U. S. Coast Guard Auxiliary, U. S. Power Squadrons, American Red Cross and other safety organizations in the development and promotion of boating education courses and other safety information.

e. Prepare, review and disseminate various materials dealing with boating safety and environmental quality standards and regulations, boating safety in general, and the Auxiliary.

f. Plan and coordinate requirements for weather information dissemination programs.

g. Provide boating safety education policy for the operation and administration of the district boating safety teams, other Coast Guard operating units, and the Coast Guard Auxiliary.

h. Coordinate with the Boating Standards Division on matters relating to boating safety team activities in the field of boating standards enforcement.

i. Prepare and administer an operator compliance program.

j. Develop plans for the selection, training and deployment of Coast Guard personnel and Coast Guard Reserve for the enforcement of boating laws.

k. Develop law enforcement policy for Coast Guard operating units charged with the enforcement of boating safety and environmental quality statutes.

l. Assist and advise the Boating Standards Division in preparing various materials directed to boat and associated equipment manufactures.

SAFETY INFORMATION BRANCH
(GBBE-1)

Under the direction of the Chief, Education Division, the Chief, Safety Information Branch shall:

a. Develop, coordinate, and administer public information emanating from the Office of Boating Safety.

b. Develop, coordinate, and administer all boating safety promotion campaigns on a national level with emphasis upon multi-media techniques and materials.

c. Develop, coordinate, and administer boating safety publications for national distribution.

d. Develop, revise, and administer distribution lists for boating safety information materials.

e. Develop, coordinate, and produce information briefings and speeches for the Office of Boating Safety.

f. Provide expertise and assistance to the Office of Boating Safety on public information communication and production techniques.

g. Provide logistics support for boating safety informational material on a national level.

h. Provide informational and promotional assistance to district boating safety staff personnel as required.

i. Coordinate all information and production pertaining to U. S. Coast Guard participation in the National Safe Boating Committee.

TRAINING BRANCH
(GBBE-2)

Under the direction of the Chief, Education Division, the Chief, Training Branch shall:

a. Develop, revise and distribute training pamphlet material required by the public.

b. Develop requirements and basic scripts for boating films for training purposes.

c. Develop training and other support material for use by those Coast Guard Reserve personnel assigned to the boating safety program. Maintain liaison with the Office of Reserve for purposes of coordinating Reserve involvement in boating safety.

d. Plan and administer a training program for boating safety detachments and for their training of other Coast Guard personnel. This includes the conducting of series of regional seminars and support of the National Boating Safety School. Develop and maintain a boating safety correspondence course.

e. Develop courses, material and aids for training of Coast Guard Auxiliary, State and other boating officials.

f. Assist individual states and other Federal, municipal, or civic boating safety oriented organizations with internal training programs.

g. Plan and administer, in cooperation with the Boating Standards Division, an industry indoctrination program designed to familiarize Coast Guard personnel with the boating industry. Establish and administer a standards enforcement training program.

h. Develop and control educational course material to be distributed to the boating public.

i. Develop, distribute and maintain materials for use in educating the boating public through direct (non-classroom) education.

j. Develop plans for and coordinate a program of boating safety education within the public school systems and in individual college curricula.

OPERATOR COMPLIANCE BRANCH
(GBBE-3)

Under the direction of the Chief, Education Division, the Chief, Operator Compliance Branch shall:

a. Plan, coordinate and administer the enforcement of all Federal laws and regulations concerning recreational boating and the boating public, including the statutes and regulations relating to regattas and marine parades.

b. Coordinate with the other branches of the Education Division in developing and maintaining plans for the selection, training and deployment of Coast Guard personnel for the enforcement of boating laws.

c. Provide interpretive assistance to Coast Guard personnel and the general public on boating safety regulatory matters affecting the use of a boat.

d. Develop policy, implement and administer the enforcement of a recreational boating operator's compliance program, including matters concerning both safety and environmental quality.

e. Provide law enforcement information, and interpretation of operator regulations, for training courses and general education/information literature.

OFFICE OF RESEARCH AND DEVELOPMENT
(G-D)

1. **Mission.** To administer a program of research and development which is responsive to the needs of the Service for new or improved systems, equipment, methods and procedures.

2. **Functions.** Under the general direction and supervision of the Commandant, the Vice Commandant and the Chief of Staff, the Chief, Office of Research and Development shall:

   a. Develop, coordinate and direct a Coast Guard program of research, development, test and evaluation responsive to long range objectives, immediate requirements, fiscal limitations, and advancing technology.

   b. Maintain close liaison with other office chiefs, the Chief of Staff and the Science Advisor to the Commandant to identify existing or potential problem areas susceptible to improvement through scientific research, and to determine the feasibility of research projects aimed at discovering new concepts and applications therefor in the Coast Guard's mission areas.

   c. Formulate Coast Guard R & D plans and program objectives as necessary to meet stated or approved requirements.

   d. Insure external coordination and integration of the Coast Guard R & D program, collaborating with the Assistant Secretary for Systems Development and Technology, Department of Transportation, and with the Director, Transportation Systems Center with regard to peacetime missions, and with the Assistant Secretary of the Navy (Research and Development), with respect to wartime missions.

   e. Review and make recommendations on the requirements for facilities and personnel to support the Coast Guard R & D program.

   f. Represent the Coast Guard (or the Department of Transportation, as directed) in dealing with other governmental or private agencies, both domestic and foreign, in matters pertaining to R & D.

   g. Exercise technical control over the Research and Development Center and such other research and development facilities as may be established.

   h. Be support director for Research and Development. The Deputy Chief shall be the support manager.

CHIEF SCIENTIST
OFFICE OF RESEARCH AND DEVELOPMENT
(G-DS)

The Chief Scientist, Office of Research and Development, has the following responsibilities:

a. As Chief Scientist, advises the Chief, Office of Research and Development in the planning, guidance, and monitoring of research and development programs and projects with specific reference to quality and realization of objectives.

b. Represents the Coast Guard, independently or with the Chief, Office of Research and Development, at conferences, meetings of committees, study groups, etc., involving R&D matters.

c. Maintains liaison with the Assistant Secretary for Systems Development and Technology, Department of Transportation and with members of the scientific community within the Federal Government, private industry and educational institutions to interchange information and keep abreast of new concepts and developments having potential applicability to the Coast Guard R&D program.

d. Serves as the Permanent Vice Chairman of the Science Advisory Committee.

ENVIRONMENTAL AND TRANSPORTATION TECHNOLOGY DIVISION (G-DET)

Under the general direction and supervision of the Chief, Office of Research and Development, the Chief, Environmental and Transportation Technology Division shall:

a. Assist the office chief in the formulation of the research and development program, as well as policies and long-range plans in support of Coast Guard missions and goals.

b. Plan and administer the research, development, test and evaluation projects assigned to the division in support of the transportation and environmental missions and goals of the Service.

c. Inform and assist program directors and managers regarding new scientific knowledge or technology which may be utilized in the improvement of operational missions.

d. Coordinate with and advise program and support managers during all phases of assigned projects to insure responsiveness to their requirements and the effective transfer of project output upon completion.

e. Develop and maintain 5-year RDT&E plans to support Coast Guard missions and goals in coordination with appropriate program managers.

f. Establish and maintain close liaison with appropriate Federal agencies, private companies, and other organizations engaged in research and development in order to coordinate efforts where practicable, to avoid duplication, and to obtain the benefits of previously developed technology.

g. As directed, represent the Coast Guard on interagency R&D working committees and panels so as to coordinate Coast Guard efforts with those undertaken by other agencies, and make presentations of assigned R&D projects.

POLLUTION PREVENTION PROJECTS BRANCH
(G-DET-1)

Under the direction and supervision of the Chief, Environmental and Transportation Technology Division, the Chief of the Pollution Prevention Projects Branch shall:

a. Assist the Office Chief and the Division Chief in the formulation of research and development programs, policies, and long-range plans in support of Coast Guard missions and goals.

b. Plan and administer the research, development, testing and evaluation projects for the prevention, control, abatement, detection, and identification of pollutants in the marine environment as a result of oil and other hazardous material spills, noxious gas emissions, sewage disposal, and solid waste disposal.

c. Manage the allocated resources (personnel and funds) in the execution of projects assigned to the Branch.

d. Supervise the execution of research and development projects assigned to the Branch.

e. Designate assigned personnel as project officers to be responsible for the technical planning and management of projects.

f. In the administration of assigned projects, insure that:

(1) sound management and control techniques are employed in accordance with existing directives and accepted practices.

(2) project master plan, work breakdown structure, work plan and schedule, and progress reports are developed and submitted for each project.

(3) responsible seniors in the chain of command are advised of the status of projects by periodic reports.

(4) close liaison is maintained with appropriate project managers to insure responsiveness to their requirements and to provide effective transfer of projects' outputs upon completion.

g. As directed, represent the Coast Guard on interagency R&D working committees and panels so as to coordinate Coast Guard efforts with those undertaken by other agencies, and make presentations of assigned R&D projects to various audiences of different interest.

h. Through review of technical literature, attendance at seminars, and liaison with Government agencies, universities, colleges and private organizations, keep informed of new scientific and technical development which may have application to activities of the Branch.

NAVIGATION PROJECTS BRANCH
(G-DET-2)

Under the direction and supervision of the Chief, Environmental and Transportation Technology Division, the Chief of the Navigation Projects Branch shall:

a. Assist the Office Chief and the Division Chief in the formulation of research and development programs, policies, and long-range plans in support of Coast Guard missions and goals.

b. Plan and administer the research, development, testing and evaluation projects to support the missions and goals of the Aids to Navigation Program including Vessel Traffic Systems, Buoy and Support Systems, and Advanced Navigational Aids.

c. Manage the allocated resources (personnel and funds) in the execution of projects assigned to the Branch.

d. Supervise the execution of research and development projects assigned to the Branch.

e. Designate assigned personnel as project officers to be responsible for the technical planning and management of projects.

f. In the administration of assigned projects, insure that:

(1) sound management and control techniques are employed in accordance with existing directives and accepted practices.

(2) project master plan, work breakdown structure, work plan and schedule, and progress reports are developed and submitted for each project.

(3) responsible seniors in the chain of command are advised of the status of projects by periodic reports.

(4) close liaison is maintained with appropriate project managers to insure responsiveness to their requirements and to provide effective transfer of projects' outputs upon completion.

g. As directed, represent the Coast Guard on interagency R&D working committees and panels so as to coordinate Coast Guard efforts with those undertaken by other agencies, and make presentations of assigned R&D projects to various audiences of different interest.

h. Through review of technical literature, attendance at seminars, and liaison with Government agencies, universities, colleges and private organizations, keep informed of new scientific and technical development which may have application to activities of the Branch.

MARINE SAFETY TECHNOLOGY DIVISION
(G-DST)

Under the general direction and supervision of the Chief, Office of Research and Development, the Chief, Marine Safety Technology Division shall:

a. Assist the office chief in the formulation of the research and development program, as well as policies and long-range plans in support of Coast Guard missions and goals.

b. Plan and administer the research, development, test and evaluation projects assigned to the division in support of the search and rescue, commercial vessel safety, and recreational boating safety missions and goals of the Service.

c. Inform and assist program directors and managers regarding new scientific knowledge or technology which may be utilized in the improvement of operational missions.

d. Coordinate with and advise program and support managers during all phases of assigned projects to insure responsiveness to their requirements and the effective transfer of project output upon completion.

e. Develop and maintain 5-year RDT&E plans to support Coast Guard missions and goals in coordination with appropriate program managers.

f. Establish and maintain close liaison with appropriate Federal agencies, private companies, and other organizations engaged in research and development in order to coordinate efforts where practicable, to avoid duplication, and to obtain the benefits of previously developed technology.

g. As directed, represent the Coast Guard on interagency R&D working committees and panels so as to coordinate Coast Guard efforts with those undertaken by other agencies, and make presentations of assigned R&D projects.

SEARCH AND RESCUE PROJECTS BRANCH
(G-DST-1)

Under the direction and supervision of the Chief, Marine Safety Technology Division, the Chief of the Search and Rescue Projects Branch shall:

a. Assist the Office Chief and the Division Chief in the formulation of research and development programs, policies, and long-range plans in support of Coast Guard missions and goals.

b. Plan and administer the research, development, testing and evaluation projects to improve the effectiveness of SAR operations through the development of new vehicles, equipment, techniques, and procedures.

c. Manage the allocated resources (personnel and funds) in the execution of projects assigned to the Branch.

d. Supervise the execution of research and development projects assigned to the Branch.

e. Designate assigned personnel as project officers to be responsible for the technical planning and management of projects.

f. In the administration of assigned projects, insure that:

(1) sound management and control techniques are employed in accordance with existing directives and accepted practices.

(2) project master plan, work breakdown structure, work plan and schedule, and progress reports are developed and submitted for each project.

(3) responsible seniors in the chain of command are advised of the status of projects by periodic reports.

(4) close liaison is maintained with appropriate project managers to insure responsiveness to their requirements and to provide effective transfer of projects' outputs upon completion.

g. As directed, represent the Coast Guard on interagency R&D working committees and panels so as to coordinate Coast Guard efforts with those undertaken by other agencies, and make presentations of assigned R&D projects to various audiences of different interest.

h. Through review of technical literature, attendance at seminars, and liaison with Government agencies, universities, colleges and private organizations, keep informed of new scientific and technical development which may have application to activities of the Branch.

MARINE SAFETY PROJECTS BRANCH
(G-DST-2)

Under the direction and supervision of the Chief, Marine Safety Technology Division, the Chief of the Marine Safety Projects Branch shall:

a. Assist the Office Chief and the Division Chief in the formulation of research and development programs, policies, and long-range plans in support of Coast Guard missions and goals.

b. Plan and administer the research, development, testing and evaluation projects to support the missions and goals of Commercial Vessel Safety, Recreational Boating Safety and Domestic Icebreaking.

c. Manage the allocated resources (personnel and funds) in the execution of projects assigned to the Branch.

d. Supervise the execution of research and development projects assigned to the Branch.

e. Designate assigned personnel as project officers to be responsible for the technical planning and management of projects.

f. In the administration of assigned projects, insure that:

(1) sound management and control techniques are employed in accordance with existing directives and accepted practices.

(2) project master plan, work breakdown structure, work plan and schedule, and progress reports are developed and submitted for each project.

(3) responsible seniors in the chain of command are advised of the status of projects by periodic reports.

(4) close liaison is maintained with appropriate project managers to insure responsiveness to their requirements and to provide effective transfer of projects' outputs upon completion.

g. As directed, represent the Coast Guard on interagency R&D working committees and panels so as to coordinate Coast Guard efforts with those undertaken by other agencies, and make presentations of assigned R&D projects to various audiences of different interest.

h. Through review of technical literature, attendance at seminars, and liaison with Government agencies, universities, colleges and private organizations, keep informed of new scientific and technical development which may have application to activities of the Branch.

OFFICE OF ENGINEERING
(G-E)

1. **Mission.** To provide logistics of the Service that are of an engineering character, including design, construction, maintenance, outfitting and alteration of vessels, aircraft, aids to navigation, shore establishments, machinery, electronic equipment, and utilities.

2. **Functions.** Under the general direction and supervision of the Commandant, the Vice Commandant, and the Chief of Staff, the Chief, Office of Engineering shall:

   a. Assure the effectiveness of the Engineering Support Program, including the design and execution of alterations, modifications, repairs, maintenance and outfitting of vessels, boats, aircraft, vehicles, aids to navigation, shore facilities, machinery, electronics equipment, and utilities; and assure the adequacy of engineering test and evaluation activities associated with those functions.

   b. Direct, supervise and coordinate the design, development, construction, test, evaluation, and operational deployment and demonstration (as applicable), of ships, boats and shore facilities having a conventional design and having a high probability of usefulness in the operational structure.

   c. Participate as requested in the test, evaluation, and operational deployment and demonstration of research and development projects.

   d. Determine basic plans, systems, methods, and procedures under which the above activities are to be carried out; consider and make recommendations as to broad policies which should control these recommendations.

   e. Collaborate with the Chief of Staff and the chiefs of offices generally in matters relating to the overall engineering activities of the Service.

   f. Administer funds in those appropriations or subheads placed under the control of the Office of Engineering, furnishing preliminary budget estimates and apportionment of allotment recommendations to the Chief of Staff, planning expenditures to accomplish essential programs within available funds, passing on obligations against field allotments when Headquarters authorization is required, and otherwise insuring wise and economical expenditures of such funds.

   g. Prescribe the engineering reports to be submitted by field units and advise the Comptroller as to types and forms of engineering data to be prepared for data processing; review and analyze such reports and data, and initiate or issue appropriate directives to field units to insure uniformly high standards of engineering efficiency, effectiveness, and economy.

   h. Periodically review the administration of district engineering divisions and initiate recommendations to the district commander to effect improvements in the organization and methods of administration of those divisions; keep informed through field inspections, or otherwise, as to the status, effectiveness, and efficiency of engineering activities generally.

   i. Periodically advise the Commandant as to the relative performance of the districts with respect to district engineering responsibility.

j. Assist the Chief of Staff, as requested, in the establishment of the military personnel billet plan.

k. Establish and maintain close liaison with the Navy, Army, Air Force, Maritime Administration, General Services Administration, Department of Commerce (National Oceanic and Atmospheric Administration), Environmental Protection Agency and other public and private agencies in connection with Coast Guard engineering matters.

l. Act as Support Director for the Engineering Support Facilities.

m. Exercise technical control over and establish policy for management of the Yard, the Aircraft Repair and Supply Center, the Electronics Engineering Center, the Electronics Laboratory at Radio Station Washington, and Resident Inspection Offices.

AERONAUTICAL ENGINEERING DIVISION
(G-EAE)

Under the general direction and supervision of the Chief, Office of Engineering, the Chief, Aeronautical Engineering Division shall:

a. Prepare or review preliminary and detailed plans, designs, and specifications for the construction, installation, repair, maintenance, outfitting and alteration of Coast Guard aircraft, engines, and related equipment.

b. Participate with the Procurement Division in the negotiation of contracts for the installation, repair, maintenance, and alteration of aircraft, engines and related equipment; and make final determinations as to acceptance terms and conditions included in such contracts insofar as dates of delivery, plans, specifications and characteristics of the items desired are concerned.

c. Transmit requests for procurement to the Procurement Division accompanied, when appropriate, by detailed plans, specifications, etc.

d. Follow up on contract performance insofar as inspections, tests, and technical judgment are necessary or desirable to assure compliance, and assist in contract expediting as required.

e. Prepare maintenance instructions and similar information concerning aircraft, engines, and related equipment, and release technical directives as specifically authorized by Chief, Office of Engineering.

f. Furnish, when required, progress, scheduling and material requirement information in connection with the installation, repair, maintenance and alteration of aircraft, engines and related equipment.

g. Prepare preliminary budget estimates, make allotment recommendations, administer funds allocated to the Division, and pass on obligations for items to be charged against field allotments in those instances where prior Headquarters authorization is required.

h. Review boards of survey concerning aeronautical engineering material.

i. Initiate requests for the Office of Research and Development to manage special studies, analyses and projects which involve bringing new aeronautical concepts, systems, and hardware into the Coast Guard inventory, and work closely with that office in such developmental efforts.

j. Prepare Proposed Technical Approaches in response to Tentative Operational Requirements.

k. Monitor and make recommendations concerning the training and assignment of officers to aeronautical engineering duty.

l. Manage the Coast Guard aircraft maintenance program.

m. Provide assistance to district commanders, as required, in maintaining, at air stations, the necessary facilities and support spares to repair, maintain, outfit and alter aircraft, engines and related equipment.

n. Insure visits to district offices and air stations by members of Aeronautical Engineering Division to coordinate engineering effort in support of Coast Guard aviation.

o. Act as Facility Manager for the Aircraft Repair and Supply Center. Coordinate Division work assigned to AR&SC and act as a central contact and approving point for work desired by other elements and for all matters which affect AR&SC's ability to perform its primary mission.

AERONAUTICAL ENGINEERING LIAISON OFFICER

Under the direction and management control of the Chief, Aeronautical Engineering Division, the Liaison Officer for the Aeronautical Engineering Division shall:

a. Maintain liaison with the other Armed Forces located at Wright-Patterson Air Force Base.

b. Advise appropriate staff components within Coast Guard Headquarters of all aeronautical engineering matters under development by the Armed Forces which may be of interest or value to the Coast Guard.

c. Monitor Air Force procurement contracts involving Coast Guard aircraft or related components; act as agent for the Commandant in all engineering and technical matters wherein Coast Guard/Air Force aeronautical engineering coordination is required.

d. Perform such special services as may be assigned due to advantageous location of the Liaison Section in the Wright-Patterson area.

e. Furnish assistance and guidance to Coast Guard units and personnel on request should Air Force coordination at Wright-Patterson Air Force Base be required.

MANAGEMENT BRANCH
(G-EAE-1)

Under the direction and supervision of the Chief, Aeronautical Engineering Division the Chief, Management Branch shall:

a. Coordinate the administration of all aircraft equipment and associated systems that are either common to both fixed wing and rotary wing aircraft or are not directly under the purview of the Fixed Wing or Rotary Wing Branch.

b. Manage the Headquarters controlled aviation ground support equipment program. Prepare specifications and provide technical coordination for the procurement of new equipment and systems, incorporating the latest state-of-the-art in order to satisfy operational requirements.

c. Provide Aeronautical Engineering technical and analytical services for the Division.

d. Maintain the Division's technical library and review all technical directives referred to or originating within the Aeronautical Engineering Division.

e. Administer the Unsatisfactory Report of Aeronautical Equipment Program for the Division.

f. Monitor technical progress in the Aeronautical Engineering field and keep abreast of new developments for possible application to Coast Guard aviation programs.

g. Monitor programs established for training or indoctrination of aeronautical engineering officers and enlisted technicians. Provide recommendations to cognizant divisions regarding changes necessary to ensure adequate training levels are established and maintained.

FIXED WING BRANCH
(G-EAE-2)

Under the direction and general supervision of the Chief, Aeronautical Engineering Division the Chief, Fixed Wing Branch shall:

a. Administer the procurement programs for assigned aircraft, engines, and special equipment.

b. Monitor the logistic support of assigned aircraft and provide technical guidance in the procurement and maintenance of replacement items, spare parts and special equipment.

c. Develop cost estimates, price determinations and specifications for procurement, modification, overhaul, and support of assigned aircraft and aircraft being considered for inclusion in the Coast Guard inventory.

d. Manage the aircraft maintenance program for assigned aircraft. Management of these programs includes but is not limited to:

(1.) Overhaul programs.

(2.) Aircraft configuration control.

(3.) Initiation, preparation and review of technical directives.

(4.) Implementation of procedures to minimize NORS and NORM rates.

(5.) Monitoring of Unsatisfactory Reports of Aeronautical Equipment in order to alleviate problems and unsatisfactory trends.

(6.) Monitoring services of contract technical representatives.

(7.) Providing assistance, as required, to district commanders and commanding officers of Coast Guard aviation units on technical matters relating to maintenance, alternation and repair of aircraft.

e. Provide technical assistance, as required to other Coast Guard elements in the development of technical studies, engineering analyses and other special projects relating to assigned aircraft.

f. Monitor the activities of the Prime Unit regarding Headquarters assigned projects.

g. Provide Coast Guard representation on various technical committees.

h. Monitor technical progress in the field of aeronautical engineering and keep abreast of new developments for possible application to Coast Guard aviation programs.

ROTARY WING BRANCH
(G-EAE-3)

Under the direction and general supervision of the Chief, Aeronautical Engineering Division the Chief, Rotary Wing Branch shall:

a. Administer the procurement programs for assigned aircraft, engines, and special equipment.

b. Monitor the logistic support of assigned aircraft and provide technical guidance in the procurement and maintenance of replacement items, spare parts and special equipment.

c. Develop cost estimates, price determinations and specifications for procurement, modification, overhaul, and support of assigned aircraft and aircraft being considered for inclusion in the Coast Guard inventory.

d. Manage the aircraft maintenance program for assigned aircraft. Management of these programs includes but is not limited to:

(1.) Overhaul programs.

(2.) Aircraft configuration control.

(3.) Initiation, preparation and review of technical directives.

(4.) Implementation of procedures to minimize NORS and NORM rates.

(5.) Monitoring of Unsatisfactory Reports of Aeronautical Equipment in order to alleviate problems and unsatisfactory trends.

(6.) Monitoring services of contract technical representatives.

(7.) Providing assistance, as required, to district commanders and commanding officers of Coast Guard aviation units on technical matters relating to maintenance, alternation and repair of aircraft.

e. Provide technical assistance, as required, to other Coast Guard elements in the development of technical studies, engineering analyses and other special projects relating to assigned aircraft.

f. Monitor the activities of the Prime Unit regarding Headquarters assigned projects.

g. Provide Coast Guard representation on various technical committees.

h. Monitor technical progress in the field of aeronautical engineering and keep abreast of new developments for possible application to Coast Guard aviation programs.

AVIONICS BRANCH
(G-EAE-4)

Under the direction and supervision of the Chief, Aeronautical Engineering Division, the Chief, Avionics Branch shall:

a. Supervise the design, procurement, installation, and maintenance of Airborne Electronic Systems and ground support equipment.

b. Develop specifications for new equipment in order to satisfy operational requirements.

c. Maintain performance records and provide instructions for equipment installation, modification and maintenance.

d. Maintain liaison with Technical Avionics Electronics programs at Aircraft Repair and Supply Center.

e. Plan for the development of equipment to meet future avionics requirements.

CIVIL ENGINEERING DIVISION
(G-ECV)

Under the general direction and supervision of the Chief, Office of Engineering, the Chief, Civil Engineering Division shall:

a. Be responsible for planning, designing, constructing, altering, maintaining, and repairing all Coast Guard shore facilities.

b. Prepare civil engineering cost and budget estimates for shore facilities, recommending apportionment of budgeted civil engineering funds for shore facilities to districts and Headquarters units, and administer all funds allocated to the Civil Engineering Division.

c. Design selected special civil engineering projects for districts and Headquarters units, including complete preparation of plans and specifications.

d. Issue instructions, directions, standards, and similar information for administrative and technical guidance of the civil engineering program within the Coast Guard.

e. Manage all engineering aspects of the Truman-Hobbs Obstructive Bridges Act.

f. Perform technical inspections of Coast Guard shore facilities and construction.

g. Perform civil engineering management inspections of district offices and Headquarters units.

h. Assist the Procurement Division in negotiating certain shore facility construction and architect-engineer contracts and be responsible for technical administration of such contracts.

j. Administer Headquarters Controlled Material (G-ECV), and review inventory (excess property) reports and boards of survey.

BRIDGE ALTERATION BRANCH
(G-ECV-1)

Under the direction and general supervision of the Chief, Civil Engineering Division, the Chief, Bridge Alteration Branch shall:

a. Develop technical support for economic analyses to determine bridge clearance requirements over navigable waters of the United States.

b. Develop technical support for the processing of obstructive bridge complaints and recommend the alteration of bridges and causeways which are considered to be unreasonably obstructive to the free navigation of navigable waters of the United States.

c.. Review plans and specifications for alteration of obstructive bridges to assure that such altered bridges will provide adequate clearance for the reasonable needs of navigation and an adequate facility for the anticipated rail or highway traffic at a minimum cost to all parties concerned.

d. Develop the engineering cost estimate used in preparing appropriation requests to finance the Government share of obstructive bridge projects.

e. Develop technical portions of agreements for relocation of obstructive bridges, as provided under Section 13 of the Truman-Hobbs Act.

CONSTRUCTION AND MAINTENANCE BRANCH
(G-ECV-2)

Under the direction and general supervision of the Chief, Civil Engineering Division, the Chief, Construction and Maintenance Branch shall:

a. Review all proposed construction and maintenance projects for shore facilities including buildings, structures, utilities, fire protection, family housing, tall towers, and support facilities for electronic type stations at various stages of development. The reviews are made to determine compliance with operational requirements, applicable standards, good construction practices and civil engineering policies; technical and economic feasibility; and accuracy of cost estimates.

b. Review unit development plans, planning proposals, and AC&I projects and prepare or revise cost estimates for AC&I projects.

c. Maintain surveillance over projects under construction in order to resolve problems and complaints that arise over design and construction methods, to assure orderly and continuous progress of construction, and to resolve technical and financial problems caused by unforeseeable conditions and events.

d. Review claims of construction contractors arising from labor problems, government caused delays, and disputed interpretation of plans and specifications.

e. Advise Coast Guard design architects and engineers on construction and material problems.

f. Participate in the establishment of priorities for new construction and maintenance projects to support special and regular budgetary requests to Congress.

g. Maintain liaison with field offices, contractors, material manufacturers, and with engineers of other government agencies to resolve construction problems that arise on construction projects, to exchange technical information concerning construction methods and materials, and to keep informed on the latest developments in the construction field.

DESIGN BRANCH
(G-ECV-3)

Under the direction and general supervision of the Chief, Civil Engineering Division, the Chief, Design Branch shall:

a. Develop preliminary and final plans and specifications for construction or alteration of designated shore facilities and fixed marine structures to meet approved operational requirements while considering physical location, climatic conditions, esthetics and costs.

b. Conduct field trips for on-site inspections of facilities designed by the branch to solve design problems.

c. Develop computer usage in the field of design with applications to structural, electrical, and mechanical design and tall tower analysis.

d. Maintain liaison with material suppliers, sales engineers, testing laboratories, government testing facilities, and engineers and designers in other agencies and in private technical organizations in order to keep abreast of the latest developments in architecture and engineering and to keep informed on the characteristics and availability of new construction materials and technology.

PROGRAM REVIEW AND ANALYSIS BRANCH
(G-ECV-4)

Under the direction and general supervision of the Chief, Civil Engineering Division, the Chief, Program Review and Analysis Branch shall:

a. Develop long and short range civil engineering budgetary programs by reviewing and analyzing programs originated by field offices and within Coast Guard Headquarters.

b. Administer Acquisition, Construction and Improvement (AC&I) and Operating Expense (OE) funds for civil engineering and allot them to the Districts and Headquarters Units.

c. Establish policies for the management of civilian staffing requirements for the civil engineering program and specially assigned projects.

EVALUATION AND STANDARDS STAFF
(G-ECV-5)

Under the direction and general supervision of the Chief, Civil Engineering Division, the Chief, Evaluation and Standards Staff shall:

a. Review and evaluate civil engineering policies, capabilities, programs, and recently completed shore construction projects for adequacy and adherence to established standards.

b. Develop civil engineering design, construction, and management standards and guidance for dissemination to Districts and Headquarters Units.

c. Coordinate with the Inspection Liaison Officer the inspection of District and Headquarters Units civil engineering staffs.

d. Keep abreast of new developments in civil engineering through contact with suppliers, visits to construction sites, and contact with civil engineers in other agencies and in private technical organizations.

e. Develop and maintain the Coast Guard Civil Engineering Manuals.

OFFICE MANAGEMENT BRANCH
(G-ECV-6)

Under the direction and general supervision of the Chief, Civil Engineering Division, the Chief, Office Management Branch shall:

a. Assist and inform branch chiefs on all aspects of civilian personnel policies and procedures.

b. Coordinate the clerical efforts of the Division.

c. Procure office equipment and supplies for the Division.

d. Maintain the Division's civilian personnel records.

ELECTRONICS ENGINEERING DIVISION
(G-EEE)

Under the general direction and supervision of the Chief, Office of Engineering, the Chief, Electronics Engineering Division shall:

a. Prepare or review preliminary and detailed plans, designs, and specifications for the manufacture, installation, repair, maintenance, and alteration of Coast Guard electronic material, including radio, telephone, telegraph, teletype, radar, electronic IC, fire control, underwater sound and electronic aids to navigation systems.

b. Participate with the Procurement Division in the negotiation of contracts for the design, manufacture, installation, repair, maintenance, alteration and rental of electronic equipment. Make final determinations as to acceptance terms and conditions included in such contracts insofar as dates of delivery, plans, specifications and characteristics of the items are concerned.

c. Transmit requests for procurement to the Procurement Division accompanied, when appropriate, by detailed plans, specifications, and other supporting data.

d. Follow up on contract performance insofar as inspections, tests and technical judgment are necessary to assure compliance, and assist in contract expediting as required.

e. Determine the Headquarters Controlled Material (G-EEE) to be controlled, the storage requirements, the quantities to be stocked, and advise the Supply Logistics Division of these determinations. Initiate procurement action and provide required funds to maintain stocks at justifiable levels, release excess or obsolete items, and initiate action to effect issues to Coast Guard units.

f. Manage the Coast Guard electronic equipment maintenance program; prepare or review maintenance instructions and similar information relating to electronic equipment.

g. Furnish, when required, information in connection with the construction, installation, repair, maintenance, alteration and rental of electronic equipment as to progress, scheduling, and material requirements.

h. Prepare preliminary budget estimates, make recommendations as to allotments, administer funds allocated to the Division and pass on obligations for items to be charged against field allotments when prior authorization by Headquarters is required.

i. Prepare or review allowance lists, inventory reports, and boards of survey insofar as they involve electronics engineering matters.

j. Initiate requests for the Office of Research and Development to manage special studies, analyses and projects which involve bringing new electronic concepts, systems, and hardware into the Coast Guard inventory, and work closely with that office in such developmental efforts.

k. Exercise technical control over the Electronics Engineering Center at Wildwood, N. J., and the Electronics Laboratory at the USCG Radio Station, Alexandria, Va. to insure that their efforts are integrated into the Coast Guard program as a whole. Utilize these laboratories to test and evaluate electronic equipment, and, where advantageous over private industry from the standpoints of cost and expediency, develop electronic facility improvement.

COMMUNICATIONS BRANCH
(G-EEE-1)

Under the direction and supervision of the Chief, Electronics Engineering Division, the Chief Communications Branch shall:

a. Administer the Division's responsibilities for electronic equipments in vessels and at shore stations (except aircraft, shore based aids to navigation electronics equipments and test equipment) as described below.

b. Provide for the design, technical evaluation, procurement, installation, maintenance and technical coordination of communications, radar, sonar, navigation, fire control, shipboard data processing, Coast Guard owned telephones, teletype, interior communications, secure communications and associated electronic equipments.

c. Review existing and planning for future electronic systems and installations to achieve optimum, integrated systems.

d. Prepare specifications and provide technical coordination for the procurement of new equipments and systems, incorporating the latest developments in the state-of-the-art.

e. Coordinate with other Branches of the Division those tasks in which there is cross interest.

NAVIGATION BRANCH
(G-EEE-2)

Under the direction and supervision of the Chief, Electronics Engineering Division, the Chief, Navigation Branch shall:

a. Supervise the design, procurement, installation, and maintenance of navigational electronic equipment within the purview of the Branch.

b. Review existing Electronic Navigational Systems and plan future installations in order to achieve optimum long, medium, and short range integrated systems.

c. Develop specifications for new equipment to satisfy operational requirements.

d. Maintain performance records and provide instructions for equipment installation, modification, and maintenance.

TECHNICAL SERVICES BRANCH
(G-EEE-3)

Under the direction and supervision of the Chief, Electronics Engineering Division, the Chief, Technical Services Branch shall:

a. Supervise the design, procurement, distribution, maintenance, modification and calibration of general electronic test equipment.

b. Review all new Electronic Equipment Specifications, Technical Manuals, and other publications of interest to the Electronics Engineering Division.

c. Supervise the Electronic Repair Parts Allowance List (ERPAL) System.

d. Provide drafting and illustrating services for the division, including the maintenance drawing files, film files and display material.

e. Prepare for publication the following:

(1) Electronics Manual, CG- 165. (series)

(2) Description of Coast Guard Electronic Equipment, CG-279.

(3) Electronic Field Changes.

(4) Electronic Test Equipment Specifications.

(5) Articles for the Engineer's Digest.

(6) Electronics Engineering Information Bulletin, EEIB.

f. Coordinate the utilization and disposal of excess electronic material.

g. Supervise Central Classified Material for the Division.

h. Supervise all Division projects assigned to various Headquarters Units. Direct electronic projects work assigned to the Technical Branch, Supply Center, Brooklyn, N. Y.

i. Supervise the Division general correspondence and publication filing.

j. Exercise control of HQCM (G-EEE) electronic equipment for the Division.

k. Supervise the Beneficial Suggestion program for the Division.

l. Coordinate the application of new techniques of maintenance, repair training, troubleshooting and calibration.

m. Review, prepare guidance for and coordinate (through G-F) all support considerations for Division undertakings at CGSUPCEN, Brooklyn.

SYSTEMS DEVELOPMENT BRANCH
(G-EEE-4)

Under the direction and supervision of the Chief, Electronics Engineering Division, the Chief, Systems Development Branch shall:

a. Direct engineering systems development, including operating doctrine, facilities, procurement and application of those radio navigation systems within the purview of the Branch.

b. Provide for the design, specification and procurement of the equipment necessary to operate and evaluate these systems.

c. Coordinate the operating doctrine and performance evaluation of these systems, including providing field engineering services where needed.

d. Maintain liaison with other government and civilian agencies as necessary to ensure responsiveness to the navigational requirements of those agencies.

PROGRAM ANALYSIS AND REVIEW BRANCH
(G-EEE-5)

Under the direction and supervision of the Chief, Electronics Engineering Division, the Chief, Program Analysis and Review Branch shall:

a. Determine necessary funds and personnel requirements for operating expenses and AC&I programs, formulating budget document preparation as necessary.

b. Maintain status of fund accounts involving division administered funds.

c. Effect annual allotment of funds to lower echelon units.

d. Prepare annual budget requirements.

e. Supervise the preparation of Requests for Quotation and Requests for Procurement.

b. Review all stages of budget and recommend appropriate action to Division Chief.

g. Coordinate preparation of Resource Change Proposal (RCP's) and Planned Obligation Program (POP's) where they apply to Electronics Engineering.

PROJECTS STAFF
(G-EEE-6)

Under the direction and supervision of the Chief, Electronics Engineering Division, the Projects Staff shall:

a. Define the requirements and develop an implementation plan to effectively and efficiently support the developing inventory of sophisticated, modular, high density packaged electronic systems.

b. Develop a management plan to insure logical and timely action for each phase of the project from initial evaluation through system implementation.

c. Direct the interim program for centralized maintenance of modularly constructed electronics equipment. Determine maintenance and support policies for equipment designated for centralized support.

d. Manage the Electronics Installation Change and Maintenance (EICAM) System.

NAVAL ENGINEERING DIVISION
(G-ENE)

Under the general direction and supervision of the Chief, Office of Engineering, the Chief, Naval Engineering Division shall:

a. Prepare and review preliminary and detailed plans, designs and specifications for the construction, installation, repair, maintenance, outfitting and alteration of Coast Guard boats (except airborne lifeboats) and vessels, including hull, machinery and ordnance.

b. Participate with the Procurement Division in the negotiation of contracts for the construction, installation, repair, maintenance and alteration of vessels, machinery and floating aids to navigation other than buoys; make final determinations as to acceptance terms and conditions included in such contracts insofar as dates of delivery, plans, specifications, and characteristics of the items are concerned.

c. Transmit requests for procurement to the Procurement Division accompanied, when appropriate, by detailed plans, justifications, specifications, and other supporting data.

d. Follow up on contract performance insofar as inspections, tests, and technical judgment are necessary to assure compliance; assist in contract expediting as required.

e. Determine the Headquarters Controlled Material (G-ENE) items to be controlled, the storage requirements, the quantities to be stocked; advise the Supply Logistics Division of these determinations. Initiate procurement action to maintain stocks at justifiable levels; release excess or obsolete items; initiate action to effect issues to using units.

f. Prepare and review maintenance instructions, damage control instructions, boat and vessel trials instructions.

g. Prepare preliminary budget estimates for vessel construction and maintenance funds. Recommend allotments and provide administration of funds allocated to the Division. Pass on obligations for items to be charged against field allotments in instances where prior Headquarters authorization is required.

h. Prepare and review allowance lists, inventory reports, boards of survey that involve naval engineering matters.

i. Conduct special studies relative to new or improved naval engineering designs or methods that have possible Coast Guard use. Coordinate with the Office of Research and Development as appropriate.

j. Prepare the industrial program for the Coast Guard Yard. Determine priorities for Coast Guard Yard repairs, maintenance, and facility improvement. Act as program manager for the Coast Guard Yard.

SHIPBUILDING AND MAINTENANCE BRANCH
(G-ENE-4)

Under the direction and supervision of the Chief, Naval Engineering Division, the Chief, Shipbuilding and Maintenance Branch shall:

a. Administer functions concerning the construction, maintenance, and alterations of all Coast Guard vessels not assigned to the Boat Construction and Maintenance Branch.

b. Carry out the vessel alteration and construction programs.

c. Attend meetings of the Design Review Board and the Ship Alteration Board as a voting member.

d. Review all plans and sketches for new construction, maintenance, alteration or conversion of vessels.

e. Review ship building specifications submitted prior to printing.

f. Supervise and evaluate the performance of resident inspectors assigned to Branch programs and maintain liaison with resident inspectors through Section Heads and through inspection trips to the building sites.

g. Monitor contractor performance and progress on construction projects; review and approve the estimated completion date of contracts.

h. Define expenses pending on alteration and construction projects assigned to Branch, report monthly the current status of expenses pending in the cited format to the Chief, Management Branch, and prepare reports to indicate specific changes in status by project element.

i. Plan future changes in military AC&I billets necessary to accomplish construction and major alteration projects; maintain plans to reflect status of current projects and estimates of completion dates; prepare and issue "Ship Building Key Events Schedule."

j. Maintain supporting documents and background for pending Ship Alterations, contract disputes, (anticipated or existing), claims, modifications.

k. Coordinate with and serve as technical advisor to Contracting Officers and Procurement Division branch-related matters and provide current information concerning technical aspects of projects or contracts.

l. Monitor the job order request system to the Design Branch from the Shipbuilding and Maintenance Branch.

m. Review and provide comments and recomendations on documents pertaining to Boards of Investigation, inspection reports, etc.

n. Keep division chief informed concerning ship problems or situations which will or may result in extensive repairs, personal injury, death or hazard, unreliable operation, or contractual difficulties.

o. Initiate Resource Change Proposals required in vessel structure and/or engineering systems to maintain safe, habitable, dependable, efficient operations, and cooperate and coordinate with program managers concerning vessel construction and RCP's to reflect broad based planning.

DESIGN BRANCH
(G-ENE-5)

Under the direction and supervision of the Chief, Naval Engineering Division, the Chief, Design Branch shall:

a. Provide technical services required for new construction, major alterations, and conversion projects for Coast Guard ships and boats.

b. Supervise the preparation of preliminary and detailed plans and designs (including calculations and specifications), for construction, repair, maintenance, outfitting, alterations, and conversion of Coast Guard ships and boats and other assigned naval craft. (These duties include hull, machinery, ordnance, electrical and mechanical, and electronic installations.)

c. Supervise the preparation of technical data, calculations, plans, and designs requested by the Shipbuilding and Maintenance Branch and Boat Construction and Maintenance Branch.

d. Maintain Record Plans in current condition for all ships and boats in operation, and for Coast Guard ships and boats which have been determined to have historical and/or technical value.

e. Prepare preliminary new designs based upon the Coast Guard's General Planned Ship and Boat Replacement Program, which consider newest developments in ship design.

f. Attend meetings of the Design Review Board and the Ship Alteration Board as a voting member.

g. Recommend study or adaptation within the Coast Guard of developments noted or anticipated outside of the Coast Guard.

h. Provide planning, organization and administration to individual project elements of the new construction program utilizing the operational requirements furnished by the Shipbuilding and Maintenance Branch and the Boat Construction and Maintenance Branch.

i. Perform design work as outlined in the job orders received from the Shipbuilding and Maintenance Branch and the Boat Construction and Maintenance Branch.

j. Secure, maintain and update necessary catalogs, instruction books and engineering information required to support other Naval Engineering Division Branches.

k. Provide administrative and staff technical support for Damage Control Book Program, including: (1) staff preparation of timely instructional data; (2) supervision and administration of contract preparation of needed instructional data; and (3) periodic review to update and improve Ships' Damage Control Books.

l. Distribute construction plans, manufacturers' plans, equipment plans and other documents for technical review and processing.

m. Prepare the "Design Branch Advanced Work Plan" quarterly report, including broad work catagories and major projects defined in man-day requirements.

n. Prepare the "Status of Design Branch Projects" monthly report, showing the percentage completion, required completion, and estimated completion dates.

o. Be responsible for the formal establishment of the design criteria for Coast Guard vessels, to include the approval thereof by the Design Review Board. Stability, firefighting and other designated requirements shall be defined.

p. Assure that maximum feasible utilization of computer design techniques is secured, through encouragement and instruction of Design Branch personnel.

q. Supervise and secure evaluation for application feasibility of value engineering proposals submitted to the Coast Guard on naval subjects.

MANAGEMENT BRANCH
(G-ENE-7)

Under the direction and supervision of the Chief, Naval Engineering Division, the Chief, Management Branch shall:

a. Provide management information services to all other Branches in the Naval Engineering Division and coordinate and execute all fiscal and administrative matters within the Division.

b. Act as liaison between other Headquarters Divisions and Offices on matters pertaining to administration, personnel, and fiscal matters.

c. Maintain a system of timely financial records by program which document past transactions, long range plans, current pending expenses, program surplus/deficit/end-cost status, and other information necessary to manage program development and execution.

d. Maintain records for and coordinate, and execute the planning, programming, and budgeting system (PPBS) for the Division, including the preparation of all documents necessary to define Naval Engineering Support.

e. Administer OE and AC&I financial programs within the Naval Engineering Division purview and coordinate their execution.

f. Coordinate management and cost reduction planning and implementation within the division.

g. Control and administer material held for support of ships and boats.

h. Originate and maintain a long range staff requirements plan and manpower management criteria for the Naval Engineering Support Program.

i. Perform the civilian personnel administrator and training officer function of the division.

j. Provide all logistics and administrative services for the division.

k. Carry out the procurement program of the Naval Engineering Support Program.

l. Solicit, coordinate, review, process and control division inputs for various publications and briefing material.

m. Process beneficial suggestions, Area inspection findings, and Congressional correspondence.

n. Serve as Program Officer for the Coast Guard YARD.

o. Maintain the Maintenance Action Reporting System for all CG Vessels, providing failure information to cognizant technical activities as requested or deemed necessary.

p. Maintain the Hull Allowance lists and Machinery Index for all vessels prescribed.

q. Manage the implementation and maintenance of the CALMS System (Combined Allowances for Logistics and Maintenance Support) for all vessels prescribed.

r. Operate a central Division mail and files system, and carry out the division records management program.

s. Coordinate the preparation and issuance of directives and publications sponsored by the Naval Engineering Division; secure initiation of timely action required to supersede, update, revise or cancel as required.

BOAT CONSTRUCTION & MAINTENANCE BRANCH (G-ENE-9)

Under the direction and supervision of the Chief, Naval Engineering Division, the Chief, Boat Construction and Maintenance Branch shall:

a. Execute as directed the boat construction, conversion and maintenance programs of the Naval Engineering Division for all Coast Guard WPB, WYTL, barges (less A to N barges), special craft and boats 65 feet in length and under.

b. Cooperate as directed to prepare specifications for new vessels and boats under Branch cognizance; supervise the execution of construction and conversion projects for assigned vessels; investigate, evaluate and comment upon improvements to assigned vessels.

c. Prepare directives and maintenance procedures for assigned vessels.

d. Review equipment casualties and recommend corrective action.

e. Prepare replies to queries on equipment of, alteration to and improvements for assigned vessels.

f. Attend meetings of the Design Review Branch and Ship Alteration Board as a voting member.

g. Insure that specifications received from vessel contractors are identified and maintained.

h. Review and correct specification drafts for assigned vessel construction and conversion projects prior to submission to printer.

i. Certify review of contractor-submitted drawings for assigned projects.

j. Initiate action documents on contractual matters within Branch purview. Coordinate the initiation with other Sections/Branches where a joint purview exists.

k. Maintain liaison with the Contracting Officer on Branch projects; prepare comments on claims or supplemental agreement recommendations as directed; maintain liaison with Resident Inspectors assigned to current contracts under Branch purview.

l. Review boat plans produced within the Branch.

m. Initiate, define and prepare description of design problems on assigned vessels for submission to appropriate design technical group for study, plan preparation and/or specification drafting.

n. Prepare review comments to completed studies by others, as directed.

o. Prepare amendment drafts to technical publications as directed; act to secure clearance and publication.

p. Review and comment upon procurment specifications, as directed.

q. Prepare preliminary engineering cost estimates; cooperate with others as directed to develop AC&I Programs for assigned vessel classes.

r. Develop and improve procedures for full power trials; review reports of full power trials; act and recommend to secure uniformity with a vessel class.

s. Determine class defects in a timely manner. Review inspection and failure reports (BAMS) seeking indications of possible class defects.

t. Supervise boat/ship maintenance programs for assigned vessels: cooperate with others to prepare and update maintenance procedure instructions; maintain a current ledger of maintenance program costs; maintain a ledger of pending costs under maintenance programs.

u. Review and comment upon operational engineering reports received from field units.

v. Establish and maintain a liaison with commercial company and material suppliers' representatives, governmental agency representatives on matters of Branch cognizance.

w. Coordinate and cooperate with technical personnel to secure improvement to existing vessel designs, conversion and alterations proposed for components and systems: provide knowledge gained from previous shipboard experience to the design personnel; assist in technical problem evaluation as directed.

OCEAN ENGINEERING DIVISION
(G-EOE)

Under the general direction and supervision of the Chief, Office of Engineering, the Chief, Ocean Engineering Division shall:

a. Prepare or review preliminary and detailed plans, designs and specifications for the construction, procurement, installation, repair, maintenance and alteration of Coast Guard marine science and pollution control support material, visual and audible short range aids to navigation, buoys and minor aids to navigation structures.

b. Participate with the Procurement Division in the negotiation of contracts for the construction, installation, repair, maintenance, alteration and rental of marine science, maritime environmental protection and signal equipment; and make final determinations as to acceptance terms and conditions included in such contracts insofar as dates of delivery, plans, specifications and characteristics of the items are concerned.

c. Transmit requests for procurement to the Procurement Division accompanied, when appropriate, by detailed plans, specifications, etc.

d. Follow up on contract performance insofar as inspections, tests, and technical judgment are necessary to assure compliance, and assist in contract expediting as required.

e. Determine the Headquarters Controlled Material (G-EOE) to be controlled, the storage requirements, the quantities to be stocked, and advise the Supply Logistics Division of these determinations. Initiate procurement action and provide required funds to maintain stocks at justifiable levels, release excess or obsolete items, and initiate action to effect issues to Coast Guard units.

f. Prepare or review maintenance instructions and similar information relating to marine science, pollution control and signal equipment.

g. Furnish, when required, information in connection with the construction, installation, repair, maintenance, alteration and rental of marine science, pollution control and signal equipment as to progress, scheduling and material requirements.

h. Prepare preliminary budget estimates, make recommendations as to allotments, administer funds allocated to the Division and pass on obligations for items to be charged against field allotments in those instances where prior authorization by Headquarters is required.

i. Prepare or review allowance lists, inventory reports, and boards of survey insofar as they involve ocean engineering matters.

j. Initiate requests for the Office of Research and Development to manage special studies, analyses and projects which involve bringing new oceanographic concepts, systems, and hardware into the Coast Guard inventory, and work closely with that office in such developmental efforts.

k. Provide technical representatives for intergovernmental and international working groups.

MANAGEMENT BRANCH
(G-EOE-1)

Under the direction and supervision of the Chief, Ocean Engineering Division, the Chief, Management Branch shall perform the following functions, relating to ocean engineering support of the AN, MEP, and MSA programs:

a. Perform division PPB activities, including planning, RCP control, and budget preparation.

b. Administer Subhead 46 and allocated AC&I funds.

c. Administer information systems, reporting the status of division and allotment unit projects.

d. Coordinate division procurement and inventory activities.

e. Perform classified material control functions for the division.

f. Perform mail and file functions for the division.

ENVIRONMENTAL SYSTEMS BRANCH
(G-EOE-2)

Under the direction and supervision of the Chief, Ocean Engineering Division, the Chief, Environmental Systems Branch shall:

a. Provide engineering support activities for:

(1) Pollution response equipment including ADAPTS, oil containment, and oil recovery.

(2) Oceanographic handling equipment including winches, cables, and gallows frames.

(3) Selected oceanographic sensors and data processing equipment, specifically: XBT, STD; and digital data loggers.

(4) Oceanographic vans.

b. Provide technical support to the Coast Guard Oceanographic Unit.

SUPPORT EQUIPMENT BRANCH
(G-EOE-3)

Under the direction and supervision of the Chief, Ocean Engineering Division, the Chief, Support Equipment Branch shall:

a. Provide engineering support activities for:

(1) Buoys, including large navigational buoys (LNB), and buoy moorings.

(2) Minor aids to navigation structures.

(3) Aids to navigation power systems including batteries, engine-generators, and controllers.

SIGNAL BRANCH
(G-EOE-4)

Under the direction and supervision of the Chief, Ocean Engineering Division, the Chief, Signal Branch shall:

a. Provide engineering support activities for:

(1) Aids to navigation acoustical and optical signalling equipment including lights, light control, sound signals, sound signal control, radar reflectors, daymarks, and light reflectors.

(2) Specific aids to navigation electronics equipment including sensors and automation telemetry and remote control and monitor.

(3) Specific oceanographic and maritime environmental protection sensors including Airborne Remote Sensing System (ARSS), XSTD, current meters, and Local Area Pollution Sensors (LAPS).

b. Provide coordination of technical aspects of SANDS, LAMP and minor aids to navigation systems including technical training programs.

c. Provide audio and visual signalling consultative advice to those Headquarters divisions dealing with regulatory matters (G-WLE, G-BBC, G-WAN and G-WBR).

OFFICE OF COMPTROLLER
(G-F)

1. **Mission.** To provide for the logistics of the Service that involve the maintenance of accounts, the disbursement of funds, the financial management of comptroller responsibilities, supply system management, computer systems support and general administration of non-appropriated fund activities.

2. **Functions.** Under the general direction and supervision of the Commandant, the Vice Commandant, and the Chief of Staff, the Comptroller shall:

   a. Direct, supervise and coordinate the activities of the Chiefs of the Accounting, Pay and Allowances, Procurement, Supply Logistics, Property and Resale, Information Systems and Quality Assurance Divisions in connection with their assigned functions; assure the efficient performance of duty by those officers; and have ultimate responsibility for:

      (1) The maintenance of all formal accounting records.

      (2) The examination of bills and claims and payment of all items properly due for payment.

      (3) Development and maintenance of a program of financial management including: review and appraisal of matters relating to the Coast Guard's financial responsibilities; evaluation of appropriated and non-appropriated fund activities; review of accounting systems; development of methodology for financial analysis; and examination of organization, staffing and workload standards for Headquarters and field comptroller offices.

      (4) Planning and assuring that there is an adequate audit of financial management operations, including the review of accounting records, supporting documents and transactions, to provide management at all levels with an independent, objective, and constructive evaluation of the effectiveness and efficiency of internal management controls and practices, whether accomplished by the Departmental Internal Auditors, by contract or as part of the Coast Guard's inspection program.

      (5) The management of the supply system, encompassing the procurement, storage, and distribution of all equipment, supplies and services.

      (6) The management of the procurement program, within the framework of controlling regulations.

      (7) Providing computer system support to fulfill management information requirements for Coast Guard operating and support programs.

      (8) Supervision of mobilization planning for all phases of financial management, personal, supply and computer systems matters, both for Headquarters and district levels.

   b. Determine basic plans, systems, methods, and procedures under which accounting (including cost and asset accounting for property, inventories, and other resources), vouchering, payrolling, disbursing, supply and computer activities are to be carried out with due consideration of the existence of adequate audit controls and safeguards; consider and make recommendations as to broad policies which should control these determinations.

c. Develop and prescribe methods to be employed in the maintenance of perpetual stock records and in the taking of physical inventories, and in the maintenance of central inventory control records as are required.

d. Maintain close coordination with other components of organization with respect to financial management, personal, supply and computer systems supports to assure uniform understanding and maximum results.

e. Prescribe the fiscal reports and data to be submitted by field units to meet financial management and reporting requirements of the Coast Guard, Department of Transportation, and other Government agencies. Program the utilization of the fiscal data input in the preparation by the Information Systems Division of servicewide financial reports and analyses to meet management requirements. Review and analyze such fiscal reports and data and initiate or issue appropriate directives to field units to insure uniformly high standards of fiscal efficiency, effectiveness and economy.

f. Administer the Coast Guard Supply Fund and promulgate instructions for its operation and management.

g. Periodically review the administration of the Comptroller Divisions of district offices and initiate recommendations to the district commanders to effect improvements in the organization and methods of administration of those divisions. Keep informed, through field evaluations or otherwise, as to the status, effectiveness, and efficiency of financial management, personal, supply and computer activities generally.

h. Periodically advise the Commandant as to the relative performance of the districts with respect to district comptroller responsibility.

i. Exercise technical control over Inventory Control Points.

j. Give central supervision to the administration of general messes with the object of providing a satisfactory diet at a reasonable cost.

k. Conduct the service's Payroll Savings Program for the sale of U.S. Savings Bonds.

l. Administer the Coast Guard General Gift Fund and Surcharge Collection, Sale of Commissary Stores Fund.

m. Exercise general administration of Coast Guard exchanges and non-appropriated fund messes.

n. Act as: approving official for sole source procurements between $25,000 and $100,000; review official for proposed contract awards between $100,000 and $1,000,000; and source selection official when required by procurement regulations for procurement of $1,000,000 or less.

o. Develop cost analysis principles, policies, and procedures.

p. Evaluate and interpret cost data and provide periodic and special reports for management.

q. Integrate selected statistical data with cost data and relate various available indices of activity and performance effectiveness to costs.

r. Establish cost standards as a guide for the management and control of overall operations and for use in the preparation and justification of budget estimates.

s. Provide advice and service to and assist field units to assure uniform cost reporting and maximum utilization of cost data as a tool to management.

t. Coordinate cost analysis and control requirements of other offices.

u. Establish the livel of user charges to be levied.

v. Administer Subhead 30 – Operating and Maintenance Cost.

ACCOUNTING DIVISION
(G-FAC)

Under the general direction and supervision of the Comptroller, the Chief, Accounting Division shall:

a. Maintain a decentralized system of fund, resource, cost, revenue and property accounts under general ledger control and accrual accounting principles, standards and procedures prescribed by the Comptroller to reflect the currency, accuracy and completeness of the fiscal activities of the Coast Guard.

b. Exercise general supervision over and give direction to accounting operations in district offices and Headquarters units by the review, reconciliation and appraisal of the accuracy and validity of financial accounting information reported by all Coast Guard field accounting offices.

c. Exercise direct supervision over the maintenance of formal detailed accounting records for fiscal accounting transactions of Headquarters and those Headquarters units under the official accounting control of the Headquarters Accounting Division, including the timely rendition of meaningful, accurate and complete financial management reports to allotment and program administrators.

d. Exercise direct supervision over the review, control, follow-up and reconciliation of documents in support of general ledger control account balances for undelivered orders, outstanding liabilities, accounts receivable, and advances including necessary action to obtain clearance of average items.

e. Exercise direct supervision over the reconciliation, consolidation, and preparation of service-wide financial reports to meet Coast Guard management requirements of departmental and other Governmental reviewing authorities.

f. Advise field accounting offices regarding examination problems, certifying the more difficult field claims as required.

g. Receive and examine, for legality and propriety, purchase orders, contracts and all other procurement documents, vendors invoices, and receiving reports for supplies and materials. Prepare authorizations and certify vouchers for travel and travel advances. Receive and handle transportation vouchers and commitment documents, and vouchers for other claims. Furnish accrual documents as required for recording in official accounting records. Prepare schedules and certify for payment.

h. Direct development and review of principles, standards, systems and accounting procedures and regulations for promulgation in Volume 1 and designated sections of Volume 2 and 4 of the Comptroller Manual, and other instructions as appropriate, pertinent to fiscal and accounting operations.

i. Maintain liaison with other departments (GAO, Navy, etc.) in fiscal and accounting matters.

j. Be responsible for the maintenance of assigned sections of The Comptroller Manual.

REVIEW AND RECONCILIATION BRANCH
(G-FAC-2)

Under the direction and supervision of the Chief, Accounting Division, the Chief, Review and Reconciliation Branch shall:

a. Maintain a continuing and scheduled review and reconciliation of accounting records and supporting documents for general ledger control accounts maintained at Coast Guard Headquarters for validity, currency, accuracy and effective accounting control of Coast Guard resources and operating results, including the propriety and accuracy of expenditure classifications reported in Headquarters Operating Cost Reports. Journalize appropriate corrective entries to the Expenditure accounts. Prepare monthly general ledger journal vouchers for expenditure activity of Headquarters and Headquarters units after reconciliation with allotment accounts.

b. Maintain Reimbursable Revenue and Miscellaneous Revenue Registers for Headquarters and Headquarters units under Headquarters accounting control and journalize monthly activity to Headquarters general ledger control accounts.

c. Prepare Reconciliation Statements (CG-4519 thru CG-4525) for Headquarters which provide assurance that the journal entries affecting the balances of general ledger control accounts have been properly recorded.

d. Develop monthly schedules of unbilled reimbursements receivable reconciled with expenditure accounts under Subhead 80, Reimbursements, and journalize to Headquarters general ledger control accounts.

e. Prepare general ledger journal vouchers for recording in Headquarters accounts. Review and validate registers of transactions prepared by the Information Systems Division. Review and validate monthly general ledger trial balances of Headquarters accounts prior to release to Financial Reports Branch.

f. Reconcile balances of real property accounts of all Coast Guard accounting offices with annual GSA real property reports. Conduct correspondence on differences.

g. Maintain a continuing check-off verification and review of prescribed reconciliations and follow-up assignments for areas under the control of other branches of the Accounting Division, namely: accounts payable, accrued liabilities, undelivered orders, and inventories.

h. Prepare input for computerized preparation of service-wide allotment status reports and general ledger trial balances by the Information Systems Division for those accounting offices which do not provide card input in support of their general ledger trial balances and Allotment Status Reports.

GENERAL ACCOUNTING BRANCH
(G-FAC-3)

Under the direction and supervision of the Chief, Accounting Division the Chief, General Accounting Branch shall:

a. Maintain appropriate formal controls over the appropriation-apportionments of the Coast Guard appropriations, the allotment-expenditures, receipts, repayments and disbursements.

b. Maintain input-output control over all documents for processing by the Information Systems Division.

c. Accomplish formal off-site accounting for the following Headquarters units:

Coast Guard Training Center, Cape May, N.J.,
Coast Guard Reserve Training Center,
Yorktown, Va., and
Coast Guard Activities, Europe.

d. Maintain accounting control over advance payments to the CG Yard.

e. Review, reconcile, and follow-up for clearance in Headquarters clearing accounts for undistributed voucher payments and inventory transfer clearing account.

f. Maintain accounting control over cross-disbursement payments made by other services' disbursing officers.

g. Prepare reimbursable billings for goods and services sold by the Coast Guard.

h. Receive and deposit all moneys at CG Headquarters for deposit in the U. S. Treasury.

i. Administer the FHA Mortgage Insurance program for military personnel.

FINANCIAL REPORTS BRANCH
(G-FAC-4)

Under the direction and supervision of the Chief, Accounting Division, the Chief, Financial Reports Branch shall:

a. Develop service-wide financial statements which reflect the status of:

(1) Appropriations for current year and unexpended balances of prior year appropriations, including Subhead Financial Reports to fund administrators.

(2) AC&I project allocations and allotments.

(3) Coast Guard Supply Fund financial statements.

(4) Appropriation Status Reports (SF-133, 143) for presentation to the Office of Budget, Department of Transportation, and the Office of Management and Budget.

(5) Statement of Financial Condition (SF-220, 221, 222).

(6) Special management-type reports on the service-wide status of allotted funds for:

Subhead 01 Military Pay and Allowances
Subhead 08 Salaried Civilian Personnel
Subhead 20 Headquarters Directed Travel
Subhead 56 Headquarters Directed Travel of Personnel for Training
Subhead 72 Retired Pay

All financial reports are subject to reconciliation with subsidiary accounting records and general ledger control account balances.

b. Assist in development of service-wide consolidated general ledger trial balance at 30 June to produce the Statement of Financial Condition for the Coast Guard, making provision for:

(1) Work-sheet adjustment of transactions in transit.

(2) Appropriate reclassification of clearing account balances.

(3) Reconciliation and adjustment of general ledger control account balances to reflect unpaid obligation certification adjustments at 30 June.

(4) Recording estimated valuation of Coast Guard investment in vessels, aircraft, boats, vehicles, aids to navigation, and other equipment.

c. Develop various other financial reports on a continuing cycle to meet requirements of Coast Guard and other agencies, namely:

(1) Monthly consolidated commissary report.

(2) Quarterly balance of payments (gold-flow) reports.

(3) Semi-annual military federal income and FICA tax reports.

(4) Annual service-wide report of unpaid obligations for certification by Chief, Accounting Division.

(5) Annual User Charge Report.

(6) Annual geographic distribution of civilian payrolls.

d. Consolidate Statements of Transactions rendered by Coast Guard assistant disbursing officers and journalize monthly disbursement activity to Headquarters general ledger control accounts.

e. Receive, verify and journalize monthly Commissary Reports and Reports of Clothing Receipts and Issues from units under Headquarters accounting control; journalize activity to the Headquarters general ledger account; review, age and conduct correspondence for clearance of accounts receivable and accounts payable as necessary.

f. Journalize monthly net disbursement activity for Coast Guard civilian payrolls affecting general ledger Reciprocal Account 9952.

g. Verify accountability for deposit and for disposition of all collections on a monthly basis, and accountability for prenumbered collection receipt forms at the close of the fiscal year.

CONTROL AND VOUCHER BRANCH
(G-FAC-5)

Under the direction and supervision of the Chief, Accounting Division, the Chief, Control and Voucher Branch shall:

a. Maintain accounting control over undelivered orders and accrued liabilities; conduct systematic and regular review of document files for validity and accuracy and in reconciliation with general ledger control account.

b. Examine, audit, schedule, and certify for payment travel voucher, advance payments, billings from commercial sources, carriers and other government agencies.

c. Prepare accrued expenditure documents for unbilled receiving reports on hand at month end. Prepare input documentation to computer to record expenditures and disbursements.

d. Prepare Schedule of Administrative Commitments at month-end.

e. At close of fiscal year, prior to certification by Chief, Accounting Division, review and evaluate for validity and accuracy all supporting documents for undelivered orders and accrued liability general ledger control accounts.

f. Provide advice to field offices regarding commercial voucher examination problems, certifying the more difficult claims when appropriate or referring them to the Comptroller General where determination as to legality or propriety cannot be made by the Chief, Control and Voucher Branch.

g. Maintain memorandum record and control over the Coast Guard allocation of the Secretary of Transportation's Representational Fund.

h. Contact other Branches or Divisions regarding propriety of payment of questionable items.

i. Prepare schedule of service-wide monthly report of administrative reservations reported by Coast Guard accounting offices.

j. Aid Financial Reports Branch in development of the annual service-wide consolidated general ledger.

PAY AND ALLOWANCES DIVISION
(G-FPA)

Under the direction and supervision of the Comptroller, the Chief, Pay and Allowances Division shall:

a. Develop and promulgate Coast Guard policies and procedures related to the pay and travel entitlements of active, reserved, and retired military members and civilian employees; provide representation on Department of Defense and Department of Transportation committees authorized to develop uniform pay and travel policies for the other military services and/or the Department of Transportation; and prepare and publish Coast Guard manuals, instructions, or other directives implementing pay and allowance policies and procedures.

b. Make recommendations to the Treasury Department of military or civilian members for appointment as assistant disbursing officers, authorized certifying officers and cashiers. Provide for surety bond coverage for all positions requiring certification of vouchers or handling of public funds.

c. Provide technical advice, guidance and instructions to Authorized Certifying Officers in resolution of pay entitlement and certification questions. Provide determinations and decision with respect to propriety of certifying questionable claims for payment. Obtain the decision of the Comptroller General when required.

d. Perform a continuing audit of military pay records for the Coast Guard to assure proper payment of all members and compliance with laws, statutes, regulations and policies by Authorized Certifying Officers.

e. Settle all claims of active, or separated members with respect to entitlements to pay and allowances.

f. Effect collection, compromise or suspension of indebtedness resulting from overpayment of pay and allowances of military or civilian members.

g. Maintain centralized systems for payment of allotments for active and retired members, payment of retired members and payment of reservists performing inactive duty training. Certify vouchers and schedules for payment.

h. Monitor the FAA civilian pay service provided Coast Guard activities and prescribe necessary procedural changes for Coast Guard use.

i. Determine dependency of persons claimed by military members for entitlement to basic allowance for quarters and/or travel allowances in accordance with current laws.

j. Provide pay support for military members and civilian employees in the Washington, DC area. This support consists of maintaining military pay records and preparing required tax reports.

k. Provide liaison with the Federal Aviation Administration for payment of civilian employees within the current FAA system.

l. Participate in the development, testing and implementation of a centralized ADP system for payment of all active, reserve and retired military members. Evaluate on a continuing basis the effectiveness of the ADP systems to insure that systems maintain financial control over the gross pay and allowance entitlements of each member in relation to payments made to members, payment of allotments, income tax withholding, FICA deductions and other authorized deductions.

m. Develop and promulgate procedures for Coast Guard participation in the Contingency and Sustained Emergency Payment of Personnel Program during a national emergency.

n. Be responsible for the maintenance of assigned sections of the Comptroller Manual and other assigned manuals such as the Travel Manual.

ALLOTMENT BRANCH
(G-FPA-1)

Under the direction and supervision of the Chief, Pay and Allowances Division, the Chief, Allotment Branch is responsible for:

a. Payment of allotments of pay to authorized allottees of active and retired military members.

b. Certification of allotment payment vouchers to the Treasury Department for check writing.

c. Approval of entitlements to basic allowance for quarters based upon determination of dependency for active members. Makes annual redeterminations of dependency for parents.

d. Coordination of changes in the ADP allotment system with Information Systems Division when required by changes in policy or legislation. Determines adequacy of input procedures and output products.

e. Reconciliation of NSLI premium allotment deductions with payments made to the Veterans Administration.

f. Establishment of composite check procedures when a single allottee is designated by 25 or more military members.

g. Coordination of allotment roll preparation, returned checks and bond processing with the Treasury Regional Disbursing Center.

SETTLEMENTS AND RECORDS BRANCH
(G-FPA-2)

Under the direction and supervision of the Chief, Pay and Allowances Division, the Chief, Settlements and Records Branch is responsible for:

a. Receipt, filing and maintenance of closed military pay records of active and separated members.

b. Preparation of semi-annual FICA reports and payment of FICA and FITW deductions of all military members to the Internal Revenue Service.

c. Reconciliation of allotment payments with allotment deductions for each member on a semi-annual basis.

d. Settlement of claims of active and separated members for pay and allowances.

e. Collection, compromise or suspension of indebtedness of separated members.

f. Examination of closed military pay records for propriety of pay and correct computation of pay and resulting adjustments of pay.

g. Payment of final payment, arrears in pay, and death gratuity to beneficiaries of deceased members.

h. Payment of suggestion awards to military members.

i. Preparation of responses to Congressional, Executive or departmental inquiries concerning pay of military members.

j. Maintenance of high standard of pay service in the field through quality control programs and recommended changes to pay manuals.

k. Review of proposed changes to pay entitlement and procedures manuals for impact on the field and to assure adequacy of changes for proper payment.

l. Development of specific criteria for ADP pay systems, and evaluation of pay systems for adequacy of controls and edits and for conformance to principles and policies of the General Accounting Office.

m. Conducting the internal audit program for military pay including development of audit criteria, determining areas of military pay for audit, type of audit to be performed, and recommending policy or procedure changes as a result of audit findings.

RESERVE PAY BRANCH
(G-FPA-3)

Under the direction and supervision of the Chief, Pay and Allowances Division, the Chief, Reserve Pay Branch is responsible for:

a. Centralized payment for Inactive Duty Training performed by members of the Coast Guard Reserve.

b. Audit of active duty orders paid by disbursing officers in the field.

c. Input of tax data for active duty orders into the ADP system.

d. Input of retirement point credit for all paid training performed.

e. Payment of uniform allowances and other entitlements of reserve members.

f. Implementation of laws, regulations, decisions, and policies concerning pay of reserve members.

g. Development and reporting of quality control information on submission of attendance records and payment of ACDUTRA.

RETIRED PAY BRANCH
(G-FPA-4)

Under the direction and supervision of the Chief, Pay and Allowances Division, the Chief, Retired Pay Branch is responsible for:

a. Payment of Coast Guard retired members and their designated beneficiaries under the Retired Serviceman's Family Protection Plan.

b. Adjudication of claims of retired personnel for adjustments of pay and submission of doubtful claims to the General Accounting Office for decision.

c. Establishing technical requirements for ADP systems modification to implement new laws and decisions affecting retired personnel. Develops systems specifications, edit requirements and output requirements for major ADP system changes, including accounting and financial management reports.

d. Coordination of retired payments with Veterans Administration, Treasury Department, and other government agencies where veterans compensation or dual compensation is involved.

e. Dissemination of information concerning new laws, rates of pay, etc., of interest to retired members through articles in the retired newsletter.

f. Reconciliation of allotment payments with allotment deduction for retired members.

g. Certification of payroll and vouchers to the Treasury Department for payment.

HEADQUARTERS PAYROLL BRANCH
(G-FPA-5)

Under direction and supervision of the Chief, Pay and Allowances Division, the Chief, Headquarters Payroll Branch is responsible for:

a. Providing pay service to military members in the Washington, D. C. area. This includes maintenance of military pay records, posting, closing, and opening pay records semi-annually and certifying vouchers and payrolls for payment by the Treasury Department.

b. Providing civilian payroll liaison for headquarters personnel with Federal Aviation Administration where payroll check tapes are prepared.

c. Maintaining savings deposit accounts on military members participating in savings deposit program. This includes posting cash and allotment payments to records, computing interest quarterly, providing account statements to member and preparing voucher for payments upon return of member from overseas.

CENTRALIZED PAY SYSTEMS BRANCH
(G-FPA-6)

Under the direction and supervision of the Chief, Pay and Allowances Division, the Chief, Centralized Pay Systems Branch is responsible for:

a. Development of systems specifications for centralized pay systems.

b. Development of procedures and forms for use in centralized pay systems.

c. Development of training program and materials for use in conversion to and implementation of centralized pay systems.

d. Development of resource requirements and organizational structure for operation of the centralized systems.

e. Validation and preparation of input for testing each segment of the pay system and for conversion upon implementation of total system.

PROPERTY AND RESALE DIVISION
(G-FPR)

Under the general direction and supervision of the Comptroller, the Chief, Property and Resale Division shall:

a. Plan and direct the Coast Guard general mess program including review and analysis of mess operations to assure provision of an adequate diet at reasonable cost; establishment of ration allowances; and publication of instructions in the Comptroller Manual and directives.

b. Plan and direct the Coast Guard commissary store program.

c. Plan and direct the Coast Guard program of non-appropriated fund activities including exchanges and open and closed messes. Publish and maintain the Coast Guard Non-appropriated Fund Activity Manual.

d. Administer the Coast Guard Trust Fund sub-account "Non-appropriated Fund Account."

e. Manage the Coast Guard excess property utilization and disposal program. Coordinate for final action boards of survey for personal property received at Headquarters.

f. Direct the Coast Guard real property management program coordinating the actions required for acquisition, use and disposal of real property, including preparation or review of deeds, licenses, permits, leases, easements, transfers and other documents. Maintain real property records and render external reports. Publish and maintain the Coast Guard Real Property Manual. Direct and monitor the Coast Guard's effort in identifying and preserving properties considered historically significant.

g. Develop the Coast Guard procedures for transportation of freight, personnel, household effects and house trailers. Provide for such services as required.

h. Develop budgetary and planning documents and conduct studies to support changes in resources as required.

i. Perform all other functions required for total management of the assigned functions, including compilation and review of statistical data, establishing standards of performance and arranging for training of personnel.

j. Be responsible for maintenance of assigned publications and directives.

RESALE PROGRAMS BRANCH
(G-FPR-1)

Under the direction and supervision of the Chief, Property and Resale Division, the Chief, Resale Programs Branch shall:

a. Participate in planning and directing the resale programs of the Coast Guard including commissary store, general messes, and Non-appropriated Fund Actiities, including coordination with other military forces.

b. Review and analyze performance in resale programs, taking corrective action and recommending improvements.

c. Maintain the necessary liaison with DOD, other Government agencies, Congress, industry and the public to operate effective, economical and efficient resale programs.

d. Recommend policies and procedures and originate directives, instructions and manual changes required for improved management and operation of resale programs and introduction of new military service resale programs.

e. Develop and prescribe monetary ration rates, control distribution of Armed Forces recipe cards, publish meal sales rates, provide necessary statistical information systems for effective management of resale programs and provide a program for development and retention of capable personnel in the NAFA resale programs.

f. Administer the NAFA contributions to the Coast Guard Trust Fund which includes recording and depositing all mess and exchange remittances, processing regular and deployment loans and self-insurances claims.

TRANSPORTATION BRANCH
(G-FPR-2)

Under the direction and supervision of the Chief, Property and Resale Division, the Chief, Transportation Branch shall:

a. Participate in the development, administration, promulgation, and review of Coast Guard transportation policies, programs, and procedures.

b. Provide technical direction, guidance, advice, and assistance to the Coast Guard establishment on matters related to the transportation of things, personal property (HHE, POVs, mobile homes), and personnel.

c. Maintain liaison and/or participate with other Departments/agencies/administrators in developing/coordinating transportation policies, programs, procedures, practices and prepare and disseminate administrative guidelines/operational instructions for implementing DOD/GSA standard transportation system. Maintain liaison with carrier industry to facilitate Coast Guard utilization of carrier services and support.

d. Conduct reviews, analyses, and tests on transportation systems and procedures; evaluate and recommend modifications as required.

e. Perform transportation management functions of an operational and administrative nature as assigned/required.

f. Serve as focal point for coordinating required action on GAO transportation audits and inquiries. Serve as coordinator in transportation emergencies, strikes and other transportation contingencies.

g. Represent the Coast Guard on transportation committees (i.e., MTMTS Personal Property Coordinating Committee and DOD MILSTAMP) as well as DOD/GSA transportation meetings, study and/or work groups on a required basis.

PROPERTY MANAGEMENT BRANCH
(G-FPR-3)

Under the direction and supervision of Chief, Property and Resale Division, the Chief, Property Management Branch shall:

a. Assist in initiation, promulgation and review of policy and procedural guidance on property management matters affecting acquisition, utilization and disposal of property consistent with existing laws, regulations and directives. Recommend for publication manuals and instructions pertaining to the property management program.

b. Assist in developing, improving, maintaining and coordinating the Coast Guard property management program which includes:

(1) Processing of real and personal property acquisitions and disposals including assistance and directions to the field as necessary and coordinating action with GSA, DOD, and other Government agencies.

(2) Maintaining central real property records.

(3) Initiating reviews and studies for improvement of property management.

(4) Coordinating the screening of Coast Guard excess property and that of other Government agencies.

(5) Reviewing justifications for retention of idle property and providing appropriate recommendations.

(6) Managing the Coast Guard program for the utilization of Coast Guard and other Government agencies' excess personal property, assisting and coordinating the program for sale, donation, and transfer of personal property.

(7) Coordinate and/or prepare all reports relating to real and personal property.

(8) Direct and monitor the Coast Guard's effort in identifying and preserving properties considered historically significant.

c. Coordinate and maintain central accountability records of loans of material from the Coast Guard to other Government agencies and the vice versa, and maintain appropriate follow-up on status of loans.

d. Maintain "want lists" of material required by the Coast Guard and other Government agencies.

e. Represent Coast Guard as a member of the DOT Real Property Inventory Systems Committee and the Protection and Enhancement of the Cultural Environment Committee.

SUPPLY LOGISTICS DIVISION
(G-FSL)

Under the general direction and supervision of the Comptroller, the Chief, Supply Logistics Division shall:

a. Develop and promulgate supply material management policy for the Coast Guard, embracing the functions of provisioning, item identification, cataloging, inventory and plant property management, allowances, storage, distribution and disposal of materials, controls over repairable materials, mobilization, professional training of personnel, utilization of DOD military standards systems and other related programs for supply logistics support.

b. Exercise technical control over Inventory Control Points, other authorized issuing/stocking points, requisition processing points in districts and Supply Center to assure compliance with established policy.

c. Assign responsibilities for inventory management for specific categories of materials to established Inventory Control Points.

d. Plan with program managers and Inventory Control Points for initial provisioning of new systems being introduced into the Coast Guard.

e. Perform budgetary functions to provide for an effective supply system and administer funds of the Coast Guard Supply Fund through the use of capital authorizations and target capital techniques.

f. Maintain liaison and conduct business pertaining to Coast Guard supply matters with the Office of Installations and Logistics, Office of the Secretary, Department of Transportation; Department of Defense; General Services Administration and other Government agencies, including negotiation and maintenance of interservice agreements. Implement the policies, procedures, and agreements concerning supply logistics support of higher authorities as they pertain to Coast Guard supply support functions.

g. Evaluate effectiveness of the supply system in terms of satisfying customer requirements, capability of meeting long range objectives, etc. Based on this evaluation recommend changes in numbers and types of facilities, personnel and policies.

h. Maintain publications for which responsibility has been assigned to Supply Logistics Division.

i. Implement the provisions of the Federal Property Management Regulations (FPMR) as they apply to Coast Guard supply management functions. Coordinate Coast Guard requests for deviation from FPMR and other matters pertaining to those regulations.

j. Perform all other functions required of total management of the Coast Guard Supply System, including compilation and review of statistical data, establishing standards of performance, and arranging for the training of assigned personnel.

SUPPLY SYSTEMS MANAGEMENT BRANCH
(G-FSL-1)

Under the direction and supervision of the Chief, Supply Logistics Division, the Chief, Supply Systems Management Branch shall:

a. Plan, develop and publish goals, tasks and procedures necessary for the effective and efficient management and operation of the Coast Guard Supply and Logistics support system. Act on proposals that affect the management or operation of the supply system.

b. Develop and publish reporting systems necessary for managing and evaluating the supply system. Conduct supply management and operations studies, surveys, audits and inspections. Take action to eliminate deficiencies found and to improve customer satisfaction.

c. Manage and control the distribution of supply and logistics publications, catalogs and directives on a Coast Guard wide basis.

d. Provide policy guidance and advice to Headquarters components and field units on such supply operations as provisioning, allowance lists, cataloging and standardization, inventory control, materials handling, storage, distribution and disposal.

e. Develop, maintain, and be prepared to implement Coast Guard mobilization and contingency plans pertaining to supply logistics matters.

f. Monitor the training and performance of civilian personnel in supply billets. Recommend additions, deletions, and changes to existing training courses and requirements.

g. Study, develop, implement and maintain Department of Defense and General Services Administration Standard Systems for Coast Guard use. Act as Coast Guard Headquarters liaison and contact point for Federal supply and logistics matters. Act as the Coast Guard control point for recording and reporting actions to implement, supplement or deviate from the Standard System.

h. Negotiate support agreements with the Department of Defense, its agencies and military services and other Government agencies. Respond to proposed changes to Coast Guard system-wide support agreements. Maintain a file of these Support Agreements. Develop and publish procedures required to accumulate data for submission to the various Naval System Commands for logistics planning purposes. Accumulate and submit this data in a timely manner.

i. Act for Coast Guard in matters involving international logistics support as it applies to Coast Guard managed material.

SUPPORT REQUIREMENTS BRANCH
(G-FSL-2)

Under the direction and supervision of the Chief, Supply Logistics Division, the Chief, Support Requirements Branch shall:

a. Maintain close contact with Coast Guard inventory control points (ICP) on supply logistical matters. Assist ICP's in the development, introduction and support of new equipments.

b. Develop supply aspects of integrated logistics support. Assist in the formulation, review, evaluation and administration of overall Coast Guard provisioning policies and procedures. Participate in planning the initial provisioning of specific equipments. Evaluate and act on requests for technical overrides to provisioning policies.

c. Participate in the review, study and analysis of ICP and stock point supply operations. Initiate action to eliminate deficiencies and to improve customer satisfaction. Assign item management responsibilities to ICP's.

d. Monitor the training and performance of military personnel in supply billets. Recommend addition, deletions, and changes to existing training courses and requirements.

BUDGET AND ANALYSIS BRANCH
(G-FSL-3)

Under the direction and supervision of the Chief, Supply Logistics Division, the Chief, Budget and Analysis Branch shall:

a. Prepare statements of Supply Support Program definition, measures of benefit, measures of output, long and mid-range views, and program determinations which are needed for budget documents.

b. Collect, measure, monitor, evaluate, and project present and future inventory control point and stock point data for defining strengths, and deficiencies in Supply Support Program operations. Prepare charts, graphs, other visual aids, and reports for management purposes.

c. Review for action and prepare replies to position, issue, and study papers, AC&I projects, and Shore Unit Development Plans from the viewpoint of financial and work load impact on supply logistics support.

d. Exercise financial control over Coast Guard Supply Fund inventories. Analyze and reply to field requests for changes in Supply Fund capital. Develop budget forecasts for the Supply Fund and operating expense inventories.

e. Prepare resource change proposals for the Supply Support Program. Analyze and reply to resource change proposals submitted to implement other programs with respect to impact on the Supply Support Program. Recommend changes that will assure efficient and effective support if the resource change proposals are accepted.

f. Maintain Departmental, Coast Guard and inter-service/agency liaison on financial/budgetary matters involving Supply and Logistics.

g. Prepare management reports covering Coast Guard inventories and supply support operations.

PROCUREMENT DIVISION
(G-FCP)

Under the general direction and supervision of the Comptroller, the Chief, Procurement Division shall:

a. Plan and administer the Coast Guard procurement program in conformity with the Federal Procurement Regulations, the Armed Services Procurement Regulations, Department of Transportation Procurement Regulations, and other regulations as applicable.

b. Publish and maintain the Coast Guard Procurement Regulations and those portions of the Comptroller Manual covering procurement and purchasing.

c. Review and analyze the performance of Coast Guard procurement activities to assure efficiency of operations and compliance with regulations and directives.

d. Coordinate the Coast Guard programs for small business participation, minority procurements, labor surplus area procurement, Buy-American Act compliance, equal employment opportunity compliance, Defense priority, allocation and allotment system, and similar programs associated with procurement.

e. Make commercial purchases and place orders on other Government activities.

f. Establish and maintain contracts with sources of supply.

g. Negotiate, award and administer all contracts. Be responsive to the requirements of Headquarters components initiating requirements.

h. Select appropriate methods of procurement to conform with regulations and the circumstances of each procurement action.

i. Provide for inspection of material, supplies and services received to insure compliance with specifications.

j. Develop budgetary and planning documents and conduct studies in the procurement area to support changes in resources as required.

k. Perform all other functions required of total management of the Coast Guard procurement program, including compilation and review of statistical data, establishing standards of performance and arranging for training of procurement personnel.

l. Serve as chairman of Sole Source Review Board and Board of Contract Review.

m. Serve as head of the HQ procurement activity.

COST/PRICE ANALYSIS STAFF
(G-FCP)

Under the supervision and direction of the Chief, Procurement Division the Chief, Cost/Price Analysis Staff shall:

a. Establish policy and procedures to insure adequate pricing effort on all Headquarters procurements.

b. Perform financial analysis, price and cost analysis for all major Headquarters procurements in connection with awards, leases, claims, price adjustments, terminations, price re-determinations, escalation, change orders, services contracts, maintenance contracts, etc.

c. Participate in the actual conduct of contract negotiations involving major dollar value procurements.

d. Coordinate contract audit matters for audits conducted by DOT and DCAS.

e. Initiate policy for field application and submit to higher authority for review and action.

ADMINISTRATIVE AND REVIEW BRANCH
(G-FCP-1)

Under the general supervision and direction of the Chief, Procurement Division, the Chief, Administrative and Review Branch shall:

a. Review and analyze the performance of CG procurement activities to assure efficiency and compliance with regulations and directives.

b. Coordinate Coast Guard programs of small business participation, labor surplus area procurement, Buy-American Act compliance, equal employment opportunity compliance, Defense priority allocation, and allotment system and similar programs associated with procurement.

c. Develop budgetary and planning documents and conduct studies in the procurement area to support changes in personnel resources as required.

d. Perform the functions required for management of the total CG procurement program, including compilation and review of statistical data, establishing standards of performance and arranging for training of procurement personnel.

e. Coordinate HQ action on field procurement matters such as bid mistakes, protests, D & F's, etc.

f. Assist Division Chief, in organization and management of the Division.

g. Coordinate Division Training Program and personnel actions.

RESEARCH AND DEVELOPMENT CONTRACT BRANCH
(G-FCP-2)

Under the supervision and direction of the Chief, Procurement Division, the Chief, Research and Development Contract Branch shall:

a. Act as Procuring and Administrative Contraction Officer for Office of R & D.

b. Formulate, award, administer and terminate contracts resulting from Headquarters procurement requirements, except term contracts.

c. Maintain liaison with other Headquarters components to insure timely initiation and planning for future procurement programs, both funded and unfunded, with particular emphasis on selection of the type and method of procurement early enough to achieve full consistency between the statement of requirements, developed by the originator and subsequent procurement documents.

OCEAN AND MARINE SCIENCE CONTRACT BRANCH
(G-FCP-3)

Under the supervision and direction of the Chief, Procurement Division, the Chief, Ocean and Marine Science Contract Branch shall:

a. Act as Procuring and Administrative Contracting Officer for Ocean and Marine Science.

b. Formulate, award, administer and terminate contracts resulting from Headquarters procurement requirements, except term contracts.

c. Maintain liaison with other Headquarters components to insure timely initiation and planning for future procurement programs, both funded and unfunded, with particular emphasis on selection of the type and method of procurement early enough to achieve full consistency between the statement of requirements developed by the originator and subsequent procurement documents.

ELECTRONICS ENGINEERING CONTRACT BRANCH
(G-FCP-4)

Under the supervision and direction of the Chief, Procurement Division, the Chief, Electronics Engineering Contract Branch shall:

a. Act as Procuring and Administrative Contracting Officer for the Electronics Engineering Division.

b. Formulate, award, administer and terminate con tracts resulting from Headquarters procurement requirements, except term contracts.

c. Maintain liaison with other Headquarters components to insure timely initation and planning for future procurement programs, both funded and unfunded, with particular emphasis on selection of the type and method of procurement early enough to achieve full consistency between the statement of requirements developed by the originator and subsequent procurement documents.

ENGINEERING FACILITIES CONTRACT BRANCH
(G-FCP-5)

Under the supervision and direction of the Chief, Procurement Division, the Chief, Engineering Facilities Contract Branch shall:

a. Act as Procuring and Administrative Contracting Officer for Engineering Facilities.

b. Formulate, award, administer and terminate contracts resulting from Headquarters procurement requirements.

c. Maintain liaison with other Headquarters components to insure timely initiation and planning for future procurement programs, both funded and unfunded, with particular emphasis on selection of the type and method of procurement early enough to achieve full consistency between the statement documents.

d. Serve as Chief, Procuring and Administrative Contracting Officer for all "Term Contracts" and leases.

CONTRACT SERVICES BRANCH
(G-FCP-6)

Under the supervision and direction of the Chief, Procurement Division, the Chief, Contract Services Branch shall:

a. Prepare solicitation which will ultimately result in the issuance of formal contracts.

b. Prepare all formal contractual documents.

c. Examine all bids submitted to insure that the person signing the bid is authorized to bind the bidder.

d. Examine all negotiated contracts after signature and return by the contractor to insure that no changes or alterations have been made by the contractor and that the person signing the contract is authorized to bind the contractor.

e. Maintain current bidder's lists.

f. Issue specifications and drawings to prospective bidders.

g. As Bid Opening Officer, receive and record all offers in response to solicitations, conduct the public opening of all bids, abstract all solicitations after opening and provide information procedures to technical divisions and prospective offerers

h. Maintain for public examination copies of bids received, copies of all Invitations for Bids issued, but not opened, and a file of bid/abstracts showing by Invitation number: bids received, prices, awards, and contract numbers.

i. Insure that when preservation, packaging packing, and marking are required, that the proper specification is cited.

j. Assist the negotiators in reviewing Request for Bids and Quotations and Request for Procurement received from the technical divisions for completeness and in determining the type of procurement to be utilized.

k. Assist the negotiators in the analysis of bids and proposals and the selection of responsible contractors.

l. Insure that transportation factors have been included when analyzing bids for award.

QUALITY ASSURANCE DIVISION
(G-FQA)

Under the general direction and supervision of the Comptroller, the Chief, Quality Assurance Division shall:

a. Review proposed procurement documentation to ensure that the proposal and specifications incorporate the highest cost-effectiveness standards necessary to meet specified operational requirements.

b. Assist the Contracting Officer and cognizant Engineering Division in specification development to ensure that:

(1) Specifications contain adequate provisions for quality, reliability and maintainability assurance.

(2) Specifications are written free of ambiguities and are susceptible to contract administration/enforcement.

c. Maintain familiarity with military and industrial specifications.

d. Participate in design and proposal reviews. Analyze material and labor estimates on technical proposals. Evaluate contractor performance capability, quality control organization and procedures and submit recommendations to the Contracting Officer.

e. Perform the contractual inspection and testing function for electronic equipment and related components for the Electronic Engineering Division and other Engineering Divisions as required. Supervise, evaluate and approve in-plant testing of prototype and production equipment. Ensure that Government furnished equipment is adequately protected and accounted for by the contractor.

f. Review contractor change proposals and progress payment requests and submit recommendations to the Contracting Officer.

SPECIFICATION REVIEW BRANCH
(G-FQA-1)

Under the direction and supervision of the Chief, Quality Assurance Division, the Chief, Specification Review Branch shall:

a. Assist electronics equipment specification development from a Quality Assurance viewpoint.

b. Participate in evaluation boards and evaluate technical manuals and "software."

c. Assist in-plant testing when directed.

INSPECTION BRANCH
(G-FQA-2)

Under the direction and supervision of the Chief, Quality Assurance Division, the Chief, Inspection Branch shall:

a. Coordinate the activities of the Inspection Branch. Indoctrinate and train inspectors in special requirements and assign inspection responsibilities.

b. Maintain familiarity with military and industrial specifications and standards.

c. Supervise maintenance of the Technical Library and changes to manuals.

d. Perform in-plant testing of electronics equipment.

e. Assist review of procurement documents when directed.

f. Insure government-furnished property is protected by contractor.

g. Recommend action to Contracting Officer on contractor requests.

INFORMATION SYSTEMS DIVISION
(G-FIS)

Under the general direction and supervision of the Comptroller, the Chief, Information Systems Division shall:

a. Be responsible for matters related to Coast Guard Management Information Systems, and for the efficient and effective management of Coast Guard data processing equipment and systems.

b. Develop, coordinate and review informational requirements for the Coast Guard by initiating and participating in studies relating to management information systems.

c. Develop long range plans, principles and objectives for a Coast Guard-wide integrated Management Information System and coordinate the implementation and maintenance of approved plans.

d. Develop and establish policies, procedures and standards for the selection, acquisition and use of data processing equipment, in keeping with government-wide policies with regard to the management of such equipment.

e. Serve as the central coordinator for all matters relating to information system and automatic data processing equipment, services and management, when dealing with other government agencies and the Department of Transportation.

f. Conduct feasibility and systems studies for selection of data processing equipment, except for equipment designed to government specifications and/or which, due to the nature of the design, is limited to exclusive use in a weapons system or control system of which it is an integral part.

g. Review and recommend approval or disapproval of all contracts and proposals for acquisition, transfer, or release of data processing or data transmission equipment to insure compatibility with existing and planned systems, and compliance with government-wide policy.

h. Review and recommend approval or disapproval of all contracts and proposals for obtaining consultant and equipment services relating to data systems from commercial or government sources and coordinate the sharing of Coast Guard equipment with other agencies where feasible.

i. Prepare resource change proposals and review budgetary requests for all ADP equipment, operations and service (excluding weapons and control systems) and recommend approval of those proposals and budgetary requests which are compatible with existing and planned systems and in compliance with government-wide policy.

j. Monitor and evaluate the performance of all ADP installations.

k. Investigate, evaluate and make recommendations concerning advanced data systems equipment and techniques and their application to Coast Guard systems.

l. Be responsible for the selection and operation of source data and conversion equipment for preparation of data in machine usable forms.

m. Conduct studies, develop programs and provide technical assistance to staff and field units in the development of information systems.

n. Maintain current and historical machine usable data files, program library and procedures files.

o. Provide liaison with the Transportation Computer Center, and insure that TCC Service meets Coast Guard needs.

PLANS AND EVALUATION BRANCH
(G-FIS-1)

Under the direction and supervision of the Chief, Information Systems Division, the Chief, Plans and Evaluation Branch shall:

a. Conduct long range planning for automatic data processing matters on a Coast Guard-wide basis.

b. Analyze feasibility of proposed information systems and major improvements to existing systems, develop generalized data system concepts, designs, and specifications.

c. Recommend policies, procedures, and standards governing the planning, development, and operation of information systems.

d. Coordinate programing, planning, and budgeting for ADP activities.

e. Provide support and advice to Headquarters, district and other field activities on ADP hardware, data communication systems, and ADP services.

SYSTEMS DESIGN & PROGRAMMING BRANCH
(G-FIS-2)

Under the direction and supervision of the Chief, Information Systems Division, the Chief, Systems Design and Programming Branch shall:

a. Manage the analysis, design, programming, implementation, and maintenance of all project development efforts undertaken by the Information Systems Division.

b. Maintain a close working relationship between the user organization and Branch analysts to ensure that ADP applications are responsive to the user's requirements and operational needs.

c. Coordinate system development efforts to achieve planned objectives within a specified time frame and budgetary constraints.

d. Establish job priorities and distribute financial and personnel resources based on Division plans and policies.

e. Provide technical services in the area of systems software support to application programmers, computer operating personnel, and terminal users.

OFFICE OF THE CHIEF MEDICAL OFFICER
(G-K)

1. **Mission.** To develop and implement the overall health, dental, nursing and sanitation programs of the Coast Guard. To serve as Medical Advisor to the Commandant. Advise Secretary of Transportation as indicated in paragraph 2a., below.

2. **Functions.** Under the general direction and supervision of the Commandant, the Vice Commandant, and the Chief of Staff, the Chief Medical Officer shall:

   a. Serve as advisor to the Secretary of Transportation for national defense emergency medical, health and sanitation planning and implementing functions (except those involving civil aviation medicine).

   b. Act as Medical Advisor to the Commandant in providing counsel and advice on: inter-departmental and inter-service agreements for medical care of Coast Guard personnel; the significance of legislative matters affecting the medical program of the Coast Guard; and important developments in the Department of Health, Education & Welfare which affect the Coast Guard medical program.

   c. Plan, develop and administer a comprehensive health program for military personnel, including medical and dental examinations, the provision of medical and dental care to Coast Guard military personnel and their dependents, the maintanance of adequate sanitary standards, and the prevention of disease.

   d. Direct the administration of funds in those appropriations or subheads under the control of the Chief Medical Officer, Coast Guard, including furnishing total budget estimates and apportionment or allotment recommendations to the Chief of Staff for Coast Guard funded activities and to the appropriate Public Health Service Bureau for Public Health Service funded activities.

   e. Provide professional guidance to the Office of Personnel in the establishment of physical standards for Coast Guard military duty.

   f. Procure, assign and review the performance of Public Health Service personnel assigned to the Coast Guard.

   g. Exercise professional control over all Coast Guard professional and sub-professional medical personnel.

   h. Maintain liaison with the other Armed Forces and Public Health Service medical departments.

   i. Administer the activities of the Central Physical Evaluation Board and Physical Review Council, and administer (and act as a member of) the Headquarters Physical Evaluation and Physical Disability Appeals Boards.

   j. Review all personnel separations based on medical considerations.

   k. Contract for medical services for personnel of the Coast Guard under the authority delegated by the Public Health Service.

   l. Provide medical services to Headquarters personnel.

MEDICAL ADMINISTRATION DIVISION
(G-KMA)

Under the general direction and supervision of the Chief Medical Officer, the Chief, Medical Administration Division shall:

a. Direct the administrative, budgetary, financial, supply and management aspects of the Medical Program.

b. Administer the program budgeting requirements for the Coast Guard Medical Program.

c. Prepare the budget submission for the Coast Guard Medical Program to be included in the Public Health Service budget.

d. Review and/or recommend action concerning medical facility plans and approve the design and equipping of such facilities.

e. Provide medical records service and review as required.

f. Maintain liaison with the Office of Civilian Health and Medical Program of the Uniformed Services (OCHAMPUS) and the medical departments of the Armed Forces and Public Health Service, and administer the OCHAMPUS Program for the Coast Guard.

g. Supervise the administration of the Central Physical Evaluation Board.

h. Administer Subhead 57 for the Chief Medical Officer, USCG.

i. Initiate training requirements for professional PHS personnel assigned to the Coast Guard Medical Program.

j. Coordinate administrative matters relative to procurement and delivery of professional services with the Chief, Professional Services Division, and recommend staffing assignments.

k. Supervise for the Chief Medical Officer the contracting of medical services for personnel of the Coast Guard.

l. Promulgate the Medical Manual in coordination with the Office of Personnel.

m. Provide statistical services for the Office of the Chief Medical Officer.

n. Coordinate the medical supply system and provide inputs to the Supply Logistics Division, Office of the Comptroller on required finance and supply directives, and initiate changes in the medical allowance list.

o. Carry out financial accounting for the Office of the Chief Medical Officer.

p. Compile and evaluate required management information related to the provision of medical services to the Coast Guard.

FINANCIAL MANAGEMENT BRANCH
(G-KMA-1)

Under the direction and supervision of the Chief, Medical Administration Division, the Chief, Financial Management Branch shall:

a. Prepare and draft required finance and supply directives in coordination with the Office of the Comptroller.

b. Collaborate on Medical Manual changes.

c. Coordinate the medical supply aspects of Coast Guard readiness programs.

d. Initiate changes to the medical allowance list.

e. Coordinate the medical supply system and provide inputs to the Supply Logistics Division, Office of the Comptroller.

f. Maintain liaison with the Bureau of Medicine and Surgery and FSMO-FLDBR-BUMED on medical supply changes, additions, and revisions.

g. Process all voucher claims for medical and/or dental treatment at civilian facilities in CONUS and routine treatment outside contingent United States and Federal facilities other than Public Health Service.

h. Order and distribute Federal Stock Catalog and Handbook of the Hospital Corps.

i. Provide administrative guidance to field units on medical publications and technical professional textbooks.

k. Assign forms clearance officer for USPHS forms system involving USCG units.

l. Order necessary medical publications for the Office of the Chief Medical Officer.

m. Prepare IOL plans for new acquisition; review and revise IOL lists.

n. Manage subhead 57 as directed.

o. Prepare draft replies for all correspondence relative to supply, finance, and medical-dental allowances.

p. Perform all financial accounting conducted in the Office of the Chief Medical Officer.

q. Assist Chief, Medical Administration Division in formulation of budget requests for Coast Guard line item in Public Health Service budget.

r. Coordinate as directed service-wide contracting for medical services to Coast Guard personnel.

DISABILITY SEPARATION BRANCH
(G-KMA-2)

Under the direction and supervision of the Chief, Medical Administration Division, the Chief, Disability Separation Branch shall:

a. Receive and account for all Medical Boards, Physical Evaluation Boards and such cases to be evaluated before the Physical Review Council and Physical Disability Appeal Board.

b. Schedule for board action cases to be evaluated by the various boards.

c. Prepare board findings, related documents, and correspondence for board members' signature.

d. Transmit boards to the appropriate commands for field action.

e. Provide statistical data related to Central Physical Evaluation Board and Physical Evaluation Board cases.

f. Prepare an annual report on Central Physical Evaluation Board operations.

g. Review the medical status of personnel and initiate appropriate administrative action when indicated.

PROFESSIONAL SERVICES DIVISION
(G-KPS)

Under the general direction and supervision of the Chief Medical Officer, the Chief, Professional Services Division shall:

a. Assist in the development of the Medical Program for the Coast Guard.

b. Provide professional guidance to the Office of Personnel in establishing physical standards for Coast Guard military duty as directed by the Chief Medical Officer.

c. Serve as medical member of Central Physical Evaluation Board and various other boards as directed.

d. Review all physical examinations, recommend administrative actions related to physical examinations to the Chief Medical Officer, and make medical recommendations concerning aviation personnel.

e. Maintain liaison with the Navy Bureau of Medicine and Surgery on aviation medical matters.

f. Recommend assignment and/or training of PHS flight surgeons as required.

g. Advise the Chief, Medical Administration Division on Aviation Medical Facilities requirements.

h. Supervise medical clinic operations in the HQ building.

i. Assist in the development of, and administer, a Service dental program.

j. Administer the environmental health program, involving water supply, air and water pollution control, pest control, and solid waste disposal, and develop industrial health policies and standards for the Coast Guard.

k. Advise the Chief Medical Officer on NBC warfare and radiological health, and serve as a member of Coast Guard and interagency boards when required.

l. Maintain liaison with the Department of Defense and other governmental agencies concerning pest control and pesticides.

m. Inspect floating and shore units to ascertain compliance with environmental health standards and make reports to the appropriate district commander or Commanding Officer, Headquarters unit.

DENTAL SERVICES BRANCH
(G-KPS-1)

Under the general direction of the Chief, Professional Services Division, the Chief, Dental Services Branch shall:

a. Provide clinical dental services to the service.

b. Be responsible for procurement and deployment of dental staff.

c. Prepare specifications for mobile dental detachments.

d. Provide professional guidance to the Office of Personnel in establishing dental standards for the Coast Guard.

e. Review professional performance of dental officers and approve fitness reports on such officers.

f. Establish dental policy and procedures to be implemented in field activities.

g. Review, initiate, and recommend allowance and training of dental technicians.

ENVIRONMENTAL SANITATION BRANCH
(G-KPS-2)

Under the general direction and supervision of the Chief, Professional Services Division, the Chief, Environmental Sanitation Branch shall:

a. Recommend the development of environmental health and occupational health policies and standards for the Coast Guard.

b. Provide advisory services in NBC warfare and radiological health and serve as a member of Coast Guard boards when required.

c. Advise on services related to water supply, air and water pollution control, pest control, and solid waste disposal.

d. Maintain liaison with the Department of Defense and other governmental agencies concerning pest control and pesticides.

e. Inspect floating and shore units to ascertain compliance with environmental health standards, and direct reports to the appropriate district commander or Commanding Officer, Headquarters unit.

f. Provide instruction in environmental health at the Loran Officers School.

g. Supervise the activities of the several Regional Sanitary Engineer Officers.

SPECIAL MEDICAL OPERATIONS BRANCH
(G-KPS-3)

Under the general direction and supervision of the Chief, Professional Services Division, the Chief, Special Medical Operations Branch shall:

a. Develop the specialized aspects of the Medical Program in the fields of Aviation, Diving, Cold Weather Medicine and underwater medicine, the medical aspects of SAR and survival procedures.

b. Provide professional guidance to the Chief Medical Officer in establishing specialized physical standards in the fields listed above.

c. Advise the Search & Rescue Division, Office of Operations on medically related aviation safety matters.

d. Serve as Medical Member of the various disability separation boards as assigned.

e. Review all flight physicals and make medical recommendations concerning aviation personnel; review all other physical examinations.

f. Maintain liaison with the Bureau of Medicine and Surgery, US Navy, on aviation medical matters.

g. Assist the Chief, Medical Administration Division, in such studies and projects as may be required.

h. Recommend administrative actions related to physical examinations to the Chief Medical Officer.

i. Assist in preparing the Medical Manual.

j. Conduct all flight physicals for Headquarters personnel.

k. Act as alternate supervisor for the Headquarters Medical Facility.

MEDICAL SERVICES BRANCH
(G-KPS-4)

Under the general direction and supervision of the Chief, Professional Services Division, the Chief, Medical Services Branch shall:

a. Provide professional guidance to the Chief Medical Officer in establishing general physical standards for Coast Guard service.

b. Serve as medical member of the various disability separation boards as assigned.

c. Assist the Chief, Medical Administration Division in such studies and projects as may be required to conduct the medical program of the Coast Guard.

d. Review all physical examinations.

e. Recommend administrative actions related to physical examinations to the Chief Medical Officer.

f. Assist in preparing the Medical Manual.

g. Perform duties relative to contacting and recruiting PHS physicians for the CG Medical Program.

h. Maintain liaison with the MOC's of the various PHS hospitals and OPC's regarding questions related to care of CG personnel in those facilities.

i. Develop and implement the particulars of the various industrial-medical and preventive-medical programs required within the Coast Guard.

PHARMACY BRANCH
(G-KPS-5)

Under the general direction and supervision of the Chief, Professional Services Division, the Chief, Pharmacy Branch shall:

a. Recommend procedures to assure the proper operation, security, and safeguards at all Coast Guard operated pharmacies.

b. Recommend drug allowance lists for all units and keep such lists updated.

c. Visit operational units of the Coast Guard to assure adequate security of drugs and completeness of allowances.

d. Provide inputs to the Drug Abuse Program as requested.

e. Participate in the Drug Education Program.

OFFICE OF THE CHIEF COUNSEL
(G-L)

1. **Mission.** To provide legal services for the Coast Guard, aimed at assuring that the operations and activities of the Service are legally consistent with the requirements of law and the rulings of higher authority.

2. **Functions.** Under the general direction and supervision of the Commandant, Vice Commandant and the Chief of Staff, the Chief Counsel shall:

   a. Serve as the principal legal advisor to the Commandant, furnishing advice and opinions as to the legal implications and consequences of actions proposed or taken by the Coast Guard.

   b. Plan, develop, coordinate and direct the Legal Program of the Coast Guard.

   c. Furnish legal advice and opinions to officials at Headquarters and in the field as to the interpretation and application of statutes, treaties, executive orders, regulations, etc.

   d. Provide legal representation for the Coast Guard in dealing with other elements of the Department of Transportation, the Department of Justice, the Comptroller General, and other Federal agencies. Act as legal counsel for the Service in its relations with state and local governments and agencies, industry and the general public.

   e. Coordinate with the General Counsel, Department of Transportation, in accordance with DOT 1100.23, DOT Organization Manual.

   f. Administer all matters within the purview of the Uniform Code of Military Justice and the Manual for Courts-martial (and Coast Guard Supplement), including Courts-martial, Boards of Investigation, and assist the General Counsel, Department of Transportation, in the exercise of his responsibilities under 10 U.S.C., Chapter 47.

   g. Furnish legal counsel, guidance and advice and render opinions and decisions relating to military and civilian personnel.

   h. Provide legal assistance for military personnel.

   i. Render decisions within delegated authority on admiralty and tort claims arising from Coast Guard operations, and prepare Coast Guard's position in matters involving litigation of such claims.

   j. Render decisions on legal matters involving such maritime-related operations as: law enforcement; port security; appeals by merchant seamen under R. S. 4450 or 46 U.S.C. 239a-b; appeals from penalties imposed by District Commanders; documentation and admeasurement of vessels; Great Lakes Pilotage; vessel anchorage; aids to navigation; oil pollution; administration of bridge operations.

   k. Provide advice, assistance, and render legal opinions to Coast Guard officials on international law matters involving treaties, agreements, etc.

   l. Furnish legal advice and opinions to Coast Guard officials representing the Service as members of, or appearing before, international organizations.

m. Provide legal assistance to procurement officials in the development of Coast Guard contracts.

n. Present the Coast Guard's case before the Board of Contract Appeals when contracts are contested, and assist the Department of Justice in representing the Government before the Court of Claims when Coast Guard contracts are involved.

o. Provide legal services dealing with the acquisition, use and disposal of real property and related tax matters.

p. Provide legal services in development of Coast Guard's legislative program for submission to the Congress.

q. Draft, or provide legal review for, regulations and amendments thereto for publication in the Federal Register. Assist, as requested, in the draft of internal regulations having legal implications.

r. Furnish legal advice and assistance and make determinations with respect to the release of information, records and files of the Service, and the availability of Coast Guard personnel as witnesses.

s. Serve as Chairman, Marine Safety Council and provide legal services to that body in connection with its public regulatory responsibilities.

t. Assign, as requested, lawyers for membership on Physical Evaluation Boards, the Physical Review Council and Physical Disability Appeal Boards, and make available lawyers to act as counsel for evaluees. Review the work of such bodies for legal sufficiency.

u. As requested by the Board for Correction of Military Records or by Boards on Review of Discharges and Dismissals, provide legal advice and opinions. Review for legal sufficiency and implication recommendations of the Board on Review of Discharges and Dismissals made to the Secretary.

v. Respond to requests for the temporary assignment of legal officers to serve in various capacities on Courts, boards and other activities.

w. Provide appropriate administrative, clerical and other logistic support to the Secretary's Board for the Correction of Military Records.

LEGAL SERVICES STAFF
(G-LS)

Under the direction and supervision of the Chief Counsel, the Chief, Legal Services Staff shall:

a. Handle all details and arrangements for the issuance of orders for counsel, witnesses and others as needed at courts-martial and other legal proceedings.

b. Prepare for certification, records, documents or other papers in the custody of the office.

c. Procure legal and other publications and maintain the office library.

d. As directed, draft or prepare statistical and other reports.

e. As directed, assist Division Chiefs in obtaining files, records and materials, and in locating, gathering and assembling data and information.

f. Generally oversee the work of and give technical guidance to clerical personnel of the office and perform such other related administrative functions as may be assigned.

BOARD FOR CORRECTION OF MILITARY RECORDS
(G-L-2)

Under the general direction of the Secretary of the Department of Transportation, the Coast Guard Board for Correction of Military Records (established pursuant to 10 U.S.C. 1552) considers applications for correcting military records to determine whether an error has been made or injustice committed on the part of the Coast Guard, and recommends to the Secretary the action to be taken on each application. In this connection the Board performs the following functions:

a. Receives and dockets applications for correction of military records.

b. Reviews and analyzes, in the light of the application, the member's military record and the evidence submitted or otherwise available to the Board.

c. Researches and analyzes the laws, regulations and policies and decisions, rulings and other precedents applicable to the petitioner's case.

d. Affords, if appropriate, formal hearings on applications.

e. As appropriate, informally disposes of applications, or prepares appropriate recommendation to the Secretary on the basis of the record and in accordance with applicable laws, regulations, policies and precedents.

f. Advises the applicant and the appropriate officials of the Coast Guard of the Secretary's decision.

g. Maintains the official file of applications submitted to the Board.

COURT OF MILITARY REVIEW
(G-L-3)

The Court of Military Review, constituted under Article 66 UCMJ, is composed of the Chief Judge and four appellate judges (officers or civilians). In general, it reviews all courts-martial in which the sentence affects a flag officer or extends to death, dismissal of a commissioned officer or cadet, dishonorable discharge, bad conduct discharge, or confinement of one year or more. It must also review general courts-martial with lesser sentences if any part of the findings or sentence is found on examination in the Office of the General Counsel to be unsupported; or if the General Counsel so directs.

The Chief Judge performs the following functions:

a. Determines on which panel of the Court appellate judges will serve.

b. Presides at public hearings of the Court.

c. Notifies appellate counsel of hearings; sets cases for argument; receives briefs and motion papers; rules on applications for extension of time, with power to grant extension for such time and as often as appears just.

d. Participates in decisions of the Court; presides at closed session deliberations of the Court; drafts opinions of the Court; represents the Coast Guard in drafting and revising the Uniform Rules of Procedure for Courts of Military Review; circulates copies of Court decisions to legal officers of the Coast Guard and other JAG offices.

CLAIMS AND LITIGATION DIVISION
(G-LCL)

Under the general direction and supervision of the Chief Counsel, the Chief, Claims and Litigation Division shall:

a. Evaluate, determine and take appropriate action on claims for and against the Coast Guard arising out of incidents involving Coast Guard vessels or aircraft or resulting from the performance of maritime functions of the Service.

b. Evaluate, determine and take appropriate action on claims for loss of or damage to navigational aids.

c. Evaluate, determine and take appropriate action on other claims made against the Coast Guard under various claims statutes, except claims arising out of contracts which are handled by the Procurement Law Division.

d. Evaluate, determine and take appropriate action on other claims for loss of or damage to Coast Guard property, and on claims held by the Coast Guard as "subrogee" against carriers for loss of or damage to property of Coast Guard personnel.

e. Take appropriate action on "uncollectable" claims referred to Headquarters by the field.

f. Develop and prescribe claims procedures and assist in drafting regulations and instructions. Exercise technical control over the field on claims matters, furnishing guidance, advice, and preparing opinions.

g. Represent the Coast Guard in liaison with, and lend assistance to, the Department of Justice on admiralty and other claims matters in which the Coast Guard has an interest.

h. Provide advice on, and conduct investigations of marine casualties or accidents involving Coast Guard activities and review for legal sufficiency and implication reports and proposed action of the Commandant thereon. Other Marine Boards are handled by the Maritime and International Law Division.

i. Exercise technical control over the conduct of other investigations as appropriate to the defense against or prosecution of claims. Review these reports for legal sufficiency and implication, and recommend final action. (For investigations not involving claims, see General Law Division.)

j. Act on requests for the appearance of Coast Guard personnel as witnesses in judicial or administrative proceedings. Where the government is an actual or potential party, advise or make determinations on the release of officials records. (Generally, other Freedom of Information Act problems will be handled by the General Law Division.)

GENERAL LAW DIVISION
(G-LGL)

Under the general direction and supervision of the Chief Counsel, the Chief, General Law Division shall:

a. Provide legal advice, review for legal sufficiency, and furnish opinions on investigations, administrative discharge boards and other proceedings required by the Coast Guard Supplement to the Manual for Courts-Martial. Take final action on such proceedings, or refer them to the cognizant Headquarters office.

b. Make line of duty/misconduct determinations on inquiries into injuries and other disabilities of military personnel.

c. Provide legal services for military and civilian personnel matters. Administer the legal assistance program for military personnel.

d. Review the proceedings, findings of fact, recommendations, and handle proposed actions relating to Physical Evaluation Disability Appeals Board for legal sufficiency.

e. As requested, provide legal advice to Board for Correction of Military Records. Review and comment on records of proceedings of the Board of Review, Discharges and Dismissals.

f. Provide legal services concerning the acquisition, utilization and disposal of real and personal property.

g. Provide legal services and act upon matters relating to trademarks, copyrights and patents.

h. Process patent applications for inventions of military and civilian personnel involving areas of interest to the Coast Guard. Prepare findings and determinations on the relative rights of the Government and inventors for approval by the Commissioner of Patents.

i. Provide legal services on the authority and jurisdiction and the operations and activities of the Coast Guard regarding appropriated monies.

j. Provide legal services and review, for legal sufficiency and implications, actions drafted on matters regarding the location and clearance of bridges, the operation and maintenance of drawbridges, and the alteration of obstructive bridges over the navigable waters of the United States.

k. Provide legal advice and decisions on: acceptance of gifts or donations by the Coast Guard; Civil Rights; conscientious objectors; and civil proceedings against Coast Guard members arising from performance of official duties.

l. Provide legal services for the release of records and information to the public. (Where the Coast Guard is or may be a party to litigation or where Coast Guard personnel are sought as witnesses, see Claims and Litigation Division.)

m. Advise and lend assistance to the Department of Justice in the prosecution and defense of litigation involving all matters within the cognizance of the division, and as appropriate, coordinate Coast Guard action thereon.

LEGISLATION DIVISION
(G-LLX)

Under the general direction and supervision of the Chief Counsel, the Chief, Legislation Division shall:

a. Draft Coast Guard sponsored legislative proposals for submission to the Congress; and in this connection, participate in preparatory conferences and assist cognizant staff officers in formulation of policies to be embodied in such legislative proposals.

b. Assist, as required, in the clearance of Coast Guard-sponsored legislative proposals through the Department of Transportation and the Office of Management and Budget.

c. Participate in preparatory conferences and assist cognizant staff officers in developing the Coast Guard's position on pending bills affecting the Coast Guard, or in which the Coast Guard has an interest.

d. Prepare reports on pending bills affecting the Coast Guard, or in which the Coast Guard has an interest. Assist, as required, in the clearance of any such report through the Department of Transportation and the Office of Management and Budget.

e. When directed, provide supporting data for and attend hearings before Congressional committees considering legislation in which the Coast Guard has an interest.

f. Review proposed Coast Guard testimony to be given before a Congressional Committee for legal sufficiency. Review any proposed Environmental Impact Statement supporting a Coast Guard legislative proposal for legal sufficiency.

g. Assist the Congressional Affairs Staff as required in obtaining passage of Coast Guard sponsored legislation through the Congress.

REGULATIONS AND ADMINISTRATIVE LAW DIVISION
(G-LRA)

Under the general direction and supervision of the Chief Counsel, the Chief, Regulations and Administrative Law Division shall:

a. Be responsible for the legal sufficiency of the Coast Guard's public rules, public rule making and related regulatory matters under the statutory authorities of the Commandant including:

(1) Substantive rules of general and particular applicability;

(2) Rule making procedures and compliance with the rules of administrative practice;

(3) Organizational descriptions;

(4) Statements of general policy or interpretations relating to rules of general applicability;

(5) Each amendment, repeal, or revision of, and each exemption from, the foregoing;

(6) Notices of proposed rule making;

(7) Notices, plans, orders, policies, and any other documents that are authorized or required by law to be published in the Federal Register.

b. Provide drafting services or assistance in drafting of the foregoing and be responsible for the form, style, and placement within the Code of Federal Regulations of documents published in the Federal Register.

c. Provide legal counsel, advice, guidance, opinions, and interpretations with respect to the procedural requirements for rule making in laws, orders, and directives.

d. Provide legal representation at all public rule-making proceedings, advisory committee meetings, industry meetings and international meetings dealing with the foregoing rules and related matters.

e. Furnish or review for legal sufficiency, opinions and interpretations with respect to the foregoing rules and other matters after consultation or coordination with the technical office that has responsibility for substance of the rule or matter.

f. Be responsible for assuring the legal sufficiency of internal instructions, notices, directives, and orders and public advisory information that interpret, implement, or are otherwise related to the Coast Guard's public regulations.

g. Upon request provide advice, guidance, drafting assistance, and legal review of internal regulations, instructions, notices and related material that are not related to public regulations.

h. With respect to the foregoing:

(1) Develop and recommend Coast Guard rule making policy, standards, procedures, and programs.

(2) Provide legal counsel, advice, and guidance to the Commandant, Marine Safety Council, and Chiefs of the Offices and Divisions having regulatory responsibility.

(3) Provide guidance and assistance to districts and other field elements in the conduct of delegated rule-making programs and participates in the evaluation of the adequacy of such programs.

MARITIME AND INTERNATIONAL LAW DIVISION
(G-LMI)

Under the general direction and supervision of the Chief Counsel, the Chief, Maritime and International Law Division shall:

a. Furnish legal counsel and render opinions and decisions to Coast Guard officials in Headquarters and in the field on matters involving maritime operations and activities, including: vessel inspection; navigation; documentation and admeasurement; manning of vessels; licensing of merchant marine personnel and furnishing opinions as to their rights, benefits and obligations; the Dangerous Cargo, Tanker and Load Line Act; numbering and other matters relating to recreational boating; Great Lakes Pilotage; anchorages; artificial islands and fixed structures, marking and lighting and aids to navigation; law enforcement; port security; and oil pollution.

b. Consider and prepare final actions on appeals from, and requests for mitigation or remission of, penalties administratively assessed by the Coast Guard.

c. Collaborating with other Government agencies as necessary, make determinations as to "navigable waters of the United States," thereby delineating Coast Guard's geographical jurisdiction and authority for the purpose of its administration and enforcement of laws and regulations.

d. Provide legal counsel on the initiation and conduct of investigations of major marine casualties and review for legal sufficiency reports thereon, recommending action to be taken by the Commandant.

e. Handle appeals by merchant seamen from orders of suspension or revocations entered by Administrative Law Judges under R.S. 4450, as amended, or the Act of 15 July 1954 (46 U.S.C. 239a-b), and draft the Commandant's final decision. Sit as a member of any board authorized by the Commandant for the hearing of oral argument in such appeal cases and recommend to the Commandant the disposition thereof. In cases where appeal is not taken but the Judge has made a finding against a Merchant seaman, recommend to the Commandant such action as the circumstances and equity may warrant, and draft the Commandant's action.

f. Act as legal counsel for the Coast Guard, on matters within the cognizance of the Division, in its dealings with other government agencies and officials, industry and the public generally. As requested, prepare the Coast Guard's position and lend other assistance to the Department of Justice in litigation involving such matters. In cases appealed to the National Transportation Safety Board involving Mariner's documents, advise the Chief Counsel, as legal representative of the Commandant, as to the extent to which the Coast Guard should participate in the proceedings. As authorized by the Chief Counsel, act "of counsel" for him in the preparation, submission and service of appropriate papers and documents such as: pleadings, motions, notices, briefs, and associated memoranda and correspondence in such proceedings, and present oral argument to the Board, when so authorized by the Board.

g. Provide legal counsel and furnish opinions and decisions to Coast Guard officials on the meaning, application and affect upon the authority and jurisdiction of the Coast Guard and its operations and activities of international law, conventions, treaties, accords, agreements, and understandings, involving such matters as the Officer's Competency Certificates; the International Load Line and the International Rules of the Road conventions; safety of life and property at sea; ice patrols; fish and fishing; and crimes on the high seas. Also included are such matters as the breadth of the territorial seas; submerged and continental shelf land; the rights to explore for and exploit the resources of the high seas; the establishment, maintenance, or operation of aids to navigation, sea lanes or data buoys and other oceanographic research systems, vessels or devices; and to the respective rights of nations and their nationals on, in, and under the high seas.

h. Counsel, guide and participate with Coast Guard officials in the formulation and development of Coast Guard positions, policies and programs relating to international law matters and give direction thereto.

i. Provide legal counsel, and furnish opinions and decisions and Coast Guard positions, including supporting data, to Coast Guard officials representing the Coast Guard or, upon request, to officials of other government agencies, who are attending, appearing before, or serving as members of interdepartmental or international groups, committees, bodies or organizations; and, as directed, so attend, appear or serve.

MILITARY JUSTICE DIVISION
(G-LMJ)

Under the general direction and supervision of the Chief Counsel, the Chief, Military Justice Division shall:

a. Administer the military justice system of the Coast Guard, and provide legal services on questions relating to military justice and interpretations of military law.

b. Advise, inform, and develop guides for district legal officers on UCMJ developments and questions arising in court-martial practice and procedure.

c. Process court-martial cases requiring appellate review by the Coast Guard Court of Military Review and/or the U.S. Court of Military Appeals.

d. Prepare clemency and suspension actions on courts-martial as may be directed by higher authority.

e. Review and prepare final action for all courts-martial, the appellate review of which is not otherwise provided for. Examine all records of courts-martial tried in the Coast Guard.

f. Review and furnish legal opinion and comment on appeals from non-judicial punishment.

g. Initiate and assist in drafting amendments and revisions of the Coast Guard Supplement to the Manual for Courts-Martial and other publications of the Service pertaining to matters within the cognizance of the Division.

h. Receive and review applications for relief under Art. 69, UCMJ, as amended.

PROCUREMENT LAW DIVISION
(G-LPL)

Under the general direction and supervision of the Chief Counsel, the Chief, Procurement Law Division shall:

a. Provide legal counsel, and furnish opinions and decisions to contracting officers, contract administrators and other cognizant officers on the legal aspects of all processes of procurement, from the initial planning and development through initiation of procurement action, award and administration of contracts, and completion or termination thereof. Interpret statutory and regulatory requirements pertaining to contracts.

b. Furnish legal counsel on the drafting of, or prepare or review for legal sufficiency and implication, awards, contracts, specifications, change orders or other modifications, performance and payment bonds, insurance policies, assignments of monies due, and other contract-related actions, documents, correspondence and papers.

c. Provide legal counsel for, and review for legal adequacy and implications, the proposed findings and final decisions of contracting officers.

d. Upon request, act as Coast Guard legal representative in disputes and dealings involving contractors, and represent the Service on contract matters with other government agencies and the Comptroller General.

e. Serve as counsel for the Coast Guard in asserting the government's position or defense against claims of contractors who appeal contracting officers' decisions to the Board of Contract Appeals. In this respect the counsel shall:

(1) Assemble, review and analyze background material and documents.

(2) Evaluate the contractor's claim and determine if payment, compromise, or settlement is warranted, or if the claim should be partially or totally opposed.

(3) Follow up such determinations with appropriate action, such as the preparation of offers to compromise or settle and participation as counsel in negotiation efforts, or the development of the government's defense against the claim.

(4) Prepare and file with the Board all necessary pleadings, motions, notices, briefs, and other papers, and present the government's case in defense against the contractor's claim before the Board.

(5) In the event of appeal from a decision of the Board of Contract Appeals, represent the Coast Guard in liaison with and lend assistance to the Department of Justice in preparation of the government's case.

(6) Prepare actions pertinent to the foregoing, and review for legal sufficiency and implication actions drafted or prepared in other organizational components.

f. Initiate, and assist in drafting, or review for legal sufficiency and implication, drafts of regulatory material or instructions relating to contracts and procurements.

g. Exercise technical control over District Legal Offices in providing legal counsel to cognizant field officers concerning contracts and procurements.

OFFICE OF MERCHANT MARINE SAFETY
(G-M)

1. **Mission.** To oversee the program for prevention of marine casualties, including the inspection of merchant vessels to insure compliance with established standards; approval of vessel plans and equipment; and the development and application of standards for merchant marine personnel.

2. **Functions.** Under the general direction and supervision of the Commandant, the Vice Commandant, and the Chief of Staff, the Chief, Office of Merchant Marine Safety shall:

   a. Determine basic plans, systems, procedures under which marine safety activities are to be carried out, and consider and make recommendations as to broad policies which should control these determinations.

   b. 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.

   c. Prescribe the marine safety reports to be submitted by field units and advise the Chief, Information Systems Division as to marine safety statistics to be prepared. Review and analyze such reports and statistics. Initiate or issue appropriate directives to field units to insure uniformly high standards of efficiency, effectiveness and economy in marine safety matters.

   d. Participate with the Chief, Office of Marine Environment and Systems in periodic reviews of the administration of district Marine Safety Divisions and initiate recommendations to the district commander to effect improvements in the organization and methods of administration of those divisions. Keep informed, through field inspections or otherwise, as to the status, effectiveness, and efficiency of marine safety activities generally.

   e. Periodically advise the Commandant as to the relative performance of the districts with respect to district marine safety responsibility.

   f. 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.

   g. Assist the Chief of Staff as requested in the establishment of the military personnel billet plan.

   h. Establish and maintain effective relationships with the maritime industry, including seamen's organizations, ship operators, shipbuilders, and manufacturers of equipment.

   i. Act as Chairman of the Ship Structure Committee.

   j. Exercise technical control over the Merchant Marine Details.

   k. Be Program Director for the Commercial Vessel Safety Program. (The Deputy Chief shall be the Program Manager.)

l. Supervise the activities of the Underwater Safety Project.

m. Select, arrange for printing, and distribute significant technical papers obtained while representing the Coast Guard at Intergovernmental Maritime Consultative Organization meetings.

TRAVELING INSPECTOR STAFF
(G-M-1)

Under the general direction and supervision of the Chief, Office of Merchant Marine Safety, the Chief, Traveling Inspector Staff, shall:

a. Perform inspections of merchant vessels, on a service-wide basis, to promote uniformity in administration of Marine Inspection Offices, and in the interpretation and application of Merchant Marine Safety laws and regulations.

b. Perform inspections of merchant vessels at any United States port, and report findings direct to the Chief, Office of Merchant Marine Safety.

c. Conduct studies of Marine Inspection Offices to assure uniformity in inspections throughout the Service.

d. Act 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.

e. 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
(G-M-2)

Under the direction and supervision of the Chief, Office of Merchant Marine Safety, the Chief, Planning and Special Projects Staff shall:

a. Develop short and long-range planning guides to carry out the mission of the Commercial Vessel Safety Program.

b. Undertake and assist in the planning, development and conduct of technical, personnel, and management studies in support of the Commercial Vessel Safety Program.

c. Coordinate the preparation of program data and other documents required under the Planning, Programming and Budgeting System.

d. Administer budgeted funds under the control of the Office of Merchant Marine Safety, furnishing preliminary apportionments and allocation recommendations to the Chief, Office of Merchant Marine Safety.

e. 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.

f. Supervise the activities of the Underwater Safety Project.

g. Coordinate and assist in regulation development for the Office of Merchant Marine Safety, including the training of regulation writers for the various divisions.

h. Periodically review the administration of the Office of Merchant Marine Safety and initiate recommendations to effect improvements in the organization and methods of administration, including the maintenance of the Merchant Marine Safety Manual.

i. Review and coordinate all requests for legislative proposal comments referred to the Chief, Office of Merchant Marine Safety.

j. Supervise the research and development program plan for the Commercial Vessel Safety Program.

k. Maintain liaison with other government agencies, related non-profit organizations and appropriate industry to keep abreast of current practices and developments.

RECORDS MANAGEMENT STAFF
(G-M-3)

Under the general direction and supervision of the Chief, Office of Merchant Marine Safety, the Chief, Records Management Staff shall:

a. Develop and implement records systems based on existing and projected needs of the Commercial Vessel Safety Program.

b. Monitor the Merchant Marine Safety Records Management Program for the Service and provide advisory service when requested.

c. Monitor the Records Disposal Schedules affecting both Headquarters staff elements of the Office of Merchant Marine Safety and all Coast Guard District Marine Safety Divisions, Marine Inspection Offices, Admeasurement and Documentation Offices.

d. Be the control point for clearance of Commandant Instructions and Notices, Navigation and Vessel Inspection Circulars, and Merchant Marine Technical Notes originated by elements of the Office of Merchant Marine Safety.

e. Coordinate merchant marine safety items for issuances and as background for meetings.

f. Serve as control point for all Office of Merchant Marine Safety Printing and Binding Requests, and maintain running account of costs involved for technical publications, vessel documentation requests and other general requests.

CARGO AND HAZARDOUS MATERIALS DIVISION
(G-MHM)

Under the general direction and supervision of the Chief, Office of Merchant Marine Safety, the Chief, Cargo and Hazardous Materials Division shall:

a. Initiate or review, for submission to the Marine Safety Council, regulations relating to hazardous cargo containment and handling aspects of merchant marine safety, environmental protection, and cargo certification for Customs seal.

b. 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.

c. Identify the need for research and development projects relating to hazardous material safety (e.g., cargo hazard evaluation, environmental protection, mixed temperature cargoes, cargo vapor control, etc.); request appropriate action by the Office of Research and Development, and participate in projects as required.

d. 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 Marine Safety Council. Develop and maintain rules and regulations pertaining to the transportation by water of radioactive materials.

e. 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.

f. Prepare publications on hazardous cargo safety, environmental protection, and cargo containers for guidance and education of Coast Guard and marine industry personnel.

g. 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.

h. Review such reports of marine casualties as are referred by the Merchant Vessel Inspection Division and Port Safety 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.

i. 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.

j. 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.

k. Represent the Coast Guard on the Hazardous Materials Regulation Board and maintain direct liaison with the Office of Hazardous Materials, Office of the Secretary 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.

l. Administer a container certification program involving designation of certifying authorities for customs acceptance, approval of fee schedules, maintenance of records, reviews and recommendations for legislation and regulations, and participation in national and international conferences.

m. Review and analyze regulations, international standards and proposals relating to protection of the environment in water transportation of hazardous materials and vessels and waterfront facilities from the standpoint of environmental pollution hazards. Develop new regulations and standards as necessary.

n. Make studies of the behavior and effects of pollutants released to the environment under normal and accident conditions. Predict trends in hazardous materials transportation and evaluate in terms of future environmental hazards.

o. Provide technical support to the Port Safety and Law Enforcement Division and other Divisions in the Office of Merchant Marine Safety and to delegates to intergovernmental activities (e.g., Intergovernmental Maritime Consultative Organization, United Nations).

TECHNICAL ADVISORY STAFF
(G-MHM)

Under the direction and supervision of the Chief, Cargo and Hazardous Materials Division, the Senior Technical Advisor shall:

a. Serve as expert advisor 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.

b. Initiate and technically manage research and development projects relating to hazardous material safety e.g., cargo hazard evaluation, environmental protection, mixed temperature cargoes, cargo vapor control, etc.).

c. 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.

d. Manage and coordinate work of the Chemical Transportation Industry Advisory Committee to (1) formulate new hazardous materials regulations and (2) provide industry technical support for U. S. representatives to the Intergovernmental Maritime Consultative Organization.

e. Provide technical guidance in the development of publications on hazardous cargo safety.

f. Represent the Coast Guard in meetings of national and international industry and government groups and technical and professional organizations.

g. Review and make recommendations concerning proposed legislation relating to hazardous material safety.

h. Provide general technical guidance to the technical personnel in the Division.

i. Represent the Coast Guard in departmental and interdepartmental groups concerned with the Department's hazardous materials function.

j. Provide technical support to United States delegates to intergovernmental organizations (e.g., Intergovernmental Maritime Consultative Organization, United Nations, etc.).

k. Technically evaluate casualty reports and investigations.

CHEMICAL ENGINEERING BRANCH
(G-MHM-1)

Under the direction and supervision of the Chief, Cargo and Hazardous Materials Division, the Chief, Chemical Engineering Branch shall:

a. Review characteristics of chemicals proposed for water-borne bulk carriage to determine which chemicals may be safely transported by water.

b. Assist in the drafting of new regulations and amendments pertaining to the transportation in bulk of dangerous cargoes.

c. Insure maximum possible uniformity of the bulk dangerous cargo regulations with those proposed by IMCO.

d. Review special safety equipment peculiar to chemical carriage.

e. 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.

f. Recommend requirement of special safety features and equipment for vessels transporting certain bulk chemicals.

g. Assist in the administration of the foreign vessel Letter of Compliance program.

h. Coordinate with Merchant Marine Technical Division the review of foreign vessels which will handle potentially hazardous materials in U.S. ports.

i. Conduct inspections of foreign vessels handling potentially hazardous materials in U. S. ports, as necessary, to assure compliance with applicable regulations.

j. Prepare Letters of Compliance to foreign vessels found satisfactory after plan review and inspection.

k. Prepare for publication lists, charts, tables, etc., listing bulk chemicals adjudged acceptable for waterborne transportation, detailing characteristics, peculiarities of, and precautions necessary for the safe handling and carriage of these commodities.

l. Provide technical assistance relating to the prevention of water pollution from tank vessels and terminals.

m. Provide technical assistance to other divisions as directed concerning the safe transportation, transfer and storage of bulk dangerous cargoes.

n. Provide hazard evaluation and response information to field units. Be responsible for operation and maintenance of the Hazard Assessment Computer System (HACS).

o. Represent the Division at joint Coast Guard - industry meetings as directed.

p. Participate in technical societies and committees; maintain close liaison with agencies such as the American Bureau of Shipping as well as government agencies; study industry trends and review casualty data to facilitate the 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. Prepare technical and informative papers, articles and notices to inform other agencies and the public regarding safety in chemical transportation.

q. Maintain a continuing training program of personnel assigned.

PACKAGED CARGO BRANCH
(G-MHM-2)

Under the direction and supervision of the Chief, Cargo and Hazardous Materials Division, the Chief, Packaged Cargo Branch shall:

a. Develop and administer the regulations for hazardous materials by water as contained in 46 CFR 146 through 149 and 46 CFR 98.35.

b. Process and review Coast Guard and Department of Transportation special permit requests for deviation from the above regulations.

c. Maintain direct liaison with the Office of Hazardous Materials, Department of Transportation, to assist in the development of shipper's requirements which can be used by all modes in domestic transportation.

d. Administer program for certification of dangerous articles of ship's stores and supplies for use on merchant vessels.

e. Insure maximum possible uniformity of the above regulations with those adopted by IMCO and the United Nations.

f. Recieve and analyze casualty reports resulting from hazardous materials to determine the effectiveness of existing regulations.

g. Furnish technical information and interpretation of the hazardous materials regulations to law enforcement personnel and COTP's when required.

h. Draft technical papers to IMCO and the U. N. on the safe transportation of hazardous materials by water.

i. Provide technical assistance on the regulatory inspection program for portable tanks carried out by Coast Guard field units.

j. Administer Coast Guard responsibilities for international convention on multi-modal cargo containers.

k. Review and make recommendations concerning proposed legislation and implementing regulations in the field of intermodal cargo containers as pertains to standardization, documentation, merchant marine safety and Coast Guard policy.

l. Establish and maintain a working relationship with other Headquarters elements, Federal agencies, and private sector on matters pertaining to the regulation of multi-modal cargo containers.

MERCHANT MARINE TECHNICAL DIVISION
(G-MMT)

Under the general direction and supervision of the Chief, Office of Merchant Marine Safety, the Chief, Merchant Marine Technical Division shall:

a. Review plans and specifications for construction or alteration of merchant vessels and distribute approved plans to the field.

b. Conduct stability tests on merchant vessels and prepare stability letters.

c. Examine safety equipment and devices submitted to Headquarters; refer appropriate items to the Office of Research and Development for test; issue 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. Promote development of promising safety equipment concepts.

d. Initiate or review for referral to the Marine Safety Council such merchant marine regulations as relate to matters of naval architecture, marine engineering, electrical engineering, fire protection engineering, and safety equipment.

e. 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.

f. Review load line certificates and computations and violations of load line regulations; maintain load line records; and reply to inquiries on load line matters.

g. Conduct or assist in the conduct of special studies relating to the safety of merchant vessels and the adequacy of their equipment, as directed.

h. Review such 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.

i. 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.

j. 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).

k. Participate in professional societies to develop safety codes and standards in the area of Merchant Marine Safety responsibilities.

l. Provide general technical direction and coordination of the technical personnel of the Division and field mmt branches.

m. Supervise the admeasurement of U.S. vessels.

n. Provide technical support to the Office of Boating Safety for the development and administration of recreational boating safety standards.

o. Provide technical support to G-M-2/Underwater Safety Program for the development of standards for non-military submersibles.

p. Provide technical support to the Cargo & Hazardous Materials Division and Office of Hazardous Materials (DOT) for the issue of Letters of Compliance to foreign vessels and technical evaluation of specific designs.

q. Provide technical standards for design and equipment of non-military vessels to prevent pollution of waterways by oil, hazardous substances, and vessel wastes.

TECHNICAL STAFF
(G-MMT)

Under the direction and supervision of the Chief, Merchant Marine Technical Division, the Technical Advisor shall:

a. Develop and promulgate internal procedures, methods and policies governing operation of the Division and its relation with the Office of Merchant Marine Safety.

b. Initiate and review new or amended regulations. Review and make recommendation concerning proposed legislation which may affect merchant marine safety technical requirements.

c. Advise with respect to any aspect of vessel design, construction and materials. Participate in and keep abreast of engineering and scientific developments so as to anticipate and assess vessel safety problems which may be affected or created thereby.

d. Serve as Coast Guard representative in consultations which may involve both technical and policy decisions with other U. S. Government agencies, industrial associations, and scientific establishments.

e. Perform and direct necessary research in the development of new criteria for vessel strength and operation.

f. Participate in technical committees and working groups, composed of members from all segments of government and industry, formulating standards affecting maritime safety.

g. Provide technical advice with regard to interpretation and uniform application of new and established policy.

h. Analyze industry trends and marine casualties for cause and prevention of future incidents.

i. Represent the Coast Guard and the United States at meetings of national and international organizations which are developing new or improved maritime safety requirements.

j. Join with the Division Chief in advising the Chief of the Office of Merchant Marine Safety in matters importantly affecting merchant marine safety requirements.

MARINE SYSTEMS EVALUATION BRANCH
(G-MMT-1)

Under the direction and supervision of the Chief, Merchant Marine Technical Division, the Chief, Marine Systems Evaluation Branch shall:

a. Establish by a systematic analysis problem areas within the total marine transportation system which pose a hazard to safety or the marine environment. Conducts evaluation of all reasonable alternative solutions to such problems, including the extent to which the alternative solutions will contribute to safety and/or the marine environment and the practicality of such solutions including cost and technical feasibility.

b. Establish and maintain standards, initiate regulations and/or review proposed regulations for vessel design, construction, alteration, repair and maintenance so as to achieve the optimum degree of vessel safety and protection of the marine environment.

c. Formulate instructions for the guidance of naval architects, marine engineers, shipbuilders and equipment suppliers, detailing the minimum safety and environmental protection standards for vessels and equipment.

d. Maintain close liaison with other interested government agencies such as the Environmental Protection Agency and the Maritime Administration.

e. Perform the necessary research to keep abreast of technical developments to permit acceptance of new methods and equipment which will provide an equivalent degree of safety and environmental protection.

f. Participate in technical societies and committees and accept, where possible, industry standards.

g. Conduct or assist in the conduct of special studies toward the development of international and national documents on technical matters affecting maritime safety or environmental protection which relate to design, construction, alteration, repair and maintenance of vessels.

h. Study industry trends and review casualty data to permit a continuing re-evaluation of the marine safety and environmental protection regulations.

ENGINEERING BRANCH
(G-MMT-2)

Under the direction and supervision of the Chief, Merchant Marine Technical Division, the Chief, Engineering Branch shall:

a. Review and approve plans and specifications for the design, construction, installation, repair, alteration, and inspection of boilers, pressure vessels, piping systems, nuclear power plants and electrical equipment and systems. Also review plans, specifications and technical data for marine engineering and electrical equipment and installations on representative vessels under review at mmt field offices and on vessels of novel design or unique service.

b. Establish and maintain safety regulations covering electrical and marine engineering systems on merchant vessels. Study new technological developments, keep pace with the current state of the engineering art and investigate industry trends which could affect the maritime posture of the country.

c. Formulate instructions for the guidance of naval architects, electrical engineers, marine engineers, shipbuilders, and marine equipment suppliers detailing the minimum safety standards for merchant vessels and equipment.

d. Maintain close liaison with other government agencies and with agencies such as the American Bureau of Shipping and the classification societies of other nations.

e. Recommend and guide research necessary to keep abreast of technological developments and thereby ensure that new materials, methods of fabrication, and items of equipment afford a degree of safety commensurate with Coast Guard standards.

f. Actively participate in technical societies and committees such as AIEEE, ANSI, ASME, ASTM and UL which formulate engineering standards which may be used by the marine industry.

g. Maintain a uniform policy with regard to plan review and regulation interpretation within the Engineering Branch and the field mmt branches.

h. Participate in and support international committee activities working toward multinational standards in equipment and installations.

i. Review and offer technical advice on marine casualties which involve matters falling withing the purview of the Branch.

SURVIVAL SYSTEMS BRANCH
(G-MMT-3)

Under the direction and supervision of the Chief, Merchant Marine Technical Division, the Chief, Survival Systems Branch shall:

a. Review and approve plans and specifications for lifesaving and fire protection equipment and materials, including, but not limited to, lifeboats, life rafts, ring buoys, davits, breathing apparatus, EPIRBS, pyrotechnic distress signals, fire extinguishing systems, and structural fire protection materials. Prescribe, conduct, and review necessary tests of such equipment and materials.

b. Initiate and review proposed regulations, standards, and specifications for lifesaving and fire protection equipment.

c. Formulate instructions for the guidance of naval architects, marine engineers, shipbuilders, and equipment and material manufacturers detailing the minimum safety standards for vessels and equipment.

d. Maintain close liaison with the National Bureau of Standards, other government agencies, and agencies such as the American Bureau of Shipping, National Cargo Bureau, and the National Fire Protection Association.

e. Recommend and guide 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.

f. Participate in technical societies and committees; study industry trends and review casualty and failure data to permit continuing re-evaluation of marine safety standards, and accept, where possible, industry standards.

g. Maintain a uniform policy relative to the approval of vessel lifesaving and fire protection equipment and material in field mmt branches.

h. Develop or provide technical assistance in the preparation of 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).

i. Provide technical support to the Office of Boating Safety for the development and administration of recreational boating safety standards related to fire protection and lifesaving equipment.

j. Guide and monitor private listing laboratories acting for the Coast Guard to assure their efforts in accordance with Coast Guard policy.

k. Administer a compliance program to assure United States Coast Guard approved equipment and material is manufactured in accordance with the approval requirements.

SHIP DESIGN BRANCH
(G-MMT-4)

Under the direction and supervision of the Chief, Merchant Marine Technical Division, the Chief, Ship Design Branch shall:

a. Review and approve plans and specifications for vessels of unusual or unique design to determine compliance with the concept of regulations relating to general design, structure, fire safety, arrangement and outfitting. Coordinate review of vessels involving more than a single branch.

b. Develop regulations, standards and policies to insure adequate and reasonable safety for the general design, structure, arrangement, fire safety and outfitting of merchant vessels taking account of: (a.) New developments in marine transportation and material usage, (b.) Casualty analysis, (c.) Applicable industry standards, (d.) Research and development activities. Examine current maritime problems with respect to protection of life, property and the environment and coordinate the activities of field mmt branches and other Headquarters' technical branches in establishing suitable vessel design criteria.

c. Formulate instructions for the guidance of naval architects, owners, builders, field technical units, inspection offices and other Headquarters' divisions regarding technical aspects of the general design, arrangement, structure, fire safety and outfitting of merchant vessels.

d. Maintain liaison with American Bureau of Shipping, Maritime Administration and similar organizations involved in establishment of maritime construction standards. Additionally, liaison is maintained with other government and industrial groups such as CEQ, EPA, API, AIMS concerned with various aspects of marine standards.

e. Recommend and guide research related to ship structure, arrangement, fire safety and outfitting of merchant vessels. Coordinate research activities for the division.

f. Actively participate in technical societies and committees which formulate engineering standards for use by the marine industry.

g. Monitor work of field mmt branches to the extent necessary to insure uniform and fair application of standards relating to general design, arrangement, structure, fire safety and outfitting of merchant vessels.

h. Develop technical background material related to structure, general arrangement, fire safety and outfitting of merchant vessels necessary to support effective presentation of marine safety concepts on both the national and international forums. Represent the United States on such matters on the international level.

i. Administer the foreign flag letter of compliance program for the Division.

j. Review and offer technical advice on marine casualties, involving aspects falling within the scope of branch activities.

k. Perform the staff duties of the Secretary, Ship Structure Committee for the Chief, Office of Merchant Marine Safety by:

(1) Coordinating the activities of the Ship Structure Committee, Ship Structure Subcommittee and the Ship Structure Subcommittee Executive Group at the direction of the respective chairman of these activities.

(2) Acting as liaison representative of the Ship Structure Committee with the Ship Hull Research Committee of the National Academy of Sciences.

SHIP CHARACTERISTIC BRANCH
(G-MMT-5)

Under the direction and supervision of the Chief, Merchant Marine Technical Division, the Chief, Ship Characteristic Branch shall:

a. Review and approve plans and specifications and technical data for vessel subdivision, stability and strength and load lines on representative vessels of the world's merchant marine, especially vessels of novel design or unique service not currently covered by our national regulations.

b. Initiate and review proposed regulations, standards, both international and national, and specifications concerning subdivision, stability, strength, and load lines. Maintain a uniform policy in the mmt field branches relative to these subjects.

c. Formulate instructions for the guidance of naval architects, marine engineers and shipbuilders outlining the minimum safety standards for vessels.

d. 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 reevaluation of marine safety standards.

e. Recommend and guide the necessary research to keep abreast of technical developments which relate to stability, subdivision, load line and structure with the objective of providing an equivalent degree of safety. Conduct or assist in special studies toward development of equivalent degree of safety in these matters.

f. Participate in technical societies and committees and evaluate industry standards for equivalent levels of safety.

g. Answer inquiries and interpret regulations for field mmt branches and Commanding Officers of Marine Inspection Offices.

h. Participate in international committee work working toward multinational standards in stability, subdivision, structure, or load lines. This includes not only the Intergovernmental Maritime Consultative Organization, but also smaller international groups such as bilateral committees with Canada.

i. Manage Ship Characteristic Review System and coordinate its use by field mmt branches. Serve as headquarters representative for computer usage by the office. Manage the division's computer funding for non-Coast Guard program usage.

j. Advise and assist other branches in the Merchant Marine Technical Division and other divisions of the office in interrelated matters.

ADMEASUREMENT BRANCH
(G-MMT-6)

Under the direction and supervision of the Chief, Merchant Marine Technical Division, the Chief, Admeasurement Branch shall:

a. Review and approve vessel admeasurements carried out by field officers for compliance with United States, Panama Canal, and Suez Canal tonnage laws and regulations. Review and prepare decisions on claims of error in tonnage measurement cases in which an owner or his agent appeals decisions made by field officers.

b. Establish and maintain tonnage measurement regulations for vessels of the United States.

c. Formulate instructions for the guidance of field admeasurers, naval architects, vessel designers, shipbuilders,

and vessel operators on the application of United States, Panama Canal, and the Suez Canal tonnage measurement laws and regulations.

d. Maintain liaison with the American Bureau of Shipping with respect to application of the United States regulations dealing with tonnage marks and with respect to interpretations of United States measurement rules for application by the American Bureau of Shipping to Liberian vessels.

e. Research, interpret, and compare tonnage measurement rules of other countries with those of the United States to provide a basis for official acceptance by United States.

f. Inspect field operations to advise personnel on admeasurement matters and to examine facilities, records and procedures to assure compliance with standard practices. Monitor Quarterly Workload Reports to estimate quantity and quality of assignments in each admeasurement area of responsibility.

g. Coordinate and, if necessary, carry out admeasurement of United States vessels outside the country using Headquarters and field admeasurement personnel as needed. Perform the same services for vessels inside the United States in cases where the workload or the complexity of the job exceeds the local capability.

h. Represent the United States at international meetings and conferences on tonnage measurement. Cooperate with foreign measurement authorities in exchanging information concerning current tonnage measurement practices and the developing and implementing of new international standards.

i. Aid the Chief, Office of Merchant Marine Safety in matters related to the development and maintenance of a universal system for the tonnage measurement of ships by serving as Executive Secretary of the Subcommittee on Tonnage Measurement of the Shipping Coordinating Committee, and representing the United States and the Coast Guard at international meetings and meetings with industry.

MERCHANT VESSEL DOCUMENTATION DIVISION
(G-MVD)

Under the general direction and supervision of the Chief, Office of Merchant Marine Safety, the Chief, Merchant Vessel Documentation Division shall:

a. Give central direction to the administration of matters under the cognizance of the Division to ensure uniformity in application of statutes, rules, and regulations.

b. Plan and administer a system for the documentation of United States vessels, as follows:

(1) Initiate or review rules and regulations for referral to the Marine Safety Council and develop standards and procedures under which the documentation of vessels is regulated; follow up on administrative practices relative to such documentations.

(2) Provide for the recordation of bills of sale and conveyance, preferred mortgages and related instruments, ordinary mortgage 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.

(3) 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.

(4) Assign official numbers and signal letters to vessels, and approve the registration of house flags and funnel marks for such vessels.

c. 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.

d. Review decisions made by an officer in charge of marine inspection or any district commander on matters under the cognizance of the Division, which have been appealed to the Commandant, and initiate proper action.

e. Maintain adequate liaison with other Divisions at Headquarters, other Government agencies, admiralty attorneys, ship-owners and operators, naval architects, representatives of maritime labor, municipal and industrial associations, and research organizations relative to pertinent legal, administrative, technical, and policy questions.

f. Participate as Coast Guard and Departmental representative on special research, management, and coordinating committees concerned with the administration of pertinent laws.

g. Grant yacht commissions and regulate the use of documented yachts.

REGULATIONS AND RULINGS BRANCH
(G-MVD-1)

Under the direction and supervision of the Chief, Merchant Vessel Documentation Division, the Chief, Regulations and Rulings Branch shall:

a. 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.

b. Conduct studies and/or review and comment upon reports of studies conducted by others relating to legislation, regulations, practices and procedures.

c. 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.

d. 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.

e. Regulate the documentation of yachts.

f. Approve the registration of house flags and funnel marks for vessels.

RECORDS AND PUBLICATIONS BRANCH
(G-MVD-2)

Under the direction and supervision of the Chief, Merchant Vessel Documentation Division, the Chief, Records and Publication Branch shall:

a. Maintain records showing the particulars of every vessel documented as a vessel of the United States.

b. Provide statistics and other information necessary to answer appropriate inquiries.

c. Compile, edit, and issue the publications "Merchant Vessels of the United States," the monthly supplements thereto, and "Merchant Marine Statistics."

d. Assign official numbers and signal letters to vessels.

e. Examine and verify vessel documents issued by documentation officers throughout the United States.

f. Grant yacht commissions.

MERCHANT VESSEL INSPECTION DIVISION
(G-MVI)

Under the general direction and supervision of the Chief, Office of Merchant Marine Safety, the Chief, Merchant Vessel Inspection Division shall:

a. Plan and follow-up on the administration of the program for the improvement and enforcement of merchant marine material and operational safety standards, including:

(1) The inspection of merchant vessels and other commercial vessels, hulls, machinery, boilers, lifesaving, fire fighting, and other equipment.

(2) The development and enforcement of requirements with respect to materiel aspects of outfitting and operation of uninspected commercial vessels.

(3) The development of improved safety standards or other corrective measures as a result of a continuing program of marine casualty analyses.

b. Initiate or review, for submission to the Marine Safety Council, regulations relating to the materiel aspects of merchant marine safety.

c. Formulate plans and procedures designed to assure coordination, uniformity, and efficiency in the carrying out of merchant marine material regulations.

d. Take necessary action, including the preparation of appropriate documents for the Commandant's approval, in cases involving:

(1) Major marine casualties that were investigated by a Marine Board of Investigation.

(2) Other aspects of maritime law enforcement coming within his jurisdiction.

e. Review and maintain records concerning commercial vessel marine casualties for analyses of the accidents and the compilation of statistics for the use in development, improvement, and enforcement of materiel and operational safety standards. Prepare articles based on casualty reports for publication in "Proceedings of the Marine Safety Council."

f. Take necessary steps to assure prompt investigations of materiel aspects of marine casualties, consider all reports pertinent thereto, and, where considered necessary, refer them to the Merchant Marine Technical Division for appropriate action.

g. Keep informed of merchant marine personnel regulations and activities and make suggestions to the Chief, Merchant Vessel Personnel Division relative to possible improvements.

h. Prepare monthly and annual statistical reports of vessels and materiel inspections based on information supplied by field offices.

i. Review certificates of inspection to assure uniformity and adequacy of manning and compliance with applicable inspection laws and regulations.

j. Prepare safety certificates and exemption certificates in accordance with the currently effective International Convention for Safety of Life at Sea.

k. Maintain liaison with other divisions at Headquarters, with other Government agencies, with vessel owners, and with industry associations toimprove and implement increased safety and operational standards.

l. Administer the factory inspection of equipment approved by the Coast Guard for use of merchant vessels.

m. Administer the inspection and survey of public vessels for the Department of the Army, Navy and of other Government agencies, as requested.

n. Take necessary action including the preparation of appropriate replies for the Commandant's approval on appeals from decisions or actions of any Officer in Charge, Marine Inspection, or district commander, in merchant marine matters, including materiel and casualty investigations.

o. Assist in formulating procedures designed to assure uniformity and efficiency in the boarding and examination of motorboats and motor vessels.

p. Make determinations as to the status of inland waters for navigation purposes.

VESSEL INSPECTION STANDARDS BRANCH
(G-MVI-1)

Under the direction and supervision of the Chief, Merchant Vessel Inspection Division, the Chief, Vessel Inspection and Manning Standards Branch shall:

a. Exercise cognizance over matters related to vessel inspection and manning laws and regulations which include:

(1) Developing regulations to carry out the intent of inspection laws.

(2) Maintaining vessel inspection files.

(3) Reviewing certificates of inspection for adequacy and compliance with applicable laws and regulations.

(4) Reviewing and or determining special inspection standards for specific vessels with unusual requirements.

b. Perform the following administrative duties:

(1) Initiate action and replies on the recommendations of local marine inspection officers.

(2) Make decisions on appeals relative to inspection standards.

(3) Prepare safety certificates and exemption certificates as required based on data submitted.

(4) Prepare replies to inquiries concerning vessel inspection standards.

c. Supervise management procedures with respect to the following:

(1) Correspondence concerning administrative and operational functions of vessel inspection standards.

(2) Maintaining contact with other field units.

(3) Preparing instructions or changes to instructions to provide for uniform procedures in applying inspection laws and regulations.

d. Provide the following services:

(1) Disseminating information pertaining to the types of inspections conducted by field officers.

(2) Establishing and maintaining contact with the public and other Federal agencies on cognizant matters.

PROJECTS AND TRAINING BRANCH
(G-MVI-2)

Under the direction and supervision of the Chief, Merchant Vessel Inspection Division, the Chief, Projects and Training Branch shall:

a. Perform studies and research necessary to maintain current knowledge of needs and requirements in the field of vessel inspection coincident with new and changing developments in design and construction of vessels and equipment.

(1) Based on experience gained, develop rules, regulations, and instructions relating to the inspection of new vessel types.

(2) Maintain close association with segments of the marine industry and governmental agencies concerned with and active in the development of new concepts.

b. Administer and supervise a training program for the field inspection personnel.

(1) Seek out and determine the training needs of the marine inspection offices.

(2) Make arrangements for short intensive courses and seminars with educational institutions, industry and other government agencies for the updating of inspectors' knowledge in areas of need and new technology.

(3) Keep the field advised as to educational and training opportunities that are available.

(4) 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.

(5) Cooperate with other Divisions in the Office of Merchant Marine Safety in the training of their personnel.

(6) Maintain liaison with the Training and Education Division of the Office of Personnel.

(7) Prepare an annual training requirement schedule for the Office of Merchant Marine Safety as may be required.

c. 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.

CASUALTY REVIEW BRANCH
(G-MVI-3)

Under the direction and supervision of the Chief, Merchant Vessel Inspection Division, the Chief, Casualty Review Branch shall:

a. Maintain and administer a program for the investigation and review of marine casualties involving commercial vessels to include:

(1) Developing directives and instructions for guidance of field personnel engaged in investigations.

(2) Reviewing all casualty investigations, reports and records.

(3) Maintaining custody of all casualty investigation reports and records.

(4) 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.

b. Administer a program of casualty analysis, statistical recording and special studies for use in the development, improvement and enforcement of material and operational standards.

c. Prepare the Coast Guard's official position with respect to all Marine Boards of Investigation and casualties involving death.

d. Prepare and submit information of broad interest to the marine industry concerning:

(1) Results of special studies and casualty analysis.

(2) Articles specifically emphasizing lessons to be learned from casualties.

MERCHANT VESSEL PERSONNEL DIVISION
(G-MVP)

Under the general direction and supervision of the Chief, Office of Merchant Marine Safety, the Chief, Merchant Vessel Personnel Division shall:

a. Plan and follow up on the development and administration of the standards, procedures, and practices under which merchant marine personnel are regulated.

b. Initiate or review, for referral to the Marine Safety Council, such rules and regulations as relate to the licensing and certificating of merchant marine personnel, the revocation or suspension of licenses and certificates, and the shipment and discharge of seamen.

c. Develop policy for and exercise technical control over the development of examinations for merchant vessel personnel, as performed at the Coast Guard Institute.

d. Receive and examine papers relative to the issuance, exchange, suspension, revocation, cancellation, or withholding of officers', seamen's, and motorboat operators' licenses or certificates.

e. Give central direction to the administration of investigations of acts of incompetence, misconduct, etc., under R.S. 4450 and 46 USC 239a and b, and of the prosecution of those cases which may be brought before Administrative Law Judges, with a view to maintaining proper discipline and competence of merchant marine personnel.

f. Receive copies of shipping articles, or forms used in lieu thereof, together with copies of certificates of discharge and records of entry issued to the crew and check for compliance with manning and citizenship requirements.

g. Maintain central records, showing the service record of every seaman, and other related records, and provide statistical and other information necessary to answer any appropriate inquiries; exchange continuous discharge books for certificates of identification and service and vice versa; furnish, upon receipt of a properly executed affidavit, duplicates of these and other seamen's papers.

h. Keep generally informed as to the availability, competence, conduct, and service records of merchant seamen and keep the Marine Safety Council informed of developments relating thereto.

i. Review appeals to the Commandant entered by merchant seamen from decisions of field Administrative Law Judges in proceedings against licenses, certificates and/or Merchant Mariner's documents, and make appropriate recommendations to the Chief Counsel and/or the Chief, Office of Merchant Marine Safety for consideration in the preparation of final action with respect to such appeals.

j. 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.

k. Reply to inquiries, as appropriate, from other agencies and the public regarding merchant marine personnel.

l. Provide a chairman for Appeal Boards (consisting of labor, management and government) to hear and take appropriate action on appeals by persons denied security clearance at local hearing board level.

m. Furnish a Review Board which makes appropriate recommendations to the Commandant in security cases which have not reached appeal stage.

n. In cooperation with the Intelligence and Security Division and the Office of the Chief Counsel, provide membership on a committee which shall analyze available information and recommend action to the Commandant on merchant marine personnel applications for special validation endorsement for emergency service, pursuant to 33 CFR 121.05 (e).

o. Provide a chairman for the Administrative Clemency Board (five members) which 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
(G-MVP-1)

Under the direction and supervision of the Chief, Merchant Vessel Personnel Division, the Chief, Seamen Documentation and Records Branch shall:

a. Receive copies of shipping articles and certificates of discharge, and check for accuracy, compliance with manning and citizenship requirements.

b. Maintain a service record for every seaman, and other related records, and provide information necessary to answer inquiries, and provide duplicates of these and other seaman's papers.

c. Instruct marine inspection offices on certification, shipment and discharge of merchant seamen.

d. Inform Department of State concerning merchant vessel personnel procedures abroad.

e. Respond to inquiries concerning seamen's records from Congress, organizations, seamen and the public.

f. Prepare memoranda, instructions and proposed regulation changes in laws and procedures relating to certification, shipment and discharge of seamen.

LICENSING AND EVALUATION BRANCH
(G-MVP-2)

Under the direction and supervision of the Chief, Merchant Vessel Personnel Division, the Chief, Licensing and Evaluation Branch shall:

a. Regulate and supervise the licensing of merchant marine personnel and issuance of certificates of registry to merchant marine staff officers.

b. Review and evaluate applications relative to the issuance, exchange, cancellation or withholding of officers', seamen's and operators' licenses or documents.

c. Initiate character check of applicants for original license or certificates of registry by processing applicant's fingerprints.

d. Maintain central files and statistical records of licenses issued by the field Marine Inspection Offices and prepare reports concerning such issuance.

e. Maintain liaison with other government agencies, steamship companies, maritime academies, seamen's unions and other schools pertaining to the training, licensing and certificating of merchant marine personnel.

f. Interpret the rules and regulations for the licensing and certificating of merchant marine personnel and provide such interpretations to the field Marine Inspection Offices.

g. Consider, initiate, coordinate and submit proposals for changes to Title 46 CFR 10, 11, 12 and 187 as may be required; review and update, as necessary, the contents of publications concerning rules and regulations for the licensing and certificating of merchant marine personnel.

h. In conjuntion with the Vessel Manning and Personnel Qualifications Branch, review, analyze and make recommendations concerning the curriculum, facilities and staff of the various schools for training merchant marine personnel.

i. In conjunction with the Vessel Manning and Personnel Qualifications Branch, prepare special examina-

tions for novel vessels, i. e. column stabilized drill vessels, mineral and oil industry vessels, sail vessels, etc.

j. Review, evaluate and prepare correspondence relating to the approval of maritime training courses of instruction.

k. Prepare replies to congressional inquiries and inquiies from the public pertaining to the licensing and certificating of merchant marine personnel.

l. Serve as a member of the Administrative Clemency Board.

m. Serve as a member of the Permanent Examining Board.

DISCIPLINARY AND SECURITY BRANCH (G-MVP-3)

Under the direction and supervision of the Chief, Merchant Vessel Personnel Division, the Chief, Disciplinary and Security Branch, shall:

a. Be responsible for conducting suitability screening of applicants for Merchant Mariner's Documents and the handling of disciplinary matters affecting merchant seamen.

b. Maintain disciplinary records which are used to provide the field offices with prior records for hearing purposes.

c. Maintain and publish to the field offices a "Man Wanted List" containing the names of seamen currently sailing and who are wanted for R.S. 4450 action.

d. Maintain and publish to the field offices "Seamen Locator List" containing the names of seamen currently wanted for service of Decisions and Orders issued by Administrative Law Judges and/or for surrender of Merchant Mariner's Documents.

e. Forward cases to Commanding Officers, Marine Inspection Offices for action.

f. Review R. S. 4450 appeals for completeness and forward them to the Chief Administrative Law Judge and the Maritime and International Law Division, for Commandant's action.

g. Deny Merchant Mariner's Documents to applicants who show a propensity for violence, narcotic involvement, sex perversion, or mental incompetence.

h. Review all Decisions and Orders of Administrative Law Judges and record the information.

i. Review applications for new Merchant Mariner's Documents and/or Licenses under the administrative clemency procedures. Collect and assemble applications and associated documents such as criminal record, prior misconduct record, etc., for the Coast Guard Clemency Board. Branch Chief serves as member of each Clemency Board.

VESSEL MANNING AND PERSONNEL QUALIFICATIONS BRANCH
(G-MVP-4)

Under the direction and supervision of the Chief, Merchant Vessel Personnel Division, the Chief, Vessel Manning and Personnel Qualifications Branch shall:

a. Develop examination questions for the various grades of licenses and endorsements on documents issued to merchant marine personnel.

b. Promulgate, review, and update various Coast Guard publications which pertain to licensing and certificating merchant seamen.

c. Review and evaluate examination questions to determine effectiveness of testing methods and procedures. Insure reasonable uniformity in testing and examination procedures.

d. Review work requirements for merchant marine personnel, including a job analysis to be used in formulating professional standards.

e. 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.

f. Analyze and review testing standards for vocational qualifications along lines established by leading professional testing services standards developed by the American Psychological Association.

g. Serve as member, Administrative Clemency Board.

h. Develop manning standards for commercial vessels based upon international requirements, Federal laws and regulations, automation features of vessels, and required professional qualifications.

OFFICE OF OPERATIONS
(G-O)

1. **Mission.** To develop basic policies and plan for and provide resources for Coast Guard operations involving search and rescue, enforcement of laws and treaties, polar operations, domestic icebreaking, operational and military readiness, marine science, ocean stations and other ocean operations, communications, and intelligence and security.

2. **Functions.** Under the general direction and supervision of the Commandant, the Vice Commandant, and the Chief of Staff, the Chief, Office of Operations shall:

   a. Be program/support director and have ultimate responsibility for:

      (1) Search and rescue on, over and under the high seas and waters under the jurisdiction of the United States, including flood disaster relief.

      (2) The enforcement of Federal laws and international agreements on and under the territorial waters, contiguous fishing zone and special interest areas of the high seas, except those laws related to pollution, traffic control, and port and waterway safety.

      (3) Polar operations to facilitate commercial marine transportation and to provide icebreaking services to meet the scientific and logistic needs of Federal and non-Federal agencies.

      (4) Domestic icebreaking to facilitate the movement of waterborne commerce and to assist other agencies in the prevention of flooding.

      (5) The operational and military readiness of the Service.

      (6) The conduct of other ocean operations such as ocean weather stations, International Ice Patrol and marine science activities.

      (7) The Coast Guard communications system, including liaison with other agencies regarding radio frequency assignments and general telecommunications policy.

      (8) Intelligence and security activities.

   b. Determine basic plans, systems, methods, and procedures under which the above activities are to be carried out; consider and make recommendations as to broad policies which should control these determinations.

   c. Administer the Planning, Programming and Budgeting System as program director for assigned Coast Guard programs, and manage funds in those appropriations or subheads placed under the control of the Office of Operations.

   d. Coordinate preparation of Coast Guard data for Navy mobilization and logistics plans; develop Coast Guard general emergency operation and mobilization plans in support of Navy plans; develop Coast Guard plans for continuity of operations. Review supporting plans prepared by area and district commanders.

e. Prescribe factors for determining the allocation, distribution, nomenclature, functional assignment, and status of air, shore, and floating facilities under the general supervision of the Office. Prescribe operational characteristics required in the several types of operating facilities. Recommend to the Commandant the number and types to be operated.

f. Prescribe the operational reports to be submitted by field units and advise the Comptroller as to operational statistics to be prepared by the Information Systems Division.

g. Review as necessary the administration of the operations divisions of district offices and initiate recommendations to district commanders to effect improvements in the organization and methods of administration of those divisions. Keep informed of the status, effectiveness, and efficiency of field operations.

h. Advise the Commandant in the supervision of area operational responsibilities.

i. Exercise technical control over Air Station, Washington, the Oceanographic Unit, and Washington Radio Station, and share technical control of the Aviation Training Center, Mobile with the Office of Personnel.

j. Operate the Headquarters Communications Center and Flag Plot.

FREQUENCY MANAGEMENT STAFF
(G-OF)

Under the general direction and supervision of the Chief, Office of Operations, the Chief, Frequency Management Staff shall:

a. Be responsible for: administering the radio frequency management program of the Coast Guard; providing liaison with the Director of Telecommunications Policy (OTP), the Federal Communications Commission (FCC), the Department of State, and the International Telecommunications Union (ITU) on radio frequency management matters of mutual interest; supervising Coast Guard participation in the radio frequency management programs of the OTP, 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; coordinating external liaison for the Coast Guard and the Department of Transportation (DOT) on telecommunications matters of mutual interest; and coordinating Coast Guard participation in the national telecommunications management programs of the OTP.

b. Provide advice and assistance to officials of the Coast Guard with respect to the regulatory aspects of national and international telecommunications management, involving: formulation and enforcement of general telecommunications policies and regulations; radio frequency spectrum utilization policies, regulations and standards; allocation and assignment of radio frequency spectrum space; and electro-magnetic compatibility (EMC) and radio frequency interference (RFI) matters.

c. 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, IAIA, IOC, etc.) are compatible with national frequency management policies and, conversely, to insure that frequency management policy reflects Coast Guard operational interest.

d. Establish and maintain close liaison with organizations responsible for foreign radiocommunication 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.

e. In the execution of the basic responsibilities stated above, specific functions include:

(1) Providing for Coast Guard participation in national and international frequency management programs, committees, and technical working groups, including frequency management ADP programs, affecting the Coast Guard; obtaining, prescribing the technical particulars of use, and subsequently protecting all radio frequency authorizations required by the Coast Guard; as appropriate, registering these authorizations in national and international frequency records; maintaining the official Coast Guard record of such authorizations.

(2) Keeping respective offices informed of all frequency management rules and regulations applicable to Coast Guard radiocommunications operations.

(3) Receiving or preparing reports of harmful interference involving radiocommunication operations; taking necessary action with activities outside the Coast Guard or with the cognizant Coast Guard office.

(4) Providing radio-frequency spectrum planning to meet the present and future requirements of the Coast Guard and the maritime community in general, in all frequency bands, as well as those of other national and international users having requirements in the radio frequency bands technically administered by the Coast Guard.

(5) Distributing, periodically, records of Coast Guard radio frequency authorizations and other general radio-frequency management information of interest to the Coast Guard.

(6) Taking necessary action through the cognizant office to insure that all Coast Guard radiocommunication operations are carried out in conformity with pertinent frequency management rules and regulations.

f. By express designation, and with the approval of the Office Chief and the Commandant, perform any, or all, of the duties and functions listed above in behalf of other Federal Government agencies under appropriate agreements.

ASSIGNMENT AND REGISTRATION BRANCH
(G-OF-1)

Under the direction and supervision of the Chief, Frequency Management Staff, the Chief, Assignment and Registration Branch shall:

a. Be responsible for, as its primary function, all frequency management matters treated by the Frequency Assignment Subcommittee (FAS) of IRAC, including:

(1) Obtaining, prescribing the technical particulars of use, and subsequently protecting from loss or radio frequency interference (RFI), all required radio frequency authorizations,

(2) Maintaining the official record of such authorizations,

(3) Participating in frequency management ADP programs,

(4) Participating in the IRAC Five-Year Review and Usage Reporting Programs.

b. Provide representation on the FAS, the International Notification Group (ING), the Joint Frequency Panel of the Military Communications Electronics Board (JFP/MCEB), and such additional activities as the Staff Chief may direct.

c. Supervise and coordinate participation in electromagnetic compatibility (EMC) programs.

d. Administer the program of international notification and protection of frequency utilization.

e. Provide, in consultation with cognizant offices, frequency utilization planning to meet frequency assignment requirements within existing allocation provisions.

f. Maintain the Coast Guard Radio Frequency Plan (CG-233-1).

g. Establish and maintain close liaison with activities involved in radiocommunications operations posing potential EMC/RFI problems for the purpose of facilitating the favorable resolution of such problems.

TECHNICAL REGULATIONS BRANCH
(G-OF-2)

Under the direction and supervision of the Chief, Frequency Management Staff, the Chief, Technical Regulations Branch shall:

a. Be responsible for, as its primary function, all frequency management matters treated by the Technical Subcommittee (TSC) of IRAC, including:

(1) Developing and improving standards pertaining to use of the radio spectrum,

(2) Evaluating new and existing techniques from the standpoint of their ability to optimize use of the radio spectrum,

(3) Maintaining an awareness of propagation and radio noise reduction programs for purposes of better utilization of the radio spectrum.

b. Provide representation on the TSC, its various working groups, and such additional activities as the Staff Chief may direct.

c. Conduct technical evaluations to determine the EMC/RFI impact of proposed operations on existing or planned radiocommunication operations.

d. Assist the Assignment and Registration Branch in the analysis and resolution of radio frequency interference (RFI) and electromagnetic compatibility (EMC) problems.

e. Conduct, as directed, special studies and analysis relative to the frequency utilization and allocation aspects of new or improved radiocommunications systems.

f. Maintain the necessary technical files for the Staff.

g. Establish and maintain liaison with activities using radiocommunications for the purpose of facilitating the favorable resolution of EMC/RFI problems.

ALLOCATIONS AND PLANS BRANCH
(G-OF-3)

Under the direction and supervision of the Chief, Frequency Management Staff, the Allocations and Plans Branch shall:

a. Be responsible for, as its primary function, all frequency management matters treated by the Spectrum Planning Subcommittee (SPS) of IRAC, including:

(1) Maintaining a continuing appraisal of the current and future needs of the various radio services and making recommendations for allocations changes where indicated,

(2) Undertaking preparatory work relating to frequency allocation matters for international conferences,

(3) Developing procedures to ensure electromagnetic compatibility (EMC) among electronic systems, including satellite systems and new terrestrial systems,

(4) Carrying out the IRAC Systems Review Program.

b. Provide representation on the SPS, and on technical working groups such as the U. S. SOLAS Preparatory Committee, the Radio Technical Commission for Marine Service (RTCM), the International Radio Consultative Committee (CCIR), and such other activities as may be directed by competent authority.

c. Participate in and coordinate spectrum planning for the development of national proposals and positions for international conferences and meetings.

d. Conduct or supervise required spectrum planning and engineering studies to determine requirements and notifications for frequency allocations for new or modified radiocommunications systems.

e. Develop frequency planning for certain bands technically administered in the U.S. by the Coast Guard.

f. Establish and maintain liaison with appropriate offices and activities using radiocommunications for the purpose of obtaining satisfactory allocations and favorable policies in support of spectrum requirements.

PLANS AND PROGRAM STAFF
(G-OP)

Under the general direction and supervision of the Chief, Office of Operations, the Chief, Plans and Program Staff shall:

1. Administer the Planning, Programming and Budgeting System for all programs for which the Chief, Office of Operations is the program director, including.

   a. Review, evaluate and coordinate Planning Proposals, plans and Plan Summaries; and

   b. Review, evaluate and generally coordinate the preparation and submission of budgetary and supporting documents by program managers, including Determinations and Resource Change Proposals.

2. Review and evaluate program performance, effectiveness and benefits. Initiate action to provide appropriate analytical assistance to program managers in the development of criteria and methodologies leading to program evaluation.

3. Maintain and publish long-range facility plans for aviation, cutter and shore unit facilities, coordinating as necessary with other offices when joint planning is involved or when facility responsibility has been assigned to Program Managers in those offices.

4. Maintain and publish the Operating Facilities of the U.S. Coast Guard, CG-244, and the Register of Coast Guard Cutters, CG-197.

5. Manage and publish the Abstract of Operations.

6. Serve as liaison with the Information Systems Division for the integration of the Office of Operations management information systems into the Coast Guard management information system.

7. Manage the real property program for the Office of Operations, including the utilization of excess real property, the justification of real property acquisition, and recommendations for survey action on real property.

8. Supervise and coordinate the allocation of office space, review of boards of investigation, civilian personnel management, the administration of SH-30 funds, and other matters involving more than one division or program, as directed.

9. Coordinate study efforts within the Office of Operations.

FLAG PLOT STAFF
(G-OFP)

Under the general direction and supervision of the Chief, Office of Operations, the Chief, Flag Plot Staff shall:

1. Act as Supervisor of Flag Plot. Establish and supervise a continuous duty officer watch in Flag Plot.

2. Exercise cognizance of current Coast Guard surface and air operations and be prepared to provide briefings concerning these operations.

3. Maintain a geographical plot and reference files of all major current operations.

4. Maintain area and district operational schedules and plans.

5. Maintain copies of Headquarters, Area, and District Contingency Plans.

6. Keep cognizant Offices and Divisions informed of current operations.

7. Publish a daily operational summary of major operational incidents and other incidents of particular Coast Guard interest.

8. Maintain as directed liaison with other Government agencies concerning current operations.

9. Take required action on Congressional and other inquiries into current search and rescue operations.

10. Operate the National Response Center. Maintain information on the status of water pollution incidents and provide support and services to the National Response Center Team as specified by the National Contingency Plan.

11. Operate the Central Reporting System required by the Hazardous Material Transportation Control Act of 1970.

INTELLIGENCE AND SECURITY DIVISION
(G-OIS)

Under the general direction and supervision of the Chief, Office of Operations, the Chief, Intelligence and Security Division shall:

a. Administer and supervise the intelligence program of the Service.

b. Plan or conduct investigations in connection with:

(1) Coast Guard military personnel.

(2) Coast Guard civilian personnel, exclusive of those investigative responsibilities in connection with security requirements for Government employment under Executive Order 10450 which are performed by the U.S. Civil Service Commission.

(3) Applicants for Merchant Marine licenses and other seamen's documents.

c. Plan and exercise general supervision over a program for the preservation of internal security within the Coast Guard.

d. Collect and disseminate intelligence information required for Coast Guard operations.

e. Formulate plans and procedures for coordinating the intelligence activities of the several Coast Guard districts.

f. Maintain liaison with other intelligence agencies, investigative agencies, and law enforcement agencies.

g. Provide Coast Guard or Department of Transportation representation on interdepartmental intelligence and security committees as required.

h. Prescribe the intelligence reports to be submitted by field units and advise the Chief, Information Systems Division as to the types and forms of intelligence reports to be prepared.

i. Prescribe procedures for the Coast Guard with regard to the procurement and processing of all fingerprint records required in connection with Coast Guard business.

j. Maintain criminal and photographic laboratory facilities and capabilities in support of Coast Guard investigative activities.

k. Administer and supervise the Coast Guard port security card program as pertains to screening and approval of applications.

l. Control that portion of the identification card program throughout the Coast Guard as pertains to the security, accountability and issue of such cards.

m. Maintain a record of the combinations of all classified material storage containers in Headquarters and provide the instruction and supervision necessary to ensure compliance with regulations on the storage of classified material.

n. Provide recurring evaluation of physical security elements as applicable to the storage of classified material, including inspection of spaces, containers, and locking mechanisms.

o. Maintain liaison with DOT security personnel on physical security violations involving classified material and changes to and dissemination of alarm system authenticators.

OPERATIONAL INTELLIGENCE BRANCH
(G-OIS-1)

Under the direction and supervision of the Chief, Intelligence and Security Division, the Chief, Operational Intelligence Branch shall:

a. Administer all phases of the positive and/or operational intelligence programs including:

(1) Maintaining liaison with the Defense Intelligence Agency, Central Intelligence Agency, and all other Government intelligence agencies for the purpose of exchanging intelligence information and providing intelligence support to all operations.

(2) Evaluation and appropriate dissemination of intelligence information received from outside sources and that which is developed internally.

(3) Administering the operational intelligence phase of the port security program.

(4) Reviewing new legislation and issuances of higher authority bearing on the operational intelligence field; recommending appropriate courses of action, and/or submitting drafts of required implementing directives.

(5) Maintaining an intelligence library in support of missions.

(6) Establishing procedures and requirements for the Coast Guard's operations in the field of positive intelligence.

b. Administer the internal security program as pertains to the control and protection of classified information. Update and disseminate the Coast Guard Security Manual (CG-444). Review and process all boards of investigations covering the loss or possible compromise of non-CMS classified material or information.

c. Develop and promulgate guidance concerning the internal security of Intelligence and Security Division and monitor this security through periodic checks of branch functions.

d. Provide the Intelligence and Security Division representative to the Coast Guard Security Evaluation Committee for Port Security Card and Merchant Mariners Document applicants.

e. Administer the Physical Security program.

f. Control the foreign disclosure of classified information.

g. Administer the Armed Forces Censorship Program.

h. Supervise the administration of the Technical Security Program.

i. Maintain the intelligence material control center for Headquarters and the classified material control center for Intelligence and Security Division.

INVESTIGATIONS BRANCH
(G-OIS-2)

Under the direction and supervision of the Chief, Intelligence and Security Division, the Chief, Investigations Branch shall:

a. Review for completeness and accuracy all investigations and surveys conducted by Coast Guard Intelligence.

b. Determine internal dissemination at Headquarters of investigative reports received which are of official interest to other staff components on a "need to know" basis.

c. Assist in the establishment of standards and policies relating to the conduct of Coast Guard Intelligence investigations and general content of the Coast Guard Investigations Manual, CG-282.

d. Supervise and direct the activities of the Washington Field Office personnel in conducting investigations in the Washington, D. C. area.

e. Maintain liaison with the investigation branches of all Federal and local law enforcement agencies in the Washington, D. C. area.

f. Review new legislation and issuances of higher authority bearing on the investigative field and recommend appropriate courses of action or submit drafts of essential implementing instructions.

g. Maintain statistics on the investigative workload by categories for use in preparing budget estimates and to provide a basis for the equitable distribution of the investigator billets among the 12 districts and the Washington Field Office.

h. Administer the personnel security phase of the Port Security Program.

i. Administer drafting and clearance of "bill of particulars" in all security cases of Coast Guard military personnel and applicants for Port Security Cards or Merchant Mariner Documents.

j. Establish policy procedures for obtaining and processing all fingerprints required in connection with Coast Guard requirements and maintain liaison with the Federal Bureau of Investigation concerning fingerprint records.

k. Maintain the technical capability for the development of criminal evidence, such as latent fingerprints, moulages, etc.

DATA MAINTENANCE AND EVALUATION BRANCH (G-OIS-3)

Under the direction and supervision of the Chief, Intelligence and Security Division, the Chief, Data Maintenance and Evaluation Branch shall:

a. Maintain control card index and the Coast Guard central repository of investigative dossiers for Coast Guard military personnel, Merchant Mariner applicants, Port Security Card applicants, and others.

b. Supervise, coordinate and evaluate existing intelligence ADP programs and future intelligence ADP requirements, to include administrative processing and statistical evaluations of automated intelligence data.

c. Conduct name checks and provide information from files to interested Headquarter's offices and other Government agencies within established guidelines.

d. Maintain division general correspondence files.

e. Carry out a continuing records retirement system on file material in custody.

f. Supervise district Intelligence jacket transfer procedures. Maintain file of district Intelligence jackets for Headquarters and Headquarters units.

g. Control the issue and accountability of Armed Forces Identification and Uniformed Services Identification and Privilege Cards throughout the Service. Monitor pertinent Coast Guard-wide policy guidance material and directives pertaining to administration and security controls over the ID Card issuance program.

h. Provide centralized mailing service for the division. Receive and dispatch all incoming and outgoing non-registered mail.

i. Supervise investigations concerning forged or questionable documents, ID cards and maintain the capability of developing criminal evidence for use in legal proceedings.

j. Develop criteria for, supervise, direct and administer all phases of training needs or requirements pertaining to investigative personnel in the Service.

k. When directed by the Chief, Intelligence and Security Division, conduct investigations throughout the Coast Guard, particularly those of extreme sensitivity and complexity.

MILITARY READINESS DIVISION
(G-OMR)

Under the general direction and supervision of the Chief, Office of Operations, the Chief, Military Readiness Division shall:

a. Administer a program designed to assure operational efficiency and military readiness of the Service, embracing all phases of preparedness for contingency operations, operations as a part of the Navy in time of national emergency, and peacetime operations.

b. Be the Program Manager for the military operations and military preparedness program areas.

c. Determine, promulgate, and evaluate plans and training programs for military readiness and other operational programs. Coordinate, direct, and evaluate unit and functional training programs, including those conducted by Coast Guard training detachments and Navy fleet training commands, and cutter pre-commission training. Administer the small arms program.

d. Review and evaluate the Coast Guard wartime tasks and capabilities. Recommend, as needed, the formation of joint Navy - Coast Guard ad hoc boards to study changes in the wartime tasks.

e. Maintain liaison with other government agencies concerning military readiness. Serve as Coast Guard Member of the National Board for the Promotion of Rifle Practice.

f. Administer and maintain cognizance of Coast Guard forces assigned to contingency or other military operations.

g. Coordinate the development of personnel mobilization requirements and the establishment of mobilization procedures. Conduct "capabilities and requirements" studies to provide a base for recommendations for Reserve personnel ceilings. Coordinate development of mission objectives for Reserve Training.

h. Advise the Commandant on matters concerning disaster preparedness. Keep informed on and coordinate the development of operational requirements for weapons, anti-submarine warfare, chemical, biological and radiological warfare defense, damage control, shipboard internal communications, combat information, and tactical operations. Furnish technical information for new ordnance installations and for alterations of ordnance installations and related equipment. Coordinate and publish standard unit organization guides. Supervise the development of the combat information centers.

i. Supervise overall acquisition of all weapons and ammunition both for current use and for mobilization requirements. Supervise Headquarters controlled material (G-OMR). Administer and control Subhead 54, ammunition and small arms.

j. Coordinate the preparation of Coast Guard input to Navy general war plans and Department of Transportation emergency plans. Coordinate, develop, and maintain Coast Guard general war plans, logistics capabilities plans, contingency plans, continuity of operations plans, disaster preparedness and other emergency plans. Review supporting plans for subordinate commanders.

k. Maintain liaison with the Office of Emergency Transportation (DOT) and other agencies concerned with emergency transportation planning and operations. Provide Coast Guard membership on the Inter-Agency Emergency Transportation Committee. Act as the Emergency Coordinator for the Coast Guard.

l. Coordinate the development and maintenance of a program to enhance the competency of those in command of Coast Guard cutters, including the training and screening of such officers selected for command at sea.

WAR PLANS BRANCH
(G-OMR-1)

Under the supervision of the Chief, Military Readiness Division, the Chief, War Plans Branch shall:

a. Administer a program designed to insure the currency and adequacy of planning for domestic peacetime emergencies within the Department of Transportation and wartime operations within the Department of Defense.

b. Provide Coast Guard inputs to Department of Defense mobilization, logistic, contingency and continuity of operations plans.

c. Develop and maintain Coast Guard general war plans, logistic capability plans, and contingency capability plans.

d. Develop and maintain Headquarters Continuity of Operations Plan.

e. Review and evaluate the Coast Guard wartime tasks. Recommend, as needed, the formation of specialized study groups to investigate changes in the wartime tasks.

f. Provide guidance in the form of planning factors and mission standards to assist subordinate commanders in the preparation of supporting plans.

g. Review supporting plans of subordinate commanders.

h. Maintain liaison with the Office of Emergency Planning, Office of Emergency Transportation and other government agencies concerned with emergency planning and emergency operations which are transportation orientated.

i. Maintain cognizance over command post training exercises, primarily concerned with war planning, originated by other armed forces in which Coast Guard participation is planned or required.

MILITARY CAPABILITIES BRANCH
(G-OMR-2)

Under the supervision of the Chief, Military Readiness Division, the Chief, Military Capabilities Branch shall:

a. Administer programs designed to assure operational efficiency and military readiness of the service, embracing all phases of preparedness for contingency operations, as well as operations as a specialized service in the Navy in time of national emergency.

b. Establish warfare policies and military readiness equipment requirements.

c. Monitor the conduct of Antisubmarine Warfare, Gunnery and Electronic Warfare training within the Coast Guard. Evaluate potential capabilities in specialized areas such as Inshore Undersea Warfare.

d. Coordinate all aspects of the Coast Guard ASW Program to include sonar and weapon systems, personnel and training requirements, wartime tasks, and participation in fleet exercises.

e. Establish and maintain effective liaison with the Navy Department and other DOD agencies for a lateral exchange of readiness information and operational requirements.

f. Prepare Resource Change Proposals for program elements pertaining to armament, other equipment, and personnel required to meet Coast Guard military capabilities requirements.

g. Supervise overall acquisition of all weapon systems and ammunition both for current use and for mobilization requirements.

OPERATIONAL READINESS TRAINING BRANCH
(G-OMR-3)

Under the supervision of the Chief, Military Readiness Division, the Chief, Operational Readiness Training Branch shall:

a. Administer a program designed to ensure the currency and adequacy of functional and operational team training, other than individual and aviation train ing, throughout the service.

b. Evaluate the training programs for ships training detachments, activation detachments, and other Coast Guard facilities used for team or unit training, other than aviation training.

c. Evaluate curricula from existing organized training programs of other agencies, particularly those of the Navy, to facilitate Coast Guard use.

d. Evaluate the development and revision of cutter formal school training standards as well as standard unit organizational and training publications.

e. Prepare Resource Change Proposals for Coast Guard training resources to eliminate voids in team and unit training, other than aviation training.

f. Supervise any established precommissioning programs for new construction or reactivated cutters.

g. Prepare annual summary of training accomplishments and relate to readiness posture of the Coast Guard where statistics permit.

OCEAN OPERATIONS DIVISION
(G-OOO)

Under the general direction and supervision of the Chief, Office of Operations, the Chief, Ocean Operations Division shall:

a. Review and initiate implementation of program policy for the ocean operations program elements.

b. Administer and coordinate Coast Guard responsibilities in the International Ice Patrol.

c. Act as program manager for the ocean station, icebreaking operations, maritime laws and treaties, and marine science activities program elements, including Coast Guard support of the NOAA Data Buoy Office.

d. Develop plans, policies, agreements, procedures and controlling directives for the implementation and conduct of aforementioned programs at the district and operating unit level.

e. Develop planning criteria and operational requirements for manning, equipping, and deploying facilities engaged in assigned missions.

f. Establish operational procedures and training requirements for Coast Guard units and personnel engaged in assigned missions. Prepare and maintain manuals and directives.

g. Initiate and review research and development projects to meet the operational requirements of assigned missions.

h. Coordinate plans and procedures for multi-mission Coast Guard units with other mission divisions.

i. Maintain effective liaison with other governments, international bodies, federal and other agencies, and private institutions with respect to assigned missions. Represent the Coast Guard at the working group level for interagency groups coordinating assigned missions.

j. Review professional literature concerning assigned missions and distribute appropriate material to the field.

k. Exercise technical control over the Oceanographic Unit.

l. Assume primary facility management responsibility for the Oceanographic Unit, high endurance cutters, polar icebreakers, oceanographic cutters, meteorological cutters and data buoy support vessels.

m. Coordinate the activities of the National Ocean Policy Staff.

MARINE SCIENCE ACTIVITIES BRANCH
(G-000-1)

Under the direction and supervision of the Chief, Ocean Operations Division, the Chief, Marine Science Activities Branch shall:

a. Perform tasks in support of the Marine Science Activities program element and maintain cognizance over related operations.

b. Prepare Planning, Programming and Budgeting documents for the Marine Science Activities program element.

c. Recommend plans, policies, agreements and procedures for assigned missions. Develop long range mission plans and supervise the periodic revision of these plans.

d. Prepare planning criteria and operational requirements for manning, equipping and deploying facilities engaged in marine science activities.

e. Prepare operational procedures and training requirements for units involved in marine science activities.

f. Coordinate plans and procedures for multi-mission Coast Guard units engaged in marine science activities as well as other operations under the cognizance of another Division.

g. Prepare mission operating schedule requirements in keeping with the overall schedule requirements within the Coast Guard.

h. Initiate and review research and development jects designed to help meet the operational requirements for marine science activities.

i. Prepare and update manuals and instructions describing marine science activities. Review Coast Guard Oceanographic Reports, cruise announcements and related material intended for distribution. Maintain current distribution lists for this material.

j. Review professional and technical literature. Distribute appropriate literature to field commands.

k. Draft replies to correspondence relating to marine science activities, and conduct proper relations with the public concerning Coast Guard marine science activities.

l. Perform tasks in support of the facility coordinator's responsibilities for the Oceanographic Unit, oceanographic cutters, and data buoy support vessels.

m. Coordinate a program for support of the NOAA Data Buoy Office (NDBO).

n. Coordinate a program for the operation of ocean weather station(s).

ICEBREAKING OPERATIONS BRANCH
(G-000-2)

Under the direction and supervision of the Chief, Ocean Operations Division, the Chief, Icebreaking Operations Branch shall:

1. Administer the Coast Guard Icebreaking Operations Program and maintain general cognizance over related operations.

2. Prepare the necessary documents, in the missions assigned, for the Planning, Programming and Budgeting System, including the Program Plan Summary, Program Determinations, Resource Change Proposals, and Planning Proposals.

3. Recommend plans, policies, agreements and procedures for assigned missions involving icebreaking operations. Initiate long range mission plans and supervise the periodic revision of these plans.

4. Prepare planning criteria and operational requirements for manning, equipping, and deploying facilities engaged in domestic and polar icebreaking operations.

5. Prepare operational procedures and training requirements for facilities involved in icebreaking operations.

6. Prepare and review research and development projects to meet the operational requirements and improve the capabilities of our facilities for icebreaking operations missions.

7. Coordinate plans and procedures for those Coast Guard units engaged in multimission operations involving both icebreaking operations and operations under the cognizance of another division.

8. Establish and maintain liaison with other Headquarters Divisions which annually provide facilities to break ice during the winter seasons.

9. Prepare icebreaking operations schedule requirements in keeping with the overall Coast Guard requirements.

10. Prepare and update manuals and instructions relating to icebreaking operations. Compile all required reports and maintain distribution lists for these reports.

11. Establish and maintain effective liaison with other governments, international bodies, federal and other agencies, and private institutions as relates to icebreaking operations.

12. Represent the Coast Guard at meetings of interagency groups coordinating icebreaking operations.

13. Draft replies to correspondence relating to icebreaking operations, and conduct proper relations with the public concerning icebreaking operations.

MARITIME LAWS AND TREATIES BRANCH
(G-000-4)

Under the direction and supervision of the Chief, Ocean Operations Division, the Chief, Maritime Laws and Treaties Branch shall:

a. Develop and administer the Coast Guard program to enforce within the territorial waters, contiguous zone, and special interest areas of the high seas, Federal laws and international agreements except for those related to pollution, traffic control, and port and vessel safety. This includes minimizing fishing gear loss and damage resulting from conflicts based on the simultaneous use of desirable fishing areas by fisherman using mobile fishing gear and others using fixed equipment; and providing operational assistance, enforcement advice, and information on offshore activities to other agencies and entities concerned with protecting and preserving ocean resources and national interests.

b. Develop and submit budget needs for the Enforcement of Laws and Treaties program.

c. Collect and analyze data to determine the needs and effectiveness of the program.

d. Establish training needs for Coast Guard personnel and units engaged in offshore law enforcement.

e. Maintain liaison with other federal agencies which have an interest in the protection of ocean resources and offshore law enforcement.

f. Be the principal staff officer to represent general facility coordination of high endurance cutters, including:

(1) Preparing and recommending operational policy, planning criteria and operational requirements for the manning, equipping and deploying of these cutter facilities.

(2) Reviewing operational and personnel training procedures of these cutter facilities.

(3) Coordinating plans, policies and procedures of these cutter facilities which are engaged in mission activities under sponsorship of other program managers.

(4) Maintaining supervision over scheduling and employment plans for these cutter facilities.

(5) Reviewing and recommending disposition of investigations and other special incident reports of matters occurring aboard these cutter facilities.

(6) Preparing and reviewing Planning, Programming and Budgeting documents for high endurance cutter facilities.

(7) Drafting or coordinating replies to correspondence relating to the management of assigned cutter facilities.

SEARCH AND RESCUE DIVISION
(G-OSR)

Under the general direction and supervision of the Chief, Office of Operations, the Chief, Search and Rescue Division shall:

a. Administer the Coast Gurad responsibilities for search and rescue.

b. Function as the Program Manager for Search and Rescue.

c. Establish operational performance standards, procedures and training requirements for Coast Guard units and personnel engaged in the Search and Rescue Program.

d. Coordinate plans and procedures for multi-functional Coast Guard units with other program/support managers.

e. Establish and maintain liaison with other Governments, international bodies, other U. S. Services, Government agencies, and private institutions with respect to search and rescue and domestic icebreaking.

f. Exercise operational control over the Air Station, Washington.

g. Initiate research and development projects to meet the new operational requirements of the Search and Rescue Program.

SURFACE FACILITIES BRANCH
(G-OSR-1)

Under the direction and supervision of the Chief, Search and Rescue Division, the Chief, Surface Facilities Branch shall:

a. Formulate and administer plans, programs, and procedures designed to insure coordination, uniformity and effectiveness of operations of stations and cutters engaged in Search and Rescue (SAR).

b. Prepare inputs to the PPB System for those facilities under branch cognizance. Coordinate inputs for recommended changes to the Shore Units Plan (CG-380), Cutter Plan (CG-380-1) and OPFAC (CG-244).

c. Evaluate and make recommendations concerning the operational characteristics of surface SAR facilities, and associated SAR equipment.

d. Coordinate and supervise the assignment by district and numbering of all Coast Guard boats and the numbering and naming of all Coast Guard SAR cutters.

e. Exercise techinical control over SAR boats and SAR cutters.

f. Manage the replacement program for all Coast Guard boats. Administer all Coast Guard boats except those administered by the Reserve Training Program.

g. Establish and maintain operational performance standards and analyze performance of surface SAR facilities. Establish and maintain manning, training, and facility requirements for SAR stations and SAR cutters.

h. Coordinate division action on Planning Proposals, Unit Development Plans and Acquisition, Construction and Improvement Project Proposals which pertain to or have impact upon surface SAR facilities or resources.

i. Coordinate that part of the real property program related to the utilization of real property for surface SAR support; justify and establish SAR operational requirements for real property acquisition. Review surveys, leases and agreements involving property used by surface SAR facilities.

j. Coordinate surface SAR facilities plans and procedures with other Coast Guard programs and facilities.

k. Recommend permanent stations and duty assignments for SAR cutters.

l. Maintain current and permanent historical records for all surface SAR facilities.

AVIATION BRANCH
(G-OSR-2)

Under the direction and supervision of the Chief, Search and Rescue Division, the Chief, Aviation Branch shall:

a. Formulate and administer plans, programs and procedures designed to insure coordination, uniformity and effectiveness of aviation in support of all Coast Guard missions.

b. Develop planning criteria and operational requirements and characteristics for aviation including: Aircraft, personnel, equipment and support facilities.

c. Coordinate as necessary the development and maintenance of manning, training and facility standards for aviation.

d. Establish and maintain operational performance standards and monitor performance of aviation forces.

e. Develop and maintain the long range facility programs for aviation.

f. Develop, analyze and prepare information requirements needed for:

(1) Effective management of aviation.

(2) Preparation of budget documents and;

(3) Inclusion in Coast Guard publications.

g. Prepare budget documents needed in support of aviation programs.

h. Schedule Headquarters directed administrative flights.

i. Supervise flight program for aviators assigned to the Washington area.

j. Exercise technical control over Air Station, Washington.

k. Serve as a member of the Aircraft Configuration Control Board (ACCB), and the Commandant's Aviation Safety Board.

SYSTEMS STAFF
(G-OSR-3)

Under the direction and supervision of the Chief, Search and Rescue Division, the Chief, Systems Staff shall:

a. Coordinate objectives, planning criteria, programs and requirements needed to support an integrated search and rescue (SAR) system.

b. Coordinate the functions, organization, and manning of Group Commands.

c. Develop and supervise information reporting systems necessary for the effective management of the overall SAR system.

d. Coordinate Search and Rescue Division data requirements with other divisions.

e. Compile and publish SAR statistics as required.

f. Coordinate, and develop where necessary, data in support of SAR mission input-output measurements.

g. Conduct SAR system analysis and special studies as directed.

h. Review, study, and analyze performance and effectiveness of SAR facilities in relation to the total system.

i. Supervise the Management Information Function and the Systems Analysis Function.

LIAISON STAFF
(G-OSR-4)

Under the direction and supervision of the Chief, Search and Rescue Division, the Liaison Staff shall:

a. Establish and maintain effective liaison with other governments, international bodies, other US Services, government agencies, and private institutions with respect to search and rescue (SAR) matters.

b. Study and analyze existing SAR agreements and national policies and make recommendations for improvements or changes as necessary.

c. Provide members for all national and international bodies considering SAR matters.

d. Develop or prepare drafts of Coast Guard positions on all national and international matters relating to SAR.

e. Exercise cognizance of the boundaries of SAR responsibilities and national and international SAR agreements.

f. Develop and maintain a library concerning SAR agreements, treaties, publications and procedures, and documents concerning related emergency systems.

g. Provide administrative support for national SAR matters.

h. Develop, revise, and update all Coast Guard SAR publications.

i. Exercise cognizance over and develop plans, policies, and procedures in support of the Automated Mutual Assistance Vessel Rescue System (AMVER).

j. Prepare for dissemination within and outside Coast Guard of SAR items of an informative or educational nature.

k. Coordinate all matters concerning the International Civil Aviation Organization (ICAO) within Coast Guard Headquarters. Assist operational and technical divisions, as necessary, with format and procedures used by ICAO and the Interagency Group on International Aviation (IGIA). Maintain a central library of ICAO publications and central files of IGIA papers of interest to the Coast Guard.

l. Supervise the SAR School.

m. Develop improved operational SAR procedures and provide for standardization of new procedures. Coordinate with national and international bodies to insure the highest possible degree of standardization.

n. Develop and supervise a SAR operational analysis program of actual cases and operational development projects. Publish significant findings and incorporate into standard procedures.

o. To insure the widest possible dissemination of information associated with SAR and related emergency services, prepare, edit, and publish a SAR magazine for dissemination to all interested agencies.

p. Initiate and monitor research and development projects to meet the requirements of the search and rescue mission.

q. Catalogue and prepare standards for Rescue and Survival Equipment of a portable nature for Coast Guard use. Develop and maintain expertise in similar equipment used by military and civilian operators to provide advice when needed and to keep SAR activities informed about what emergency equipment they may expect to find when assisting military or civilian craft. Develop plans for appropriate displays of such equipment.

r. Exercise cognizance over developmental programs for computer applications to SAR operations.

s. Coordinate SAR training for all Coast Guard SAR facilities. Review and take action on reported training deficiencies.

t. Maintain cognizance over manning procedures and standardization requirements for Coast Guard Rescue Coordination Centers.

TELECOMMUNICATIONS MANAGEMENT DIVISION
(G-OTM)

Under the general direction and supervision of the Chief, Office of Operations, the Chief, Telecommunications Management Division shall:

a. Administer the operation, planning, frequency utilization and security of the Coast Guard communication system as the designated Support Manager for General Administration (Communications Services).

b. Formulate policies and procedures necessary to assure coordination, uniformity, and efficiency of the Coast Guard communication system. Coordinate with the Assistant Chief of Naval Operations (Commander, Naval Communications Command, and Commander, Naval Security Group Command) in matters relating to communication readiness and security.

c. Coordinate the development of operational requirements, establish the operational characteristics of equipment to meet the requirements, and determine the priorities for procurement and installation of communications and electronic equipment for all Headquarters Program Managers. Prepare the annual Communications/Electronics Program Obligation Plan for SH-42 for all Headquarters Program Managers having a requirement for communications and/or electronics equipment.

d. Initiate and/or coordinate recommendations relating to the establishment or modification of Coast Guard telecommunication services, facilities, and equipment.

e. Determine and prepare operational justification for present and future budgetary requirements of the Coast Guard communication system and administer the allotment of funds for communication services.

f. Establish operational requirements for frequency spectrum space to serve the Coast Guard communication system. Coordinate the radio frequency monitoring program for the Coast Guard.

g. Administer the communications security program of the Coast Guard. Administer the Registered Publications and COMTAC Publications Systems of the Coast Guard.

h. Provide communications support to other Federal agencies where feasible in accordance with the National Communications System policy of non-duplication of common user facilities and additionally where dictated by a common mission interest.

i. Operate the Headquarters Communications Center, Cryptographic Center, and Officer Courier services. Maintain the Headquarters RPS allowance, COMTAC Publications library, COMSMIC sub-registry, and TOP SECRET, NATO, CENTO and SEATO control center.

j. Exercise technical control over the Washington Radio Station.

k. Maintain close liaison with the Department of Transportation Office of Telecommunications and with other Government and non-Government communications agencies and representatives to assure effective concurrent planning and preserve the operational integrity of the Coast Guard Communications System. This includes active participation in the work of the International Radio Consultative Committee (CCIR) and the International Maritime Radio Committee (CIRM).

l. Serve as the Coast Guard's principal representative (and member of the Executive Committee) of the Radio Technical Commission for Marine Services (RTCM) and the Radio Technical Commission for Aeronautics (RTCA). Serve as Chairman of, and provide the Secretariat for the U.S. SOLAS Sub-committee Working Group on Radio Communications. Coordinate the participation of other interested Coast Guard representatives in the work of these organizations.

OPERATIONAL SYSTEMS BRANCH
(G-OTM-1)

Under the direction and supervision of the Chief, Telecommunications Management Division, the Chief, Operational Systems Branch shall:

a. Coordinate operational requirements for procurement and installation of communication and electronic equipment to meet the needs of Headquarters Program Managers.

b. Determine Coast Guard operational requirements for radio, landlines, and visual signalling equipment.

c. Determine operational characteristics for Coast Guard communication equipment and all aircraft electronic equipments.

d. Initiate and/or review recommendations for establishment or modification of communication facilities and equipment.

e. Coordinate operation, administration, and inspection of Coast Guard ship, shore, and aeronautical communications for other than CMS matters.

f. Supervise operations of the Coast Guard Distress, Safety, SAR and Command and Control Communication organization.

g. Coordinate communication support for the AMVER program.

h. Manage the Coast Guard leased interconnect system and establish communication requirements for Coast Guard owned interconnect facilities and services.

i. Maintain liaison with other government agencies and common carriers on matters dealing with landlines and operational communications.

j. Supervise the operation of the Headquarters Telecommunications Center.

k. Supervise the operational assignment and utilization of frequencies for the Coast Guard.

l. Coordinate to obtain all frequency assignments and frequency utilization information required by the Coast Guard Communication System.

m. Maintain and correct the Coast Guard Communications Manual (CG-233) and other associated communications publications to insure that they are responsive to the communication requirements of operational units.

PLANNING AND FISCAL BRANCH
(G-OTM-2)

Under the direction and supervision of the Chief, Telecommunications Management Division, the Chief, Planning and Fiscal Branch shall:

a. Coordinate the planning, programming and budgeting (PPB) responsibilities of the Support Manager for General Administration (Communication Services).

b. Supervise the allotment and expenditure of Subhead 30 (OTM) funds for communication services including leasing of landlines.

c. Coordinate all communications personnel programs, including resource allocation and special training.

d. Prepare and coordinate the annual Communication/Electronics Program Obligation Plan for SH 42.

e. Coordinate mobilization requirements for the Coast Guard's Communication System including personnel, services and facilities.

f. Coordinate the communications programs for cost reduction/management improvement and beneficial suggestions.

g. Maintain liaison with the Naval Telecommunications Command and the Chief of Naval Operations (Communications Plans and Policies) to insure compatibility of the Coast Guard and Navy communications plans and policies.

SYSTEMS DEVELOPMENT AND TECHNOLOGY BRANCH
(G-OTM-3)

Under the direction and supervision of the Chief, Telecommunications Management Division, the Chief, Systems Development and Technology Branch shall:

a. Conduct studies and initiate planning of advanced technology programs applicable to the Coast Guard Communication System.

b. Maintain the Telecommunications Management Division's Technical Publications Library including ITU, CCIR, CCITT, CIRM, RTCM, FCC, Coast Guard, DOD, NTIS publications, documents and reports.

c. Maintain liaison with appropriate components of the Office of Engineering and the Office of Research and Development for special technology projects.

d. Provide radio frequency propagation predictions as required.

e. Provide technical assistance for Electromagnetic Compatibility Analyses.

f. Provide principle representation for the Division on RTCM special committees as directed by Chief, Telecommunications Management Division.

g. Serve as technical assistant to the Chief, Telecommunications Management Division on matters relating to the Intergovernmental Maritime Consultative Organization's Sub-committee on Radiocommunications and Panel of Experts on Maritime Satellites. Act as recording secretary, provide clerical assistance and filing space for IMCO documents.

h. Provide technical assistance on matters relating to the work of the Interdepartmental Radio Advisory Committee.

i. Maintain expertise and provide technical advice on International Radio Regulations, FCC Rules and OTP Regulations and Procedures.

TELECOMMUNICATIONS SECURITY BRANCH
(G-OTM-4)

Under the direction and supervision of the Chief, Telecommunications Management Division, the Chief, Telecommunications Security Branch Shall:

a. Coordinate the Coast Guard communication security program including the development of communication security requirements and plans.

b. Maintain liaison with Commander, Naval Security Group, in support of the Coast Guard Communications Security Material and cryptologic equipment requirements and with the communication security activities of DOT, DOD agencies, NSA and other agencies as required.

c. Coordinate the allowances, procurement and distribution of CMS material and COMTAC publications within in the Coast Guard and maintain the CMS account and COMTAC library for the Commandant including officer courier services as may be required.

d. Act as Communications Security Officer for Coast Guard Headquarters and maintain the Coast Guard COSMIC Sub-Registry and Control Center for TOP SECRET, NATO, SEATO and CENTO material.

e. Review communication security violations and investigative reports and coordinate action required.

f. Provide for classified material control within the Telecommunications Management Division.

OFFICE OF PERSONNEL
(G-P)

1. **Mission.** To provide the logistics of the Service that are of a personnel nature, including the procurement, training, assignment and separation of personnel and the provision of morale services.

2. **Functions.** Under the general direction and supervision of the Commandant, the Vice Commandant, and the Chief of Staff, the Chief, Office of Personnel shall:

   a. Generally manage and direct the functions assigned to the Office of Personnel, encompassing procurement, training, assignment and separation of military and civilian personnel.

   b. Direct the administration of funds in those appropriations or subheads under the control of the Office of Personnel.

   c. Exercise technical control over the Academy, Training Centers and the Institute.

   d. Administer the program for the remission of indebtedness of Coast Guard enlisted personnel.

   e. Direct, supervise, and administer the functions of the Permanent Uniform Board; maintain current the Uniform Regulations as amended for Coast Guard use; and maintain all records pertaining thereto.

   f. Act as member of Coast Guard Board of Awards and the Physical Disability Appeals Board.

   g. Be Program Director for the Support Programs in Training, Personnel, and Coast Guard Retired Pay.

   h. Exercise jointly with Chief, Office of Operations, technical control over the Aviation Training Center, Mobile.

   i. Administer the Retired Serviceman's Survivor Benefit Plan.

PLANNING AND EVALUATION STAFF
(G-P-1)

Under the direction of the Chief, Office of Personnel, the Chief, Planning and Evaluation Staff shall:

a. Direct and coordinate the planning, programing and budgeting system of the Office of Personnel.

b. Provide general direction for psychological research activities in support of the Coast Guard personnel program.

c. Oversee the development of the personnel management information system.

PLANNING, PROGRAMMING AND BUDGETING BRANCH
(G-P-1/1)

Under the direction and supervision of the Chief, Planning and Evaluation Staff, the Chief, Planning, Programming and Budgeting Branch shall:

a. Provide policy support to the Office of Personnel in areas involving more than one division.

b. Formulate and maintain the Military Employment Capability Plan (MECP) as required by Manual of Budgetary Administration (CG-255).

c. Coordinate and review all Resource Change Proposal submissions from the Office of Personnel and monitor their progress through the budget cycle.

d. Monitor the administration of Subhead 20 and 30 funds for the Office of Personnel.

e. Provide mid- and long-range term planning for the Office of Personnel.

PSYCHOLOGICAL RESEARCH BRANCH
(G-P-1/2)

Under the direction and supervision of the Chief, Planning and Evaluation Staff, the Chief, Psychological Research Branch shall:

a. Develop and utilize mathematical (psychological and manpower) computer simulation models and forecasting models and procedures.

b. Conduct job-task analysis.

c. Develop and validate selection/classification/assignment/promotion instruments and procedures.

d. Conduct training research, operation/systems research and attitude and survey research.

e. Develop and improve performance evaluation procedures.

f. Provide psychological (and statistical) advisory and consultant services throughout the Coast Guard.

g. Review personnel research and development output from both government and industry for possible application in the Coast Guard and maintain professional liaison.

h. Manage or assist in the management of contract personnel research.

i. Develop and maintain a variety of statistical programs in support of personnel information requirements throughout the Coast Guard.

j. Provide assistance to the Office of Personnel in the analysis and evaluation of personnel information.

MANAGEMENT INFORMATION BRANCH
(G-P-1/5)

Under the direction and supervision of the Chief, Planning and Evaluation Staff, the Chief, Management Information Branch shall:

a. Coordinate the development of all personnel management information systems. Serve as liaison between users in the Office of Personnel and Information Systems Division.

b. Serve as liaison with other offices developing interfacing management information systems to reduce redundancy of data collection.

c. Control all input data to PMIS (JUMPS) and associated files. Resolve all exceptions and assist field units in submitting data.

d. Prepare amendments to the Personnel Management Information System Manual (CG-207-3).

e. Assist analysts or other users in obtaining data from PMIS (JUMPS) and associated files.

CIVILIAN PERSONNEL DIVISION
(G-PC)

Under the general direction and supervision of the Chief, Office of Personnel, the Chief, Civilian Personnel Division shall:

a. Develop and implement a Civilian Personnel Management Program keyed to organizational needs within the framework of law or executive policy and the rules and regulations of the Civil Service Commission and the Department of Transportation. The Civilian Personnel Management Program shall include:

(1) Formulating policy and procedural instructions governing the conditions of civilian employment in the organization; and advising management officials on civilian personnel functions and policies.

(2) Establishing and administering a recruiting program to provide the best qualified person available from all sources for each civilian position.

(3) Evaluating the performance of employees and the use of such evaluations as a basis for recognizing outstanding employees and for initiating corrective or improvement actions if indicated.

(4) Providing the Coast Guard with a civilian employee training and development program to meet all civilian personnel training needs as determined or supported by Coast Guard management at all levels.

(5) Administering an employee relations and services program, including establishing procedures for disciplinary and adverse actions, and for grievances and appeals; and implementing employee services programs such as health, insurance, and retirement programs.

(6) Promoting and/or providing appropriate recognition of employees through special honor and service awards, incentive awards, or other appropriate means.

(7) Establishing and maintaining the personnel records necessary to the conduct of the civilian personnel management program and to providing reports and analyses for the use of Coast Guard management, the Department of Transportation, and the Civil Service Commission.

(8) Conducting comprehensive evaluations of the civilian personnel management program as a basis for identifying weaknesses in and strengthening specific program areas and directing the program to meet Coast Guard needs.

(9) Implementing and conducting an employee-management cooperation program as established by Executive Order; consulting with representatives of employee organizations as necessary; reviewing actions by field commanders in recognizing employee units and negotiated agreements; and evaluating complaints of unfair labor practice or violations of the code of ethics.

(10) Developing and publishing directives to implement the civilian personnel equal employment opportunity program; advising management officials on civilian personnel matters relating to the program; and assisting in the conduct of surveys to determine the effectiveness of the program.

(11) Providing for accurate grade assignment to classified and wage grade positions; monitoring field classification actions; and carrying out special classification audits to determine effectiveness of the classification function.

b. Administer the Lighthouse Service Retirement Act and make recommendations to the Civil Service Commission relating to retirement cases under the Civil Service retirement system.

PROGRAMS AND EVALUATION BRANCH
(G-PC-1)

Under the direction and supervision of the Chief, Civilian Personnel Division, the Chief, Programs and Evaluation Branch shall:

a. Provide program direction and leadership in employee procurement, retention and utilization. Principal programs are (1) recruitment (including college relations, work-study programs and the executive assignment system), (2) special employment, (3) merit promotion, (4) labor management relations, (5) equal opportunity, (6) workforce stability, (7) disciplinary and adverse actions and (8) appeals and grievances.

b. Exercise overall responsibility for planning, scheduling and conducting personnel management surveys of districts and Headquarters units for the purpose of identifying conditions in need of improvement. Prepare and submit to commanding officers reports of these findings together with recommendations for such changes in policies, procedures and programs as deemed necessary.

c. Recommend, develop, and promulgate Coast Guard policies, issue instructions, and establish procedures on matters which are within delegated authority.

d. Develop and recommend civilian personnel program planning by establishing fiscal year goals and objectives designed to contribute to overall personnel management to obtain better supporting services for line management.

e. Provide advice and guidance to civilian personnel officers in field activities on the interpretation and application of regulatory issuances within assigned areas of responsibility.

COMPENSATION AND PERSONNEL SYSTEM BRANCH
(G-PC-2)

Under the direction and supervision of the Chief, Civilian Personnel Division, the Chief, Compensation and Personnel Systems Branch shall:

a. Formulate policies and procedures for compensation and other pay benefits of all employees for personal services and various diverse assignments.

b. Establish, and promulgate pay schedules governing changes in compensation for administrative pay plan personnel.

c. Exercise responsibility for record reporting and management information involving the design, development and maintenance of an automated system permitting the preparation of special data and recurring reports.

d. Monitor and provide staff supervision over the input procedures for processing data into the CG automated personnel information system.

e. Provide program direction and leadership in programs including (1) leave administration, (2) employee compensation, (3) Civil Service retirement, (4) Federal employees' health benefits, (5) Federal employees' group life insurance, (6) performance evaluation and recognition, and (7) travel.

f. Administer the Lighthouse Service Retirement Program.

g. Exercise overall responsibility for the distribution of personnel issuances to subordinate activities.

TRAINING AND CAREER DEVELOPMENT BRANCH
(G-PC-3)

Under the direction and supervision of the Chief, Civilian Personnel Division, the Chief, Training and Career Development Branch shall:

a. Provide advice and guidance to top management in training and development of employees.

b. Provide assistance in the interpretation of all applicable laws, rules, regulations and instructions.

c. Exercise responsibility for the overall administration of the civilian career management program.

d. Recommend, develop and promulgate Coast Guard policies, issue instructions, and establish procedures on matters which are within delegated authority.

e. Monitor and approve annual civilian training plans prepared by districts and Headquarters units to insure effective utilization of all training resources consistent with the missions and functions of the Coast Guard.

f. Provide direct liaison with district and Headquarters unit civilian personnel officers to maintain current knowledge of training needs and requirements and to assist in the identification of local resources necessary to meet needs.

g. Prepare or review and recommend appropriate action on requests for waivers from Civil Service regulations governing the training of civilian employees.

h. Administer the long term training program.

i. Establish criteria and monitor the design, development, production and distribution of Coast Guard-wide civilian training materials and training aids.

j. Collaborate with other branches and divisions in the preparation of preliminary budget estimates for civilian training and in recommending allocations of available funds to districts and Headquarters units.

k. Administer funds for training activities controlled by the Civilian Personnel Division.

l. Maintain a close association with other Government agencies, professional societies and organizations for information to improve Coast Guard employee development and career management.

POSITION ANALYSIS BRANCH
(G-PC-4)

Under the direction and supervision of the Chief, Civilian Personnel Division, the Chief, Position Analysis Branch shall:

a. Plan, develop, and administer the following two comprehensive plans for the classification of civilian positions throughout the Coast Guard: (1) the Coordinated Federal Wage System for Trades, Crafts and Labor positions; and (2) the Title V system for professional, technical, administrative and clerical positions.

b. Formulate the policies, procedures, and techniques to be utilized in the two 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.

c. Evaluate the overall effectiveness of the classification program by on-site reviews of the operations of field establishments, conducting post-audits and providing assistance.

d. Assist all organizational elements in such areas as: establishment of staffing patterns and career ladders; job design; classification advice pertaining to reorganizations; establishment of new positions; and preliminary evaluation of positions.

e. Take appropriate action on positive classification appeals.

f. Manage the position management program for the Coast Guard.

c. Administer funds provided for special training and development programs for civilian employees, Coast Guard-wide.

d. Issue travel orders involving movement of civilian personnel directed by Headquarters, including all orders for permanent change of station.

ENLISTED PERSONNEL DIVISION
(G-PE)

Under the general direction and supervision of the Chief, Office of Personnel, the Chief, Enlisted Personnel Division shall:

a. Administer an enlisted personnel program which includes assignment, advancement, discharge, and retirement actions. (The term "enlisted personnel" includes Reserve enlisted personnel on extended active duty.)

b. Analyze enlisted complements and allowances and develop assignment plans commensurate with on board strength so as to minimize excesses and deficiencies with respect to complements and allowances and make an equitable distribution of available resources.

c. Receive, evaluate and act on requests for assignment of enlisted personnel.

d. Initiate all transfer orders to implement the Commandant's enlisted personnel distribution policy.

e. Administer the service-wide examination program for advancements or changes in rating of enlisted personnel.

f. Process advancements or reductions in rate as ordered by the Commandant.

g. Consider requests and recommendations for retirement of enlisted personnel and issue retirement orders and retirement certificates.

h. In cases involving possible physical disability, assist in the processing of boards of medical survey, and take action as required by final action of such boards held on enlisted personnel.

i. Receive, evaluate and act on requests for discharge or early release of enlisted personnel.

j. Maintain comprehensive records and compile statistics on enlisted personnel. Furnish such information to components in the Coast Guard and to other agencies as necessary.

k. Develop and formulate policy with respect to enlisted personnel management and recommend legislation, if appropriate; review all legislation proposed extrinsically to the Coast Guard affecting enlisted personnel and make recommendations thereto.

l. Review and determine the training requirements for enlisted personnel and make recommendations necessary to implement a program to fulfill these requirements.

m. Maintain a complete file and listing of individuals on Temporary Disability Retired list, and order periodic exams as required.

n. Administer the enlisted incentive pay program.

CAREER BRANCH
(G-PE-1)

Under the direction and supervision of the Chief, Enlisted Personnel Division, the Chief, Career Branch shall administer all matters relating to advancements, separations, retirements, incentive pay programs and miscellaneous career actions as follows:

a. Administer the servicewide exam program for advancement and change in rating, maintain master eligibility lists for all Petty Officer advancements, authorize advancements, issue CPO certificates, process requests for waiver of eligibility requirements.

b. Process all requests for administrative separation, extension of enlistments and early release under various programs.

c. Prepare final action on medical boards.

d. Process requests for additional sick leave, excess, advance and emergency leave.

e. Process and schedule all enlisted retirements for service, age, and disability. Issue retirement certificates.

f. Take final action on PE Boards directing removal from TDRL.

g. Issue orders for periodic physical examinations to personnel on TEMPRET list.

h. Receive, process, and direct final action on PE boards as approved by the Commandant.

i. Receive and process all intelligence files on new recruits and civil arrest cases.

j. Administer the enlisted incentive pay program.

k. Review recommendations submitted to Commandant for changes of policy and procedure in connection with the administration of the enlisted personnel program.

l. Review and make recommendations involving changes to the Personnel Manual, Instructions, Notices.

ASSIGNMENTS BRANCH
(G-PE-2)

Under the direction and supervision of the Chief, Enlisted Personnel Division, the Chief, Assignments Branch shall:

a. Administer an enlisted personnel assignment program that will optimize distribution of on-board strength commensurate with unit personnel allowances, including:

(1) Control of assignment of all petty officers from unit to unit.

(2) Assignment of non-rated men upon graduation from recruit training, and control of the inter-district assignment of all non-rated men.

(3) Consideration of requests for humanitarian assignment.

(4) Consideration of requests for autogenous transfer.

(5) Upon advice from district commanders, assignment of petty officers for temporary additional duty.

b. Process requests for class-A schools and assign men as appropriate.

c. Budget and manage the Headquarters SH 20 funds for the transfer of enlisted personnel.

d. Counsel enlisted men on career patterns.

RECORDS BRANCH
(G-PE-3)

Under the direction and supervision of the Chief, Enlisted Personnel Division, the Chief, Records Branch shall:

a. Maintain the official records of the enlisted personnel of the regular Coast Guard and Reserve members on extended active duty which include:

(1) Official Personnel Jacket File (a record for each enlisted member on active duty and those completely separated less than six months).

(2) Alphabetical and Service Number Index Files.

(3) Original Diaries and Rosters for a period of five years.

(4) File on deserters.

b. Reconstruct lost service records, prepare and issue discharge certificates for lost or destroyed certificates and those changed by Board action.

c. Prepare and issue certifications of Coast Guard service for use of the courts in accordance with the provisions of Section 601 of the Soldiers' and Sailors' Civil Relief Act of 1940, as amended (50 U. S. Code App. 581).

d. Act as principal liaison representative for the Coast Guard in handling all (Officer, Reserve and Enlisted) Veterans Administration cases.

e. Act as principal liaison representative with the Military Personnel Record Center (MPRC) St. Louis, Missouri.

f. Verify applications and issue Identification Cards (DD Form 2CG) to regular retired enlisted members.

g. Prepare transcripts of sea service for use in connection with applications of Coast Guard enlisted members for Merchant Marine Licenses.

h. Prepare Statements of Creditable Service for pay purposes, physical evaluation boards, severance pay and retirements. Establish and adjust pay base date (PBD).

i. Upon request, provide information on a wide variety of personal and official matters concerning Coast Guard enlisted personnel to members of Congress, other Government agencies, and to private agencies, where no restrictions on releasing such information exist.

PROGRAMS BRANCH
(G-PE-4)

Under the direction and supervision of the Chief, Enlisted Personnel Division, the Chief, Programs Branch shall:

a. Develop and furnish to offices and divisions at Headquarters, and to other individuals as may be appropriate, information and statistics on enlisted personnel which includes the preparation of reports concerning estimates of military strength for ensuing three month period; personnel onboard vs authorized operating allowance comparative status reports; military employment capability plans; enlisted personnel retirement schedules for ensuing five year period; and monthly statistics on expirations of enlistments and reenlistments which encompass preceding twelve month period.

b. Determine monthly service needs for advancement of enlisted personnel, and develop cut-offs for eligibility lists resulting from servicewide competition for advancement.

c. Determine regular recruit and Class "A" school training requirements through evaluation of actual and projected attritions and accessions.

d. Review applications submitted by prior service personnel for enlistment in the Coast Guard and make recommendations concerning approval of such applications.

e. Administer funds allocated for the conduct of enlisted incentive pay programs (proficiency pay and variable reenlistment bonuses) and conduct periodic reviews of existing programs to ensure that funds are expended in full compliance with the laws governing programs of this nature.

f. Review proposed Coast Guard directives and publications which effect program changes involving active duty enlisted personnel, and review directives of other Armed Services which may be applicable or which may be of general interest to Coast Guard enlisted programs.

OFFICER PERSONNEL DIVISION
(G-PO)

Under the general direction and supervision of the Chief, Office of Personnel, the Chief, Officer Personnel Division shall:

a. Execute officer appointments in the regular service and effect separations from active duty.

b. Review and maintain records of officer complements and allowances; develop a rotation plan; develop and maintain an officer classification system for officer qualifications and billets; effect the assignment of all officer personnel in accordance with policies governing assignments and rotation of assignments.

c. Maintain the active duty officer promotion list and similar lists for all other officers on active duty; administer the system for officer performance evaluation; and plan all promotion actions.

d. Initiate, review, and take appropriate administrative action on officer medical boards of survey and retirement boards.

e. Administer the current leave regulations for officers; act for the Commandant, as authorized, on requests from officers for a leave of absence which requires the Commandant's action; authorize delay (to count as leave) for officers enroute to new duty stations when such action is appropriate.

f. Maintain comprehensive individual records of each officer and prepare such reports and statements as may be required by other offices at Headquarters, appropriate individuals, and other agencies.

g. Compile and distribute a Register of Coast Guard Officers.

h. Review or initiate proposed legislation affecting officer personnel of the Coast Guard.

i. Determine, in accordance with operating needs, the training requirements for officer personnel and the billet requirements to sustain the proposed training level.

OFFICER ASSIGNMENT BRANCH
(G-PO-2)

Under the direction and supervision of the Chief, Officer Personnel Division, the Chief, Officer Assignment Branch shall:

a. Execute or effect assignment and transfer of commissioned officer and warrant officer personnel by rank and specialty to meet manning requirements, established allowances, and training requirements.

b. Direct preparation of and issue orders and correspondence thereon.

c. Develop career interests and implement transfer and rotation policies.

d. Insure maintenance of comprehensive records and statistical data to reflect pertinent information such as availability of personnel based on training requirements, procurement, and transfer actions.

e. Analyze data comparing on board strength with allowances, totally and by rank and specialty, and initiate corrective action.

f. Maintain liaison with cognizant program managers relative to assignments and transfers within specialties.

g. Review and make recommendations on requests from commands and from individuals regarding transfer and assignment matters.

OFFICER STATUS BRANCH
(G-PO-3)

Under the direction and supervision of the Chief, Officer Personnel Division, the Chief, Officer Status Branch shall:

a. Direct and perform details of actions required for those personnel functions which pertain to status of commissioned officer and warrant officer personnel, such as temporary and permanent appointments and promotions, integration, resignations, reversions, revocations, retirements, or other separation.

b. Assure that the foregoing actions conform to legal limitations and approved plans.

c. Maintain comprehensive status files and records.

d. Maintain and effect changes to retired lists.

e. Prepare the Register of Officers and Cadets (CG-111).

f. Furnish data for personnel actions and boards, such as eligibility lists for promotion, and prepare related correspondence and reports.

OFFICER RECORDS BRANCH
(G-PO-4)

Under the direction and supervision of the Chief, Officer Personnel Division, the Chief, Officer Records Branch shall:

a. Develop and maintain officer service records which include a medical record, a fitness file, a security clearance record, an educational record, and a general file for all regular officers and reserve officers on extended active duty.

b. Receive all fitness reports, review for administrative accuracy, and route to appropriate offices in Headquarters prior to filing.

c. Maintain accountability for the service records and prepare a variety of correspondence/forms pertaining thereto, such as transcripts of service, statements of service, summary records for use by selection boards, and applications for ID cards for active and retired officers.

d. Transfer service records of regular officers who retire or resign to MPRC, St. Louis, Mo., and transfer records of reserve officers who leave active duty to the Office of Reserve.

PERSONNEL SERVICES DIVISION
(G-PS)

Under the direction and supervision of the Chief, Office of Personnel, the Chief, Personnel Services Division shall:

a. Administer those elements of the military personnel program which pertain to the well-being and morale of the individual and his dependents including:

(1) Dependents schooling overseas.

(2) Servicewide recreation activities.

(3) Recreation funds.

(4) Dissemination of information and answering queries on civil readjustment, veterans benefits, and Retired Serviceman's Family Protection Plan.

(5) Administration of the PS Account of the Headquarters Trust Fund.

(6) Providing membership on the joint board for Retired Serviceman's Family Protection Plan.

(7) Administration of the Absentee Voting Program.

(8) Disseminating information of Federal fund raising programs.

(9) Morale Funds.

(10) Developing and implementing instructions for application, issuance, verification and validation for Armed Forces and Uniformed Services Identification and privilege cards.

b. Administer the Coast Guard Family Housing and Leasing Program.

c. Administer the Decedent Affairs Program within the Coast Guard.

d. Adjudiciate and process claims of military personnel submitted under the Military Personnel and Civilian Employees Claims Act of 1964.

e. Administer the following functions related to military discipline and other matters:

(1) Reviewing and taking appropriate action on complaints received relative to indebtedness, nonsupport of dependents and paternity.

(2) Reviewing and processing applications for appointment of trustees for retired members found mentally incompetent.

(3) Reviewing and processing applications for remission of indebtedness under 14 USC 461 and 50 APP USC 2211.

(4) Reviewing all courts-martial referred to the Division for consideration of sentences and for morale implications.

(5) Reviewing Boards of Investigation that are referred for consideration of the appropriateness of disciplinary action.

(6) Reviewing and preparing action of Final Reviewing Authority on all Administrative Discharge Boards.

(7) Reviewing requests of imprisoned personnel for restoration to duty.

(8) Preparation of letters of caution, admonition and reprimand which are signed by the Commandant.

(9) Waiver of claims for erroneous payments of pay and allowances to military members in accordance with Public Law 92-453.

f. Administer the program for Coast Guard decorations and awards. Provide administrative support and maintain records for the Coast Guard Board of Awards.

g. Administer the Military and Civilian Personnel Security Programs.

h. Administer the Drug and Alcohol Control Program.

i. Administer the Retired Affairs Program.

DECEDENT AFFAIRS AND CLAIMS BRANCH
(G-PS-1)

Under the direction and supervision of the Chief, Personnel Services Division, the Chief, Decedent Affairs and Claims Branch shall:

a. Review initial reports of all personnel casualties. Initiate action to insure prompt notification of next of kin.

b. Maintain liaison with the Department of the Army, Office of Support Services, Memorial Branch, and certify eligibility for burial in national cemeteries of deceased active duty Coast Guard personnel.

c. Approve and distribute, as appropriate, "Report of Casualty", Form DD-1300.

d. Receive and review claims for the loss of personal property under the provisions of the Military Personnel and Civilian Employees Claims Act of 1964, as amended, (P.L. 88-558). Coordinate preparation of the claim for final adjudication.

e. Receive and review claims submitted by next of kin for accrued pay and allowances or retired pay due, death gratuity, funeral expenses, etc., and coordinate examination and settlement.

f. Develop procedures to evaluate the effectiveness and impact of programs administered and services provided to the field.

DISCIPLINE BRANCH
(G-PS-2)

Under the direction and supervision of the Chief, Personnel Services Division, the Chief, Discipline Branch shall:

a. Review all investigative boards and reports where it appears that in the performance of duty by military or civilian personnel there may have been inefficiency, neglect, or dereliction.

b. Perform the following functions with respect to court-martial records:

(1) Review all courts referred as to severity and appropriateness of sentences.

(2) Analyze court records concerning morale implications and impact on current policies and concepts of discipline and justice.

(3) Review requests of imprisoned personnel for restoration to duty and/or residual clemency.

c. Review and reply to complaints of indebtedness, nonsupport of dependents, and paternity.

d. Process applications for the trusteeship of retired members who have been found to be mentally incompetent.

e. Initiate action on requests for remission of indebtedness and waiver of claims against the U.S. Government.

f. Prepare letters of censure addressed to officer personnel by the Commandant.

g. Develop procedures to evaluate the effectiveness and impact of programs administered and services provided to the field.

MORALE SERVICES BRANCH
(G-PS-4)

Under the direction and supervision of the Chief, Personnel Services Division, the Chief, Morale Services Branch shall:

a. Administer program for dependents' schooling overseas.

b. Prepare budget allocations for district offices and Headquarters Units administering Subhead 56.01 funds. Administer Subhead 99-56.01.

c. Administer Service-wide policies pertaining to recreation activities.

d. Maintain liaison with the Bureau of Personnel, Department of the Navy, in matters pertaining to international sports competition, and other special services activities.

e. Collect, coordinate, and control the dissemination of civil readjustment information to the field, and to separated and retired Coast Guard personnel, particularly in the following instances:

Social Security

(1) Search records for service and pay data required to answer Social Security inquiries on active and retired personnel.

(2) Assure that information published on this subject is current.

DD Forms 214 and 215

(1) Furnish certified copies, DD Forms 214 and 215, as requested.

(2) When necessary to correct information previously contained on the "Armed Forces of the United States Report of Transfer of Discharge", issue a new DD 214 or prepare a DD 215 to correct the DD 214.

f. Develop procedures to evaluate the effectiveness and impact of programs administered and services provided to the field.

MEDALS AND AWARDS BRANCH
(G-PS-5)

Under the direction and supervision of the Chief, Personnel Services Division, the Medals and Awards Branch shall:

a. Provide administrative support for the Board of Awards.

b. Prepare citations for award of the major decorations and letters of commendation for the Commandant and the Secretary.

c. Maintain liaison with other military services of the Armed Forces on related interpretation and application of regulations on awards.

d. Initiate instructions containing information concerning new awards and decorations and criteria for award.

e. Maintain a chronological record and the Lifesaving Record Book for National Archives of the recipients of the Gold and Silver Lifesaving awards.

f. Make determination as to eligibility of personnel for Campaign medals and ribbons.

g. Authorize wearing of Gold Rating Badges and Service Stripes by enlisted personnel.

h. Develop procedures to evaluate the effectiveness and impact of programs administered and services provided to the field.

PERSONNEL SECURITY BRANCH
(G-PS-6)

Under the direction and supervision of the Chief, Personnel Services Division, the Chief, Personnel Security Branch shall:

a. Review and process personnel loyalty and security risk cases.

b. Screen applications for enlistment and appointment, and screen records and reports for loyalty or security risk information.

c. Coordinate personnel security matters with personnel in Intelligence Staff, OST, and other agencies.

d. Develop and maintain instructions for security clearance procedures.

e. Maintain records of loyalty or security risk information.

f. Prepare Certificate of Clearance, CG-3625, for district commanders and commanding officers of Headquarters units requiring signature of Commandant, or Chief, Office of Personnel.

g. Evaluate all investigations for security clearances.

h. Keep appropriate persons and boards advised of known or suspected security risks.

i. Develop procedures to evaluate the effectiveness and impact of programs administered and services provided to the field.

HOUSING BRANCH
(G-PS-7)

Under the direction and supervision of the Chief, Personnel Services Division, the Chief, Housing Branch shall:

a. Develop, supervise, and administer the housing program.

b. Develop and determine policies and procedures to provide guidance, direction, and coordination within the Coast Guard toward programming for acquisition, management, utilization, and disposition of housing and associated property.

c. Develop procedures to evaluate the effectiveness and impact of programs administered and services provided to the field.

d. Develop the Annual Family Housing Leasing Program authorization. Monitor program-wide costs and ensure statutory monetary limitation is not exceeded.

e. Develop and maintain a Coast Guard Housing Manual.

f. Conduct Service-wide housing surveys, analyze the resultant data, and correlate this data to the long-range program.

g. Ensure maximum utilization of housing facilities available to the Coast Guard.

h. Maintain liaison with Government agencies, public authorities, and private interests associated with overall housing programs.

i. Identify and justify housing requirements based upon needs other than "operational requirement."

j. Coordinate policy matters on Government furnishings for public quarters owned by or under the control of the Coast Guard.

RETIRED AFFAIRS BRANCH
(G-PS-8)

Under the direction and supervision of the Chief, Personnel Services Division, the Chief, Retired Affairs Branch shall:

a. Administer the Coast Guard programs for Survivor Benefit Plan, the Retired Serviceman's Family Protection Plan, and civil readjustment. Maintain liaison with other Armed Services and the Veterans Administration in regard to retired affairs activities.

b. Edit and publish a Retired Newsletter on a quarterly basis.

c. Determine entitlement of dependents of retired and deceased personnel for Uniformed Services Identification and Privilege Cards.

d. Answer inquiries regarding entitlement to rights, benefits, privileges, etc. from retired personnel and their surviving dependents.

e. Disseminate information to the field regarding retirement programs and benefits.

f. Develop procedures to evaluate the effectiveness and impact of programs administered and services provided to the field.

DRUG AND ALCOHOL PROGRAMS BRANCH
(G-PS-9)

Under the direction and supervision of the Chief, Personnel Services Division, the Chief, Drug and Alcohol Programs Branch shall:

a. Recommend policy for, coordinate and monitor drug and alcohol abuse prevention, education, identification, treatment and rehabilitation programs.

b. Communicate and interpret policy and program decisions to the field.

c. Evaluate recommendations for inpatient drug or alcohol rehabilitation and coordinate assignment to appropriate rehabilitation center, when indicated.

d. Review new training aids for suitability and applicability to current programs.

e. Select, purchase, and distribute drug and alcohol education films, publications, periodicals, and other materials for use in prevention programs.

f. Finance and monitor the urinalysis program for recruit training centers.

g. Advise and assist in selection of and provide training and orientation for Drug Education Specialists and alcohol counselors.

h. Coordinate a network of Collateral Duty Alcohol Counselors (CODAC) at individual units throughout the Coast Guard.

i. Maintain records and statistics on exemptions granted, individuals in treatment and rehabilitation, and other abuse statistics.

j. Maintain a system for monitoring the effectiveness of Coast Guard drug and alcohol rehabilitation programs.

k. Monitor all civil arrest reports for purpose of developing an "early warning" system to pinpoint possible alcohol or drug problems.

l. Review all pre-enlistment files of applicants having a history of drug involvement, making recommendations with regard to grants of waiver for enlistment.

m. Review all recommendations for discharge involving drugs or alcohol, making appropriate comments and recommendations.

n. Maintain liaison with the Office of Information for the Armed Forces and keep appropriate program managers in Headquarters informed of current training aids relevant to their areas of interest.

o. Conduct drug and alcohol education program for CGHQ and local units.

TRAINING AND EDUCATION DIVISION
(G-PTE)

Under the direction and supervision of the Chief, Office of Personnel, the Chief, Training and Education Division shall:

a. Supervise and coordinate the education and training activities of the Coast Guard with regard to military personnel, including the initiation, planning, administration and review of training programs, except unit training, to meet the requirements of the various Program/Support Directors and the Officer and Enlisted Personnel Divisions using available Coast Guard and other schools and educational institutions.

b. Control and plan for the use of all active service forces and facilities at Coast Guard training centers and the Reserve Training Center dedicated to the support of training for active service missions. Make arrangements for the assignment of trainees at these establishments and provide Headquarters support including but not limited to training materials, funds, billets, and policy determination as necessary for the conduct of these programs.

c. Maintain Headquarters liaison with the Academy, keep informed as to the details of cadet education and training and make recommendations pertinent thereto.

d. Maintain Headquarters liaison with all Coast Guard Training Centers, Department of Defense training facilities where Coast Guard personnel are trained and all other sources of training. Review, approve and monitor on a continuing basis, all curricula of Coast Guard schools, including the Academy.

e. Plan, execute and coordinate the training of all foreign nationals in Coast Guard schools in conjunction with approved programs of the Coast Guard and other Federal agencies.

f. Prepare planning proposals and budget documents for all training resources and programs except civilian and operational/unit training, in cooperation with Program/Support Directors and other cognizant staff elements. Maintain an effective planning capability to ensure most efficient use of existing resources and obtaining of new resources, identification of new training and education requirements, relevancy of all programs, and development of cost/planning factor data to maintain maximum responsiveness and viability of the training and education effort.

g. Administer SH56 funds in support of education and training in accordance with current policy and directives.

h. Sit as a voting member of the Postgraduate/Advanced Training Selection Boards.

ADVANCED TRAINING AND EDUCATION BRANCH
(G-PTE-1)

Under the direction and supervision of the Chief, Training and Education Division, the Chief, Advanced Training and Education Branch shall:

a. Supervise and coordinate the activities of officer and enlisted education; that is all resident school programs in excess of 20 weeks, other than class "A" schools.

b. Receive and process all applications for education in postgraduate and secondary schools including the establishment of selection boards when required.

c. Maintain close liaison with those institutions at which Coast Guard personnel are enrolled to keep apprised of their progress, their course requirements and admission standards.

d. Coordinate with the Officer and Enlisted Assignment Branches to insure orders for education activities are issued in a timely manner.

e. Administer Coast Guard Headquarters off duty tuition assistance program and act as approving authority for all requested exceptions to that program.

f. Maintain records for the officer off duty education program and act as the Commandant's delegate to note voluntary participation. Advise the Officer Status Branch of the educational progress of Reserve officers who desire integration into the Regular Coast Guard.

g. Act as initial review for matters involving cadet affairs at the Coast Guard Academy including academics, discipline and miscellaneous activities.

h. Recommend the assignment of special training indicator upon completion of requisite programs.

i. Prepare correspondence relating to the Academy Advisory Committee including charter renewal, meeting arrangements and membership.

j. Act as initial review for matters pertaining to the training and education of officer candidates.

k. Verify obligated service requirements as a result of postgraduate or secondary school education received at the expense of the Coast Guard.

l. Maintain close liaison with the Program Review and Analysis Branch to insure that there is adequate provision for CY+2 requirements.

m. Receive and process applications for flight training including the establishment of selection boards when necessary.

n. Maintain a file of the minutes of Academy Foundation meetings and prepare correspondence as directed.

o. Coordinate and make arrangements for the annual visit of the Congressional Board of Visitors to the Academy.

p. Maintain an on-going review of the postgraduate/advanced training programs for CY+1, 2, in conjunction with the Program Review and Analysis Branch, to ensure relevancy of programs.

q. Prepare the CY and CY+1 Advanced Training/Education Training Plan. Cost out the training plan and make recommendations in support of requested programs.

r. Sit as a voting member of the Postgraduate/Advanced Training Selection Boards.

FUNCTIONAL TRAINING BRANCH
(G-PTE-2)

Under the direction and supervision of the Chief, Training and Education Division, the Chief, Functional Training Branch shall:

a. Supervise and coordinate Coast Guard functional training (generally, courses less than 20 weeks duration and including all Class "A" Schools).

b. Coordinate with program/support managers and Program Review and Analysis Branch in establishing the Coast Guard's requirements for officer and enlisted short courses and Class "A", "B" and "C" schools.

c. Obtain and control required quotas for officer and enlisted short courses, maintaining direct liaison to obtain quotas from numerous DOD commands, Coast Guard training centers and commercial training facilities on a timely basis.

d. Coordinate with the Officer and Enlisted Assignment Branches to insure orders for functional training are issued in a timely manner.

e. Coordinate with G-PE and training centers in correlating current year plus one class "A" and "B" school requirements and training capabilities. Publish the Class "A" schools schedule of classes.

f. Monitor progress of students attending officer short courses, recruit training, and enlisted Class "A", "B" and "C" schools.

g. Maintain liaison with the International Affairs Division and appropriate Federal agencies in establishing requirements for the training of foreign nationals in Coast Guard schools. Obtain and control quotas to meet these requirements.

h. Maintain close liaison with the Program Review and Analysis Branch to insure that there is adequate provision for CY+2 requirements.

i. Prepare the CY and CY+1 Functional Training Plans and maintain close coordination with program/support managers as to their needs in this time frame. Cost out the training plans and make recommendations to the Chief of the Division as to fund allocations in support of requested training.

PROGRAM REVIEW AND ANALYSIS BRANCH (G-PTE-3)

Under the direction and supervision of the Chief, Training and Education Division, the Chief, Program Review and Analysis Branch shall:

a. Supervise and coordinate the CY+2 and beyond planning activities of the other branches in the Division.

b. Receive all training plan input for the CY+2 budget year, acting as initial point of contact for the development of the CY+2 Training Plan, and review for possible new resource requirements.

c. Maintain liaison with DOD planning personnel to insure the Coast Guard CY+2 requirements for use of DOD training facilities can be met.

d. Be responsible for the preparation of the Annual Coast Guard Training Level Authorization request and monitor the level of training conducted during the operating year.

e. Be responsible for the final preparation of Resource Change Proposals, either submitted by other program/support managers or initiated within the Division.

f. Act as program reviewer for new training proposals and coordinate the systematic review of existing curricula.

g. Be aware of the capacity of Coast Guard Training Commands and activities, so that as changes occur in program emphasis, resources may be reallocated to meet needs, including billet allocations as well as physical capacity.

h. Maintain cognizance of the Coast Guard billets assigned to DOD Training commands, and be prepared to make recommendations for changes to insure a favorable exchange of billets for training received exists.

i. Review the Division budget, and be prepared to make recommendations for distribution of resources in view of new program activity or budget reductions.

j. Act as division representative on new program proposals involving training.

k. Act as division representative on studies pertinent to the activities of the division.

l. Develop standards and criteria for the management of training in the Coast Guard, including but not limited to annual revision of standard personnel costs, determination of budget planning factors such as costs of representatives sets of orders, command staffing criteria, etc.

RECRUITING DIVISION
(G-PMR)

Under the general direction and supervision of the Chief, Office of Personnel, the Chief, Recruiting Division shall:

a. Administer Coast Guard officer and enlisted recruiting programs.

b. Prepare preliminary budget estimates for military recruitment, recommend allotments and allocations, and administer funds provided for military personnel recruiting purposes.

c. Develop, in consultation with the heads of other offices and divisions, plans and qualifications to be observed in the recruitment of Coast Guard military personnel.

d. Maintain liaison with the Academy with respect to cadet recruitment and make recommendations pertinent to cadet recruiting programs.

e. Maintain liaison with recruiting officers of the other Services.

f. Receive applications for original officer or warrant officer commissions under authority of 14 USC 211, check them for conformance with prescribed policies and procedures, and recommend action to be taken.

g. Act as final approval authority on enlistment applications which request waiver of prescribed standards.

h. Obtain or develop tests, as necessary, for officer and enlisted recruiting programs; prepare instructions for the administration of these tests; and administer the testing program from the Headquarters level as required.

i. Prepare, submit, or monitor, as appropriate, all military personnel recruiting directives and reports.

j. Provide guidance and assistance to districts and other field elements in the conduct of recruiting programs.

OFFICER RECRUITING BRANCH
(G-PMR-1)

Under the direction and supervision of the Chief, Recruiting Division the Chief, Officer Recruiting Branch shall:

a. Develop and carry out programs and policies for the recruitment of officers for the Coast Guard and Coast Guard Reserve. In consultation with members of the Officer Personnel Division and relevant program director staffs, evaluate existing officer recruiting programs and design new ones aimed at insuring that the Coast Guard's immediate and long range officer needs are met.

b. Develop, review and update Commandant Instructions, Commandant Notices and the applicable sections of the Personnel Manual (CG-207) pertaining to officer recruiting programs.

c. In conjunction with the Chief, Advertising Branch, develop and disseminate to the general public publicity and information on officer recruiting programs.

d. Process applications for the various officer recruiting programs by assembling, insuring completeness and that all requirements are met, initiating intelligence checks as required, scheduling selection boards as required, and notifying all applicants of selection or non-selection.

e. Where dictated by the nature of the program, serve on the selection board. Where the Headquarters Permanent Examining Board functions as a selection board, draft the precept and convening authority letter, supply an officer to serve as reporter for the board, and insure that the board is appropriately endorsed and forwarded to the Commandant for approval.

f. Answer all inquiries from the public and from Congressional sources relating to Coast Guard officer recruiting, coordinating replies as necessary with higher authority.

g. Provide support, guidance and materials to personnel in the field responsible for officer recruiting.

h. Review on a current basis local officer recruiting efforts Coast Guard wide. Serve as an evaluation and dissemination point for ideas and strategies on officer recruiting in the various districts of the Coast Guard.

ENLISTED RECRUITING BRANCH
(G-PMR-2)

Under the direction and supervision of the Chief, Recruiting Division, the Chief, Enlisted Recruiting Branch shall:

a. Develop and execute programs and administrative procedures necessary for recruitment of enlisted personnel for the Coast Guard and the Coast Guard Reserve.

b. Maintain Sections G and H of Chapter 1 of the Personnel Manual pertaining to enlistments and reenlistments except for reenlistments within twenty-four hours.

c. Prepare and disseminate to each district monthly quotas for the enlistment of men and women into the Coast Guard and Coast Guard Reserve.

d. Receive and process applications for enlistment which require waiver of prescribed standards and recommend action to be taken.

e. Collect and interpret recruiting statistical data on which to base managerial decisions relating to the enlisted recruiting effort.

f. Administer the allocation of quotas for the Guaranteed Class A School enlistment option.

g. Undertake periodic review of enlisted recruiting procedures in each district and recommend corrective action as necessary.

h. Prepare instructional recruiting notices as necessary to keep the recruiting force informed.

i. Monitor the selection and training of enlisted recruiters and recommend changes as necessary to achieve improved overall recruiter performance.

MINORITY RECRUITING BRANCH
(G-PMR-3)

Under the direction and supervision of the Chief, Recruiting Division, the Chief, Minority Recruiting Branch shall:

a. Participate in the planning and implementation of that portion of our national advertising plan designed to penetrate the minority communities. Collect and develop recruiting statistical data on which to base managerial decisions relating to the minority recruiting effort.

b. Monitor minority recruiting statistics to identify trends and geographical responsiveness. Promulgate minority enlisted and officer recruiting goals as appropriate.

c. Maintain liaison with the Office of Civil Rights and the Officer and Enlisted Assignment Branches as required to administer the minority recruiting program.

d. Establish and maintain lines of communication with national civil rights organizations including:

(1) Direct communications with officials of such organizations to outline Coast Guard Opportunities.

(2) Coast Guard representation at major conferences and conventions of such organizations.

e. Maintain liaison with appropriate training and recruiting personnel in the field and assist as necessary in matters pertaining to the minority recruiting programs.

f. Maintain liaison with the Coast Guard Academy Office of Admissions relative to minority cadet recruitment. Assist the Academy in the development and implementation of programs and publicity material directed at increasing the minority cadet population.

g. Keep abreast of successful techniques being used by Coast Guard recruiters, recruiters of other services and the private sector to attract qualified minorities

ADVERTISING BRANCH
(G-PMR-4)

Under the direction and supervision of the Chief, Recruiting Division, the Chief, Advertising Branch shall:

a. Develop, in coordination with appropriate advertising agency and Recruiting Division personnel, an annual plan for advertising in support of the Coast Guard and Coast Guard Reserve, including recommendation for advertising budget.

b. Supervise and coordinate the implementation of the annual advertising plan.

c. Keep all Coast Guard personnel who are involved with recruiting informed on a regular basis as to significant developments in Coast Guard and competitor advertising activities.

d. Monitor effectiveness of and determine new strategies for Coast Guard advertising through;

(1) analysis of response from advertisements;

(2) test, surveys and other forms of research to determine awareness of Coast Guard advertising and attitudes towards this advertising among specific segments of the population.

e. Study new developments in advertising practices, techniques and media; suggest adoption of those which prove workable and beneficial.

f. Maintain, update, develop and evaluate literature and recruiting aids; ensure that recruiting personnel have the literature and recruiting aids they need in the required quantities to meet program support requirements.

g. Develop and maintain policy guidelines and standards for use of local advertising and use of literature and recruiting aids by recruiting personnel.

h. Work with Headquarters contracting officers to identify competent sources of supply for procurement or production of advertising materials and services, and prepare necessary paperwork to obtain such material and services as needed to implement the advertising plan and related functions.

i. Act as Coast Guard liaison with contract advertising agency personnel to interpret Coast Guard advertising policies and standards, to contribute creatively to the agency's output by providing them with pertinent and appropriate information and ideas, with the objective of ensuring that the right advertising appears at the right time in the right medium.

j. Act as Coast Guard liaison with all contractors doing work related to Coast Guard recruitment advertising, including fulfillment houses, film production houses, etc.

OFFICE OF RESERVE
(G-R)

1. **Mission.** To provide the Reserve logistics of the Service that are of a personnel nature, including the training, assignment, and separation of inactive Reserve personnel.

2. **Functions.** Under the general direction and supervision of the Commandant, the Vice Commandant and the Chief of Staff, the Chief, Office of Reserve shall:

   a. Formulate plans, programs and policies of the Reserve, and generally direct, review and monitor the Reserve program.

   b. Serve as a member of the Reserve Forces Policy Board.

   c. Designate membership on Reserve personnel and policy boards.

   d. Establish and maintain liaison with government and non-governmental organizations on matters pertaining to the Reserve.

   e. Exercise technical control over the Reserve Training Center, Yorktown, Virginia.

   f. Prepare and issue The Coast Guard Reservist; and amendments to the Administrative Manual for the Coast Guard Reserve.

   g. Be Program Director for the Coast Guard Reserve Forces.

RESERVE ADMINISTRATION DIVISION
(G-RA)

Under the general direction and supervision of the Chief, Office of Reserve, the Chief, Reserve Administration Division shall:

a. Propose legislation deemed necessary for the Reserve; review and comment on all legislation affecting the Reserve.

b. Initiate changes and amendments to Regulations, U. S. Coast Guard Reserve, as necessary.

c. Review all boards concerning Reserve promotions, retirements, retention and physical disability.

d. Administer the program for enrollment and disenrollment of temporary members of the U. S. Coast Guard Reserve; maintain records of this component.

e. Maintain the service records of all Reservists serving on inactive duty.

f. Administer appointments, promotions, retirements, separations and other status changes to Reserve members.

g. Be responsible for the Register of Reserve Officers (CG-238).

h. Maintain liaison with the Department of Defense, other Armed Services, other governmental agencies and appropriate civilian organizations.

i. Serve as Coast Guard Executive Staff member on the Reserve Forces Policy Board.

REVIEW STAFF
(G-RA-1)

Under the direction and supervision of the Chief, Reserve Administration Division, the Chief, Review Staff shall:

1. Prepare congressional correspondence relating to Reserve personnel.

2. Prepare requests for opinions of the Chief Counsel, Comptroller General, or other Executive officials of the Government as required.

3. Review all board action concerning members of the U. S. Coast Guard Reserve.

4. Review material originated in or routed through the Office of Reserve which interprets Reserve law or regulation for conformance thereto.

5. Interpret and prepare directives concerning laws, Executive Orders, and decisions of Federal agencies affecting the U. S. Coast Guard Reserve or the rights, privileges and benefits of its members.

6. Review proposed legislation affecting the Reserve components of the Armed Forces.

7. Originate amendments to Part 8, CFR (Regulations USCGR).

8. Prepare proposed legislation pertaining to the U. S. Coast Guard Reserve.

9. Originate amendments to the Reserve Administrative Manual (CG-296).

RECORDS CONTROL BRANCH
(G-RA-2)

Under the direction and supervision of the Chief, Reserve Administration Division, the Chief, Records Control Branch shall:

1. Maintain all service records of Reservists serving on inactive duty.

2. Coordinate and maintain a records disposal program for the Reserve Administration Division.

3. Prepare certain indispensable operating records for shipment to relocation centers.

4. Prepare certain service records for shipment to military Personnel Records Center.

5. Furnish information and selected statistics on officer and enlisted personnel as required by official and private inquiries in accordance with regulations.

6. Review all service records for completeness and accuracy.

7. Review Reserve officer fitness reports.

8. Act as service record liaison officer for Office of Reserve.

9. Coordinate mail for Reserve Administration Division.

OFFICER STATUS BRANCH
(G-RA-3)

Under the direction and supervision of the Chief, Reserve Administration Division, the Chief, Officer Status Branch shall:

1. Be responsible for precedence listings of all Reserve Officers and Reserve Commissioned Warrant Officers.

2. Administer programs involving appointments, promotions, and continuation of all officers and commissioned warrant officers in the Coast Guard Reserve on inactive duty.

3. Initiate action pertaining to Reserve officer and enlisted retirements and other officer separations.

4. Prepare the Register of Reserve Officers (CG-238).

5. Administer the Survivor Benefit Plan for the Coast Guard Reserve.

6. Prepare all general correspondence relating to Reserve officers and commissioned warrant officers on inactive duty.

7. Be responsible as Headquarters liaison for matters pertaining to officer uniform maintenance allowances.

8. Assist in reviewing officer records and intelligence dossiers.

9. Act as Classified Material Control Officer for Reserve Administration Division.

ENLISTED STATUS BRANCH
(G-RA-4)

Under the direction and supervision of the Chief, Reserve Administration Division, the Chief, Enlisted Status Branch shall:

1. Prepare correspondence relating to the calling to active duty of enlisted reservists whose participation in the Inactive Duty Reserve Program has been certified as unsatisfactory.

2. Prepare correspondence for administrative discharge and dropping from the rolls.

3. Review all medical examinations of Reservists serving on inactive duty.

4. Review and follow up claims resulting from injury or disease incurred by Reservists.

5. Monitor status of Reservists under a Notice of Eligibility for Disability Benefits.

6. Assist in reviewing enlisted records and intelligence dossiers.

7. Certify those Reservists eligible for the Armed Forces Reserve Medal who are not so certified by the district commanders.

8. Act as supply officer for the Reserve Administration Division and maintain clerical supplies necessary for the operation of the Division.

PERSONNEL ACCOUNTING BRANCH
(G-RA-5)

Under the direction and supervision of the Chief, Reserve Administration Division, the Chief, Personnel Accounting Branch shall:

1. Insure proper management and administration of Reserve personnel accounting and retirement point accounting of all Reservists serving on inactive duty.

2. Administer the program for enrollment and disenrollment of Temporary members of the U. S. Coast Guard Reserve.

3. Review all applications for retired identification cards from personnel on the Reserve Retired List and verify their eligibility.

4. Act as Civilian Personnel Liaison Officer for the Reserve Administration Division maintaining communication with Headquarters representative in G-CAS regarding any civilian personnel actions.

RESERVE PROGRAMS DIVISION
(G-RP)

Under the general direction and supervision of the Chief, Office of Reserve, the Chief, Reserve Programs Division shall:

a. As Office of Reserve program element coordinator, develop goals and objectives, and coordinate the input and output of the PPB System for the Reserve Program.

b. Initiate special studies and develop long-range plans to meet the Reserve personnel mobilization needs.

c. Prepare Program Proposals and Resource Change Proposals in consonance with long-range plans.

d. Submit budget estimates based on the Program Proposal and personnel and other statistics maintained by the division.

e. Prepare the Operating Stage of the Budget, the Financial Plan, and administer and control the allotted funds.

f. Establish numerical requirements and qualifications criteria for Reserve personnel procurement. Coordinate Reserve personnel procurement with the Recruiting Division of the Office of Personnel.

g. Formulate and administer organizational and attendance standards for Reserve units and members.

h. Administer the Reserve mobilization assignment system.

i. Maintain, through the Chief, Office of Reserve, liaison with: the Department of Defense, other Reserve components, the Selective Service System, and other government and civilian organizations as required.

RESERVE PLANS BRANCH
(RP-1)

Under the direction and supervision of the Chief, Reserve Programs Division, the Chief, Reserve Plans Branch shall:

1. Develop and maintain long-range plans to meet Reserve personnel needs, including associated equipment and facilities.

2. Prepare Resource Change Proposals, in accordance with long-range planning objectives and policies.

3. Develop and maintain long-range plans for facilities acquisition, construction and utilization. Coordinate with other Armed Forces on joint use of facilities.

4. Review Unit Development Plans pertaining to Reserve facilities and spaces.

5. Develop and maintain Tables of Organization and Equipment.

6. Establish Reserve personnel procurement objectives and coordinate procurement with the Office of Personnel.

7. Prepare planning factors for development of budget.

8. Develop drill attendance standards.

9. Develop structure and strength of Reserve forces including organization of Training Units.

10. Conduct or coordinate management surveys, staff studies, and analyses of program elements to maintain proper level of effectiveness.

11. Develop and maintain a Reserve information system correlating all Reserve related data processing applications into a management information system responsive to the needs of the program.

12. Coordinate, evaluate, and provide technical assistance to Reserve Divisions on proposed changes and additions to the Reserve information system.

13. Maintain background material and historical data relating to the Reserve program as a basis for preparation of policy and position papers on the Coast Guard Reserve.

14. Prepare and coordinate the publication of the Coast Guard Reserve Unit, Personnel, and Performance Statistics Report.

15. Coordinate activities within the Office of Reserve in preparation for appearances by the Office Chief before Congressional Committees.

16. Administer the awards programs.

17. Maintain liaison with: the Department of Defense, the Selective Service System, other Reserve components and other agencies in regard to Branch responsibilities.

RESERVE BUDGET BRANCH
(RP-2)

Under the direction and supervision of the Chief, Reserve Programs Division, the Chief, Reserve Budget Branch shall:

1. Develop the Reserve budget estimates in consonance with statistical projections and Resource Change Proposals prepared by the Reserve Plans Branch.

2. Develop cost standards for Reserve training as a guide for management and control of Reserve training and for use in the development and justification of Coast Guard Reserve budget estimates.

3. Prepare the Reserve Training Appropriation Financial Plan, recommend allotments for district Reserve funds

and recommend apportionment and reapportionment of Reserve funds.

4. Prepare Reserve budget presentations for inclusion in the various Coast Guard budget stages.

5. Coordinate and insure proper funding of the Reserve reimbursable program to Operating Expenses.

6. Prepare and recommend changes in the Reserve financial plan to meet changing fund requirements as a result of changes in the Reserve program due to funding restrictions.

7. Prepare budgetary reports as may be required for internal management.

8. Administer Reserve Training funds maintained in Headquarter's accounts.

9. Maintain budget records for current and future years.

10. Develop and utilize cost analyses to insure effective use of funds and report as necessary to management.

11. Provide budgetary input for annual Planning Factors and advice to districts for uniform reporting and maximum effective utilization of funds.

12. Coordinate and execute matters involving logistic support, including supply, personnel, medical, and fiscal and financial services.

RESERVE MOBILIZATION BRANCH
(RP-3)

Under the direction and supervision of the Chief, Reserve Programs Division, the Chief, Reserve Mobilization Branch shall:

1. Administer the Reserve Mobilization System.

2. Coordinate Reserve participation in readiness exercises.

3. Maintain records for RT funded military and civilian personnel allowances.

4. Make recommendations and prepare justifications for re-assignment of billets and positions and for reductions or additions to the overall RT funded personnel allowances.

5. Develop and maintain an energetic procurement and retention program for the Reserves.

6. Develop policies or changes to present policies on reserve procurement practices, entry requirements, or recruiting programs.

7. Maintain liaison with the Department of Defense, Department of the Navy, Defense Civil Preparedness Agency, Office of the Selective Service System, Military Readiness Division of the Office of Operations, the Recruiting Division of the Office of Personnel and with Reserve mobilization officers in each district office.

RESERVE TRAINING DIVISION
(G-RT)

Under the general direction and supervision of the Chief, Office of Reserve, the Chief, Reserve Training Division shall:

a. Develop and administer the inactive duty training program for Reservists, including provisions for correspondence courses, examinations for advancement in rate and application for initial appointment to warrant officer.

b. Develop and administer the active duty for training programs for Reservists, including the initial active duty for training programs.

c. Coordinate the active duty for training and inactive duty training programs to insure that the knowledge and skills imparted are mutually compatible.

d. Coordinate Reserve training with activities of the Regular service in order that the basic objective of maintaining a Reserve force that is adequately trained is achieved, and that optimum utilization is made of all Coast Guard training capabilities.

e. Administer and coordinate the program for the development and use of training aids (including vessels and aircraft) and publications used for Reserve training.

f. Develop and coordinate the system for the distribution of training aids and publications.

g. Develop standards for assignment of designators to inactive duty reserve officers. Approve or disapprove individual requests for awarding of or changes in designator.

h. Publish and maintain the Coast Guard Reserve Training Aids and Publications Index (CG-236R).

i. Publish and distribute the Reserve Unit Training Bulletin.

j. Maintain liaison with corresponding components of the Department of Defense and other government and civilian organizations, as appropriate, to ensure proper training of the Coast Guard Reserve.

AUGMENTATION AND TRAINING BRANCH
(G-RT-1)

Under the direction and supervision of the Chief, Reserve Training Division, the Chief, Augmentation and Training Branch shall:

1. Develop and administer all Coast Guard ACDUTRA and INACDUTRA Augmentation Training programs for Reserve personnel.

2. Maintain official files on past and present training programs.

3. Review and analyze training statistics to determine future training needs.

4. Consider, initiate, coordinate and propose new training programs to meet the changing needs of the Service.

5. Coordinate and supervise ACDUTRA formal schools programs at the various training facilities.

6. Determine new and/or continuing schools requirements, and coordinate appropriate curriculum development or modification.

7. Supervise the initial ACDUTRA program including "A" Schools for reservists.

8. Maintain liaison with other services in matters pertaining to formal training programs.

9. Provide staff and other support to ACDUTRA schools.

10. Supervise and coordinate all inter-district ACDUTRA augmentation and all SPACDUTRA augmentation.

11. Review all emergency ACDU to determine the need for additional training.

12. Supervise, schedule, and assign ACDUTRA and initial ACDUTRA personnel for CGC UNIMAK operations.

13. Process all communications regarding matters pertaining to the general subject of Active Duty for Training.

14. Provide liaison between Reserve Training Division and user offices and units in matters relating to Reserve augmentation training.

15. Coordinate and administer INACDUTRA augmentation programs to ensure they are complementary to ACDUTRA augmentation and provide adequate training to assist in the advancement of inactive duty personnel.

16. Process communications relating to the administration of all facets of the INACDUTRA augmentation training of Reserve personnel.

17. Administer the program for the use and procurement of operational/training equipment.

18. Authorize any formal INACDUTRA and ACDUTRA training programs to be conducted at the district level not previously approved by Commandant (G-RT).

19. Establish and review district Reserve small boat allowances through evaluation of BAMS reports and Abstracts of Operations.

20. Maintain and update training capacity of Reserve boats through standardization of communications equipment, acquisition of boats, and survey of obsolete boats and equipment.

21. Administer Reserve Training Division fund accounts for procurement of training aids.

22. Coordinate and supervise the Reserve Enlisted Basic Indoctrination School.

CAREER PATTERNS AND TRAINING PROGRAMS BRANCH
(G-RT-2)

Under the direction and supervision of the Chief, Reserve Training Division, the Chief, Career Patterns and Training Programs Branch shall:

1. Develop, coordinate and administer Coast Guard controlled inactive duty Reserve training programs and curricula including development of required training aids with the exception of augmentation.

2. Coordinate and administer the Reserve enlisted advancement system including the following:

   a. Establishment and modification of enlisted advancement requirements.

   b. Periodic publication of Reserve administered servicewide examination schedules.

   c. Establishment of servicewide examination cut scores.

   d. Processing of documentation and conduct of advancement selection boards for candidates for advancement of Reserve petty officers E-7, E-8, and E-9.

3. Process applications for initial appointment to warrant officer submitted by inactive duty Reserve personnel.

4. Develop and update correspondence courses for Coast Guard emergency ratings.

5. Process all requests for lateral or diagonal change in rating submitted by inactive duty Reserve personnel.

6. Conduct an ongoing evaluation of all aspects of the Reserve training program to:

   a. ensure its continued effectiveness

   b. identify knowledge areas requiring improvement

   c. measure effect of training programs on personnel retention and advancement.

7. Maintain continuous liaison with other armed forces and civilian organizations involved with training for the purpose of obtaining training programs, curricula, correspondence courses and innovative procedures relevant to the training of Coast Guard Reserve personnel.

8. Provide course objectives, curriculum outlines and other resources as required for Coast Guard Reserve ACDUTRA Schools.

9. Develop and keep current correspondence course and other training requirements for inactive duty Reserve officers.

OFFICE OF MARINE ENVIRONMENT AND SYSTEMS
(G-W)

1. **Mission.** To establish and maintain a coordinated Coast Guard environmental program, responsive to intra-service and external requirements; and a comprehensive ports and waterways system, encompassing all aspects of marine transportation, exclusive of vessel safety.

2. **Functions.** Under the general direction and supervision of the Commandant, Vice Commandant, and Chief of Staff, the Chief, Office of Marine Environment and Systems shall:

   a. Serve as the Commandant's internal and external coordinator, liaison and spokesman on all environmental protection matters for which the Service has responsibility, to assure: a well-coordinated and effective Coast Guard effort in the prevention, detection and control of pollution; compliance with the Environmental Policy Act; and that required Coast Guard inputs to Departmental and interagency environmental matters are provided.

   b. Provide policy guidance for and generally direct and coordinate the following major Service-wide functions:

      (1) Manage and coordinate the Marine Environmental Protection Program as defined above, including the promulgation of policies, standards and guidelines to govern the operations of the National Strike Forces.

      (2) Establish and maintain the aids to navigation system, including short and long range aids to navigation, to meet the needs of marine and air commerce, the Armed Forces, and the boating public. Control the utilization of buoy tenders and aids to navigation facilities and structures.

      (3) Act for the Secretary of Transportation (via delegation of authority) on intra-department and external matters relating to port and water resources utilization and development for which the Department has responsibility.

      (4) Approve the location and clearance of bridges over navigable waters; and regulate the operation of drawbridges.

      (5) Establish, operate, and maintain vessel traffic systems for ports, harbors, and other waters subject to congested vessel traffic.

      (6) Investigate incidents, accidents, or acts involving the loss or destruction of, or damage to structures which affect, or may affect, the safety or environmental quality of ports, harbors, or navigable waters of the United States.

      (7) Manage functions relating to safety of port facilities and adjacent waters, and movement of hazardous cargo to and from commercial vessels.

      (8) Enforce Federal laws on navigable waters (not included are laws specifically the responsibility of the Offices of Merchant Marine Safety and Boating Safety, as well as matters involving enforcement of maritime treaties and violations on the high seas).

   c. Direct overall planning, budgeting and program evaluation, and provide for special studies, inter-Office liaison and coordination as required at the Office level.

d. Establish and maintain contacts with other Headquarters Offices concerning shared-use of facilities and required inputs to programs of Office of Marine Environment and Systems.

e. Promulgate guidelines, standards and directives governing field program management, and establish a system to enable review of effectiveness of field operations.

f. Be the Program Director for the following programs: Short Range Aids to Navigation; Loran-C; Loran-A; OMEGA; Port Safety and Security; Law Enforcement; Marine Environmental Protection; and Bridge Administration.

PORTS AND WATERWAYS PLANNING STAFF
(G-WS)

Under the general direction and supervision of the Chief, Office of Marine Environment and Systems, the Chief, Ports and Waterways Planning Staff shall:

a. Coordinate systems analysis and long range planning within the Office. Provide analytical assistance to program managers in determining efficient allocations of resources associated with the implementation of long range plans.

b. Coordinate the external liaison affairs of the Office with the public, industry, labor and other governmental agencies.

c. Serve as Departmental Water Resources Coordinator for the development and review of comprehensive water resources and associated land utilization plans, both intra-departmental and external, including the designation of field departmental representatives, throughout the water resources regions.

d. Serve as departmental representative on numerous Water Resources Council committees, which include the development of major policy guidelines for and review of comprehensive water resources and associated land regional plans, Federal-State programs, and state grant programs.

e. Provide staff support for Departmental representation on Water Resources Council. Provide staff support, on an intermittent basis, to field departmental representatives in planning and development in the water resources and related land planning areas.

f. As Departmental coordinator for Water Resources and related land planning, coordinate review and comments of the respective Administrations for a determination of the Department's position relating to all environmental impact statements and projects in the water resources area received by the Department from other Federal agencies, specifically excluding those with a connotation of Section 4F of the DOT Act.

g. As Departmental Coordinator for Water Resources and related land planning, coordinate external agency reviews and comments on Coast Guard-initiated environmental impact statements.

h. Review and recommend Departmental position on legislative matters dealing with water resources and related land planning.

AIDS TO NAVIGATION DIVISION
(G-WAN)

Under the general direction and supervision of the Chief, Office of Marine Environment and Systems, the Chief, Aids to Navigation Division shall:

a. Manage the U.S. system of marine navigation aids in accordance with 14 USC 81 through 14 USC 87 and assume responsibility for the effective performance of the aids to navigation system.

b. Act as program manager for the programs within the Aids to Navigation Program area. Prepare and maintain the Program Definitions and the Resource Change Proposals for those elements under his cognizance. Develop and maintain those other documents and reports, required by the PPB system.

c. Initiate, review, and approve plans for the establishment and change of aids to navigation.

d. Develop planning criteria and operational requirements for the vessels, shore units, and equipment necessary to operate and service the federal aids to navigation system.

e. Develop and approve requirements for manning, equipping and deploying support units.

f. Establish operational procedures and training requirements for Coast Guard units and personnel engaged in aids to navigation maintenance. Prepare and maintain manuals and other instructions.

g. Establish and monitor operational proficiency standards of Coast Guard units in support of aids to navigation.

h. Initiate requests for the Office of Research and Development to conduct research and development projects to improve the performance and efficiency of the aids to navigation system.

i. Coordinate plans and procedures for multi-functional Coast Guard units with the other program areas.

j. Coordinating as necessary with the Office of Public and International Affairs, establish and maintain liaison with international, Federal and other agencies and the maritime industry to effectively carry out assigned responsibilities.

k. Disseminate information to the mariner concerning aids to navigation. Publish the "Light Lists" and other aids to navigation publications.

AUDIO AND VISUAL AIDS BRANCH
(G-WAN-1)

Under the direction and supervision of the Chief, Aids to Navigation Division, the Chief, Audio and Visual Aids Branch shall:

a. Review, coordinate and approve plans and proposals to establish, discontinue, or change Federal and private aids to navigation.

b. Initiate proposals to improve, modify or change aids to navigation to satisfy program requirements.

c. Assemble, review, and advise on operational requirements for future improvements of audio-visual aids to navigation.

d. Implement and coordinate action to keep applicable provisions of the Code of Federal Regulations current with aids to navigation policy and procedures.

e. Advise and collaborate on research and development in audio and visual aids.

f. Review and coordinate Coast Guard - state agreements for states to regulate private aids to navigation.

g. Review and coordinate agreements with other government agencies concerning audio-visual aids to navigation.

h. Maintain liaison with representatives of the offshore oil well industry, maritime industry, foreign governments, and state and federal government officials on matters concerning audio and visual aids to navigation.

i. Prepare replies to correspondence from the public , the Congress, other government officials, and foreign governments and nationals concerning audio and visual aids to navigation.

j. Review, advise and collaborate on films and publications involving audio and visual aids to navigation.

SYSTEMS AND FACILITIES BRANCH
(G-WAN-2)

Under the direction and supervision of the Chief, Aids to Navigation Division, the Chief, Systems and Facilities Branch shall:

a. Develop planning criteria and operational requirements for the cutters, boats, shore units and equipment necessary to operate and service the aids to navigation system.

b. Establish and coordinate operational requirements for deployment, manning, equipping, training and proficiency standards for buoy tenders, lightships, buoy boats, light stations, and light attendant stations.

c. Review continually and make recommendations concerning the performance and condition of units, and the necessity for establishment, disestablishment, reduction or expansion of aids to navigation units.

d. Investigate and recommend areas where aids to navigation research and development and training is required to satisfy aids to navigation system requirements. Evaluate new equipment, devices and techniques as they are developed.

e. Review that part of the real property program affecting aids to navigation system facilities.

f. Coordinate plans and procedures for multi-functional Coast Guard units with other program areas.

g. Assemble, review and coordinate revisions to the Aids to Navigation Manual (CG-222) and other publications or forms for internal Coast Guard use for which the division is responsible.

h. Prepare, review, and advise on long range plans extending beyond budget cycle, utilizing principles of operations research, including review of AC&I and OPP Projects, to satisfy aids to navigation system requirements.

i. Review, coordinate, and advise on projects submitted for inclusion in the advance construction and improvement program to satisfy aids to navigation system requirements.

j. Provide management information through the supervision and operation of Simplified Aids to Navigation Data System (SANDS).

k. Review and advise on operational plans submitted for approval to satisfy aids to navigation system requirements.

l. Publish Aids to Navigation Bulletin.

RADIONAVIGATION AIDS BRANCH
(G-WAN-3)

Under the direction and supervision of the Chief, Aids to Navigation Division, the Chief, Radionavigation Aids Branch shall:

a. Develop policies and procedures for the formulation and administration of Coast Guard-operated radionavigation aids (e.g. LORAN A, LORAN C, OMEGA).

b. Direct the operation of the Coast Guard radionavigation aids system.

c. Determine radionavigation system accuracies and research errors resulting from electromagnetic wave propagation anomalies. Compile statistical data associated therewith.

d. Maintain a continuous review and appraisal of radionavigation programs to insure that program objectives are met.

e. Review research and development programs and the development of radionavigation systems which may eventually meet Coast Guard operational requirements.

f. Review operational reports, establish operational parameters and criteria, including personnel manning requirements.

g. Provide consultation, advisory service and liaison to Coast Guard activities, foreign governments, commercial interests and to navigators throughout the world, concerning scientific, and operational problems and developments pertinent to radionavigation and related disciplines.

h. Maintain technical and operational liaison with government agencies, particularly with the Department of Transportation, the Department of Defense, National Ocean Survey, U. S. Navy Oceanographic Office and the National Bureau of Standards, in matters involving radionavigation.

i. Participate in negotiations with officials of foreign governments on operational and technical matters involving the establishment and operations of electronic systems overseas.

j. Maintain liaison with Supreme Allied Commander Atlantic (SACLANT), in matters relating to NATO Loran installations.

k. Update and implement the Coast Guard portion of the National Plan for Navigation.

l. Prepare replies to correspondence from the public, Congress, U. S. and foreign government officials pertaining to radionavigation and related subjects.

m. Maintain and supervise Division classified material control.

MARINE INFORMATION BRANCH
(G-WAN-4)

Under the direction and supervision of the Chief, Aids to Navigation Division, the Chief, Marine Information Branch shall:

a. Review and record all data pertaining to Notices to Mariners items. Assemble, prepare, and furnish to the U. S. Naval Oceanographic Office, daily, information for inclusion in the Weekly Notice to Mariners.

b. Prepare and issue annual "Light List", posters, and other publications concerning aids to navigation for dissemination to the mariner and the general public.

c. Maintain records pertinent to the aids to navigation system.

d. Maintain charts and hydrographic publications necessary for functioning of the division.

e. Maintain mailing lists for "Light List".

f. Provide liaison and coordinate action with National Ocean Survey, Naval Oceanographic Office and the Corps of Engineers in connection with publishing and charting aids to navigation information.

g. Advise on matters pertaining to the timely dissemination of information to the mariner concerning changes in aids to navigation, hazards to navigation and other hydrographic information.

h. Coordinate with National Ocean Survey activities pertaining to Notice to Mariners items and chartlets prepared and forwarded daily to various district offices for Local Notice to Mariners usage.

i. Coordinate charts and publications allowances for Coast Guard vessels and activities with various U. S. Naval Oceanographic Distribution Centers.

j. Prepare and coordinate United States position pertaining to Notice to Mariners, Light Lists and broadcasts regarding issues before the International Hydrographic Organization, Monaco.

k. Prepare replies to correspondence from the public, Congress, U. S. and foreign government officials pertaining to Notice to Mariners, Light Lists, and nautical publications.

SHORT RANGE AIDS PLANNING BRANCH
(G-WAN-5)

Under the direction and supervision of the Chief, Aids to Navigation Division, the Chief, Short Range Aids Planning Branch, shall:

a. Update short range aids servicing policies and facilities and recommend changes to improve efficiency.

b. Develop plans to implement the recommendations of studies of the support system for short range aids to navigation (SRAN).

c. Maintain close liaison with the Offices of Research and Development and Engineering, and assist in preparing long range plans for their efforts required to improve SRAN operations and effectiveness.

d. Prepare studies, analyses, evaluations and investigation of the SRAN system as directed by the program manager.

e. Establish priorities among projects in the SRAN program, consistent with program manager's budgetary priorities.

f. Plan projects and facility changes including short (1-5 yr), mid (5-10 yr), and long range (beyond 10 yr) program plans.

g. Prepare operational requirements for the design and development of equipment and subsystems, federal and private aids.

h. Formulate plans for procurement, training, operation and maintenance of new hardware and facilities.

i. Develop a coordinated plan for an efficient service-maintenance force mix for SRAN. Supervise servicewide implementation.

PROGRAMS REVIEW & BUDGETING STAFF (G-WAN-6)

Under the direction and supervision of the Chief, Aids to Navigation Division, the Chief, Programs Review & Budgeting Staff shall:

a. Coordinate planning for proposed Aid to Navigation Program area projects and major facility changes including short (1-5 yr), mid (5-10 yr), and long range (beyond 10 yr.) term program plans.

b. Review AC&I projects, Program Proposals, Development Plans and other planning and budget proposals related to facilities assigned to the Aids to Navigation Program.

c. Maintain data and justification for projects to be included in Coast Guard budget requests.

d. Coordinate and assist in preparing all program and budget documents, including RCP's, Programs Definitions, Planning Factors, Program Proposals, Determinations in accordance with CG-411.

e. Assemble and maintain current statistics needed for program data summaries, including program benefits.

f. Develop priorities for the program manager of all aids to navigation projects for the budgetary process.

g. Maintain close liaison with other Headquarters staff components for budgetary matters. Coordinate and assist in preparing long range plans for the RDT & E efforts required to improve the operation, management and effectiveness of the program area.

h. Prepare studies, analyses, evaluations and investigations as directed by the program manager that may be required to improve program management or aid in the decision process.

i. Supervise or administer funds apportioned/allocated to the program manager.

j. Review Planned Obligation Programs and Financial Plans for those AC&I and OE funds appropriated or allotted to ATON projects or facilities.

BRIDGE DIVISION
(G-WBR)

Under the general direction and supervision of the Chief, Office of Marine Environment and Systems, the Chief, Bridge Division shall:

a. Administer the provisions of law and issue regulations relating to: approval of plans and location of bridges across navigable waters of the U.S., alteration of railroad and publicly owned highway bridges found to be unreasonable obstructions to navigation, operation of drawbridges, and lights and signals on bridges required for the safety of navigation.

b. Review permit applications and issuance/denial of bridge permits.

c. Determine the need for alteration of obstructive bridges and establish priorities for alteration projects.

d. Promulgate drawbridge operation regulations and requirements for lights and signals on bridges. Develop policies governing bridge administration. Prepare directives and regulations for bridge administration.

e. Prepare budget requests and supporting documents.

f. Disseminate information about existing bridges and of criteria for proposed bridges.

g. Conduct economic studies and public hearings. Conduct environmental studies and prepare environmental impact statements for bridge projects as required by appropriate laws and directives.

h. Provide guidance to and review the work of the bridge administration organizations within the district offices.

i. Represent the Commandant and serve as the contact point within the Coast Guard for all bridge matters.

BRIDGE MODIFICATION BRANCH
(G-WBR-1)

Under the direction and supervision of the Chief, Bridge Division, the Chief, Bridge Modification Branch shall:

a. Assist district commanders as necessary in conducting preliminary investigation of complaints that specific bridges are unreasonable obstructions to navigation.

b. Assist in conducting detailed investigations which develop benefit/cost analyses in those cases where preliminary investigation indicates that a bridge may in fact be an unreasonable obstruction to navigation.

c. Assist in conducting public hearings inquiring into the circumstances which cause a bridge to be considered an unreasonable obstruction to navigation.

d. Recommend to the division chief such action as may be appropriate for the alteration of a bridge subsequent to the conclusion of the detailed investigation and the public hearing.

e. Obtain, develop and keep necessary records in support of bridge modification budget requests, and maintain a current status of funds.

BRIDGE PERMITS BRANCH
(G-WBR-2)

Under the direction and supervision of the Chief, Bridge Division, the Chief, Bridge Permits Branch shall:

a. Review plans and locations of proposed bridges and modification of existing bridges to insure that they provide for the reasonable needs of navigation and the environment. Among the factors considered are:

(1) Type and amount of existing and prospective waterway traffic

(2) Nature of the waterway

(3) Flood heights and currents

(4) Alignment of approaches to bridges

(5) Safety hazards involved

(6) Vessel maneuvering capabilities and practices

(7) Limitations imposed by other bridges, locks, etc.

(8) Requirements of section 4(f) of the DOT Act and requirements of National Environmental Policy Act and other appropriate legislation.

b. Insure that permit applications and reports and recommendations thereon are complete and comply with law and regulations.

c. Prepare permits or letters of denial as appropriate.

d. Review and act on recommendations for, and maintain records of, guide clearances proposed or in effect on waterways subject to Coast Guard jurisdiction.

e. Review proposals and make recommendations for appropriate bridge lighting in unusual cases referred to Commandant.

f. Prepare environmental impact statements on projects under cognizances of the Bridge Division as required.

g. Maintain staff liaison with bridge administration personnel in the district offices, and with appropriate persons outside the Coast Guard.

DRAWBRIDGE REGULATIONS BRANCH
(G-WBR-3)

Under the direction and supervision of the Chief, Bridge Division, the Chief, Drawbridge Regulations Branch shall:

a. Review proposed changes to drawbridge operation regulations and recommend final action thereon to insure that:

(1) Regulations are properly and fairly administered.

(2) New or revised regulations are brought to the attention of the public.

(3) The public interest is recognized and maximum usefulness of the waterways is maintained, consistent with the needs of other modes of transportation.

(4) Waterways are treated as systems, with individual regulations being consistent with each other.

b. Develop guidelines by which proposed or existing drawbridge operation regulations may be evaluated.

c. Compile, analyse and organize background material, and prepare in final form Coast Guard directives, publications and regulations relating to bridge matters issued for the guidance of the district commanders and the information of the public.

d. Assist in conducting economic studies, investigations, and public hearings.

MARINE ENVIRONMENTAL PROTECTION DIVISION
(G-WEP)

Under the general direction and supervision of the Chief, Office of Marine Environment and Systems the Chief, Marine Environmental Protection Division shall:

a. Serve as the Program Manager for the Marine Environmental Protection Program.

b. Coordinate, plan, develop, implement, administer and monitor a system aimed at marshaling and effectively employing the applicable resources of the Coast Guard in an integrated, intensive endeavor to prevent, detect and control pollution of the marine environment in accordance with statutory requirements, the policies of the Department of Transportation, and directives of higher authority.

c. Keep appropriate Headquarters Offices advised of current information on environmental program priorities and of their responsibilities for contributing to the total program output.

d. As directed, represent the Coast Guard and present its views and position on environmental matters at meetings with officials of the Department, other government agencies and the private sector.

e. Consistent with statutory provisions and Departmental policy, arrange for and coordinate Coast Guard assistance to Federal, state and municipal agencies and private enterprise in dealing with environmental matters of mutual concern.

f. Convene meetings with the Environmental Coordinating Staff (composed of representatives from other HQ Offices) on environmental matters to obtain their views and assistance in determining a unified course of action.

g. Keep the Commandant abreast of progress of the total environmental program and informed of problems requiring his personal attention.

h. Insure Coast Guard compliance with the National Environmental Policy Act of 1969 and other related environmental laws.

i. Develop and administer the Coast Guard program to prevent, control, and abate pollution by oil, and other contaminants on waters under United States jurisdiction; issue related policy, standards and guidelines.

j. Plan, program, and budget for Coast Guard environmental protection activities.

k. Coordinate Coast Guard programs for the discharge of its obligations under interagency agreements on environmental protection.

l. Provide for, maintain, and analyze reports to determine environmental protection requirements and the effectiveness of the Coast Guard program.

m. Establish operational procedures and training requirements for Coast Guard personnel and units engaged in environmental protection activities. Prepare and maintain manuals and other controlling instructions.

n. Maintain liaison with Federal agencies which have environmental responsibilities inter-related with those of the Coast Guard.

o. Develop, coordinate and provide for Coast Guard participation regarding the Hazardous Materials Information Center and the National Pollution Control Response Center.

p. Administer the applicable sections of the Water Quality Improvement Act of 1970, Oil Pollution Act of 1965 and the Refuse Act of 1899.

PROGRAMS REVIEW AND BUDGET STAFF
(G-WEP-1)

Under the direction and supervision of the Chief, Environmental Protection Division, the Chief, Programs Review and Budget Staff shall:

a. Maintain contact with appropriate Headquarters Offices to insure effective coordination of all budgetary and financial aspects of the environmental protection program.

b. Develop, review, and update program needs, budgetary information and status.

c. Develop and maintain program criteria and standards and statistical and management information.

d. Plan, coordinate, and monitor technical program support.

e. Provide statistical support and analytical services to other division elements.

f. Maintain program plans including short intermediate near term and long term plans.

g. Operate the pollution information reporting system.

h. Maintain present resources status and capabilities and prepare evaluation plans for present and future resources.

i. Develop training requirements for environmental protection personnel.

j. Evaluate program in light of field requirements and make recommendations to improve support.

ENVIRONMENTAL COORDINATION BRANCH
(G-WEP-2)

Under the direction and supervision of the Chief, Marine Environmental Protection Division, the Chief, Environmental Coordination Branch shall:

a. Establish and maintain liaison with appropriate Headquarters and Departmental Offices to insure effective coordination of the Coast Guard environmental program.

b. Issue appropriate directives and guidelines to insure a coordinated and integrated environmental program.

c. Represent the Coast Guard at meetings involving governmental agencies, the private and public sectors, and international organizations.

d. Establish guidelines, promulgate, and update procedures for Coast Guard compliance with the National Environmental Policy Act and other environmental legislation.

e. Coordinate and review environmental impact statements that affect or impact on Coast Guard programs.

f. Be responsible for preparation of replies to public and congressional inquiries regarding environmental matters.

POLLUTION PREVENTION AND ENFORCEMENT BRANCH
(G-WEP-3)

Under the direction and supervision of the Chief, Marine Environmental Protection Division, the Chief, Pollution Prevention and Enforcement Branch shall:

a. Plan, develop, implement and monitor the marine environmental protection program to prevent and detect pollution in the marine environment. Develop policy,

and issue directives and regulations setting forth standards for:

(1) Pollution prevention

(2) Pollution surveillance, detection, notification and apprehension of violators.

(3) Environmental baseline monitoring.

b. Review enforcement reports and investigation. Compile and publish statistics that will indicate the level of effectiveness of the program's preventive and enforcement activities.

c. Develop enforcement policy and implement enforcement procedures for environmental protection laws and regulations.

d. Develop requirements for equipment to prevent oil pollution from vessels and transportation related facilities.

e. Monitor and implement procedures to receive timely notices of loadings/discharge of oil and hazardous polluting substances from vessels, barges and facilities.

POLLUTION RESPONSE BRANCH
(G-WEP-4)

Under the direction and supervision of the Chief, Marine Environmental Protection Division, the Chief, Pollution Response Branch shall:

a. Plan, develop and implement the Coast Guard program to control and clean-up pollution of the marine environment. This includes the development of policy, issuance of directives and regulations for pollution clean-up and administration of the Pollution Fund authorized by the Water Quality Improvement Act of 1970.

b. Coordinate public and private efforts directed at the removal or elimination of pollutants resulting from marine disasters upon the navigable waters of the United States.

c. Manage and coordinate the National Pollution Response Centers and the Chemical Hazardous Reporting Information System.

d. Manage and coordinate the National Strike Force activities and deployments.

e. Provide Department of Transportation membership on the National Response Team.

f. Review, evaluate and monitor efforts associated with district and Regional Response and Contingency Plans. Direct necessary changes and action to improve the efficiency of the plans.

g. Monitor and evaluate district response activities.

PORT SAFETY AND LAW ENFORCEMENT DIVISION
(G-WLE)

Under the general direction and supervision of the Chief, Office of Marine Environment and Systems, the Chief, Port Safety and Law Enforcement Division shall:

a. Act as program manager for the Coast Guard Port Safety/Security Program for the ports and navigable waterways of the United States. Administer the federal maritime law enforcement mission areas not specifically assigned to other program managers.

b. Direct the activities of the Captain of the Port program, including the development of federal regulations governing the handling and stowage of dangerous cargoes on designated waterfront facilities and aboard vessels.

c. Implement Vessel Traffic Systems for individual U.S. ports.

d. Develop plans for implementation, management and enforcement of rules of the road for the prevention of collisions.

e. As Chairman of the U.S. Port Security Committee, coordinate the control of East European merchant vessel entries to U.S. ports as directed by the dictates of current national security policy.

f. Manage Federal marine law enforcement, including support of other agencies, except as noted above.

g. Regulate and administer federal anchorages, security zones and restricted areas.

h. Guide development of Coast Guard implementation of cargo security policies for the Secretary of Transportation.

PORT SAFETY BRANCH
(G-WLE-1)

Under the direction and supervision of the Chief, Port Safety and Law Enforcement Division, the Chief, Port Safety Branch shall:

a. Develop, implement, manage and monitor functions administered by the Captains of the Port and Port Safety Stations, including:

(1) Administration of dangerous cargo regulations, the boarding of dangerous cargo vessels for regulation compliance, and the inspection of waterfront facilities in terms of safety and physical security.

(2) Compliance with regulations that apply to foreign vessels of novel design.

(3) Enforcement of load line regulations.

(4) Enforcement of tank vessel regulations, including inspections aboard ships for compliance and monitoring of transfer operations.

(5) Supervision and inspection of the loading of explosives, and involvement in the development of new methods for loading and transporting explosives and ammunition.

(6) Compliance with restricted areas and security and safety zones.

(7) Cooperation with local officials and the shipping industry in reducing cargo thefts in port areas, and developing guidelines and standards designed to improve safety and security of port side storage facilities and methods of transfer to vessels.

(8) Investigations of accidents on structures on, in, or adjacent to the navigable waters of the United States.

(9) Administration of inspection and permit issuance procedures for waterfront facilities.

b. Maintain liaison with other Federal agencies in matters pertaining to deepwater port development and construction and siting of offshore nuclear power plants.

c. Participate in technical societies and committees to maintain an awareness of industry trends.

d. Maintain liaison with the intelligence community in matters pertaining to possible threats, or acts, of terrorism.

e. Under the direction of the Chairman, administer the Special Interest Vessel program and the affairs of the Port Security Committee.

f. Develop and maintain the Port Safety Plan, the Port Security Plan, and the Explosive Loading Plan.

g. Coordinate and assist in preparing all proposals for RDT&E efforts required to implement the above plans.

h. Review output of Violation Report System to ascertain effectiveness of current and proposed regulations.

VESSEL TRAFFIC SYSTEM BRANCH
(G-WLE-2)

Under the direction and supervision of the Chief, Port Safety and Law Enforcement Division, the Chief, Vessel Traffic System Branch shall:

a. Supervise the implementation and enforcement of the marine traffic management provisions of the Ports and Waterways Safety Act of 1972 (and any amendments thereof). This includes:

(1) Development, implementation and periodic review of a national marine traffic management plan for both vessel traffic systems and regulated navigation areas.

(2) Development and implementation of vessel traffic systems in U. S. ports and waterways.

(3) Development and implementation of a program of regulated navigation areas including speed control on the inland navigable waters of the United States.

(4) Coordination and monitoring of all RDT&E efforts affecting the marine traffic management systems.

b. Maintain liaison with other elements in the Coast Guard, the Department of Transportation, other federal agencies, state and local governments, and other interested parties as necessary for the efficient and effective management of the marine traffic management responsibilities.

c. Develop United States position papers for the international coordination of marine traffic management. Promote and participate in the international exchange of information relating to marine traffic engineering and management.

d. Develop and maintain training programs for VTS and speed control personnel.

e. Develop and maintain a VTS public information program.

f. Maintain statistical data to support the need for and cost effectiveness of marine traffic management activities.

PROGRAM REVIEW AND BUDGET BRANCH (G-WLE-3)

Under the direction and supervision of the Chief, Port Safety and Law Enforcement Division, the Chief, Program Review and Budget Branch shall:

a. Coordinate planning for proposed Port Safety and Law Enforcement program projects.

b. Review AC&I projects, planning proposals and other planning and budget proposals.

c. Coordinate and assist in preparing all program and budget documents.

d. Maintain statistical data on violations of law and workload reporting. Periodically review and analyze this data and advise the program manager of trends.

e. Develop and manage training programs. Analyze the effectiveness of the program and develop/update courses, training aids, on the job training, etc.

f. Develop methods to determine personnel proficiency in carrying out functions of the Ports Safety and Law Enforcement Program.

g. Coordinate and assist in preparing long range plans required to improve the operation, management and effectiveness of the program area.

h. Prepare studies, analyses, evaluations and investigations, as directed by the Program Manager, that may be required to improve program management or aid in the decision process.

i. Provide statistical support and analytical services to other division elements.

j. Supervise or administer funds allocated to the PSS program manager.

k. Plan, coordinate and monitor technical program support.

RULES OF THE ROAD BRANCH (G-WLE-4)

Under the direction and supervision of the Chief, Port Safety and Law Enforcement Division, the Chief, Rules of the Road Branch shall:

a. Administer the program for the development of Rules of the Road and related matters for the prevention of collisions through:

(1) The review of existing statutory and regulatory Rules of the Road.

(2) The preparation of recommendations for changes to statutory and regulatory Rules of the Road.

(3) Serving as coordinator of the Rules of the Road Industry Advisory Committee.

(4) Maintaining liaison with other Headquarter elements and government agencies.

(5) Reviewing casualty records which involve Rules of the Road.

(6) Managing additional systems for the prevention of collisions including, but not limited to, bridge-to-bridge radiotelephone and off-shore traffic separation schemes.

b. Provide the following support services:

(1) Preparation of replies to inquiries concerning Rules of the Road.

(2) Dissemination of information concerning new proposals to the Rules of the Road and related matters.

(3) Preparation of U. S. position papers for presentation to the IMCO Subcommittee on the Safety of Navigation.

(4) Assistance to other departments and units in Rules of the Road matters.

c. Assist the Casualty Review Branch, (G-MVI-3) as necessary in the review of casualty records involving collisions between vessels.

d. Assist Office of Chief Counsel staff as necessary in the review of penalty appeal cases as they relate to statutory and regulatory Rules of the Road.

e. Coordinate the development and promulgation of regulations in the following program areas: Port Safety, Port Security, Vessel Traffic System, Speed Control and Cargo Security.

PART III

AREA ORGANIZATION

ORGANIZATION OF AREA OFFICES

a. **Summary of Functions.** The Area Commander serves as the intermediate echelon of command between the Commandant and intra-Area district commanders, with responsibilities for:

(1) continuing operational control over inter-district law enforcement patrols, polar icebreakers, long-range aircraft on inter-district missions, the area communications system, National Strike Force Teams, the AMVER system and marine science activities;

(2) redeploying temporarily – and coordinating or controlling – personnel and facilities within the Area to meet emergent or contingent operational situations (involving any operational mission, but primarily search and rescue, law enforcement on the high seas, environmental protection);

(3) directing a comprehensive inspection program within Area boundaries (covering HQ units and district offices as well as district operational units); and

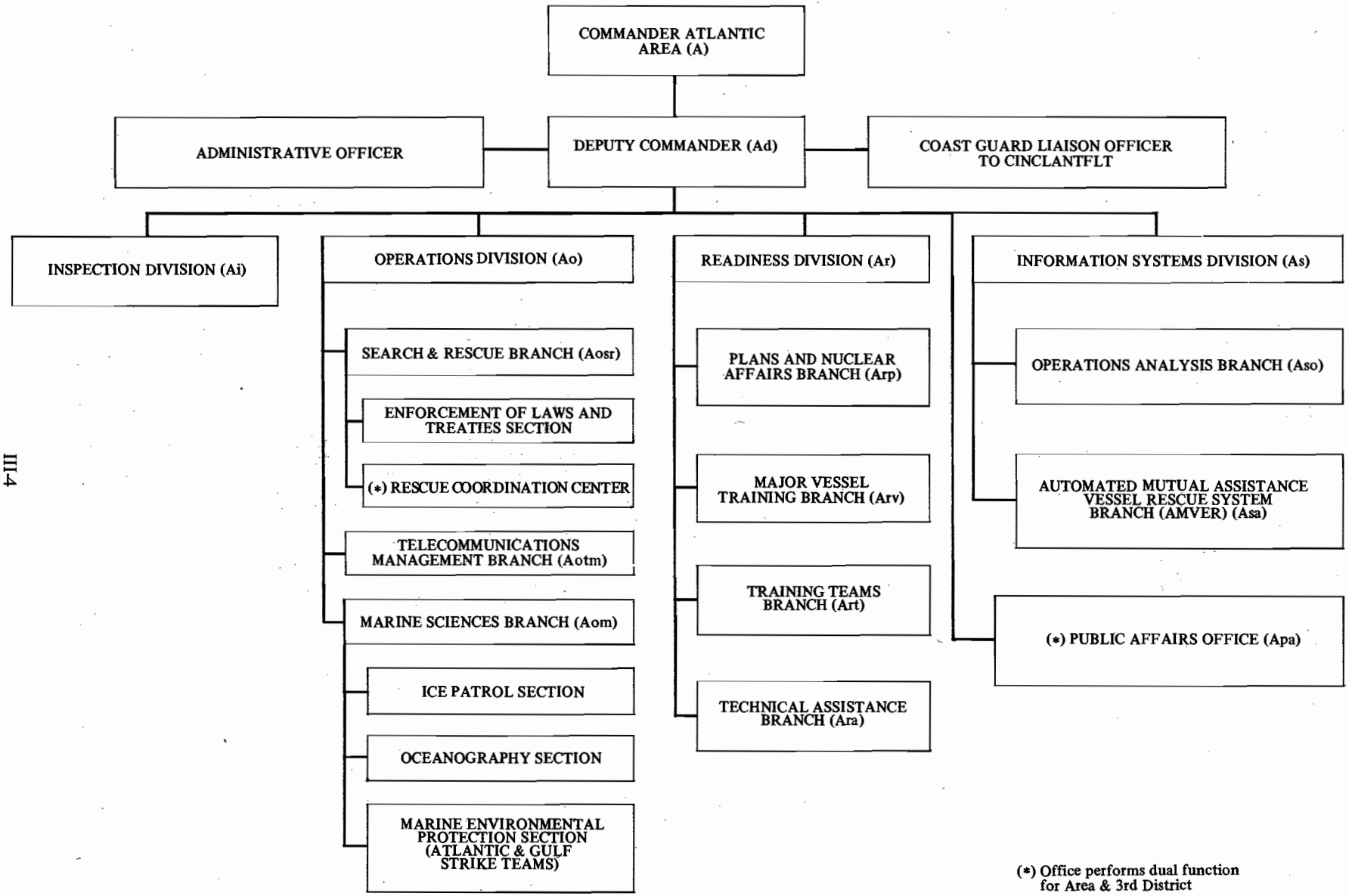
(4) providing support for the preceding functions in the form of planning, training, evaluation and improvement.

b. **Organization & Scope of Responsibility.** The Area Commander has substantial latitude and flexibility in judgment and decision in matters concerning the efficiency, readiness, and operational control of designated units for both peacetime operations, and operations as a part of the Navy in time of war or national emergency. The organization and functions of the two area commands shown on the pages that follow differ in some respects due to variations in workload and functions. There are two Coast Guard Areas, each under the command of an Area Commander. The Atlantic Area, with the office of the Commander, Atlantic Area located in New York, comprises the land, inland waters and ocean areas of the First, Second, Third, Fifth, Seventh, Eighth and Ninth Coast Guard Districts. The Pacific Area, with the office of the Commander, Pacific Area located in San Francisco, comprises the land, inland waters and ocean areas of the Eleventh, Twelfth, Thirteenth, Fourteenth and Seventeenth Coast Guard Districts. The Commander, Third Coast Guard District serves collaterally as Commander, Atlantic Area and the Commander, Twelfth Coast Guard District serves collaterally as Commander, Pacific Area.

c. **Relationship of Area and District Commanders.** The district commander is the direct representative of the Commandant and has full authority and responsibility for assigned functions within his district. The area commander, on the other hand, is responsible for planning and exercising control of individual operations and missions which involve more than one district, or for an operation involving a single district which requires augmented forces due to magnitude or urgency. This concerns operational matters within the fields of search and rescue, pollution prevention and control, enforcement of laws and treaties, major oceanographic and icebreaking efforts, as well as readiness and mobilization planning and operational evaluation. The area commander also directs the inspection program within his area for the Commandant, including the conduct of inspections of district offices and Headquarters Units. The logistics support for units under the operational control of the Area shall normally be provided by the respective districts. However, the Area Commander ensures the provision of urgent or emergency logistics as required to support operational forces, utilizing whatever forces are available and required within his area of responsibility. His administrative efforts are devoted primarily to the furtherance of Coast Guard operational objectives and the evaluation and study of operational matters for the improvement of the Coast Guard. To this end he may require operational studies or recommendations from the individual districts concerning specific cases.

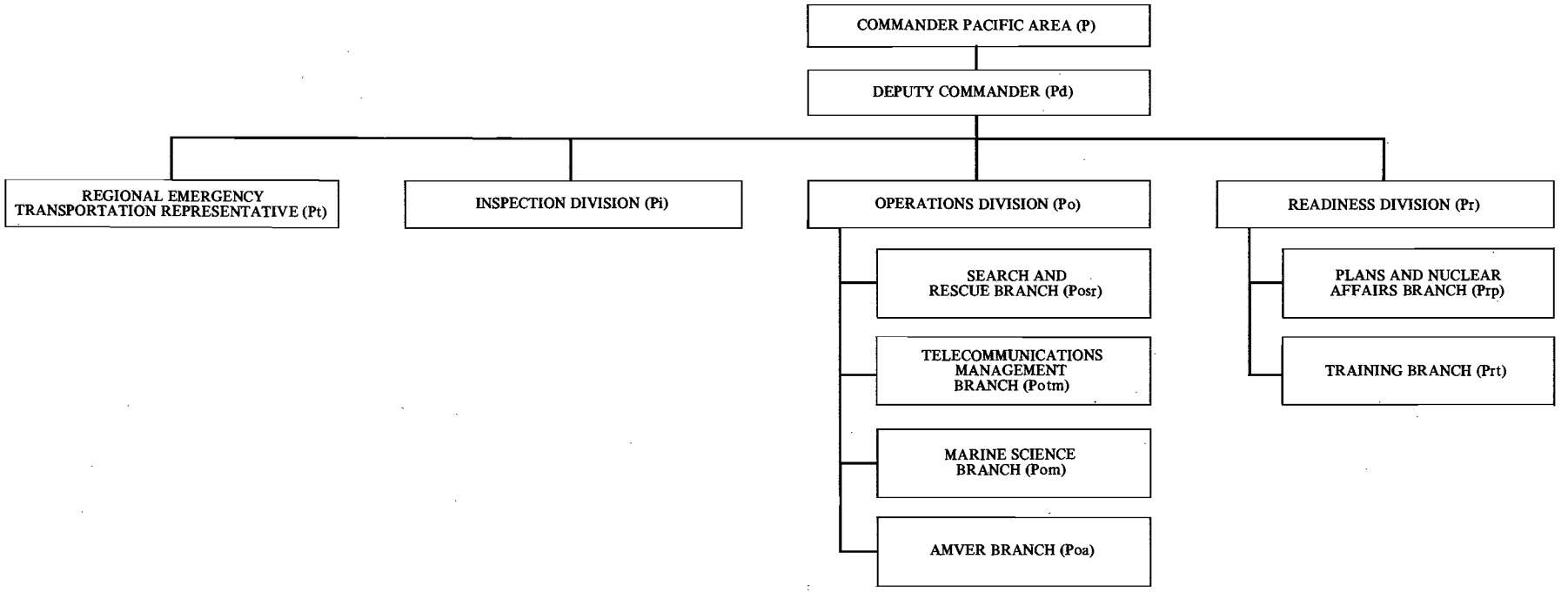
The Area Commander provides continuing operational coordination between the districts comprising the area, and is the direct representative of the Commandant in matters involving planning and liaison with appropriate heads of other services within the area.

ATLANTIC AREA



(*) Office performs dual function for Area & 3rd District

PACIFIC AREA



THE AREA COMMANDER
(both areas)

Under the general direction of the Commandant, the Area Commander shall:

1. Develop and maintain search and rescue plans for the Area, and establish a continuing and effective liaison with counterparts in other Services for the purpose of negotiating search and rescue agreements affecting districts within the Area or the Area as a whole. Keep the Commandant advised concerning search and rescue requirements within the Area and the most effective deployment and utilization of Coast Guard facilities for this purpose.

2. When it is determined that an assistance case is of such magnitude as to require participation by more than one district in an Area, coordinate and control overall operations, utilizing the facilities and personnel of any district he so designates within the jurisdiction. Such cases include major disasters at sea or on land (floods, fires, hurricanes, explosions, etc.), or distress cases occurring at or near district boundaries where responsibilities are not clearly defined and coordination is required to insure that the forces of either or both of the adjacent districts are employed in an effective and expeditious manner.

3. Schedule and direct training for units in the area (including joint exercises with the Navy), and maintain liaison with other military commands relative to operational training.

*4. <u>Direct the Ocean Station Hotel program in close coordination with District Commanders concerned, scheduling vessels for ocean station duty and directing their operations while engaged in such duty.</u>

5. Coordinate and/or control the Enforcement of Laws and Treaties Program.

*6. Exercise control of major icebreaker operations in the ocean areas. <u>The Commander, Coast Guard Atlantic Area also directs the International Ice Patrol.</u>

7. Develop and maintain current mobilization plans.

8. Establish and maintain liaison with the maritime industry, commercial aviation, and others concerned with Coast Guard activities.

9. Direct the Automated Mutual-assistance VEssel Rescue system (AMVER) in the Area.

10. Coordinate the marine sciences activities of Area Units.

*Underlined portions apply to Atlantic Area only.

DEPUTY AREA COMMANDER
(both areas)

Under the general direction of the Area Commander, the Deputy Area Commander shall:

1. Assist the Area Commander in the general administration and direction of Area activities.

2. Supervise and coordinate the activities of the various chiefs of divisions and advise these officers generally relative to the policies and programs of the Area Commander.

3. Supervise the preparation and execution of operating plans and programs for carrying out the functions of the Service in the Area.

4. Analyze and review proposals and problems for the Area Commander; prepare and issue orders, instructions, and directives affecting the conduct of Area affairs; interpret rules, regulations and other directives for area personnel as may be necessary; review such incoming and outgoing correspondence as may be specified by the Area Commander.

5. Act as Area Commander under authority and as provided for in Article 13-3-3, Coast Guard Regulations (CG-300).

OPERATIONS DIVISION
(both areas)

Under the general direction and supervision of the Area Commander and the Deputy Area Commander, the Chief, Operations Division shall:

1. Direct, supervise, and coordinate the activities of the Branch chiefs in connection with their assigned functions; assure the efficient performance of duty by these officers, and have responsibility for the effectiveness of operations.

2. Coordinate and control operational matters requiring a high degree of cooperation between districts or the employment of units assigned to two or more districts within the Area.

3. Plan and execute tasks required of the Regional SAR Coordinator, exercising coordination with other services and agencies which participate in the SAR Plan for the appropriate Maritime Region.

4. Coordinate and supervise all non-exercise Area operational matters including current and future operations and planning therefor.

5. Maintain liaison with government and civilian agencies in support of the above responsibilities.

6. Supervise the preparation of current Operations Plans.

7. Review planning proposals and be responsible for planning, studies, and recommendations on Area resource development and utilization to improve efficiency in performance of Area missions.

AUTOMATED MUTUAL ASSISTANCE VESSEL RESCUE (AMVER) BRANCH
(Pacific Area only)

Under the direction and supervision of the Chief, Operations Division, the Chief, Automated Mutual Assistance Vessel Rescue Branch shall:

1. Provide effective liaison with the AMVER Center in New York.

2. Administer the AMVER System in the Pacific Area, including technical and operational coordination with governments within the physical boundaries of Coast Guard Pacific Area.

3. Provide Commander Atlantic Area with material for the AMVER Bulletin and advice on changes to AMVER instructions.

4. Conduct AMVER publicity and public relations programs as appropriate.

5. Promote the long-range goals of the AMVER program.

SEARCH AND RESCUE BRANCH
(both areas)

Under the direction and supervision of the Chief, Operations Division, the Chief, Search and Rescue Branch shall:

1. Coordinate and supervise Area Search and Rescue facilities to provide for effective search and rescue.

2. Supervise the Joint-Area-District Rescue Coordination Center for Area matters.

3. Represent the Regional SAR Coordinator in the detailed execution of his duties.

*4. Supervise the Ocean Station Hotel Program. Exercise operational control of vessels enroute to, on, or returning from station. Coordinate scheduling of WHECs for all missions.

5. Maintain SAR Annex of Area Operation Plan.

*6. Maintain Annex VICTOR, Operating Procedures for Ocean Station Hotel, of the Area Operation Plan.

7. Review and maintain current SAR agreements.

8. Coordinate use of long-range aircraft.

9. Review, edit, and correct all assistance reports submitted with Area case numbers.

10. Control Offshore Fisheries Law Enforcement Activities when required. Schedule cutter participation.

*Underlined portions apply to Atlantic Area only.

TELECOMMUNICATIONS MANAGEMENT BRANCH
(both areas)

Under the direction and supervision of the Chief, Operations Division, the Chief, Telecommunications Management Branch shall:

1. Coordinate and supervise overall Coast Guard communications within the Area to provide reliable, secure and rapid communications necessary to meet mission requirements.

2. Exercise operational control over the Area Communications System including Communication Stations and Radio Stations supporting Area missions, interdistrict landlines, and Transportable Communication Centrals (TCC).

3. Maintain liaison with appropriate government and industry representatives in order to develop and improve Coast Guard communication services to the public.

4. Prepare communication studies of major SAR incidents as appropriate in order to assess and improve Coast Guard capabilities and techniques.

5. Advise and assist District Communication Officers in resolving District and interdistrict communications problems.

6. Conduct periodic visits of communications facilities throughout the Area in order to develop a strong and uniform areawide communications system.

7. Make recommendations to the Commandant concerning redistribution of communication resources within the Area in order to insure maximum effective utilization of existing resources.

8. Prepare and submit to the Commandant for approval areawide long-range communication plans which will form the basis for budget requests in the Command and Control Program.

9. Exercise a coordination role with regard to Marine Information Broadcasts, MEDICO processing, and communications supporting district missions which require liaison to prevent interference or insure a uniform quality of service.

10. Conduct the communications inspection program of District Offices, Headquarters units (and ACTEUR by LANTAREA) and communications stations within the Area.

11. Supervise and direct the activities of the Area Staff Classified Material Control Officer and assure the efficient performance of duty by that officer.

12. Maintain the Communications and Movement Annexes of the Area Operation Plan.

MARINE SCIENCES BRANCH
(both areas)

Under the direction and supervision of the Chief, Operations Division, the Chief, Marine Sciences Branch shall:

1. Coordinate the overall oceanographic activities of Area units.

2. Coordinate the participation in other scientific projects by Area units.

3. Provide oceanographic technical advice and assistance to vessels equipped with Coast Guard owned oceanographic gear.

4. Exercise operational control over polar icebreaker operations, when such control is not assigned to another command (i.e., CTF-43, etc.).

5. Coordinate Coast Guard operational support of federal ocean data buoys.

*6. Exercise cognizance over, supervise, coordinate, direct and administer the International Ice Patrol.

7. Study ice and current conditions in the North Atlantic Ocean. Plan and direct the Ice Patrol Scientific Program in coordination with other Coast Guard components with marine science responsibilities.

8. Study means for improving methods and facilities for the collection and dissemination of ice information.

9. Coordinate the overall marine environmental protection activities under Area cognizance.

10. Exercise cognizance over, supervise, coordinate, plan and direct the activities of the Area Strike Teams including training, preparedness and development of specialized pollution removal equipment and techniques.

11. Coordinate response to pollution incidents to insure full compliance with the National Contingency Plan.

12. Plan for response to pollution incidents including the deployment of specialized equipment and use of effective removal techniques and methodology, with full participation in Regional Contingency Plan development.

13. Train Coast Guard personnel and, as requested, personnel of other agencies to prepare them to engage effectively in pollution response activities.

14. Establish and maintain liaison with government, industry and public authorities to facilitate effective response.

15. Maintain the Marine Science Annex of the Area Operation Plan.

*Underlined portion applies to Atlantic Area only.

READINESS DIVISION
(both areas)

Under the direction and supervision of the Area Commander and the Deputy Area Commander, the Chief, Readiness Division shall:

1. Direct, supervise, and coordinate the activities of branch chiefs in connection with their assigned functions and assure the efficient performance of duty by these officers.

2. Be responsible for effecting a training program designed to enhance the operational efficiency and readiness of components and units within the Area.

3. Be responsible for the development of suitable plans in support of the emergency and wartime functions and tasks of the Area Commander. Insure familiarization with plans of subordinate commands by initiating and conducting periodic Area Readiness exercises, and by other appropriate means.

4. Keep informed of developments in nuclear affairs for potential effect on Area plans, policies and procedures.

5. Maintain liaison with military and civil agencies for coordination and cooperation in fields of mutual interest or concern.

6. Provide technical services to assist units in selected fields in maintaining optimum material condition of installed systems.

PLANS AND NUCLEAR AFFAIRS BRANCH
(both areas)

Under the direction and supervision of the Chief, Readiness Division, the Chief, Plans and Nuclear Affairs Branch shall:

1. Develop, in conjunction with cognizant staff members, and keep current Area mobilization, mobilization logistics, disaster preparedness and other emergency plans as required in support of Coast Guard and appropriate Naval plans.

2. Maintain files of mobilization plans, joint defense plans, war plans, and other similar plans originated by other commands and documents concerning the employment of forces within the Area in time of war or emergency.

3. Recommend appropriate commands revisions as necessary and initiate other actions with respect to the maintenance and correctness of joint defense plans, war plans and similar emergency and contingency plans and documents which concern employment of forces within the Area.

4. Review for content and ensure that Coast Guard district mobilization logistics, disaster preparedness and other emergency plans are maintained current.

5. Advise staff and subordinate units concerning nuclear matters including training in preparation for nuclear incident.

6. Act as Disaster Control Officer.

TRAINING BRANCH
(Pacific Area only)

Under the direction and supervision of the Chief, Readiness Division, the Chief, Training Branch shall:

1. Provide for training of all cutters and selected shore stations by:

   a. Maintaining liaison with Navy Fleet Training Command and scheduling ships for refresher training.

   b. Directing the operation of Ship Training Detachments Three and Five.

   c. Scheduling high endurance cutters for participation in Navy exercises and for submarine services.

   d. Developing a Coast Guard multi-unit exercise program, including UNREP drills.

   e. Coordinating NBC training of Area units.

2. Develop and promulgate operational, training and material standards for ASW and ESM systems and personnel. Provide technical assistance to District staffs and appropriately equipped vessels.

3. Maintain liaison with Navy and other Coast Guard commands relating to ASW, ESM, and ordnance technical matters.

4. Review reports of training. Submit required training reports to the Commandant. Make recommendations concerning changes to COMPACAREA Training Programs to improve operational efficiency.

5. Maintain the Operational Readiness Annex (E) of the Area OPLAN.

MAJOR VESSEL TRAINING BRANCH
(Atlantic Area only)

Under the direction and supervision of the Chief, Readiness Division, the Chief, Major Vessel Training Branch shall:

1. Provide for training of vessels 180′ and over by:

   a. Maintaining liaison with Navy Fleet Training Command and scheduling ships for refresher training.

   b. Directing the operation of Ship Training Detachment (CIC Trailer).

   c. Coordinating educational availabilities for ships at Navy Fleet Training Centers.

   d. Scheduling Coast Guard participation in Navy/NATO exercises, and UNREP drills.

   e. Maintaining the operational readiness annex (ECHO) of the Area OPLAN.

   f. Developing a Coast Guard multi-unit exercise program.

2. Review reports of training. Compile and analyze statistical data for publishing of reports to Commandant and the field, and for use in evaluation of:

   a. Type and frequency of required drills and exercises.

   b. Vessel training programs.

   c. Training requirements for refresher training.

   d. Optimum use of Navy Fleet Training courses ashore.

3. Make recommendations concerning changes to the COMLANTAREA Training Programs to improve the operational efficiency of vessels.

TRAINING TEAMS BRANCH
(Atlantic Area only)

Under the direction and supervision of the Chief, Readiness Division, the Chief, Training Teams Branch shall:

1. Direct operation of Atlantic Area Training Teams to:

   a. Provide training to floating units which are not scheduled for underway training. This includes all vessels less than 180 feet.

   b. Provide training to certain WLBs which are too distant from training facilities to receive underway training.

   c. Provide special one time training at the request of the District Commander to any vessel having a peculiar or particular training problem.

2. Coordinate the NBC Warfare/Disaster Recovery Training of Area units.

3. Review reports of training. Compile and analyze statistical data for publishing reports to the Commandant and field units.

4. Make recommendations concerning changes to COMLANTAREA Training Programs to improve the operational efficiency of small vessels.

TECHNICAL ASSISTANCE BRANCH
(Atlantic Area only)

Under the direction and supervision of the Chief, Readiness Division, the Chief, Technical Assistance Branch shall:

1. Direct the operations of the ASW, ESM and Ordnance Technical Assistance Teams so as to provide technical assistance to vessels appropriately equipped and to provide support to District staffs responsible for supervising the maintenance of such equipment.

2. Develop, evaluate, and promulgate material standards for ASW and ESM systems in Atlantic Area and ordnance systems throughout the Coast Guard.

3. Develop, evaluate, and promulgate operational doctrine and training standards for ASW and ESM systems and personnel in the Atlantic Area.

4. Maintain liaison with Navy and other Coast Guard commands relating to ASW, ESM, and ordnance technical matters.

5. Schedule ASW Team training and submarine services for HAMILTON class cutters.

6. Review Gunnery Reports and compile a semi-annual summary of gunnery exercises in accordance with CG-272.

7. Coordinate intelligence collection by Area units with Coast Guard Headquarters and appropriate outside commands.

8. Fulfill the duties of Classified Material Custodian for Readiness Division in cooperation with the Area CMCO.

9. Maintain distribution of Readiness Publications and publications issued by non-Coast Guard commands applicable to Atlantic Area units.

INSPECTION DIVISION
(both areas)

Under the general direction and supervision of the Area Commander and the Deputy Commander, the Chief, Inspection Division shall:

1. Plan and conduct the Area-wide inspection program as authorized by the Commandant and specified by the Area Commander.

2. Develop and institute standards, procedures and guides for use in the inspection of district units.

3. Establish and maintain a liaison and reporting system to assure that:

   a. District inspection programs are responsive to Area policies and standards.

   b. Corrective measures and improvements revealed by inspections are evaluated and adopted wherever applicable within Area jurisdiction.

   c. Inspection reports requiring evaluation and action at Headquarters are delivered to the Commandant's program managers via the designated Headquarters Inspection Liaison Officer.

   d. The Commandant is advised of progress and problems associated with the inspection program.

4. Coordinate with the designated Headquarters Inspection Liaison Officer in the development and implementation of standards, procedures, and guides for the inspection of district offices and Headquarters units within the Area ensuring full responsiveness to the inspection requirements of Headquarters program managers.

5. Appraise the effectiveness of the Area inspection program and recommend improvements as needed.

6. Monitor the progress of audits being conducted within the Area.

7. Coordinate the preparation and distribution of service-wide standardized check-off lists using direct liaison between Area Inspectors to ensure uniformity.

INFORMATION SYSTEMS DIVISION
(Atlantic Area only)

Under the direction and supervision of the Commander, Atlantic Area and the Deputy Commander, Atlantic Area, the Chief, Information Systems Division shall:

1. Direct, supervise, and coordinate the activities of the Chiefs, Automated Mutual-Assistance Vessel Rescue (AMVER) System and Operations Analysis Branches in connection with their assigned functions; and assure the efficient performance of duty by those officers.

2. Obtain from Area staff officers and other Coast Guard sources such information on plans and requirements as may be relevant for the purpose of developing information services aimed at providing timely, meaningful and accurate data required for Area operations.

3. Insure that the Commandant and the Commander, Pacific Area are cognizant of the status of services available and under development.

4. Establish and maintain liaison with the international maritime community with the objective of increasing interest, cooperation and participation in the Automated Mutual-Assistance Vessel Rescue (AMVER) System.

5. Insure that optimum utilization of Electronic Data Processing (EDP) equipment is achieved consistent with limitations imposed by higher authority.

AUTOMATED MUTUAL-ASSISTANCE VESSEL RESCUE (AMVER) SYSTEM BRANCH
(Atlantic Area only)

Under the direction and supervision of the Chief, Information Systems Division, the Chief, Automated Mutual-assistance VEssel Rescue (AMVER) System Branch shall:

1. Be responsible for the administration and operation of the Automated Mutual-assistance VEssel Rescue (AMVER) Center program for obtaining, processing, and disseminating information on location and status of merchant vessels in accordance with policy established by the Commandant.

2. Develop and establish detailed procedures for application of Electronic Data Processing (EDP) equipment to obtain optimum utility, reliability, accuracy and speed in output of such equipment.

3. Develop plans, procedures and instructions for administration of the Automated Mutual-assistance VEssel Rescue (AMVER) Center and train and supervise personnel in obtaining, processing and plotting of information from merchant ships on their positions and status.

4. Assure the rapid dissemination of information to Rescue Coordination Centers and other authorized Search and Rescue agencies for utilization in coordination of SAR operations. Insure that appropriate internal controls governing release of such information are in effect.

5. Be responsible for the operation and maintenance of other operational systems utilizing Electronic Data Processing (EDP) equipment placed in operation for servicewide use.

6. Assemble, maintain, analyze and evaluate statistical data and information on operation of equipment and on operational and procedural aspects of the program with a view toward improving such procedures and utilization of equipment, and effect changes for improvement as indicated.

7. Maintain liaison with shipping interests to solicit, obtain and effect optimum interest, cooperation and participation of merchant ships in the program.

OPERATIONS ANALYSIS BRANCH
(Atlantic Area only)

Under the direction and supervision of the Chief, Information Systems Division, the Chief, Operations Analysis Branch shall:

1. Develop, analyze, program, test, and when so directed by proper authority, place in operation those systems which utilize Electronic Data Processing (EDP) equipment designed to provide the necessary information and other data which may be required in Coast Guard operations servicewide.

2. Supervise the training and development of personnel within the Operations Analysis Branch to insure the necessary degree of technical familiarity with latest EDP developments and applications as well as the various tools related to operations research and systems analysis.

3. Establish and maintain the necessary liaison with the Automated Mutual-assistance Vessel Rescue (AMVER) System Branch to insure that programming requirements for that Branch are fully provided.

4. Provide the necessary assistance required in development on long range plans for replacement of EDP equipment.

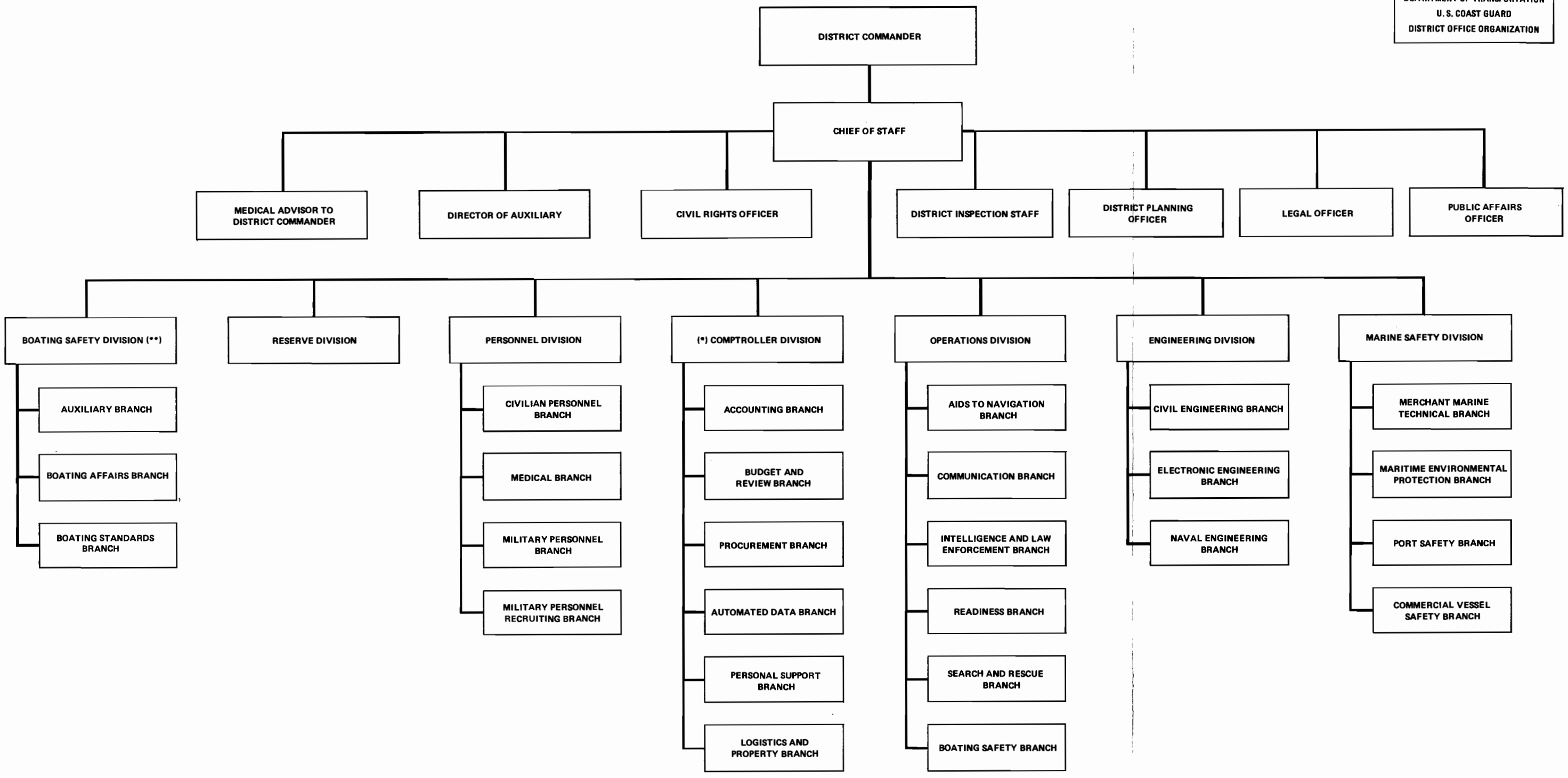
5. Evaluate proposals received and analyze indicated requirements for feasibility of EDP applications for various forms of management information systems.

PART IV

DISTRICT OFFICE AND ACTIVITIES

EUROPE ORGANIZATION

DEPARTMENT OF TRANSPORTATION
U. S. COAST GUARD
DISTRICT OFFICE ORGANIZATION



(*) BRANCH STRUCTURE MAY VARY, AS INDICATED IN FUNCTIONAL STATEMENTS FOR COMPTROLLER DIVISION.

(**) IN THOSE DISTRICTS SPECIFICALLY AUTHORIZED BY THE COMMANDANT TO ESTABLISH A BOATING SAFETY DIVISION.

ORGANIZATION OF DISTRICT OFFICE

1. **General**

   a. The basic organization of a district office varies somewhat from that of Headquarters. The District Commander has substantial latitude and flexibility in judgment and decision. The policies, regulations, rules and instructions of the Commandant provide the means for securing consistent and uniform administration of the Service without unduly hampering independent action by the District Commander. Decentralization of operations to the extent deemed feasible and practicable has been accomplished through comprehensive delegation of authority to the District Commander by the Commandant via this organization manual and other documents.

   b. The District Commander, as the principal agent and representative of the Commandant, is responsible for the administration and general direction of district units under his command. He is specifically charged with the responsibility for assuring that Coast Guard duties are performed efficiently, safely, and economically within his district. In the performance of his duties, the District Commander is assisted by a staff of administrative and technical assistants who serve as principal advisors to him for those fields in which they are individually qualified and assigned. The areas of responsibility of his principal staff officers are briefly discussed below and are delineated in detail in the statements of functions which are included in this part. The Chief of each district staff component is delegated authority commensurate with responsibility as assigned herein, subject to the review, controls and restrictions imposed by higher authority.

2. **Summary of District Organization.** The responsibilities of the several major components comprising the organization of a district office are summarized as follows:

   a. **Engineering Division**: The Engineering Division has staff responsibility for logistics of an engineering character, including the repair, maintenance, outfitting, and approved alteration of vessels, aircraft, navigational aids, shore and marine structures, machinery, electronic equipment, and utilities, and the design and construction of specified types of shore and marine structures.

   b. **Comptroller Division**: The Comptroller Division has staff responsibility for logistics that involve the maintenance of accounts and rendition of financial statements, the settlement of obligations and the procurement of equipment, supplies and services.

   c. **Marine Safety Division**: The Marine Safety Division has staff responsibility for the enforcement of the navigation and vessel inspection laws and the prevention of marine casualties, including the inspection of merchant vessels and the licensing, certificating, shipment and discharge of seamen. The division also directs marine environmental protection activities as well as all functions encompassing port safety and security.

   d. **Operations Division**: The Operations Division has staff responsibility for the operational adequacy of the Service in the district in connection with the saving of life and property at sea and otherwise, the provision of aids to navigation, maritime law enforcement, operational readiness, and recreational boating safety program. The Operations Division is responsible for the coordination and conduct of visits and direct contacts with district units for the purpose of carrying out the command responsibility of the District Commander for the attainment of a realistic and effective working relationship between district units and their immediate superior in command.

CHIEF OF STAFF
(dcs)

CIVIL RIGHTS OFFICER
(dh)

Under the direction and supervision of the District Commander and the Chief of Staff, the Civil Rights Officer shall:

1. Keep superiors informed as to the effectiveness of the District's Equal Opportunity Program, the major problems encountered, and recommend remedial measures which can be taken at the local level.

2. Develop local directives as necessary for promulgation by the District Commander to supplement those issued by the Commandant.

3. Maintain contact with military and civilian officers to assure their understanding of, and compliance with, program goals and requirements, and assist in resolving individual problems informally when possible.

4. Monitor program's effectiveness via reports and special or periodic on-site inspections.

5. As directed, carry out special investigations, either singly, or in conjunction with HQ or Departmental Equal Opportunity staff personnel, and prepare reports as necessary for higher level review.

6. Serve as the District Commander's representative in investigating, reviewing and evaluating specific complaints relating to equal opportunity, and recommend course of action by superiors.

PLANNING OFFICER
(dpl)

Under the direction and supervision of the Chief of Staff, the planning officer shall:

1. Monitor, review and coordinate district input to the Coast Guard Planning, Programming, and Budgeting System, in accordance with the Planning and Programming Manual, CG-411, including:

   a. Development of planning factors and criteria.

   b. Development and coordination of district long range objectives, plans and programs.

   c. Coordination of the preparation of planning proposals and development plans.

   d. Review of AC&I Project Proposals and Environmental Impact Statements.

   e. Monitoring and analyzing resource utilization on a continuing basis including the development of district inputs to the Headquarters promulgated Facility Plans. Advise Chief of Staff concerning findings of inefficiency or ineffectiveness, and recommend corrective action.

   f. Monitoring and analysis of program staffing and funding levels to insure unit requirements are reflected in the budget and allocation process; coordinating as necessary with district program managers.

   g. Maintenance of close liaison with the Headquarters staff components directly involved with the Planning, Programming and Budgeting System.

2. Monitor and review or participate in, as required, all studies and analyses which affect the management of the district.

3. Serve as a member of district planning and budget boards.

4. Maintain liaison with Federal agencies, state and local Governments and private organizations whose functions or plans impact on district programs or plans.

5. Monitor management information systems at district level to insure adequacy, relevance and usage of data contained.

DIRECTOR OF THE AUXILIARY
(dca)

Under the direction and supervision of the District Commander and the Chief of Staff, the director of the Auxiliary shall:

1. Develop and administer the program for the Coast Guard Auxiliary within the district in accordance with the policies, regulations, and instructions prescribed by the Commandant.

2. Administer the program for the procurement of Auxiliary personnel and facilities in accordance with the standards prescribed by the Commandant.

3. Plan and assist in the establishment of flotilla and other organizations; advise flotillas on matters of organization, program, regulation, and related activities; and encourage uniformity in the application of prescribed standards for these matters among the various Auxiliary components in the district.

4. Collaborate with the divisions concerned in the development and execution of the Auxiliary training program.

5. Consult with and advise the divisions concerned in regard to the utilization of Auxiliary personnel and facilities in connection with facilitating the operation of the Service.

6. Administer the Auxiliary Courtesy Motorboat Examination and Public Education Programs in the district.

7. Review all material published by the Auxiliary in the district.

8. Maintain a system of records-keeping in connection with the Auxiliary program as prescribed by the Commandant.

PUBLIC AFFAIRS OFFICER
(dpa)

Under the direction and supervision of the District Commander and the Chief of Staff, the Public Information Officer shall:

1. Develop and supplement plans for the public information program of the Coast Guard in the district with a view toward fostering public and internal knowledge, understanding, confidence, and good will respecting the Service and its activities.

2. Conduct the public information program of the Coast Guard in the district utilizing all available public information media.

3. Prepare, obtain clearance of, and cause the distribution of public information material such as press and radio releases, radio and television scripts, speeches, and visual aids, as may be appropriate.

4. Provide photographic services, as available, and assure maximum photographic coverage of activities within the district.

5. Control the exhibition of Service films within the district.

6. Keep informed of the status of the public information program within the district and of public reaction to Coast Guard activities, and advise the District Commander and the Chief of Staff.

MEDICAL ADVISOR TO THE DISTRICT COMMANDER
(dm)

1. The Medical Advisor to the District Commander shall be the officer designated as the District Medical Officer.

2. In the absence of a full-time District Medical Officer, arrangements will be made by the Commandant (G-KPS) for the Medical Officer in Charge of an adjacent Public Health Service Medical facility to be designated as part-time District Medical Officer. A collateral function of the part-time District Medical Officer shall be to act as the Medical Advisor to the District Commander.

3. As Medical Advisor to the District Commander, the full-time or part-time District Medical Officer may offer directly such counsel and advice on medical matters concerning Coast Guard personnel as may be required to be brought to the attention of, or requested by, the District Commander.

4. The full-time District Medical Officer shall serve as Chief, Medical Branch under the Chief, Personnel Division, and in this capacity, shall adhere to the administrative requirements of District organization except when functioning as Medical Advisor to the District Commander.

BOATING SAFETY DIVISION
(b)

Under the general direction and supervision of the District Commander and the Chief of Staff, the Chief, Boating Safety Division shall:

1. Administer and supervise the Coast Guard Recreational Boating Safety Program within the district.

2. Coordinate the efforts of the Boating Safety Program as appropriate with the Coast Guard Auxiliary, U. S. Power Squadron, Red Cross, and other public service or recreational boating oriented groups.

3. Administer the Boating Standards Program in accordance with instructions of the Commandant and applicable laws and regulations.

4. Administer the program of boat accident reporting, review, and investigation, in coordination with the district Marine Safety Division, OCMIs and State Boating Law Administrators, as indicated to promote uniformity and compliance with Federal Laws and Regulations.

5. Carry out the administrative penalty procedures in accordance with current laws, regulations, and instructions as they apply within the Recreational Boating Safety Program.

6. Administer a training program for boating safety, boarding, and law enforcement personnel of the Coast Guard, inviting attendance by personnel of other Federal, State, and local agencies concerned with the Recreational Boating Safety Program. Provide special training as indicated or required.

7. Administer the Coast Guard law enforcement programs pertaining to Recreational Boating and other uninspected vessels, except those functions specifically vested in the Marine Safety Division.

8. Maintain close liaison with State Boating Law Administrators and the Regional Association of State Boating Law Administrators in order to promote comity between jurisdictions, and encourage uniformity and reciprocity of boating laws and regulations; urge states' compliance with the Uniform State Waterway Marker System; encourage and review their public information and education programs; and, generally encourage greater state and local government participation in all aspects of recreational boating safety.

9. Oversee the operations of the Coast Guard Auxiliary in its program of assistance to the Service and its boating safety activities.

10. Administer the Boating Grant-In Aid Program for cognizant states in an equitable and fair manner in accordance with instructions of the Commandant and Federal laws and regulations.

11. Establish and maintain liaison with the major boating interests such as yacht club associations, marine trade associations, boat owners associations, etc. Ensure that lines of communication are maintained so the Coast Guard may participate with these organizations in boat shows, conferences, and public appearances.

12. Ensure that long range budget planning for the Recreational Boating Program is carried out in concert with the Office of Boating Safety and in response to specific needs arising within the district. Provide training to division staff in budget planning.

13. Provide administrative review of the District Boating Safety Team budget, personnel, and equipment procurement.

AUXILIARY BRANCH
(ba)

Under the direction and supervision of the Chief, Boating Safety Division, the Chief, Auxiliary Branch shall:

1. Act as the District Director and, as such, the duly authorized representative of the District Commander to the Coast Guard Auxiliary. Develop and administer the program for the Coast Guard Auxiliary within the district in accordance with the policies, regulations and instructions prescribed by the Commandant.

2. Administer the program for the procurement of Auxiliary personnel and facilities in accordance with the standards prescribed by the Commandant.

3. Through the District Commodore, plan and assist the establishment of flotilla and other organizations; advise flotillas on matters of organization, program, regulation, and related activities; and encourage uniformity in the application of prescribed standards for these matters among the various Auxiliary components in the district.

4. Collaborate with other staff components concerned in the development and execution of the Auxiliary training program.

5. Consult with and advise other staff components concerned in regard to the utilization of Auxiliary personnel and facilities in connection with facilitating the operation of the Service.

6. Administer the Auxiliary Courtesy Motorboat Examination and Public Education programs in the district.

7. Review all material published by the Auxiliary in the district.

8. Maintain a system of records-keeping in connection with the Auxiliary program as prescribed by the Commandant.

9. While the Director is authorized to report directly to the District Commander in unusual circumstances, reports normally should be made through the Chief of Boating Safety.

10. Insure that Auxiliary public education and information efforts in support of the Boating Safety Program are properly coordinated with the efforts of others.

BOATING AFFAIRS BRANCH
(bb)

Under the direction and supervision of the Chief, Boating Safety Division, the Chief, Boating Affairs Branch shall:

1. Supervise and direct the activities of the Boating Safety Team, taking cognizance of any USCG/State agreements and coordinate with other law enforcement. agencies, Coast Guard Groups, and adjacent Districts, where appropriate.

2. Prepare and administer a regular District Boating Safety Boarding and Law Enforcement Training Program for Coast Guard personnel, and additional training programs as may be requested by individuals, groups or agencies active in recreational boating.

3. Employ all feasible avenues of educating and informing the public on boating safety, coordinating with the Public Affairs Officer at all times.

4. In accordance with Coast Guard policy, carry out an active program of pilot projects to explore new possibilities in boating education and/or boating accident prevention.

5. Be cognizant of, and to the extent it is practical coordinate all National Safe Boating Week programs throughout the district as well as the efforts of Coast Guard and Coast Guard Auxiliary Units participating in the Recreational Boating Program throughout the year.

6. In accordance with applicable regulations conduct a program regulating regatta and marine events.

7. Administer the program of recreational boating accident reports, investigations required by regulations or policy, and the preparation of statistics.

8. Assist in all liaison matters concerning the Recreational Boating Safety Program.

9. Assist in establishing, reviewing and renewing agreements with the states.

10. Maintain mailing lists and distribute materials as required by office components.

BOATING STANDARDS BRANCH
(bc)

Under the direction and supervision of the Chief, Boating Safety Division, the Chief, Boating Standards Branch shall:

1. Maintain contact with all segments of the boating industry within the district. Keep aware of needs and problems of this industry. Maintain and update a list of boat and associated equipment manufacturers in the district. Provide corrections and additions to the master industry list at Headquarters.

2. Provide standards regulatory interpretive assistance to manufacturers, state officials, consumers, and other staff elements within the district. Keep these groups informed of the content and effect of current and upcoming regulations.

3. Implement and administer the manufacturer compliance program within the district. Conduct a regular factory visit/audit program in accordance with guidelines promulgated by Headquarters, for the purpose of assuring manufacturer compliance with regulations.

4. Provide assistance to the boating industry, state officials and the public through response to written and oral inquiries in the boating standards area.

5. Implement and administer a defect notification program within the district. Investigate accidents and consumer complaints concerning boats and associated equipment as necessary to determine whether safety related defects exist. Provide Commandant (G-BBC) with details concerning instances of safety related defects.

6. Implement and administer a standards enforcement program. Gather information for and process necessary civil administrative penalties. Provide the Commandant (G-BBC) with details of instances of apparent non-compliance with standards or regulations.

7. Implement and administer a technical information service program directed to boat and associated equipment manufacturers within the district.

8. Provide assistance as necessary to Commandant (G-BBC). Highlight and provide information in areas that need establishment of policy. Provide information to assist in the development of standards and regulations.

9. Provide input as required for training Coast Guard and state law enforcement personnel.

10. Provide technical assistance to other branches in the Boating Safety Division.

11. Administer and coordinate the backyard boat builder program within each state.

12. Plan resource changes necessary to reach established goals. Keep Commandant (G-BBC) informed of resource requirements.

13. Provide input to the compliance and defect testing programs.

ENGINEERING DIVISION
(e)

Under the general direction and supervision of the District Commander and the Chief of Staff, the Chief, Engineering Division shall:

1. Direct, supervise, and coordinate the activities of the Chiefs of the Civil Engineering, Electronics Engineering, and Naval Engineering Branches in connection with their assigned functions; assure the efficient performance of duty by those officers; have ultimate responsibility for the effectiveness of the engineering program, including the design and construction of shore and marine structures and the repair, maintenance, outfitting, and approved alteration of vessels, boats, vehicles, aids to navigation, shore and marine structures, machinery, electronic equipment, and utilities; and, through the commanding officers of bases, depots, and units having boat and engine repair shops, exercise technical control over the maintenance, repair, and industrial activities of those units.

2. Perform required district aeronautical engineering functions; through the commanding officers of air stations maintain cognizance of the repair, maintenance, outfitting and alterations of aircraft, engines and related equipment; and assure an effective aviation maintenance engineering program in the district.

3. Direct the program for periodic inspection of the material condition of district units. Keep fully informed of the requirements of the district for engineering personnel, facilities, and equipment by means of field inspections, records and reports.

4. Obtain from other staff officers such information on their plans and requirements as may be relevant in developing district engineering programs.

5. Supervise the planning and execution of work programs for carrying out the engineering activities in the district and the preparation of cost estimates and justifications supporting request for funds or expenditures.

6. Administer funds allocated to the Engineering Division as prescribed in current directives. Furnish appropriate preliminary budget estimates and fund allocations or suballotments to the Comptroller.

7. Review all requisitions, contracts, requests for work authorizations, etc., which are chargeable to funds for engineering work and which are submitted to Headquarters for approval. When necessary, review and approve or disapprove other requisitions for engineering supplies and equipment submitted by individual units to the district office.

CIVIL ENGINEERING BRANCH
(ecv)

Under the direction and supervision of the Chief, Engineering Division, the Chief, Civil Engineering Branch shall:

1. Be responsible for design, construction, installation, repair, maintenance, outfitting, and alteration of shore structures and related equipment, and for the repair, maintenance and approved alteration of buoys except for their installation and maintenance on station. Be responsible for the maintenance, repair and upkeep of Coast Guard owned vehicles.

2. Plan and execute civil engineering projects.

3. When necessary, review requisitions and other requests chargeable to funds for civil engineering work, supplies and equipment; secure labor; prepare specifications for the structures, technical equipment and supplies; request the Chief, Procurement Branch to make purchases.

4. Prepare preliminary budget estimates, make recommendations as to fund allocations or suballotments, and administer funds allocated to the Branch, as prescribed in current directives; promptly furnish the Chief, Comptroller Division with detailed information of all actions which will result in expenditures, suballotments, transfers between units, etc., of such funds.

5. Issue work orders as necessary to industrial facilities in the district, and inspect civil engineering work as required.

6. Inspect buildings, wharves, and other shore structures proposed for lease, acquisition or condemnation; determine and make reports as required on values, necessary repairs, or alterations.

7. Maintain detailed records of the physical characteristics of all shore structures, land, equipment, and public utilities in the district and prepare data for required reports of real property for submission to the Commandant.

ELECTRONICS ENGINEERING BRANCH
(eee)

Under the direction and supervision of the Chief, Engineering Division, the Chief, Electronics Engineering Branch shall:

1. Be responsible for the construction, installation, repair, maintenance, and approved alteration of electronics material, including radio, underwater sound, radar, telephone, telegraph, teletype, electronic interior communications, and electronic aids to navigation equipment.

2. Plan and execute radio and other electronic engineering projects.

3. When necessary review requisitions and other requests chargeable to funds for electronic engineering work, supplies and equipment; prepare specifications for technical equipment not provided by Headquarters; request the Chief, Procurement Branch to make purchases.

4. Prepare preliminary budget estimates, make recommendations as to funds allocations or suballotments, and administer funds allocated to the Branch, as prescribed in current directives; promptly furnish the Chief, Comptroller Division with detailed information of all actions which will result in expenditures, suballotments, transfers between units, etc., of such funds.

5. Issue work orders as necessary to industrial facilities in the district and arrange for work with Navy yards or commercial facilities. Inspect electronic engineering work as required.

6. Maintain detailed records of the physical and electronic characteristics of the equipment under his cognizance in the district.

NAVAL ENGINEERING BRANCH
(ene)

Under the direction and supervision of the Chief, Engineering Division, the Chief, Naval Engineering Branch shall:

1. Be responsible for the installation, repair, maintenance, outfitting, and approved alteration of boats (except airborne lifeboats) and vessels, including ordnance, hull and machinery.

2. Plan and execute naval engineering projects.

3. When necessary, review all requisitions and other requests chargeable to funds for naval engineering work, supplies and equipment, prepare specifications for technical items and naval engineering work; request the Chief, Procurement Branch to make purchases.

4. Prepare preliminary budget estimates, make recommendations as to fund allocations or suballotments and administer funds allocated to the Branch as prescribed in current directives; promptly furnish the Chief, Comptroller Division with detailed information of all actions which will result in expenditures, suballotments, transfers between units, etc., of such funds.

5. Issue work orders as necessary to industrial facilities in the district and arrange work with Navy yards or commercial facilities. Inspect naval engineering work as required.

6. By inspection and other means, keep informed of the material conditions of vessels and boats, including the adequacy of the current Ship's Maintenance Program and the adequacy of the spare parts on board.

7. Maintain detailed records of the physical characteristics of all vessels and their machinery attached to the district.

8. Be responsible for the construction, installation, repair, maintenance, and approved alteration of fire control systems.

COMPTROLLER DIVISION
(f)

Under the general direction of the District Commander and the Chief of Staff, the District Comptroller shall:

1. Act as principal financial management, supply and automated data processing advisor to the District Commander, Chief of Staff and other staff officers.

2. Direct, supervise, coordinate, and have ultimate responsibility for the activities of the Deputy Comptroller, functions of the Assistant Disbursing Officers and Cashiers, and for the activities of the Chief, Accounting, Budget and Review, Procurement, Automated Data, Personal Support and Logistics and Property Branches in connection with their assigned functions.

3. Coordinate and consolidate estimates of budgetary requirements and subhead 30 targets.

4. Analyze the results of financial, supply and non-appropriated fund activities and supervise the preparation of financial management reports for use by district program managers, support managers and administration of subhead 30 targets.

5. Supervise personnel used for locating, negotiating for and securing the Commandant's approval of real estate and space requirements.

6. In coordination with the district inspector conduct evaluations of district units, assistant disbursing officers, and cashiers as may be required by regulations or necessary to foster good management and insure compliance with comptroller support programs.

7. Administer funds allotted to the District Commander for which responsibility of administration is charged to the Comptroller by the Commandant or the District Commander.

8. Supervise administration of general messes and non-appropriated fund activities.

9. Supervise the installation and use of data processing equipment and systems in the district covering all phases of management and not primarily for fiscal purposes.

10. Provide mobilization planning for all phases of financial management, personal and supply matters for the district in accordance with basic policies from the Commandant.

11. Supervise mail and other postal services for the district units and comply with current directives concerning mail and postal matters.

12. Insure that the special responsibilities of the Deputy Comptroller in regard to the certification of balances are accomplished in accordance with existing regulations.

13. Review the existing system to insure the existence of adequate audit techniques and safeguards to insure fiscal integrity.

14. Insure that functions of the Assistant Disbursing Officer and Cashiers are accomplished in accordance with existing regulations.

ACCOUNTING BRANCH
(fac)

Under the direction and supervision of the Comptroller, the Chief, Accounting Branch shall:

1. Be responsible for the maintenance of prescribed general ledger accounts and subsidiary records, and for the preparation of financial and operating statements, and other working papers required by applicable instructions.

2. Be responsible for the review of all requisitions, contracts, purchase orders, payrolls, travel orders, and other obligation documents for the availability of funds, and for prevalidation as prescribed; determine whether the proposed obligations are within the purpose of the designated allotment and are properly authorized.

3. Be responsible for the maintenance of expenditure and revenue accounts on the accrual basis to properly state the financial position and operating expenses and revenue of the Coast Guard at the end of each accounting period.

4. Be responsible for the acceptance, proper disposition and control of all collections tendered from whatever source and intended for deposit to the credit of the Treasurer of the United States.

5. Prepare the monthly statement of transactions according to appropriations, funds, and receipt accounts for the administrative approval of the Comptroller subject to adjustments that may be required to properly report the monthly transactions.

6. Record stores receipt and expenditure activity of general messes, clothing lockers, aviation units and stocking units for commissary provisions, uniform clothing, field stock and general stores. Audit and/or reconcile commissary reports and stores statements with supporting documents and general ledger control accounts. Prepare monthly financial reports therefor.

7. Maintain accounting control over direct labor and direct material costs of work orders being accomplished at industrial units and properly distribute the overhead costs of the industrial units to productive work orders accomplished at the unit. Review financial and completion status of uncompleted work orders and reconcile the value thereof with general ledger control accounts.

8. Receive and examine for legality and propriety purchase orders, contracts and all other procurement documents, vendor's invoices, and receiving reports for supplies and materials. Receive and handle vouchers for payments other than travel. Furnish accrual documents as required for recording in official accounting records. Prepare and certify schedules for payment. As Authorized Certifying Officer, shall be responsible for the propriety of payments made. Prepare claims, except for pay allowances and travel, in doubtful cases, for submission to the General Accounting Office for decision via Commandant (G-FAC)

9. Prepare regular periodic statements for the purpose of currently advising the responsible administrative officers with regard to the financial status of allotment subheads and projects.

10. Prepare annual report of valid unpaid obligations outstanding at the close of each fiscal year under each appropriation and fund account for certification of the Comptroller.

11. Be responsible, if authorized to deviate from the standard organization, for the following:

a. **Budget and Review Branch (fbr)** – Perform within a separate section all budget functions designated for this branch.

b. **Automated Data Branch (fds)** – Perform within a separate section all functions designated for this branch.

c. **Personal Support Branch (fpa)** – Perform all functions relative to the processing of travel vouchers designated for this branch.

PERSONAL SUPPORT BRANCH
(fpa)

Under the direction and supervision of the Comptroller, the Chief, Personal Support Branch shall:

1. Be principal advisor on and have responsibility for matters pertaining to the transportation of people and things and for matters pertaining to payment of personnel for services rendered and reimbursement of travel expenses.

2. Design and perform management analyses of areas of responsibility and accumulate and report management information as directed.

3. Be responsible for implementing procedures for and arrange official transportation of military and civilian members and dependents. Provide transportation requests, meal tickets, toll tickets and information on car rental services as appropriate. Assist in a similar manner when required and on a non-interference basis.

4. Develop, publish and implement procedures for and arrange movement and storage of household goods of military and civilian members as authorized by official orders including appropriate pre and post move counseling as to entitlements and claims.

5. Provide for inspection of carrier facilities handling household goods movements for compliance with regulations, tariffs and tenders. Inspect household goods pickup and delivery operations by carriers for compliance and to protect interests of member and the Coast Guard.

6. Provide for transportation services for the district office including issuance of Government bills of lading and arranging for actual shipments. Provide technical advice to district staff and units on shipping practices and procedures.

7. Be responsible for the maintenance of pay accounts of military personnel and for the proper and accurate payment of military personnel in accordance with Coast Guard policies and procedures. This includes payment of Reserve members performing active duty. Insure that existing regulations relative to pay matters are properly carried out at all district commands through reviews and inspection.

8. Be responsible for the certification of all vouchers pertaining to military personnel and civilian employees including pay, travel allowances and claims as authorized by Coast Guard Headquarters. As Authorized Certifying Officer, be responsible for the propriety of all payments made. Prepare claims in doubtful cases for submission to the General Accounting Office for decision.

9. Be responsible for providing civilian payroll liaison service to civilian employees paid by the Federal Aviation Administration.

10. Prepare payment schedules and certify for payment and provide liaison services with the Regional Disbursing Officer.

11. Be responsible, if authorized to deviate from standard organization, for the following:

a. **Budget and Review Branch (fbr)** – Perform within a separate section all field support functions designated for this branch.

PROCUREMENT BRANCH
(fcp)

Under the general direction and supervision of the District Comptroller, the Chief, Procurement Branch shall:

1. Act as principal assistant to the Comptroller in the administration of the district procurement program.

2. Serve as the principal Contracting Officer for the district.

3. Advise and assist district operation units relative to procurement practices, reports, standards and directives.

4. Process procurement requests and requisitions received in the district office, including the operations of the district simplified requisition processing point, if authorized by the district commander.

5. Direct the activity of the Contracting and Order Sections, including:

   a. Establish and maintain contacts with sources of supply, public, private and other government agencies.

   b. Negotiate, award and administer all contracts, purchase orders, and requisitions, including term contracts and leases.

   c. Administer the district's fuel procurements.

   d. Establish and maintain control and follow-up procedures; and expedite procurement actions to assure prompt and proper performance.

6. Ensure and actively promote the District's participation in various procurement related programs, such as Small Business Set-Asides, 8(a) Minority Procurements, Labor Surplus Area Procurement, Buy American Act, and Equal Employment Opportunity.

7. Conduct the Defense priority allocation, allotment system and similar programs associated with procurement.

8. Assign a Small Business Specialist to carry out the requirements of the procurement regulations.

9. Ensure legal review is accomplished in coordination with the district legal office for contract sufficiency and for compliance with procurement regulations.

10. Develop and issue rules and procedures for the issuance and control of all credit cards. Maintain a record of all issued cards. Monitor the use of credit cards.

11. Maintain a library of Federal Supply Catalogs. Screen requests for commercial procurement to determine the availability of items from the National Supply System and to assure purchase of items is in accordance with prescribed policies.

12. Perform all other functions required of the district's procurement program, including compilation and review of statistical data, establishing standards of performance and arranging for training of procurement personnel and for visiting and evaluating the buying practices of subordinate commands.

LOGISTICS AND PROPERTY BRANCH
(flp)

Under the direction and supervision of the Comptroller, the Chief, Logistics and Property Branch shall:

1. Act as the principal assistant to the Comptroller for planning and administering the supply support program for the district, for planning and carrying out the property management program for the district, and, when directed by the Chief of Staff, for providing the district staff with centralized office support.

2. Be thoroughly cognizant of Coast Guard supply management policies in the functional areas of cataloging, identification, standardization, inventory management, provisioning, allowances, requirements determinations, storage and distribution, disposal of materials in inventory, repair of economically repairable material, mobilization planning, and Department of Defense military standard systems and programs for supply logistics support. Provide guidance to district staff officers and units on these matters.

3. Maintain a current knowledge of the procedures and patterns for supply support available from the supply systems of the Coast Guard, General Services Administration, Defense Supply Agency, the centralized supply systems of the armed forces, and from the local depots, shipyards, air stations, and bases of the armed forces within the limits of the district, Be prepared to advise all staff elements how to obtain support from these sources under both normal and contingency operating conditions.

4. Develop, publish, and review the effectiveness of the logistics support plan for the district and its units laying out the logistics pattern for normal support and the logistics plan for supporting specific operations and projects. As required for district planning and operations, prepare and keep up-to-date the logistics annexes to contingency and mobilization plans, as well as the Comptroller supplements to the district OPPLAN.

5. Direct and administer the program to obtain estimates of district requirements for various categories and specific items of material such as petroleum products, ammunition, critical items, new items, etc. and submit such estimates as appropriate to centralized inventory control points in the Coast Guard, General Services Administration, and Defense Supply Centers.

6. Handle matters involving mail and postal service to all units within the district.

7. Exercise staff surveillance over the inventory functions at all district units. Evaluate inventory reports to determine effectiveness of operations, financial management, and elimination of unneeded items. Initiate changes as needed to assure performance within established guidelines. Monitor all Supply Fund operations.

8. Initiate and maintain liaison with the personnel of other Government agencies within the district having cognizance over supply support operations that are needed for logistics support of district units. Determine the need and usefulness of interservice support agreements with such agencies, negotiate such agreements as directed, maintain a file of all outstanding agreements, and provide guidance to staff officers and units on the provisions of the agreements.

9. In accordance with the Real Property Management Manual, CG-262, act as the Recorder for the Real Property Board. Maintain the official records of all Coast Guard real property within the district.

10. Review boards of survey on real and personal property and excess property declarations to ensure compliance with current utilization and disposal guidelines. Coordinate district action and assure recording, follow-up, and feed-back of information to the originating activity concerning property actions and determinations.

11. Coordinate and act as liaison in the acquisition of real property and complete the documentation required for district or Headquarters action. Prepare documentation for outleasing of Coast Guard real property.

12. Initiate and coordinate the preparation of real property reports.

13. Coordinate district participation in the utilization and disposal program for Government

personal property. Conduct districtwide screening of excess property. Forward to Headquarters appropriate reports of district excess property and take action to assure compliance with orders for its disposal.

14. Prepare and submit all requests to the General Services Administration for space assignments for the district and its units. Act as liaison between the General Services Administration and the district staff concerning such space assignments. Maintain official records of such assignments.

15. Administer the districtwide program for control of Plant Property.

16. As directed, organize and administer the following functions to provide centralized office support services to the district staff: stationery locker, printing and reproduction, mail receipt, distribution, and posting control of Plant Property assigned to the district office.

17. Be responsible for the operation of the district Requisition Processing Point (RPP) for processing requisitions received under the Simplified Unit Requisition/Follow-up (SURF) System, if authorized by the district commander.

18. Be responsible, if authorized to deviate from the standard organization, for the following:

a. **Procurement Branch (fcp)** – Perform within a separate section all contracting and ordering functions assigned to this branch.

BUDGET AND REVIEW BRANCH
(fbr)

Under the direction and supervision of the Comptroller, the Chief, Budget and Review Branch shall:

1. Coordinate and consolidate estimates for district budgets including coordination of Headquarters Planning Factors.

2. Be responsible for preparation of Subhead 30.00 targets and coordination of targets with program/support managers and with field units.

3. Evaluate, analyze and interpret cost data and prepare periodic and special financial management reports for program and support managers in the district.

4. Based on evaluation and analysis of cost data, recommend cost reduction programs and economies to be accomplished.

5. Coordinate and assist program and support managers in preparation of changes in financial plans.

6. Review records and reports, including nonappropriated fund activities prepared by field units to assure that they are prepared in accordance with existing procedures and policies.

7. Provide guidance and direction to field unit personnel in installation of new systems, procedures and in preparation of required reports, including non-appropriated fund activities.

8. Perform management audits of general mess and non-appropriated fund activity reports.

9. Visit and evaluate field units to assure compliance with prescribed procedures covering Financial Management, Personal and Supply Support matters and non-appropriated fund activities and develop recommendations for improvements. Follow up to assure that recommendations are carried out and deficiencies corrected.

10. When directed perform financial reviews of activities of Assistant Disbursing Officers, Cashiers, Collection Clerks and non-appropriated fund activities.

11. Provide supervision for non-appropriated fund activities and for the general mess operations of the district including Food Management Teams.

12. Prepare and submit reports covering inspections and financial reviews as required by procedures and such other special reports as directed by the Comptroller.

AUTOMATED DATA BRANCH
(fds)

Under the direction and supervision of the Comptroller, the Chief, Automated Data Branch shall:

1. Be responsible for operation and use of all data processing equipment in the district, including key punch equipment, remote terminal equipment, and other supporting equipment.

2. Control the receipt and processing of input source documents.

3. Schedule work to be accomplished, coordinate with users and the central site computer and maintain production records of work accomplished.

4. Assemble and distribute data processing output.

5. Maintain equipment utilization records and records of automated data processing equipment malfunctions.

6. Maintain liaison with equipment maintenance personnel and building maintenance personnel to assure that automated data processing equipment, air conditioning, power supply, etc., are maintained at a proper level.

7. Maintain inventory records of paper, punched cards and other ADP supplies used in the branch.

8. Maintain punched card files; and documentation files containing reference manuals and operating instructions.

9. Analyze the feasibility of all proposed district data systems and improvements to existing systems and coordinate any change or additions with district users and with Headquarters.

10. Assist district personnel in the study, design and installation of ADP systems or the alteration of existing systems and programs.

11. Be responsible for control over terminal security codes and insure that only authorized users have access to security codes.

MARINE SAFETY DIVISION
(m)

Under the general direction and supervision of the District Commander and the Chief of Staff, the Chief, Marine Safety Division shall:

1. Administer an integrated, multi-program system, encompassing Commercial Vessel Safety, Port Safety and Security, and Maritime Environmental Protection, in accordance with policies issued by cognizant program directors. These program responsibilities include:

COMMERCIAL VESSEL SAFETY

a. Enforcement of the navigation and vessel inspection laws

b. Vessel inspection

c. Licensing and certificating merchant seamen

d. Shipment and discharge of seamen

e. Administering load line regulations

f. Processing violations of applicable marine safety laws and regulations

g. Investigations pursuant to R.S. 4450, as amended

h. Review of vessel and vessel equipment plans

i. Admeasurement of vessels

j. Documentation of vessels

PORT SAFETY AND SECURITY

a. Monitoring explosive or other dangerous cargo loading operations

b. Maintenance of safety and security in designated port areas

c. Inspecting and boarding vessels

d. Patrolling ports and harbors and inspection of waterfronts

e. Monitoring movement of vessels carrying hazardous cargoes on U. S. navigable waters

f. Management of vessel traffic systems

g. Investigation of damage or destruction of structures, causing—or having the potential for—adverse effect on marine environmental quality.

h. Administering the enforcement of applicable laws and regulations

i. Administering the Special Interest Vessel program

MARITIME ENVIRONMENTAL PROTECTION

a. Plan, develop, implement and monitor the district maritime environmental protection program to prevent and detect pollution in the marine environment

b. Plan, develop and implement the district program for pollution response in accordance with the National, and Regional Contingency Plans

c. Initiate, coordinate and process environmental impact statements for district generated projects and permits, except for Bridge Administration matters

d. Review district maritime environmental protection activity contrasted to program performance standards

e. Review pollution reports and administer the district enforcement and investigation program regarding spills of oil and hazardous polluting substances

f. Administer district inspection program to insure vessel and facility compliance with pollution regulations

2. Develop a general program for the district looking toward a correct and uniform interpretation of the laws, rules, regulations, and other directives by all personnel assigned to such activities.

3. Establish and maintain liaison and necessary working relationships with cognizant representatives of federal, state and local agencies, shipping interests, labor and other maritime groups on matters involving commercial vessel safety, port safety and security and maritime environmental protection with the aim of improving coordination and responsiveness in these program areas throughout the district, as well as initiating recommendations for the formal revision of rules and regulations governing the multi-program area when the necessity for change or revision becomes evident.

4. Advise the district commander on appeals resulting from actions taken by field units.

5. Conduct periodic inspections of field units, conferring with the commanding officers and monitoring their activities. When necessary, instruct unit personnel in the proper performance of their duties with particular emphasis on effecting uniform interpretation and application of rules, regulations and directives.

6. Monitor district commercial vessel safety, port safety and security, and maritime environmental protection functions to develop budgetary requirements.

7. Coordinate facility support requirements with Chief, Operations Division.

8. Visit, when considered expedient, merchant vessels or port facilities to ascertain that laws and regulations have been observed and complied with by the field units as well as the masters, seamen and owners.

9. Develop, for budgetary submission, district resource needs for the commercial vessel safety, port safety and security, and maritime environmental protection programs.

MARITIME ENVIRONMENTAL PROTECTION BRANCH
(mep)

Under the direction and supervision of the Chief, Marine Safety Division, the Chief, Maritime Environmental Protection Branch, shall:

1. Administer and supervise the Maritime Environmental Protection Program, and insure uniform and correct application of the maritime environmental laws and regulations.

2. Process and review funding and resource requirements and planning proposals for district units performing maritime environmental protection functions.

3. Administer and supervise the keeping of records (case files) of all reported spills.

4. Administer and process reported violations of the maritime environmental laws and regulations. Prepare recommendations for disposition of civil and criminal violations to the Chief, Marine Safety Division. Keep records of all fines imposed and collected.

5. Process and prepare responses to all appeals to the district commander from decisions of the Chief, Marine Safety Division. If further appeal is made to the Commandant, prepare suitable recommendations and provide all information necessary for a final decision.

6. Prepare daily reports of minor spills and POLREPS of moderate and major spills for transmission to the Commandant (G-WEP) in accordance with contingency plans and current instructions.

7. Closely monitor the effect and effectiveness of the National, Regional, and Sub-regional Contingency Plans. Maintain close liaison with signatories of the National Plan to recommend effective changes as the need arises.

8. Maintain a continuing and updated technical library of pertinent pollution control technical documents.

9. As directed by the district commander, assume the duties as on-scene coordinator when a major spill or declared pollution incident occurs.

10. Administer, supervise, and correlate with other divisions the preparation of all Environmental Impact Statements. Prepare endorsements on Impact Statements received from other agencies for comment.

11. Coordinate the environmental protection activities of the various district units.

12. Monitor the unit training of personnel performing environmental protection activities.

13. Maintain a continuing and effective liaison with federal agencies (especially Environmental Protection Agency), state agencies, and maritime organizations and industries involved in maritime environmental protection.

14. Review data and information from field units that contribute to management information systems at district and Headquarters levels.

MERCHANT MARINE TECHNICAL BRANCH
(mmt)

When specifically authorized by the Commandant, a Merchant Marine Technical Branch shall be established under the direction and supervision of the Chief, Marine Safety Division. This branch, under the technical control of the Chief, Office of Merchant Marine Safety, shall function as a field technical office to supplement the Merchant Marine Technical Division at Headquarters to handle plan approvals and pass on specifications for new construction, conversion, and alteration of vessels subject to inspection under the existing maritime laws. The geographic area for which the Merchant Marine Technical Branch is responsible shall be designated by the Commandant.

NOTE: As of the date of this amendment, Merchant Marine Technical Branches have been established as follows:

a. Third Coast Guard District to handle plan approvals within the geographic area encompassed by the First and Third Coast Guard Districts.

b. Fifth Coast Guard District to handle plan approvals within the geographic area encompassed by the Fifth Coast Guard District.

c. Eighth Coast Guard District to handle plan approvals within the geographic area encompassed by the Second, Seventh, and Eighth Coast Guard Districts.

d. Ninth Coast Guard District to handle plan approvals within the geographic area encompassed by the Ninth Coast Guard District.

e. Twelfth Coast Guard District to handle plan approvals within the georgraphic area encompassed by the Eleventh, Twelfth, Thirteenth, Fourteenth, and Seventeenth Coast Guard Districts.

PORT SAFETY BRANCH
(mps)

Under the direction and supervision of the Chief, Marine Safety Division, the Chief, Port Safety Branch, shall:

1. Administer the district Port Safety and Security Program, including those responsibilities pertaining to vessels, customs, navigation, and conservation laws, except those specifically vested in other district components.

2. Coordinate the port safety and security activities of the various Captains of the Port, or Marine Safety Offices, and in those ports where no Captain of the Port is assigned, carry out the district commander's port security duties.

3. Supervise and coordinate the activities of the investigative, port safety and security, and law enforcement forces in the district except those under supervision of other district staff components.

4. Maintain close liaison with all Coast Guard forces and with other federal, state, and local agencies in order to insure maximum efficiency and economy in all phases of port safety and security work.

5. Administer and process all reports of violations involving the port safety and security, dangerous cargo, and anchorage regulations. Prepare recommendations for disposition of civil and criminal violations for Chief, Marine Safety Division.

6. Process all applications for anchorages and special anchorage areas, and prepare recommendations for review by higher authority.

7. Maintain close contact with the shipping industry, and provide assistance to the industry as necessary in order to insure compliance with appropriate federal regulations.

8. Carry out continual review of vessel traffic systems within the Coast Guard, and prepare for implementation of vessel traffic systems, as required, within the district.

9. Monitor the unit training of port safety and security personnel.

10. Review data and information from field units that contribute to management information systems at district and Headquarters levels.

11. Process and review funding and resource requirements and planning proposals for district units performing port safety and security functions.

COMMERCIAL VESSEL SAFETY BRANCH
(mvs)

Under the direction and supervision of the Chief, Marine Safety Division, the Chief, Commercial Vessel Safety Branch, shall:

1. Administer and supervise the commercial vessel safety program, and insure uniform and correct application of the navigation and inspection laws and regulations.

2. Administer and supervise the merchant marine safety activities of district Marine Inspection Offices.

3. Conduct a continuing review and analysis of staffing and operating costs of the Marine Inspection Offices.

4. Process and review funding and resource requirements and planning proposals for district units performing commercial vessel safety functions.

5. Administer and process reported violations of the navigation and vessel inspection laws and regulations. Prepare recommendations for disposition of civil and criminal violations for the Chief, Marine Safety Division.

6. Process and prepare responses to all appeals to the District Commander of decisions of the Commanding Officers, Marine Inspection Offices. If further appeal is made to Commandant, prepare suitable recommendations and provide all necessary information necessary for a final decision.

7. Process, review, and, where authorized, approve all reports of investigation conducted under R. S. 4450, as amended (46 USC 239), involving marine casualties or misconduct, negligence, or incompetency of licensed or documented personnel.

8. Closely monitor the effect and effectiveness of laws and regulations applicable to commercial vessels to determine if they are suitable and practical to accomplish the purpose for which they are intended. Based on field reports and industry liaison, prepare recommendations for amendment, revision, or initiation of safety laws and regulations.

9. Maintain a continuing and effective liaison with vessel owners and operators, shipyards, and other maritime organizations, federal agencies, and industries directly concerned with the operation and utilization of commercial vessels as well as their support.

10. Conduct unit inspection of Marine Inspection Offices either independently or in conjunction with the District Inspector to insure field inspection, licensing and certificating, investigations, and other functions are performed as required and proper records maintained.

11. Monitor the training program of each MIO for compliance with the schedule established in the Merchant Marine Safety Manual. Insure full and complete records are maintained and that qualifications of individual inspectors are included in semi-annual fitness reports.

12. Review field submissions of data concerning commercial vessel safety activities to insure completeness, accuracy and timeliness of the contents of the submissions.

13. Analyze informational reports obtained from the headquarters management information system and make recommendations concerning additions, deletions or alterations in form necessary for improving the effectiveness of the district and field units.

OPERATIONS DIVISION
(o)

Under the general direction and supervision of the District Commander and the Chief of Staff, the Chief, Operations Division shall:

1. In accordance with policies issued by cognizant program directors, plan, develop, implement and direct the following operational and support activities carried out by district units:

   a. Search and Rescue

   b. Domestic Icebreaking

   c. Short Range Aids to Navigation

   d. Aids to Navigation (Loran A)

   e. Aids to Navigation (Loran C and Omega)

   f. Bridge Administration

   g. Enforcement of Maritime Laws and Treaties

   *h. Boating Safety

   i. Marine Science Activities

   j. Military Operations

   k. Military Preparedness

   l. Command and Control-Communications (Support element)

   m. Investigations and intelligence

2. Monitor district units to determine adequacy of resources and ascertain effective execution of programs.

3. Assist the District Inspection Staff in the inspection of district units as required. Initiate remedial action on findings which bear upon Operations Division programs.

4. Carry out program budgeting and manage funds allocated to the Operations Division.

5. Coordinate availability of multi-mission facilities to meet program requirements of other district division chiefs.

6. Administer the district weather reporting and aerological services.

7. Direct the activities of the District Operations Center. This function shall include liaison with and, as required, coordination of civil and military facilities used in Search and Rescue, and other emergency operations.

*Except in those districts authorized a Boating Safety Division

8. Administer the District's supporting program for the Automated Mutual Assistance Vessel Rescue System (AMVER) and, where appropriate, designate an officer to supervise the program.

AIDS TO NAVIGATION BRANCH
(oan)

Under the direction and supervision of the Chief, Operations Division, the Chief, Aids to Navigation Branch, shall:

1. Direct and administer the operation of all aids, including Loran, in the district so as to provide an integrated system of aids to navigation that serves effectively, efficiently, and economically the needs of the armed forces, maritime commerce, and, as appropriate, air commerce.

2. Initiate and maintain close liaison within the district and with government agencies, commercial enterprises, and private organizations, as appropriate, to determine current requirements for aids and to insure collaboration and coordination in aids to navigation matters of mutual concern and interest.

3. Initiate or review requests for the establishment, change, or disestablishment of aids to navigation including those for private aids. Whenever required, prepare the justification for the expenditure of official funds to implement recommended changes in the system of aids to navigation and indicate the priority of accomplishment.

4. Prepare and administer the plan for the operations of units assigned aids to navigation missions. Collaborate and coordinate with other cognizant district staff officers in administering the plan for the operations of units assigned jointly aids to navigation support and other missions.

5. Supervise the collection of data for light lists, radio-beacon charts, and Notices to Mariners. Administer the plan for gathering promptly all information concerning the malfunction, failure, damage, or loss of aids to navigation and for processing such information into Broadcast and Local Notices to Mariners. As appropriate, disseminate such notices within the district and to those agencies and offices responsible for distribution to the armed forces and air commerce and for ocean area maritime commerce.

6. Recommend and justify district allowances of aids to navigation equipment required to maintain authorized aids in effective operation and to mark sunken wrecks.

7. Formulate and submit to the Commandant appropriate recommendations on matters concerning the location and plans of bridges across the navigable waters of the United States, the operation of drawbridges, and bridges which may be considered to be unreasonable obstructions to navigation. Prescribe the lights and signals required on bridges for the safety of navigation. Issue Public Notices; conduct Public Hearings; maintain close contacts with the maritime industry, other users of the navigable waters, federal, state and local government agencies having interests in bridges or related matters, and with the general public, to insure that bridges do not unreasonably obstruct navigation.

COMMUNICATION BRANCH
(oc)

Under the direction and supervision of the Chief, Operations Division, the Chief, Communication Branch shall:

1. Administer, supervise and coordinate all communication matters affecting the operation and administration of the district office and district units.

2. Develop plans and procedures to assure coordination, uniformity and efficiency in the administration and operation of Coast Guard communications.

3. Coordinate and develop plans and instructions for handling distress, safety and SAR communications.

4. Insure the communication readiness of all district units by frequent inspections.

5. Evaluate all complaints of harmful interference resulting from Coast Guard use of the radio spectrum and initiate necessary action to eliminate or reduce harmful interference. As practicable, provide for monitoring of radio circuits.

6. Maintain close liaison with appropriate government and industry communication personnel as a means of improving Coast Guard communications, coordination and technical development.

7. Develop and issue communication plans in support of mobilization.

8. Initiate submission of annual planning and request for operational approval letters to Commandant for budgetary information and to make necessary communication plant improvements.

9. Administer the communication security programs.

10. Maintain the District Commander's Registered Publication Allowance, and operate a communication center, cryptographic center and courier service for the district office.

11. Provide operational guidance to district radio stations and other Coast Guard communication facilities.

*BOATING SAFETY BRANCH
(ob)

Under the direction and supervision of the Chief, Operations Division, the Chief, Boating Safety Branch shall:

1. Administer and supervise the Coast Guard Boating Safety Program within the district.

2. Supervise and coordinate activities of the District Boating Safety Team, taking cognizance of any USCG/ State agreements and coordinating with adjacent District Boating Safety Team activities where appropriate; insure that qualified personnel are assigned to the Boating Safety Team; review and submit Boating Safety Team Reports.

3. Maintain close liaison with State Boating Law Administrators, the Regional Association of State Boating Law Administrators in order to promote comity between jurisdictions, and encourage uniformity and reciprocity of boating laws and regulations; urge states' compliance with Uniform State Waterway Marking System; encourage and review their public information and education programs.

4. Coordinate the implementation efforts of the Coast Guard boating safety program as appropriate with the USCG Auxiliary, U.S. Power Squadrons, and other public service oriented groups.

5. Administer the program of boat accident reporting as provided in 46 CFR 173, except in those states that have Federally approved numbering systems, coordinating with the Marine Safety Divisions and OCMI's as indicated.

6. Administer the Boarding Officer training program, insuring participation by all concerned agencies.

7. Maintain liaison and coordination with the designated OCMI and State Liaison Officer to promote uniformity and compliance with the Federal Boating Act in matters relating to casualty and investigation procedures for recreational boating.

8. Attend and participate in appropriate boating safety meetings and conferences within district.

9. Employ all feasible avenues of educating the public on boating safety.

10. Administer the Coast Guard law enforcement programs pertaining to recreational boating and other uninspected vessels, except those functions specifically vested in the Marine Safety Division.

11. Administer within the provisions of 46 CFR 2.50, the administrative penalty procedures resulting from reports of violation in enforcement of the Motorboat Act of 1940, the Federal Boating Act of 1958, and associated regulations.

12. Plan and supervise a well rounded boating safety program; observe practices in the boating industry and initiate steps for corrective measures where unsafe practices have been observed; assist the Public Affairs Officer in preparation of Notices, speeches, exhibits, and demonstrations on boating safety and education; maintain liaison with boating organizations and marine trade organizations to increase mutual understandings and to promote boating safety through increased cooperation.

13. Coordinate and administer boating safety pilot projects.

*Except in those districts authorized a Boating Safety Division.

INTELLIGENCE AND LAW ENFORCEMENT BRANCH
(oil)

Under the direction and supervision of the Chief, Operations Division, the Chief, Intelligence and Law Enforcement Branch, shall:

1. Supervise or conduct appropriate investigations pertaining to law enforcement matters, as set forth in the Coast Guard Investigations Manual (CG-282) (exclusive of those matters specifically vested in other district components) and maintain close relationship with the district legal staff on matters of general investigative and law enforcement legal processes.

2. Supervise or conduct all categories of investigations pertaining to internal security and security violation matters, as requested or directed, and as established by the Coast Guard Investigations Manual (CG-282).

3. Provide survey services as requested or directed pertaining to determination of the countermeasures necessary to protect a command, installation, or site from penetration through physical means, not including technical (electronic) surveillance, and provide recommendations for improvement in countermeasures where indicated.

4. Supervise and coordinate those activities required to:

   a. protect and preserve the natural resources and national interests within the territorial waters, contiguous fisheries zone, treaty and international agreement areas, and special interest areas, and

   b. enforce other federal statutes in the navigable waters of the United States and on the high seas except those statutes, treaties and international agreements related to commercial vessel safety, boating safety, port safety and security, and maritime environmental protection.

5. Supervise or conduct all categories of personnel security investigations which may be ordered or required.

6. Provide investigative service to commanding officers on matters requiring special investigative attention or when it appears to be in the best interest of the Coast Guard for Coast Guard intelligence to conduct an investigation.

7. Plan and conduct investigative surveys when so directed by the Commandant in connection with violations of public trust, contractural procurement, or disposal fraud matters.

8. Maintain liaison with, and render appropriate assistance to, other federal agencies on matters pertaining to investigations, law enforcement, counterintelligence and intelligence. Disseminate to proper Coast Guard authority information furnished by other agencies, and furnish other agencies information derived from Coast Guard sources when necessary.

9. Analyze, evaluate, and disseminate information of criminal, counterintelligence or internal security significance. Collect and disseminate information pertinent to the security of Coast Guard installations, when information of this nature is generated on or in the vicinity of Coast Guard installations.

10. Monitor investigations by other federal, state, or local law enforcement agencies when of interest to the Coast Guard. Inform Coast Guard commands of the results of other agency investigations, including the action taken.

11. Keep appropriate commanders advised of the results of investigative activity so that they may take appropriate action through the submission of interim or final reports.

12. Provide the central point of contract between Coast Guard districts and federal, state or local investigative and security agencies on matters related to the functions set forth above.

13. Follow up on the apprehension of deserters and assist in locating absentees as requested by Coast Guard district offices and units.

READINESS BRANCH
(or)

Under the direction and supervision of the Chief, Operations Division, the Chief, Readiness Branch shall:

1. Administer the program for maintaining and improving operational readiness so as to insure the maximum effectiveness of all units in the district; adhere to such technical guidance as will be furnished by the area staff in line with established Commandant's policies. By frequent inspections, insure thorough understanding of current operational doctrine and compliance with established operating standards by all units.

2. Provide for utilization of all training facilities available, including those of the Navy and other services; and make necessary scheduling and other arrangements. Periodically observe units during actual training operations in order to have current knowledge of relative readiness of the various units for required operational tasks.

3. Be cognizant of current operational problems in order to initiate recommendations for changes in procedures, equipment, allowances, or training. Plan for operational testing and evaluation of equipment and techniques designed to improve operating efficiency of units as directed.

4. Establish district requirements and provide for procurement, distribution, and utilization of ordnance, small arms, and chemical warfare equipment and associated material.

5. Develop, in conjunction with cognizant staff members, and keep current district mobilization and mobilization logistics plans as required in support of Coast Guard and appropriate Naval District plans. Disseminate mobilization planning information to district units and require preparation of supporting plans when necessary.

6. Recommend revisions when necessary and initiate other appropriate action with respect to joint defense plans, emergency war operating plans, mutual agreements and other similar plans and documents which concern employment of district forces.

7. Maintain a file of all mobilization plans, mobilization logistic plans, joint defense plans, emergency war operating plans, mutual agreements, operational training publications, and other similar plans and documents concerning the operational readiness and employment of district forces in time of war or national emergency.

8. Maintain liaison with appropriate planning groups of the naval district, and other government agencies, concerned in Coast Guard mobilization planning.

SEARCH AND RESCUE BRANCH
(osr)

Under the direction and supervision of the Chief, Operations Division, the Chief, Search and Rescue Branch shall:

1. Administer the program for the operation of floating units, aeronautical units and shore units (except those under the cognizance of the Aids to Navigation Branch), and supervise their activities.

2. Initiate or review proposals for the reduction, expansion, and modification of district operating facilities; be cognizant of operational requirements of the several areas comprising the district with a view to recommending changes in assigned facilities; and insure, insofar as practicable, adequate distribution of operating facilities to effect maximum coverage commensurate with available personnel and facilities.

3. Act as senior controller of the District Operations Center (including the Rescue Coordination Center) and as liaison officer for search and rescue activities, assisting the Chief, Operations Division in the coordination of civil and military facilities for search and rescue operations, as directed by that officer.

4. Exercise general supervision over the operation of small boats and vehicles assigned to district units and direct supervision over those assigned to the district office.

5. Provide aerological services when specified.

6. Prepare preliminary budget estimates, make recommendations as to fund allocations or suballotments, and administer funds allocated to the Branch, as prescribed in current directives.

PERSONNEL DIVISION
(p)

Under the general direction and supervision of the District Commander and the Chief of Staff, the Chief, Personnel Division shall:

1. Direct, supervise, and coordinate the activities of the Chiefs of the Civilian Personnel, Medical, Military Personnel, and Military Personnel Recruiting Branches in connection with their assigned functions; assure the efficient performance of duty by those officers; and have ultimate responsibility for:

   a. Administration of the civilian personnel program in the district.

   b. Providing medical services and the maintenance of sanitation standards in the district. In the absence of a full time Medical Officer, assume primary responsibility for all medical activities in the district, including the supervision of medical and dental officers, hospital men, and other personnel engaged in providing medical service. The supervision of enlisted personnel of the Medical Department may be delegated to the Chief, Medical Branch.

   c. Administration of the military personnel program in the district.

2. Supervise the planning and execution of the programs for the administration of all categories of personnel in the district.

3. Obtain from other staff officers such information on their plans and requirements as may be relevant in developing district personnel programs.

4. Furnish appropriate preliminary budget estimates and fund allocations or suballotments to the Comptroller Division, and administer funds allocated to the Personnel Division, as prescribed in current directives.

5. Develop estimates of personnel requirements and justifications therefor that may be required by Headquarters or for his own use.

6. Take appropriate action to assure proper utilization of available personnel in the district.

7. Handle disciplinary matters involving personnel in the district which are within the proper cognizance of the district office.

8. Administer matters concerning the subsistence and quartering of personnel with respect to the adequacy of established messes and the use of cash subsistence or commuted rations in lieu of rations in kind, the availability, adequacy and allocation of government quarters, and the use of cash quarters allowance.

9. Conduct the district's Payroll Savings Program for the sale of U. S. Bonds.

NOTE: The term "military personnel" in the various forms as used in this statement does not include Reserve personnel on inactive duty or on intermittent active training duty, but does include Reserve personnel on extended active duty.

CIVILIAN PERSONNEL BRANCH
(pc)

Under the direction and supervision of the Chief, Personnel Division, the Chief, Civilian Personnel Branch shall:

1. Conduct the program for the administration of civilian personnel in the district, subject to the limitations prescribed by law and in accordance with the rules and regulations of the Civil Service Commission and the Commandant.

2. Arrange with the Regional Office of the Civil Service Commission and other authorized sources for the procurement of civilian personnel.

3. Develop and conduct a program for employee relations, including grievances, welfare and counseling activities.

4. Assist in the assignment of duties and responsibilities to positions and evaluate and classify positions within delegated authority.

5. Review requests for travel orders for civilian personnel and prepare such orders for signature by the District Commander or Chief of Staff.

6. Maintain required personnel records for all civilian employees in the district and a record of authorized positions; cooperate closely with the Chief, Comptroller Division, in regard to estimates, obligations and expenditures of funds for pay of civilian employees.

7. Administer civilian personnel leave and retirement laws and regulations; obtain data as necessary to support the establishment or revision of wage rates for trades or occupations; keep other components advised with respect to policies, interpretations, and procedures in this regard.

8. Plan and administer the employee development program by:

   a. Identifying and recording training needs,

   b. Arranging and providing courses and programs to meet identified needs,

   c. Funding the training program, and

   d. Evaluating and reporting the effectiveness of the training program.

MEDICAL BRANCH
(pm)

Under the direction and supervision of the Chief, Personnel Division, the Chief, Medical Branch shall:

1. Plan and administer all matters pertaining to the health of military personnel, the maintenance of adequate sanitary standards, and the prevention of disease within the district.

2. Maintain liaison with Public Health Service and Department of Defense medical facilities regarding provision of care and physical examinations, furnishing of necessary medical records, and medical matters generally.

3. Maintain liaison and cooperation with health programs of civilian and Public Health authorities, such as those for the prevention, control, and treatment of venereal diseases and tuberculosis.

4. Determine the adequacy of district allowances for medical personnel, supplies, and equipment, and make recommendations in regard to increases or reductions therein. Review or prepare requisitions for medical supplies and equipment.

5. Furnish advice and formulate contributory plans on the medical aspects of matters pertaining to operational and logistical plans of the district prepared for use in times of emergency or disasters.

6. Review medical reports such as Narrative Summaries, Reports of Physical Examination, Boards of Medical Survey, etc., and recommend administrative action to be taken thereon.

7. Conduct inspections of district units and submit reports to the district commander concerning sanitary conditions, prevalence of diseases, and dietetic adequacy of rations; make recommendations that will insure adequate training or other programs essential to the maintenance of sanitation standards and health within the district.

8. Inspect buildings and sites in use or proposed for lease or acquisition and review plans for proposed construction to insure that sanitary and other health standards are met.

9. Release information from medical records of Coast Guard personnel to authorized individuals and agencies when authorized by competent authority as indicated in Coast Guard Supplement, Section 0714, MCM 1951.

10. Furnish information and advice to dependents and retired personnel concerning eligibility and procedures for obtaining medical care at government expense.

11. Supervise enlisted personnel of the Medical Department when such supervisory authority has been delegated to the Medical Branch by the Chief, Personnel Division.

12. Supervise or conduct all physical examinations given in the district, including annual examinations and those given to recruits.

MILITARY PERSONNEL RECRUITING BRANCH
(pmr)

Under the direction and supervision of the Chief, Personnel Division, the Chief, Military Personnel Recruiting Branch shall:

1. Have primary responsibility for all military personnel procurement activities in the district (officer and enlisted).

2. Supervise district recruiting stations, providing adequate instruction to recruiting personnel.

3. Maintain liaison with the Chief, Reserve Division in connection with Reserve procurement programs.

4. Maintain close liaison with other Armed Forces recruiting activities and insure that the Coast Guard is adequately represented in joint activities.

5. Conduct the program for procurement of candidates for cadetship.

6. Utilize facilities available to the Public Affairs Officer concerning procurement programs.

7. Prepare preliminary budget estimates, make recommendations as to fund allocations and administer funds allocated to the branch.

8. Maintain necessary records related to personnel procurement and submit reports as required by current directives.

MILITARY PERSONNEL BRANCH
(pp)

Under the direction and supervision of the Chief, Personnel Division, the Chief, Military Personnel Recruiting Branch shall:

1. Have primary responsibility for all personnel training activities in the district, except those controlled by Headquarters; develop and carry out plans for personnel training within the district; maintain lists of requests for specialist or advanced training and assist in the selection of men for such training; arrange for participation of district office personnel in Coast Guard Institute courses; and, in connection with these responsibilities, administer a program for the maintenance of appropriate records relative to the skills and aptitudes of enlisted personnel.

2. Have primary responsibility for all activities in the district pertaining to the development and maintenance of good morale; including the recreational program and procurement of supplies, equipment and facilities to further that program; render assistance to military personnel and their families in obtaining dependency allowances, reimbursement for personal effects lost in marine disasters and rescue operations, death gratuities, and funeral expenses; render appropriate services in case of death, including notification of next of kin and assistance in funeral arrangements; assist personnel in matters relative to government insurance; and assist the district commander in the direction of Coast Guard Welfare.

3. Administer and act as custodian of the morale fund of the district. Have cognizance over the operation, establishment and disestablishment of exchanges at district units and assure proper and efficient administration of such activities.

4. Have primary responsibility for the administration and distribution of military personnel in the district, including assignment, transfers, changes in rating of all categories, discharges, extensions of enlistments, etc., of enlisted personnel, and transfers, promotions, releases etc., of officer personnel.

5. Have primary responsibility for assuring proper utilization of available personnel in the district.

6. Prepare all papers, records, and forms in connection with the administration of military personnel, including duty and travel orders, endorsements, authorizations for the travel of dependents and the transportation of household effects, etc.

7. Maintain necessary records relating to military personnel including service records of personnel attached to district offices, assignment records, rating and qualification records; maintain records of the allocation of all military personnel, showing authorized allowances for each unit in the district and actual number of military personnel on board.

8. Prepare preliminary budget estimates, make recommendations as to fund allocation or suballotments, and administer funds allocated to the branch, as prescribed in current directives.

NOTE: The term "military personnel" in various forms as used in this statement does not include Reserve personnel on inactive duty or on intermittent active training duty but does include Reserve personnel on extended active duty.

RESERVE DIVISION
(r)

Under the general direction and supervision of the District Commander and the Chief of Staff, the Chief, Reserve Division shall:

1. Develop and administer the program for the Coast Guard Reserve, (*) including the temporary component thereof, in the district in accordance with the policies, regulations, and instructions prescribed by the Commandant.

2. Administer the program for the training, organization, and assignment of all Reserve personnel on inactive duty or on intermittent active training duty.

3. Maintain liaison and assist the Chief, Military Personnel Recruiting Branch in his administration of the military personnel procurement activities for Reserve personnel.

4. In consultation with the divisions concerned and within the limits prescribed by the Commandant, develop the scope and extent of the Reserve training program and the degree and manner in which Service facilities are to be utilized in furthering this program.

5. Collaborate and maintain effective liaison with the divisions concerned in regard to such logistic support elements, including supply, medical service, and fiscal and financial service, as may be required for the successful conduct of the Reserve program.

6. Maintain a system of records-keeping in connection with the Reserve program as prescribed by the Commandant.

7. Administer funds allocated for Reserve purposes in accordance with current applicable directives.

8. Administer the program for the temporary component of the Reserve in the district; maintain such records relative to temporary members of the Reserve as are required.

9. Establish and maintain close liaison with the Naval District Deputy Chief of Staff for Naval Reserve and Training and local Naval Reserve Unit Commanders, particularly with respect to promoting Coast Guard utilization of naval training and other facilities.

(*)**NOTE**: The term "Reserve personnel" in various forms as used in this statement includes Reserve personnel on inactive duty or on intermittent active training duty, but does not include Reserve personnel on extended active duty.

ACTIVITIES EUROPE

I. **General Description.** Coast Guard Activities, Europe is a special regional command established to coordinate and control all Coast Guard activities in Europe and certain adjacent territories. It is somewhat similar to a district but does not have the range of missions, facilities or personnel inherent in a District Command.

II. **Functions.** The Commander, Coast Guard Activities Europe, as the principal agent and representative of the Commandant, is responsible for the administration and general direction of units under his command. In the performance of his duties, the Commander is assisted by a staff of administrative and technical assistants who serve as principal advisors to him for those fields in which they are individually qualified and assigned. The organization of the staff of the immediate office of the Commander includes the Deputy Commander and the Administration, Engineering, Loran, Marine Safety and Operations Divisions, the functions of which are summarized below:

a. **Administration Division.** Performs personnel and comptroller functions for Coast Guard Activities, Europe as a whole as well as furnishes the full range of administrative support for the Activities Europe staff.

b. **Engineering Division.** Provides logistics support of an engineering nature, involving design, construction, alteration, repair, maintenance, outfitting or replacement of shore structures, machinery or equipment (excluding electronics equipment), loran antennas, boats and vehicles, as applicable, for Coast Guard units throughout the command. It also provides technical and logistics assistance on engineering matters to host nation operating agencies on request.

c. **Loran Division.** Provides supervision for the installation, operation, maintenance and modification of electronics equipment and systems throughout the command; provides technical assistance on Loran-C matters to host nation operating agencies; performs the functions of SACIANT representative for Loran-A technical matters; and assists the Commander in maintaining liaison with organizations concerned with electronics matters of interest to the Coast Guard.

d. **Marine Safety Division.** Provides advice to the Commander on marine safety matters and maintains liaison with industrial, governmental and international organizations on matters of interest to the Coast Guard in this field.

e. **Operations Division.** Functions include: administrative and technical control of command communications; control of classified material; military planning and readiness; operational and administrative readiness inspection programs; coordination of Coast Guard air and surface unit operations and visits within the command area; and the promotion and coordination of AMVER matters.

III. **Organization.** Charts I and II which follow show the Headquarters (London) and field organization of Activities Europe.

DEPARTMENT OF TRANSPORTATION
U. S. COAST GUARD
EUROPEAN COMMAND STAFF ORGANIZATION

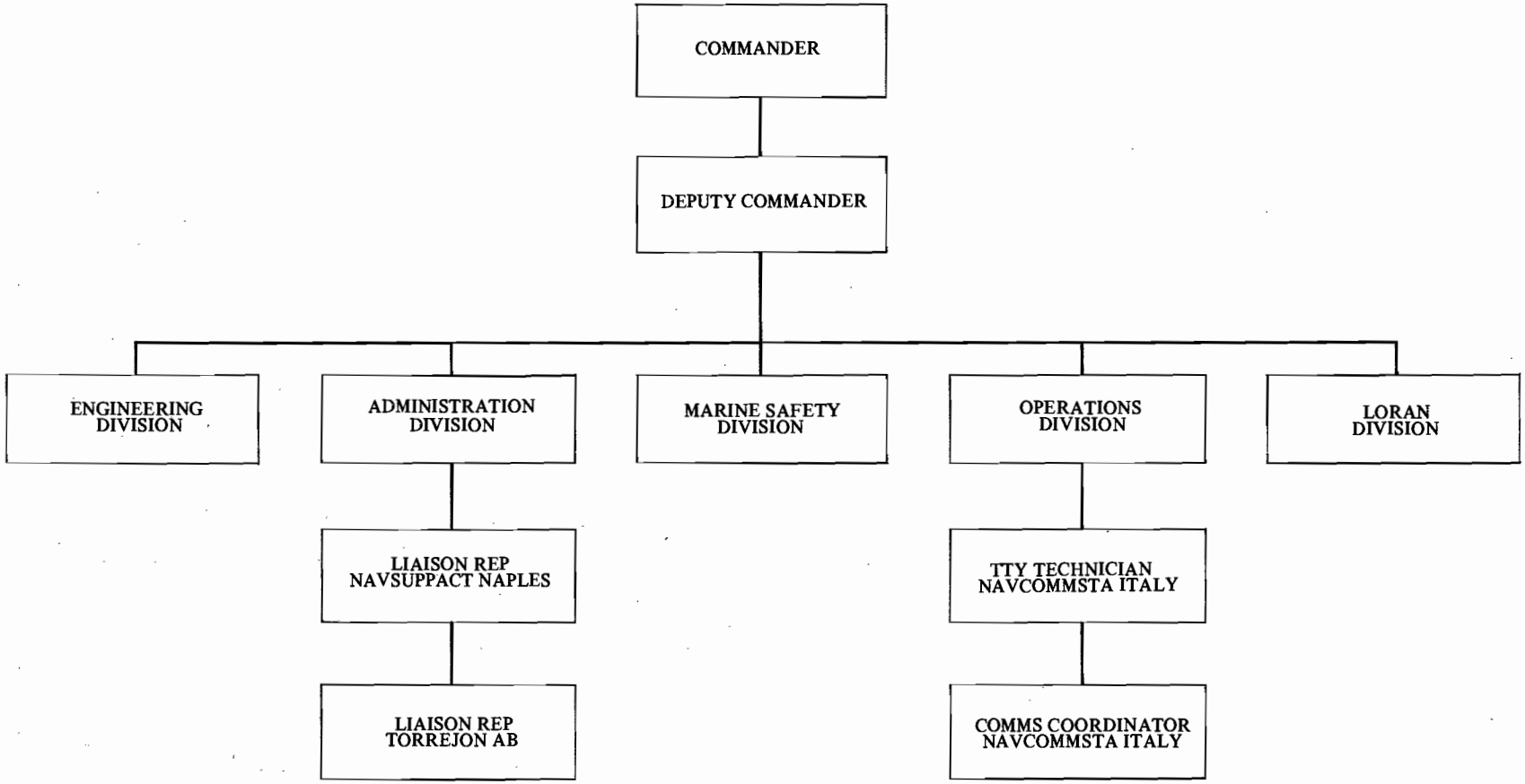


CHART 1

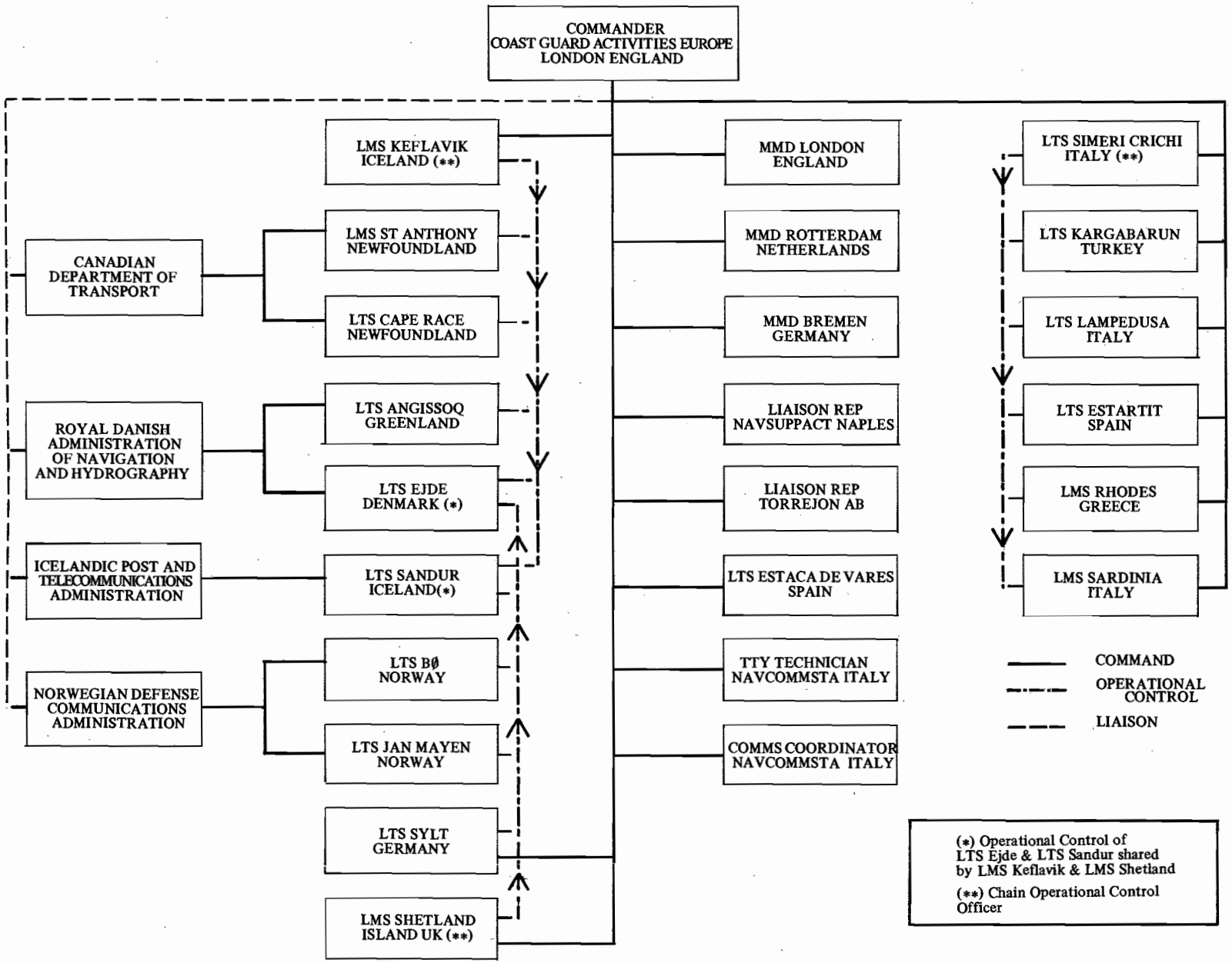

COMMANDER
COAST GUARD ACTIVITIES EUROPE
LONDON ENGLAND
CANADIAN DEPARTMENT OF TRANSPORT
ROYAL DANISH ADMINISTRATION OF NAVIGATION AND HYDROGRAPHY
ICELANDIC POST AND TELECOMMUNICATIONS ADMINISTRATION
NORWEGIAN DEFENSE COMMUNICATIONS ADMINISTRATION
LMS KEFLAVIK ICELAND (**)
LMS ST ANTHONY NEWFOUNDLAND
LTS CAPE RACE NEWFOUNDLAND
LTS ANGISSOQ GREENLAND
LTS EJDE DENMARK (*)
LTS SANDUR ICELAND(*)
LTS BØ NORWAY
LTS JAN MAYEN NORWAY
LTS SYLT GERMANY
LMS SHETLAND ISLAND UK (**)
MMD LONDON ENGLAND
MMD ROTTERDAM NETHERLANDS
MMD BREMEN GERMANY
LIAISON REP NAVSUPPACT NAPLES
LIAISON REP TORREJON AB
LTS ESTACA DE VARES SPAIN
TTY TECHNICIAN NAVCOMMSTA ITALY
COMMS COORDINATOR NAVCOMMSTA ITALY
LTS SIMERI CRICHI ITALY (**)
LTS KARGABARUN TURKEY
LTS LAMPEDUSA ITALY
LTS ESTARTIT SPAIN
LMS RHODES GREECE
LMS SARDINIA ITALY
COMMAND
OPERATIONAL CONTROL
LIAISON
(*) Operational Control of LTS Ejde & LTS Sandur shared by LMS Keflavik & LMS Shetland
(**) Chain Operational Control Officer

CHART II

PART V

DISTRICT FIELD ORGANIZATION

PART V

DISTRICT FIELD ORGANIZATION

A. GENERAL

1. Background on District Field Organization

a. Most Coast Guard commands are either district-controlled floating units or district-controlled shore units (except where area control is specifically provided – see Part III). These district units (listed specifically in Operating Facilities of the Coast Guard – CG-244) carry out the majority of operational activities associated with Coast Guard programs.

b. This part deals generally with shore unit organization but does not discuss the organization of floating units, since this subject is covered in manuals which have been printed for each major type of vessel. Additionally U.S. Coast Guard Regulations (CG-300) contains precepts which affect the organization of all floating units.

c. Section B of this part notes other publications which contain organizational precepts for several types of district shore units.

2. Control of District Units

a. District units are primarily controlled by group and section commands, although some units (such as larger cutters, marine safety offices, air stations, and others) are under the direct control of the district commander. Group and section commanders exercise administrative and operational control over subordinate district units within a prescribed area in accordance with the directives and general supervision of the cognizant district commander and his staff.

b. Section and group commands are described in more detail in Section B of this part.

3. Command Responsibility for Organization

a. This manual does not specify a standard organization for district shore units due to the variation in conditions and volume and types of work performed from unit to unit. However, organizational guidelines and standards are provided in certain manuals issued by the Commandant to provide program support and direction to the district commander for functions performed at district field units. Some of these manuals are identified below in section B. Thus, subject to these controls and the prior approval of the cognizant district staff, the commanding officer or officer in charge of a district shore unit shall develop and maintain a unit organization which promotes safe, efficient and economical operations consistent with the missions and goals assigned.

b. In developing the unit organization and assigning functions to subordinates, the commanding officer or officer in charge shall give due consideration to the unit personnel allowance, physical arrangement of the unit, watch requirements, crew morale, operating environment, principles of organization, and any characteristics which are peculiar to the unit.

B. TYPES OF DISTRICT SHORE UNITS AND THEIR FUNCTIONS

The functions of the principal district shore units/commands are summarized below (additional descriptions and current organizational relationships may be found in CG-244, Operating Facilities of the Coast Guard):

1. Section Command

a. When recommended by a district commander and approved by the Commandant, a section command (generally encompassing a relatively large operational area) may be established as an intermediate level of command under the control of the district commander. Sections are normally established outside the continental United States in regions far removed from a district office. They provide:

(1) Direction and coordination in the discharge of Coast Guard functions within geographical limits assigned to the section.

(2) Operational control over subordinate commands in the section.

(3) Administrative and technical control over subordinate commands (except as specified by the district commander).

b. Section commanders shall be responsible for the operational readiness of subordinate commands. They shall maintain liaison with other government agencies and provide such public information services as the district commander may direct.

2. Group Command

When recommended by a district commander and approved by the Commandant, a group command may be established under the control of the district commander to provide:

a. Operational and administrative control over designated subordinate commands. This function includes responsibility for conducting administrative inspections and operational evaluations.

b. Military jurisdiction over subordinate commands.

3. Marine Safety Office

a. A Marine Safety Office (MSO), when approved by the Commandant, represents a consolidation of a marine inspection office and a Captain of the Port office. A MSO performs functions in support of the Port Safety and Security, Marine Environmental Protection, and Commercial Vessel Safety programs. These functions include: Enforcing applicable laws and regulations; performing inspections of vessels and port facilities; conducting patrols; issuing permits, documents, licenses and certificates; carrying out investigations of casualties, accidents and incidents; conducting suspension and revocation proceedings; monitoring hazardous operations in the port areas; controlling vessel movement under certain conditions; supervising the shipment and discharge of merchant seamen; and providing Coast Guard representation and directing operations at the scene of marine pollution incidents.

b. The commanding officer of a Marine Safety Office is also the Captain of the Port (COTP) and the Officer-in-Charge, Marine Inspection (OCMI) for those areas of responsibility prescribed by the Code of Federal Regulations.

4. **Captain of the Port and Marine Inspection Offices**

a. Some ports do not have a Marine Safety Office but do have a Captain of the Port Office or a Marine Inspection Office, or both, operating as independent units.

(1) A **Captain of the Port Office** performs functions in support of the Port Safety and Security and the Marine Environmental Protection programs. (Additional information concerning the organization and functions of a COTP office may be found in the Port Security Manual, CG-299, and the pamphlet "Security of Vessels and Waterfront Facilities.")

(2) A **Marine Inspection Office** performs functions in support of the Commercial Vessel Safety program. (Additional information concerning the organization and functions of a Marine Inspection Office may be found in the Merchant Marine Safety Manual, CG-203).

5. **Stations**

a. Many district units have been designated "stations." Words modifying the title "station" are used to indicate the primary program to which a unit devotes its resources. For example, a "light station" is primarily concerned with the Short Range Aids to Navigation Program.

b. Coast Guard shore units as well as floating units operate under a multi-mission or multi-program concept. Thus stations identified simply as "Coast Guard Stations" normally perform functions in support of a number of Coast Guard programs.

6. **Bases**

a. Most Coast Guard bases are industrial bases which provide maintenance, repair, and construction services for other Coast Guard units. (Additional information concerning the organization and functions of an industrial base may be found in the Industrial Management Guide, CG-361.)

b. In addition to industrial bases, the Coast Guard operates other relatively large units which are also designated as bases, which are currently being redefined. These bases will be described in a forthcoming amendment.

7. **Depots**

A depot is an industrial activity but differs from an industrial base in that the depot repairs, maintain and stores only aids to navigation equipment.

8. **Reserve Units**

a. Coast Guard Reserve units provide the formal organization in which qualified persons are trained for active duty during periods when more resources are needed than are

available in the regular Coast Guard. (Additional information concerning the organization and functions of Reserve units may be found in CG-296.)

9. **Detachments.** These sub-units operate separately from their parent commands to meet the need for operations and services at one or a number of remote locations within the district. Examples follow:

   a. **Marine Inspection Detachments**

   b. **Boating Safety Detachments**

   c. **Maintenance and Repair Detachments**

PART VI

HEADQUARTERS UNIT ORGANIZATION

(Reserved)